**Place your day & date here: Example: Tuesday, March 8, 2024 – 1:00 PM**

**Example:** Rabun County High School

230 Wildcat Hill Drive

 Tiger, GA 30576

706-782-4526

**Healthcare Science Education (HSE) Teacher(s):**

Teachers(s) name(s), educational initials (Courses taught)

**Administrators & Counselors:**

Principal:

CTAE Director:

Assistant Principals:

Counselor(s):

**Healthcare Science Education Industry Certification Leadership Team***:*

* Sharon Pye, Coordinator of the Health Science Industry Certification Statewide Process, with HomeTown Health, LLC and HomeTown Health University.
* Sandra Martin, Program Specialist, Healthcare, Law/Public Safety & Personal Care Services

 Career Technical & Agricultural Education

* Meghan Williams Customer Relations Manager, HomeTown Health University, LLC

**Local Healthcare Team: List name, educational initials, place of work, work address, email & phone**

**Example*:*** Bobby Jones, RN, BSN Best Hospital Center, 101 Eglett Rd, Your Town, GA

 Email: bjones@besthosp.com

 Phone number: 912-745-8820

**School**

***Day & Date***

**Agenda**

**1:00 - 4:00 PM**

 Local Evaluation Team & Leadership Team meet in *(list location).* HOSA Officers greet and provide directions

1:00 PM Light refreshments

1:05 PM  - Welcome to Team – Teacher(s)

* Introductions of administrators and school team – Teachers(s) name(s)
* Self-Introductions of HSE IC On-Site Evaluation Team - leadership team and local health care professional team (sharing healthcare background)
* Administrator(s) provides a brief presentation about the School’s programs/opportunities – *Administrator(s) name(s)*
* Healthcare Science Education (HSE) Teacher provides presentation on their HSE Program – Teachers(s) name(s)

1:35 PM -    Overview of Evaluation Activities *–* teachers and Sharon Pye

* Agenda Review – Duties and Assignments of team - Sharon Pye
* Overview: Program Operational Standards (POS) I-VI,
* Program Pathways & Courses / Curriculum Standards *–* Sharon Pye and teachers
* Overview of POS and course standards check off documents – teacher(s)
* Overview of process (website) set up for the review of documents as evidence to meet standards – teacher(s)

1:40 PM     Brief Tour of HSE classroom and lab area with teacher(s)

2:00 PM         Local team begins evaluation activities

*Teacher provides* *brief overview of electronic process, setting the healthcare professional up at computer or tablet to review supporting documents on teacher created website. Teacher(s) will stay with Reviewers to ensure finding of supporting documents.*

* POS I, II, V, & VI – Evaluator’s name
* POS III and IV – Evaluator’s name *teacher or student will assist with identification and location of equipment*
* Introduction to Healthcare and Essentials of Healthcare check off list – Evaluator’s name
* 3rd level course check off list – Evaluator’s name

2:05 PM:    student interviews – 1 per course – Evaluator’s name (set up interviews in separate conference room – 20 minutes - Intro, Essentials, and 3rd level course students will be interviewed together as a group. Please provide the google form responses to your evaluator. *Students will be escorted to the designated room by HOSA Officer or school staff*

2:05 PM Counselor interview – Evaluator’s name (*This local team member will join the student interviews after the Counselor Interview is completed.)*

2:10 PM        CTAE Director & Administrator interview – Sandra Martin & Sharon Pye

3:15 PM    All reviews and interviews completed.

3:20 PM    Final Report by local healthcare professionals team, Sharon Pye and Sandra Martin.

Written Final Report presented.

*(Final Report: Review of findings, any recommendations or suggestions with all Standards documentation found in place, and if recommended for certification.* ***Or****, if all documentation is not found, identification of team members who will review documentation needed. Any additional documentation must be submitted to Sharon Pye by April 30)*

**\*\*\*\*All check off lists and evaluation documents scanned and emailed to** **sharonhpye@gmail.com**

3:45 PM Declaration of Award of Exemplary status as a Healthcare Science Education (HSE) Industry

 Certified Program as agreed upon by local Healthcare professionals (our industry), Hometown

 Health University, and GA Department of Education – Career Technical and Agricultural

 Education.

Thanks to theEvaluation Team and School Team