Georgia’s Healthcare Science Education

PROGRAM OPERATIONAL STANDARDS (POS)

V. Advisory Committee

*Present this to your First Advisory Committee Meeting to include the committee to know the assistance you need from them. Set up a Strategic Plan with your committee and include in Minutes. Other Advisory Committee Meetings will include accomplishments and other identified goals.*

*If anything is a No, make it a Yes by completing in Fall and throughout the school year.*

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| A. Standard StatementA local Healthcare Science Education Program Advisory Committee provides active, invaluable field support to the learning environment and interaction with those healthcare businesses and agencies which will employ graduates.  |

1. Operational Criteria:

**To assure successful learning, the Healthcare Science Education Program faculty/teachers and CTAE Director will form a local advisory committee with objectives of improving both the content and operation of the program.**

**(The following Criteria can be used to set up, guide, and assist teacher and the Advisory Committee and its reports, documents and support.)**

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|  | GEORGIA STANDARD | **INDUSTRY CERTIFICATION REVIEW** | **COMMENTS** |
| **1.**  | **Advisory Committee Membership:** **1.a.** Identify, invite, and include committed members who will attend meetings, support the teacher(s), the program, school and students. And help meet the Pathway goals and standards. **1.b.** List members with various health professions background to align with Healthcare Pathways being taught at school and possible upcoming Pathways/Courses. List name, title, agency, contact information (address, phone, cell, email), year joined committee. *Other suggested members might include a college/technical college healthcare representative, college advisor, healthcare administrator, counselor, middle school representative, such as a Healthcare Science middle school teacher or middle school counselor, parent with healthcare background, and students.* **1.c.** Identify the officers, including the Chair and Secretary on Advisory Committee list. Identify and list sub-committees and members to accomplish goals with their strengths and interests.  | **1.a. [ ]  YES**Letter of invitation noted with dates and times for the meetings for the year noted. **[ ]  NO****1.b.** **[ ]  YES**List of members and healthcare background noted.  **[ ]  NO****1.c.** **[ ]  YES (Chair, Secretary and committees listed)** **[ ]  NO** |  |

**V. Advisory Committee**

1. Operational Criteria

2. Active Advisory Committee & Record Keeping for minimum of two years.

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| **2.** | **Maintain records of Advisory Committee for the Health Science Program and the school/CTAE Program.**  **2.a.** Provide Agendas and accompanying Minutes (to include date, members present, and committee recommendations) for each meeting (2 per year) for each year, keeping a minimum of two years. **2.b**. Provide a list /calendar of community and student organization activities provided to the members, and encourage members to attend. Assign students to partner with members for activities. **2.c.** Invite members to be speakers throughout the year.  | **2.a**.**[ ]  YES**Agenda and Minutes noted for 2 times a year for at least 2 years**.** **[ ]  NO****2.b**.**[ ]  YES**. List/calendar of activities promoted during the year and committee members involved. Pictures of activities included.. **[ ]  NO****2.c.****[ ]  YES**List of presentations and speakers.**[ ]  NONE Invited. (Plan in place to include as available.)** |  |
| **2**. | **2.d.** List how Advisory Committee members assist with and participate in the Healthcare Science program promotion and support. (such as, opening doors for opportunities for student tours, shadowing, clinical experiences, promotion and financial support for *students’* attendance at Georgia HOSA leadership and competitive events conferences, other local leadership programs, writing grants with teachers, requesting support for equipment & supplies as needed, student job support, mentoring, career guidance, sharing community health workforce needs, and participation in mock interviews, and other committee identified support.)  | **2d.****[ ]  YES** **List activities and support members have provided.****[ ]  NO** |  |

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| **3.** | **Active leadership of Advisory Committee** **3.a.** The program’s local advisory committee meetings focus on active program planning, implementing, support, and evaluation. The teacher shares the Course Standards and provides a presentation of the program. The committee identifies and discusses local and regional community workforce needs and how the HSE program supports students and community.  | **3.a.** **[ ]  YES****Overview of discussion included in Minutes.** **[ ]  NO** |  |

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| **3.** | **3.b. Committee members assist with developing short-range and long-range plans. Attach the short-range and long-range goals, plans, other partners, and timeline list to Minutes.** (In Fall of each year, the Committee will identify and list short-range and long range goals. The group discusses specific short range goals for this year, identifying activities and other potential partners to accomplish the goals. It might include review of the HSE Industry Certification goals and sections, such as activities of the committee, equipment & supplies, including the HSE teachers in educational programs of their agency, and how the committee and other partners can help teacher(s) and students. The group discusses the long range goals for the program and timelines on accomplishing these goals. The group may decide that they need to set up smaller groups/committees to accomplish different goals with additional meetings. They come back together to share their plans and identify collaborations and set calendar for accomplishing goals. Minutes and Reports are included in the files.)At the early Spring Advisory Committee Meeting, reports and updates of accomplishments and possible changes to better accomplish goals and needs of the community. (Teachers and Committee Members: Each beginning of the school year, the committee needs to identify their plans for the year and following years. Begin this in the early Fall of the year. List, then show progress toward achieving these goals at other meetings. Incorporate the industry certification-listed standards to ensure they are addressed. ) | **3.b.****[ ]  YES** **[ ]  NO** |  |
| **3.**  | **3.c.** Advisory Committee members supports HSE program  through marketing, awareness articles, or other public relations activities making audiences aware of the program, students, and teachers.  (Teacher and Committee members will provide opportunities to share information about HSE program and/or HOSA activities. Committee members can help write and get news releases and stories in local newsletter, their facility / agency’s newspapers /newsletters, and their company/agency’s web sites. If a member is a grant writer or has other expertise, they can help as needed in securing funds and help write articles to showcase the opportunities.)*(Teacher and Advisory Committee should plan this early Fall of the school year and follow through with this standard throughout the year. Assist with writing and promoting.)* | **3.c.****[ ]  YES**Evidence includes documents, articles, announcements, news releases in newspapers and web sites, etc. List activities members have supported or have included the Healthcare Science students and teachers. Include Pictures of activities provided, coordinated, or supported for awareness of the HSE program and to expand opportunities for the program and students. List other support provided by the Committee members and other partners. .**[ ]  NO** |  |