



Clinical Internship Self-Paced Training Course





Objectives

- Articulate the policies and guidelines for the Clinical Internship course.
- Evaluate and apply concepts for student supervision in Health Science Clinical Internship experiences.
- Analyze the training requirements for Clinical Internship instructors.
- Formulate a course outline with dates aligned to the district calendar.
- Prioritize actions that ensure compliance with the Tennessee Department of Education's Work-Based Learning (WBL) guidelines.

*PLEASE NOTE: This presentation was prepared for informational purposes only and does not constitute legal advice. Please contact your board attorney for specific legal guidance to ensure compliance with all board policies and state and federal law.





Recommendations for Self-Paced Training

1. Read through the entire course to get an overview of the content.
2. Work through the course referencing the online [WBL content](#) as a supplement.
3. Complete the course test.

Note: The Clinical Internship teacher is responsible for following **ALL** the WBL guidelines, and they must attend WBL training as required by the Tennessee Department of Education.



Program

Program: What is Clinical Internship?



- Capstone course and WBL experience.
- Designed to provide students with real-world application of skills and knowledge obtained in a prerequisite Health Science course.

Program: What is Clinical Internship?



- Prior to beginning work at a clinical site, students must be:
 - Certified in Basic Life Support (BLS)
 - Cardiopulmonary Resuscitation (CPR)
 - Deemed competent in:
 - Basic first aid
 - Body mechanics
 - Standard Precaution guidelines
 - Confidentiality

Program: What is Clinical Internship?



- Students may not work in jobs where blood-borne pathogens may be present unless they have been offered the hepatitis series injections and passed the Universal Precautions/Blood-borne Pathogens Test with 100 percent accuracy (OSHA Standards).

Program: What is Clinical Internship?



- Such placements must be aligned to one of the following appropriate career and technical education (CTE) programs of study:
 - Early Childhood Education Careers,
 - Teaching as a Profession, or
 - Any health science program of study.
- This [Work-Based Learning Policy Guide](#) does not apply to students in the Veterinary and Animal Science program of study.

Program: What is Clinical Internship?



- Upon completion of this course, proficient students will be able to pursue certification in the pre-requisite course of:
 - Cardiovascular Services,
 - Exercise Physiology,
 - Medical Therapeutics,
 - Dental Science, or
 - Pharmacological Science.

Program: Course Standards



- Follow the [Clinical Internship](#) standards for teaching this course. Customize the standards as appropriate to align with clinical placements.
- Arrange clinical experiences aligned to each student's program of study to facilitate the demonstration of knowledge and skills obtained by the student in their prerequisite Health Science course.
- Arrange on-site clinical hours in accordance with the student's best interest. The amount of time spent at the clinical site is determined by the teacher and district.

Program: Policy



- Capstone WBL experiences and training must:
 - be aligned with the student’s area of elective focus and program of study as required in state board high school policy,
 - equate to a full-time equivalent credit,
 - meet the standards of the Career Practicum or Clinical Internship in which the student is enrolled, and
 - facilitate intentional progress toward the attainment of knowledge and skills necessary to pursue the student’s postsecondary and career goals.

Program: Basic Guidelines



- The Clinical Internship teacher must follow **ALL** WBL policies as outlined on the Tennessee Department of Education website.
- Clinical experiences must align with the student's program of study. For example, a good placement for Exercise Science would be a physical therapy office while an inappropriate placement would be any emergency medical services (EMS) situation, medical laboratory, or radiology.
- An active advisory board is important for your program.
 - Learn how to develop and sustain an active advisory [here](#).

Experienced teachers' recommendation: Have a school policy for your program that is approved by your Director, Principal, and School Board.

Program: Basic Guidelines



- The student-to-teacher ratio for the Clinical Internship course is 15 to 1.
- Students must be 16 years old to participate in a Clinical Internship.
- Rotation through various departments at a hospital or stand-alone clinical site to observe employees providing direct patient care provides more opportunities for students to see various aspects of the industry.
- Clinical hour requirements are set by the district and school.

Program: Mapping and Planning



- Map out your semester/year with this [online guide](#).
- Plan *follow-ups* and *pop-ins*, which are vital to the program's success.
 - Complete WBL site visits using this [checklist](#).
- Provide feedback on students' performance using this [Student Skills Assessment Rubric](#).
- Ask a supervisor to complete an evaluation you provided.
- Consider using a time management app to track student hours.

Program: Review and Revision



- Take time to evaluate your program and make improvements where indicated.
- Use the linked evaluation framework templates to ensure the Clinical Internship course is relevant and sustainable with a particular focus on Tennessee Pathways and the belief that a progression of career awareness and skill development leads to student preparedness.
 - [WBL SAMPLE Program Evaluation Framework 1](#)

Program: Parent Involvement



Sample document list:

- Agreement of Schedule
- Auto and Health Insurance
- Clinical Rules
- Confidentiality Agreement
- Dress Code
- Exposure Control Plan Acknowledgement
- Flu Vaccine
- Grading Policy
- MMR and Hepatitis B vaccine
- Physical and TB Form
- Physician Physical Form
- Universal Precautions Training Documentation

Experienced teachers recommend:

Have a parent meeting for disseminating information and signing documents.

Program: Parent Involvement



Clinical Internship Rules

1. Be on time for all clinical assignments. Student and/or Parent/Guardian are responsible for transportation to and from clinical areas. You may not carpool with other students.
2. Leave the clinical area promptly at the end of your assigned time.
3. Follow all safety rules while in clinical area.
4. Document clinical experience(s) on Edmodo. All journal entries should be completed by Friday.
5. Wear name badge and proper clothing (per clinic area dress code) at all times in the clinical area. Scrubs must be solid black, or a combination of black and gold. NO PRINTS!!!!
6. Turn in all property belonging to the clinical area which was assigned to you at the end of your rotation. Do not remove any property belonging to a clinical agency without written permission from the clinical agent on file. Under NO circumstance should a student take or sell any drug samples from any clinical area.
7. Contact your teacher and assigned clinical area **at least 2 hours in advance** if you will not be able to meet clinical responsibilities for any reason (sick, transportation problems, school related activities etc...).
8. You will be considered out of school without permission (skipping) if you do not report to the classroom or clinical area if you are present that day. Please check in with me so I know you are present prior to leaving for clinicals. If you are on an abbreviated schedule/day you must still check in with me before going to clinicals.
9. Students will be using the mytimestation app to clock in and out at clinical sites in order to record clinical hours. This is the **ONLY** time students are allowed to have cell phones out during clinical time.
10. You are expected to be in the clinical area on all assigned days unless school is cancelled by the Director of Schools
11. If a student is dismissed from a clinical area for cause (conduct, attendance, privacy violations etc), that student's average will drop two (2) letter grades and will not be allowed to go to any other clinical sites. Other arrangements will need to be made during your clinical block in order to receive a credit. If the dismissal occurs before the first nine weeks of the grading period, the student will be removed from clinicals and placed in an alternate class.
12. The State mandates a 90% attendance policy in order to receive credit for clinical internship. A student will be removed from clinical internship if they meet or exceed the state's attendance policy before the first nine weeks of the grading period. A student may be removed from clinicals if they are approaching the limit in order for that student to be given the opportunity to earn a credit.
13. Clinical Internship is considered a job. If for any reason you have to drop this class you are required to give a 2 week notice to your clinic. Failure to give the teacher and clinic a 2 week notice will result in a grade drop of 2 letter grades.
*** I have read and understand the policies and rules associated with Clinical Internship.

Student Signature: _____

Date: _____

Parent Signature: _____

Date: _____

Principal Signature: _____

Date: _____

Experienced teachers recommend:

- Set forth expectations in writing.
- Involve the school board, administration, and parents.
- Clearly express consequences for non-compliance.
- Some districts have this document notarized when parents sign.

Program: Optional Application Process



Application for Capstone Courses with Certification Health Sciences Education - Warren County High School

Instructions: Please print and fill out all sections and have parents sign before submitting. Requirements include: must be a senior in good academic standing, limited absences, a current US citizen, current driver's licenses with car insurance, Social Security Card, 3 teacher recommendation and completion of 3 health science classes. You may take your 3rd class while enrolled in the certification courses. After the application is submitted you will be notified for an interview and a short test. CNA and Clinical Internship are limited to 15 students and a waiting list.

Please check all of the certifications you are interested in obtaining your senior year.

*This does not guarantee your entry into any of these programs. Decisions will be made based on timely information obtained from you, interview, references and department discussion. Decisions will be made before the end of school.

CNA CI Certified Patient Care Technician Certified Clinical Medical Assistant

Name _____ Date of Birth _____

Address _____ Home Phone _____

_____ Cell Phone _____

Father's Name _____ Phone: _____

Mother's Name _____ Phone: _____

Or Guardian's Name _____ Phone: _____

Please list any classes or extracurricular activities you will be involved in for 2019 - 20 school year, i.e., cheerleading, clubs, etc.

Please circle all health science classes that you have taken and underline the classes you are planning

Health Science Medical Therapeutics Nursing Education Anatomy & Physiology

Current GPA: _____

Number of Absences during this school year: _____ Tardies: _____

Reasons for absences, medical, personal, etc., _____

Experienced teachers recommend:

Work with your principal and school counselors to create an application process for the Clinical Internship class.

List three NON-HEALTH SCIENCE teachers who would give a written recommendation about you. References will be contacted.

1. _____ Room # _____

2. _____ Room # _____

3. _____ Room # _____

I attest that the information supplied on this form is correct and honest. Acceptance into Capstone classes are based on this application, references, grades, disciplinary actions and attendance.

Student Signature: _____ Date: _____

Parent Name (Print): _____

_____ Date: _____

cooperation with various health care facility in Warren County. Their policies relating to

ous Disease will be demonstrated in the classroom and at the facilities' orientation.

skills will be given prior to placement. WCHS, along with the healthcare facilities,

who participate in these programs to have a TB skin test, physical, Flu vaccine and

and MMR vaccines. Students are required to dress according to the dress code set

oper ID will be shown at all times during school and clinical placements. Students are

ation to and from their clinical sites.

Students that are serious and dedicated to these programs, we ask that you type a short essay

explaining:

- How this program will benefit you now and in the future
- Your character and how you stand out from others
- What you can bring to this program

Please use complete sentences, correct grammar and spelling. The essay needs to be at least 1 page long, double spaced, 12 font and 1" margins Your name and date should appear in the upper right corner of the page.

Program: Optional Teacher Recommendation



SMITH COUNTY HIGH SCHOOL
Teacher Recommendation for Health Occupations Internship Program

Name of Student: _____ Teacher's Name: _____

Subject(s) in which teacher has taught this student: _____

The above-named student has applied for participation in the work-based learning program. Teacher recommendations are a critical component of the recommendation process. Please help us in our selection process by providing the following information about this student. Place a check mark "✓" under the appropriate heading to describe the student, based on the traits listed.

Trait	Below Average	Average	Above Average	Excellent
Reliability				
Leadership				
Personal Initiative				
Attendance				
Punctuality				
Positive Attitude				
Appropriate Interaction With Others				
Personal Character				
Interpersonal Skills				
Overall Work Ethic				

What do you feel are the student's strengths?

In what ways do you feel that the student needs to improve?

Do you have other comments you would like to share about this student?

Signature: _____ Date: _____

Please return this form in a sealed envelope at your earliest convenience! Thank you.

Experienced teachers recommend:

- Complete anonymously
- Minimum of 3
- Return to Clinical Internship teacher
- Follow up with an email or meeting
- Review with school counselors and administration
- Include teacher recommendations in the application process

Program: Required Classroom Documentation



- In addition to the required WBL documentation outlined in the WBL Policy Guide, the following documentation must also accompany any clinical internship student's paperwork.
- Additional requirements from a given clinical site (such as orientation documentation) would be in addition to the requirements below.
- These documents should be kept in their original form at the school. Copies are appropriate for the clinical site.
- Exposure Control Plan
 - There is not an official form for exposure control plans; however, a tool for covering exposures students may encounter can be found online at www.osha.gov.
 - OSHA Sample Exposure Control Plan
 - OSHA Blood-Borne Pathogens Exposure Control Plan

Note: All required documentation must be kept on record, secured for confidentiality, either physically or digitally for seven (7) years.

Program: Required Classroom Documentation, continued



- Current Student Immunization Record
 - Up-to-date record of all immunizations
 - Hepatitis B (HBV) is required prior to placement for students expected to have patient contact
 - Current Tuberculosis (TB) skin test results
- Documentation of Current Student Physical (conducted within the past year)
- Documentation of Student Insurance
 - Health insurance
 - Car insurance for student drivers
 - Optional malpractice/liability insurance
 - Students may be given an opportunity for individual or blanket malpractice insurance through the school district.

NOTE: WBL students are not eligible for unemployment insurance.

Program: Required On-Site Documentation



- The following copies **must** be kept in each minor's personnel file at the clinical site (should be in human resource (HR)/administration):
 - Training Agreement
 - Safety Training Log
 - Insurance and Emergency Information Form
 - Proof of Age: the employer must maintain a copy of **one** of the following items for proof of age in each minor's employee file:
 - Birth Certificate
 - Driver's License
 - State-issued ID card
 - Valid Passport
 - Statement of Oath from the Court

Program: Required On-Site Documentation, continued.



- Optional additional items that **may** be included but are not required:
 - Proof of liability insurance
 - Vaccine record
 - Other items required by the clinical site
 - Confidentiality agreement
 - CPR card
 - OSHA 10 certification

Teacher

Teacher: Requirements



- For placements that fall within the Health Science career clusters, a *CTE teacher* with the related endorsement must participate and provide adequate input on the following required WBL components:
 - the identification of safe work sites;
 - the approval of appropriate student goals as they relate to the technical and academic application of skills within their area of expertise;
 - any Hazardous Occupation placements (as outlined in T.C.A. § 50-5-107);
 - the development of appropriate safety training plans and their delivery;
 - the conducting of at least one site visit per term; and
 - the review of portfolio products as appropriate.

Teacher: Training Requirements



- To be eligible to teach the Clinical Internship course, teachers must complete the following training:
 - Online Clinical Internship Self-Paced Training Course
 - WBL Training:
 - WBL is a proactive approach to bridging the gap between high school and high-demand, high-skill careers in Tennessee. Students build on classroom-based instruction to develop employability skills that prepare them for success in postsecondary education and future careers.

Work-based learning training and recertification is offered three times per year. See the [WBL website](#) for dates and locations.

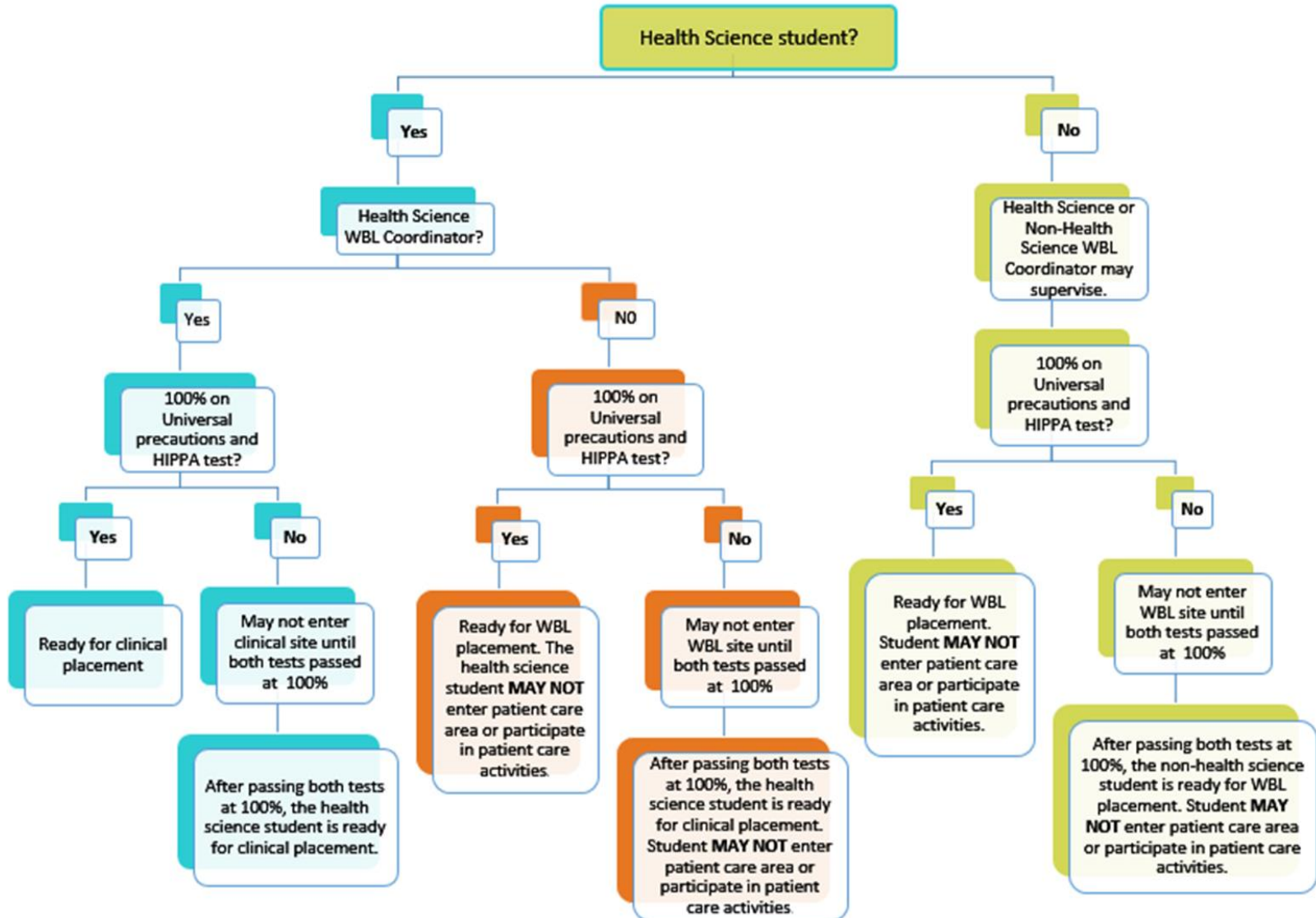
Teacher: Student Supervision



- Only Health Science students supervised by teachers with Health Science endorsements are allowed in patient care areas. Health Science students **MUST** pass the universal precautions and HIPPA tests with a score of 100 percent **BEFORE** being allowed in any patient care areas.
- Health Science students **MAY NOT** enter the patient care area with a Non-Health Science WBL coordinator. They may, however, participate in activities in the “front office.”

Note: A decision tree follows for further evaluation of student placement options.

Teacher: Student Supervision



Student

Student: WBL Readiness Policies #6 and #36



- To qualify for participation in the Clinical Internship course, students must meet student readiness expectations. An [Employability Skills Checklist](#) is available on the department's WBL site.
- The minimum requirements for participation in a clinical placement are as follows:
 - The student should have successfully completed the aligned pre-requisite courses in their program of study.
 - The student should meet the readiness qualifications outlined on the employability skills checklist and **must** exhibit work readiness attitudes and skills as determined by the teacher and employer.
 - The clinical site administrator **must** approve the student **and** sign the [Work-Based Learning Agreement](#) document.

WBL Policies:

Policy #6: Students must exhibit work readiness, attitudes, and skills as determined by the teacher and employer.

Policy #36: Demonstrated Readiness. Students must exhibit work readiness attitudes and skills as determined by the teacher and employer and consistent with the WBL Policy Guide before beginning a WBL experience. Interviews and/or pre-assessments may be used to determine a student's readiness for a placement. Recommendations for assessing readiness skills may be found in the [WBL Implementation Guide](#) (SBE High School Policy 2.103).

Student: Placement Guidelines



- Clinical placements must align with each student's program of study.
- Students may only be placed in health-related jobs involving the care of patients when they provide evidence that they have been HIPAA trained.
- Students may not work in jobs where blood-borne pathogens may be present unless they have been offered the hepatitis series injections and passed the Universal Precautions/Blood-borne Pathogens Test with 100 percent accuracy (OSHA Standards).
- Students may only enter the patient care area when supervised by a Health Science-endorsed teacher.
- Students must maintain an attendance rate of 90 percent in school and the WBL experience unless otherwise agreed upon prior to the start of the WBL experience and deemed acceptable to the workplace mentor and WBL coordinator.

Student: Required Training Prior to Clinical Experiences



- Required student safety trainings provided in both the classroom and on-site must be documented in the student's required Safety Training Log included in the [Personalized Learning Plan](#).
- This training includes, but is not limited to:
 - Universal Precautions and OSHA standards test passed at 100 percent accuracy
 - Basic Life Support (BLS) CPR Certification
 - Basic competency in the following:
 - Basic First Aid
 - Body Mechanics
 - Standard Precaution Guidelines
 - Confidentiality

Training Completion



- To obtain credit for completing this training, you must [enroll](#) and take a quick summative assessment.
- You have multiple opportunities to submit correct answers. To receive your certificate, you must get all answers correct.
- When you complete the test, you will be instructed on how to print a certificate for your records.
- For technical assistance, contact TDOE.LMS@tn.gov.

Contact Information



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