CTE JOURNEYS | HANDBOOKS

Healthcare



CAREER AND TECHNICAL EDUCATION

sample

TABLE OF CONTENTS

SECTION 1: Is This the Field for You? 5

Chapter 1: Inside the Industry 6
Chapter 2: Work Environment 16

SECTION 2: Explore Careers 25

Chapter 3: Patient Care 26
Chapter 4: Diagnostics 50
Chapter 5: Support Services 60

SECTION 3: Plan a Future 69

Chapter 6: Education and Training 70
Chapter 7: Next Steps 78

GLOSSARY 84

Sample


HOSPITAL

SECTION 1

Is This the Field for You?

Are you a good listener? Perhaps you are known for being understanding. People often ask for your help with problems. They see you as a calm and helpful friend. Giving up when work is hard isn't an option. Helping others gives you purpose. Does this sound like you? If so, consider a career in healthcare.

Sample

Chapter 1 〉

Inside the Industry

Healthcare is a medical field. All people are treated. The goal is to live a healthy life. **Patients** get checkups. They learn how to take care of themselves. Injury and illnesses are prevented. A patient may be sick. They could have a disease. Maybe they had an accident. Workers in this industry care for them all.



Sample



Some workers treat very sick people. They run tests. Results can show what is wrong. Doctors do surgeries. Injuries are treated. Medicine may be given. Other workers help with **recovery**. Daily tasks are practiced. Stretches and exercises are taught. **Nursing** facilities take care of elders.

Sample





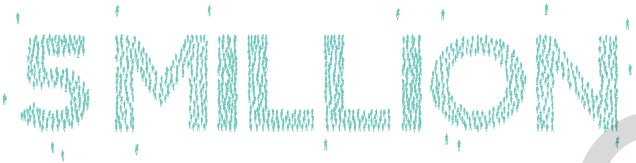
Healthy people need care. Kids and adults get checkups. Babies are born and cared for. Shots can prevent sickness. Vision exams are taken. Teeth are cleaned. People are living longer than they used to. Older people often need extra services. Workers care for them.

Healthcare is a field with many options. Nearly two million jobs open every year. There are roles in labs and hospitals. Others are in offices. Workers might go to patients' homes. Caring people could do well. Helping others is the focus. It is important to be patient. Kindness is key. Does this interest you? Read on to find out more.

Sample

Did You Know?

Nursing is the most popular healthcare job. There are more than five million nurses in the U.S.



One-third of all clinic visits are for preventive care.



There are more than 6,000 hospitals in the U.S.



Ten percent of U.S. jobs are in healthcare.



More than seven in ten U.S. healthcare workers are women.



Sample







The healthcare field offers a wide range of jobs. They take place in many settings. Each type of place requires different roles. Here is a close-up look at a few scenes.

Scene #1: A Hospital

There are many jobs in a hospital. **Emergency Medical Technicians (EMTs)** bring in patients. They use an ambulance. **Orderlies** move patients. They push beds and wheelchairs. There are operations. **Surgeons** need tools to operate. A **surgical assistant** helps. **Nurses** give medicine to patients. A **medical assistant** takes blood pressures and temperatures.







Sample











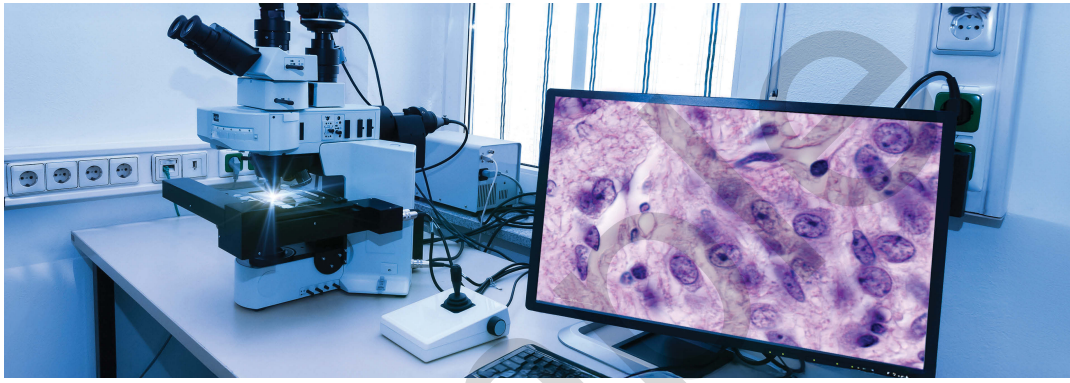


Sample









Scene #2: A Medical Lab

Medical labs are full of employees. **Histology technicians** are hard at work. They are cutting tissue. It will be shown to a **doctor**. A **phlebotomist** collects a blood sample. Now it goes to a doctor. It needs to be examined. **Dental laboratory technicians** make dentures. These will help someone.







Sample







Scene #3: A Doctor's Office

Many workers help a doctor's office run. A **medical office manager** trains new hires. The **medical transcriptionist** is at a computer. He is typing the doctor's notes. A **medical biller** is on the phone. She is working with insurance. One patient has questions. They are nervous. A **patient representative** speaks to them. Then the patient feels at ease.





Sample







Sample

CTE JOURNEYS | HANDBOOKS

- Agriculture, Food, and Natural Resources
- Art and Design
- Auto and Equipment Mechanics
- Beauty and Cosmetology
- Building, Construction, and Engineering
- Business Administration
- Education and Training
- Government and Military
- **Healthcare**
- Hospitality and Tourism
- Information Technology
- Manufacturing
- Marketing and Sales
- Media and Entertainment
- Public Safety, Security, and Law
- Transportation and Logistics

Sample

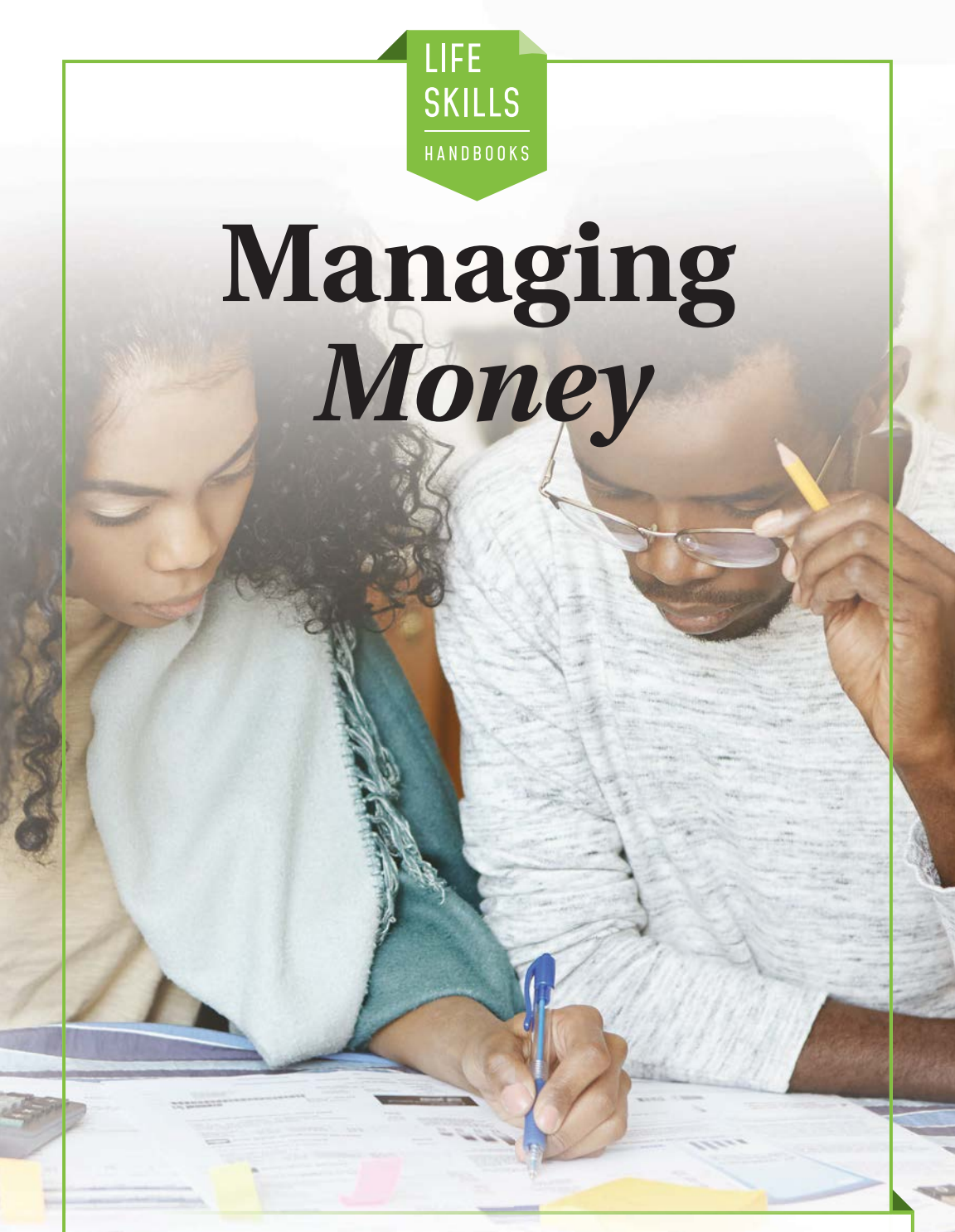
LEXILE HL360L

ISBN: 978-1-63889-441-4

SADDLEBACK EDUCATIONAL PUBLISHING
www.sdlback.com

LIFE SKILLS
HANDBOOKS

Managing *Money*



Controlling Your Spending | Banking Basics
Buy Now, Pay Later | Improving Your Budgeting Skills

SECTION 1

Controlling Your Spending

Controlling spending can be a challenge. Some people make poor spending choices over and over. As a result, they never seem to have enough money for the things they need. Others try to be careful. But they don't understand some basic ideas about smart money management. You can take control of your spending by correcting bad **habits** and learning how to avoid costly mistakes.

It All Adds Up!

Erin was glad to get home. She'd had classes all morning. Then she had worked an eight-hour shift at the store. Now it was time to relax. Her roommate, Cassie, was working tonight. That meant Erin had the apartment all to herself.

But when Erin walked through the door, she immediately tensed up. Lights were on throughout the apartment. In the living room, the TV blared. A nearly full can of soda sat on the kitchen counter. Next to it was an open container of takeout food from the deli.

"Cassie . . ." Erin muttered to herself. Then she tossed the container into the trash.

This wasn't the first time Erin had come home to a situation like this. Erin thought Cassie was wasteful. Her roommate didn't worry about what things cost. She never planned how to spend what she earned either. Last summer, Cassie had even bought a new car without giving it much thought.





Now Cassie was having trouble keeping up with her car payments. She also had some credit card bills to pay. More and more, she struggled to pay her share of the rent and utilities. Erin worried about her roommate. What if Cassie ran out of money? Then Erin would have to find a new roommate.

Erin didn't consider herself a financial expert. But she had common sense about spending money. She realized it was easy to form bad habits. The costs of even small purchases added up fast. Right now, Erin knew she couldn't have everything she wanted.

She wished Cassie had learned some of the same lessons.

Chapter 1

Developing Thrifty Habits



A habit is something you do all the time without thinking about it. Some habits are good. Others are bad.

What are your bad habits when it comes to money? Do you ever waste money? If so, think about ways to correct your poor spending habits. You might be surprised at how much you could save.

Let's say you spend $3 a day on soda. To be **thrifty**, you could start drinking water instead. In five days, you'd have an extra $15. After a year, you'd be $1,095 richer.



Making Simple Changes

Having thrifty habits clearly saves money. Making even simple changes can add up to big savings. One example is turning off the lights when you leave a room. Once you get started, it becomes easy to think of new ways to save. But resisting the **temptation** to spend can be hard.

In today's world, we're repeatedly hit with clever and attractive marketing schemes. They're designed to convince us to spend our money on things we don't need and maybe can't even afford. How many **advertisements** have you seen lately that suggest you go into **debt** to purchase something?

Sometimes, your friends encourage your bad spending habits. Do you ever feel like you must buy things to keep up with them? If so, you're feeling peer pressure. Giving in can be very expensive.





Learning to Be Frugal

It isn't easy to resist peer pressure. Most people want to do what everyone else does. Many want to have what everyone else has. But it's important to be frugal. This means you're careful about spending your money. Think twice when considering a big purchase.

There are many reasons people tighten their spending. Some want to save money for something special. It might be a big gift or college **tuition**. Others develop thrifty habits to avoid going into debt. They also know it's important to have some extra money set aside. This can cover the cost of emergencies and help you take advantage of unexpected opportunities.

What could convince you to save money and stop buying things you don't need? Think of a few reasons. Also think of what you could live without. These are good places to start making changes.

Tips for Resisting Peer Pressure

- **Choose friends who influence you in good ways, not bad ways.** True friends will respect your values and decisions.
- **Avoid activities that you don't want to do.** Think in advance about what might be involved. Decide whether you want to participate.
- **Make decisions that fit your values.** Then follow through with them. Don't make decisions or change your mind based on other people's values and expectations.
- **Consider the possible consequences of your behavior.** Will you get in trouble? Could you get hurt or harm your health?
- **Practice ways to say no.** Tell the truth. If that's difficult, make up an excuse for not getting involved in something.



Tips for Saving Money

Some wasteful habits are easy to change. Others are harder to correct. They may take more time and effort.

Read the following money-saving tips. Which ones might help you become thriftier?

- Turn off lights, TVs, and other electronics whenever you leave home.
- Avoid buying snacks and drinks from vending machines. Pack your own and carry them with you.
- Stop spending money on candy and junk food.
- Walk or ride a bike instead of paying for gas or bus fares.
- Pack a lunch instead of buying one.
- When you shop, take just enough cash to buy the things you need. Leave your debit and credit cards at home.



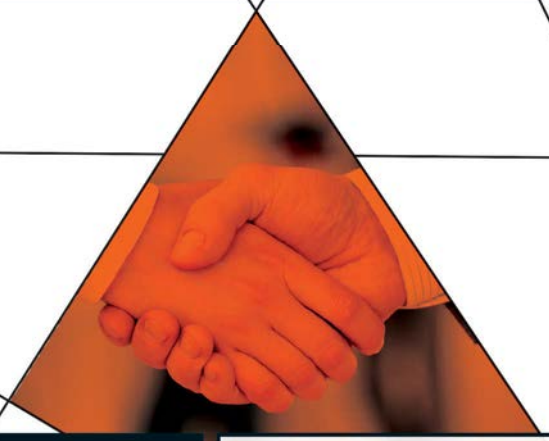


Average Living Expenses

There are certain things in life we *have* to pay for. They include food, housing, clothing, and transportation. These costs are often called living expenses. The average American's living expenses total $41,473 a year. Here's the breakdown:

1. **Food:** $8,169
2. **Housing:** $20,679
3. **Clothing:** $1,883
4. **Transportation:** $10,742

LIFESKILLS IN ACTION



SOFT SKILLS+

Emotional Intelligence

JILL L. HANEY

LIFESKILLS IN ACTION

SOFT SKILLS

MONEY SKILLS

Living on a Budget | Road Trip
Opening a Bank Account | The Guitar
Managing Credit | High Cost
Using Coupons | Get the Deal
Planning to Save | Something Big

LIVING SKILLS

Smart Grocery Shopping | Shop Smart
Doing Household Chores | Keep It Clean
Finding a Place to Live | A Place of Our Own
Moving In | Pack Up
Cooking Your Own Meals | Dinner Is Served

JOB SKILLS

Preparing a Resume | Not Her Job
Finding a Job | Dream Jobs
Job Interview Basics | Job Ready
How to Act Right on the Job | Choices
Employee Rights | Not So Sweet

SOFT SKILLS

Emotional Intelligence | Bad Day
Communication | Tryout
Work Ethic | Summer Job
Problem-Solving | Bedtime Blues
Adaptability | Understudy

SADDLEBACK
EDUCATIONAL PUBLISHING
www.sdlback.com

Copyright © 2021 by Saddleback Educational Publishing. All rights reserved. No part of this book may be reproduced in any form or by any means, electronic or mechanical, including photocopying, recording, scanning, or by any information storage and retrieval system, without the written permission of the publisher. SADDLEBACK EDUCATIONAL PUBLISHING and any associated logos are trademarks and/or registered trademarks of Saddleback Educational Publishing.

ISBN: 978-1-68021-942-5
eBook: 978-1-64598-357-6

Printed in Malaysia

25 24 23 22 21 1 2 3 4 5






Detention







It has been a **bad day.**

First Liz woke up late.

She missed the bus and ran to school.

That took half an hour.

Liz rushed to class.

But she was still tardy.

Now school is out.

Liz sits in detention.

The clock ticks.

She taps her foot.

Her friends are having fun without her.

This is so boring, Liz thinks.

It's not fair.

The teacher looks at her.

"Do your work, Liz."

"Or what?" she snaps.

"I want out of here."





The teacher is angry.

“That was rude.

You just got more detention.

Come back here tomorrow.”

“No!” Liz yells.

What went wrong in this story?

Liz **lost control.**

She didn’t manage her time well.

Then her feelings boiled over.

Managing emotions is not easy.

First you must identify them.

This is part of **emotional intelligence.**

It starts with knowing yourself.

How do you feel?

Figure that out.

Then choose how to act.

Be smart about it.

That puts you in control.





There’s more to emotional intelligence.

It’s also about sensing how others feel.

This helps you talk to them.

You can choose the right words.

All this takes work.

Look at yourself first.

Who are you inside?

What do you want most?

Knowing this is **self-awareness.**

We all have feelings.

It's part of being human.

They may come in a rush.

That can overwhelm us.





You can be ready for this.

Find a quiet place.

Think back.

Picture a time when emotions took over.

What caused it?

How did you react?



Reflecting helps.

It makes you mindful.

This leads to better choices.

Learn what upsets you.

Prepare for it.

Avoid it if possible.

Knowing ourselves is powerful.

It puts us in control.

We decide how to react.

This is called **self-management.**

Stress is part of life.

It can be good.

We do something new.

Our bodies react.

At first, we may get nervous.

But then we learn.

Tasks get easier.



