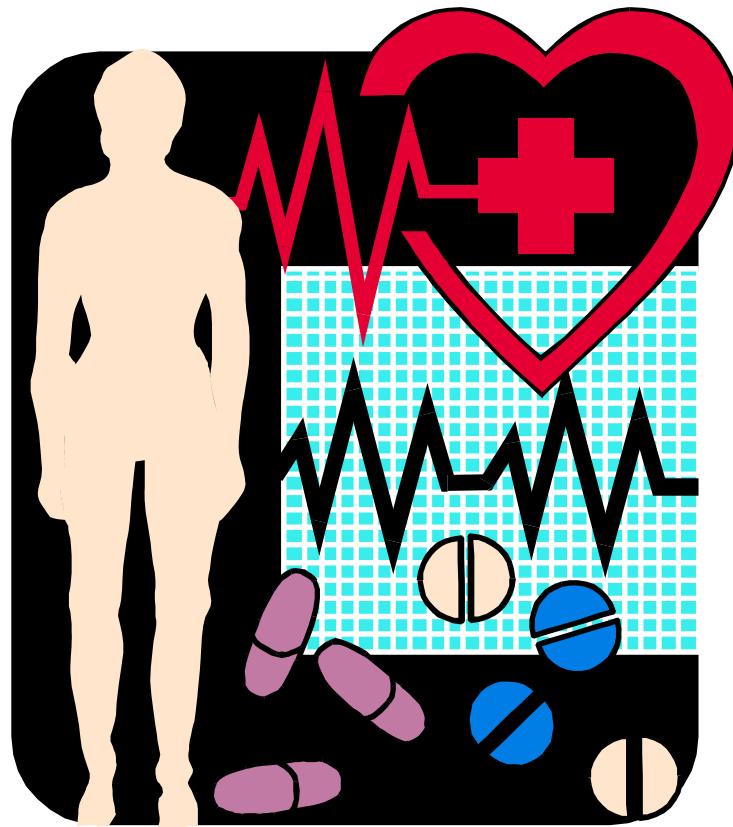


WES WATKINS TECHNOLOGY CENTER HEALTH SCIENCE CLUSTER



STUDENT INFORMATION PACKET

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2017-2018

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 programs are constantly being re-evaluated to keep pace with the changing healthcare industry and society in general. In recent years, health occupations have undergone major changes. Healthcare 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 healthcare 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 programs 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 HEALTHCARE ENVIRONMENT

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

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

The healthcare 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 healthcare worker. Procedures may become routine to medical personnel, but may be new, embarrassing, discomforting or painful to the patient. The healthcare 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 healthcare worker must always practice discretion and confidentiality.

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

The patients who come into a healthcare facility gain their first (and most lasting) impressions from healthcare workers who care for them. It is therefore of utmost importance that the healthcare worker exhibit good health, immaculate appearance, a pleasant voice and smile.

In addition to giving special regard to patients, healthcare 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 healthcare 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 healthcare 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 healthcare 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 healthcare 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 healthcare issues and practices. They will cover several areas including, communication and teamwork, safety and infection control, legal and ethical issues, employability and healthcare delivery systems, technology and medical math. They will also receive information and training on how to perform basic nursing skills.

HEALTH SCIENCE PROGRAMS

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

Long Term Care Aide

Veterinary Assistant

Home Healthcare Nursing Aide

Radiology Aide

Nursing Assistant

Dental Assistant

Phlebotomist

SAMPLE PLAN OF STUDY

CORE	TOTAL HOURS	CLASSROOM HOURS	LAB/ CLINICAL
Orientation			
Handbooks/Signature Pages			
Computer Literacy			
Learning Skills			
<hr/>			
CPR / First Aid	15	7	8
<hr/>			
<u>CORE</u>			
Safety			
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
Core Totals	<hr/> 225	<hr/> 157	<hr/> 68
Medical Terminology	45	45	0
Anatomy & Physiology	120	100	20

***Safety & CPR done annually**

Secondary Students

Program: 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
Total	496

Program: Home Healthcare Nursing Aide	
Course	Hours
Home Healthcare Nursing Assistant	16

Program: Long Term Care Aide	
Course	Hours
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
Total	331

Program: Radiology Aide	
Course	Hours
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
Total	705

Program: Dental Assistant	
Course	Hours
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
Total	585

Program: Veterinary Assistant	
Course	Hours
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
Total	600

Program: Phlebotomist	
Course	Hours
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
Total	600

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 practice.

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 where 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 program 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 program. Therefore prior credit learning students can be assessed at different times and will complete their program sooner than someone enrolled for the complete program. Please check with your instructor to see when you will complete your program 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:
 - Paragraph 1** -- A review of the article in the student's own words.
 - Paragraph 2** – Your opinion of the article, whether you agree/disagree or like/dislike and why.
 - 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:
 1. Name of article
 2. Author
 3. Title of magazine or book or web site address
 4. 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
Amount of Information	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.
Quality of Information	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.
Grammar (sentence structure and punctuation)	No grammatical errors.	One or two grammatical errors.	Three grammatical errors.	Four or more grammatical errors.
Spelling	Article has no misspellings.	Article has no more than two misspellings.	Article has three misspellings.	Article has four or more misspellings.
Citation	Accurately cited.	Accurately cited, but not in the desired format.	Incorrectly cited.	No citations per directions.

FIELD TRIPS

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

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 program will learn about patient care, radiation safety, radiograph handling procedures and how to assist radiologic technologists. Students participate clinical practice. In this program, 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 program 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 program includes clinicals in a professional office. Core CPR and First Aid are included in this program.

LONG TERM CARE AIDE

Students in this program 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. Fluids such as blood or urine may seep through canvas sneakers or tennis shoes and are not recommended. 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.
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>	Paid by School
 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 healthcare 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 that confidentiality must be maintained.

I. 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 program.
- 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 meet with the instructional leader prior to clinicals. All clinical contracts require the signature of administration.

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

II. 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 healthcare 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.
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. Healthcare 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 healthcare 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

1. 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.

2. 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.

3. 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 (at the discretion of the clinical site) 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.

4. 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.

5. Hepatitis B Vaccinations

Hepatitis B vaccinations are designed to protect the healthcare 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).

6. 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.

- 1. 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 to be eligible to continue clinical rotations.**
- 2. Test Grade** - Each daily clinical grade will count as a test grade.
- 3. Attendance** – Attendance policy will remain the same as in the Wes Watkins Technology Center Student Handbooks.
- 4. 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.**

Required Information for Trainees

Effective July 23, 2015

HB2582 and Background Checks Certified Nurse Aides **63 O.S. § 1-1950.1 (OSCN 2012)**

The effective date for fingerprinting of Certified Nurse Aides under HB2582 will be sometime after March 1, 2013, and will be established through rulemaking and after further notice. Until then, elements in the new law that are effective as of November 1, 2012, include a revised list of employment and certification disqualifying offenses for Certified Nurse Aides.

63 O.S. § 1-1950.1 Definitions

- 1. "Nurse aide" means any person who provides, for compensation, nursing care or health-related services to residents in a nursing facility, a specialized facility, a residential care home, continuum of care facility, assisted living center or an adult day care center and who is not a licensed health professional. Such term also means any person who provides such services to individuals in their own homes as an employee or contract provider of a home health or home care agency, or as a contract provider of the Medicaid State Plan Personal Care Program;*

Pursuant to 63 O.S. § 1-1950.1(B), until such time as the fingerprinting requirements are implemented in rule, an employer is authorized to obtain any criminal history background records maintained by the Oklahoma State Bureau of Investigation. The following requirements apply:

Employers subject to this section are defined in law at 63 O.S. § 1-1950.1(A) and include:

- o a nursing or specialized facility,
- o a residential care home,
- o an adult day care center,
- o an assisted living center,
- o a continuum of care facility
- o a home health or home care agency, and
- o the Department of Human Services, in its capacity as an operator of any hospital or healthcare institution or as a contractor with providers under the Medicaid State Plan Personal Care Program;

The employer requests the OSBI to conduct a name based criminal history background check as before and provides the Bureau any relevant information required by the Bureau to conduct the check. The employer fee is Fifteen Dollars (\$15.00).

Temporary employment remains authorized. Provide to the Bureau the name and relevant information relating to the person within seventy-two (72) hours after the person accepts temporary employment.

The employer shall not hire or contract with the nurse aide on a permanent basis until the results of the criminal history background check are received,

The employer may accept a criminal history background report that is less than one (1) year old. The report shall be obtained from the previous employer or contractor of such person and shall only be obtained upon the written consent of the applicant.

Every employer subject to the provisions of this law shall inform each applicant that the employer is required to obtain a criminal history background record before making an offer of permanent employment.

An employer shall not hire and shall immediately terminate the employment of any applicant, for whom the results of a criminal history records search from any jurisdiction reveals that such person has a disqualifying criminal offense listed in subsection C of Section 1-1950.1.

Employment eligibility determination records are for the use of the Department and the employer.

Releasing or disclosing information in violation of this section, upon conviction thereof, is a misdemeanor.

As part of any inspections required by law, the Department shall review the employment files of the employer to ensure compliance with the provisions of this law.

**Barrier Offenses for the Certified Nurse Aide
Effective November 1, 2012
63 O.S. § 1-1950.1 (OSCN 2012)**

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**¹, 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.

Note: Possession of a Schedule I through V drug as defined by the Uniform Controlled Dangerous Substances Act is no longer a barrier offense.

After a Deferment is completed by the individual and their OSBI report states "Not guilty", Case Dismissed" there is no 7

**Text From HB2582, Section 63 O.S. § 1-1950.1
Pertaining to Nurse Aide Background Checks
63 O.S. § 1-1950.1 (OSCN 2012)**

A. *For purposes of this section:*

- 1. *"Nurse aide" means any person who provides, for compensation, nursing care or health-related services to residents in a nursing facility, a specialized facility, a residential care home, continuum of care facility, assisted living center or an adult day care center and who is not a licensed health professional. Such term also means any person who provides such services to individuals in their own homes as an employee or contract provider of a home health or home care agency, or as a contract provider of the Medicaid State Plan Personal Care Program;*

¹Pursuant to 63 O.S. § 1-1950.1(A)(5), "Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.

2. *"Employer" means any of the following facilities, homes, agencies or programs which are subject to the provision of this section:*
 - a. *a nursing facility or specialized facility as such terms are defined in the Nursing Home Care Act,*
 - b. *a residential care home as such term is defined by the Residential Care Act,*
 - c. *an adult day care center as such term is defined in the Adult Day Care Act,*
 - d. *an assisted living center as such term is defined by the Continuum of Care and Assisted Living Act,*
 - e. *a continuum of care facility as such term is defined by the Continuum of Care and Assisted Living Act,*
 - f. *a home health or home care agency, and*
 - g. *the Department of Human Services, in its capacity as an operator of any hospital or healthcare institution or as a contractor with providers under the Medicaid State Plan Personal Care Program;*
3. *"Home health or home care agency" means any person, partnership, association, corporation or other organization which administers, offers or provides healthcare services or supportive assistance for compensation to three or more ill, disabled, or infirm persons in the temporary or permanent residence of such persons, and includes any subunits or branch offices of a parent home health or home care agency;*
4. *"Bureau" means the Oklahoma State Bureau of Investigation; and*
5. *"Completion of the sentence" means the last day of the entire term of the incarceration imposed by the sentence including any term that is deferred, suspended or subject to parole.*

B. *Before any employer makes an offer to employ or to contract with a nurse aide to provide nursing care, health-related services or supportive assistance to any individual, the employer shall provide for a criminal history background check to be made on the nurse aide pursuant to the provisions of the Long-term Care Security Act. If the employer is a facility, home or institution which is part of a larger complex of buildings, the requirement of a criminal history background check shall apply only to an offer of employment or contract made to a person who will work primarily in the immediate boundaries of the facility, home or institution.*

Where the provisions of the Long-term Care Security Act pertaining to registry screenings and national criminal history record check are not in effect pending an effective date established in rulemaking, an employer is authorized to obtain any criminal history background records maintained by the Bureau pursuant to the following:

1. *The employer shall request the Bureau to conduct a criminal history background check on the nurse aide and shall provide to the Bureau any relevant information required by the Bureau to conduct the check. The employer shall pay a fee of Fifteen Dollars (\$15.00) to the Bureau for each criminal history background check that is conducted pursuant to such a request;*
2. *An employer may make an offer of temporary employment to a nurse aide pending the results of the criminal history background check. The employer in such instance shall provide to the Bureau the name and relevant information relating to the person within seventy-two (72) hours after the date the person accepts temporary employment. The employer shall not hire or contract with the nurse aide on a permanent basis until the results of the criminal history background check are received;*
3. *An employer may accept a criminal history background report less than one (1) year old of a person to whom such employer makes an offer of employment. The report shall be obtained from the previous employer or contractor of such person and shall only be obtained upon the written consent of such person; and*
4. *Every employer while subject to the provisions of this subsection shall inform each applicant for employment, or each prospective contract provider, as applicable, that the employer is required to obtain a criminal history background record before making an offer of permanent employment or contract to a nurse aide.*

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 a 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.*
- D. *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 Substances Act unless the person produces evidence that the person has successfully completed a drug rehabilitation program.*
- E. *All employment eligibility determination records received by the employer pursuant to this section are confidential and are for the exclusive use of the State Department of Health and the employer which requested the information. Except on court order or with the written consent of the person being investigated, the records shall not be released or otherwise disclosed to any other person or agency. These records shall be destroyed after one (1) year from the end of employment of the person to whom such records relate.*
- F. *As part of the inspections required by the Nursing Home Care Act, Continuum of Care and Assisted Living Act, the Residential Care Act, and the Adult Day Care Act, the State Department of Health shall review the employment files of any facility, home or institution required to obtain a criminal history background determination to ensure such facilities, homes or institutions are in compliance with the provisions of this section.*

310:677-3-11. Successful completion of the competency examination

- a) An individual shall pass both the written or oral examination and the skills examination to complete the competency examination successfully.
- b) An individual shall score at least seventy (70) percent on the written or oral examination.
- c) An individual shall demonstrate at least eighty (80) percent accuracy for the skills examination.
- d) The Department shall include in the nurse aide registry a record of successful completion of the competency examination within thirty (30) days of the date the individual is found to be competent.

[Source: Added at 12 Ok Reg 3087, eff 7-27-95; Amended at 19 Ok

310:677-3-12. Failure to complete the competency examination

If an individual does not complete the competency examination successfully, the individual shall be notified by the testing entity of, at least, the following:

- 1) The areas which the individual did not pass.
- 2) That the individual may retake the examination a total of three times without further training.

[Source: Added at 12 Ok Reg 3087, eff 7-27-95; Amended at 19 Ok

310:677-5-2(d). Registry operation – Renewal of Certifications

- a) A home health aide, long term care aide, developmentally disabled direct care aide, residential care aide, and adult day care aide shall renew individual certification once every two (2) years. The individual certified as a home health aide, developmentally disabled direct care aide, residential care aide, or adult day care aide shall file a Recertification Application (ODH Form 717). The individual certified as a long term care aide shall file a Recertification Application for Long Term Care Aide (ODH Form 840). Each recertification application requires:
 - 1) Personal identifying and contact information for the applicant;
 - 2) Documentation that the applicant has provided at least eight (8) hours of nursing or health related services for compensation during the preceding 24 months. On and after July 1, 2008, the documentation shall consist of one of the following:
 - A) A statement signed by the administrator or the administrator's representative for the **licensed nursing facility, specialized facility, residential care home, home health or home care agency, adult day care center, assisted living center, continuum of care facility, Oklahoma Department of Veterans Affairs nursing facility, or Oklahoma correctional facility where the applicant provided services;**
 - B) A statement signed by a physician or nurse under whose supervision the applicant provided services; or
 - C) A check stub, IRS Form W-2 or similar proof of wages paid to the applicant by a **licensed nursing facility, specialized facility, residential care home, home health or home care agency, adult day care center, assisted living center, continuum of care facility, Oklahoma Department of Veterans Affairs nursing facility, or Oklahoma correctional facility;** and
- 3) An oath of truthfulness and completeness to be signed by the applicant.
 - e) A home health aide, developmentally disabled direct care aide, residential care aide, or adult day care aide shall pay a ten dollar (\$10.00) fee for the processing and renewal of certifications and for replacement of a wallet card for change of name or other reason.

[Source: Added at 12 Ok Reg 3087, eff 7-27-95; Amended at 19 Ok Reg 2106, eff 6-27-2002; Amended at 23 Ok Reg 3169, eff 7-26-2006 (emergency); Amended at 24 Ok Reg 2045, eff 6-25-2007; Amended at 26 Ok Reg 2068, eff 6-25-2009]

IMPORTANT NOTICE REGARDING NEW LAW CHANGE

New law ([HB1435](#)) starting **November 1, 2015**, requires nurse aides and trainees to provide their current address to the State Department of Health's nurse aide registry and notify the registry of any change in address within ten days. Correspondence will be sent to the address on file with the registry, and if it is returned as not deliverable it will be considered legally served.

The new law permits the Department to suspend or revoke a nurse aide certification for cause, such as criminality revealed by a background check or any abuse, neglect or exploitation of residents under the aide's care.

Below are the bullet points of the changes to [Title 63 O.S., Section 1-1951\(A\)\(7\), \(D\)\(3\)\(b\), and \(D\)\(8\)](#).

- Certified nurse aides and nurse aide trainees shall maintain with the registry current residential addresses and shall notify the registry, in writing, of any change of name. Notification of change of name *shall require certified copies* of any marriage license or other court document which reflects the change of name.
- Notice of change of address or telephone number shall be made *within ten (10) days of the effected change. Notice shall not be accepted over the phone.*
- In any proceeding in which the Department is required to serve notice or an order on an individual, the Department may send written correspondence to the address on file with the Registry. If the correspondence is returned and a notation of the United States Postal Service indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings and the records of the Registry indicate that no change of address as required has been received by the Registry, the notice and any subsequent notices or orders shall be deemed by the court as having been legally served for all purposes.
- Basically this means aides must mail a change of address or phone number to the registry a *within 10 days of that change*. There will be a form on our website for submitting address changes [<http://nar.health.ok.gov>]. If an aide is served a Petition for Hearing and it comes back to the Department and indicates "unclaimed" or "moved" or "refused" or any other non-delivery markings, it will still be considered legally delivered and any pending action can proceed. This may result in the individual's certification being suspended or revoked and a finding of abuse, misappropriation, or neglect placed on the registry.

By signing below, I certify that I have read the OSDH/NAR Handout of Rules and Regulations.

SIGNATURE OF TRAINEE

DATE

PRINTED NAME OF TRAINEE

NAME OF TRAINING PROGRAM

**WES WATKINS TECHNOLOGY CENTER
CLINICAL ROTATION**

STUDENT NAME: _____

TRAINING FACILITY: _____

TRAINING DATES: _____

	NEEDS			
	SAT	IMPR	UNSAT	COMMENTS
COOPERATION				
Shows sincerity, interest	()	()	()	_____
Observes rules	()	()	()	_____
Works well with others	()	()	()	_____
DEPENDABILITY				
Notifies if late/absent	()	()	()	_____
Assumes responsibility	()	()	()	_____
Completes assignments	()	()	()	_____
MANNERS AND APPEARANCE				
Clean, neat uniform	()	()	()	_____
Appropriate uniform	()	()	()	_____
Courtesy	()	()	()	_____
Personal cleanliness, appearance	()	()	()	_____
ATTITUDE				
Positive attitude	()	()	()	_____
Enthusiasm for work	()	()	()	_____
Pride in job well done	()	()	()	_____
Shows loyalty to facility	()	()	()	_____
QUALITY OF WORK				
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: _____

	NEEDS			
	SAT	IMPR	UNSAT	COMMENTS
COOPERATION				
Shows sincerity, interest	(6)	(3)	(0)	_____
Observes rules	(6)	(3)	(0)	_____
Works well with others	(6)	(3)	(0)	_____
DEPENDABILITY				
Notifies if late/absent	(6)	(3)	(0)	_____
Assumes responsibility	(6)	(3)	(0)	_____
Completes assignments	(6)	(3)	(0)	_____
MANNERS AND APPEARANCE				
Clean, neat uniform	(6)	(3)	(0)	_____
Appropriate uniform	(6)	(3)	(0)	_____
Courtesy	(6)	(3)	(0)	_____
Personal cleanliness, appearance	(6)	(3)	(0)	_____
ATTITUDE				
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)	_____
QUALITY OF WORK				
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)	_____
TOTAL POINTS	120			

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.

Signature

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.
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.

Student Signature

Date

Instructor Signature

Date

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.

Healthcare workers are at 20 times greater risk of contracting the virus than is the general public. Every year, approximately 18,000 healthcare 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 than normal risk of developing liver cancer, and may have to give up direct patient contact.

Every year, approximately 5,000 Americans, including 300 healthcare 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 healthcare 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 transverse 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 PROGRAMS

I, _____, have read the Health Science Cluster 2017-2018 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