Jefferson Lewis BOCES

Secondary Students

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New Vision
Health Careers Exploration
Secondary Students

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BOCES MISSION STATEMENT

The University of the State of New York has a two-fold mission shared by all its member institutions: (1) to provide to every resident of the State, regardless of age, sex, economic or social status, race, religion, ethnic group or handicapping condition, the broadest range of quality educational programs and services; (2) to help the people and government of the State to use the resources of the education system to advance the cultural, scientific and economic development of the State.

The mission of the BOCES is to provide and support educational programs on a regional basis in an economical, effective and efficient manner that meet the immediate and long-term needs of students of all ages as requested by component school districts, community agencies, industries, businesses and The Stated Education Department. (1984)

The BOCES is committed to providing diverse, equitable and high quality learning opportunities that facilitate lifelong success. Students will demonstrate diligence in functioning and communication skills necessary for personal living success. A caring, competent staff will deliver a clear, comprehensive curriculum in a safe and positive environment. (1990)

COURSE DESCRIPTION

New Vision: Health Career Exploration is an exciting and challenging option for students who want to learn about health care careers.

Jefferson Lewis BOCES, in cooperation with the Samaritan Medical Center, Lewis County General Hospital and Carthage Area Hospital, provides an opportunity for motivated students in their final year of high school to gain first-hand knowledge in a variety of hospital settings including: administration, pharmacology, dietary, respiratory therapy, dialysis, radiology, occupational therapy, emergency, surgery, social services, physical therapy and nursing departments.

In this fast-paced program, students acquire knowledge of what is required of health care professionals and how their education is applied to daily real-life situations. The students will accomplish this by working and learning with nurses, physicians, practitioners, pharmacists, administrative and other health care professionals who work at the local hospitals and community agencies.

Students may earn senior credit for participation in Health Occupations, English, Government and Economics, while being involved in the day-to-day activities of the health care profession. They are also eligible to earn college credit in English 101 through the JCC EDGE program.
PROGRAM OBJECTIVES

Students who participate in New Vision: Health Career Exploration will be able to:

1. Expand written and oral communications skills within the professional setting.

2. Demonstrate the ability to acquire new knowledge through both independent study and cooperative learning.

3. Demonstrate in non-typical ways that knowledge has been assimilated.

4. Recognize the interrelationships of academic subjects and health professions.

5. Think critically and problem-solve.

6. Read, write and speak the language of medicine.

7. Develop career plans based on the knowledge gained through experiential learning.

8. Utilize experiences to gain entry into college.
UNIT S OF I N S T R U C T I O N

Foundations of Human Anatomy & Physiology
Economics & Government
Safety & Infection Control
Medical Terminology
Communication
Cells and Tissues
Membranes and the Integumentary System
First Aid/CPR (BLS)
Vital Signs
The Skeletal System
The Muscular System
The Nervous System
The Sensory System
The Endocrine System
The Respiratory System
The Blood
The Cardiovascular System
The Lymphatic & Immune Systems
The Digestive System & Nutrition
The Urinary System
The Male and Female Reproductive Systems
ADMISSION CRITERIA
STUDENT SELECTION PROCESS

1. Potential student must obtain an application from the home school guidance counselor and submit the application along with a brief essay telling us about yourself. In addition, students will also obtain 2 letters of recommendation. Applications are due April 1st.

2. Your home school guidance counselor will then submit the recommendations, student essay and a copy of high school transcripts to the Coordinator of Work-Based Learning:
   
   Pamela Thomas – Charles H. Bohlen Technical Center
   Linda Smith – Howard G. Sackett Technical Center

3. Students will be interviewed by a panel in the late spring and take a college English placement test through Jefferson Community College. Jefferson-Lewis BOCES will arrange for the testing. Candidates should not contact JCC for testing.

STUDENT REQUIREMENTS

A student interested in the New Vision: Health Career Exploration program must be a high-school senior who has:

- Demonstrated an interest in the health career field
- Developed the maturity and ability to work both independently and in a team
- Completed high school graduation requirements prior to acceptance into the program
✓ Recommended by a high-school Guidance Counselor or Principal

✓ Complete a physical exam

✓ Completed three years of Regents level science

✓ Completed three years of Regents level math

✓ Plans to attend college, other post-secondary education or join the military

**HEALTH REQUIREMENTS**

A physical examination must be completed by a New York State licensed medical practitioner. Student must take the BOCES Physical Examination Form to their physician for completion and return the completed form to the New Vision Instructor, within 30 days of entrance into the program.

**The school will only accept the BOCES physical form.** A satisfactory examination, which documents that the applicant is able to participate fully in the New Vision program, must be submitted prior to entrance into the program.

1. Two MMR immunizations are required.
2. PPD (Mantoux) must be performed yearly. If the student is not receiving a yearly PPD, an initial 2-Step is required. If the test result is positive, a chest x-ray will be required.
3. Varicella titer or vaccine is required. (History of illness will not be accepted)
4. Hepatitis B vaccine (strongly recommended).
5. Tetanus immunization, within the last 10 years.
6. Influenza vaccination is required. If influenza shot is not received, student will be required to wear a mask in the clinical setting.
7. Jefferson-Lewis BOCES must provide student health information to clinical agencies as required by New York State Department of Health regulations and legal contracts with affiliating agencies.
STAFFING

A New Vision Instructor is certified to teach in the occupational field and staffs each program site. The instructor organizes the daily activities, meets with consultants, and evaluates student work. In addition, the instructor is responsible for organizing student rotations, internships, and field trips, as well as open house, parent meetings, staff meetings, and other networking endeavors. Certified English and Social Studies consultants work with the New Vision Instructor and assist in curriculum development and program implementation.

NEW VISION STAFF

INSTRUCTORS:  Kady Hoistion – Samaritan Medical Center
                Daniele Banks – Carthage Area Hospital
                Charles H. Bohlen Jr. Technical Center

                Deanna Van Wie – Lewis County General Hospital
                Howard G. Sackett Technical Center

CONSULTANTS:  Mary Pennock - English – Samaritan Medical Center
               Laurie Cleveland - English – Carthage Area Hospital

               Lewis County General Hospital
               Holly Nichols - Social Studies

HEALTH OCCUPATIONS COORDINATOR:  Donna Mastin

PRINCIPALS:

Mr. Russell Berger
Mrs. Shelly Cobb – Assistant CTE Supervisor
Charles H. Bohlen Jr. Technical Center 315-779-7200

Mr. Paul Mooney
Howard G. Sackett Technical Center 315-377-7300
ATTENDANCE POLICY

Refer to attendance policy in the Technical Centers’ Student Handbook.

ABSENCES

1. The student is responsible for notifying the instructor. The procedure to follow for reporting an absence is:

   a. If absent on a class day, student must notify the instructor at least one-half hour before class is scheduled to begin.

   b. If absent on a scheduled clinical day, call your instructor. Student should call at least one-half hour before the beginning of the shift.

   c. Personal appointments, vacations, and other obligations need to be scheduled outside class and clinical hours.

EMERGENCY SCHOOL CLOSINGS

The New Vision Program will close with Jefferson Lewis BOCES. Closing is an administrative decision. If inclement weather or other situations necessitate the closing of the Technical Centers announcements will be made as follows:

Charles H. Bohlen Jr. Technical Center (Jefferson County BOCES)

Howard G. Sackett Technical Center (Lewis County BOCES)

Local radio stations
Local TV Channels
Newzjunky.com
BEHAVIOR AND DISCIPLINE

Certain types of behavior are considered to be irresponsible. These behaviors would not be tolerated in the world of work nor are they acceptable at our Technical Centers. These behaviors always result in appropriate disciplinary action such as: civil action, referral to legal authorities, removal from program, removal of privileges.

INAPPROPRIATE BEHAVIORS

- Fighting or other violent acts
- Defacement or theft of property from students, school staff, school or affiliated agency
- Selling, possession, use or operating under the influence of drugs and/or alcohol on the school or affiliated property.
- Disrespect for instructor and other students
- Driving carelessly on school grounds, or the health care facility, driving without a valid permit
- Firearms/weapons on school grounds or health care facility
- Sexual Harassment of students or facility
- Cheating or plagiarism
- Lack of confidentiality
- Unsafe practices consists of endangering or harming the emotional or physical well-being of a patient and/or staff member

As a result of these inappropriate behaviors, the following consequences will be considered:

**Teacher initiated consequences:** warning, parent contact, loss of privileges, sent to the office.

**Principal initiatives:** all of the above, plus-restitution, behavior contact, suspension, legal action, and removal from program.

**Peer mediation:** program developed by the Jefferson-Lewis Mediation Center is also available to students.
ELECTRONIC DEVICES

Students are NOT allowed to use Cell phones, iPods, MP3 players or other similar devices to the classroom or clinical setting at any time without permission of the instructor. Failure to comply may result in immediate dismissal from the program.

PHONE CALLS
Telephone calls to you while you’re a student at BOCES are limited to emergencies only. Jefferson County # 315-779-7200       Lewis County # 315-377-7300

ACCIDENT REPORTING
All accidents occurring on school property or during clinical rotations must be reported to the instructor. Accident reports must be completed immediately.

FIRE DRILLS
The instructor will provide the student with instructions to follow during fire drills. Student safety and the safety of others may depend on one’s ability to follow these instructions during an emergency.

SMOKING
In accordance with New York State law, smoking is prohibited on school grounds. Students are prohibited from smoking at any health agency while in uniform. These rules also apply to e-cigarettes.

TRANSPORTATION
Transportation will be determined by individual home schools.
CLASSROOM SAFETY RULES

1. Desks must be away from emergency exits at all times.
2. Lids and caps on containers must be tightly secured after use.
3. Students must be able to identify appropriate emergency exits.
4. Students must be able to locate fire extinguisher and emergency pull handle.
5. Extension cords are coiled and placed on stands when not in use.
6. Gloves must be worn for handling infectious or potentially infectious material.
7. Mannequins must be moved by two students.
8. Students will walk when dismissed at the end of class.
9. While waiting for dismissal bell, students must sit in their seats.
10. Beds must be in high position when performing a skill and lowered when not in use.
11. Side rails must be in high position when student is not at bedside of patient.
12. All spills must be cleaned up immediately.
13. Plugs must be disconnected from wall properly.
14. Personal equipment from home is not allowed to be plugged into classroom outlets.
15. Students’ book bags must be tucked neatly under desks.
16. Equipment in lab is for use during skills practice, NOT for horseplay.
17. Cell phone, iPods and MP3 players will be turned off during class time.
CAREER EXPLORATION EXPERIENCES

The Department and the New Vision Instructor will mutually agree upon the length of the clinical rotation.

**Hospital**

Accounting/Finance
Administration
Admitting/Patient Registration
Adult Day Care
Audiology
Cardiac Care Unit
Cardiac Rehabilitation
Cardiopulmonary Services
Central Supply
Data Processing
Electrocardiology
Emergency Room
Environmental Management
Geriatrics
Human Resources
Industrial Medicine
Infection Control
In-service Education/Medical Library
Intensive Care Unit
Laboratory
Long Term Care Activities
Medical Records
Medical Surgical Units
Mental Health
Neonatology
Nutritional Services
Obstetrics
Occupational Therapy
Pain Management
Patient and Family Services
Pediatrics
Pharmacy
Physical Therapy/Sports Medicine
Quality Management
Radiology
Recovery
Sleep Disorder Center
Surgery
Volunteer Services

**Possible Off-Site Rotations**

* With own transportation

Ambulance
Clinics
Community Nursery School
Community Pharmacy
Dental Offices
Dialysis
Hospice
Physician Offices
CLINICAL ROTATION/ INTERNSHIP SAFETY RULES

1. The student will report to the instructor at the beginning of each daily clinical session.

2. The student will **not** leave the assigned area without reporting to the instructor.

3. The student will maintain patient confidentiality at all times.

4. The student will perform in a manner to prevent accidents and injury to patients, personnel and self.

5. The student will immediately report significant changes in the patient’s condition to the instructor.

6. The student will comply with the policies, regulations and procedures of each facility (e.g., side-rails, call light, restraints, etc.).

7. The student will use Universal Body Substance Precautions and infection control barrier as per CDC guidelines.

8. The student may **not** perform **any medical procedure** (e.g., catheterization) or **administer medication** of any sort (e.g., oral or injection) under any circumstance.

9. **Failure** to comply with the clinical safety rules will be cause for immediate dismissal from the program.

10. Cell phones, iPods, MP3, etc., are NOT permitted in the clinical setting at any time.
NEW VISION PROFESSIONAL ATTIRE

It is important to remember that students will be in a professional environment, and it is expected that they will dress and act accordingly. Therefore, the following dress requirements are to be followed whenever the student is within the hospital.

1. Dress pants (black or khaki) may be worn (no skirts, dresses, yoga pants, or leggings). Blue jeans or any other denim clothing is unacceptable.

2. Shirts should be button down. White lab coats (provided by BOCES). No t-shirts, sleeveless tops, halter-tops, cropped tops, plunging necklines, netted shirts or sweatshirts should be worn.

3. Clean white nursing shoes or all white sneakers are to be worn in patient care areas. Shoes should be “quiet”, with sole thickness sufficient to prevent punctures and with closed toes and heels.

4. Hair is to be clean, pulled back and out of the eyes. Only natural coloring will be allowed (no green, orange, purple etc.) No ponytails or pigtails.

5. Personal hygiene must be maintained at all times. Deodorant daily. Make-up should be worn in moderation. Tattoos must be covered at all times.

6. Nails are to be clean and short. No artificial nails or nail polish.

7. Lab coats are to be clean, ironed and worn in appropriate clinical areas.

8. School ID badge must be worn at all times. No exceptions!

9. Earrings are limited to one pair of studs no bigger than the size of a pencil eraser. No gages or barbells. No facial or oral jewelry of any type. A watch with second hand is optional.

10. Smoking, candy or gum chewing are NOT permitted in the clinical area.

11. Cell phones, iPods, MP3 players or other similar devices are NOT permitted in the hospital or nursing home. Use of such devices may be grounds for immediate dismissal from the program.

12. If a student, while in the rotation setting, is not in accordance with the dress code, they will be sent home at the discretion of the Instructor or will not be allowed to participate. There will be NO EXCEPTIONS TO THIS RULE.
GRADUATION REQUIREMENTS

New Vision: Health Career Exploration students are required to successfully complete all academic subjects and clinical rotations before graduation.

1. **ACADEMIC**
   a. All make-up work/exams must be completed prior to taking final exam in any course.
   b. A minimum 65% grade must be obtained in each subject area to receive a certificate.

2. **CLINICAL**
   a. All scheduled clinical rotations must be completed before graduation.
   b. A passing clinical grade must be obtained.

3. **ATTENDANCE**
NOTE: If additional days must be used for emergency closings, the first day taken will be April 29, April 28, then 27, 26, etc. In the event of long term emergency closings, the Board of Education reserves which makeup days will be used from any scheduled recess periods and/or holidays, consistent with any language that may exist in district labor agreements.
Jefferson-Lewis BOCES  
*Health Occupations-New Vision*  
STUDENT INITIAL FORM

1. I have accessed a copy of the student program Handbook with the link provided.  

   **Student Initial:** __________________________

2. I have read the program handbook and accept, as stated, the policies of the Jefferson-Lewis BOCES Health Occupations program.

   **Student Initial:** __________________________

3. I give permission to Jefferson-Lewis BOCES to release information from my permanent records upon request i.e.: transcripts, references, medical records or copies of my file.

   **Student Initial:** __________________________

4. I have read the “Attendance Policy” and accept the terms of the agreement.

   **Student Initial:** __________________________

5. I have read “Behavior and Discipline” and accept the terms of the agreement.

   **Student Initial:** __________________________

6. I have read the “Clinical Rotation/Internship Performance Standards” and accept the terms of the agreement.

   **Student Initial:** __________________________

7. My instructor has reviewed the “Classroom & Clinical Rotation/Internship Safety Rules”, Regulations and Policies. I understand that I must follow the rules, regulations and policies of this Health Occupations program.

   **Student Initial:** __________________________

8. I have read the “New Vision Professional Attire” policy and accept the terms of the agreement.

   **Student Initial:** __________________________

9. I have read the “Agreement between Students & Health Occupation” and accept the terms of the agreement.

   **Student Initial:** __________________________

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**Student Signature:** ______________________________________________________________

**Student Initial:** __________________________   **Date:** __________________

**Parent Signature:** ______________________________   **Date:** __________________

Jw:7/15