

EQIP

TAPE REVIEW

Health Science

School Name Here

Career and Technical Student Organizations

Quality Program Indicator 1

1.1 A

Program of Work (POW)

- Program of Work

Includes: Goals, timelines, co-curricular activities, responsibilities for members and each teacher in the program area

1.1 B

Membership/ Affiliation

- Proof of CTSO membership/ Affiliation

(A minimum of five members PLUS the membership of EACH program area teacher)

- Copy of school check for payment of affiliation dues

OR

- Zero balance invoice (can be printed from the HOSA Management System)

- Membership Roster – Verification of Affiliation

- Roster printed from the HOSA Management System

1.1 C

CTSO Meetings

HOSA Meeting Minutes

- At least four (4) sets of minutes within the last 12 months

1.1 D

Leadership Opportunities

- HOSA Officer List

1.1 E

Competitive Events/Activities

- Verification of HOSA Activities
 - Description of local events
 - (events conducted in your school or community using HOSA guidelines)
 - List of judges used for local events

OR

- Event invoices showing student participation (printed from the HOSA Management System) for any of the following: State Qualifying Events, State Leadership Conference, and/or International Leadership Conference

1.1 F

Learning Through Community Service

- Verification of Community Service Projects
 - Discussion and membership voting in the HOSA minutes AND, review of completed activity in the HOSA minutes. (just highlight these in the minutes provided in 1.1 C)

AND

- A list of the activities verified by pictures/articles/videos

1.1 G

CTSO Integration as an Integral Part of the Curriculum

- Evidence of CTSO Integration in Curriculum
 - Lesson plan example(s) demonstrating the integration of HOSA into your instruction

1.1 A

Program of Work

1.1 B

Membership Verification

1.1 C

CTSO Meetings

1.1 D

Leadership Opportunities

1.1 E

Competitive Events/Activities

1.1 F

Learning Through Community Service

1.1 G

CTSO Integration as an Integral Part of Curriculum

Quality Instruction
Quality Program Indicator 2

2.1 A

CTE Syllabus

- A syllabus for EACH course listed on the teachers' Daily Schedule(s)
- Each syllabus must include:
 - Course Title, description, prerequisites (if any),
 - Program/instructional delivery plan
 - Course goals, essential questions, assessment procedures
 - Grading scale, CTSO integration
 - Available industry credentials offered, including stackables
 - Embedded numeracy anchor assignment
 - Embedded literacy anchor assignment

2.1 B

Embedded Numeracy

- Lesson plan demonstrating the use of mathematics vocabulary related to Health Science

2.1 C

Embedded Literacy

- Lesson plan demonstrating the use of technical reading and writing. (program area specific reading/writing: journal articles, charting, medical research articles)

2.1 D-F

Use of Technology, Equipment, and Facility (*will spot check student records on site*)

- Safety test for EVERY student demonstrating a 100% proficiency (One sample)
- A Career Tech Implementation Plan for every student with an IEP (One sample)

- Evidence of safety procedures and proper use of facilities/equipment/technology (On site observation)
 - a. Evacuation procedures posted
 - b. Visible first aid kit
 - c. Eyewash station (may be portable)
 - d. Emergency current interruption (not usually applicable to HSc)
- Preventative Maintenance schedule
- Facilities Meet safety regulations for adequate access to updated equipment which meets current workforce needs.
 - a. Observation:
 - i. Equipment is comparable to current workforce
 - ii. Equipment is in good working condition
 - iii. OSHA guidelines are followed
- Adequate student access to facilities, equipment, and technology
 - a. Observation
 - i. All required equipment from program area equipment list is present and in adequate quantities
 - 1. Keep a copy of the ALSDE Health Science equipment list here
 - ii. Students have access to technology (computers, iPads, Internet, etc.)

2.1 G

Industry Credentialing and Technical Assessments

- Credentialing opportunities (**to include stackables**) are offered to students
 - Credentialing opportunities are listed on the syllabus (2.1 A)
 - Evidence of student exams (List of testing roster, etc.)
- Pass rates on certification exams are greater than 60%
 - Student exam results as compared to exam roster

2.1 A

CTE Syllabus

2.1 B

Embedded Numeracy

2.1 C

Embedded Literacy

2.1 D-F

Use of Technology, Equipment, & Facility

Budget

2.1 G

Industry Credentialing & Technical Assessments

Program Pathway Implementation
Quality Program Indicator 3

3.1 A

Program Scheduling

- Evidence that program of study includes a sequence of 3 courses provided over a two-year period
 - Current Daily Schedule(s) for each Health Science teacher
 - Previous year's daily schedule(s) for each HSc teacher (if needed to show 3 courses) from PowerSchool
 - Teachers have 30 min or more of planning time

3.1 B

Parental/Guardian Involvement

- Parents/Guardians are provided at least two opportunities through student/parent/ teacher meetings and annual open houses in the CTE lab (DATED documentation)
 - Invitation letters/emails/texts, etc.
 - Website or social media posts
- Parents/Guardians are apprised of Health Science program activities
 - Social media post, newsletters, emails etc.

3.1 C

Advisory Committee

- An advisory committee is established representing a minimum of five broadly based business and industry stakeholders from the program area and specifically related to program under review
 - List of membership indicating representation from a range of healthcare and related industry careers, and which includes the following:
 - Name
 - Job title
 - Email or other contact information
- The committee meets at least twice a year
 - A minimum of two sets of minutes over the last 12 months

- Minutes should show the following
 - Review of local workforce data
 - Review of CRIs and a credential recommendation
 - Establishment and APPROVAL of a program of work for the program
- Meetings have an established agenda; attendance is taken, and 51% or more of members were present for each meeting and minutes are recorded
 - Meeting agendas
 - Meeting sign in sheets demonstrating a minimum of 51% participation

3.1 D

Advisory Committee Program of Work

- Program of Work developed and approve a POW each year to include:
 - Date developed, objectives, timelines, committee member responsibilities

3.1 E

Marketing, Public Relations and Community Outreach

- Marketing activities reflecting the value of the program to students

3.1 A

Program Scheduling

3.1 B

Parental/Guardian Involvement

3.1 C

Program Advisory Committee

3.1 D

Program Advisory Committee

Program of Work

3.1 E

Marketing, Public Relations, and Community
Outreach

Professional Development
Quality Program Indicator 4

4.1 A

Professional Development

- CTE teachers in this program have had at minimum
8 hours of technical update in their specific program area, if 9-month contract

OR

- 16 hours of technical update in their specific program area, if 9.5-month contract or greater
- Form documenting the following:
Documentation of hours, in applicable workforce area, obtaining content knowledge NEW to the teacher
 - appropriate technical update hours for your contract
 - business visited
 - NEW knowledge gained
 - Signature of business representative
- PD certificates listing workforce related content knowledge NEW to the teacher

4.1 A

Technical Updates

Work-Based Learning
Quality Program Indicator 5

5.1 A

Program Area Work-Based Learning

- There is evidence that the program of study addresses soft skills that employers desire of employees
 - Lesson plan(s) demonstrating instruction on employability and soft skills
- At least one planned field trip pertaining to healthcare careers (off-site or virtual)
 - Fieldtrip approval paperwork and permission form
 - Or, Virtual Fieldtrip description and link
- At least one formal job-shadowing opportunity
 - List of job-shadowing sites with student assignments, or
 - Job-shadowing permission forms
- Each program partners with local businesses to provide work-based learning opportunities for CTE students to gain firsthand experience in the broad career area

5.1 B

Program Area Off Site Live Work (If Applicable)

- Student reports (e.g., maintaining daily logs of work-site activities) or Evidence of work-based learning experience
 - Clinical site evaluations, checklist of experiences, etc.
 - List of clinical sites/job shadow sites
- There is a formal training agreement/clinical training agreement with every off-campus work-based learning site and the school
 - Copy of the training agreement from each clinical site listed above

Cooperative Education Section Only Below:

5.2 A

- There is ongoing formal communication between the school and the employer providing the work-based learning to ensure quality experiences for students and employers
 - Student evaluations
 - Communication logs
- Coordinator attends one (1) hour of annual child labor law training
 - PowerSchool records
AND/OR
 - PD Certificates
- There is a formal training agreement and training plan with every off-campus work-based learning site and the school for each student, as evidenced by random on-site audits of the following:
 - Training agreement
 - Training plan

5.1 A

Program Work-Based Learning

5.1 B

Program Off Site Live Work

5.2 A

Cooperative Education
(CoOp Programs Only)