

Healthcare Science Education (HSE) Industry Certification (IC)

HSE IC Pacing Guide toward Successful Completion

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HomeTown Health (HTH) and HomeTown Health University (HTHU)

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Find all forms here: <https://hthu.net/gateacher23/>

[Industry Certification dates/deliverables calendar view](#)

DONE	When	What	Who/How
	August 17, 2023 @ 4pm – 5:30pm	Attend Virtual CTAERN Workshop - Healthcare IC FY 24 Orientation	Meet Sharon Pye & Sandra Martin. <ul style="list-style-type: none">• Orientation to Industry Certification POS, documents, process• Orientation to Hometown Health University (HTHU) resources and requirements for teachers and students Register here: www.ctaern.org
	August, 31, 2023	POS V - Coordinate an Advisory Committee – create a chart of each member's contact info	Healthcare professionals, post-Secondary connections, Administrator, Counselor, CTAE Director/Supervisor, WBL Coordinator, Teachers **plan this meeting early in the fall ; see requirements in POS V check off sheet
	August, 31, 2023	Identify and Coordinate a Review/ Final Evaluation Team of professionals to review final website and supporting documents	<u>6 Well-rounded Healthcare professionals</u> that represent the Pathways/ Courses that you teach: 1-Evaluate POS I, II, V, VI 1-Evaluate POS III, IV 1-Interview the Counselor 1-Interview the Students

			1-2 – Evaluate the course standards/lesson plans
	August, 31, 2023	Identify and Coordinate a Self-Study Team	Individuals within your school that can help preview before the final evaluation. (CTAE Director/Supervisor, Dept Chair, Grad Coach, Administrator, PL Coach, Counselor, Teacher who previously completed their Industry Certification, etc.)
	August, 31, 2023	View former HSE IC participants' websites	<p>Use exemplary examples provided by Sharon Pye to view as models: http://pdobbins9.wix.com/chs-hcs password: Hornets</p> <p>https://sites.google.com/hallco.org/jhsindustryert/home</p> <p>https://averydurbin2.wixsite.com/hcca password: hcca</p> <p>http://mcnellybethanib.wixsite.com/northsidehcs</p> <p>https://e045361.wixsite.com/shawraiderrescue</p>
	August 31, 2023	Create HSE IC Website to display all HSE IC components to be evaluated. Include Welcome, POS I-VI, all 3 Courses Taught (including each Standard that will be highlighted)	<ul style="list-style-type: none"> • Tips on creating website are on HomeTown Health website. • https://hthu.net/gateacher23/ • Meet with school IT to determine platform you will use to create your website to showcase your program and HSE IC progress • Email Sharon Pye and Sandra Martin your link and any access password for reviews and support
		POS VI – Pathways & Courses	Website – Post Healthcare Science Education Pathways & Courses

			provided. Each teacher provides their own sets for the Courses they teach
	August 31, 2023	POS VI – Syllabus	Website – Post all syllabi used in each of your courses
	August 31, 2023	POS VI – Total Student Pathway Completers	Website – Post total count of Pathway Completers
	August 31, 2023	<p>Choose 3 standards in <u>each course</u> taught that will be showcased.</p> <p>Compile/download artifacts (supporting documents) that cover each element of each standard chosen to showcase:</p> <ul style="list-style-type: none"> • lesson plans • student work/activities • evaluated/graded student work <p>**December DEADLINE</p>	<p>Email Sharon Pye your 3 standards with elements and courses that will be showcased. Due by September.</p> <p>Website: Create a dropdown page for each Course and then each Standard/and elements on website. Include section for each element of each standard.</p> <p>Take pictures as activities are performed and include where it is appropriate.</p> <p><i>*Follow school/district protocol in posting any student work and/or photos on website.</i></p> <p><i>*Exclude student names.</i></p>
	August 31, 2023	<p>POS I – Write or review and update the following for your Healthcare Science Education Program</p> <ul style="list-style-type: none"> • Philosophy • Mission • Goals • Objectives 	<ul style="list-style-type: none"> • Upload it to your website
	August 31, 2023	<p>POS I - List your school's:</p> <ul style="list-style-type: none"> • Philosophy • Mission • Goals 	<ul style="list-style-type: none"> • Upload it to your website
	August 31, 2023	POS II – Current Georgia Health Professional Accreditation	Website – upload a copy of your certificate, license, or other Georgia Professional Standards Commission credential

	August 31, 2023	<u>POS II</u> – Current Teaching certification documentation	Website – upload a copy of your certificate or plan for completion to obtain Georgia Professional Standards Commission teaching certification
	August 31, 2023	<u>POS II</u> – CPR & First Aid Instructor certification	Website – Upload a copy of your current certification
	August 31, 2023	<u>POS II</u> – Last 2 years of Professional Development	Website – Upload a list of your Professional Development for the last 2 years
	August 31, 2023	<u>POS II</u> – Conferences to be attended	Website – Upload a list of conferences you will attend this year and next year. Also, conferences attended last year (virtual and on-site).
	August 31, 2023	<u>POS II</u> – Professional Association Memberships (ACTE, GACTE, HSTEA, HOSA, etc.)	Website – upload artifacts from all professional memberships
	August 31, 2023	<u>POS III</u> – Floor Plan of classroom and lab	Website – upload floor plan of classroom and lab
	August 31, 2023	<u>POS III</u> – Signage (take pictures to download onto your website for this area)	Make sure all appropriate signs are posted in classroom and lab [eye wash, handwashing, safety]. Show pictures also.
	August 31, 2023	<u>POS II</u> – Safety and Infection Control Modules **students begin work on HTHU modules *** All modules located under “Online Training for Students” at https://htu.net/gateacher23/	Website – Complete HTHU Patient Safety module <u>and</u> Infection Control Modules (complete all 3 Infection control modules); Upload certificates (4 total)
	September 7, 2023 8:30 AM – 4:30 PM	Attend Industry Certification Workshop (in person – Macon, Ga)	Attend this workshop for professional development, intentional direction, and guidance; ask questions before and after for clarification and support.

			<ul style="list-style-type: none"> • You will be provided a registration link for the workshop. • Bring laptops/devices and any other items needed to work on website and presentation. <p>Final evaluation date scheduled.</p> <ul style="list-style-type: none"> • Virtual or onsite (in person) • Morning (8:30 – 11:00) or afternoon (1:00 – 3:30)
	September 29, 2023	Continue posting Course Standard artifacts and lesson plans – choose artifacts from within the last two years	Upload to Website
	September 29, 2023	<u>POS I</u> - Ways you market and promote/recruit your programs	Upload to website: photos of Posters, bulletin boards, flyers, brochures, and digital platforms, etc.
	September 29, 2023	<u>POS I</u> - News Releases – Public Relations	Upload to website: Newsletters, Newspapers, local News Channels, etc.
	September 29, 2023	<u>POS I</u> – Student Graduation Information	Upload names of schools, military and places of employment obtained by students that completed your healthcare program.
	September 29, 2023	<u>POS I</u> - Program of Work Documentation	Upload to website: snapshot of this year's POW to upload into website.
	September 29, 2023	<u>POS I</u> - GA HOSA participation	Upload to website: <ul style="list-style-type: none"> • HOSA Goals for year • HOSA Affiliation roster • Numbers of participants for all events
	September 29, 2023	<u>POS II</u> – Infection Prevention & Control Module	Website – Complete HTHU Safety and Infection Prevention & Control Module; Upload certificate
	September 29, 2023	<u>POS IV</u> – Equipment lists	Website – Upload appropriate lists for each course taught; contact Sandra Martin for questions & help as needed. Sandra.martin@doe.k12.ga.us

	September 29, 2023	<u>POS IV</u> – Equipment lists	<p>Complete an inventory of your supplies and equipment per state recommended list. Make sure areas are in order and labeled for easy access.</p> <ul style="list-style-type: none"> • Upload to Website <p><i>Order any supplies and equipment needed by end of October. Supplies and Equipment need to be in place to use this semester and entire school year.</i></p> <p><i>Ask community partners and Advisory members for help in securing any needed equipment & supplies not able to purchase through funds.</i></p>
	September 29, 2023	Finalize plans for Final Evaluation Date (virtual or in person)	<ul style="list-style-type: none"> • Confirm date/time with administration (date was scheduled at Sept. 7 meeting). Final Evaluations may take place during a morning block (8:30 -11:00 am) OR an afternoon block (1:00 pm -3:15pm) • Let everyone involved at your school know about the Administrator, Counselor, and Student interviews and welcome presentation that will take place. • Plan for a substitute teacher to cover your classes during this time of presentation and evaluation. • Work with your school leadership team with any refreshments that you may provide for evaluation team/day.
	September 29, 2023	Create Agenda for Final Evaluation	See sample agenda provided and edit as needed –

			https://hthu.net/gateacher23/
	October 3, 2023	Share website link with Sharon Pye	<ul style="list-style-type: none"> • Make sure that you have permission to use student pictures. Refer to your school and district policies regarding student privacy. • Maintain student privacy when uploading student work and student evaluations for course work.
	October 27, 2023	Continue posting Course Standard artifacts and lesson plans	<ul style="list-style-type: none"> • Upload all 3 standards' Lesson Plans, including activities, assessments for at least one course by this month for review; continue to add artifacts each week. • Make sure that you have a lesson plan, student work, and student assessment for each standard as well as substandard clearly labeled. • <i>Lesson plans should be updated yearly; student work and evaluations should be from within at least the last 2 years.</i>
	October 27, 2022	<u>POS V</u> – Compile Advisory Committee artifacts (Due by November)	<p>Website – Upload documentation of:</p> <ul style="list-style-type: none"> • List of Members, titles, place of employment, work address, e-mail, and phone number • List of Chair and Secretary • Meeting Agendas and their Minutes for at least 2x per year for 2 years • Meeting invitations • Calendar of Community Service where students served partners on Advisory Committee • Members served as classroom speakers

			<ul style="list-style-type: none"> • Activities of how members are involved with school program • Active program planning and implementation supported by partners • Short Range Goals • Long Range Goals • Promotion of program through partners
	October 27, 2023	<u>POS VI</u> – EOPA agency used	Website – post the following EOPA data: <ul style="list-style-type: none"> • Agency used • Number of participants • Number of passing scores
	October 27, 2023	<u>POS VI</u> – Other Credentials of Value	Website – Post any Credentials of Value offered and earned in your program **HTHU Online Training for students at https://hthu.net/gateacher23/ is considered credentials of value.
	October 27, 2023	<u>POS VI</u> – Upload Student Plan of Study - Go to: http://www.gadoe.org/Curriculum-Instruction-and-Assessment/CTAE/Pages/POS-Health-Science.aspx Then, Click on the Pathways and Courses taught. **page currently unavailable – teachers will be notified when and if available	Website – Post Student Plan of Study (if plan becomes available from GA DOE)
	October 27, 2023	<u>POS VI</u> – Upload any Partnership agreements and forms used (clinical internship, timesheets, permission forms, etc.)	Website – Upload documents
	October 27, 2023	<u>POS VI</u> - Upload any WBL documents – if applicable	Website – Upload documents and numbers of students participating in the WBL program

	October 27, 2023	POS VI – Upload any agreements with post-secondary schools	Website – Upload any agreements
	October 27, 2023	POS VI – Show how any future career planning is taught (GA Futures, GA Student Finance Commission, AHEC-Georgia's Health Careers Manual, STEM)	Create a document, video, lesson plan, screen sharing, etc to show that students have been taught how to use these resources.
	October 27, 2023	Select Students for Student Interviews – Teachers will be sent a virtual Interview questionnaire link for students to complete digitally by December 7th .	Choose at least 1 student per course. Virtual Interviews (max 6 students) On-site Interviews (max 10 students)
	October 27, 2023	Create a Welcome PowerPoint	Include – <ul style="list-style-type: none"> • School Overview (Administrator might present) • Brief Overview of School goals, mission, programs, etc (by Administrator) • Brief Overview of Healthcare Science Program, teacher/s and students.
	November 30, 2023	Continue to add to Website	Add any documentations and artifacts to appropriate areas of website.
	November 30, 2023	Complete Final Agenda for Evaluation	Send final version using the template provided to Sharon Pye. After approval by Sharon, send to school administrators, counselors, and your selected local healthcare professionals' evaluation team
	November 30, 2023	Substitute Teacher Needed	Work with your team at school to secure a sub for your Evaluation Day
	December 7, 2023	**Student Interview Questionnaires - Due by December 7th.	Teachers will inform interviewees of the purpose of the interviews (virtual or on-site) that will take place. A link for the Interview Questionnaire will be sent to the Teachers to share with chosen

		<p>**Counselor and Administrator Interview Questionnaires – Due by December 7th.</p> <p>On-site interviews will take place on the selected day of the final evaluation for open response time with GaDOE-CTAE Program Specialist.</p> <p>*Virtual interviews will be scheduled at a mutually agreed upon time <u>before</u> the virtual final evaluation</p>	<p>student interviewees. Teachers, please make sure that <u>all</u> interviewees complete their digital Questionnaire by deadline.</p> <p>**Only distribute link for Interview questionnaire to students who were selected in October**</p> <p>A link for the Questionnaires will be sent to the Principal, CTAE Director and one Counselor, as selected by the teacher.</p> <p>On-site interviews with the administrator and counselor will occur in a casual format to learn more about the goals of the program.</p>
	December 14, 2023	Course Documentations	<p>Have all 1st semester Course Standards artifacts (labeled supporting documents, etc.) posted for review on your Website by December 14, 2023.</p> <p>Post all 2nd semester Course Standards artifacts for review on your Website by January 25, 2024.</p>
	December 14, 2023	Prepare Final Evaluation Check-off Forms	<p>Forms and information needed are on https://hthu.net/gateacher23/</p> <ul style="list-style-type: none"> • Save the HSE IC Program Operational Standards (POS) forms and the Course check-off forms on your computer to be used several times for check-offs. • Coordinate your website to your check-off forms to make sure you include each item to be viewed by evaluators. • <u>For the Final Evaluation forms:</u> Add your school's name, date, and your name (when appropriate) and the evaluator to the check –off forms (POS &

			<p>Courses). Add dates <u>when</u> evaluations are set, then print or email those evaluations forms to the appropriate evaluator. (<i>DUE by February 15, 2024</i>)</p> <ul style="list-style-type: none"> Your Self-Study Team will use the same forms and complete Self-Study team form. (<i>DUE by February 15, 2024</i>). <p><u>For an On-Site/Final Evaluation</u> Make sure you print ONE set of the evaluation check off forms for each assigned person.</p>
	January 25, 2024	Course documentations	Post all 2 nd semester Course Standards artifacts for review on your Website
	January 25, 2024	Final On-site and Virtual Evaluation Invitations	Send invitations with agenda to all participants – cc Sharon & Sandra.
	January 31, 2024 – 8:30 AM -4:30 PM	In person Mid-Year Workshop – Thinc College & Career Academy, LaGrange, GA.	Present your Website and Welcome Power Point Presentations You will be provided a registration link for the workshop.
	February 16, 2023	Self-Study Reviews Completed for HSE IC Final Evaluation.	<p>Allow team members to walk through your Website, documents, and lab to see if you have everything ready for your Final Evaluation.</p> <p>**personalize all POS with school name, date, evaluators. Print and/or share each document with team members. Email completed documents to Sharon Pye and Sandra Martin</p>
	March	Pre-Evaluation Review Virtual or Onsite	Pre-Evaluation with Sharon Pye & Sandra Martin – mutually agreed upon date prior to your onsite or virtual final evaluation.
	March	Final Evaluation Day Virtual or Onsite	<p>Final Evaluation Team evaluates and gives feedback to Sharon Pye and Sandra Martin.</p> <p>Provide:</p> <ul style="list-style-type: none"> Agendas for all guests and attendees Brochure of Healthcare Science Program

			<ul style="list-style-type: none"> • Welcome Power Point Presentation • Check-off sheets to evaluation team. • Identify someone that can scan all of your final evaluation documents. Make one copy of documents. • <u>Parking instructions</u> for guests – provide these ahead of time with map if possible. Cones and signage work well to reserve parking. Make sure your SRO & Parking Security know guests are arriving. • HOSA students to welcome & direct guests to the appropriate Evaluation & Presentation Room for Welcome and instructions. • Provide light refreshments, bottled water, drinks, coffee, etc. to thank guests. • Provide Sharon the original and 1 copy of the Final Evaluation Forms. The school will keep the copy. Scanned copies sent to sharonhpye@gmail.com
	May-June	Award	<p>Please take a picture with your award in professional attire for the Awards Program that will take place at GACTE in June.</p> <p><u>Send photo to:</u> Sharon Pye - sharonhpye@gmail.com Sandra Martin – sandra.martin@doe.k12.ga.us Jutia Merriweather (HSTEA President) - MerriweathJ@fultonschools.org</p>