

**HEALTH OCCUPATIONS TEACHER CHECKLIST**

**Preparation for Orientation:**

* Please ensure all students meet the following requirements to be part of Health Occupations job shadowing at St. Charles:
  + Seniors only at St. Charles Bend, Juniors/Seniors only at Northern campuses
  + Students must be in good academic standing and exhibit a high level of responsibility and maturity.
  + Students must be punctual, committed to their rotations, and engaged while at rotations
  + Please look at students' past attendance records-- we cannot accept students who have a history of mediocre attendance
  + Students should have a strong desire to pursue a job in healthcare
  + Students should have completed a Health Occupations 1 class already, or other preparatory science classes to have baseline health knowledge (anatomy and physiology, biology, etc)
* Fill out the Principal Recommendation form with student information and have your principal sign. Please bring this form with you to orientation.
* Print out waiver forms from our website ([Health Occupations — Cascades East AHEC](https://www.cascadeseast.org/health-occupations)) or from the online application itself and have students fill out, sign, and bring home to parents to sign if they are under 18. ***Please check the forms for completion and that they have the required signatures prior to having students upload the form to their application.*** If students choose to fill out the forms digitally, please ensure they have digital signatures, not typed in names, on any signature line. These are the three forms to be filled out prior to completing the application.
  + 2 Step Tb Permission Form
  + Compliance and Privacy Attestation Form
  + Confidentiality/Permission Form
* Coordinate 2-Step TB Skin Tests with your school nurse. All students need their first test done and read before their first rotation at the hospital. Your nurse will have all of the TB supplies. Please send students to the nurse with the TB Test Results Form and return this form to CEAHEC after both tests are complete.
* Direct students to the [Cascades East Area Health Education Center](https://www.cascadeseast.org/health-occupations) website ([www.cascadeseast.org](http://www.cascadeseast.org)) and navigate to the Health Occupations tab.
  + Briefly review the **Student Handbook** and **Code of Conduct** PDFs- we will go over this in more detail during orientation
* Please guide students through the process of [submitting an application](https://www.volgistics.com/appform/493447502). They will need to be prepared with the following items to successfully complete their application:
  + A picture or digital copy of all three completed and signed waiver forms
  + A digital picture of their covid vaccination card (if they are vaccinated)
  + Students need a ***personal email*** (not school email) for the application
* Schedule students in the weekly department schedule. Please check with students for dates they know they will be absent to get the most accurate schedule (travel dates, AP exams, etc). Send this schedule to [erclark@scmc.org](mailto:erclark@scmc.org) when finalized.
* Inform students of our scheduled orientation date/time/location. If they miss this orientation, they will not be allowed to shadow. Please remind students that we will be taking a picture of them for their badges at Orientation.

**After Orientation/Before Rotations Begin:**

* Review the three required modules on CEAHEC website and have students complete the paper quizzes. Contact CEAHEC if you need a copy of the three quizzes. You can deliver the completed quizzes in person to CEAHEC or scan the forms and send a digital copy to erclark@scmc.org.
* Ensure each student has completed their first TB Skin Test and that it is negative.

**After 1st Rotation:**

* Schedule students’ second TB skin test (two-three weeks after the first one). Collect the TB test results form to turn into CEAHEC. You can deliver these in person or scan the forms and send a digital copy to erclark@scmc.org.
* Check-in with students to make sure they know which department they are in each week and that they have questions they can ask the caregiver about that specific department

**Post Rotations:**

* Collect all St. Charles name badges from students- these need to be returned to CEAHEC at the debrief
* If students borrowed a scrub top from CEAHEC, please collect and return at the debrief
* Ensure students attend the mandatory debrief meeting
* Students will be asked to complete the Health Occupation Survey at the debrief which requires a computer/ipad preferably. It can be done on student phones if necessary.