Emerging Health Professionals Honors Program

PA-ACTE 2018 Program of the Year Recipients

Guidelines and Syllabus

2020-2021

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Our Mission
Our mission at Lehigh Career & Technical Institute is to prepare all students for successful careers and lifelong learning. We believe at LCTI that our purpose is to provide students with opportunities to pursue college and careers. We also believe it is important to serve our community. Therefore, our course offerings are a reflection of the identified employment needs in the Lehigh Valley.

Nondiscrimination
Lehigh Career & Technical Institute has a policy not to discriminate on the basis of race, color, national origin, sex, disability, or age in its programs or activities and provides equal access to the Boy Scouts and other designated youth groups. Inquiries may be directed to LCTI's Title IX and Section 504 Coordinator for students at 4500 Education Park Drive, Schnecksville PA, 18078 or 610-799-1357 or LCTI's Compliance Officer for personnel at 610-700-1385.

Industry Credentials
Emerging Health Professionals students can earn the following certifications and credentials in high school:

- BLS Healthcare Provider via American Heart Association®
- Heartsaver First Aid via American Heart Association®
- Personal Care Home – Direct Care Staff Certification via PA. Dept. of Human Services
- OSHA Certification via CareerSafe®
- Pennsylvania Skills Certificate via NOCTI® for eligible seniors
- Stop the Bleed Certification® via American College of Surgeons Committee on Trauma
- Protecting Human Research Participants Certification via the National Institute of Health
- Patient Safety Certification via Institute for Healthcare Improvement

College Credits
Lehigh Carbon Community College and Penn State Lehigh Valley have articulation agreements with LCTI that allow Emerging Health Professionals students to earn college credit for work they complete while in high school.

Career Pathways
With bachelor’s degree:
- Health Educator
- Medical Technologist
- Registered Nurse
- Sports Medicine/Exercise Physiologist

With master’s degree:
- Nurse Practitioner
- Occupational Therapist
- Physician Assistant
- Speech Therapist
- Psychologist

With doctoral degree:
- Medical Scientist
- Physician
- Surgeon
- Physical Therapist
- Dentist
- Veterinarian
- Psychiatrist

Course Objectives
After completion of the EHP program, the student will be able to:
- Establish effective and appropriate communication skills
- Determine effective and appropriate study skills
- Demonstrate the concepts of infection control
- Assists with basic emergency procedures
- Recognize and report abnormal signs/systems of common diseases and conditions of the body systems
- Exhibit principles of professionalism and employability skills
- Understand the history of health care and recognize the array of career paths available
- Demonstrate the principles of legal and ethical issues
- Validate the principles of vital signs and relate the importance to appropriate body systems
- Determine the principles of cultural diversity
- Establish the concepts of medical terminology and abbreviations
Dear Students and Parents/Guardians,

Although we would have loved to have met each and every one of you during our June orientation in person, we have created a “virtual” orientation that we hope will serve as a welcoming invite into the exciting world of EHP! This letter will provide you with a quick overview of our program and an explanation of our online orientation links on LCTI’s website. So without further ado ....

Welcome to the award winning 2018 PA- ACTE Program of the Year! The faculty and staff of the Emerging Health Professionals program at Lehigh Career & Technical Institute (LCTI) are happy that you are part of this highly selective group. The EHP program is offered in partnership with LCTI, Country Meadows, Good Shepherd Rehabilitation Network, KidsPeace, Lehigh Valley Health Network, St. Luke’s University Health Network, Lehigh Carbon Community College and Penn State Lehigh Valley. As a part of this program, students are given the opportunity to experience a professional hospital and college environment, as well as classroom application at LCTI and other educational settings. Students and parents should recognize that participation in this program and these activities is a privilege, and should treat it as such. Although program partners realize that participants are high school seniors, EHP students must hold themselves to high educational and professional standards while participating in this program, in order to be successful. There are three main components that encompass the EHP program.

1. At LCTI, students will have the opportunity to explore a multitude of career options that currently exist in the healthcare arena. Curriculum is based on the Pennsylvania Department of Education’s Academic Standards and learning is accomplished through a wide range of teaching strategies that differentiates for all learners. Students will be immersed in a wide variety of program activities including: theory, lab skills, observations, simulations, professional speakers, industry tours, and much more, offered within the program. The EHP classroom is located in room A-113. Class begins promptly at 8:00am until 11:00am or 12:00pm until 3:00pm. Please refer to the LCTI Handbook, located on our website, for information regarding policies and procedures for the EHP/LCTI Program. Each student is responsible to adhere to the LCTI handbook. Please see your instructor with any questions.

2. LCTI has a dual enrollment agreement with Penn State Lehigh Valley (PSLV) and Lehigh Carbon Community College (LCCC) that allows high school students to experience the college environment. Students are required to successfully pass their fall semesters in order to move on in the program.
   - Students attending PSLV will participate in a college level class, attending and participating in Anatomy and Physiology 1 during the fall semester and Anatomy and Physiology II during the spring semester. Learning is accomplished via theory, lab activities, and various clinical study activities. Please note: failure to comply with PSLV attendance policy and/or academic integrity can result with a failing grade/dismissal from PSLV and the EHP program
   - Students attending LCCC will participate in a college level class, attending and participating in Anatomy and Physiology I during the fall semester and Anatomy and Physiology II during the spring semester. Learning is accomplished via theory, lab activities, and various clinical study activities. Please note: failure to comply with LCCC attendance policy and/or academic integrity can result with a failing grade/dismissal from LCCC and the EHP program

3. LCTI has also partnered with Lehigh Valley Health Network and other shadow locations to provide immersed, experiential clinical opportunities, which enhance program curriculum and college-level
theory and lab studies. Students will be given a variety of shadowing opportunities to allow for understanding of all the different career options available in the healthcare field. Please note: all paperwork mandated by clinical sites for shadow/observation privileges, must be completed prior to the start of shadow rotations. Including, but not limited to a health physical and a two-step TB test (Mantoux).

At this time, our program partners are planning to resume clinical shadow/observational experiences for students but with continued monitoring of the COVID19 situation. However, if the need would arise, we are working diligently with our program partners to provide alternate, value-based experiences, as we move forward with our incoming school year. As a result, we currently have some good brainstorming happening and are super excited about some of these options!

Directions for EHP Virtual Orientation: Orientation information will be provided on our EHP website, located at www.http://www.lcti.org/prospective-student-course/emerging-health-professionals/ Here you will find a wealth of information to get you started including a welcome video, program syllabus, student testimonials, clinical shadowing guidelines/important medical forms, College dual enrollment information, lab coat order form, and contact information. Instructions will be provided to inform you of what forms will need to be completed over the summer and turned in at the beginning of the school year. You may access this information at any time for clarification.

This program is challenging, therefore we value input from parents/guardians and will share with you any concerns we may have throughout the year. With help from school and home, a commitment to the future, and sincere effort to succeed, students will gain a strong foundation for continuing their education in a healthcare career. If you have any questions, please feel free to contact your instructor.

Thank you for your support,

Mrs. Applegate and Mrs. De Blois
Emerging Health Professionals Patient Confidentiality/Privacy Guidelines

During your experience you may be exposed to patients’ private feeling, actions, and body parts. Everything that you see and hear should be kept confidential both inside and outside the hospital. You may have access to confidential information. For more about confidentiality policies please refer to the Acknowledgement of Confidentiality and federal HIPAA regulations. Failure to comply with HIPAA regulations may result in a removal of the program.

Industry Clinical Shadowing/Observations

EHP has partnered with Lehigh Valley Health Network, St. Luke’s University Health Network, Country Meadows Retirement Community, Good Shepard Rehabilitation, Kids Peace, and other shadow locations to provide immersed, experiential clinical opportunities which enhance program curriculum and college-level theory and lab studies. Students will be given a variety of shadowing opportunities to allow for understanding of all the different career options available in the healthcare arena. Student shadowing privileges are contingent upon the completion of all required partner clinical/shadow guidelines and consent forms, prior to the start of shadow rotations. These requirements include but are not limited to a health physical, two-step TB test (Mantoux), vaccinations, etc. in order to begin shadowing opportunities. Additional clinical/industry observation guidelines include the following:

• Due to partner guidelines, under no circumstance should students touch patients in any way. Students will not be permitted to have any direct patient contact nor will students be permitted to assist with any procedures, testing, etc.
• Misrepresentation: do not ever attempt to represent yourself as being any personnel other than an observing high school student
• Observing in a health care setting allows you to see certain emotional and/or physical aspects of people that may be hidden from public view. Therefore, it is important that you show utmost respect, compassion, dignity, privacy, and professionalism when working with patients in any setting
• If you feel uncomfortable at any time, please inform your mentor and excuse yourself from the room/area immediately
• Additional recommendations for students observing in the operating room will be provided prior to each experience. These include, but are not limited to: professional dress, good hygiene, and proper preparation (including steps to prevent syncope)

Please note: Additional guidelines will be provided by each partner site, prior to clinical observations. Students failing to act professionally will be removed from their activity or shadowing experience and will be sent home. Any student who is found to have behaved inappropriately during an observation, per these guidelines and the judgment of program staff, will be prohibited from observing again.

Due to the nature of this program, unforeseen schedule changes may occur and are subject to change. These include, but are not limited to: weather, clinical/industry cancellations, etc. Every effort will be made to communicate changes in a timely manner. Students are responsible for communicating any schedule changes to parents/guardians. Every attempt to reschedule will be made, if possible

Emerging Health Professionals Career & Technical Student Organization (CTSO)

All students enrolled at LCTI will have the opportunity to participate in a Career & Technical Student Organization (CTSO) while enrolled. Students who become members in these integrated, co-curricular organizations have the opportunities to participate in team building, leadership, community service, and social events. Students also have the opportunity to attend skill competitions, where the skills they have learned are “put to the test” against other competitors. These competitions include testing of knowledge and hands-on
skills in a variety of trade and leadership events. Students who are fortunate enough to win their events at a district or state competition are able to compete at the national level. Emerging Health Students will participate in the CTSO, HOSA Future Health Professionals. HOSA is a health career organization of which all Health Science Technology and Public Safety & Security students may become a member. This CTSO is deeply embedded into our curriculum, offering students many opportunities in community service activities, social leadership, scholarship opportunities, and health care related competitions at the state and national level. It is designed to give students that something "extra" which will help them to take their place more effectively in the health care arena. HOSA is not a club – it is an organization that promotes career opportunities in health care and supports young adults who plan to pursue a health career. In our EHP chapter, leadership is stressed by utilizing officers in each class. We are proud to have maintained 100% participation to date! Membership cost is $20. Fundraising opportunities are available for all related costs.

Emerging Health Professionals Dress Code Guidelines

Your professionalism while you are a guest at any site is critical to a successful experience for you and anyone else you may encounter. Students are expected to comply with the dress codes of all clinical/educational sites, colleges/universities, and LCTI. The school administration reserves the right to determine whether the student’s attire is within the limits of decency, modesty and safety. Any violation of the dress policy is subject to the discipline policy. In addition to those requirements, as listed in the PSLV/LCCC/LCTI student handbooks, students are expected to adhere to the following guidelines:

**Required Dress for Shadowing/Speakers/Tours:**

- Dress is business casual. Dress pants or khakis. Dress tie optional. Dress shirt with sleeves or polo shirt. Any questions regarding appropriate attire are to be directed to instructors
- Shoes must be neat, clean, closed toed, and worn with stockings/socks/peds
- Hair must be neat, clean, dry, well-groomed and tied back out of the face. No extremes in hair color due to bleaching, dying, or coloring
- Beards or mustaches must be neatly trimmed
- Fingernails need to be clean and neatly trimmed with limited adornment – **no acrylic nails may be worn when in patient care areas. No nail polish is permitted in the OR settings**
- Lab coats must be worn at all times when in the hospital setting. It is the student’s responsibility to ensure that their lab coat is neat, clean, and pressed throughout the school year
- LCTI (ID badge) must be worn at all times. ID Badges must be returned upon completion of the program. The cost to replace a lost or damaged badge is the responsibility of the student
- Jewelry must be professional and kept to a minimum. Pierced earrings are the only acceptable pierced jewelry
- All tattoos must be covered

**Unacceptable Dress Shadowing/ Speakers/Tours:**

- Skirts and dresses are not permitted
- No sleeveless, spaghetti straps or backless shirts are permitted
- No athletic wear (fleece, leggings, sweatshirts/pants, shorts etc.) may be worn
- **Absolutely no jeans, including slim and khaki colored jeans**
- **Absolutely no leggings or shorts**
- No excessively tight, revealing (bare midriff or cleavage) or see-through garments/pants revealing undergarments may be worn
Please Note: students who are tardy or fail to comply with dress code (including ID tag) will not be allowed to participate in any shadow/speaker/tour experience. The instructor may send the student home to change and return or be marked absent for the day (upon discretion of the instructor). Parents will be notified. Students will not be able to shadow/speaker/tour again until the violation of the dress code is remedied.

**Emerging Health Professionals Grading Guidelines**

The following grading guidelines are intended to provide grades that accurately reflect student achievement. Progress will be measured in the areas of academic, technical, and employability skills. Students will be evaluated according to established program standards on an individual basis. The two levels of evaluation are described below:

- **Academic/Technical:** 80%
- **Employability:** 20%

**Explanation of Grading Categories:**

**Academic grade:**
Periodic testing is a necessary part of the program to ensure the teaching-learning process is occurring. The academic grade will be based on assignments, quizzes, tests, and a final exam (portfolio).

**Technical Grade:**
Lab time is scheduled in advance and we have limited availability. It is important to attend all laboratory sessions. Laboratory grade consists of all skills demonstrated in the lab setting and any coursework associated with that particular performance skill.

**Employability Grade:**
Students will be evaluated daily for employability skills. Employability skills include attributes, such as: professionalism, planning and organizing, self-management, work ethic, and communication, that allow students to be successful in the 21st century workforce. Because attendance is crucial for learning to take place, students must be present to earn points in the employability category. Consideration will be given to those students who are attending a school function and have provided the necessary paperwork. Students who are absent due to illness, vacation, or college visits will not receive points. Poor attendance will be reviewed and may affect a student from participating in EHP opportunities. Please note: failure to comply with LCTI attendance policy and/or academic integrity can result with a failing grade/dismissal from the EHP program.

Students are expected to act professional at all times. While participating in this program, students must remember that they are representing not only themselves, but Lehigh Valley and St. Luke’s University Health Network, Penn State Lehigh Valley, Lehigh Carbon Community College, and Lehigh Career & Technical Institute. Failure to act in a professional manner will result in point deductions of the employability portion of the grade as well as possible disciplinary action.

**Impact of Absenteeism/Tardiness/Early Dismissals:**
All assignments given must be completed and handed in on time for full credit. The instructor will deduct 10% of the total each day late, up to 3 days late. **It is the student's responsibility to obtain assignments from the instructor in the event of an absence.**
Skyward/Schoology:
LCTI uses Skyward as a student/parent gradebook that allows access to grade information and Schoology as the student/parent learning management system. Both can be accessed via the LCTI main webpage. Students will be given instructions on how to access these accounts using their assigned LCTI logins sent out during the summer months by LCTI.

Grading as it relates to shadowing:
Clinical shadowing at our affiliated sites will fall under the employability grade category. Students who do not complete shadowing assignments or follow directions will not only lose points in this category, but may also be removed from the next shadowing opportunity. To be eligible to shadow, the student must have a grade of a “C” (70%) in the Penn State/LCCC course as well as a “B” (80%) in the LCTI course. EHP Instructors and LCTI administration feel academic success (high school and collegiate) of the student needs to come first and students will be given every opportunity to be successful.

If the student is not eligible to shadow on any given day, the instructor will provide an alternative assignment. Students who are absent on a shadowing day will have the opportunity to complete a makeup assignment if the absence is an excused absence. Unexcused absences on shadowing days will result in a lost opportunity for an alternative assignment.

IEP and 504 Plans:
It is the student’s responsibility to schedule an appointment with the PS/LCCC learning center, if the student has an IEP or 504 Plan. Please make sure you make every effort to schedule an appointment at the college’s learning center over the summer in order for accommodations to be implemented.

The Disability Contact Liaison at Penn State Lehigh Valley is Linda Rumfield. She may be contacted via email at lvods@psu.edu or by telephone @ 610-285-5124. Additional information may be obtained from the Office for Disability Services homepage at www.equity.psu.edu/ods/.

The Disability contact Liaison at Lehigh Carbon Community College is Michelle Mitchell. She may be contacted via email @ mmitchell@lccc.edu or by telephone @ 610-799-1190. Appointments can be scheduled with Disability Support Services by calling 610-799-1154. Additional information may be obtained from the Student Resource site @ http://www.lccc.edu/sites/www.lccc.edu/files/images/Student%20Resource%20Booklet%20(1).pdf

Emerging Health Professionals Inclement Weather Guidelines

LCTI instructors, as well as the PSLV/LCCC professors, make every effort to ensure the safety of our students and will monitor the weather as necessary for any hazardous conditions. However, each student and parent/guardian are responsible for making the decision as to whether or not it is safe to drive to the campus during inclement weather. Students are cautioned not to take unnecessary chances by driving in weather conditions that create danger on the roads. Students are required to notify LCTI instructor and (if a college day) their appropriate professor if they are not attending class due to weather/road conditions. (Failure to do so may result in a grade penalty). When there is a chance that school could be delayed or cancelled, please use the following guidelines:

On LCTI, Shadowing/Speaker days (no matter the location of the activity):
Listen for the status of their individual home school and/or LCTI. Students will be notified by their instructor upon notification that a shadow or speaker has cancelled.
On Penn State/LCCC days:
Listen for the status of Penn State Lehigh Valley/Lehigh Carbon Community College campus. *Students will be notified by their instructor upon notification that a college has closed.*

**Emerging Health Professionals Attendance Guidelines**

Attendance will be taken daily by the Emerging Health Professionals teacher. Each class period and/or experience carries the same weight and importance. In order for a student to be successful, the student needs to attend. Students who are absent for an LCTI day must send their instructor an email or text notifying them of their absence before class begins. They must also have a parent/guardian email Mrs. Applegate at applegatek@lcti.org or Mrs. De Blois at debloisv@lcti.org or call the LCTI attendance line at 610-799-1341 in order for the absence to be excused. If an email or attendance line has not been utilized, excuses must be handed in to the instructor within three school days of the absence. In regards to a home school event: A written note or email from the school must be provided for the student to be excused. It is the responsibility of the student to follow up with the home school attendance office to ensure the absence will be excused. Please refer to the LCTI Student Handbook for details regarding attendance rules and regulations to be followed at LCTI.

*Please note: If absent on a college day, it is the responsibility of the student to email their absence to their respective professor, prior to the absence. Remember, students in this program are considered a dual enrolled student. Therefore, absence from a scheduled college day/industry tour/professional speaker/shadow mentor/etc. is also considered an absence from LCTI. In the event of a cancellation by a college professor/industry tour/professional speaker/shadow mentor/etc., EHP instructors will communicate an alternative meeting location via Remind in a timely manner.*

The experiences a student receives within this program include shadowing of hospital personnel, touring health care departments, listening to different health care professional speakers. Please remember that all of these opportunities are a privilege, some of which are very unique and irreplaceable. Because of this, chronic absenteeism or last minute cancellations, for any reason, may result in forfeiting future shadowing experiences or a reduction in grade. This will be determined at the discretion of the LCTI instructors and/or administration.

As will be explained by Penn State/LCCC faculty at beginning of each course, a student cannot afford to miss a Penn State/LCCC class due to the amount of material that is covered in the three hour class period. Please review the Penn State calendar to ensure meeting the course attendance. *Please note: Penn State/LCCC does not accept family vacations as an excused absence.* Alternate arrangements can be made to ensure attendance for all Penn State/LCCC classes but is the student’s responsibility to arrange with both Penn State/LCCC and LCTI Instructors. *Students will be held accountable related to the policies of PS/LCCC located on the student’s PS/LCCC course syllabus.* Failing to comply with attendance can result in a failing grade and/or dismissal from the LCTI program. If an unforeseen cancellation arises with either PS/LCCC professors or college campus locations, students will be promptly notified of changes and a new location will be arranged.
Students in the Emerging health Professionals Program are expected to act in a professional manner at all times. Students must come to class on time, come prepared with all appropriate materials and be dressed appropriately. Students will communicate in an appropriate and respectful manner with the instructor and their peers. Students will refrain from talking during lectures and lab demonstrations. Students are expected to follow and adhere to PSLV/LCCC/LCTI student handbook. Any infractions or discipline that develops from the actions mentioned below may result in disciplinary action and/or removal from the program. Discipline issues that develop will be addressed on an individual basis:

- **Cheating/Plagiarism**: Students must be completing their own work in order to learn the necessary material. Anyone cheating/plagiarizing will be given a zero for that assignment, discipline referral may result and repetitive cheating/plagiarizing may result in failure of the course or removal from the program.
- **Smoking/Vaping**: Lehigh Career and Technical Institute and the partner sites are smoke-free facilities. LCTI prohibits the use of and/or possession of tobacco on school property. Anyone caught smoking/vaping will be held accountable according to LCTI’s discipline policy. If smoking/vaping is done at a partner site, the student will be removed from the experience and held accountable according to LCTI’s discipline policy.
- **Drugs or alcohol**: Please refer to LCTI’s handbook. Anyone selling, possessing, or using alcohol or illegal drugs on school grounds or at the partner sites may result in discipline action and/or removal from the program.
- **Profanity**: The use of profanity is prohibited at LCTI and the partner sites. Repeated offenses may result in discipline action and/or removal from the program.
- **Theft**: Stealing property from LCTI or any partner site will result in discipline action and/or removal from the program.
- **Weapons**: Please refer to LCTI’s discipline policy regarding weapons. Any offense involving a weapon will result in dismissal from the program.
- **Attendance/Tardiness**: Students are expected to be on time/attend every class. Repeated offenses may result in discipline action and/or removal from the program.
- **Any infractions or discipline that results outside of school (i.e. being arrested) can result in dismissal from the program. These issues will be addressed on an individual basis and at the discretion of all partners.**
- **Any infractions resulting in discipline at their attending school including but not limited to out of school suspensions can result in dismissal from the program. These issues will be addressed on an individual basis and at the discretion of all partners. Please note: out of school suspensions will result in removal of EHP activities including college classes.**
Emerging Health Professionals Signature Page

By initialing below, I state that I have read and understand the EHP program guidelines outlined in this packet, including:

- Patient Confidentiality and Privacy
  
  Parent Initial _________  
  
  Student Initial _________

- Clinical/Shadowing Observations
  
  Parent Initial _________  
  
  Student Initial _________

- CTSO/HOSA
  
  Parent Initial _________  
  
  Student Initial _________

- Dress Code
  
  Parent Initial _________  
  
  Student Initial _________

- Grading
  
  Parent Initial _________  
  
  Student Initial _________

- Inclement Weather
  
  Parent Initial _________  
  
  Student Initial _________

- Attendance
  
  Parent Initial _________  
  
  Student Initial _________

- EHP Regulations
  
  Parent Initial _________  
  
  Student Initial _________

- I have read the LCTI Student Handbook, located on the LCTI website and agree to its terms
  
  Parent Initial _________  
  
  Student Initial _________

Photography & Video Consent Form/Release:

I, (print name)____________________________________________________, parent or official guardian of (child’s name) ________________________________________________ hereby grant permission to LCTI and its representatives, to take and use: photographs and/or digital images/videos of my child for use in news releases and/or educational materials as follows: printed publications or materials, electronic publications, or Web sites. I agree that my child’s name and identity: may be revealed in descriptive text or commentary in connection with the image(s). I authorize the use of these images without compensation to me. All negatives, prints, digital reproductions and shall be the property of LCTI.

  Parent Initial _________  
  
  Student Initial _________

The following signature acknowledges that I have reviewed all guidelines described above. By signing this form, your signature indicates that you agree to abide by the policies described and had the opportunity to ask questions regarding this information.

_____________________________  
Printed Name of Student

_____________________________  
Signature of Student

_____________________________  
Date

_____________________________  
Printed Name of Parent/Guardian

_____________________________  
Signature of Parent/Guardian

_____________________________  
Date