

# Capital Area Healthcare Education Partnership (CAHEP)

## WHY SHOULD I ATTEND CAHEP?

Some of the most important institutions in a community are healthcare facilities. It is where babies are born, wounds are healed, diseases are treated and the elderly are cared for. It is where emergencies are handled, local health situations are researched and families and friends are brought together in times of happiness and sorrow. They are places of new discovery and high energy.

They are places of great skill, great knowledge and great kindness and it takes people with those qualities to make them function properly. If a hospital or healthcare facility is where you'd like to work, this is the perfect first step in your career preparation. The Capital Area Healthcare Education Partnership (CAHEP) is a collaborative effort between the public education community and area health care providers to prepare high school students to become future health care employees. It is the purpose of CAHEP to provide high school students with direction and exposure to health careers, as well as to prepare students for the transition into post-secondary training and/or health care employment.



**Ingham Intermediate School District**

**Capital Area Career Center**

[www.inghamisd.org/cacc](http://www.inghamisd.org/cacc)

## Where can this course take me?

There are innumerable job opportunities in the health care field. From doctors, nurses, ultrasound technicians, therapists and dietitians to department managers, hospital administrators and billing specialists, the number of people it takes to run a health-care facility is great. This course will get you started on the road to any of these jobs and hundreds of others.

## What will I do in this course?

Through this course you will develop a broad understanding of health care careers and systems by rotating through various partner sites. Working closely with your assigned career mentor, you will have ample opportunities to interact with health care staff. You will become proficient in the academic, employability and technology skills related to the health care industry and become familiar with medical ethics and protocol.

In addition, you will study the importance of strong customer service skills and serving with compassion. Throughout all learning units, there is an emphasis on teamwork as well as on individual performance. Also, you can not only earn high school math credit, but you will also be eligible to earn college credits. An important part of this class will be the work you do creating a post-secondary plan and portfolio, ready to take on the next step in your health care career preparation.

## How can I participate?

Your first step to becoming a CAHEP student is to attend the Career Center presentation at your high school.

Next, fill out the CACC application form and turn it in to your high school or CACC Contact Counselor as soon as possible. Applications are available on our website, located at [www.inghamisd.org/cacc/enrollment.html](http://www.inghamisd.org/cacc/enrollment.html).

Once your enrollment in CAHEP has been confirmed, you can attend either the morning or afternoon session. This course is open to juniors and seniors from Eaton, Ingham and Clinton counties. Classrooms are off site and learning opportunities will take place at hospitals and extended care facilities. Students are required to provide their own transportation. Please feel free to contact us with any questions you have regarding enrollment or the CAHEP curriculum.

## Questions?

**CONTACT THE CAPITAL AREA CAREER CENTER**

**By email: [teched@inghamisd.org](mailto:teched@inghamisd.org)**

**By phone: 517.244.1330**

# Capital Area Career Center

## CAHEP

### Student Expectations

1. Student/parents are responsible for transportation to classroom and out of classroom activities.
2. Manages own time and time of others.
3. Has a sincere interest in healthcare as a career.
4. Communicates verbally to give and get clarifying information.
5. Student acknowledges ownership and accountability for the process of identifying and implementing career goals.
6. Student can identify problems and evaluate options and implement solutions.
7. Compassion.
8. An active listener capable of following written and verbal instructions.
9. Listens to gain information about program.
10. Demonstrates appropriate professional appearance, good grooming and hygiene.

#### **FOR PARENTS/GUARDIANS/HOME SCHOOL STAFF:**

The student enjoys challenges and responsibilities, setting high standards for themselves and the quality of the work they do. Student must have the maturity to protect and respect confidentiality. Student must be able to work in small groups, work with many different personality types and support each others strengths.

The skill sets listed below can be used as a predictor of student success in this program:

Active Learning	Active Listening
Critical Thinking	Learning Strategies
Math	Monitoring
Reading Comprehension	Science
Speaking	Writing
Complex Problem Solving	Management of Material Resources
Management of Personnel Resources	Time Management
Coordination	Instructing
Negotiation	Service Orientation
Social Perceptiveness	Judgment and Decision Making
Systems Analysis	Systems Evaluation
Equipment Selection	Quality Control Analysis

## Skills Search

### Basic Skills

Developed capacities that facilitate learning or the more rapid acquisition of knowledge

- **Active Learning.** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening.** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Critical Thinking.** Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Learning Strategies.** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **Mathematics.** Using mathematics to solve problems.
- **Monitoring.** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Reading Comprehension.** Understanding written sentences and paragraphs in work related documents.
- **Science.** Using scientific rules and methods to solve problems.
- **Speaking.** Talking to others to convey information effectively.
- **Writing.** Communicating effectively in writing as appropriate for the needs of the audience.

### Complex Problem Solving Skills

Developed capacities used to solve novel, ill-defined problems in complex, real-world settings.

- **Complex Problem Solving.** Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

### Resource Management Skills

Developed capacities used to allocate resources efficiently.

- **Management of Financial Resources.** Determining how money will be spent to get the work done, and accounting for these expenditures.
- **Management of Material Resources.** Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- **Management of Personnel Resources.** Motivating, developing, and directing people as they work, identifying the best people for the job.
- **Time Management.** Managing one's own time and the time of others.

## Skills Search

### Social Skills

Developed capacities used to work with people to achieve goals.

- **Coordination.** Adjusting actions in relation to others' actions.
- **Instructing.** Teaching others how to do something.
- **Negotiation.** Bringing others together and trying to reconcile differences.
- **Persuasion.** Persuading others to change their minds or behavior.
- **Service Orientation.** Actively looking for ways to help people.
- **Social Perceptiveness.** Being aware of others' reactions and understanding why they react as they do.

### Systems Skills

Developed capacities used to understand, monitor, and improve socio-technical systems.

- **Judgment and Decision Making.** Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **Systems Analysis.** Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- **Systems Evaluation.** Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

### Technical Skills

Developed capacities used to design, set-up, operate, and correct malfunctions involving application of machines or technological systems

- **Equipment Maintenance.** Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection.** Determining the kind of tools and equipment needed to do a job.
- **Operation and Control.** Controlling operations of equipment or systems.
- **Operation Monitoring.** Watching gauges, dials, or other indicators to make sure a machine is working properly.
- **Operations Analysis.** Analyzing needs and product requirements to create a design.
- **Quality Control Analysis.** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing.** Repairing machines or systems using the needed tools.