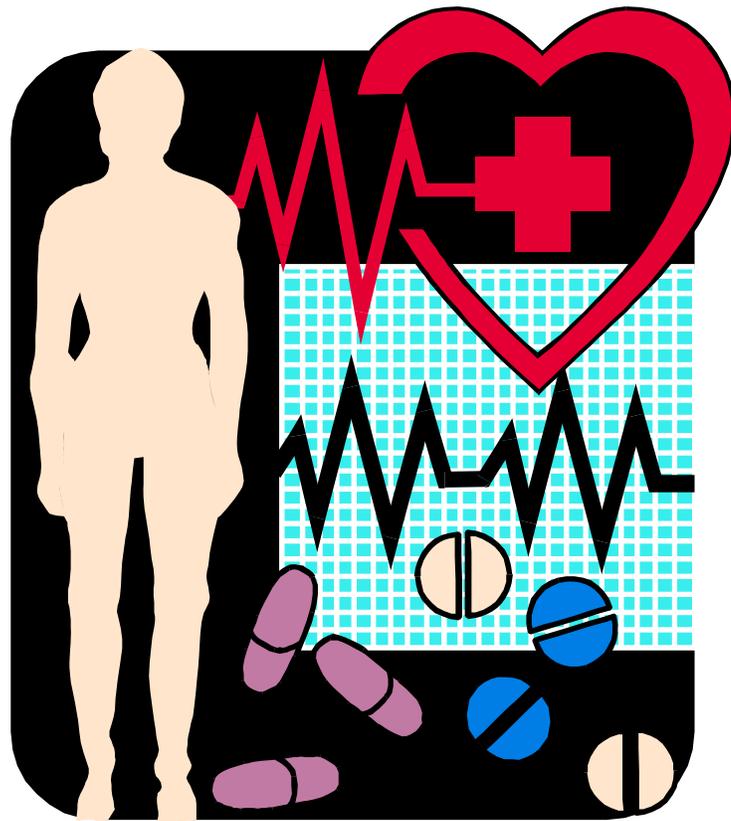


# WES WATKINS TECHNOLOGY CENTER HEALTH SCIENCE CLUSTER



## STUDENT INFORMATION PACKET

STUDENT INFORMATION PACKET  
2016-2017

## **WES WATKINS TECHNOLOGY CENTER**

### **HEALTH SCIENCE CLUSTER**

#### **PHILOSOPHY**

The Health Science Cluster class uses a student centered based learning system which requires each course to be completed within a set number of hours. The instructor will provide lectures, reviews, and individual assistance as needed.

Wes Watkins Technology Center and the Health Science Cluster class strive to provide the student with the learning environment and instruction to develop the skills, attitudes, and knowledge necessary for successful integration into the world of work. The educational training at Wes Watkins Technology Center and The Health Science Cluster majors are constantly being re-evaluated to keep pace with the changing health care industry and society in general. In recent years, health occupations have undergone major changes. Health care delivery systems have changed with advances in technology that provide new methods of processing information; with these changes is a constant need for knowledgeable, competent health care workers.

The Health Science Cluster curriculum is designed to prepare students for the future. It covers a rigorous core of information that is important to the entire health occupation cluster. A skilled instructor will supplement, personalize and localize this material to meet the specific individual learning needs. The Health Science Cluster majors are structured for the development of the whole person (adult or secondary student) as a positive step toward the achievement of personal goals and ambitions.

## **THE HEALTH CARE ENVIRONMENT**

The health care environment is becoming increasingly complex. There are more diagnostic tests, medications, and diseases every day. However, the true reason for health care has not changed. It is to help the patient reach his/her optimum level of health. The nature of the health care environment dictates that the health care worker be intelligent, dependable and have a pleasant personality. Additionally the health care worker must be adaptable, tactful, enthusiastic, empathetic, genuinely like people, and show initiative. The health care worker must be skilled in organization, and prioritization. Future trends in health care will require the health care worker be cross-trained or multi-skilled. This will mean the health care worker will need to continue to learn throughout his/her career.

Patients will ask many questions regarding their illness and treatments. The health care worker must be able to respond with correct and understandable information. Because health care costs are so high, the health care worker must perform tasks in a minimal amount of time while also conserving supplies.

The health care worker will be assisting in many procedures that are extremely personal in nature. Considering the patient's feeling and emotions are a must for the health care worker. Procedures may become routine to medical personnel, but may be new, embarrassing, discomforting or painful to the patient. The health care worker must be able to ease the patient's fears and anxieties. Furthermore, in dealing with the patients and the details of their illnesses, the health care worker must always practice discretion and confidentiality.

The health care worker will deal with patients who are developmentally disabled or physically disabled. These patients may require special assistance or communications techniques. The health care worker must be able to effectively utilize these.

The patients who come into a health care facility gain their first (and most lasting) impressions from health care workers who care for them. It is therefore of utmost importance that the health care

worker exhibit good health, immaculate appearance, a pleasant voice and smile.

**In addition to giving special regard to patients, health care workers have the responsibility of self-protection.** The student in Health Science Cluster will be taught appropriate safety measures to protect self and others. The student will adhere to all rules of standard precautions. As safety competencies are demonstrated, students will be rewarded by participating in clinicals in various health care settings where these practices will be implemented and evaluated. Many life-threatening diseases are transmitted through blood and body fluids. Currently, there is no vaccination to medically protect the health care worker from Acquired Immune Deficiency Syndrome (AIDS). However, a vaccination is available for Hepatitis B virus (HBV), another more common and virulent virus. It is a series of three immunizations which takes approximately 6 months to complete. Some students may be eligible to receive the vaccine from the County Health Department. **It is required that: 2 months prior to the beginning of clinical rotation, the student begins the Hepatitis B vaccination series to prevent transmission of Hepatitis B. This vaccination is voluntary, but is strongly recommended.**

**Additionally, the student will be required to have a current physical, evidence of 2 PPD tests, 2 MMRs, current tetanus, 2 varicella, and a current flu immunization (at the discretion of the clinical site) on record.** If the two-step PPD test for tuberculosis is done, you must wait seven days in between the first and second vaccination. You must wait 30 days in between the first and second varicella vaccinations. You cannot have a PPD skin test within two weeks of having a varicella vaccination. The physical form will be provided by the school (WWTC). The PPD is a skin test for tuberculosis. The PPD must be done on a yearly basis. If you have not had a yearly TB test for two consecutive years then a two step TB test is required. The MMR record is required for entry into elementary school. A copy of this record is necessary. These items will be obtained at the student's cost.

In compliance with hospital facility policies, all adult students will be drug tested. Cost will be assumed by student.

## **COURSE OBJECTIVES FOR HEALTH SCIENCE CLUSTER**

Upon completion of Health Science Cluster, the student should be able to:

1. Practice safety rules at home, school and the workplace at all times.
2. Actively participate in HOSA.
3. Apply effective communication skills.
4. Apply effective interpersonal skills.
5. Complete requirements for basic first aid.
6. Certify in Cardiopulmonary Resuscitation.
7. Demonstrate an understanding of anatomy and physiology.
8. Use medical terminology effectively.
9. Accurately solve basic math problems applied to health care settings.
10. Maintain a personal employment portfolio.
11. Demonstrate basic computer literacy using personal computers.
12. Accurately perform collection of patient data/information related to health care needs.
13. Demonstrate required basic nursing skills to the satisfaction of the instructor
14. Demonstrate a basic understanding of legal and ethical issues related to health.
15. Demonstrate entry-level skills in the student's chosen occupational area(s).
16. Demonstrate critical thinking skills.
17. Demonstrate leadership skills at all times.
18. Consistently communicate a positive attitude.
19. Demonstrate good work ethic.
20. Prepare for job search.
21. Inventory the skills and personal qualities they possess that will be most valuable to an employer.
22. Demonstrate successful transfer of skills learned in school to actual use in the workplace.
23. Demonstrate human relation skills necessary for career success.

## **COURSE DESCRIPTION FOR HEALTH SCIENCE CLUSTER**

### **MEDICAL TERMINOLOGY**

Medical Terminology is designed to develop in the students a working knowledge of the language of medicine. Students acquire word building skills by learning prefixes, suffixes, roots and abbreviations. By relating terms to body systems, students identify proper uses of words in a medical environment. Knowledge of medical terminology enhances students' ability to successfully secure employment or pursue advanced education in healthcare.

### **ANATOMY & PHYSIOLOGY**

Anatomy/Physiology is the study of the structural complexity of the human body and its intricate functional mechanisms. This course is taught as a laboratory science. Students will conduct scientific investigations and fieldwork using scientific knowledge and methodology that will enable them to make educated conclusions based on higher-level critical thinking and problem solving skills. The areas studied will be an integration of biology and chemistry and will include, but are not limited to: organization of the body, chemical basis for life, cells & tissues, integumentary system, skeletal system, muscular system, nervous system, endocrine system, blood, circulatory system, lymphatic & immune systems, respiratory systems, digestive system & metabolism, urinary system, and reproductive system. An emphasis should be placed on real-world applications, and active-learning exercises should be included along with laboratory experiences.

### **CARDIOPULMONARY RESUSCITATION/FIRST AID**

This course will provide the most current guidelines for CPR developed by the American Heart Association. The student will receive training in Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED)/Foreign Body Airway Obstruction (FBAO). The student will have an opportunity to become certified in Healthcare Provider CPR. This course will provide the knowledge for the student to perform basic first aid. Students will be provided an opportunity to gain skills towards first aide competency such as victim assessment, splinting, controlling bleeding, poisoning and burns.

### **HEALTH CAREERS CORE CURRICULUM**

In this course the students will obtain information about basic health care issues and practices. They will cover several areas including, communication and teamwork, safety and infection control, legal and ethical issues, employability and health care delivery systems, technology and medical math. They will also receive information and training on how to perform basic nursing skills.

### **CAREER MAJORS**

High School Health Science Cluster students may choose from the following occupational areas:

*Long Term Care Aide*

*Veterinary Assistant*

*Home Health Care Nursing Aide*

*Radiology Aide*

*Nursing Assistant*

*Dental Assistant*

*Phlebotomist*

## SAMPLE PLAN OF STUDY

CORE	TOTAL HOURS	CLASSROOM HOURS	LAB/ CLINICAL
<b>Orientation</b>			
Handbooks/Signature Pages			
Computer Literacy			
Learning Skills			
<hr/>			
CPR / First Aid	15	7	8
<hr/>			
<b><u>CORE</u></b>			
<b>Safety</b>			
Body Mechanics	3	2	1
Preventing Accidents and Injuries	3.5	2	1.5
Fire Safety	3.5	2	1.5
Infection Control & Microbiology	20	15	5
	<hr/> 30	<hr/> 21	<hr/> 9
Health Promotion	15	12	3
Teamwork in Healthcare	15	10	5
Healthcare Delivery Systems	15	12	3
Concepts of Effective Communication	30	20	10
Legal and Ethical Principles & Practices	30	25	5
Information Technology Applications	15	10	5
Technical Skills in Healthcare #1	7.5	3.5	4
Technical Skills in Healthcare #2	7.5	3.5	4
Employability Skills	30	15	15
Medical Math	30	25	5
<b>Core Totals</b>	<hr/> <b>225</b>	<hr/> <b>157</b>	<hr/> <b>68</b>
Medical Terminology	45	45	0
Anatomy & Physiology	120	100	20

### Career Major Pathway

\* (Safety & CPR done annually)

## Secondary Students

### CAREER CLUSTER

### HEALTH SCIENCE

#### Career Pathway

Therapeutic Services

Career Major: Nursing Assistant	
Course	Hours
Health Careers Core Curriculum	225
Core Medical Terminology	45
Anatomy And Physiology	120
Core Healthcare Provider CPR and First Aid	15
Long Term Care Assistant	91
<b>Total</b>	<b>496</b>

### CAREER CLUSTER

### HEALTH SCIENCE

#### Career Pathway

Therapeutic Services

Career Major Home Health Care Nursing Aide	
Course	Hours
Home Health Care Nursing Assistant	16

**CAREER CLUSTER**

**HEALTH SCIENCE**

**Career Pathway**

**Therapeutic Services**

<b>Career Major</b>	
<b>Long Term Care Aide</b>	
<b>Course</b>	<b>Hours</b>
Health Careers Core Curriculum	225
Core Healthcare Provider CPR and First Aid	15
Introduction to Long Term Care Aide	3
Role of the Nursing Aide in Long Term Care	3
Safety for Long Term Care Nursing Aide	3
Basic Human Needs for Residents/Clients	3
Communication for the Nursing Aide	3
Consumer Rights, Ethical & Legal Issues Affecting the Nursing Aide in Long Term Care	3
Infection Control for Long Term Care Aide	9
Resident/Client Mobility, Positioning and Transfer	9
Basic Nursing Skills	15
Care for the Patient with Dementia/Alzheimer's Diseases	16
Death and Dying	5
Normal and Abnormal Body Structure and Function	3
Supervised Clinical Experience in Long Term Care Aide	16
<b>Total</b>	<b>331</b>

**CAREER CLUSTER**

**HEALTH SCIENCE**

**Career Pathway**

Diagnostic Services

Career Major: Radiology Aide	
<b>Course</b>	<b>Hours</b>
Health Careers Core Curriculum	225
Core Medical Terminology	45
Anatomy And Physiology	120
Core Healthcare Provider CPR and First Aid	15
Introduction to Radiologic Science	15
Radiation Protection for the Aide	15
Patient Care for the Radiology Aide	90
Imaging Equipment, Processing, and PACS	60
Clinical Practice for the Radiology Aide	120
<b>Total</b>	<b>705</b>

**CAREER CLUSTER**

**HEALTH SCIENCE**

**Career Pathway**

Therapeutic Services

Career Major Dental Assistant	
<b>Course</b>	<b>Hours</b>
Core Healthcare Provider CPR and First Aid	15
Foundations of Dental Assisting	30
Dental Science	75
Clinical Sciences for the Dental Assistant	360
Internship in the Dental Office	105
<b>Total</b>	<b>585</b>

**CAREER CLUSTER**  
**HEALTH SCIENCE**

**Career Pathway**  
Therapeutic Services

Career Major: Veterinary Assistant	
<b>Course</b>	<b>Hours</b>
Health Careers Core Curriculum	225
Core Medical Terminology	45
Anatomy And Physiology	120
Core Healthcare Provider CPR and First Aid	15
Veterinary Office Management Procedures	15
Large and Small Animal Medicine	15
Large and Small Animal Care	15
Diagnostic Procedures for the Veterinary Assistant	15
Surgical Procedures for the Veterinary Assistant	30
Routine Duties in a Veterinary Clinic	30
Principles of Pharmacology for the Veterinary Assistant	15
Internship for Veterinary Assistant	60
<b>Total</b>	<b>600</b>

**CAREER CLUSTER**

**HEALTH SCIENCE**

**Career Pathway**

Diagnostic Services

Career Major Phlebotomist	
<b>Course</b>	<b>Hours</b>
Health Careers Core Curriculum	225
Core Medical Terminology	45
Anatomy And Physiology	120
Core Healthcare Provider CPR and First Aid	15
Clerical Skills & Duties	15
Safety, Legal Issues & Quality Control	15
Phlebotomy Specimen Collection & Processing	45
Phlebotomy Practicum	120
<b>Total</b>	<b>600</b>

## CODE OF CONDUCT

In order to have an interesting, safe, and productive learning atmosphere, these rules are to be followed:

### **AS YOUR INSTRUCTOR I WILL:**

1. Begin and end class on time.
2. Be prepared to teach.
3. Respect you as an individual .
4. Exhibit a positive attitude.
5. Model the same behaviors that I expect
6. Provide safe and proper environment for learning
7. Teach safety and sanitation practices.

### **AS THE STUDENT YOU WILL:**

1. Be in class on time.
2. Bring pencil and needed material each day.
3. Respect the rights of others.
4. Assume responsibility for learning.
5. Develop acceptable work ethic behavior
6. Practice appropriate behavior at all times
7. Observe safety and sanitation practices.

**ALSO:** Speak up in the classroom and participate in class discussions. Enthusiasm is contagious! Come to class each day with a positive attitude and you'll be surprised how it affects others around you. Be a leader and get involved in the student organization, Health Occupation Students of America (HOSA). Don't be afraid to make a mistake. This is your opportunity to learn and grow.

## **GRADING CRITERIA**

This system will be based on a percentage weight factor that will include the following areas:

**TESTS- 60%**                      Assignments/Lessons must be completed and turned in before the test is taken. All unit tests and quizzes will be converted to a percentage when scores are returned.

**SKILLS - 20%**                      Certain skills will be performed during each nine week period. The student will receive a 100% for successfully completing the assigned skill. Failure to successfully complete the skill in the time frame allotted will leave the skill grade at 0%.

**CLASS ASSIGNMENTS-20%**                      All class assignments that accompany each lesson must be completed by assigned date and turned in to instructor.

This grading system will be modified for courses were there are no skills.  
The grading system for those courses will be as follows.

**TESTS- 80%**                      Assignments/Lessons must be completed and turned in before the test is taken. All unit tests and quizzes will be converted to a percentage when scores are returned.

**CLASS ASSIGNMENTS-20%**                      All class assignments that accompany each lesson must be completed by assigned date and turned in to instructor.

**Students must score 100% on all safety tests.**

## **SKILLS GRADES**

Skills check off days will be set at instructor's discretion. Skills will be demonstrated, practice time allowed and then student will perform skill at set time. If skill is not performed in a timely manner as determined by the instructor the student may receive a 0 for that skill.

## **CLASS ASSIGNMENTS GRADES**

Class assignments and lesson grades will be given per individual instructor's preference. Students shall follow rules assigned per his/her instructor.

## **TRANSFER OF CREDIT (PRIOR LEARNING CREDIT)**

Students accepted into a Wes Watkins Technology Center major who have attended other vocational training centers of post secondary education facilities may have prior credit that can be accepted. High school students may also be eligible to receive prior credit learning for certain classes. Transcripts of prior credit will be reviewed for transfer of credit and prior credit will be given when applicable. A review of prior credit is initiated by the student by informing either the instructor, Director of Guidance or Director of Instruction. Application is made and credit is reviewed by the instructor and the Director of Instruction for approval. Students enrolling at Wes Watkins Technology Center who have previous educational experiences will be asked to provide a transcript indicating both courses taken and grades received at previous institutions. Students with previous military service will also be asked to provide military documents/transcripts.

If prior learning credit is granted to a student the credit would be documented in the student's file, and the student will not be charged tuition or fees (if applicable) for the prior learning credit hours. The student's transcript will show the letters "AS" (advanced standing) which will indicate they received prior learning credit. The student may also see a reduction in Title IV aid they will be eligible.

Note: A student that receives prior credits (prior credit learning) will have fewer hours than students enrolled for the complete major. Therefore prior credit learning students can be assessed at different times and will complete their major sooner than someone enrolled for the complete major. Please check with your instructor to see when you will complete your major once you find your application for prior credit learning has been granted

## **HSC Test Report Guidelines**

Each semester the student will have the option of raising the lowest test grade. The student will complete a report on the subject pertaining to the lowest test grade. The report will be graded per rubric as seen below and available per request. The lowest test grade and the report grade will be averaged for the unit test grade. The test grade will apply to the current 9-week grade in which the report was completed and that semester grade. The request for this option will be filled out on a test request form and hand delivered to the instructor.

### **Level 3 presentation: (worth 100 points)**

- Include two or more visual aids to illustrate the topic
- Cite two or more information sources
- Explain the topic thoroughly, be well organized, easy to read, complete sentences with no grammatical errors.

### **Level 2 presentation: (worth 80 points)**

- Include one visual aid to illustrate the topic
- Cite one information source
- Explain most aspects of the topic
- Be fairly well organized, easy to read, few incomplete sentences, and few grammatical errors.

### **Level 1 presentation: (worth 60 points)**

- Lack any visual aids
- Lack information regarding a source
- Explain the topic partially
- Lack organization, difficult to read, incomplete, run on sentences, many grammatical errors.

### **NO POINTS will be awarded the presentation/learner that**

- Does not address the assigned topic
- Does not participate in the learning activity

## ARTICLE SUMMARIES

Every student is required to complete an article summary each nine weeks for a total of four (4) per school year.

Articles must be related to health. Resource can be a book, magazine or the internet.

**A copy of the article must be attached to the Article Summary when turned in.**

- Article summaries must be submitted with a cover page including:
  - program name**
  - name of the article**
  - student name**
  - date**
- Summary body must contain:
  - 1) **Paragraph 1** -- A review of the article in the student's own words.
  - 2) **Paragraph 2** – Your opinion of the article, whether you agree/disagree or like/dislike and why
  - 3) **Paragraph 3** – Tell how the article relates to the program and/or chosen career path.
- Add a reference page with the following information on where you obtained the article:
  - Name of article, author, title of magazine or book or web site address,
  - date of publication and page numbers.
- Summaries cannot be written (copied) directly from the article – this is considered ***plagiarism***.
  - Plagiarism*** will result in a grade of 0% for the article summary.

(Grading Scale for Article Summary) Grade is entered as a test grade in current course.

Category	4	3	2	1
<b>Amount of Information</b>	All topics are addressed which include a summary and all three paragraphs.	All topics are addressed which include a summary and two paragraphs.	All topics are addressed which include a summary and one paragraph.	One or more topics were not addressed.
<b>Quality of Information</b>	Information clearly relates to the main topic, including supporting details.	Information relates to the main topic, including some supporting details.	Information relates to the main topic, but no details and/or examples are given.	Information has little or nothing to do with the main topic.
<b>Grammar (sentence structure &amp; punctuation)</b>	No grammatical errors.	One or two grammatical errors.	Three grammatical errors.	Four or more grammatical errors.
<b>Spelling</b>	Article has no misspellings.	Article has no more than two misspellings.	Article has three misspellings.	Article has four or more misspellings.
<b>Citation</b>	Accurately cited.	Accurately cited, but not in the desired format.	Incorrectly cited.	No citations per directions.

### LOCKERS

Each student needing a locker will be issued one with a combination lock. These lockers are to be used to store your class materials. It is THE STUDENTS' responsibility to keep his/her locker locked and clean. The lockers are NOT to store food or trash. At the end of the student's attendance in this course, it will be the student's responsibility to clean the locker. Any items left in the locker will be thrown away. **Lockers are subject to search at all times.**

### FIELD TRIPS

High school and adult students are required to ride vehicles provided by Wes Watkins Technology Center. Field trips to health care facilities that will enhance the Health Science

Cluster major will be taken at various times during the school year. These field trips are HOSA activities. While on these trips behavior must reflect adherence to school regulations. Secondary students (high school) must have an approved letter for field trips on file to attend these trips. The student will be responsible for money for meals unless prior arrangements have been made. Unacceptable behavior will be grounds to disqualify a student from future field trips participation.

### **OCCUPATIONAL TESTING**

In Health Science Cluster, occupational testing for certification occurs. When a student has completed requirements in an area that offers certification testing, the student will arrange to take the test. Any fees involved in certification testing will be paid by the student prior to testing.

### **CLINICAL EXPERIENCE**

Participation in clinical rotation is an integral part of training in the health care professions. It is a **privilege**, not a right for students. Students must meet the criteria for clinical rotation as defined in the student handbook. Failure to comply with all guidelines for clinical rotation will result in immediate dismissal from the clinical site, with loss of grade for this portion of the course.

**Each student is responsible for his/her transportation to and from the clinical sites.**

**Adult students will be required to obtain an OSBI criminal background and sex offender check and drug test at their own expense. See instructor for OSBI and drug screen forms.**

**High school students should be aware that violation of law may affect their future in the area of health care.**

**As stated in the clinical rotation guidelines – WWTC attendance policy will be in effect. This means, to be considered for clinical activity you cannot exceed the**

**WWTC Attendance Policy and must have a “C” average.**

## **TRAINING AREAS OFFERED IN HEALTH SCIENCE CLUSTER**

### **NURSING ASSISTANT**

Nursing assistants are men and women who assist RNs and LPNs by performing uncomplicated tasks related to patient care in hospitals, nursing homes, and clinics. Their responsibilities may include: bathing and feeding patients; making beds; answering call lights; escorting patients to various departments; taking and reporting vital signs; serving meals; and stocking supply areas.

**Certification is offered in this area from Oklahoma State Department of Health – Long Term Care Aide**

### **PHLEBOTOMIST**

The phlebotomist collects blood specimens utilizing various techniques, performs certain bedside tests, retrieves and delivers clinical specimens to the laboratory, sorts and processes specimens, and maintains log sheets.

**Certification is offered in this area from National Healthcare Association (NHA).**

### **VETERINARY ASSISTANT**

The veterinary assistant performs tasks such as washing and grooming animals, feeding, assisting the veterinarian with examinations, cleaning of the clinic, stocking supplies, and clerical duties.

### **HOME HEALTH AIDE**

The Home Health Aide provides care and assistance in the patient’s home. This person works not only with the patient but with the families as well to help them understand the

illness or injury their loved one is experiencing. They should possess accurate observation and assessment skills. The Home Health Aide must be able to work independently as they are providing care in a home setting not in a hospital or a center. (**Prerequisite: successful completion of Long Term Care Nursing Assistant**)

### **RADIOLOGY AIDE**

Radiology aides assist radiologic technologist in obtaining diagnostic images. Students in this major will learn about patient care, radiation safety, radiograph handling procedures and how to assist radiologic technologists. Students participate clinical practice. In this Career Major, students complete the Health Careers Core Curriculum (Technology Center), Core Medical Terminology and Anatomy and Physiology as well as Core First Aid and Healthcare Provider CPR.

### **DENTAL ASSISTANT**

Students in this major will learn how to perform patient care, front office, and laboratory duties. They will practice infection control, use dental materials, perform dental charting, and chairside functions. This major includes clinicals in a professional office. Core CPR and First Aid are included in this major.

### **LONG TERM CARE AIDE**

Students in this major learn to provide direct patient care to clients and patients, including but not limited to bathing, feeding, making beds, ambulating, taking vital signs, and answering call lights. Once curriculum is completed the student is eligible for certification as a Long Term Care Aide. Long Term Care Aides work under the guidance of RNs and LPNs. **Certification is offered in this area from Oklahoma State Department of Health – Long Term Care Aide.**

## **CLINICAL UNIFORM REQUIREMENTS AND ANTICIPATED EXPENSES**

Due to the policies of the participating facilities, a uniform is required for clinical experiences. The uniform and accessories should be purchased by the date set by the

Instructor. The following is a list of items the student should purchase and approximate cost.

1. Uniform. Must be burgundy or maroon in color, clean, pressed, and stain and odor free.

**Wes Watkins Technology Center will provide one uniform for all high school students.**

NOTE: Females may have the option of a duty dress or a skirt and top.  
Veterinary Assisting students may wear attire appropriate to that clinical site.

2. Duty shoes are required. The student may not wear canvas sneakers or tennis shoes. The student may wear leather athletic shoes. Slick bottom shoes are not appropriate and are a safety hazard. Soles should be rubber and slip proof. Shoes must be in good repair and may not be dirty or marred.

3. A watch with a sweep second hand will be necessary for assessing vital signs.  
Cost:

4. A name badge is to be worn on the left upper front of the shirt. This will be ordered by the instructor.  
Cost: \$5.00

**Wes Watkins Technology Center will provide one name badge for all high school students. Adult student's name badges will be purchased from the supply fee.**

5. A school patch is to be worn on the left shoulder of the shirt/top.  
Cost: \$3.00

**Wes Watkins Technology Center will provide one patch for all high school students. Adult student's patches will be purchased from the supply fee.**

6. TB skin testing is required before attending clinical rotation.  
Cost: \$15.00 – \$90.00

7. A History and Physical is required before attending clinical rotation.  
Cost: \$15.00-\$50.00

**SUPPLY FEE:**

**SECONDARY STUDENTS**

Scrubs	\$ 36.00	Paid by School
Name Badge	5.00	Paid by School
School Patch	3.00	Paid by School
CPR Certification	36.00	Paid by School
Malpractice Insurance	15.00	Paid by School
HOSA Dues	17.00	Paid by School
Curriculum fee	65.00	Paid by School
Technology fee	50.00	Paid by School
Graduation Fee	<u>50.00</u>	<u>Paid by School</u>
Total	\$277.00	

### **FOR ALL STUDENTS**

1. Book                                      One curriculum guide will be furnished by the school at no cost to all secondary students. In the event curriculum is lost, replacement curriculum will be available for purchase.
  
2. Club Dues                                All students will join the Health Occupations Students of America (HOSA) student organization, which is conducted during and as a part of the Health Science Cluster class. Dues for local, state and national total \$17.00. Secondary student HOSA fees are paid by Wes Watkins Technology Center. HOSA dues for adult students are included in the supply fee.
  
3. Certification                            Students have the option of becoming certified in some occupational areas. The cost for certification tests ranges from approximately \$10.00 to \$150.00 per certification. Adult student's certifications testing fees are included in their supply fee.  
  
High School student's fees for certification testing are not included in class fees. The student will pay for all certification tests.

4. Transportation

During the year each student that has completed the necessary prerequisites, will have the opportunity to participate in clinical experiences at health care facilities. **Each student is responsible for his/her transportation to and from the clinical sites.**

**CLINICAL**



**ROTATION**

**WES WATKINS TECHNOLOGY CENTER**  
**HEALTH SCIENCE CLUSTER**  
**CLINICAL SYLLABUS**

Congratulations:

You have completed the work necessary for eligibility in your clinical rotation! This is a milestone in your progress toward your goals. You have laid a foundation of knowledge. Now it is time to transfer that knowledge to the work place, and fine-tune your skills to care for patients.

Remember, this is a privilege granted to you by Wes Watkins Technology Center and the clinical facility which has agreed to sponsor you. You represent Wes Watkins Technology Center and yourself, so always conduct yourself in a manner to bring credit to both.

It is normal to be nervous, apprehensive, or just plain scared as you begin this learning experience. Remember that everyone had their first day on the job, too. They have been where you are now. So don't be afraid to ask questions. There are no stupid questions in this business! Speak up and learn all you can!

Good luck on your journey of discovery. Be sure to follow the clinical rotation guidelines. They are the key to continuing your clinical rotation. If you have any questions, at any time feel free to call or visit with me.

Sincerely,

Cindy Rose, R.N., HSC Instructor

Bobbie Sue Joslin, L.P.N. HSC Instructor

## INTRODUCTION TO CLINICAL ROTATION

Clinical Rotation is **required** for completion of the HSC curriculum. Failure to participate in a clinical rotation will result in a grade of 0 for the number of scheduled days for area chosen.

Adult students will be required to participate in drugs testing prior to attending clinical rotation.

During clinical rotations, you have the responsibilities outlined in these guidelines. ***YOU*** are responsible for following ***ALL*** guidelines. Read these with great care, and follow them explicitly.

Any problems or concerns should be reported to the HSC Instructor ***as soon as possible***.

Students should be ***actively engaged*** ("busy") at all times. If patient care is completed, ask for additional tasks, or study patient charts. (Remember confidentiality must be maintained.)

## **Guidelines & Eligibility for Clinical Rotation**

Participation in clinical rotation is a privilege given to Career Tech students during the program prior to completion. Participating students should read the following information:

- A. Students must be enrolled in a Health Science Cluster major.
- B. The following criteria are used by Technology Center instructors, in selection of clinical rotation students:
  - 1. Classroom and laboratory work (C average)
  - 2. Appearance & appropriate dress
  - 3. Proper attitudes (teacher evaluation)
  - 4. Reliability/Responsibility/Safety (teacher evaluation)
  - 5. Good attendance (See WWTC attendance policy)
  - 6. Occupational skills (entry level)
  - 7. Transportation – Student is responsible for transportation
  - 8. Health information including a History & Physical and shot records. Also a drug screen, OSBI background check and sex offender check for adult students (cost included in adult student tuition). It is the adult student's responsibility to obtain the OSBI check. Forms are available from the instructor.
  - 9. Other as specified by instructor
- C. Clinical rotation participants represent the "best" tech students. As such, it is very important that students conduct themselves in such a manner that brings credit to Wes Watkins Technology Center.
- D. The following may be grounds for ***immediate dismissal*** from the clinical rotation:
  - 1. Failure to turn in attendance and other reports as requested;
  - 2. Being absent without the knowledge and approval of the Technical Center and the clinical rotation site;
  - 3. Falsifying time cards;
  - 4. Any activities which are not appropriate for the work situation as determined by the clinical rotation site supervisor and instructor;
  - 5. Failure to maintain an acceptable report from the sending school;
  - 6. Failure to report change of clinical rotation site to instructor for approval;
  - 7. Failure to maintain an acceptable report from the clinical rotation site supervisor or Wes Watkins Technology Center;
  - 8. Failure to maintain confidentiality;
  - 9. Performing an unsafe act.
- E. Clinical rotation students must have an interview with the Director of Health Programs for final approval.

## II. Student Requirements

- A. Responsible for clinical rotation training form being completed and returned to your instructor.
- B. Responsible for clinical rotation supervisor to return evaluation forms to the instructor.
- C. Notify the instructor of any anticipated change in clinical rotation location and receive approval before a change can be made.
- D. The student is to report back to the Technology Center if dismissed from clinical rotation or leaves clinical rotation for any reason.
- E. Must notify clinical rotation supervisor and the instructor when absent from clinical rotation training site for any reason.
- F. Clinical rotation students are subject to recall when requested by the school for:
  - 1. Career-Tech Student Organization contests
  - 2. Competency testing
  - 3. Other related activities
  - 4. Misuse of clinical rotation privilege

## III. Instructor Requirements

- A. The instructor is responsible for locating the clinical rotation site and initiating the clinical rotation process. (The clinical rotation training should be compatible with/or an extension of the Career Tech skills program.)
- B. Regular evaluations of the clinical rotation students (minimum contacts with clinical rotation supervisors and student - once every two weeks).

## PROFESSIONALISM

Although health care workers are employed in many different career areas in a variety of facilities, certain personal and professional characteristics, attitudes and rules of appearance apply to all areas.

### APPEARANCE:

1. All students must wear the approved Wes Watkins Technology Center uniform when in the clinical area, unless prior approval is received from the instructor and clinical supervisor. The uniform must be clean and free from wrinkles or tears.
2. A name tag is to be worn on the uniform top at all times.
3. The school insignia patch is to be worn on the left uniform sleeve.
4. Clean duty shoes with clean laces must be worn. Canvas shoes are not acceptable.
5. A watch with a second hand, pens and small notepad are essential parts of the uniform.
6. Fingernails must be trimmed and clean.
7. No hair should hang in the face or fall free when bending forward. It should be pulled up or back. Hair ornaments should not be conspicuous and should blend with hair.
8. Plain stud earrings, a wedding ring set and a watch are the only permitted jewelry. **No body jewelry is allowed.**
9. It is permissible to wear the uniform to the classroom or clinical areas **ONLY**.
10. Students are responsible for maintaining a properly fitting uniform. If uniforms become too small or too large due to change in weight, it is the students' responsibility to purchase properly fitting uniforms.
11. Facial cosmetics should be used with discretion. No extreme or bright colors will be permitted.
12. Perfumes and colognes should not be used. Deodorants are a must.
13. Appropriate undergarments must be worn at all times. No pattern or colored undergarments that can be seen through clothing.
14. Special precautions should be taken to prevent body odor and halitosis. Daily bathing is essential to prevent body odor and transmission of infection. Those students, who smoke, please take special precautions to prevent halitosis.
15. No gum chewing in patient care areas.
16. All visible tattoos must be covered appropriately.

## **PERSONAL CHARACTERISTICS**

**Honesty-** Truthfulness and integrity are important in any health career field. Others must be able to trust you at all times. You must be willing to admit mistakes so they can be corrected.

**Dependability-** Employers and patients rely on you, so you must accept the responsibility that your position requires. You must be prompt in reporting to work and maintain a good attendance record. You must perform assigned tasks on time and accurately.

**Willingness to Learn-** You must be willing to learn and adapt to changes. Health care changes because of research, new inventions, and many other factors. Changes often mean learning new techniques or procedures. At times, additional education may be required to remain competent in a particular field.

**Patience-** You must be tolerant and understanding. You must learn to control your temper and "count to ten" in difficult situations. Learning to deal with frustrations and overcome obstacles is important.

**Acceptance of criticism-** Patients, employers, co-workers, and others may criticize you. Some criticism will be constructive and allow you to improve your work. Instead of becoming resentful, you must be willing to accept criticism and learn from it.

**Enthusiasm-** You must enjoy your work and display a positive attitude. Enthusiasm is contagious- it helps you do your best and encourages others to do the same. Even though a job may have some aspects you do not like, concentrate on the positive points and the negative points will not seem so important.

**Self-motivation-** This is the ability to begin or to follow through with a task. You should be able to determine things that need to be done and do them without constant direction.

**Tact-** Being tactful means having the ability to say or do the kindest or most fitting thing in a difficult situation. It requires constant practice. Tactfulness shows a consideration of the feelings of others. It is important to remember that all individuals have a right to their own feelings, which

should not be judged right or wrong.

**Competence-** Competent means that you are qualified and capable of performing a task. You follow instructions, use proper procedures and strive for accuracy in all you do. You know your limits and ask for help or guidance if you do not know how to perform a procedure.

**Responsibility-** This includes willingness to be held accountable for your actions. Others can rely on you and know that you will meet your obligations.

### **CONFIDENTIALITY**

Confidentiality and respect for the privacy of others must always be maintained. **Keep all information confidential.** This includes oral or written information. Make sure you do not have patient records in any area where they can be seen by unauthorized individuals. Do not reveal any information contained in the records without proper authorization and patient consent. If you are reporting specific information to your immediate supervisor, make sure that your conversation cannot be heard by others. **DO NOT** discuss patients with others at home, in social situations, or anywhere outside the agency. Health Insurance Portability and Accountability Act (HIPAA) training will be a part of your training and must be followed. HIPAA defines how health care providers are to handle private patient information. Students will be trained in maintaining confidentiality. Failure to follow these guidelines will result in removal from the clinical site and possible suspension.

## **PREVENTIVE HEALTH REQUIREMENTS**

### **A. Health Assessment**

Due to the nature of the work you will be performing, it will be necessary for you to obtain a health assessment (physical). This health assessment is to insure that you have no communicable diseases which you can transmit to patients, and to determine that you will be able to perform the duties required, without injury. The physical form will be provided by the school. It will be your responsibility to obtain this, and return it to your instructor by the specified date.

### **B. Pregnancy**

If you are pregnant, or become pregnant, you must report this immediately to your instructor. To continue your rotation, it will be your responsibility to bring a release form signed by your physician, stating that it is acceptable for you to continue your rotation while pregnant. You will not be allowed to proceed with your rotation until the release is on file with the Instructor.

### **C. Immunizations/Testing**

Certain immunizations (or record of immunization), (i.e., measles, mumps, rubella or MMR) and tests (i.e., PPD skin test for Tuberculosis) are required. Evidence of two PPDs must be in your health record. This can be yearly PPD testing consecutively for two years or a two step PPD test. While working in the healthcare field the PPD must be done on a yearly basis. Two MMR immunizations are required. Adults are required to have a drug screening. Two varicella (chicken pox) immunizations, and a flu vaccine must also be in your health record. A copy of these records is necessary. It is your responsibility to provide proof of these, or to obtain them before you can begin your clinical rotation. If you have had a positive TB test and took TB medication, you must see the Director of Health Programs.

### **D. Standard Precautions**

Standard Precautions are extremely important in preventing the spread of disease from one person to another. You have been trained in Standard Precautions, and you are required to practice Standard Precautions on ALL PATIENTS. Failure to do so will result in disciplinary action. If you are unsure about what precautions to use, ask your Clinical Supervisor or HSC Instructor. If in doubt, use more precautions, rather than less.

### **E. Hepatitis B Vaccinations**

Hepatitis B vaccinations are designed to protect the health care worker from the possible transmission of the Hepatitis B virus. (Please see information following.) These vaccinations are strongly recommended, however, they are voluntary. The cost of the three injection series is approximately \$170.00. The cost is to be paid by the student (or guardian).

F. **Accidents/Injuries/Illnesses**

Accidents, injuries, and/or illnesses that occur while you are on your clinical rotation are the responsibility of the student. Any costs for testing, treatment, etc., will be paid by the student (or guardian). The student must also report the incident to the instructor immediately, and fill out the Wes Watkins Technology Center accident report form.

## GRADING

During the clinical rotation, the grading system will be modified to reflect the clinical experience. Overall grade will be determined from the clinical rotation report.

- A. **Clinical Grade** - Grades will be achieved on a weekly point system. The weekly grade will be determined from the clinical rotation report from your Clinical Supervisor. (See clinical rotation Grading Pattern format). There will be 120 possible points possible per week. Clinical grades will be ***recorded as test grades*** for each day clinicals are attended. **Students must maintain an average of 70% in all areas be eligible to continue clinical rotations.**
- B. **Test Grade** - Each daily clinical grade will count as a test grade.
- C. **Attendance** – Attendance policy will remain the same as in the Wes Watkins Technology Center Student Handbooks.
- D. **Skills Grade** –Students will be given a skills check off sheet for each occupational area, which must be completed by the clinical supervisor and turned in by the student at the end of the clinical rotation. Failure to turn in the skills check off sheet will result in a grade of “0” for that clinical rotation. The skills check off sheet is very important as it reveals what the student is accomplishing at the clinical site.

## HEALTH SCIENCE CLUSTER

### CLINICAL TIME RECORD

Your Clinical Time Record is a very important document and must be with you each day. It must be filled out daily as you begin and end the work day. It must be signed by your clinical supervisor, or person appointed by the supervisor. The instructor reserves the right to see this record at any time during work/class periods. Therefore, you must be able to produce this document at any time. **You** will return it to class on the day specified by your instructor.

**If you are going to be absent or tardy, you must notify both your clinical supervisor and HSC Instructor before you are due to start a shift.** An absence should be recorded as an "A" in the appropriate box. A tardy should be recorded as a "T". If you fail to record your time for any day, this will be counted as an absence. If you are 30 minutes late or later, your supervisor has the authority to relieve you from clinicals for that day. You must call the Instructor immediately if this occurs. A "0" will be given for the clinical grade, and the student may be subject to immediate dismissal from the clinical site. Falsifying a time card will result in a "0" for the clinical grades and the student will be subject to immediate dismissal.

When calling in to the clinical site, be sure to speak directly to your supervisor. This is important, as we will be making random visits/calls to the clinical sites and speaking to your supervisor. If the supervisor does not know if you are there, we will assume you are not. **BE VISIBLE!!**

If you have any problems or concerns, let us know. If you lose your time record, it must be replaced immediately. **There will be no grace period for late time sheets.**



# LONG TERM CARE AIDE/NURSING ASSISTANT

## GENERAL INFORMATION

### DISCLAMIER

**Due to OSDH regulations Nurse Aid training students must maintain a 70% (C) to pass career major.**

1. Successful completion of this OSDH approved nurse aide training program and competency evaluation program will result in the trainee being listed on the State nurse aide registry.
2. The Federal law requires that all nurse aide trainees must complete at least 16 hours of training before they are allowed to provide care in the nursing home. Once a nurse aide has completed the first 16 hours of training, they may carry out those tasks for which they have been trained and found proficient by the instructor.
3. Students accepted to the Nurse Aid Training course must be at least 16 years of age, have an ability to read, write and carry out orders.
4. The objectives of this program is to train nurse aides/home health aides to:
  - Provide basic care to residents.
  - Form a relationship, communicate and interact competently on a one-to-one basis with residents.
  - Demonstrate sensitivity to residents' emotional, social and mental health needs through skillful, directed interactions.
  - Assist the residents in attaining and maintaining independence.
  - Support and promote residents' rights.
  - Demonstrate observational and reporting skills needed for the assessment of resident's health, physical condition and well-being.
5. State law requires all nursing facilities to secure an Oklahoma State Bureau of Investigation criminal arrest report prior to permanently employing a nurse aide/home health aide. If the results of the criminal arrest check reveal that an applicant for employment at a facility or agency has been convicted of offenses, the facility or agency shall not hire the person.

Every employer who is subject to the provision of this section shall inform each applicant for employment that the employer is required to obtain a criminal arrest record before making an offer of permanent employment or contract to a nurse aide/home health aide or other person.

If the results of a criminal arrest check reveal that the subject person has been convicted of any of the following offenses, the employer shall not hire or contract with that person. The following is a direct insert from Oklahoma State Statues.

Barrier Offenses for the  
Certified Nurse Aide  
Effective November 1, 2012  
63 O.S. § 1

-

1950.1 (OSCN 2012)  
Title 63,  
Section 1

-

1950.1(C) 1. If the results of a criminal history background check reveal that the subject person has been convicted of, pled guilty or no contest to, or received a deferred sentence for, a felony or misdemeanor offense for any of the following offenses in any state or federal jurisdiction, the employer shall not hire or contract with the person:

- a. abuse, neglect or financial exploitation of any person entrusted to the care or possession of such person,
- b. rape, incest or sodomy,
- c. child abuse,
- d. murder or attempted murder,
- e. manslaughter,
- f. kidnapping,
- g. aggravated assault and battery,
- h. assault and battery with a dangerous weapon, or
- i. arson in the first degree.

2. If less than seven (7) years have elapsed since the completion of sentence, and the results of a criminal history check reveal that the subject person has been convicted of, or pled guilty or no contest to, a felony or misdemeanor offense for any of the following offenses, in any state or federal jurisdiction, the employer shall not hire or contract with the person:

- a. assault,
- b. battery
- c. indecent exposure and indecent exhibition, except where such offense disqualifies the applicant as a registered sex offender,
- d. pandering,

- e. burglary in the first or second degree,
  - f. robbery in the first or second degree,
  - g. robbery or attempted robbery with a dangerous weapon, or imitation firearm,
  - h. arson in the second degree,
  - i. unlawful manufacture, distribution, prescription, or dispensing of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act,
  - j. grand larceny, or
  - k. petit larceny or shoplifting
6. If the results of a criminal arrest check reveal that an employee or a person hired on a temporary basis or any other person who is an employee or contracted provider has been convicted of any of the offenses listed, the employer shall immediately terminate the person's employment or contract.
  7. An employer shall not employ or continue employing a person addicted to any Schedule I through V drug as specified by the Uniform Controlled Dangerous Substance Act unless the person produces evidence that the person has successfully completed a drug rehabilitation program.
  8. According to federal law, a nurse aide must renew their listing with the nurse aide registry every two years. The nurse aide must show evidence that they have been employed, as a nurse aide, for a minimum of eight hours in the previous two years. The OSDH will send the renewal application form to the nurse aide's address 60 days prior to the two (2) year deadline. The form must be signed by the administrator or the director of nursing of the facility from where the nurse aide is currently employed. If the nurse aide is not currently employed, they must get the required signature from the facility/agency where they worked the eight (8) hour minimum. Nurse aides are responsible for notifying the nurse aide registry, in writing, of any name and/or address changes.
  9. The required competency evaluation examination has two parts: The written/oral examination of knowledge gained through classroom and an evaluation of clinical skills by a qualified observer.
  10. Testing will be conducted by Wes Watkins Technology Center. Test will be scheduled through the Health Certification Project Coordinator near the end of the course.
    - A. Test Fees
      - a. Clinical Exams:
        1. Long Term Care - \$35.00 (payable when student schedules test date)

- b. Written Exams:
    - 1. Long-Term Care- \$35.00 (payable the date of testing)
    - 2. Home Health Deeming - \$10.00 (payable the date of testing)
    - 3. Oral exam - \$40.00 (payable the date of testing)
- 11. The nurse aide performs duties which require lifting, standing, walking, and sensitivity to sound, touch and temperature changes.
- 12. Completion of the Long-Term Care course, at minimum, requires a completion of the following:
  - 1. A total of 72 classroom and laboratory hours.
  - 2. A min of 16 hours clinical experience.
  - 3. Written examinations.
  - 4. Skill examinations.
  - 5. Compliance with established policies and procedures of Wes Watkins Technology Center.

## **LONG TERM CARE/NURSING ASSISTANT**

### **PROGRAM DESCRIPTION**

#### **I. NURSING ASSISTANT PROGRAM GOALS**

- A. To provide the student with the necessary skills and knowledge to function in an entry-level position as a nurse aide/home health aide.
  - 1. To provide classroom and clinical training in basis skills.
  - 2. To provide basic nursing knowledge which will allow the student to practice safely and effectively
  - 3. To provide guidance and counseling this meets the needs of the learner.
  - 4. To provide an environment in which the student can gain self-confidence.
  - 5. To provide the student, through example, structured learning with the behavior pattern necessary to both obtain and keep employment.
  - 6. To give the student a sense of pride and professionalism this will be evident in appearance, attitude and behavior.

- B. To provide to the community a well-trained nurse aide.
  - 1. To provide nurse aide aides who are technically competent.
    - a. Nurse aides who can pass written, verbal, or performance tests used as criteria for employment.
    - b. Nurse aides who can function effectively after the normal course of orientation on the job.
    - c. Nurse aides who can readily accommodate themselves to the working environment.
  - 2. To provide nurse aides who are trustworthy, dependable employees.
  - 3. To provide nurse aides who are compassionate and caring.
  - 4. To provide nurse aides who show an interest in learning and who will avail themselves of every opportunity to improve knowledge and skills.
- C. To have 100% job placement of students graduating from the program.
  - 1. To maintain current information on job availability
  - 2. To introduce all prospective employers in the community to the course.
  - 3. To provide alternative sources of employment for students who do not desire full-time hospital or nursing home employment.

## **II. STUDENT PROGRAM GOALS**

- A. A graduate of Wes Watkins Technology Center Nurse Aide course should be able to:
  - 1. Give basic personal care to the patient.
  - 2. Take vital signs accurately and recognize and report abnormal results.
  - 3. Provide nutrition and elimination needs to the patient.
  - 4. Maintain accurate Intake and Output records.
  - 5. Collect specimens accurately.
  - 6. Assist in patient activity using correct body mechanics.
  - 7. Show an understanding of health care facility safety regulations.

8. Respond effectively in an emergency situation and locate all emergency equipment
9. Recognize and report abnormal signs and symptoms.
10. Perform accurate, concise and legible charting.
11. Perform certain special procedures according to written job description.

### **III. GENERAL COURSE DESCRIPTION**

#### **A. Course length**

1. Theory, lab and clinical practice will total 91 hours with a minimum of 16 hours being clinical practice at a Long Term Care facility.

#### **B. Major Areas of Study**

1. Introduction to Health Care Assisting
2. Scientific Principles
3. Basic Human Needs and Communication
4. Infection Control and Safety Measures
5. Body Mechanics
6. Measuring and Recording Vital Signs, Height and Weight
7. Patient Care and Comfort Measures
8. Principles of Nutrition and Fluid Balance
9. Special Care Procedures
10. Body Systems and Related Care Procedures
11. Expanded Role of the Health Assistant

### **IV. FEES**

- A. High School Students- The cost of the Long Term Care Aide/Nurse Assistant major is provided cost free to in district high school students. The cost of the certification exam is the responsibility of the student.
- B. Adult Students- Testing costs are included in the supply fee.
- C. Financial assistance may be available through the following agencies:
  - 1. Seminole Nation of Oklahoma
  - 2. Muscogee Creek Nation of Oklahoma
  - 3. Local Nursing Homes
  - 4. East Central Workforce
  - 5. Vocational Rehabilitative Services

**WES WATKINS TECHNOLOGY CENTER  
CLINICAL ROTATION**

**STUDENT NAME:** \_\_\_\_\_

**TRAINING FACILITY:** \_\_\_\_\_

**TRAINING DATES:** \_\_\_\_\_

	<b>NEEDS</b>			
	<b>SAT</b>	<b>IMPR</b>	<b>UNSAT</b>	<b>COMMENTS</b>
<b>COOPERATION</b>				
Shows sincerity, interest	( )	( )	( )	_____
Observes rules	( )	( )	( )	_____
Works well with others	( )	( )	( )	_____
<b>DEPENDABILITY</b>				
Notifies if late/absent	( )	( )	( )	_____
Assumes responsibility	( )	( )	( )	_____
Completes assignments	( )	( )	( )	_____
<b>MANNERS AND APPEARANCE</b>				
Clean, neat uniform	( )	( )	( )	_____
Appropriate uniform	( )	( )	( )	_____
Courtesy	( )	( )	( )	_____
Personal cleanliness, appearance	( )	( )	( )	_____
<b>ATTITUDE</b>				
Positive attitude	( )	( )	( )	_____
Enthusiasm for work	( )	( )	( )	_____
Pride in job well done	( )	( )	( )	_____
Shows loyalty to facility	( )	( )	( )	_____
<b>QUALITY OF WORK</b>				
Utilizes proper safety procedures	( )	( )	( )	_____
Shows skills and accuracy	( )	( )	( )	_____
Organizes work, uses time constructively	( )	( )	( )	_____
Shows willingness to learn	( )	( )	( )	_____
Remembers instructions	( )	( )	( )	_____
Housekeeping	( )	( )	( )	_____

**DUTIES ASSIGNED** \_\_\_\_\_  
\_\_\_\_\_

**REMARKS** \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

## DEFINITION OF WORK BASED EXPERIENCE FORM

### COOPERATION

**Shows sincerity, interest** - Student asks questions, inquires about procedures, and offers help. Student is truly concerned with the quality of patient care delivered.

**Observes rules** - Obeys rules of the facility/department. Follows proper safety procedures at all times. Does not make excuses regarding disobedience to rules.

**Works well with others** - Works well as a member of the team. Is able to resolve communication problems with co-workers. Is helpful and considerate.

### DEPENDABILITY

**Notifies if Late/Absent** - Calls the facility when late or absent. Notifies in adequate time of changes in schedule.

**Assumes Responsibility** - Willingly takes tasks that he/she has been trained to perform. Seeks additional tasks. Seeks help when necessary to properly perform tasks.

**Completes Assignments** - Completes assignment in a timely manner. Assignments are thoroughly completed, requiring no rework or correction. Seeks help when necessary to correctly complete tasks.

### MANNERS AND APPEARANCE

**Clean/neat uniform** - Uniform is wrinkle and stain free. Shoes are clean/white. Name badge and school patch are properly displayed.

**Appropriate Uniform** - Student is attired in the WWAVTC uniform with burgundy top and white pants/skirt, white socks/hose, white shoes, name badge and school patch. Student has appropriate equipment (i.e., watch, stethoscope, pen, etc.) as required for work in the department.

**Courtesy** - Student displays courtesy to co-workers, patients, patient's families, and facility staff. Student uses proper phone etiquette.

**Personal Appearance/Cleanliness** - Hair is clean, neat, and pulled back away from face/work field. Nails are clean and short. No dangling earrings are worn. Jewelry is not excessive. Student is free of body odor or strong fragrances. Handwashing is performed at proper times.

## DEFINITION OF WORK BASED EXPERIENCE (CONT.)

### ATTITUDE

**Positive attitude** - Student exhibits a cheerful disposition. Does not gossip or complain.

**Enthusiasm for work** - Student is excited by the work he/she is doing. Is curious and interested in new tasks/duties.

**Pride in a job well done** - Exhibits pride when a task is completed correctly. Proud to be a member of a successful team effort.

**Shows loyalty to facility** - Does not gossip or complain about facility conditions. Does his/her part to uphold facility's positive image.

### QUALITY OF WORK

**Utilizes Proper Safety Procedures** - Demonstrates proper safety procedures at all times (i.e., Universal precautions, body mechanics, patient identification, prevention of injury/loss, asepsis, fire prevention, electrical safety, etc.).

**Demonstrates skills and accuracy** - Student willingly performs skills for which he/she has been trained. Skills are completed accurately in a timely manner.

**Organizes work, uses time constructively** - Can organize a complex series of tasks to perform job in efficient/ effective manner. Does not spend time on trivial matters. Able to prioritize tasks.

**Shows willingness to learn** - Carefully listens/watches when procedures are taught/demonstrated. Asks questions. Reads new procedures/information in order to increase knowledge. Cheerfully accompanies supervisor when asked.

**Remembers instructions** - Instructions do not have to be repeated. Is able to complete tasks when asked. Makes notes to self when necessary to insure accuracy/thoroughness.

**Housekeeping** - Keeps area neat and clean. Replaces supplies in proper place. Notifies supervisor when supplies are needed. Assumes cleaning duties before being asked. Handles minor clean-ups without calling for housekeeping or assistance.

**WES WATKINS TECHNOLOGY CENTER  
WORK BASED EXPERIENCE  
GRADING PATTERN**

**STUDENT NAME:** \_\_\_\_\_

**TRAINING FACILITY:** \_\_\_\_\_

**TRAINING DATES:** \_\_\_\_\_

	<b>NEEDS</b>			
	<b>SAT</b>	<b>IMPR</b>	<b>UNSAT</b>	<b>COMMENTS</b>
<b>COOPERATION</b>				
Shows sincerity, interest	( 6 )	( 3 )	( 0 )	_____
Observes rules	( 6 )	( 3 )	( 0 )	_____
Works well with others	( 6 )	( 3 )	( 0 )	_____
<b>DEPENDABILITY</b>				
Notifies if late/absent	( 6 )	( 3 )	( 0 )	_____
Assumes responsibility	( 6 )	( 3 )	( 0 )	_____
Completes assignments	( 6 )	( 3 )	( 0 )	_____
<b>MANNERS AND APPEARANCE</b>				
Clean, neat uniform	( 6 )	( 3 )	( 0 )	_____
Appropriate uniform	( 6 )	( 3 )	( 0 )	_____
Courtesy	( 6 )	( 3 )	( 0 )	_____
Personal cleanliness, appearance	( 6 )	( 3 )	( 0 )	_____
<b>ATTITUDE</b>				
Positive attitude	( 6 )	( 3 )	( 0 )	_____
Enthusiasm for work	( 6 )	( 3 )	( 0 )	_____
Pride in job well done	( 6 )	( 3 )	( 0 )	_____
Shows loyalty to facility	( 6 )	( 3 )	( 0 )	_____
<b>QUALITY OF WORK</b>				
Utilizes proper safety procedures	( 6 )	( 3 )	( 0 )	_____
Shows skills and accuracy	( 6 )	( 3 )	( 0 )	_____
Organizes work, uses time constructively	( 6 )	( 3 )	( 0 )	_____
Shows willingness to learn	( 6 )	( 3 )	( 0 )	_____
Remembers instructions	( 6 )	( 3 )	( 0 )	_____
Housekeeping	( 6 )	( 3 )	( 0 )	_____
<b>TOTAL POINTS</b>	<b>120</b>			

**DUTIES ASSIGNED** \_\_\_\_\_

**REMARKS** \_\_\_\_\_

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

NAME \_\_\_\_\_ DATE \_\_\_\_\_

### STUDENT SURVEY

1. Why did you enroll in this course?
2. What do you expect to gain from this course?
3. How did you find out about this course? (parent, teacher, student, please be specific)
4. List any jobs you have held.
5. List any specific skills you have acquired. (Vital signs assessment, phlebotomist, etc.)
6. Do you work at the present time?
7. List your areas of interest outside the classroom.
8. Are you interested in joining our student organization?
9. Do you feel comfortable in this course?
10. Do you understand the goals of this course?
11. Do you understand what is expected by the instructor?
12. Do you want a conference with the instructor at this time?
13. Please list any information that you feel will help the instructor guide you through this course (Abilities/Limitations).

**HEALTH CAREERS CERTIFICATION  
FOLLOW-UP INFORMATION**

YOUR NAME: \_\_\_\_\_

PLEASE LIST INFORMATION FOR THREE INDIVIDUALS WHO WILL MOST LIKELY  
KNOW WHERE YOU CAN BE REACHED FOR THE NEXT FIVE YEARS.

THIS INFORMATION WILL BE USED TO TRACK YOUR PROGRESS AFTER LEAVING  
THIS PROGRAM.

THANK YOU.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_(H)

( ) \_\_\_\_\_(W)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_(H)

( ) \_\_\_\_\_(W)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

TELEPHONE ( ) \_\_\_\_\_(H)

( ) \_\_\_\_\_(W)

**Wes Watkins Technology Center  
7892 Highway 9  
Wetumka, Oklahoma 74883-6155**

STATEMENT OF CONFIDENTIALITY

I, the undersigned, understand the importance of observing strict confidentiality policies.

I, the undersigned, understand and agree that any information that is released regarding the patient or patient's record will only be done with proper authorization and in accordance with established facility's policy for the release of information.

I, the undersigned, have been advised that any information that I may view or hear during the execution of my job duties while on clinical rotation, concerning the services that the facility provides to patients, is confidential information. Any such information viewed or heard in the course of performing my designated responsibilities, or information viewed or heard unintentionally while performing my designated responsibilities, will not be discussed or released to any employee or student on campus, nor to the public in any manner. I will observe the strict confidentiality requirements of the facility and under no circumstances will seek to become knowledgeable of any aspect of patient information with the exception of the patient information directly associated with the performance of my designated responsibilities.

My signature on this document indicates that I understand and agree to abide by the aforementioned policies concerning confidentiality of patient information. I understand that it is necessary to abide by these policies in order to perform the services for which I receive academic credit, and that any breach of the aforementioned policies will result in implementation of the Disciplinary procedure up to and including possible termination of the relationship between the undersigned and Wes Watkins Technology Center.

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Signature

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Date

**WES WATKINS TECHNOLOGY CENTER  
HEALTH SCIENCE CLUSTER**

**WORK BASED EXPERIENCE CONTRACT**

This contract is to be strictly observed at all times during your clinical rotation.

1. I will make it my responsibility to know, understand, and keep within the guidelines of each clinical rotation in order to assure the health and well-being of each patient.
2. I will make every effort to be courteous, efficient, and accurate when helping patients through this stressful time in their lives.
3. I understand that discussing:
  - A. A confidence
  - B. A disease
  - C. A diagnosis or prognosis
  - D. A family history
  - E. A treatment of a patient with other students, friends, or family is in violation of the “sacred trust in confidentiality.” I will uphold the patient’s “right to privacy” as I would a member of my own family.
4. I will wear:
  - A. A clean uniform or approved attire
  - B. Comfortable shoes (low heel, closed toe, vinyl or leather, non-slip sole)
  - C. A watch with a second hand
  - D. Hair pulled back or worn off the collar
  - E. Cosmetics and jewelry in moderation.
  - F. The proper name tag at all times.
5. I will not visit other units or departments.
6. I will not take or make personal calls at the nurses’ station or in other areas.
7. I will remain constructively occupied.
8. I will go to the clinical area from school and return to the school at the designated time, with no stops in route.
9. I will not leave my clinical area without checking with the person in charge.
10. I will notify the facility and my instructor if I will be absent or late.
11. I will conform to any direction from the clinical supervisor immediately and without question, while in the clinical setting. Any questions of such matter will be handled in private.
12. I will not discuss my private life.
13. Illnesses I have observed will not be discussed.

14. If an accident occurs while in the clinical area (regardless of how minor), I will report such immediately to the supervisor and my instructor, and file the necessary incident report as directed.
15. I will respect and properly care for all equipment and supplies.
16. I will complete and understand the required units prior to my assigned clinical rotation.
17. I intend to arrange the priorities in my life in order to make this a learning experience that will benefit me greatly in my future health career.
18. If I should feel I can not meet the expectations of this contract, I will request a conference with my instructor immediately.
19. I will adhere to all school rules while on the clinical rotation.
20. I understand that if I break this contract, disciplinary measures will be taken and termination from the program may be necessary.

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Student Signature      Date

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Instructor Signature      Date

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Parent or Guardian Signature      Date

## HEPATITIS B

Hepatitis B is an inflammation of the liver caused by the hepatitis B virus. The Hepatitis B virus is one of at least three hepatitis viruses that can cause a systemic infection. The others are hepatitis A virus, and non-A, non-B hepatitis viruses.

Hepatitis B can be asymptomatic (without symptoms) or may be like having a mild case of the flu or may be of a more severe nature requiring extended bed rest or hospitalization.

The signs and symptoms of hepatitis B include anorexia (diminished appetite), fatigue, abdominal discomfort, and enlarged liver, jaundice (yellow skin tone) and abnormal liver function test. It may take anywhere from 28 to 160 days after exposure for these symptoms to become apparent. In some cases the long-term consequences of hepatitis B include chronic active hepatitis, cirrhosis and liver cancer.

There is no specific treatment for this disease. The prognosis following infection with hepatitis B virus is variable and dependent on various factors, such as age, dose of virus, and severity of associated underlying disease.

Health care workers are at 20 times greater risk of contracting the virus than is the general public. Every year, approximately 18,000 health care professionals contract hepatitis B.

Everyone who has contact with potentially infected blood or body fluids is at risk: physicians, nurses, surgical technologists-as well as any personnel who handle needles and infectious wastes.

The hepatitis B antigen is found in blood, saliva, urine, semen, vaginal secretions and possibly other body fluids. The virus can survive for days on environmental surfaces- and every contact with the hepatitis B virus is capable of causing infection.

How hazardous is a single exposure to the hepatitis b virus? The risk of contracting hepatitis B from a single contaminated needlestick ranges from 6% to 30%. Hepatitis B patients are difficult to identify and, in many cases, may not show the symptoms of the disease.

Approximately 10% of those infected become chronic carriers who can infect their families and patients; have 12 to 300 times greater that normal risk of developing liver cancer, and may have to give up direct patient contact.

Every year, approximately 5,000 Americans, including 300 health care workers, die of hepatitis B or its complications.

A hepatitis B vaccine has been proven to be effective in preventing hepatitis B in high risk adults, adolescents and neonates. The vaccine consists of three injections given over a six month period. The vaccine is relatively expensive, but the potential savings with the immunization far exceeds the cost that could be incurred with the infection. More importantly, for the individual there is the possibility of lost income, the potential health consequences of a hepatitis B infection, and the risk of transmission to family members. The employers benefit because there is reduced risk of an employee transmitting hepatitis B to a patient and no need to replace employees who have hepatitis B infection.

Consider vaccination against hepatitis B for the following individuals who are or may be at risk of exposure to hepatitis B because of their potential contacts.

## **OCCUPATIONAL RISK**

- Physicians, nurses, surgical technologists, and lab technicians
- Police department personnel
- Fire department personnel
- First aid and emergency medical personnel
- Morticians and embalmers
- Dentists, dental hygienists and nurses
- Other involved in health care occupations

## **THERAPEUTIC AND PERSONAL CONTACT RISKS**

- Patients requiring frequent or large- volume blood or blood- products transfusions:
- Patients on hemodialysis
- Household members in contact with hepatitis B patients or carriers
- Sexual contacts of hepatitis B patients or carriers
- Institutionalized mentally handicapped persons and their contacts

## **GEOGRAPHIC RISK**

- Certain travelers to high-risk areas

## **LIFE STYLE RISK**

- Patients with multiple sexual partners (heterosexual or homosexual)
- Illicit injectable drug users

## **ADVERSE REACTIONS**

Hepatitis B Vaccine is generally well tolerated. During clinical studies involving over 10,000 individuals distributed over all age groups, no serious adverse reactions attributable to vaccine administration were reported. As with any vaccine, however, it is possible that expanded commercial use of the vaccine could reveal rare adverse reactions not observed in clinical studies.

- ✓ **LOCAL REACTION** (injection Site)- Injection site soreness, and could include redness, swelling, warmth and induration.
- ✓ **NERVOUS SYSTEM**- headache, dizziness, disturbed sleep. Rare reactions reported: Paresthesia (loss of sensation), eye nerve inflammation, muscle inflammation, Guillian Barre's syndrome.
- ✓ **BODY AS A WHOLE**- Fatigue/weakness, malaise, fever (101 degrees F) sensation of warmth, irritability, sweating, headache, achiness, light headedness, chills and flushing.
- ✓ **DIGESTIVE SYSTEM**- Loss of appetite, nausea, vomiting, abdominal pain, diarrhea, and abdominal cramps.
- ✓ **BLOOD AND LYMPHATIC SYSTEM**- Swollen lymph nodes.
- ✓ **MUSKULOSKELETAL SYSTEM** (Muscle and Bone)- Muscle pain, back pain, shoulder pain, and neck stiffness.
- ✓ **RESPIRATORY SYSTEM**- Upper respiratory illness. Runny nose, flu and cough.
- ✓ **SKIN**- Rash (non-specific), itching giant hives, angioedema.
- ✓ **PSYCHIATRIC/BEHAVIOR**- Insomnia/Disturbed sleep.

- ✓ **UROGENITAL SYSTEM-** Dysuria (painful urination).
- ✓ **CARDIOVASCULAR SYSTEM-** Low blood pressure.
- ✓ **SPECIAL SENSES-** Earache.

## **HYPERSENSITIVITY**

Symptoms of immediate hypersensitivity , include giant hives, swelling and itching, have been reported rarely within the first few hours after vaccination. An apparent hypersensitivity syndrome of delayed onset has been reported rarely, days to weeks after vaccination. This has included the following findings: arthritis (usually transient), fever, and skin reactions such as hives, skin nodules, or bleeding under the skin (ecchymoses). To the best of our knowledge, side effects have been reported rarely.

## **NERVOUS SYSTEM**

Neurological disorders such as optic neuritis, myelitis including tranverse myelitis; acute radiculoneuropathy including Guillian-Barre syndrome; peripheral neuropathy, including Bell's Palsy and herpes zoster.

### **DO NOT TAKE IF:**

1. Pregnant or breastfeeding
2. Allergic to Thimerosal-mercury derivative
3. Ill with "cold" symptoms, fever or other viral or bacterial infection.
4. Have a past history of Guillian-Barre's Syndrome (GBS).
5. Allergic to Baker's yeast.
6. Positive HIV disease-AIDS or AIDS related complex (ARC).

**WES WATKINS TECHNOLOGY CENTER**

**VACCINATION DECLINATION FORM**

DATE: \_\_\_\_\_

STUDENT SS#: \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_

I understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis B virus (HBV) infection. I have been informed of the risk in not taking this vaccine. I have been informed of the cost of the Hepatitis B vaccine series (currently \$170.00) and locations in the community where the vaccine is available for administration. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis B, a serious disease. If, in the future, I continue to have occupational exposure to blood or other potentially infectious materials, and I wish to be vaccinated with Hepatitis B vaccine, I can request the vaccination series.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature  
(High School Students Only)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**WES WATKINS TECHNOLOGY CENTER  
HEALTH SCIENCE CLUSTER MAJORS**

I, \_\_\_\_\_, have read the Health Science Cluster 2016-2017 student information packet of Wes Watkins Technology Center. I understand the policies and regulations outlined, and agree to abide by them.

\_\_\_\_\_  
Student Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature      Date