

**A.R. Johnson Health Science and Engineering
Magnet High School**



Clinical and Internship Handbook

As we move through the 21st Century, we are driven to prepare our students for success both in the classroom and in the world in which they live. The clinical/internship programs at A.R. Johnson allow students to obtain professional experiences in support of academic preparation for careers in Health, Science and Engineering.

2018 Revision

Healthcare Science Technology Education Program

The Healthcare Science Technology Education Program is designed to stimulate the student's interest in a variety of health careers. The Healthcare Science concentration will allow the student to make realistic decisions in relation to which health care specialization to best meet their needs in a high growth, and high paying industry.

Courses are aligned with Georgia Department of Education's Career, Technical and Agricultural Education Standards. Our school offers pathway courses from Phases I, II, and III of the High School Performance Standards. The course offerings are as follows:

- Diagnostic Services Career Pathway which includes Phlebotomy and Internship
- Health Informatics/Health Information Management which includes Medical Office and Internship
- Health Science Career Cluster Non-Invasive Diagnostic Technology (EKG) and Internship
- Therapeutic Services Career Pathway which includes Nursing Career Specialty and Internship and Dental Science

Each program's challenging content is designed to provide the student with instruction in the theory and the principles of health care. Each student is prepared for clinical experiences through related classroom instruction and skill training. The student is then oriented to the clinical environment through internships developed in cooperation with the many professional health care providers in the community. These internships give the student the opportunity to interact with health care workers, observe and/or practice related skills and develop an understanding of the roles and responsibilities of these disciplines within the actual work environment. By participating in these internships, the student acquires insights that allow them to make a career decision in a more realistic and relevant manner. On this and the following pages, the rules and regulations that govern all of the aspects of these internships are outlined. It is each students' and parents' or guardians' responsibility to read and understand these guidelines.

Criteria for Clinical Rotation:

1. Students must be passing their healthcare science courses with at least 75 percent overall average at the end of sophomore year.
2. Students must have completed all assigned work, packets and modules and checked off completely on assigned health care skills.
3. Students must have proof of current immunizations including Hepatitis B series, Flu shot, and Tetanus at the end of the sophomore year. TB testing is required by the school and clinical sites but must be done within a specified time period prior to start of clinical. Please be aware that TB testing requires two appointments 48 to 72 hours apart. Medical Office Assistant and Patient Care Technician students may have to have a background check and drug test for some sites. We will

notify parents ASAP once we have this information. Fees for all testing and immunizations are the responsibility of the parent.

4. Students must be in good health or medically cleared to attend clinical. Students with medical conditions such as, strep throat or pink eye must be cleared by physician before returning to the clinical site.
5. Students must have a complete uniform and be in complete uniform dress. (See Uniform Dress Code)
6. Students must be willing to work under clinical personnel supervision and follow their instructions.
7. Students must have no behavior problems and be recommended by an instructor for clinical rotations.
8. Students must agree to follow transportation rules and regulations to and from clinical sites (See Transportation Rules and Regulations).
9. Students must attend clinical orientation with a parent before starting clinical rotations.

Clinical Rules and Regulations: A student must come to school prepared to go to clinical in their uniform unless otherwise approved by instructor. If a student is ill, that student must be checked by a nurse. If this student is too ill to attend clinical, then that student must be sent home.

1. Students must go to their assigned clinical site. If the student is unable to be in assigned location *for any reason* they must notify their instructor *immediately*. Failure to do so may result in a write up for cutting. Changes can only be made by the clinical supervisor. While in the clinical area, students are to follow rules and regulations of each facility. Students must perform tasks assigned and follow orders of supervising personnel unless it is contradictory to what has been taught by instructors.
2. Upon arriving at the clinical site, students are to report directly to their assigned clinical areas and to the person(s) in charge for their assignments. The students are to remain in this area until the end of the clinical period and then go directly to meet school transportation. Students may leave assigned areas only with written permission of their supervisors, and then only to go to designated clinical areas. Students are not to visit other clinical areas, go to vending machines, cafeterias, McDonald's, Burger King, etc.

****Leaving a clinical site is a violation of Rule 13: Leaving Campus without Permission as stated in the Richmond County Board of Education Code of Student Conduct and Discipline, and students will be subject to consequences as outlined.**

1st offense	Suspension from school for three days
2nd offense	Suspension from school for five days
3rd offense	Suspension from school for ten days
4th offense	Fourth Offense: The fourth offense will result in suspension from school for ten (10) days and may warrant alternative education school assignment.

3. On the first day in each new clinical area, the student is to obtain the name of the immediate supervisor or person in charge (who is responsible for the student) and telephone number. If the student is absent, he/she must call this person at least thirty minutes before reporting time and the instructor needs to be notified. **If this is not done, points will be deducted from the student's professionalism grade.**
4. Students are **not** to give medications.
5. Students are not to perform skills in clinical areas outside their scope of practice and classroom instruction unless supervised by the instructor or clinical supervisor.
6. Students are not to take to clinical any electronic devices, cameras, radios, beepers, recording devices, cell phones (or blue tooth), etc., and they are not to use facility phones for personal calls. EXCEPTION: Students who are assigned an independent clinical rotation may take their cell phones to the clinical site. Cell phones are to be used only in an emergency situation. Violation of this policy may result in disciplinary action.

7. Students are not to borrow, take or check-out any materials, objects, scrub suits, etc. from patients or clinical areas.
8. Students are to follow all safety procedures while handling objects or patients. Students should carry out good body mechanics.
9. Students must *immediately* report any accidents, injuries or inappropriate behavior to their supervisor and instructor. Students should have school and instructor phone numbers available at all times.
10. Students must show initiative and interest in clinical areas. They must be motivated and willing to learn and work or they will be removed from area and appropriate action will be taken.
11. Each student is responsible for taking an evaluation form to each clinical area and having it returned to the school. Each student is also required to have someone sign them in and out of their clinical area each day and return this form back to the instructor at the appropriate time.
12. Students must maintain appropriate behavior - no chewing of gum, loud talking, etc.

Clinical Uniform Dress Code: Rule 14: Dress and Grooming, in the Richmond County Board of Education Code of Student Conduct and Discipline must be followed at all times in addition to the A. R. Johnson Clinical Uniform Dress Code. Students have the option of changing into their uniforms before clinical and changing back into their regular clothes after clinical. While in uniform, either at school or in the clinical area, the student must be in ***complete uniform dress***. Uniform dress will be assessed before leaving the classroom to go to the clinical sites and throughout the school day by any teacher.

1. The uniform must be clean, pressed and fitted appropriately to allow for comfort and efficient work. Uniform may not be torn or frayed.
2. A school patch must be sewn on to left sleeve, about two inches from the shoulder seam, of the uniform and lab coat.
3. Identification badges must be worn on left side of the uniform approximately an inch from the collarbone. If student does not have an official nametag he/she will not be allowed to go to clinical and a zero will be averaged in as a daily clinical grade each day until an official nametag is obtained. (Official name tags have the student's first and last name.)
4. Shoes can be white, grey, or black and professional looking. Shoe should have leather uppers, closed toes and non-skid soles. They must be kept clean and in good repair. Inappropriate shoes include, but are not limited to: Sperry's, canvas shoes, mesh shoes, Vans.
5. Coordinated socks must be worn with uniform pants.
6. Nails are to be clean, neat and short. Nail tips should not extend far beyond the top of fingers. No artificial nail enhancements are to be worn. Artificial fingernails are defined as any material applied to the nail for the purpose of lengthening the nail. This includes, but is not limited to, artificial nails, tips, wraps, appliques and acrylics. No nail polish is allowed.
7. No jewelry, except for a watch with a second hand (which is required) and an expandable band, is allowed. Females may wear one set of stud earrings no larger than nickel size. Males may not wear earrings. No nose rings. No spacers, dangling earrings, cloth/leather/plastic bracelets, etc. No headphones. No lanyards or necklaces.
8. Hair must be neat, clean, and well controlled. Females and males must wear hair off the collar or pulled back and secured with a neutral colored hair apparatus. No radical haircuts, styles or colors will be allowed. Ex: No Beads, only natural hair colors, no excessive designs or patterns). Hair style/cut must adhere to hospital policies and must not interfere with proper use of PPE.
11. No heavy makeup or perfume should be worn in the classroom or clinical settings for the safety of the student and their patients.

12. Good personal hygiene must be practiced at all times. No perfumes or body sprays should be used prior to clinical or in health science classrooms.
13. Mustaches and beards are prohibited during clinical rotation. Facial hair must be shaved or closely clipped or an excuse must be brought in from a dermatologist. Symbols and /or skin markings, such as tattoos are also not permitted.
14. Coats and outer garments, that are free of offensive insignias, are permitted to and from clinical areas when the temperature is 68 degrees or below. Outer garments should be neat and clean and in good repair. These garments must be removed upon arrival to clinical sites unless student is assigned to an outside area.
15. A lab coat with school patch may be worn with the clinical uniform. Lab coats must be neat, clean and pressed.
16. While in uniform, students cannot participate in any athletic activity. Students may choose to wear either **FULL** uniform or **NO** uniform at school. Violations of uniform code at any time will result in appropriate disciplinary action and/or reduction in professionalism grade.
17. Purses, books and book bags cannot be taken to clinical areas. Only the clinical folder may be taken to clinical.
18. Students will be responsible for the purchase of all parts of the clinical uniform (approx. \$45.00 per set). In addition, some programs will suggest purchase of a blood pressure kit (approx. \$25.00).

This is not meant to be an all-inclusive list of dress code violations. The final decision on dress code will be made by the clinical instructors. Student will be observed daily by the healthcare science instructors. Any violation of the dress code, while in uniform, will be noted.

If the violation cannot be corrected, the student will not be allowed to go to clinical. If a student refuses to go to clinical or is not allowed to go, they will face the following punishment:

- | | |
|----------------|--|
| First Offense | Zero for the day, one hour detention, and parent notification |
| Second Offense | Zero for the day, two hours detention, and parent notification |
| Third Offense | Zero for the day, three days suspension, parent conference, and administrative probation |
| Fourth Offense | Student is withdrawn from internship |

Certified Nursing Assistant Program Information for students in Patient Care Fundamentals

Students enrolled in the Georgia Nurse Aide Program must adhere to the policies and procedures outlined in the Georgia Nurse Aide manual. The manual can be accessed at www.mmis.georgia.gov/portal. Due to the critical nature of the nurse aide training program none of the material presented can be missed. Students will only receive credit for time actually spent in the classroom and/or clinical setting. This includes any clinical assignments. Classroom assignments/tests can be made up in accordance with the RCBOE make-up policy; however, clinical assignments cannot be made up. If the student is absent, he or she will receive a zero “0” for the assignment. Students must complete a minimum of eighty-five (85) classroom hours, twenty-four (24) hours in the lab, and thirty (30) hours in the clinical setting in order to pass the Georgia Nurse Aide program and be eligible to take the nurse aide certification examination at the end of the course. Sufficient time has already been allotted in the course schedule to ensure that students obtain the minimum classroom/lab/clinical hours; therefore students are encouraged to attend all classes as scheduled. Students who fail to meet the minimum attendance requirement for clinical will be scheduled to make up those hours at the end of the clinical rotation.

Students may be assigned to perform care for members of the opposite sex and should do so in a professional manner. Additionally, students may be assigned to patients who are confused and who are unaware of their limitations therefore, students should report any situation in which they feel uncomfortable with to the instructor immediately. (i.e. a patient may use profanity in the student’s presence). Students will receive training in maintaining patients’ privacy and confidentiality under the Health Insurance Portability and Accountability Act (HIPAA). Any violation of HIPAA will result in dismissal from the program in accordance with the Georgia Nurse Aide Program HIPAA policy (Section606.1).

Students will ride the bus to and from the clinical area each day in which he/she is assigned to the clinical setting. Students must be in the prescribed uniform. Students who are not in compliance with the RCBOE dress code policy/uniform

policy will not be allowed to attend clinical training and will be disciplined appropriately. Students should make arrangements to leave all personal items (i.e. purses, book bags, etc.) in their lockers or in their assigned classroom. These items will not be allowed in the clinical area. **NO CELL PHONES OR OTHER ELECTRONIC DEVICES ARE ALLOWED IN THE CLINICAL AREA!** Students who arrive to school after their class' departure from AR Johnson should report immediately to the front office for instructions.

At the end of the nurse aide training, all students must take the Georgia Nurse Aide Competency Examination. This test is the approved End-of-Course (EOC) Test for the nursing pathway. The test cost \$112.00 per student. Students are required to present a valid state issued identification card and their original social security administration card when submitting their testing application. No photocopies will be accepted. Additionally, students must present their photo ID and original social security card on the date of testing as well. **NO EXCEPTIONS!** Students who fail to adhere to this policy will not be allowed to test and will have to make their own testing arrangements and pay all applicable testing fees.

End of Pathway Testing

You may find information on End of Pathway Testing, including practice tests and *current* costs at the following sites:

Course name	Test	Website	Cost as of 9/14/18
Patient Care Fundamentals	Certified Nursing Assistant	www.mmis.georgia.gov/portal click on "Nurse Aide"	\$112.00
Patient Care Technician	Certified Patient Care Technician	www.nhanow.org	\$155.00
Patient Care Technician	Certified Phlebotomy Technician Certified EKG Technician	www.nhanow.org	\$117.00 \$117.00
Dental Science	Dental Science Certified	www.precisionexams.com	\$TBA
Medical Administration Assistant	Certified Medical Administration Assistant	www.nhanow.org	\$117.00
American Heart Association	First Aid/CPR	www.aha.org	\$25.00

Health Occupations Students of America (HOSA) Information

HOSA is a national, co-curricular student organization that provides leadership and skills building opportunities to students who are preparing for Healthcare careers. Our membership drive will be held in August and September. Dues are \$35.00 for the year. Members can participate in various school and community service projects as well as regional, state, and national competition. Members will be allowed to participate in various fundraising activities to defray the cost of participation in HOSA activities. Students who have grade, attendance or discipline issues will not be allowed to participate in off-campus HOSA activities. Members will be responsible for any fundraising materials issued to them and failure to turn in funds collected by due date may disqualify student from participating in HOSA activities. You can find out more about HOSA at www.hosa.org or www.georgiahosa.org.

Health Science Events: (These events are written tests only)

Dental Spelling

Dental Terminology

Medical Spelling

Medical Terminology

Medical Math

Medical Reading

Knowledge Tests: Human Growth and Development, Pathophysiology, Pharmacology, Nutrition, Medical Law

Health Professions Events: (These events are written tests and skills demonstrations)

Biotechnology	Clinical Nursing	Dental Science	Home Health Aide
Clinical Specialty (For career area not tested in other HOSA events.)			Medical Assisting
Nursing Assisting	Physical Therapy	Sports Medicine	Veterinary Science

Emergency Preparedness Events

- CPR/First Aid (Team of 2, written and skills)
- Emergency Medical Technician (Team of 2 – written and skills)
- CERT Skills (Community Emergency Response Team, Team of 2, written and skills)
- Public Health Emergency Preparedness (Team of 2-4, presentation on assigned topic – can use any medium to prepare effective presentation).
- Epidemiology (1 person written test) (max. 2 per school)
- MRC Partnership (Team of 2-6) Plan and execute three or more activities in cooperation with the local Medical Reserve Corps (MRC) that promote the mission of the MRC, HOSA, or the Surgeon General. (max. 2 per school).

Leadership Events (max. 2 per school for each)

Extemporaneous Health Poster	Extemporaneous Speaking	Extemporaneous Writing
Medical Photography	Job Seeking Skills	Prepared Speaking
Researched Persuasive Speaking (Speech and research paper)		Healthy Lifestyle

Teamwork Events

Community Awareness	Creative Problem Solving	Health Education
Public Service Announcement	Forensic Medicine	HOSA Bowl
Parliamentary Procedure	Biomedical Debate	Career Health Display

Healthcare Science Technology Education Program

Information Acknowledgement Page

Student name _____ Grade _____
Course _____ Teacher _____

1. I have read the Clinical/Internship Guidelines and understand that all rules must be followed by the above named student. As parent/guardian of this individual, I will offer encouragement and support for successful completion of this program.
Initial here _____
2. Patient Care Fundamentals (PCF) students only: I have read the C.N.A./PCF Clinical/Internship Guidelines and understand that these regulations are set forth by the Georgia Medical Care Foundation and must be adhered to.
Initial here _____
3. I understand that my child will need to have proof of immunizations on file by the end of the third month of school. I understand that I will be responsible for the costs of immunizations required by the Clinical sites my child will be attending.
Initial here _____
4. I understand that TB testing must be done at a cost of approximately \$30.00 per student.
Initial here _____
5. I understand that some sites may require additional immunizations and the cost of those will be my responsibility.
Initial here _____
6. I understand that my child will be taught confidentiality and proper infection control techniques and will responsible for practicing those at all times.
Initial here _____
7. I understand that the dress code is governed by both the Richmond County Board of Education and our contracts with various area healthcare organizations. I also understand that clinical site dress codes may be more stringent than the BOE dress code.
Initial here _____
8. I understand that my child will be issued a photo ID for clinical sites and this ID must be worn at all times during off site clinicals. The cost to replace that ID if lost will be \$5.00.
Initial here _____
9. I understand the uniform and equipment costs I will be responsible for.
Initial here _____
10. I understand that my student may be required to participate in lab activities which include venipuncture and finger sticks. Students must be willing to participate in being the “patient” and the “clinician”.
Initial here _____
11. I understand that my student has the opportunity to participate in the Health Occupations Students of America organization. This is a co-curricular organization that offers leadership and competition opportunities. I have read the HOSA information included in this packet.
Initial here _____
12. Senior students will be responsible for the completion of a Senior [Portfolio](http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Capstone-Project-Guidance.pdf) (<http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Documents/Capstone-Project-Guidance.pdf>). I have read and understand the portfolio requirements.
Initial here _____
13. I understand that End of pathway assessments require proof of identification with both a state issued ID and an original Social Security card. I understand that these items must be produced for copying prior to the end of the first third of school.
Initial here _____
14. I understand that I may be responsible for the cost of End of Pathway testing for my child.
Initial here _____

Parent Signature **REQUIRED**

Date

Student Signature

Date

Please use space below to write any questions or comments.