

WRITTEN PLAN FOR WORK-BASED ACTIVITIES

SCHOOL YEAR 2016 - 2017

OBJECTIVES

1. Provide students with the opportunity to develop and apply a 'real-world' work experience using the knowledge and skills they attain in their program of study
2. Provide the institution with objective input from potential employers or customers of program graduates

PURPOSE

1. Allow students the 'hands-on' training, within a supervised setting, to prepare them for employment in their career field
2. Combine the efforts of the student, instructor, institution and sponsor as a positive instrument for achieving student success while beneficially supporting the surrounding community through various work-based activities

INTENT

Ensure, comply and uphold our vision and mission to be Polk County's premier workforce training institution that will assess, prepare and place individuals in successful and rewarding careers in an increasingly competitive and changing employment market. Successfully training and employing our students is the definitive goal of our institution.

RESPONSIBLE PARTIES

Each Work-Based Activity, as outlined in this written plan, will explain responsibilities of the Instructor, Student and Employer/Sponsor.

TIMELINE FOR REVIEW/ACCESSIBILITY

1. The Written Plan for individual Work-Based Activities is reviewed annually by Administration, Instructor, Occupational Advisory Committee, and Sponsor.
2. The Work-Based Activities involving agreements/contracts with Sponsors are developed and/or renewed annually.
3. The Written Plan for Work-Based Activities is reviewed, evaluated and revised annually by all employees through professional development, staff meetings and email.
4. The Written Plan for Work-Based Activities is accessible through the Assistant Director, Student Services, and Senior Coordinator for Health Science Education and the individual work-based activity Occupational Program Instructor.

PLAN

Ridge Technical College's Work-Based Activities

Practical Nursing Clinical

Nursing Assistant (Long-term Care) Clinical

Patient Care Technician Clinical

Pharmacy Technician Internship

Teacher Assisting Internship

Nails Specialty Clinical

Facials Specialty Clinical

Cosmetology Clinical

Each Work-Based Activity

1. Has a written instructional plan
2. Designates the on-site instructor and/or employer representative/sponsor (preceptor) responsible for:
 - a. overseeing the students learning experiences
 - b. participating in the students' written evaluations

3. Specifies the particular experiences, competencies/requirements and evaluations that are mandatory
4. Provides guidelines and/or policies containing:
 - a. Purpose/General Policies
 - b. Student Eligibility Policies/Requirements
 - c. Company/Sponsor Responsibility/Requirements
 - d. Occupational Program Instructor Responsibility/Requirements

PRACTICAL NURSING WORK-BASED ACTIVITY CLINICAL INSTRUCTIONAL PLAN

Description of Clinical Experience

Clinical experience provides the student an opportunity to practice job related skills in an actual job setting under the supervision of a registered nurse. The Florida Board of Nursing requires the practical nursing student to have 675 hours (50%) of the nursing program in a clinical setting. These settings may include a nursing home, hospital, healthcare clinic or community agency. No more than 50% of the clinical time may be spent using simulation.

Clinical Hours Designation

Practical Nursing Program specifies the following clinical hours by specialty:

Geriatric (nursing home):	70 hours
Pediatric (hospital and community):	Up to 45 hours
Maternal /Child (hospital):	45 hours
Medical Surgical:	515 hours

Criteria for Assignment to Clinical

Clinical experience will be assigned according to the following criteria:

- All clinical days will be determined between the Senior Coordinator for Health Science Education and the clinical site
- The instructor will assign all clinical experiences at his/her discretion based on the current curriculum.
- Clinical assignments will be based upon:
 - Students maintaining 78% or better on all exams
 - Students being certified in CPR, First Aid, Blood-borne Pathogens/HIV/Aids, HIPAA, Domestic Violence and Prevention of Medical Errors
 - Students adhering to dress code and presenting a professional appearance

- Students having a signed and notarized *Affidavit of Good Moral Character* on file
- Students having a clear criminal background screen
- Medical screening requirements being met.

Medical Requirements for Clinical

All medical forms are reviewed and must be completed before a student may participate in clinicals. These include:

- Medical Clearance Without Limitations
- Titers Demonstrating Immunity to Varicella, MMR and Hepatitis B or Proof of Immunizations
- Negative Hepatitis C Titer
- Negative PPD or Negative Chest X-ray
- TDAP Booster
- Negative 10 Panel Drug Screen
- Influenza Vaccine

Student Responsibilities during Clinical

- Students are responsible for transportation to and from the worksite.
- All students must adhere to standard work practices of the selected worksite including dress code. Students must be clean, neat and in professional dress according to the site requirements.
- Students are expected to report to the clinical site at the designated time as determined by Ridge Technical College and/or the contracted clinical facility. If an observation day (clinical instructor not on site), the student must call the designated instructor or Senior Coordinator of Health Science Education as instructed.
- The student may be assigned specific duties. These job-related functions must be completed and verified by the on-site instructor or preceptor.
- Students are responsible for providing patient care with professionalism and respect to the patient's/resident's rights.

- The student notifies the instructor of any difficulty in performance, site relationships or barriers to completion of the objectives. He/she also immediately notifies the instructor of any event, accident, and/or error that occurs during the experience.
- Site evaluations are completed at the end of the nursing home and hospital rotations by the student and presented to the instructor. Data is compiled as part a of quality improvement plan.

Instructor Responsibilities

- Instructor is responsible for assuring that a ratio of 1:12 is maintained while students are in a hospital setting.
- If a community site is used, the Instructor/Senior Coordinator of Health Science Education assures that a preceptor is designated at each site and informs the preceptor of the job-related objectives for the experience and method of student evaluation.
- An Instructor/ Senior Coordinator of Health Science Education are available by telephone during work hours for the community experience. The instructor seeks a qualified replacement when absence is required.

Preceptor Responsibilities (Community Setting)

- Preceptor orients the student to the work site, assigns work and oversees work performed.
- Preceptor provides verbal and written feedback to the student to assure adequate progress of job related objectives.
- Preceptor evaluates the student upon completion of the clinical rotation.
- Preceptor reports any work-related problem involving the student to the instructor or Senior Coordinator of Health Science Education as soon as possible. This may include, but is not limited to, attendance problems including tardy and early release, job related accidents or errors, failure to perform satisfactorily after instruction and/or failure to meet job related objectives.

NURSING ASSISTANT (LONG-TERM CARE) WORK-BASED ACTIVITY CLINICAL INSTRUCTIONAL PLAN

Description of Clinical Experience

Clinical experience provides the student an opportunity to practice job related skills in an actual job setting under the supervision of a registered nurse. Patient assignments focus on providing an opportunity for students to practice their skills in a work setting under an on-site instructor and a facility employee operating as a preceptor. The Florida Department of Education requires the nursing assistant to have 40 hours of clinical experience in a nursing home. Clinicals begin at 8:00am and end at 2:30pm. There is a post conference with the instructor from 2:00pm - 2:30pm.

Clinical Hours Designation

The Nursing Assistant (Long-term Care) Program specifies the following clinical hours by specialty: Geriatric (nursing home): 40 hours

Criteria for Assignment to Clinical Experience

The instructor will assign all preceptors at his/her discretion.

- Student has been certified in CPR, First-Aid, Blood-borne Pathogens/HIV/Aids, HIPAA, Domestic Violence and Prevention of Medical Errors
- Students have completed training in communication and interpersonal skills, infection control, safety and emergency procedures, promoting resident's rights and independence.
- Students have been instructed in and must be checked off in the 21 skills that prepare the student to take the state certification exam for Certified Nursing Assistants.
- Students must exhibit a professional attitude in class.
- Students must adhere to dress code and present a professional appearance.
- Students must progress in the program as demonstrated by completion of educational objectives.

- Students have a signed and notarized *Affidavit of Good Moral Character* on file.
- Students have a clear criminal background screen.
- Students are oriented to the facility.

Medical Requirements for Clinical Experience

All medical forms are reviewed and must be complete before a student may participate in clinicals.

- Medical Clearance Without Limitations
- Titers Demonstrating Immunity to Varicella, MMR and Hepatitis B or Proof of Immunization
- Negative Hepatitis C Titer
- Negative PPD or Negative Chest X-ray
- TDAP Booster
- Negative 10 Panel Drug Screen
- Influenza Vaccine if Clinical Experience is Between December 1st and April 1st of Each Year

NURSING ASSISTANT (LONG-TERM CARE)

Clinicals are held in long term care facilities. The ratio of instructor to student is 1:12. In this setting, students work under the direct supervision of a registered nurse instructor and are paired to work with a Certified Nursing Assistant preceptor employed by the facility caring for 6-10 patients at a time. Students are not permitted to transfer a patient without the preceptor present to observe and intervene if needed. The clinical instructor constantly circulates throughout the building making sure the students are on task and with their assigned preceptor. Nursing Assistant students are evaluated daily by the instructor using a designated form.

Student Responsibilities during Clinicals

- Students are responsible for their own transportation to and from the worksite.

- All students must adhere to standard work practice of the selected worksite including the dress code. Students must be clean, neat and in professional dress according to the site requirements.
- Students are responsible for caring for the patients that are assigned to them using their job related skills learned in the class.
- Students are responsible for providing their patient care with professionalism and respect to the patient's (resident's) rights.

PATIENT CARE TECHNICIAN WORK-BASED ACTIVITY CLINICAL INSTRUCTIONAL PLAN

Description of Clinical Experience

Job related training is integrated within the Patient Care Technician program. For approximately 50% of the program, students are assigned to a nursing home, hospital or other health care agency with which Ridge Technical College has a signed contract.

Clinicals begin at 7:45am and end at 2:45pm in the Certified Nursing Assistant, Patient Care Assistant and Patient Care Technician clinicals. There is a post conference with the instructor from 2:00pm - 2:45pm. Allied Health clinicals may vary based on the facility schedule. Students are assigned the following clinical days in a job related occupation: Nursing Assistant – 6 days; Patient Care Assistant - 6 days; Allied Health including Phlebotomy and EKG – 18 days; and Patient Care Technician – 9 days.

Patient assignments focus on providing an opportunity for students to practice job related skills in a work setting under the supervision of an on-site instructor and facility personnel operating as a preceptor.

Criteria for Assignment to Clinical Experience

The instructor will assign all preceptors at his/her discretion.

- Student has been certified in CPR, First-Aid, Blood-borne Pathogens/HIV/Aids, HIPAA, Domestic Violence and Prevention of Medical Errors
- Students have completed training in communication and interpersonal skills, infection control, safety and emergency procedures, promoting resident's rights and independence.
- Students have been instructed in and must be checked off in the 21 skills that prepare the student to take the state certification exam for Certified Nursing Assistants.
- Students must exhibit a professional attitude in class.

- Students must adhere to dress code and present a professional appearance.
- Students must progress in the program as demonstrated by completion of educational objectives.
- Students have a signed and notarized *Affidavit of Good Moral Character* on file.
- Students have a clear criminal background screen
- Students are oriented to the facility

Medical Requirements for Clinical Experience

All medical forms are reviewed and must be complete before a student may participate in clinicals.

- Medical Clearance Without Limitations
- Titers Demonstrating Immunity to Varicella, MMR and Hepatitis B or Proof of Immunizations
- Negative Hepatitis C Titer
- Negative PPD or Negative Chest X-ray
- TDAP Booster
- Negative 10 Panel Drug Screen
- Influenza Vaccine

ARTICULATED NURSING ASSISTANT

Articulated Nursing Assistant (CNA) clinicals are held in long-term care facilities. The Florida Department of Education requires the nursing assistant to have 40 hours of clinical experience in a nursing home. The ratio of instructor to student is 1:12. If the class size exceeds 12, another clinical instructor takes the next 12 students into another long-term care facility with whom Ridge Technical College has an Affiliation Agreement. In this setting, students work under the direct supervision of a registered nurse instructor and are paired to work with a certified nursing assistant preceptor employed by the facility caring for 6 - 10 patients at a time. Students are not permitted to transfer a patient without the preceptor present to observe and intervene if needed. The clinical instructor constantly circulates throughout the building making sure students are on task and with their assigned preceptor. There is a post-conference each day when all the students

meet with their instructor and discuss what was learned during the day. Nursing Assistant students are evaluated daily by the instructor using a designated form.

PATIENT CARE ASSISTANT

Patient Care Assistant clinicals are held in hospitals with Affiliation Agreements and are very much like CNA clinicals. The ratio is 12:1 students to instructor. The hospital assigns floors that will accept students. Usually 2 - 4 students are assigned by the hospital to each floor. The students again work with a CNA, a PCT, a PCA, a Nurse Tech, or an EMT. If none of these tech level preceptors are available, students are assigned with an LPN or an RN to perform tech responsibilities under their supervision. Each PCA student is usually caring for 6 - 8 patients unless they are assigned in a more acute setting such as the Emergency Department or an Intensive Care Unit (ICU) in which case they may have less patients. Students do not transfer any patient without their preceptor being present to observe and intervene if additional help is needed. There is a post conference each day when all students meet with their instructor and discuss what was learned during the day. Patient Care Assistant students are evaluated daily by the instructor using a designated form.

ADVANCED ALLIED HEALTH (PHLEBOTOMY AND EKG)

Allied Health clinicals are held throughout the county in hospitals, clinics and doctor's offices with whom RTC has an Affiliation Agreement. Students are assigned nine days in Phlebotomy at the same site and then nine days in EKG at the same site. They must participate in the orientation that each particular site requires and the hours that the site will allow, although each student is required to be in clinical 6.5 hours per day. The student is always working with a preceptor and is never allowed to function in these capacities without an employer's preceptor present. The instructor is not continuously on site for these clinicals because they are spread out in 8 - 10 different locations throughout the county. The instructor(s) is available by cell phone for the entire period the student is with a preceptor. Instructors make daily rounds checking on each student and each site to make sure the student is receiving a valuable clinical experience and to make sure the clinical site is satisfied with the student. Student performance is evaluated by the instructor and the preceptor using the Phlebotomy/ EKG Student Progress Form.

PATIENT CARE TECHNICIAN

These clinicals are at the end of the Patient Care Technician program and during this clinical, the students are now fully trained and competent to utilize all of their skills to include tech level patient care performing EKGs, watching cardiac monitors and phlebotomy. The registered nurse instructor supervises 12 students (1:12 ratio). These clinicals are held in hospitals, and like the PCA clinicals, students are paired with preceptors. Students are always under the supervision of a preceptor and never work independently. They are placed throughout the hospital and their instructor constantly circulates and checks on them to make sure they are receiving a valuable experience and the floor is pleased with the student's participation. A post-conference is held daily to discuss what was learned during the day. Patient Care Technician students are evaluated daily by the instructor using a designated form.

Student Responsibilities during Clinicals

- Students are responsible for their own transportation to and from the worksite.
- All students must adhere to standard work practice of the selected worksite including the dress code. Students must be clean, neat and in professional dress according to the site requirements.
- Students are responsible for caring for patients that are assigned to them using their job related skills learned in class.
- Students are responsible for providing their patient care with professionalism and respect to the patient's (resident's) rights.

Instructor Responsibilities

- The instructor will have no more than a 12:1 student ratio in the clinical setting.
- Instructor is responsible for assuring that a preceptor is designated at each site and informing the preceptor of the job-related objectives for the student.
- Instructors are available on site for the Articulated Nursing clinicals, Patient Care Assistant clinicals and Patient Care Technician clinicals and by telephone and a daily visit to the preceptor and student during the Advanced Allied Health Assistant clinicals.

If the instructor is absent for the day, he/she assures that another qualified instructor is available for consultation.

Preceptor Responsibilities

- Preceptor orients the student to the work site, assigns work and oversees work performed.
- Preceptor provides verbal feedback to the student and the instructor to assure adequate progress of job related objectives.
- Preceptor reports any work-related problem involving the student to the instructor as soon as possible. This may include, but is not limited to, job related accidents or errors, failure to perform satisfactorily after instruction and failure to meet job related objectives.

PHARMACY TECHNICIAN WORK-BASED ACTIVITY INTERNSHIP INSTRUCTIONAL PLAN

Description of Internship

Internship provides the student an opportunity to practice job related skills in an actual job setting under the supervision of a licensed pharmacist preceptor. Students will be assigned to a retail or hospital site for up to five days per week the same hours the student attends school. The times are: daytime students 8:00am - 2:00pm Monday - Friday (sometimes 9:00am – 3:00pm for Retail) and evening students 5:30pm – 9:00pm Monday, Tuesday and Thursday. Students must call their instructor *every day/evening* when reporting to their internship and must also call instructor if any problem arises. This allows the student to complete their internship and have a realistic view of the daily work flow within these work sites.

Criteria for Assignment to Internship

The instructor will assign all internships at his/her discretion.

Retail and hospital pharmacy internships will be assigned according to the following criteria:

- All internship hours will be determined between Instructor, Trainers and Internship Site
- Internship assignments will be based upon
 - Students are to be at least 18 years of age to participate in internship hours.
 - Students maintaining 85% or better on all exams
 - State Standards being achieved - Math-11, Language-10, and Reading-10
 - Students meeting the *Attendance Policy* – students who have three absences from a site will be counseled and or asked to leave the program. No calls - no show will also result in removal from the program
 - Students completion of all competencies up to and including Module 18- Retail
 - Students completion of all competencies up to and including Module 18- Hospital
 - Students exhibiting professional attitude in class
 - Students adhering to dress code and presenting a professional appearance
 - Students having signed and notarized an *Affidavit of Good Moral Character*

- Students having a clear criminal background screen
- Medical screening requirements being met for both retail and hospital

Medical Requirements for Internship Hours

All medical forms and internship packet will be reviewed with each student before hours are scheduled.

- Titers, PPD, TDAP Booster
- 10 Panel Drug Screen Test (Negative)
- The drug test will need to be repeated if over 90 days old when beginning hospital internship or returning from summer break.

Student Responsibilities during Internship

- Students are responsible for transportation to and from the worksite.
- All students must adhere to standard work practice of the selected worksite including dress code. Students must be clean, neat and in professional dress according to the site requirements.
- Students are responsible for tracking their hours spent in internship and providing this information to the instructor **by faxed signed time sheets at end of each week to instructor.**
- The student will be assigned specific duties during the internship; these duties must be completed and verified by the on-site preceptor.
- The student notifies the instructor of any difficulty in performance, site relationships or barriers to completion of the internship objectives. He/she also immediately notifies the instructor of any event, accident, and/or error that occurs during the internship. Student must call their instructor every day when reporting to internship site. Student should call work site and Instructor if unable to attend clinical hours (i.e. illness).
- Evaluations must be completed at least monthly by the preceptor, presented to the instructor for review by the student and instructor and filed in the student file.

Instructor Responsibilities

- Instructor is responsible for assuring that a preceptor is designated at each site and informing the preceptor of the job-related objectives for the internship and method of student evaluation.
- Instructors are available by telephone for the preceptor and students from 8:00am to 3:00pm Monday through Friday, or 5:30pm to 9:00pm Monday, Tuesday and Thursday evenings which is the time that internships are scheduled. If the instructor is absent for the day, he/she assures that another qualified instructor is available for consultation. No student is assigned at a time in which an instructor is not available or school is closed.

Preceptor Responsibilities

- Preceptor orients the student to the work site, assigns work and oversees work performed.
- Preceptor provides verbal and written feed-back to the student to assure adequate progress of job related objectives.
- Preceptor evaluates the student upon completion of the internship.
- Preceptor reports any work-related problem involving the student to the instructor as soon as possible. This may include, but is not limited to, attendance problems including tardy and early release, job related accidents or errors, failure to perform satisfactorily and failure to meet job related objectives.

TEACHER ASSISTING WORK-BASED ACTIVITY INTERNSHIP INSTRUCTIONAL PLAN

Description of Internship

Internship provides the student an opportunity to practice paraeducator skills in an actual classroom under the supervision of a certified teacher. Students will be assigned to a school site for a total of 75 hours. Students will be assigned to an elementary, middle, high school or career center for up to five days per week. Students will work the scheduled hours of that particular school. Hours could vary from 6:45am arrival to a 4:00pm dismissal. Students must sign-in and out at the assigned school office every day according to the directions determined by the school principal. Student must call the Teacher Assisting classroom and the supervising teacher to report absences or lateness. The instructor verifies attendance through phone calls, e-mails, documents and school-site visits. Students must call the instructor if any problems arise. This allows the student to complete the internship with a realistic view of a daily schedule at a school.

Criteria for Assignment to Paraeducator Internship

Para-educator internships will be assigned according to the following criteria:

- The Instructor will assign all internships at his/her discretion
- All internship hours will be determined between the Instructor and the school internship site
- Internship assignments will be based on:
 - Students maintaining 85% or better on all exams
 - Students having completed all competencies with the exception of Task AC-01: *Initiate and complete educator practicum experience that involves direct student contact* and Task AC-02: *Turn in completed portfolio for evaluation*
 - State Standards being achieved - Math-10, Reading-10 and Language-10

- Students meeting the attendance policy-Absences will be tolerated only with appropriate documentation. No call - no shows may result in dismissal from the program
- Students exhibiting professional attitude in class and with faculty and staff
- Student adhering to dress code and presenting a professional appearance
- Students having a signed *Ridge Technical College Teacher Assisting Internship Contract*
- Students having all medical forms on file in the front office

Student Responsibilities during Internship

- Students are responsible for transportation to and from the school site.
- All students must adhere to the Ridge Technical College dress code as well as to the dress code of the assigned school site.
- Students are responsible for tracking their own hours and providing this information to the instructor.
- Students will be assigned specific duties during the internship; these duties must be completed and verified by the supervising teacher at the school site.
- The student notifies the instructor of any difficulty in performance, site relationships (administration/staff/teachers/students/parents) or barriers to the completion of the internship objectives. He/she also immediately notifies the instructor of any event, accident, error that occurs during the internship. Students must call the supervising teacher and the Instructor if unable to attend internship hours (i.e. illness).
- Evaluations will be completed during and at the completion of the internship by the supervising teacher and the instructor.
- All completed forms will be returned to the instructor at the conclusion of the internship and placed in student file.

Instructor Responsibilities

- Instructor is responsible for making the initial contact with the school principal who, in turn, will designate a supervising teacher to the teacher assisting student.
- A meeting will be arranged between the teacher assisting student, the assigned supervising instructor, the Teacher Assisting instructor, and the school principal prior to the first day of the internship assignment.
- Instructor will be available by telephone for the assigned school site administration and supervising teacher from 7:40am to 2:40pm Monday through Friday. If the instructor is absent for the day, he/she assures that the school site will be able to contact the home base school administration. No student is assigned at a time in which an instructor or a school site administrator is not available or school is closed.
- Instructor will observe the student intern at least once during the internship.
- Instructor will evaluate the student upon completion of the internship.
- Instructor will report any work-related problem involving the student as soon as possible. This may include, but is not limited to, attendance problems including tardy and early release, accidents or errors, failure to perform satisfactorily after instruction, failure to meet job related objectives, and job related relationship problems.

NAILS SPECIALTY WORK-BASED ACTIVITY CLINICAL INSTRUCTIONAL PLAN

Description of Clinical Experience

These services include, but are not limited to, manicures, pedicures and artificial nail enhancements services. Prior to offering clinical services to the public, students are instructed on the proper protocols and techniques for each service. Instruction is based on hands-on demonstrations by the instructor and reinforced by the use of detailed handouts and computerized video instruction. The classroom teacher is responsible for overseeing and observing all student performances of services and evaluating each service.

Criteria for Assignment to Clinical Experience

Successful program completion requires each student to be physically present in the classroom for a minimum of 240 clock hours. In addition, the Department of Business and Professional Regulation, through Board of Cosmetology and the Department of Education dictate the performance of 100 services. Those services are outlined as follows:

20 Manicures

10 Pedicures

5 Tip Applications

45 Acrylic Nail Applications

10 Fabric Wraps

10 Nail Art Designs

Clinical Experiences

Students have the opportunity to complete the required services by performing those services in a workplace simulation within the classroom. State-of-the-art equipment and products are provided and available to all students. Services are performed on artificial practice fingers, fellow students and the paying public.

Student Clinical Agreements

Each student makes and records service appointments in a computerized point-of-sale-program daily. All students are encouraged to solicit friends and family members to make appointments to meet their services requirements and to gain experience in marketing themselves and their services. Since this program has been in operation for many years, most clients are repeat clients or referrals from regular clients. Unless a client specifically requests a particular student, clients are randomly assigned based on each student's need and availability.

During clinical, the instructor continually monitors each student as the services are being performed and immediately responds to questions and concerns as they arise. Upon completion of each service, the client signs the individual student's Report of Services form validating that the service was indeed performed. After the client leaves, the instructor reviews the performance of the service with the student and then initials the Report of Services form.

Student Clinical Competencies and Evaluations

After each student has completed the minimum number of services within each category, a Performance Test is observed. This is a timed test determined by the Board of Cosmetology and meets local area salon/spa performance standards. The passing score for this test is 100%. If the student is unsuccessful with this test, it may be repeated until the desired outcome is achieved.

FACIALS SPECIALTY WORK-BASED ACTIVITY CLINICAL INSTRUCTIONAL PLAN

Description of Clinical Experience

These services include, but are not limited to, facials, makeup application and hair removal services. Prior to offering clinical services to the public, students are instructed on the proper protocols and techniques for each service. Instruction is based on hands-on demonstrations by the instructor and reinforced by the use of detailed handouts and computerized video instruction. The classroom teacher is responsible for overseeing and observing all student performances of services and evaluating each service.

Criteria for Assignment to Clinical Experience

Successful program completion requires each student to be physical present in the classroom for a minimum of 260 clock hours. In addition, the Department of Business and Professional Regulation, through the Board of Cosmetology and the Department of Education dictate the performance of 100 services. Those services are outlined as follows:

10 Facial Massages

20 Facials, without the use of Machines (manual)

20 Facials, with Machines

20 Hair Removals

5 Workstation Set-ups

5 Extractions

10 Eyelash/Eyebrow Tints

10 Artificial Eyelash Applications

Clinical Experiences

Students have the opportunity to complete the required services by performing those services in a workplace simulation within the classroom. State-of-the-art equipment and products are provided and available to all students. Services are performed on fellow students and the paying public.

Student Clinical Agreements

Each student makes and records service appointments in a computerized point-of-sale-program daily. All students are encouraged to solicit friends and family members to make appointments to meet their services requirement and to gain experience in marketing themselves and their services. Since this program has been in operation for many years, most clients are repeat clients or referrals from those regular clients. Unless a client specifically requests a particular student, clients are randomly assigned based on each student's need and availability.

During clinical, the instructor continually monitors each student as the services are being performed and immediately responds to questions and concerns as they arise. Upon completion of each service, the client signs the individual student's Report of Services form validating that the service was indeed performed. After the client leaves, the instructor reviews the performance of the service with the student and then initials the Report of Services form.

Student Clinical Competencies and Evaluations

After each student has completed the minimum number of services within each category, a Performance Test is observed. This is a timed test determined by the Board of Cosmetology and meets local area salon/spa performance standards. The passing score for this test is 100%. If the student is unsuccessful with this test, it may be repeated until the desired outcome is achieved.

COSMETOLOGY WORK-BASED ACTIVITY CLINICAL INSTRUCTIONAL PLAN

Description of Clinical Experience

These services include, but are not limited to, chemical hair relaxers, permanent waving and reformation curls, hair tinting, bleaching, foiling, braiding and hair extensions, wigs and hair pieces, hair arrangements, hair cutting, trimming, curling , pressing and numerous other duties and services involved in the art of cosmetology. Prior to offering clinical services to the public, students are instructed on the proper protocols and techniques for each service. Instruction is based on hands-on demonstrations by the instructor and reinforced by the use of detailed handouts and computerized video instruction. The classroom teacher is responsible for overseeing and observing performances of services and evaluating each service.

Criteria for Assignment to Clinical Experience

Successful program completion requires each student to be physically present in the classroom for a minimum of 1200 clock hours. In addition, the Department of Business and Professional Regulation, through the Board of Cosmetology and the Department of Education dictate the performance of 630 services. Those services are outlined as follows:

- 95 Shampoos, Conditioning and Scalp Treatments
- 75 Haircuts (using different tools and implements)
- 300 Hairstyling (using various tools and techniques, including wigs and hair pieces and braiding)
- 65 Chemical Textural Services
- 65 Tinting, Bleaching and High Lightening Hair
- 20 Manicures, Pedicures Nail Extensions, Wraps, Gels and Polish
- 10 Facial Treatments, Hair Removal, Eyelash Extensions and Make-up Application

Clinical Experiences

Students have the opportunity to complete the required services by performing those services in a workplace simulation within the classroom. State-of the art equipment and products are provided and available to all students. Services are performed on human hair mannequins, fellow students, friends and relatives as well as paying clients. Front desk duties and dispensary duties are also a part of the student's training to learn safety and sanitation involved in the Cosmetology program of dispensing products with care and caution, mixing dangerous chemicals, and safety of handling such items. Also student training involves cashing out client services at the front desk, booking and making changes to client's appointments and selling retail products.

Student Clinical Agreements

Each student makes and records service appointments in a computerized point-of-sale program daily and walk-in customers are also welcome. All students are encouraged to solicit friends and family to schedule appointments to meet their service requirements and to gain experience in marketing themselves and their services. Since this program has been in operation for many years, most clients are repeat clients or referrals from regular. Unless a client specifically request a particular student, clients are assigned based on each student need and their availability.

During clinical, the instructor continually monitors each student as the services are being performed and immediately responds to questions and concerns as they arise. Upon completion of each service, the client signs the individual student's Report of Services form validating that the service was indeed performed. After the client leaves, the instructor reviews the performance of the service with the student and then initials the Report of Services form.

Student Clinical Competencies and Evaluations

After each student has completed the minimum number of services within each category, a Performance test is observed. This is a timed test determined by the Board of Cosmetology and meets local area salon/spa performance standards. The passing score for this test is 100%. If the student is unsuccessful with this test, it may be repeated until the desired outcome is achieved.