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
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
  o Credentialing opportunities are listed on the syllabus (2.1 A)
  o Evidence of student exams (List of testing roster, etc.)

Pass rates on certification exams are greater than 60%
  o 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
  o Meeting agendas
  o 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:
    o 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)