



DACUM Overview

2022-2023

DACUM: Developing a Curriculum

Teach what should be taught—



Don't teach what should not be taught—



DACUM: Core Beliefs

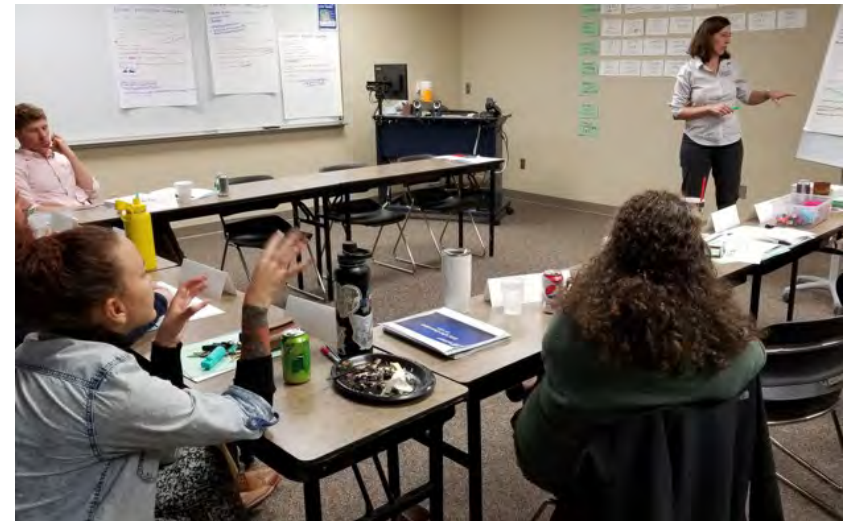
Expert workers can describe and define their job more accurately than anyone else;

An effective way to define a job is to precisely describe the tasks that expert workers perform;

All tasks demand certain knowledge, skills, tools, & worker behaviors



You are the expert!







Workshop Outline:

1. Orientation
2. Identify Duties (6-12 per chart)
3. Organizational Chart
4. Gallery Walk
5. Identify Tasks (6-20 per duty)
6. Review/fine-tune chart & lists

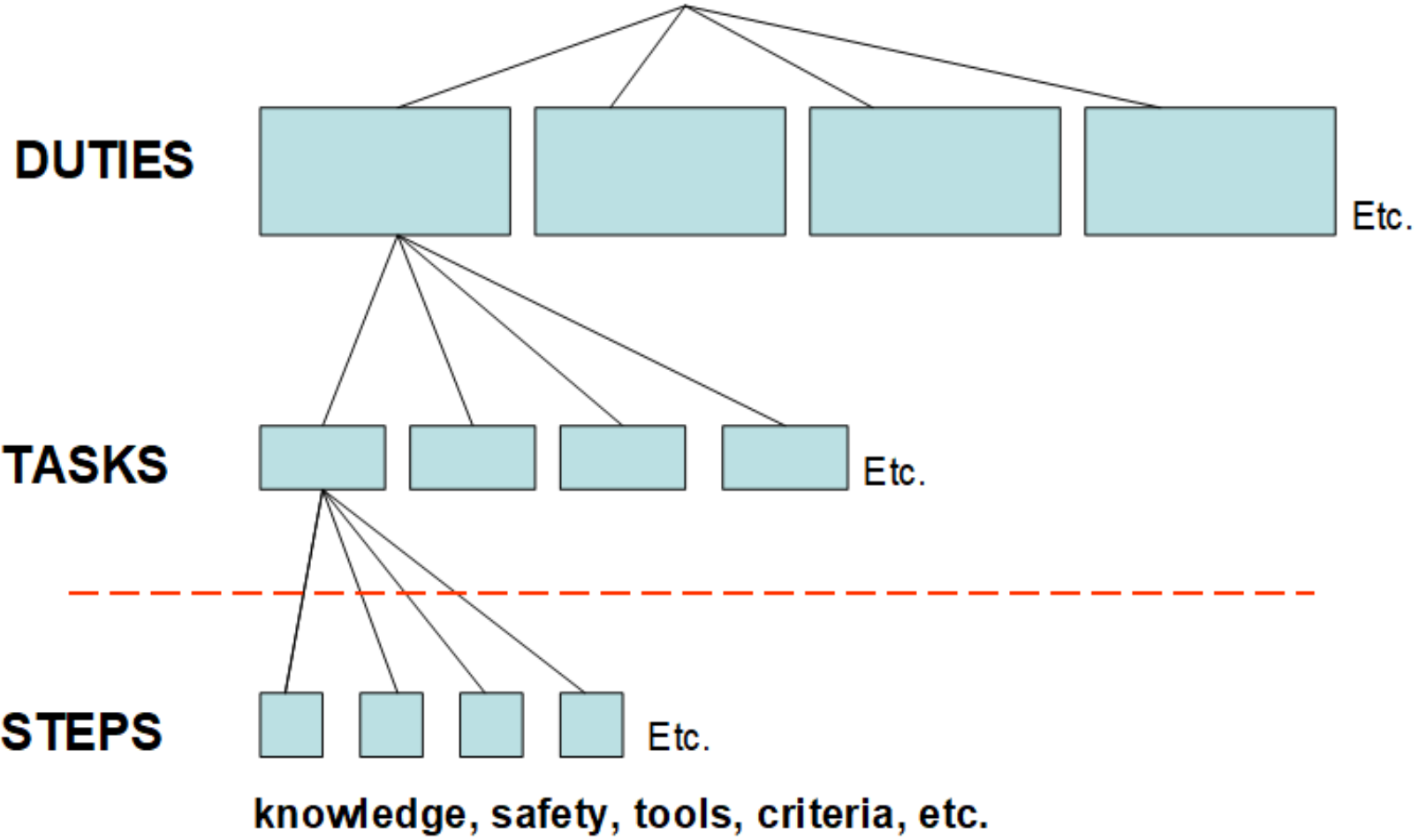


Sample Chart

DACUM Research Chart Medical Assisting

| Duties | | | | | | | | |
|----------|--|---|---|--------------------------------------|---|--|--|---|
| A | MAINTAIN FACILITY |  | A1 Open office (e.g. unlock rooms & cupboards, turn-on equip.) | A2 Review staffing schedule | A3 Stock patient rooms | A4 Maintain patient brochures | A5 Verify supply expiration dates (e.g. medicines, sutures, bandages) | A6 Maintain supplies (e.g. inventory, order, stock) |
| B | CARRYOUT ADMINISTRATIVE FUNCTIONS |  | B1 Manage phone calls | B2 Register patients | B3 Respond to incoming communications (e.g. fax, email, patient portal message) | B4 File/scan patient records | B5 Coordinate billing (e.g. insurance, co- pay, ICD-10, CPT) | B6 Schedule in- house appointments |
| C | ROOM A PATIENT |  | C1 Review patient schedule | C2 Review patient charts | C3 Assist patient transfer | C4 Take patient vitals | C5 Obtain chief complaints | C6 Verify health maintenance |
| D | RUN A DOCTOR |  | D1 Regulate provider's schedule | D2 Triage patients | D3 Enter orders in EMR (e.g. lab, x- ray) | D4 Refill pre- scriptions | D5 Maintain problem list | D6 Enter results in EMR |

Job/Occupation—>



Duties

**Main Responsibilities; Group of Related Tasks
(Categories ... Buckets)**



Tasks

Something you are paid to do



Enabler Lists* (knowledge/skills)

Academic Competencies

Personal/Workplace Competencies

Industry Competencies

Tools, equipment, supplies

Future trends or concerns

Acronyms



***Enabler Lists support performance of a task (but are NOT tasks)**

For more information, visit
<https://www.southeast.edu/dacum/>
Thank You!

