

Ben Barber Career and Technology Academy Mansfield
Independent School District Clinical Internship PEIMS 13020500
Clinical Practicum I

Course Description: An occupationally specific course designed to provide knowledge and skills in preparation for future certification or licensure in a health/medical career. Students develop advanced clinical skills necessary for employment in the healthcare industry. The course will include classroom work (largely in an independent study context) as well as clinical internships. The course are taught by different methodologies, including pre-employment laboratory, clinical rotation, and didactic classroom education.

Students will average classroom didactic teaching 3 days for each five-class days. All clinical internships will take place on both Tuesdays and Thursdays, as assigned by the instructor, beginning on or about week 6 or 8. Students will utilize the patient care lab at various times throughout the course to practice advanced patient care skills.

In the classroom, students will study the structures and functions of the human body systems. Human development, maintenance of homeostasis, medical/legal issues, and causes, diagnosis and treatment of specific healthcare issues will also be topics of study. In the clinical internships, students will focus on patient care skills, diagnostic and treatment procedures, and documentation and information management to assure student orientation and job readiness. Other courses: Goals, Career Success and Pathway, Interview, Entrepreneurship, Self-Discovery, Personality related to chosen career interest etc.

Instructor: Pamela Conway LPN, MSED- Room A-215 Email: pamelaconway@misdmail.org
Phone: Campus (817) 299-1900 (rarely monitored)

Cell (817)501-6193 Tutorials: Conference TBD and Tutoring by appointment

Textbook: Diversified Health Occupations or Health Care Careers
(6th Ed.)(Simmers)(Mosby/Elsevier)

Credits: Students will earn two units of credit for this class.

Course Calendar/Schedule: Course Schedule: (The schedule is tentative and subject to change due to progress within the class and circumstances outside the classroom) See calendar provided.

Course Policies:

1. Be on Time: When the bell rings, be in your seat and ready to begin. We will begin promptly! At the end of class, wait at your seat to be dismissed.
2. Be Considerate: Show respect to others. Once class begins, talking should only be to answer a question or participate in class discussion or group work. We will have many visitors during the year, please be polite, respectful, and courteous. Please refrain from use of your cell phone

or electronic music devices, unless the instructor gives you permission to use them (rare, but it could happen!).

3. Be Supplied: When you come to this class, plan ahead and have everything, you will need.
4. Behave: You have chosen to be here as part of this Program of Study (POS). You were chosen from several applicants to be part of this program. I will treat you as professionals. I expect professionalism in return.
5. Once you are in, you are in! Please attend to thirst, toileting, and other personal needs prior to entering the classroom. This is not Cosmetology! Please attend to your makeup and grooming needs before you enter. Once you officially enter, be prepared to remain in the classroom for the entire class period. We will have the availability for breaks during the session.

General Requirements: This course is recommended for students in grade 12. The recommended prerequisite for the course are Principles of Health Science, Health Science (skills), Chemistry and Biology. **Transportation to clinical rotations will NOT be provided. You are responsible for your own transportation to and from internships!**

Students will be required to have current CPR certification at the Health Care Provider level, SS Card, as well as current immunizations, including Hepatitis. Students may be required to submit to TB screening prior to beginning clinical rotations, even with evidence of screening or BCG immunization, prior to entry into the clinical setting.

All students may be subject to urine drug screening prior to beginning clinical rotations and at the discretion of the clinical facility at any time during clinical rotations. All students may be subject to a criminal background check by the clinical facility. All students will complete a preclinical orientation program, which will include onsite orientation by the specific internship provider.

Internship students will be assessed a 25.00 classroom fee to cover, items such as drug screens, immunizations, student ID etc. Please pay the bookkeeper by the second week beginning the Fall semester.

Materials Needed:

Black ink pens, paper, pencil, colored pencils or markers

Blue 3 ring binder, 10 binder tabs and 15 sheet protectors, IPAD or Laptop

Current Student ID and lanyard 1 (or more)

Khaki scrubs and black or white **leather shoes** for clinical internship. (Uniforms may be purchased at Walmart or online example (Allheart.com) (**Due Date: Sept 9, 2019**)

Grades: **ELECTIVES**

40% - Major Grades (tests, projects, lengthy assignments, etc.)

60% - Daily Work (Clinical Assignments)

No Call No Show- is not acceptable in industry; therefore, you must notify the clinical site and me the day before you are scheduled to be out. If you do not, a daily grade of zero will be

entered into the gradebook. Dates and times of appointments are critical and in most cases cannot be made up with your sites therefore please make the commitment to be there. Emergency and other circumstances please visit with me. Not having a clean uniform is not an excuse! Plan. When a No Call No Show occur, you will be pulled from your clinical site, which can lead to termination of your rotation and placed in AC, with a sub assignment. Sub Assignments are only worth 70% and if you fail to complete it, a zero will be entered into the gradebook. A repeated no call or no show, your site will be terminated and your will remain in the classroom or AC with a sub assignment. All time sheet are due in the following week, no exceptions. Internship class is a full year and sites take their time to provide you an orientation, if you know that you will not be returning the next semester, please speak with you counselor to select another class. It is unfair to the sites to invest the time in your then you drop out. MAKE A COMMITMENT TO BE THERE!

If you miss work due to an excused or school-related absence, see you and me may make up the work per MISD policy.

The final will be comprehensive and will have multiple choice, and essay portions per MISD policy. Exams and Projects: There will be frequent quizzes over each area and an Exam for each topic covered. I may give the exam as a pretest, to assess what the students know, then give a comparable exam at the completion of each unit. All topics and units are comprehensive, so anything previously covered is still fair game! Labs will be graded on participation and attention to detail, along with ongoing practicum format! Projects will be evaluated using rubrics, which will be distributed to students at the beginning of the project.

Make-up work:

LATE WORK

- Teacher designates due date and time for assignment (Beginning of class period, End of class period, designated time of day)
- If student fails to meet the due date and time, then the student has until the next class period (next A day or B day) to turn in assignment to be considered one day late.
- Students will be assessed a penalty of 30% points for up to one class period late.
- Score of a zero may be given for work turned in after one day late.

MAKEUP WORK (because of absence for any class missed)

- The teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.
- A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. When absent, the student is afforded the number of days missed plus one additional day to turn in makeup work. [A/B Block Example: A student misses Monday and Tuesday of the week and he/she returns on Wednesday of that same week. Student work from Monday's absence is

considered late after Friday, and student work from Tuesday's absent is considered late after the following Monday.]

- A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- A student is encouraged to speak with his/her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence.
- A student will be permitted to make up tests and turn in projects due in any class missed because of absence. · Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.
- See UIL Eligibility (“No Pass/No Play”) guidelines for additional information related to grades and UIL Eligibility.

Lab safety/health

In some courses, these issues can literally be a matter of life or death. Even as detailed materials are handed out early in the course, the syllabus should include a short statement about the importance of these issues and indicate that information that is more detailed will follow.

Academic dishonesty

Teachers determine what constitutes cheating and/or plagiarism.

Consequences for academic dishonesty

Daily Work ○ Every

Offense

- Academic and Disciplinary Consequences ○ Assign grade of zero ○ Write a referral ○ Teacher contacts parents
- Consequence from administrator would be a minimum of AC placement

Exams or Other Major Assessment ○

Every Offense

- Academic and Disciplinary Consequences ○ Assign grade of zero ○ Write a referral ○ Teacher contacts parents
- Consequence from administrator would be a minimum of AC placement
- An alternative exam or major assessment can be completed for a maximum grade of 70%
 - Academic Associate is notified and will schedule a meeting with student, parent and teacher

Class work: Again, the class is structured to teach time management. Use your time well. You are responsible for how you use the time. You are responsible for learning the material. Pay attention, listen, and participate. While in class, HST is the only subject you are allowed to work on. (Only for rare, special exceptions will I allow students to work on coursework from other classes)

Standards for work: All assignments should be neatly written in black ink, or typewritten. College ruled notebook paper is acceptable. Submission electronically is the preferred method. All assignments must be legible and neat. Spelling and Grammar will be counted. For many assignments, you will submit them via email. Assignments should be emailed to pamelaconway@misdmail.org .

Objects: There will be multiple projects assigned during the semester. You will receive a criteria sheet for each project to let you know what is expected of you and how the point values will be allotted. Please follow the criteria closely and turn the criteria sheet in as the top sheet for the project. Projects may involve class time, library time, personal time or computer lab time and must be turned in on the due date. Most projects and assignments (ICEV) are presented to students **1-2 weeks in advance**; therefore, my expectations are for them to be presented on time.

Clinical Internships: Clinical internships will at various sites throughout Mansfield, Burlison and south Arlington. Specific internship site placement will be made based on student interests and site availability. All students may be required to hold current Healthcare Provider CPR certification, and provide record of current immunizations, including Hepatitis. Students may be required to submit to TB screenings prior to beginning clinical rotations. Students who received BCG will still be required submit to the initial TB testing, then to chest X-ray. TB screening will be provided in class on dates to be announced. Students not completing these requirements on the dates provided will need to accomplish this on their own prior to being allowed to participate in internships. These requirements are set by our clinical partners and are not subject to variation. Any student not having the necessary immunizations or screenings prior to the beginning of internships will not be allowed to participate until the requirements are met. Drug screening may also be required for each student, and will be done at an unannounced date. Uniform: Students will be required to wear medical scrubs or business casual attire during internships. Appropriate, solid white or black shoes, with socks must also be worn. Crocs will be acceptable without holes on the top and they must have a back strap. Students will be required to have a current student identification card, to be worn on their scrubs, either by lanyard or clip, and above the waist, each day while attending internships. Any student not wearing appropriate clinical attire and/or identification will not be allowed to participate in clinical. If a student is to be absent for a scheduled reason, they must inform the instructor in advance.

Career Tech Student Organization: M^ please visit with Ms. Holbrooks, (Mrs. Hawkins old room) for more information.

GRADING PERIODS:

- 1. August 14 – September 20**
- 2. September 23-November 1**
- 3. November 4– December 18**

- 4. January 8 – February 21**
- 5. February 24– April 9**
- 6. April 13 – May 28**

Assignment and Subjects are subject to change at the Instructor's discretion

Dear Parent/Guardian:

The purpose of this letter is to provide you information regarding the Process of Selection of Students for Health Science Courses at Ben Barber Career Technology Academy (BBCTA). The process for Clinical Internship program, student, parent's responsibilities. WE are excited about our opportunities that industry has provided, excited to have your student apart of our program. Please, feel free to contact me at any time, visit our classroom and be a part of our advisor team, we value your participation.

Stepping into a world of work, industry brings on different levels of maturity, professionalism and ethics, throughout our classroom expectations this will be reinforced. Most Seniors by this time is already working but please note that **Health Care Work Ethics, Conduct and Attitude will vary therefore we must adhere to their policies and procedures.**

1. Sites are determined the number of spaces available, per campus,
2. Students request first, second and third choice for a site and if their first choice is not available, placement will be per the next choice and so on.
3. If a student wished to shadow their own physician, vet, dentist, etc. they may contact their physician/facilities, have them email me and we will take it from there. (Highly recommended)
4. Your student must have their own vehicle, we cannot give permission for another student to ride with them, it is a liability issue and we cannot be responsible. If the student do not have their own, transportation please speak with your school counselor for other alternatives.
5. Attendance and punctuality is important, please see information above for site, classroom and instructor notification.

-----PARENTS, PLEASE KEEP THE ABOVE SECTION -----

Confirmation of Receipt and Understanding of Syllabus and MISD Student Expectations. Please sign and return to your instructor by August 22-23, 2019)

This Memorandum of Understanding (MOU) sets for the terms and understanding between the (student) and the (parent) to (BBIA Internship Program).

Student Name _____ Student ID _____

Home Campus: FHS / LHS / MHS / SHS / THS/LRHS (Please circle applicable campus)

Please sign and return this form. Signatures will serve as acknowledgement that student and parents have read and understand the course syllabus and have received the student handbook for their home campus. I will also be asking your student to program my cell phone number into their cell phone for the duration of this course. This will allow me to notify them quickly should the need arise for school or clinical related information, and facilitate their contact of me.

I, the undersigned, have received and read the student handbook for my home campus and understand that, as a member of MISD Health Science Technology Education, I will be held to these standards and expectations in the clinical setting, as well as in class. My student has my permission to contact the instructor by phone and email.

Date _____ Parent Signature

Preferred Email: _____

Parent Daytime Phone: _____

Date _____ Student
Signature _____

Student Email: _____

Student Cell Phone: _____

Date received _____

Instructor Signature: _____

Document are placed in student file