



**HEALTHCARE WORK READINESS SKILLS CATEGORIES**  
**Workforce Development Board of Ventura County**

<b>SAFETY</b>	<b>MATH CONCEPTS</b>	<b>EMPLOYABILITY SKILLS</b>
<ul style="list-style-type: none"> <li>• General workplace safety</li> <li>• Lock-out/tag-out procedures</li> <li>• Worker safety</li> <li>• Equipment safety</li> <li>• Body mechanics</li> <li>• Safety data sheets</li> <li>• First aid/CPR/AED</li> <li>• Infection control (contact/ airborne)</li> </ul>	<ul style="list-style-type: none"> <li>• Multiplication, division, addition, and subtraction</li> <li>• Combined operations of fractions and mixed numbers</li> <li>• Units of measurement</li> <li>• Mass and weight measurement</li> <li>• Measuring fluids</li> <li>• Ratios and proportions</li> <li>• Table of decimal equivalents and combined operations of decimals</li> <li>• Dimensional analysis</li> </ul>	<ul style="list-style-type: none"> <li>• Basics of interviewing</li> <li>• Work ethic</li> <li>• Oral communication</li> <li>• Written communication</li> <li>• Time management</li> <li>• Task prioritization</li> <li>• Worker, supervisor, manager etiquette and protocol basics</li> <li>• Basic company policy understanding</li> <li>• Cultural awareness/inclusion</li> <li>• Interpersonal skills</li> <li>• Dress code/personal presentation</li> <li>• Teamwork/leadership</li> <li>• Willingness to learn</li> <li>• Critical thinking</li> </ul>
<b>LEGAL/ ETHICS</b>	<b>COMPUTER SKILLS</b>	<b>HEALTHCARE EQUIPMENT</b>
<ul style="list-style-type: none"> <li>• HIPAA</li> <li>• Medical record documentation</li> <li>• Introduction to basic ethics</li> <li>• Customer service/people skills</li> </ul>	<ul style="list-style-type: none"> <li>• Excel</li> <li>• Word</li> <li>• OS basics</li> <li>• Computer navigation</li> <li>• Computer security</li> <li>• File extension basics</li> <li>• Overview of e-medical records software programs</li> <li>• Social media</li> </ul>	<ul style="list-style-type: none"> <li>• Blood pressure cuff</li> <li>• Vital signs monitor</li> <li>• Oxygen saturation monitor</li> <li>• Proper use of patient lift and transport equipment</li> <li>• Proper use of other medical equipment</li> </ul>