

**SkillsUSA**  
**Health Knowledge Bowl**

**Detailed Outline of Content to Study for Competition**

**Core Standard 1: Academic Foundations (6 Questions per Half)**

Human Structure and Function

1. Apply appropriate terminology to major organs and systems of the human body.
2. Describe the basic structures of cells, tissues, organs, and systems.
3. Identify the major functions of the body systems.
4. Explain body planes, directional terms, quadrants, and cavities.

Diseases and Disorders (Remember the level of expectation is the level in the Health Occupations level Textbooks listed as resources in the Scope of Contest)

1. Describe the basic diseases affecting each of the body systems.
  - A. Skin Diseases such as Acne, Athlete's foot, Skin Cancer, Dermatitis, Eczema, Ringworm.
  - B. Skeletal System Diseases such as arthritis, fractures, sprains, osteoporosis, abnormal curvatures
  - C. Muscular System Disorders such as fibromyalgia, muscular dystrophy, myasthenia gravis, muscle spasms and strains
  - D. Nervous System Diseases such as cerebral palsy, cerebrovascular accident, epilepsy, meningitis, multiple sclerosis, paralysis
  - E. Sensory Disorders such as Astigmatism, cataracts, conjunctivitis, glaucoma, hyperopia, myopia, hearing loss, otitis media
  - F. Circulatory System diseases such as aneurysm, arteriosclerosis, congestive heart failure, hypertension, leukemia, myocardial infarction, varicose veins
  - G. Lymphatic System disorders such as Hodgkin's Disease, tonsillitis
  - H. Respiratory
  - I. System Disorder such as asthma, bronchitis, chronic obstructive pulmonary disease, emphysema, lung cancer, tuberculosis, upper respiratory disorders
  - J. Digestive System disorders such as appendicitis, cholecystitis, cirrhosis of the liver, constipation/diarrhea, gastroenteritis, hemorrhoids, hepatitis, hernia, ulcerative colitis
  - K. Urinary System disorders such as cystitis, glomerulonephritis, renal calculus, renal failure
  - L. Endocrine disorders such as Diabetes, goiter, Grave's Disease, Hyperthyroidism, Hypothyroidism, Addison's disease, Cushing's Syndrome
  - M. Reproductive System disorders such as epididymitis, prostatic hypertrophy, testicular cancer, Cervical/Uterine/Ovarian cancer, breast cancer, endometriosis, pelvic inflammatory disease, sexually transmitted diseases

**Core Standard 2: Communication**

1. Oral Communication Skills
  - A. Apply the elements of communication using the sender-receiver model

- B. Apply active listening skills using reflection, restatement, and clarification techniques
  - C. Interpret verbal and non-verbal behavior to augment communication
  - D. Adjust communication to other's ability to understand
2. Written Communication Skills
- A. Differentiate between subjective and objective information
  - B. Identify basic rules of documentation on a medical record
  - C. Define Medical Terms (look at the entry level textbooks for the common prefixes/suffixes/word roots and use these for the students to study from)
  - D. Define Medical Abbreviations (again use the entry level textbooks)
  - E. Define basic terms needed to use computers in a health care setting
  - F. Discuss ethics and confidentiality as they relate to computers

### **Core Standard 3: Systems**

1. List types of health care facilities and the services provided by each.
2. Identify clients served by Medicare and Medicaid
3. Describe governmental agencies and accrediting bodies that impact health care and the services provided by each. (E.g. CDC, DHHS, OSHA, JCAHO etc.)
4. Explain the purpose of organizational structures in health care facilities and what is meant by "chain of command"
5. Identify major trends in health care (This is where current events questions will be drawn from: *This content will utilize the "health" section of USA Today for questions pertaining to current events impacting health care such as cost, managed care, technology, an aging population, access to health care, alternative therapies, and lifestyle/behavior changes.*)

### **Core Standard 4: Employability Skills**

1. Describe personal/professional traits or attitudes required of a health care worker.
2. Identify skills required of workers that will facilitate keeping a job.
3. Define terms such as letter of application, resume', and career portfolio.
4. Identify content included in and basic principles for writing a quality resume'
5. Identify basic principles for completing a job application
6. Describe behaviors that will facilitate an effective job interview
7. Identify basic concepts of time management, problem solving, interpersonal skills, and team work.

### **Core Standard 5: Legal Responsibilities**

1. Define terms related to legal aspects of health care (remember to focus on the level of entry-level textbooks)
2. Describe informed consent
3. Discuss the importance of confidentiality for health care professions
4. Define the term advance directive and distinguish among living wills, durable powers of attorney, and health care proxies.
5. Describe clients' rights and responsibilities

### **Core Standard 6: Ethics**

1. Differentiate between ethical and legal issues impacting health care.
2. Contrast personal, professional, and organizational ethics
3. Discuss bio-ethical issues related to health care
4. Analyze and evaluate the implication of medical ethics
5. Discuss the impact of religions and cultures on those giving and receiving health care with an understanding of past and present events
6. Demonstrate respect of individual cultural, social, and ethnic diversity within the health care environment.

### **Core Standard 7: Safety Practices**

1. Infection Control
  - A. Identify five classes of microorganisms by describing the characteristics of each class
  - B. List the six components of the chain of infection
  - C. List methods used to destroy microorganisms
  - D. Name standard and transmission based precautions guidelines
  - E. Select appropriate personal protective equipment based on the situation
2. Personal Safety
  - A. Apply safety procedure to protect clients, co-workers, and self
  - B. Manage a personal exposure incident in compliance with OSHA regulations
  - C. Apply principles of body mechanics and ergonomics
3. Environmental Safety
  - A. Identify safety hazards in the health care setting and state actions to correct the safety hazard.
  - B. Observe all regulations for patient safety while performing procedures.
  - C. List the four main classes of fire extinguishers
  - D. Relate each class of fire extinguisher to the specific fire(s) for which it is used
  - E. State the meaning of the words RACE and PASS in relation to fire safety.
4. Common Safety Hazards
  - A. Use Materials Safety Data Sheets (MSDS)
  - B. Comply with safety signs, symbols, and labels
  - C. Handle hazardous chemicals commonly used in the health care environment in an appropriate manner
5. Emergency Procedures and Protocols
  - A. Complete requirements for Cardiopulmonary Resuscitation (CPR) Questions may be drawn from Adult, Infant, Child, and AED requirements. (American Red Cross or American Heart Association instructions at the Medical Provider/Professional Rescuer level will be used - only questions where the information taught is the same will be used.)
  - B. Complete requirements for First Aide Certification: American Red Cross – Community First Aide level will be expected.

**Core Standard 8: Teamwork**

1. Apply team concepts in providing quality patient care.
2. Recognize characteristic of effective teams
3. Analyze roles of various team participants.
4. Accept compromise as necessary to ensure a best outcome.
5. Collaborate with other team members to formulate team objectives
6. Actively listen to other team members
7. Exercise leadership skills as appropriate
8. Respect and value the expertise and contributions of all team members
9. Work collaboratively with persons from diverse backgrounds to accomplish a common goal.
10. Apply corrective action to an acknowledged conflict situation.

**Core Standard 9: Health Maintenance Practices**

1. Apply behaviors that promote health and wellness
2. Advocate available preventive health screening and examinations
3. Use practices that promote the prevention of disease and injury
4. Use appropriate safety practices as related to high-risk behaviors
5. Evaluate the validity of alternative health practices.

## Health Knowledge Bowl Abbreviations

a	before	HOB	head of bed
ac	before meals	HOH	hard of hearing
ad lib	as desired	H&P	history and physical
ADL	activities of daily living	Hr, hr, H, h	hour
am, AM	morning, before noon	HS	hour of sleep
amb	ambulate	Ht	height
amt	amount	Hx, hx	history
ax	axillary, axilla	I&D	incision and drainage
B&B	bowel and bladder training	I&O	intake and output
bid	twice a day	ID	intra dermal
BM	bowel movement	IM	intramuscular
BP	blood pressure	in	inch
BR	bed rest	IV	intravenous
BRP	bathroom privileges	Kg, kg	kilogram
BSC, bsc	bedside commode	(L), lt, lft	left
Bx, bx	biopsy	L, l	liter
c	with	lb	pound
cal	calorie	LTC	long-term care
cath	catheter	lg	large
CBC	complete blood count	liq	liquid
cc	cubic centimeter	LOC	level of consciousness
CC	chief complaint	mcg	microgram
cl liq	clear liquids	mg	milligram
cm	centimeter	min	minute
co, c/o	complains of	ml, mL	milliliter
C&S	culture and sensitivity	mm	millimeter
d	day	MN	midnight
DAT	diet as tolerated	Mod	moderate
dc, D/C	discharge, discontinue	N/A	not applicable
DNR	do not resuscitate	N/C	no complaints
Dx, dx	diagnosis	neg	negative
ea	each	NG, ng	nasogastric tube
EBL	estimated blood loss	NPO	nothing by mouth
ECG, EKG	electrocardiogram	N/V, N&V	nausea and vomiting
FF	force fluids or frequent fluids	O2	oxygen
Fr, Fx	fracture	od	right eye
Ft	foot	OOB	out of bed
FUO	fever of unknown origin	os	left eye
gal	gallon	ou	each eye
GI	gastrointestinal	oz	ounce
GM, g	gram	p	after
Gtt, gtts	drop, drops	pc	after meals
H2O	water	PE	physical exam

PM, pm	after noon
po	by mouth
post	posterior
PPE	personal protective equipment
prn	whenever necessary, as needed
q	every
qd	every day
qh	every hour
qid	four times a day
qod	every other day
qs	quantity sufficient
qt	quart
®, Rt	Right
R/O	rule out
ROM	range of motion
Rx	prescription, treatment
s, w/o	without
sc, SC	subcutaneous
sm	small
SOB	short of breath
sol	solution
S/S, S&S	signs and symptoms
stat	immediately, at once
supp	suppository
T, Temp	temperature
tab	tablet
tbsp	tablespoon
TCDB	turn, cough, and deep breathe
tid	three times a day
tol	tolerated
TPR	temperature, pulse, respiration
tsp	teaspoon
tx	traction, treatment
UA, U/A	urinalysis
Vol	volume
VS	vital signs
w/c	wheelchair
WNL	within normal limits
wt	weight
x	times
yr	year

## Health Knowledge Bowl Prefixes, Suffixes, and Word Roots List

**The following is a list of prefixes, suffixes, and Word Roots found in the references listed in the Scope of Contest for Health Knowledge Bowl. To assist teams in preparing for competition we will draw words for medical terminology questions from this list. Students should be able to create a definition of a medical term based on their knowledge of the meaning of the word parts.**

a-, an-	without, no, lack of	chem- (o)	drug, chemical
ab-	from, away	chol- (e,o)	bile, gallbladder
-ac, -ic, -al, -eal	pertaining to	chond- (i,r,ri)	cartilage
ad-	to, toward, near	chrom- (o)	color
aden- (o)	gland, glandular	-cide	causing death
adren- (o)	adrenal gland	circum-	around, about
alba-	white	-cise	cut
algia-	pain	co- (n)	with, together
an- (o,us)	anus	col- (in,o)	colon
angio-	vessel	colp- (i,o)	vagina
ante-	before, in front of	contra-	against, counter
anti-	against	cost- (a,i,o)	rib
append- (i,o)	appendix	crain- (o)	pertaining to the skull
arter- (io)	artery	-crine	secrete
arthr- (o)	joint	cut-	skin
-ase	enzyme	cyan- (o)	blue
-asis	condition of	cyst- (i,o)	bladder, bag, sac
ather- (o)	fatty, lipid	cyt- (e,o)	cell
audi (o)	sound, hearing	dec- (a,i)	ten
aru-	ear	dent- (i,o)	tooth
auto-	self	derm- (a,at,o)	pertaining to skin
bi-	twice, double, both	di- (plo)	double, twice
bio-	life	dis- (ti,to)	separation, away from)
-blast	germ/embryonic cell	dors- (i,o)	to the back, back
blephar- (o)	eyelid	duoden- (o)	duodenum
brady-	slow	dys-	difficult, painful, bad
bronch- (i,o)	air tube in lungs	-ectomy	surgical removal of
bucc- (a)	cheek	electr- (o)	electrical
calc- (u, ulus)	stone	-emia	blood
carcin- (o)	cancer	encephal- (o)	brain
cardi- (a,o)	pertaining to heart	endo-	within, innermost
-cele	swelling, tumor, cavity, hernia	enter- (i,o)	intestine
cent- (i)	one hundred	epi-	upon, over, upper
-centesis	surgical puncture to remove fluid	erythro-	red
Cephal- (o)	head, pertaining to head	-esis	condition of
Cerebro-	brain	-esthesia	sensation, perception, feel
Cerv- (ic)	neck, neck of uterus	eu-	well, easy, normal

Faci-	face	-logy	study of, science of
-fascia	fibrous band	lymph- (o)	lymph tissue
Fibr- (a,i,o)	fiber, connective tissue	-lys (is,o)	destruction, dissolving of
Fore-	in front of	macro-	large
Gast- (i,o)	stomach	mal-	bad, abnormal, disordered
-genesis	development, production, creation	malac- (ia)	softening of a tissue
Genito-	organs of reproduction	mamm- (o)	breast, mammary glands
Geront- (o)	old age, elderly	-mania	insanity, mental disorder
Gingiv-	gums, gingival	mast- (o)	breast
Gloss- (o)	tongue	med- (i)	middle, midline
Gluc- (o)	sweetness, sugar, glucose	-megaly, mega-	large, enlarged
Gly- (co)	sugar	mening- (o)	membrane brain/spinal cord
-gram	tracing, picture, record	meno-	monthly, menstruation
-graph	diagram, instrument for recording	mes- (o)	middle, midline
Gyn- (ec,o)	woman, female	-meter	measuring instrument
Hem- (a,ato,o)	blood	micro-	small
Hemi-	half	mono-	one, single
Hepat- (o)	liver	-mortem	death
Herni-	rupture	muc- (o,us)	mucus
Hetero-	other, unlike, different	multi-	many, much, large amount
Hist- (o)	tissue	my- (o)	muscle
Hom- (eo,o)	same, like	myc- (o)	fungus
Hydro-	water	myel- (o)	bone marrow, spinal cord
Hyper-	excessive, high, over, increased	myring (o)	tympanic membrane
Hypno-	sleep	nacr- (o)	sleep, numb, stupor
Hypo-	decreased, deficient, low, under	nas- (o)	nose
Hyster- (o)	uterus	-natal	birth
-ia, -iasis	condition of, abnormal/pathological state	necr- (o)	death
Idio-	self-originating, peculiar to an individ.	Neo-	new
Ile- (o,um)	ileum	neph- (r,ro)	kidney
Infra-	beneath, below	neur- (o)	nerve
Inter-	between, among	noct- (i)	night, at night
Intra-	within, into, inside	non-	no, none
-ism	condition	ocul- (o)	eye
Iso-	equal, alike, same	odont- (o)	tooth
-itis	inflammation	olig- (o)	few, less than normal
-kinesis	motion	- ologist	person who does/studies
Lacrima-	tears	-ology	study of, science of
Lact- (o)	milk	-oma	tumor
Lapar- (o)	abdomen, abdominal wall	onco-	mass, bulk, tumor
Laryng- (o)	larynx (voicebox)	oophor- (o)	ovary, female egg cell
Latero-	side	ophthalm- (o)	eye
Leuko-	white	-opia	vision
Lingu- (a,o)	tongue	-opsy	to view
Lip- (o)	fat, lipids	opt- (ic)	vision, eye
Lith- (o)	stone, calculus	or- (o)	mouth

Orch- (ido)	testicle, testes	pulmon- (o)	lung
-orrhoea	flow, discharge	py- (o)	pus
Orth- (o)	normal, straight	pyle- (o)	renal pelvis of kidney
Ost- (e,eo)	bone	pyr- (o)	fever, heat
-oscopy	diagnostic examination	quad- (ra,ri)	four
-osis	condition, state, process	radi- (o)	x-rays, radiation
Ot- (o)	ear	re-	back, again
-otic	pertaining to a condition	rect- (o)	rectum
-otomy	cutting into	ren- (o)	kidney
-ous	full of, containing, pertaining to, condition	retro-	backward, in back, behind
Ovi-, ovario-	egg, female sex gland, ovary	rhin- (o)	nose
Pan-	all, complete, entire	-rraphy	suture
Pancreat- (o)	pancreas	-rrhagia	sudden or excessive flow
Para-	near, beside, beyond, lower half of body	-rrhea	flow, discharge
-paresis	paralysis	-rrhexis	rupture of, bursting
-partum	birth, labor	salping- (i,o)	tube, fallopian tube
Path- (ia, o, y)	disease, abnormal condition	sanguine- (o)	blood
Ped- (ia)	child	sarc-, -sarcoma	malignant (cancer)
-penia	lack of, abnormal reduction, deficiency	sclera- (o)	hardening
Pent- (a)	five	-sclerosis	dryness or hardness
-pepsia, -pepsis	digestion	-scope	examining instrument
Per-	through, by, excessive	-scopy	observation
Peri-	around	-sect	cut
-pexy	fixation	semi-	half, part
Phag- (o)	eat, ingest	sep- (ti)	poison, rot, infection
-phage, -phagia	to eat, consuming, swallow	soma- (t)	body
Pharyng- (o)	throat, pharynx	son- (o)	sound
-phas, -phasia	speech	-spasm	involuntary contraction
Phleb- (o)	vein	sperm- (ato)	spermatozoa/male germ cell
-phobia	fear	spleen- (o)	spleen
Phon- (o)	sound, voice	-stasis	stoppage
-phylaxis	protection, prevention	steno-	contracted, narrow
-plasty	surgical correction or repair	stern- (o)	sternum, breast bone
-plegia	paralysis	stoma- (t)	mouth
Pleuro-	side, rib	-stomy	artificial opening
-pnea	breathing	sub-	less, under, below
Pneum- (o,on)	lung, air	sup- (er, ra)	above, upon, over
Pod- (e,o)	foot	tach- (o,y)	rapid, fast
Poly-	many, much	ten- (do,o)	tendon
Post-	after, behind	tetra-	four
Pre-	before, in front of	-therapy	treatment
Pro-	in front of, forward	therm- (o,y)	heat
Proct- (o)	rectum, rectal., anus	thorac- (o)	thorax, chest
Pseudo-	false	thromb- (o)	clot
Psych- (i,o)	pertaining to the mind	thyr- (o)	thyroid gland
-ptosis	drooping down, sagging	-tox (ic)	poison

Trach- (e,i,o)	trachea, windpipe
Trans-	across, over, beyond
Tri-	three
-trophy	nutrition, growth, development
Tympan- (o)	eardrum, tympanic membrane
Ultra-	beyond, excess
Uni-	one
Ur- (o)	urine
Ureter- (o)	ureter
Urethra- (o)	urethra
-uria	urinje
Uter- (o)	uterus, womb
Vas- (o)	vessel, duct
Ven- (a)	vein
Ventro-	to the front, abdomen
Vetebr- (o)	spine, vertebrae
Vesic- (o)	urinary bladder
Viscer- (o)	internal organs
Xanth- (o)	yellow
Zymo-	enzymes

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name 3 of the 4 tissues that make up the organs of the body.

**ANSWER:** Epithelial, Connective, Nerve, Muscle. (Intro to HO includes Blood as a separate tissue)

Resource: Intro to HO pg. 142 or DHO pg 107

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** .Name the body plane that divides the body into right and left sides.

**ANSWER:** Sagittal or Median (also will accept midsagittal)

Resource: DHO pg. 110-111

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** .Which body system performs the following functions: framework for the body, protection for internal structures, storage area for calcium, and produces blood cells?

**ANSWER:** Skeletal

Resource: DHO pg. 118 or Intro to HO pg. 151

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** .Name the two major organs located in the thoracic cavity.

**ANSWER:** Lungs and Heart (would accept large blood vessels as an option)

Resource: DHO pg. 111 or Intro to HO pg. 149

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name the disease process that is characterized by softening or increased porosity of the bones which causes them to break more easily. It is often seen more often in post-menopausal women due to the decrease in estrogen production.

**ANSWER:** Osteoporosis

Resource: DHO pg. 122 or Intro to HO pg. 154

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Which type of muscle tissue makes up the muscles of the body that are voluntary?

**ANSWER:** Skeletal or Striated

Resource: DHO pg. 125 or Intro to HO pg. 158

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Skeletal muscles may move a body part **away from the midline** of the body. What is this movement called?

**ANSWER:** Abduction or to Abduct

Resource: DHO pg. 125 or Intro to HO pg. 158

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** What is the medical term for the tissue that makes up the thick middle layer of the heart?

**ANSWER:** Myocardium

Resource: DHO pg. 142 or Intro to HO pg. 163

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name the type of blood vessel that has a thin (one cell layer thick) wall that allows for the exchange of oxygen, nutrients, carbon dioxide and metabolic products.

**ANSWER:** Capillaries

Resource: DHO pg. 146 or Intro to HO pg. 162

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name the valve in the heart that prevents the backflow of blood from the right ventricle into the right atrium?

**ANSWER:** Tricuspid or Right AV Valve

Resource: DHO pg. 142 or Intro to HO pg. 164

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name the structure of the lungs that allows the exchange of oxygen and carbon dioxide between the lungs and the capillaries surrounding these structures.

**ANSWER:** Alveoli

Resource: DHO pg. 157 or Intro to HO pg. 172

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** The small intestine is approximately 20 feet in length. What is the name given to the first 10 inches (approximately) of the small intestine?

**ANSWER:** Duodenum

Resource: DHO pg. 163 or Intro to HO pg. 176

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name the four primary structures that make up the urinary system.

**ANSWER:** Kidneys, Urinary Bladder (or just Bladder), Ureters, and Urethra

Resource: DHO pg. 168-170 or Intro to HO pg. 180-181

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name the disease process that is characterized by impaired production of insulin by the pancreas which results in hyperglycemia.

**ANSWER:** Diabetes

Resource: DHO pg. 177 or Intro to HO pg. 185

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** The nervous system is divided into two parts. Name the part that includes the brain and the spinal cord.

**ANSWER:** Central Nervous System

Resource: DHO pg. 129 or Intro to HO pg. 187-188

**CATEGORY: ACADEMIC FOUNDATIONS**

**QUESTION:** Name the gonads for both the male and female reproductive systems.

**ANSWER:** Testes and Ovaries

Resource: DHO pg. 178 & 180 or Intro to HO pg. 193

**CATEGORY: COMMUNICATION**

**QUESTION:** Facial expressions such as a frown or a scowl are examples of what type of communication?

**ANSWER:** Nonverbal

Resource: Intro to HO pg. 101 or DHO pg. 206

**CATEGORY: COMMUNICATION**

**QUESTION:** Name three things that will promote Active listening or “good” listening skills.

**ANSWER:** Show interest, “hear” the message by repeating what you think you heard, allow the sender to give the entire message (do not interrupt), patience, eye contact, be at the same level as the sender, etc.

Resource: Intro to HO pg. 100-101 or DHO pg. 208

**CATEGORY: COMMUNICATION**

**QUESTION:** State the three essential elements to communication.

**ANSWER:** Message, Sender, Receiver

Resource: Intro to HO pg. 100 or DHO pg. 207

**CATEGORY: COMMUNICATION**

**QUESTION:** When documenting on the medical record the health care worker write observations that can be seen, heard, felt, smelled or otherwise measured by all who make the observation. What type of observation are these?

**ANSWER:** Objective

Resource: Intro to HO pg. 104 or DHO pg. 211

**CATEGORY: COMMUNICATION**

**QUESTION:** Describe the proper way to sign an entry in the medical record.

**ANSWER:** first initial, last name, and your title

Resource: Intro to HO pg. 105 or DHO pg. 212

**CATEGORY: COMMUNICATION**

**QUESTION:** Write the proper medical term for the surgical removal of the uterus.

**ANSWER:** Hysterectomy

**CATEGORY: COMMUNICATION**

**QUESTION:** Write the proper medical term for hardening of an artery

**ANSWER:** arteriosclerosis

**CATEGORY: COMMUNICATION**

**QUESTION:** Write the proper medical term for the recording of the electrical impulses of the brain

**ANSWER:** Electroencephalograph or Electroencephalogram

**CATEGORY: COMMUNICATION**

**QUESTION:** Write the proper medical term for enlargement of the liver and spleen

**ANSWER:** hepatosplenomegaly

**CATEGORY: COMMUNICATION**

**QUESTION:** Write the medical abbreviation for after meals

**ANSWER:** pc

**CATEGORY: COMMUNICATION**

**QUESTION:** Write the medical abbreviation for three times a day

**ANSWER:** tid

**CATEGORY: COMMUNICATION**

**QUESTION:** Write the meaning of the medical abbreviation “prn”.

**ANSWER:** whenever necessary or as needed

**CATEGORY: SYSTEMS**

**QUESTION:** What is the term for a graphic that shows how each department fits into the system and identifies the line of authority within the health care facility called?

**ANSWER:** Organizational Chart

Resource: Intro to HO pg. 15 or DHO pg. 14-15

**CATEGORY: SYSTEMS**

**QUESTION:** What is the name of the federal government method of reimbursing health care facilities for medicare and medicaid expenses, established in 1983 to attempt to contain the cost of health care. Under this plan reimbursement is based on an approved grouping of medical conditions, the reasonable cost for each condition, and its standard treatment. (Do not use the abbreviation)

**ANSWER:** Diagnostic Related Groups

Resource: Intro to HO pg. 14 or DHO pg. 15

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** What is the primary purpose of a letter of application or a cover letter?

**ANSWER:** To obtain an interview

Resource: Intro to HO pg. 310 or DHO pg. 448

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** On the application the applicant will list people the employer may contact to validate the honesty and accuracy of the resume' and application. What are these people called?

**ANSWER:** References

Resource: Intro to HO pg. 314 or DHO pg. 452

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** When completing an application what should you do if you do not have a response to include in a section of the application?

**ANSWER:** put the word "none" or the letters "NA"

Resource: DHO pg. 455 or Intro to HO pg. 313

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** What is the amount of money that is available to you after all payroll deductions have been taken out of your salary called?

**ANSWER:** Net Income

Resource: DHO pg. 460

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** Many health careers require that students complete an educational program, pass a state board exam, and may require that those certain standards be maintained. Upon successful completion of the state board exam the student will receive what credential?

**ANSWER:** License

Resource: DHO pg. 27

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** What is an advance directive that designates a person to make health care decisions when the person is unable to make decisions for himself?

**ANSWER:** Durable Power of Attorney for Health Care

Resources: Intro to HO pg. 67 or DHO pg. 81

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** What is the legal term for permission granted voluntarily by a person who is of sound mind after the procedure and all the risks have been explained in terms the person can understand?

**ANSWER:** Informed Consent

Resources: DHO pg. 76 or Intro to HO pg. 68

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** What is the legal term for writing defamatory matters about an individual or a group?

**ANSWER:** Libel

Resource: Intro to HO pg. 68 or DHO

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** What is the legal term for failing to complete a task that another health professional with similar training would have done or doing a task incorrectly compared to usual standards which results in injury to the patient?

**ANSWER:** Negligence

Resource: DHO pg. 75 or Intro to HO pg. 68

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** State the legal term for placing an Alzheimer's patient into a wheelchair and putting a vest restraint on him so he will not fall without trying other less restrictive alternatives.

**ANSWER:** False Imprisonment

Resource: DHO pg. 76

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** You are working in an Emergency Department when you note a patient that you are concerned might have been physically abused. List three signs/symptoms that might signal physical abuse.

**ANSWER:** Unexplained bruises, fractures, or injuries  
A change in personality  
Poor personal hygiene  
Withdrawn behavior  
Patient statements that indicate abuse  
Burns in the shape of cigarettes

Resource: DHO pg 76

**CATEGORY: ETHICS**

**QUESTION:** Most professions have developed a list of what the profession considers to be a standard of conduct or what the members of that profession accept as morally right and good conduct. These lists often include things such as saving life and promotion of health above all else, respect the patient's choices etc. This list written by the health professions is called what?

**ANSWER:** Code of Ethics

Resource: DHO pg. 79

**CATEGORY: ETHICS**

**QUESTION:** Values such as demonstrating a spirit of service, performing your duties with excellence, treating all patients and co-workers fairly, arriving at work on time, calling in sick only when truly ill are examples of what?

**ANSWER:** Work Ethic

Resource: DHO pg. 58

**CATEGORY: ETHICS**

**QUESTION:**

**ANSWER:**

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** What is a disease-causing microorganism called?

**ANSWER:** Pathogenic

Resource: Intro to HO pg. 255 or DHO pg. 298

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** The streptococci microorganism is classified as what type of microorganism?

**ANSWER:** Bacteria

Resource: DHO pg. 298 or Intro to HO pg. 255

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** An indwelling catheter is contaminated during the insertion process and subsequently causes an infection. What mode of transmission is this?

**ANSWER:** Indirect

Resource: DHO pg. 302 or Intro to HO pg. 257

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** The Centers for Disease Control established rules to prevent the spread of microorganisms by considering all body fluids from any person to be potentially infectious. What is the name of these rules established by CDC?

**ANSWER:** Standard Precautions

Resource: DHO pg. 307 or Intro to HO pg. 260

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** List three rules of basic body mechanics.

**ANSWER:** Maintain a broad base of support  
Keep your back straight, bend from the hips and knees  
Use the strongest muscles of the legs to do the work  
Carry heavy objects close to the body  
Avoid twisting your body as you work  
Push or pull whenever possible rather than lifting  
Size up the load and get help if needed

Resource: DHO pg. 283 or Intro to HO pg. 286

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** OSHA requires that employers inform employees of all chemicals and hazards in the workplace. Hazardous products must have information provided about the product identification, precautions to use when handling the chemical, etc. What is the name of the document to inform employees of these hazards called? (Do not abbreviate)

**ANSWER:** Material Safety Data Sheets

Resource: DHO pg. 285 or Intro to HO pg. 275

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** What is an important safety precaution when a patient is receiving oxygen therapy?

**ANSWER:** Post a "No Smoking" sign

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** What is the first step in controlling heavy bleeding (after donning non-sterile gloves)?

**ANSWER:** apply direct pressure with some type of dressing

Resource: Intro to HO pg. 294 or DHO pg. 399

**CATEGORY: TEAMWORK**

**QUESTION:** Describe two responsibilities of a leader of a team.

**ANSWER:** Organizing and coordinating the team's activities  
Encouraging all team members to share their ideas  
Motivating team members to work toward established goals  
Assisting to work through problems  
Monitoring the progress of the team

Resource: DHO pg. 65

**CATEGORY: TEAMWORK**

**QUESTION:** Write two benefits of teams over working as an individual

**ANSWER:** More opinions result in better care  
Share the work load  
More fun  
Utilize the strengths of team members

**CATEGORY: TEAMWORK**

**QUESTION:** When considering the health care team, who is considered to be the center of the team?

**ANSWER:** The patient or the patient and his/her family

**CATEGORY: TEAMWORK**

**QUESTION:** Why are carefully worded goals important to the effectiveness of a team?

**ANSWER:** Everyone is working toward the same target or able to evaluate the effectiveness by evaluating progress toward the goal.

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** What is the name of the body system that includes the skin, associated glands, hair and nails?

**ANSWER:** Integumentary

Resource: Human Body pg. 79

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** What is the term used for the ends of the long bones which contains the red bone marrow?

**ANSWER:** Epiphysis

Resource: Human Body pg. 95

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** What is the name of the bone that is at the tip of the sternum? This tip is vital in hand placement when performing CPR.

**ANSWER:** Xiphoid Process

Resource: Human Body pg. 103

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** Name the structure that is a connective tissue, cordlike extension from the muscle, which connects muscle to bone?

**ANSWER:** Tendon

Resource: Human Body, pg. 127

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** Name four of the 10 Cranial Nerves

**ANSWER:** Olfactory  
Optic  
Oculomotor  
Trochlear  
Trigeminal  
Abducens  
Facial  
Vestibulocochlear (formerly auditory or acoustic)  
Glossopharyngeal  
Vagus  
Accessory (formerly spinal accessory)

Resource: Human Body pg. 179

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** State the number of deciduous teeth in a primary dentition.

**ANSWER:** 20

Resource: Human Body pg. 349

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** There are five types of leukocytes. Name the leukocyte that is one of the two agranulocytes, is the largest in size, and functions in phagocytosis.

**ANSWER:** Monocytes

Resource: Human Body, pg. 231

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** Which blood type has both the A and B antigens on the surface of the red blood cell and has no antibodies circulating in the plasma part of the blood?

**ANSWER:** AB

Resource: Human Body, pg. 234

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** What is the name of the tissue located in the upper wall of the right atrium of the heart that is known as the pacemaker for the heart because it initiates the heartbeat? (Do not abbreviate)

**ANSWER:** Sinoatrial Node

Resource: Human Body, pg. 253

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** Name two of the three arteries that branch directly off the arch of the aorta. Be specific as to right or left.

**ANSWER:** Brachiocephalic Artery  
Left Common Carotid Artery  
Left Subclavian Artery

Resource: Human Body, pg. 271

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** State the name of a disease process that is described as a localized weakness in the wall of an artery that results in a bulging sac when the heart beats.

**ANSWER:** Aneurysm

Resource: Human Body, pg. 285

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** What is the name of the continuous double sac that covers each lung called?

**ANSWER:** Pleura

Resource: Human Body pg. 328

**CATEGORY: ACADEMIC FOUNDATION**

**QUESTION:** COPD is a term that describes a patient affected by two or more lung diseases (emphysema, bronchitis, or asthma). What does COPD stand for?

**ANSWER:** Chronic Obstructive Pulmonary Disease

Resource: Human Body pg. 337

**CATEGORY: COMMUNICATION**

**QUESTION:** You are working with a patient who has just told you that his father died of a heart attack at the age of 50. He states, "I am afraid I am going to die." You respond with "Yes, go on". This response is an example of what therapeutic technique.

**ANSWER:** General Leads

**CATEGORY: COMMUNICATION**

**QUESTION:** You read a physician's order that states to give Morphine 10 mg IM q 4 hr prn pain. Write out the instructions from the physician.

**ANSWER:** Give Morphine 10 milligrams intramuscularly every 4 hours as needed for pain.

**CATEGORY: COMMUNICATION**

**QUESTION:** What is the medical term for the surgical removal of the uterus and fallopian tubes?

**ANSWER:** Hysterosalpingectomy

**CATEGORY: COMMUNICATION**

**QUESTION:** You believe a patient is hallucinating because he says he sees butterflies on the wall and is hearing voices. Write the narrative note in the medical record for this observation.

**ANSWER:** Patient states he sees butterflies on the wall and is hearing voices. (proper signature)

**CATEGORY: COMMUNICATION**

**QUESTION:** What are two methods of protecting a patient's private health information when using computers?

**ANSWER:** Use of a User ID or password  
Make sure screens are not left visible to the general public

**CATEGORY: COMMUNICATION**

**QUESTION:** You read the following entry in a medical record. What 2 things are incorrect about the following entry? *Noted a small sore on the left leg. Done dressing change as ordered. (proper signature)*

**ANSWER:** Notation about the wound should be more specific as far as size and location  
Improper grammar – “done” should be “did”.

**CATEGORY: SYSTEMS**

**QUESTION:** Federal government involvement in health care decisions is common. The Supreme Court recently in a 6-3 decision cancelled a provision that exempts medical users from federal prosecution. Medical users of what?

**ANSWER:** Marijuana or Medical-marijuana

Resource: USA Today, June 7, 2005

**CATEGORY: SYSTEMS**

**QUESTION:** A recent study in the New England Journal of Medicine showed that a new vaccine can reduce this disease in more than half of people 60 and older. This new vaccine is 20 times more concentrated than the chicken pox vaccine used in children. What is this vaccine?

**ANSWER:** Shingles Vaccine

**CATEGORY: SYSTEMS**

**QUESTION:** A government agency calls a TV commercial for Enbrel, a drug used to treat psoriasis, “misleading.” This agency has a drug-marketing enforcement office that reviews more than 30,000 pieces of promotional material each year. What is this government agency? (no abbreviations)

**ANSWER:** Food and Drug Administration

Resource: USA Today, May 31, 2005

**CATEGORY: SYSTEMS**

**QUESTION:** The institute of Medicine released a landmark report in 2000. As a result of this report, health care organizations have been pushed to focus on patient safety. Even after changes such as team training, computerized prescriptions and adding a pharmacist to the medical teams, the rate is still very high. The rate of what?

**ANSWER:** Americans who die because of medical errors.

Resource: USA Today, May 18, 2005

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** Personal characteristics are important to becoming a quality health professional. Using good judgment in what you say and do is an example of what personal characteristic?

**ANSWER:** Discretion

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** State two things that will make a positive first impression during a job interview.

**ANSWER:** Dress conservatively or professionally  
Firm Handshake  
Arrive on time  
Eye Contact  
Smile

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** To give focus to your career planning, you may write statements that state what you want to accomplish with time limiting targets. When you write one of these statements that indicates something you want to accomplish within the next 10 years, what would this be called?

**ANSWER:** Long-term Goal

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** The SkillsUSA Leadership Handbook states that employers see one particular trait as especially important in a good employee. This characteristic is developed by doing things such as being careful how you speak to others, showing interest in your co-workers, keeping an open mind, being cheerful, avoiding gossip or jokes that hurt others. What is this characteristic?

**ANSWER:** Getting along with others

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** You are going to begin your job search. You put together a collection of items that represent your education, self-development, and career information. This collection would include things such as a resume, listing of occupational competencies, letters of reference, copies of special awards or recognitions, and maybe even some photographs of your work. What is this collection of items called?

**ANSWER:** Employment Portfolio

**CATEGORY: EMPLOYABILITY SKILLS**

**QUESTION:** In the salary portion of the job application, what does the SkillsUSA PDP say you should write unless you are absolutely certain of the wages paid for this position?

**ANSWER:** Negotiable

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** Confidentiality has become a huge issue in health care today. New regulations designed to protect the private health information of patients has been implemented. This legislation is called what? (do not abbreviate)

**ANSWER:** Health Information Portability and Privacy Act

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** The American Hospital Association created a document that states patients should receive considerate and respectful care, be allowed to participate in health care decisions, have medical information private and confidential, and to be informed of the hospital policies, etc. This document is called what?

**ANSWER:** Patient's Bill of Rights

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** A licensed nurse administers an inappropriate dose of a medication which the average nurse with similar training and experience would clearly have know was not correct. This failure to perform to the standard of a professional nurse is an example of what?

**ANSWER:** Malpractice

**CATEGORY: LEGAL RESPONSIBILITY**

**QUESTION:** You are caring for a patient who is difficult to work with. You overhear a co-worker state, "If you don't take these pills right now, I am going to shove them down your throat." What is the legal term for this type of threat?

**ANSWER:** Assault

**CATEGORY: ETHICS**

**QUESTION:** A significant ethical issue facing health care today, according to USA Today, is affected by restrictions in federal funds for research on stem-cell technology. What is the ethical issue at the center of the debate?

**ANSWER:** Destruction of human embryos to obtain stem cells.

Resource: USA Today, May 20-22, 2005

**CATEGORY: ETHICS**

**QUESTION:** What is the difference between legal and ethical?

**ANSWER:** Legal responsibilities are determined by laws. Ethics is a set of principles relating to what is morally right or wrong.

**CATEGORY: ETHICS**

**QUESTION:** As a health care professional, you may not always agree with a patient's health care decision. It is important to be able to "hear" both sides of an issue even if you do not "believe" all the arguments. Write one statement in favor of the decision to continue with tube feedings for a patient in a persistent vegetative state and one statement against this issue. (Allow 45 seconds to answer)

**ANSWER:**

In Favor: No right to play God, Cure might be found to allow for recovery

Against: Cost to keep person alive in persistent vegetative state, no quality of life

**CATEGORY: ETHICS**

**QUESTION:** What is a Professional Code of Ethics?

**ANSWER:** A code of conduct representing ideal behavior for a group of people.

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** An infection that develops as a result of the person's weakened body defenses is considered what type of infection?

**ANSWER:** Opportunistic

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** What is a process that destroys all microorganisms, both pathogenic and non-pathogenic, including spores and viruses?

**ANSWER:** Sterilization

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** You are caring for a patient who has been diagnosed with Tuberculosis and has been placed on Airborne Precautions. What PPE must you wear when entering this room?

**ANSWER:** N95 Respirator Mask or Special Mask for TB

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** The acronym "RACE" is commonly used to remember the steps to follow in case of a fire in a health care facility. What does "RACE" stand for?

**ANSWER:** R = Rescue anyone in immediate danger  
A = Activate the alarm  
C = Confine the fire  
E = Extinguish the fire

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** When performing CPR, what is the correct technique that should be used to open the airway

**ANSWER:** Head-tilt, Chin-lift

**CATEGORY: SAFETY PRACTICES**

**QUESTION:** You have come upon a scene where there is a burn victim. The scene is safe to enter, 911 has already been called, and you have determined that there are no life-threatening injuries. The patient appears to have first-degree and mild second-degree burn of the right arm and leg. What is appropriate first step when providing first aid for a first-degree or mild second-degree burn until advanced medical help arrives?

**ANSWER:** Cool the burn by flushing it with large amounts of cool water

**CATEGORY: TEAMWORK**

**QUESTION:** Write three characteristics that contribute to an effective team.

**ANSWER:** All members contribute  
Members are committed to the goal  
Good interpersonal communication skills  
Honesty among team members  
Willing to try different solutions

**CATEGORY: TEAMWORK**

**QUESTION:** What must be included when writing a goal?

**ANSWER:** What you want to accomplish, stated using clear and precise terms  
When you want to accomplish the goal  
Specific tasks that need to be completed to accomplish the goal

**CATEGORY: TEAMWORK**

**QUESTION:** Visualize a graphic with the patient and his/her family in the center and consisting of nursing staff, rehabilitation staff, physicians, dietary staff, and in long-term care social services and activities staff and other health professionals contributing to the plan of care for the patient. What is this describing?

**ANSWER:** Health Care Team

**CATEGORY: TEAMWORK**

**QUESTION:** The team of employees you work with may be very different. These differences may include gender, race, ethnic background, age, lifestyle, dress, religion, political beliefs, dietary practices which are important to be sensitive to. These differences in our workforce are called what?

**ANSWER:** Cultural Diversity

**CATEGORY: HEALTH MAINTENANCE PRACTICES**

**QUESTION:** How does the World Health Organization define health?

**ANSWER:** The state of physical, mental, and social well-being

**CATEGORY: HEALTH MAINTENANCE PRACTICES**

**QUESTION:** Write three examples of positive stress management techniques.

**ANSWER:** Take a walk  
Count to 10  
Relaxation Techniques  
Do an activity that relaxes you such as read a book, play the piano etc.  
Meditation

**CATEGORY: HEALTH MAINTENANCE PRACTICES**

**QUESTION:** Adequate rest is frequently considered a part of healthy living habits. How much sleep is appropriate for the average adult?

**ANSWER:** 6-8 hours

**CATEGORY: HEALTH MAINTENANCE PRACTICES**

**QUESTION:** Why is maintaining healthy living habits particularly important for health care providers?

**ANSWER:** Patients are more likely to believe our teaching when we practice what we teach