**HESI ON-BOARDING**

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| **Time Frame** | **STEPS TO ACHIEVE HESI** |
|  | 1. Develop Health Pathways at respective high schools
2. Health Pathway students will be highly educated in the science of the medical field.
3. You want your student’s to be qualified and trained in a manner that is respectful of the healthcare facilities time and dedication.
4. Students who are unprepared place a burden on the facility and the instructor.
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|  | 1. Form a Health Pathway Collaboration Team – NorCal Science Teacher Collaborative
	1. Hold 2-3 meetings a year.
	2. Run labs together.
	3. Guest speakers.
	4. Establishing a good connection with these teachers ensures that you will get top of the line students to apply.
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|  | 1. Prepare HESI Presentation Binder. This will be presented to the potential healthcare facility. Items included in the ½” binder:
	1. ***Advertisement Flyer***
	2. ***HESI Overview Proposal***
	3. ***Student Outcomes***
	4. ***Proposed Calendar***
	5. ***Preceptor Information Sheets***
	6. ***Student Application Forms***
	7. ***Teacher Recommendation Forms***
	8. ***Proposed Rotation Schedule***
	9. ***Final Presentation Samples***
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|  | 1. Request a meeting with your Community College Nursing director and CTE Director.
2. Present your proposal and your binder.
3. Get buy in from the college of record.
4. Community college faculty of record for work experience credit.
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|  | 1. Request a meeting with your CCPT Leadership Team
2. Present your proposal and your binder.
3. Get buy in from the grant leadership team.
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|  | 1. Request a meeting with potential healthcare facility.
	1. Make sure to invite the Director of Education, Education Coordinator, HR and Recruiting staff.
	2. Present your proposal and your binder.
	3. Inquire about available rotations and times.
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| **ONCE YOU HAVE APPROVAL AND THE HEALTHCARE FACILITY IS ONBOARD:** |
|  | 1. Establish the dates of the program
2. Make sure it does not conflict with any major holidays.
3. Make sure you have enough time to plan and complete the onboarding process.
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|  | 1. Confirm with Community College requirements for college credit
	1. ex: Butte College
		1. Application to Butte College for Student ID number.
		2. Students required to be enrolled in ALH 99 (work experience).
		3. Concurrent Enrollment forms – signed by student and H.S.
		4. Determine HESI Program total hours and then the corresponding work experience credits (determined by college/per hour).
		5. Payment schedule.
		6. Submission of grades.
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|  | 1. Advertise with the created flyer to the local Health Pathways involved in order to begin the student application submittal process
	1. Student’s e-mailed HESI Instructor and in turn the instructor e-mailed the student the following information:
		1. ***Application Checklist***
		2. ***Student Application Form***
		3. ***Teacher Verification Form***
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|  | 1. Request a meeting with the recruiting department of the healthcare facility.
	1. Information obtained from recruiting department:
		1. Facility onboarding process.
		2. Required documentation.
		3. Training Modules.
		4. Scheduling with Employee Health to review and/or administer:
			1. Immunization requirements.
			2. TB Tests.
		5. Facility tour.
		6. Name Badges: facility and College or High School.
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|  | 1. Student Selection Process
	1. Read through student application and teacher recommendation forms.
	2. Use the Student Application Scoring Rubric to help determine who is selected.
	3. Determine interview dates.
	4. Send out ***Interview Letters*** to those student’s whom you will be interviewing.
	5. ***No Interview Letters*** to those student’s whom you will not be interviewing.
	6. Students will need to bring their attendance record, transcript and application to the interview.
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|  | 1. Student Interviews
	1. Choose a date and time for your student interviews.
	2. Make a master schedule.
	3. Make copies of the ***Interview Questions*** for each student and each interviewer.
	4. Inform students that you will notify via e-mail them by a certain day so that they can be checking his/her e-mails.
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|  | 1. Parent Meeting
	1. Set up a parent meeting to discuss the program and requirements for the onboarding process.
	2. Invite the Recruiting personnel from the healthcare facility to present and answer any questions.
	3. Create a timeline for submission of paperwork and necessary immunizations.
		1. Paperwork for the healthcare facility.
		2. Paperwork for the college (Concurrent Enrollment Forms, College Application, etc).
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|  | 1. Communication
	1. Check in with your HESI students 1-2 times a week to check on their progress toward fulfilling the requirements.
	2. Encourage them to ask questions and submit their immunization information early so that you can look it over in order to catch any errors or missteps.
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|  | 1. Expenses to consider: see sample budget
	1. Facilitator Salary and travel (interviews, rotations, etc.).
	2. Student enrollment fees – sponsorship.
	3. Scrubs/shoes for students.
	4. Student lunches, networking lunch at hospital.
	5. Supplies – see example.
	6. Catering/venue for final presentations.
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|  | 1. Classroom materials
	1. The first 3-5 days will be in the classroom. This time is set aside for the following:
		1. Expose the students to the various medical rotations and departments they will be job shadowing.
		2. Learn new medical terminology.
		3. Build comradery among the students and instructors. Make use of many of the team building activities that help build communication.
		4. Stress the importance of the use of personal protective equipment (PPE) and good hand hygiene and that students can NOT touch any bodily fluids!
		5. Take pictures for final presentations of students working together and learning.
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|  | 1. Rotations
	1. Students will go to many various rotations around the health care facility. Make sure you set up a hospital tour. You can also write out directions to each rotation and have student’s go on a scavenger hunt to find them, or have one student lead the others to an assigned location.
	2. Start times vary. Make sure an instructor is there to take students to each rotation, especially on the first day.
	3. They will get lost and will need assistance.
	4. It is necessary to have an instructor onsite at all times. Make sure the student knows where the instructor will be located. This ensures that they have a safe place to go if they do get lost or if they become emotional in a rotation and need to leave the room.
	5. Make sure you stress that is ok to leave and find the instructor. However, they must communicate with their preceptor before leaving his/her rotation.
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|  | 1. Debrief Time After Rotations
	1. Students utilizes this time to communicate their highs and lows of the day. It allows for emotional support if needed and students really enjoy hearing about each other’s experiences.
	2. Make sure students are well aware of HIPAA laws and violations.
	3. Students also use this time to do their homework for the following day.
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|  | 1. Final Presentation Preparation
	1. Once rotations have concluded, students will spend 2 days in the classroom creating their final PowerPoint presentations and practicing them in front of the group. Please see ***Final Presentation Template***.
	2. Practice, Practice, Practice. This not only ensures timing and fluidity, but it also gives the instructor a chance to assess if any HIPAA laws are being violated in the presentation.
	3. Students will also need to write a bio of themselves and their experience in the program. This will be handed out along with the program the night of Final Presentations. ***See Student Bios***.
	4. Instructors should create the ***Final Presentation*** ***Program Flyer.***
	5. Create Certificates of Completion.
	6. Instructors should also invite a guest speaker for the event
* Suggestions: CEO of the Healthcare Facility, President of the community college, Dean of CTE, HWI Sector Navigator.
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|  | 1. Thank You’s
2. Students brought items to put into goodie bags for each department.
3. Created a Thank You card with a picture of the group and had each student sign each of the cards.
4. Students hand delivered to each department the final week of class. We also included a ***Final Presentation Advertisement Flyer*** to invite the health care facility staff to our final presentations.
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|  | 1. Final Presentation Event
2. Secure your venue as soon as you know the dates of your program
3. Advertise Early
4. Secure a caterer for the event
5. Print the **Thank You Cards, Dinner Presentation Program, Student Bios,** **Certificates of Achievement**
6. Thank you gifts for supportive personnel
7. Videotape the presentations
8. Make sure you have a working computer, sound system, projector and flash drive to present the student’s PowerPoint presentations.
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