

# Health Science Technology Education

## Unpaid Work-Based Learning

Unpaid Work-Based Learning provides students with the opportunity to explore a variety of health careers, develop knowledge and skills related to health care, and transition from student to professional. Students rotate among various departments of local health care facilities in the community to develop an awareness of the many career opportunities available in health care. Unpaid work-based instructional opportunities must be planned and supervised cooperatively by the local education agency and the training sponsor. In the classroom or training site, students are expected to master the essential knowledge and skills for Health Science Technology II or III.

### Steps in establishing an unpaid work-based learning experience:

1. Create a **Partners that Work** advisory group composed of industry leaders, community officials, administrators, and parents to develop program standards, policies, and procedures such as: transportation, uniforms, liability insurance, behavior issues, OSHA standards, and CDC guidelines.
2. Contact key people in local health care facilities to develop a commitment for unpaid work-based learning sites and opportunities for students to rotate through various departments to observe/assist professionals at work.
3. Prepare an **Affiliation Agreement** clearly stating the responsibilities of the facility, district, teacher, and students. Neither the facility nor the school shall discriminate or deny participation on the basis of race, color, national origin, sex, or disability.

**Facility:** Provide career specific unpaid work-based learning experiences for students during designated times and assign professional mentors to facilitate the unpaid work-based learning experiences.

**School:** Provide liability insurance coverage for students and instructor, require health history screening or physical examinations for students prior to unpaid work-based learning experience, and provide students with the knowledge and skills to have a positive unpaid work-based learning experience.

**Parent/Guardian:** Provide permission for **TB skin testing and Hepatitis B vaccination**, or waiver of liability as required by unpaid work-based learning sites and school district. Provide reliable transportation if required by the district.

4. Develop a **Unpaid work-based learning Application** process for screening and selecting students for work-based learning programs. The following are recommended:

- a. regular attendance
  - b. interest and aptitude assessment
  - c. academic requirements
  - d. strong communication and interpersonal skills
  - e. parent/guardian support
  - f. willingness to comply with program rules/standards
  - g. reliable transportation
  - h. honest, reliable, dependable
  - i. self-pride (neat, clean, polite)
5. Identify materials, resources, and equipment necessary for implementation of unpaid work-based learning.
  6. Develop classroom instructional objectives and unpaid work-based learning training site competencies.
  7. Establish an effective communication process with administration, personnel, parents, and students.
  8. Develop **Performance Evaluation** instruments.
  9. Determine guidelines for unpaid work-based learning orientations and supervision of students. Students must have direct, professional supervision during rotations. HSTE instructors should be available either in person or by electronic means to facilitate and monitor unpaid work-based learning experiences.

### **Guidelines for Unpaid Work-Based Learning:**

1. The number and length of rotations will vary depending on the program goals, student interest, and industry partnerships. There should be an appropriate balance of classroom and work-based instruction hours to support the program goals. The work-based training component should provide the student with a variety of learning experiences that will give the student the broadest possible understanding of the industry.
2. Students should have a clear understanding of what they are and are not permitted to do, regardless of the unpaid work-based learning site. They must know their scope of practice.
3. Written training agreements must be on file for all students participating in unpaid work-based learning opportunities. **Unpaid Training Plans** must be filed before students begin participating in training at the work site.
- 4.
5. Student unpaid work-based learning experiences should be monitored with the **Activity Task Lists** for each rotation.

6. The selection of training stations shall be dependent on the following:
  - a. number of health care facilities/agencies willing to accept students;
  - b. number of willing professionals available for direct supervision;
  - c. type of service provided by the station;
  - d. patient/client/resident rights;
  - e. interest and aptitude of students;
  - f. distance from school to facility; and
  - g. transportation arrangements.
  
7. Students usually spend 3-6 weeks in class at the beginning of the year for unpaid work-based learning orientation. During that time, students should master the following essential knowledge and skills prior to unpaid work-based learning experiences:
  - a. communication skills;
  - b. safety and body mechanics;
  - c. professional ethics and confidentiality;
  - d. patient/client/resident rights;
  - e. legal responsibilities;
  - f. CPR and vital signs; and
  - g. infection control / standard precautions
  
8. After the initial orientation period, students usually spend the remainder of the course in a balance of classroom and work-based learning time. Classroom learning should correlate with unpaid work-based learning experiences.

## **Coordination of Unpaid Work-Based Learning Experiences**

The unpaid work-based learning instructor assumes a number of responsibilities in addition to the preparation and delivery of classroom instruction. The affiliation with unpaid work-based learning facilities requires that the instructor establish and maintain working relationships with healthcare partners and appropriate communications among facilities.

1. Assure that students have successfully mastered the essential knowledge and skills of Introduction to HST and HST I prior to being accepted into work-based learning experiences.
2. Establish guidelines defining student responsibilities and fees (such as HOSA dues, uniform/scrubs, nametag, textbooks, liability insurance).
3. Establish policies for transportation, PPD testing for TB, Hepatitis B vaccinations.
4. The number of hours of classroom instruction versus unpaid work-based learning experience should be determined by the Partners that Work advisory group.
5. Students should rotate through a minimum of 5 different areas of interest.

6. Enlist cooperation of unpaid work-based learning staff in the development and achievement of unpaid work-based learning objectives. Unpaid work-based learning areas which do not support the objectives should not be used.
7. Students should have individualized units of instruction related to the rotations.
8. Students may not receive any compensation during unpaid work-based learning experiences.
9. Develop and maintain a plan for coordinating all unpaid work-based learning activities.
10. Develop schedule of student rotations and document student experiences.
11. Radiation monitoring may be required where exposure to radiation is possible, such as diagnostic imaging unpaid work-based learning areas.
12. During each rotation, students should have a Task Sheet, Individualized Assignments, Journal, and Performance Evaluation.
13. Students should use a time sheet or punch card to document attendance and punctuality. The student must inform the unpaid work-based learning site and teacher if an absence is necessary for illness or required school functions.
14. A written procedure for dealing with accidental injury, illness, or incident must be established. Procedures should include:
  - a. Call teacher, parent, or 911 if necessary
  - b. Assist student, administer first aid
  - c. Complete accident/incident report
15. monitor student performances, attendance, professional dress

## Sample Grading Plans

### Unpaid Work-based Learning Grades

Daily Work	20%
Evaluation	30%
Tests/Exams	25%
Six-weeks Exams	15%
Notebooks	10%
Evaluation	30%

### Unpaid Work-based learning Grades

Task Sheets	20%
Journal	10%
Assignments	10%
Quizzes/Tests	10%
Projects	20%

### Unpaid Work-based Learning Grades

Daily Work	20%
Tests	20%
Evaluation	20%
Class Activities	20%
Self-Study	20%

## Unpaid Work-based Learning Grades

Tests	25%
Evaluation	25%
Assignments	25%
Daily Grades	25%