

CAREER READINESS SKILL: EMPLOYABILITY AND CAREER DEVELOPMENT

Health Science

Module Title/Topic: Employability and Career Development-Developing an Effective Career Plan

Overview/Annotation: In this lesson, you will explore the Health Science Career Cluster and Pathways. You will complete an interest inventory to examine careers based on your personality or interests. From the results of the inventory, you will research two career choices and prepare a PowerPoint presentation that will be presented in class on one of the careers. You will prepare for a job shadow experience in that chosen career and undergo HIPAA Confidentiality Training. You will further explore the selected career through the job shadow experience, as well as, an interview of a healthcare worker. Through this module you will begin developing a career plan and learn employability skills needed by your chosen profession.

Essential Question(s):

What are the results of my interest inventory?

Which two careers will you choose from the results to further research and why?

What do these healthcare workers do on a daily basis?

What other healthcare workers will they encounter and at what type facilities are they employed?

What educational preparation is needed to become either of these workers and are you willing to put in the time and effort needed?

How & where can you obtain the training or education needed for this employment?

What tools and/or technology are used on the job?

What did you learn from your job shadow experience?

Do you still want to be the healthcare worker you originally chose from your interest inventory? Why or why not?

Learning Objective(s): You will:

1. Describe health science pathways & careers.
2. Describe roles & responsibilities of individuals as members of a health care team.
3. Compare healthcare delivery systems for services, types of facilities, & access to care.
4. Demonstrate safe work practices in health care.
5. Use effective communication skills in the field of health care.
6. Demonstrate employability traits needed in health science careers.
7. Recognize legal responsibilities, limitations, & implications within the health care setting.
8. Explain ethical practices & issues required within the healthcare setting.
9. Create a career plan in a chosen health science pathway.

Materials, Equipment, and Technology Resources:

Paper, Pen, Interest Inventory, *Diversified Health Occupations* Textbook Unit 2, Grading Rubric for Career Interest Project, Computer with Internet Access, Printer, Computer with Speakers for PowerPoint Presentation, Notebook, Job Shadow Interview Questions

Procedures/Activities: You will work independently to complete the activities listed below:

1. Review the Health Science Career Cluster by visiting the Website below. Refresh yourself regarding the career choices within the Health Science pathways.
<http://www.careertech.org/career-clusters/resources/plans/health.html>
2. If the Onet Interest Profiler doesn't show on your desktop you will need to download it from the website at <http://www.onetcenter.org/CIP.html?p=3>. You will need to follow the directions and take the profiler by answering whether you like, dislike, or are unsure about wanting to perform certain tasks. (You may also use a Career Interest Survey such as Kudor, if available, or another program provided by your school.
3. Examine your results from the Career Interest Survey by further exploring the interest areas in red that you scored the highest. Print your results with the descriptions of the interest areas.
4. Choose a job zone based on your personal preparation plans. You can now print a report of careers that best suit your personality and desired preparation level.
5. Narrow your profiler results down to two careers that you want to perform an in-depth research regarding. Use the code numbers from your profiler printout or just search for that career on <http://www.onetonline.org/> in the "occupation quick search" box. Write notes on each career to include: description of the job, preparation needed, tools and technology used, qualities & abilities this employee would need to possess, Alabama median wage hourly & yearly, projected growth for that career. You may also use the textbook, *Diversified Health Occupations* or another textbook, as a reference. See **Handout #1 Career Interest Project Grading Rubric** to help guide you through the writing process and understand how your project will be graded.
6. Watch the career video on both careers. You can find this under the heading "Wages & Employment Trends" State/ National. Choose Alabama as the state.

7. Complete career interest project by creating a PowerPoint on one of the two careers chosen in **Activity # 5**. This should be on the career in which you are most interested. Make sure the PowerPoint includes detailed information on how you would prepare for this career: colleges/training programs available in our state, etc. Use pictures of the career and be creative! Include your resources on the last page.
8. Present your PowerPoint to the class and show your career video.
9. Prepare for job shadow day by submitting your healthcare career choice and desired shadow location to the teacher. Submit appropriate permission forms signed by your parent. See **Handout #2** *Job Shadow Day-Field Trip Permission Form*.
10. Complete HIPAA/Confidentiality training by going online to <http://www.cteonline.org/portal/default/Resources/Viewer/ResourceViewer?action=2&resid=19088> . Download the HIPAA PowerPoint and read slides 1-22. Write the answers to the questions on slides # 8, 13, 18, & 22.
11. Watch the following video on HIPAA violations at <https://www.youtube.com/watch?v=4N5dvGpVUGE>. Explain why each scenario is a HIPAA violation. Write your answers on the same paper used for activity #10.
12. Sign **Handout #3**, *HIPAA Student Confidentiality Agreement*.
13. Participate in a job shadow experience at a local healthcare facility and interview a healthcare worker in your chosen field. See **Handout #4** for interview questions to be asked at Job Shadow Day.
14. Create a *Career Plan Report* to include a summary of your Job Shadow Day. Things you learned, procedures observed, and overall reaction to your day. Would you like to return to the facility for a clinical experience? Do you still desire to pursue the career you originally selected from your interest profiler? How will you prepare for your chosen profession through training or education?

Assessment Strategies: Keep all work in your Health Science notebook until deadline for turning in. Submit the following project based learning module components upon completion.

1. Profiler Results
2. Handout #1 *Career Interest Project Grading Rubric* to grade PowerPoint
3. Handout #2 *Job Shadow Day-Field Trip Permission Form*
4. Handout #3 *HIPAA Student Confidentiality Agreement*
5. Questions on HIPAA
6. Handout #4 *Job Shadowing Experience-Interview Form*
7. Career Plan Report
8. Handout #5 *Developing an Effective Career Plan Rubric* (You can view this document to double check that you have submitted all parts of this module)

Handout #1

Employability and Career Development PBL

Career Interest Project Grading Rubric

Number of Careers Researched: _____ (Bonus for 3rd career)

Description of Job: 5 points possible _____

Preparation Needed: 5 points possible _____

Tools & Technology: 5 points possible _____

Qualities or Abilities Needed: 5 points possible _____

AL Median Wage Hourly & Yearly/Projected Growth: 5 points possible _____

Colleges Offering Training & Career Plan: 5 points possible _____

FINAL Grade _____

Handout # 2

Employability and Career Development PBL

Job Shadow Day-Field Trip Permission Form

To Whom It May Concern:

My child, _____, has my permission to participate in a Health Science Job Shadow Field Trip experience on _____ in various health care facilities. Job Show Field Trip will include the following location/s: _____. Transportation will be provided by _____

I understand that in case of an accident or injury to my child, the teacher, school, or Board of Education will not be held responsible. *(Additional permission forms may be required by school system for field trip).*

Parent/Guardian Signature

Date

Handout #3

Employability and Career Development PBL

HIPAA Student Confidentiality Agreement

As a student, you may have access to what this agreement refers to as “confidential information.” The purpose of this agreement is to help you understand your duty regarding confidential information in the healthcare setting.

Confidential information includes patient’s personal and medical information, employee/volunteer/student information, financial information, other information relating to healthcare agency, and information proprietary to other companies or persons providing services to agency or patients/employees. You may learn of or have access to some or all of this confidential information through a computer system or through your rotational/observation activities.

Confidential information is valuable and sensitive and is protected by law and by strict agency policies. The intent of these laws and policies is to ensure that confidential information will remain confidential – that is, that will be used only as necessary to accomplish the organization’s mission. As a student, you are required to conduct yourself in strict conformance to applicable laws and agency policies governing confidential information. Your principal obligations in this area are explained below. You are required to read and to abide by these duties. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, termination of rotation/observation experience and legal liability.

As a student, you understand that you will have access to confidential information that may include, but is not limited to, information relating to:

- Patients (such as medical records, conversations, admittance information, patient financial information, etc.)
- Employee/volunteers/students (such as salaries, employment records, disciplinary actions, etc.)
- Agency information (such as financial and statistical records, strategic plans, internal reports, memos, contracts, peer review information communications, proprietary computer programs, source code, proprietary technology, etc.)
- Third-party information (such as computer programs, client and vendor proprietary information, source code, proprietary technology, etc.)

Accordingly, as a condition of and in consideration of your access to confidential information, you promise that:

1. You will use confidential information only as needed to perform your legitimate duties as a student. This means that among other things, that:
 - a. You will only access confidential information for which you have a need to know.
 - b. You will not in any way copy, release, sell, loan, review, alter, or destroy and confidential information except as properly authorized within the scope of your professional activities affiliated with agency.
 - c. You will not misuse confidential information or carelessly care for confidential information.
2. You will safeguard and will not disclose any access code or any other authorization you have that allows you to access confidential information.
3. You accept responsibility for all activities undertaken using your access code and other authorization.
4. You will report activities by any individual or entity that you suspect may compromise the confidentiality of confidential information. Reports made in good faith about suspect activities will be held in confidence to the extent permitted by law, including the name of the individual reporting the activities.
5. You understand that your obligations under this Agreement will continue after termination of your rotation/shadowing experience. You understand that your privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.
6. You understand that you have no right or ownership interest in any confidential information referred to in this agreement. Agency may at any time revoke your access code, other authorization, or access to confidential information. At all times during your rotation/observation experience, you will safeguard and retain the confidentiality of all confidential information.

7. You will be responsible for your misuse or wrongful disclosure of confidential information and for your failure to safeguard your access code or other authorization access to confidential information. You understand that your failure to comply with this Agreement may also result in your loss of employment with agency.

Student Signature

Date

Parent/Legal Guardian Signature

Date

Parent/Legal Guardian Signature

Date

Handout #4
Employability and Career Development PBL

Job Shadowing Experience-Interview Form

1. What is your job title and department?
2. What are your main responsibilities?
3. Do you ever work in teams to solve problems or do projects?
4. What is a typical day like for you (including hours worked)?
5. What physical activities are required (lifting, climbing, etc)?
6. What do you enjoy most about your job? What do you like the least?
7. Are you required to travel? Where?
8. How much education is required for this job?
9. Did you attend college or take classes? Where?
10. Do you take continuing education classes?
11. Do you use math in your job? How?
12. Do you use science in your job? How?
13. Do you use a computer for your job? How?
14. Do you use medical terminology or special abbreviations?
15. What other equipment do you use?
16. Has there been a recent work improvement due to technology?
17. What kinds of problems do you solve on the job? What skills do you use to solve them?
18. What other skills are required for your job?
19. Which high school &/or college courses helped you the most with your job?
20. What benefits does your company provide (insurance, savings plans, time off)?
21. What do you see yourself doing in five years? Ten years?

Handout #5
Employability and Career Development PBL

Developing an Effective Career Plan Rubric

ITEMS EVALUATED	POSSIBLE POINTS	POINTS
Interest Profiler Results	10	
PowerPoint Presentation Career Interest Project Handout #1	30	
Questions on HIPAA/Confidentiality Training	10	
Signed Job Shadow Day Field Trip Permission Form/HIPAA Student Confidentiality Agreement	10	
Completed Job Shadowing Experience Interview Form	20	
Career Plan Report	20	
TOTAL POINTS	100	

Additional Comments: