

2019-2020 Florida Job Growth Grant Fund Workforce Training Grant Proposal

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed. If additional space is needed, attach a word document with your entire answer.

Entity Information

Name of Entity: Leon County Schools/Lively Technical College

Federal Employer Identification Number (if applicable): ██████████

Primary Contact Name: Shelly Bell

Title: Director Career, Technical and Adult Education

Mailing Address: 500 N. Appleyard Drive

Tallahassee, Florida 32304

Phone Number: 850.487.7555

Email: bells@leonschools.net

Secondary Contact Name: Richard Richardson

Title: Assistant Director, Lively Technical College

Phone Number: _____

Workforce Training Grant Eligibility

Pursuant to 288.101, F.S., the Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.

1. Program Requirements:

(If additional space is needed, attach a word document with your entire answer.)

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A.** Provide the title and a detailed description of the proposed workforce training.

see attached

- B.** Describe how this proposal supports programs at state colleges or state technical centers.

see attached

- C.** Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

see attached

- D.** Describe how this proposal supports a program(s) that is offered to the public?

see attached

- E.** Describe how this proposal is based on criteria established by the state colleges and state technical centers.

see attached

- F.** Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes No

see attached

- G.** Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

see attached

2. Additional Information:

(If additional space is needed, attach a word document with your entire answer.)

- A.** Is this an expansion of an existing training program? Yes No
 If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

see attached

- B.** Does the proposal align with Florida’s Targeted Industries?
 ([View Florida’s Targeted Industries here.](#)) Yes No

If yes, please indicate the specific targeted industries with which the proposal aligns.
 If no, with which industries does the proposal align?

Healthcare

- C.** Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/ or the Regional Demand Occupations List?
 ([View Florida’s Demand Occupations Lists here.](#)) Yes No

If yes, please indicate the specific occupation(s) with which the proposal aligns.
 If no, with which occupation does the proposal align?

see attached

- D.** Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).
If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide, etc.) where the training will be available.

see attached

- E.** Indicate the number of anticipated annual enrolled students and completers in the proposed program.

see attached

- F.** Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

August 2020
Begin Date: _____

May 2022
End Date: _____

see attached

- G.** Describe the plan to support the sustainability of the program after grant completion.

see attached

- H.** Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code and the percent of completers in each code, corresponding with Section E.

see attached

- I.** Does this project have a local match amount?

Yes No

If yes, please describe the entity providing the match and the amount. (Do not include in-kind.)

see attached

J. Provide any additional information or attachments to be considered for the proposal.
 see attached letter of support

3. Program Budget

(If additional space is needed, attach a word document with your entire answer.)

Estimated Costs and Sources of Funding: Include all applicable workforce training costs and other funding sources available to support the proposal.

1.) **Total Amount Requested** \$ 196,000.00
 Florida Job Growth Grant Fund

A. Other Workforce Training Project Funding: Sources:

City/County	\$ _____
Private Sources	\$ _____
Other (grants, etc.)	\$ 20,000.00
Total Other Funding	\$ 20,000.00

Perkins
 Please Specify: _____

B. Workforce Training Project Costs:

Equipment	\$ 30,100.00
Personnel	\$ 151,000.00
Facilities	\$ 0.00
Tuition	\$ 0.00
Training Materials	\$ 14,900.00
Other	\$ 20,000.00
Total Project Costs	\$ 216,000.00

funding from
 Perkins for equip
 Please Specify: _____

Note: The total amount requested must be calculated by subtracting the total other workforce training project funding sources in A. from the total workforce training project costs in B.

- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.

see attached

4. Approvals and Authority

(If additional space is needed, attach a word document with your entire answer.)

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g. approval of a board, commission or council)?

School Board Signature

- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.
- ii. State whether entity is willing and able to hold special meetings, and if so, upon how many days' notice.

November 19, the school board has only released dates through November 2019. Dates are typically the second and fourth Tuesday of each month. Further dates will be established at the November 19th re-organization meeting.

- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.

Florida Statute 1001.51 Duties and Responsibilities of District School Superintendents (attached)

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: see attached signed copy in Attachment 2

Name and Title of Authorized Representative: _____

Representative Signature: _____

Signature Date: _____

Florida Job Growth Grant Fund Workforce Training Grant Proposal

1. PROGRAM REQUIREMENTS

A. Provide the title and a detailed description of the proposed workforce training.

Certified Nursing Assistants: The Backbone of Healthcare

A certified nursing assistant, or CNA, helps patients with activities of daily living and other healthcare needs under the direct supervision of a Registered Nurse (RN) or Licensed Practical Nurse (LPN). Most Certified Nursing Assistants work in medical facilities, hospitals or nursing homes. CNA job duties include: checking blood sugars and vital signs, helping nurses with tasks like dressing changes and repositioning, monitoring intake and output, and helping patients with their activities of daily living (like eating, bathing, etc.).

A CNA is often the first foot in the door for medical professionals and provides individuals with a gateway into the healthcare profession through completing a relatively short training program.

Across the country, here in Leon County and in the state of Florida, we are at a shortage of medical professionals including Licensed Practical Nurses, Medical Assistants, Registered Nurses, Respiratory Therapists and Certified Nursing Assistants. This program aims to provide high school students with an introduction to the healthcare industry through offering the Nursing Assistant (Articulated) Career Preparatory (H170690) program. Students will complete the program during their junior and senior year and sit for the Certified Nursing Assistant Examination through the Florida Board of Nursing. The program is designed to be offered over a 2-year period with students taking the Basic Healthcare Worker course during their junior year and the Nurse Aide and Orderly course their senior year. With this credential in hand, students are ready to fill the nursing assistant jobs as well as continue to pursue additional credentials in the healthcare industry.

Course Number	Course Title	Length	SOC Code
HSC0003	Basic Healthcare Worker	90 hours	31-9099
HCP0121	Nurse Aide and Orderly (Articulated)	75 hours	31-1014

B. Describe how this proposal supports programs at state colleges or state technical centers:

This training program would be offered as a Career Certificate Program at Leon and Lincoln High Schools through dual enrollment with Lively Technical College. Completion of the program could also allow a student to continue into the Licensed Practical Nursing, Patient Care Assistant, Phlebotomy or Medical Assisting programs offered at Lively Technical College.

C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.

The skills learned in the program will allow an individual to sit for the Certified Nursing Assistant Examination through the Florida Board of Nursing. An individual with the CNA credentials can be hired to work in nursing facilities, home health agencies, assisted living facilities, local hospitals and physicians offices.

D. Describe how this proposal supports a program(s) that is offered to the public?

This program is also offered at the Lively Technical College main campus. The program on the main campus has enrollment three times per year and is open to the public.

E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.

This proposal is based on the criteria Lively Technical College has established to make decisions to offer programs that benefit the workforce needs in our community and across the state of Florida. Criteria for offering new workforce programs include review of State and Regional Demand Occupations Lists and review of the Bureau of Labor Market Statistics Employment Projections.

F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

YES NO

G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of program completers anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

This program seeks to impact the local workforce by creating a pipeline of healthcare workers to fill the vacancies that exist in our community and to show students how they can stack credentials in the healthcare industry to meet the variety of open positions. The goal would be to complete 25 students at both Leon and Lincoln beginning in the year 2022. The program is designed to be offered over a 2-year period with students taking the Basic Healthcare Worker course during their junior year and the Nurse Aide and Orderly course their senior year.

The economic impact will be measured by the number of fewer job vacancies for CNA's locally as well as foreseeing a drop in other healthcare related fields over the years to come.

2. ADDITIONAL INFORMATION:

A. Is this an expansion of an existing program? YES NO

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

Funds will be used to pay salaries to start up the program at Leon and Lincoln High Schools as well as to provide the initial set up for instruction at both sites.

B. Does the proposal align with Florida's Targeted Industries? YES NO - Healthcare

If yes, please indicate the targeted industries with which the proposal aligns.

C. Does the proposal align with an occupation(s) on the Statewide Demand Occupation List and/or the Regional Demand Occupations list? YES NO

If yes, please indicate the occupation(s) with the proposal aligns.

Licensed Practical and Licensed Vocational Nurses
Medical and Clinical Laboratory Technicians
Medical and Clinical Laboratory Technologists
Medical Records and Health Information Technicians
Medical Secretaries
Registered Nurses
Respiratory Therapists

D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).

Training will be face-to-face with hands-on learning in addition to completing clinical experiences within a healthcare facility.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

3. Workforce Training Project Costs:
- | | |
|---------------------|--------------|
| Equipment | \$50,100.00 |
| Personnel | \$151,000.00 |
| Facilities | \$0.00 |
| Tuition | \$0.00 |
| Training Materials | \$14,900.00 |
| Total Project Costs | \$196,000.00 |
4. Detailed Budget Narrative

EQUIPMENT: \$50,100.00

Non-Disposable Supplies to include: (set up for 2 school sites)	\$46,850.00
Adjustable bed with side rails x 16	
Clock or wristwatch with second hand (2 class sets)	
Fully female mannequin with removable catheter x 4	
Fully male mannequin x 4	
Youth mannequin x 4	
Privacy Screens x 16	
Calibrated scales	
Soiled linen container	
Bedside table x 16	
Over bed table x 16	
Portable Toilet or commode x 4	
Trash can	
Wheelchair with footrests x 4	
Bath basin	
Emesis basin	
Standard bedpan	
Blood pressure cuff x 20	
Dentures in denture cup	
Knee-high elastic stockings	
Stethoscope (2 class sets)	
Stethoscope with dual earpiece	
Syringe for catheter	
Transfer belts / gait belts	
Transfer or gait belt extender	
Patient gowns	
Linens for the beds and washcloths, pillows and towels	
Supportive devices for positioning (pillows, blanket rolls or wedges)	
Waterproof / incontinent pads	
Measuring container for measuring urinary output	
Linen disposal containers or bags	
Rollstand Diagnostic Station	\$3,250.00
Washer & Dryer x 2	

- Disposable Supplies: (set up for school 2 sites)
- Trash bags
 - Alcohol swabs or alcohol and cotton balls
 - Drinking cups & food for feeding skill disposable cutlery
 - Gloves, hand sanitizer & lotion
 - Meal Trays
 - Liquid Soap
 - Toilet Tissues
 - Individually wrapped toothbrushes and toothpaste

Isolation gown

PERSONNEL: \$151,000.00

Personnel costs include instructor's salary and benefit costs for each site. Instructor must meet minimum requirements and hold an LPN license or a BSN. For our district, a BSN is preferred.

TRAINING MATERIALS: \$14,900.00

Certified Nursing Exam through the Florida Board of Nursing \$140.00 x 50 students	\$7,000.00
Nursing Assistant Care Long Term and Home Care Workbooks and Textbooks (based on 25 books per school for a total of 50)	\$3,000.00
Mitchell/Haroun Intro. to Health Care Instructional Materials (based on 25 books per school for a total of 50)	\$4,900.00

Florida Department of Education - Curriculum Framework

Program Title: **Nursing Assistant (Articulated)**
Program Type: **Career Preparatory**
Career Cluster: **Health Science**

Career Certificate Program	
Program Number	H170690
CIP Number	0351390203
Grade Level	30, 31
Standard Length	165 hours
Teacher Certification	Refer to the <u>Program Structure</u> section.
CTSO	HOSA: Future Health Professionals
SOC Codes (all applicable)	31-1014 Nursing Assistants 31-9099 Healthcare Support Workers, All Other
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	N/A

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Health Science career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of Health Science career cluster.

This program is designed to prepare students for employment as nursing assistants (SOC 31-1014 Nursing Assistants).

The content includes but is not limited to interpersonal skills, medical terminology, legal and ethical responsibilities, safe and efficient work, gerontology, nutrition, pet-facilitated therapy, health and safety including Cardio-pulmonary Resuscitation (CPR) – heart saver level, and employability skills.

Additional Information relevant to this Career and Technical Education (CTE) program is provided at the end of this document.

Program Structure

This program is a planned sequence of instruction consisting of 2 occupational completion points. This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44(3) (b), F.S.

To teach the courses listed below, instructors must hold at least one of the teacher certifications indicated for that course. The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length	SOC Code
A	HSC0003	Basic Healthcare Worker	REG NURSE 7 G LPN 7 G*	90 hours	31-9099
B	HCP0121	Nurse Aide and Orderly (Articulated)	PRAC NURSE @7 %7%G *(Must be a Registered Nurse)	75 hours	31-1014

*** The LPN 7 G district issued certification is a practical nurse. A practical nurse can only be utilized as an instructor of the CNA training program when they are supervised by the program coordinator which must be a registered nurse. Please refer to F.A.C. 64B9-15.005 for requirements.**

Regulated Programs

Successful completion of this program from an approved school prepares the student for certification for employment as a Nursing Assistant in a nursing home, in accordance with Chapter 464.203, Florida Statutes. To be approved, this program must be supervised by a registered nurse and follow the faculty qualifications set forth in 64B9-15.005 (3) (a) F.A.C.

New programs must be approved by the Board of Nursing, Department of Health prior to enrolling students.

Those students who satisfactorily complete an approved course are eligible to apply to take the national nursing assistant examination being utilized in Florida, in accordance with Chapter 464.203, F.S. This program includes both Acute and Long Term Care.

In accordance with 64B9-15.005 F.A.C., students will perform nursing skills in the clinical and simulated laboratory settings under the supervision of a qualified instructor. The recommended teacher/student ratio in the clinical area is 1 to 12, but the maximum is 1 to 15.

In accordance with 64B9-15.006 F.A.C., Clinical and simulated laboratory learning experiences must correlate with 80 hours of didactic instruction. In addition, a minimum of 40 hours clinical experiences must be obtained. Simulated labs are not a substitute for clinical experience. The clinical instruction shall include at least 20 hours of long term care clinical instruction in a licensed nursing home or licensed long term care facility.

In addition, Students must have a minimum of 16 hours of training in communication and interpersonal skills, infection control, safety/emergency procedures, promoting residents' independence, and respecting residents' rights prior to any direct contact with a resident.

According to Section 400.211, F.S., persons who are enrolled in, or have completed, a state approved nursing assistant training program may be employed by a licensed nursing facility for a period of four months. However, the certification requirements must be met within four months of such initial employment.

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.
2. Apply appropriate academic and technical skills.
3. Attend to personal health and financial well-being.
4. Communicate clearly, effectively and with reason.
5. Consider the environmental, social and economic impacts of decisions.
6. Demonstrate creativity and innovation.
7. Employ valid and reliable research strategies.
8. Utilize critical thinking to make sense of problems and persevere in solving them.
9. Model integrity, ethical leadership and effective management.
10. Plan education and career path aligned to personal goals.
11. Use technology to enhance productivity.
12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

- 01.0 Demonstrate knowledge of the healthcare delivery system and health occupations.
- 02.0 Demonstrate the ability to communicate and use interpersonal skills effectively.
- 03.0 Demonstrate legal and ethical responsibilities.
- 04.0 Demonstrate an understanding of and apply wellness and disease concepts.
- 05.0 Recognize and practice safety and security procedures.
- 06.0 Recognize and respond to emergency situations.
- 07.0 Recognize and practice infection control procedures.
- 08.0 Demonstrate an understanding of information technology applications in healthcare.
- 09.0 Demonstrate employability skills.
- 10.0 Demonstrate knowledge of blood borne diseases, including HIV/AIDS.
- 11.0 Apply basic math and science skills.
- 12.0 Use verbal and written communications specific to nurse assisting.
- 13.0 Demonstrate legal and ethical responsibilities specific to nurse assisting.
- 14.0 Perform physical comfort and safety functions specific to nurse assisting.
- 15.0 Provide personal patient care.
- 16.0 Perform patient care procedures.
- 17.0 Apply principles of nutrition.
- 18.0 Provide care for geriatric patients.
- 19.0 Apply the principles of infection control specific to nursing assisting.
- 20.0 Provide biological, psychological, and social support.
- 21.0 Perform supervised organizational functions, following the patient plan of care.
- 22.0 Assist with restorative (rehabilitative) activities.
- 23.0 Perform skills related to the hospital setting. (optional)

I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity and to the best of my knowledge, that all data and information submitted in proposal is truthful and accurate and no material fact has been omitted.

Name of Entity: Leon County School Board

Name and Title of Authorized Representative: Rocky Hanna, Superintendent

Representative Signature: Rocky Hanna

Signature Date: 9/15/19

Florida Department of Education
 Student Performance Standards

Program Title: Nursing Assistant (Articulated)
Career Certificate Program Number: H170690

The **Basic Health Care Worker (HSC0003)** is referred to as the **Health Science Core** and is the first OCP in the majority of the Career Certificate Program health science programs. Secondary and Postsecondary students completing the health science core will not have to repeat the core in any other health science program in which it is a part. When the recommended sequence is followed, the structure allows students to complete at specified points for employment or remain for advanced training or cross-training.

Career Certificate Program Course Number: HSC0003
Occupational Completion Point: A
Basic Healthcare Worker – 90 Hours – SOC Code 31-9099

To ensure consistency whenever these courses are offered, the health science core standards (1-11) have been placed in a separate document. You can access the course standards and benchmarks by visiting this link:

<http://www.fldoe.org/core/fileparse.php/5655/urlt/health-sci-core-psav-cc.rtf>

Course Number: HCP0121	
Occupational Completion Point: B	
Nurse Aide and Orderly (Articulated) – SOC Code 31-1014	
12.0	Use verbal and written communications specific to nurse assisting. – The student will be able to:
12.01	Obtain specified data from patient and family.
12.02	Utilize verbal and written information to assist with the patient's plan of care.
12.03	Demonstrate use of the communication system.
13.0	Demonstrate legal and ethical responsibilities specific to nurse assisting. – The student will be able to:
13.01	Demonstrate legal and ethical behavior within the role and scope of nursing assistant responsibilities.
13.02	Describe the purpose of the chain of communication (i.e., to resolve patient or employee problems).

13.03	Follow policies and procedures affecting the health, safety, and well-being of patients.
13.04	Recognize and report signs of substance abuse.
13.05	Demonstrate the understanding of vulnerable population abuse and reporting procedures per agency.
13.06	Follow legal guidelines in documentation.
13.07	Demonstrate methods regarding risk management including prevention and quality of care.
13.08	Exhibit behavior supporting and promoting patients' and/or residents' rights.
13.09	Recognize that a C.N.A. must self-report any crimes they've been involved in within 30 days of the offense in accordance with (FS 456.0727(1) w).
13.10	Discuss Florida certified nursing assistant rules including role limitations.
13.11	Recognize potential for and prevention of medical errors.
13.12	Discuss proper procedures to follow regarding medical errors.
14.0	Perform physical comfort and safety functions specific to nurse assisting. – The student will be able to:
14.01	Maintain patient units and equipment.
14.02	Maintain service areas on the units including supplies and equipment.
14.03	Observe, report, and record changes in the patient's behavior daily, including mental awareness.
14.04	Adjust bed and side-rails.
14.05	Lift, hold, and transfer patients including the use of the various assistive devices and equipment, utilizing proper body mechanics and patient safety measures.
14.06	Turn and position patient.
14.07	Demonstrate the proper use of a gait belt in both transfer and ambulation.
14.08	Transfer patient to stretcher.
14.09	Apply protective devices as directed (e.g., vest and belt).
14.10	Apply comfort devices as directed (e.g., foot-board, over-bed cradle, alternating pressure mattress).
14.11	Assist patient to dangle.
14.12	Assist patient in ambulation, including the use of crutch, cane, or walker.

14.13	Assist patient in using wheelchair.
14.14	Assist patient with care and use of prosthetic/orthotic devices.
14.15	Describe emergency procedures utilized in the clinical area(s).
14.16	Implement appropriate regulatory and accrediting agency patient safety guidelines.
15.0	Provide personal patient care. -- The student will be able to:
15.01	Give bed bath; observe and report changes in patient including skin and level of consciousness.
15.02	Administer back rub.
15.03	Assist with shower or tub bath, including the use of specialty tubs.
15.04	Assist patient with sink, tub, shower, or bed shampoo.
15.05	Demonstrate the use of a safety and/or electric razor to shave the patient.
15.06	Groom patient, including hair, skin, foot, hand, and nail care.
15.07	Assist with and/or administer oral hygiene including denture care.
15.08	Assist patient with toileting using various types of restorative and rehabilitative equipment.
15.09	Assist patient to dress.
15.10	Assist patient with meals.
15.11	Assist with bowel and bladder training.
15.12	Assist and/ or provide perineal care.
15.13	Empty, measure and record urinary output and/or drainage.
15.14	Assist patient with both donning and doffing prosthesis and brace.
15.15	Demonstrate application and use of a leg bag, leg strap, and dignity bag.
15.16	Monitor and assist with the drainage of urostomy bags and colostomy bags.
16.0	Perform patient care procedures. – The student will be able to:
16.01	Demonstrate ability to accurately measure, record and report vital signs.

16.02	Assist with the admission of a patient and/or resident.
16.03	Assist with transfer of patient.
16.04	Assist with discharge of patient.
16.05	Make unoccupied/occupied bed.
16.06	Measure and record patient's height and weight.
16.07	Assist patient in passive range-of-motion exercises.
16.08	Apply anti-embolic hose and sequential compression devices.
16.09	Collect, strain, and/or test routine urine specimen.
16.10	Collect timed urine specimen.
16.11	Collect clean-catch (midstream-voided) urine specimen.
16.12	Record fluid intake and output (I&O).
16.13	Observe, record, and report patient's emesis.
16.14	Monitor and provide with care of urinary catheters and drainage systems for both males and females.
16.15	Assist with ostomy care including emptying or changing ostomy bags that do not adhere to the skin.
16.16	Collect stool specimen.
16.17	Perform postmortem care.
16.18	Maintain patient-belongings list.
16.19	Assist the nurse with care of the patient with complex medical needs.
16.20	Assist with the collection of a sputum specimen.
17.0	Apply principles of nutrition. – The student will be able to:
17.01	Identify nutrients and food groups.
17.02	Explain regional, cultural, and religious food references.
17.03	Describe special diets.

17.04	Prepare a basic food plan.
17.05	Check patient's diet tray for accuracy.
17.06	Demonstrate knowledge of the need for thickened liquids and fluid consistency.
17.07	Identify methods of maintaining fluid balance including forcing and restricting fluids.
17.08	Monitor and document nutritional intake.
18.0	Provide care for geriatric patients. – The student will be able to:
18.01	Identify methods and procedures to prevent pressure ulcers.
18.02	Identify methods to prevent falls in the elderly.
18.03	Identify safety principles as related to the elderly.
18.04	Describe general characteristics, particular needs, and problems of the elderly.
18.05	Identify attitudes and living habits that promote positive mental and physical health for the elderly.
18.06	Distinguish between fact and fallacy about the aging process.
18.07	Identify the need for community resources and services available to the elderly and their family.
18.08	Apply reality orientation techniques and validation therapy unless it is contraindicated by the patient diagnosis (Alzheimer's or dementia).
18.09	Provide and involve patients in diversional activities.
18.10	Identify common alterations in elderly patient behavior.
18.11	Provide care for patients with special needs (e.g., impaired hearing, impaired vision, immobility, impaired body functions, cognitively impaired (dementia)).
18.12	Recognize and respond appropriately to symptoms of common diseases, including dementia, depression/suicide and Alzheimer's.
18.13	Demonstrate awareness of common behaviors in drug use and abuse in the elderly.
18.14	Report concerns to the nurse related to drug use and abuse in the elderly patient.
18.15	Identify components of the grief process.
18.16	Demonstrate an understanding of end of life care, hospice and palliative care.
19.0	Apply the principles of infection control specific to nursing assisting. – The student will be able to:

19.01	Provide care for patients with infectious diseases applying the principles of "Standard Precautions" utilized with all patients as well as special procedures required.
19.02	Set up isolation unit using proper personal protective equipment (PPE) for all types of isolation including donning and removing PPE appropriately.
19.03	Follow isolation procedure with food tray, garments, and other materials.
19.04	Collect specimen from patient in isolation.
20.0	Provide biological, psychological, and social support. – The student will be able to:
20.01	Discuss family roles and their significance to health.
20.02	Respond to patient and family emotional needs.
21.0	Perform supervised organizational functions, following the patient plan of care. – The student will be able to:
21.01	Organize patient-care assignments.
21.02	Complete assignments accurately and in a timely manner.
22.0	Assist with restorative (rehabilitative) activities. – The student will be able to:
22.01	List the purposes of restorative (rehabilitation) program.
22.02	Assist patient with specified restorative (rehabilitation) needs.
22.03	Assist patients/residents to reach the optimum level of independence.
23.0	Perform skills related to the hospital setting. (optional) – The student will be able to:
23.01	Care for hospital equipment and supplies.
23.02	Transfer patient to stretcher.
23.03	Assist patient to apply binders.
23.04	Care for patient in skin and skeletal traction.
23.05	Assist with pre-operative and post-operative patient care.
23.06	Reinforce dressings under the supervision of the RN/LPN.
23.07	Obtain and record an apical pulse.
23.08	Obtain and record an apical-radial pulse.

23.09	Obtain and record pedal pulse.
23.10	Provide cast care and/or pin care.
23.11	Provide care for eye glasses, artificial eyes, and contact lens.

Additional Information

Laboratory Activities

Laboratory investigations that include scientific inquiry, research, measurement, problem solving, emerging technologies, tools and equipment, as well as, experimental, quality, and safety procedures are an integral part of this career and technical program/course. Laboratory investigations benefit all students by developing an understanding of the complexity and ambiguity of empirical work, as well as the skills required to manage, operate, calibrate and troubleshoot equipment/tools used to make observations. Students understand measurement error; and have the skills to aggregate, interpret, and present the resulting data. Equipment and supplies should be provided to enhance hands-on experiences for students.

Special Notes

The program focuses on broad, transferable skills and stresses understanding and demonstration of the following elements of the health care industry; planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues.

This program meets the Department of Health’s education requirements for HIV/AIDS, Domestic Violence and Prevention of Medical Errors. Although not a requirement for initial licensure, it is a requirement for renewal, therefore the instructor may provide a certificate for renewal purposes to the student verifying these requirements have been met.

If students in this program are seeking a licensure, certificate or registration through the Department of Health, please refer to 456.0635 F.S. for more information on disqualification for a license, certificate, or registration through the Department of Health.

The length of this program is 165 hours. Completion of this program should enable the postsecondary student to be given advanced standing in the Patient Care Technician and Patient Care Assistant programs.

Outcomes 01-11 are referred to as the Health Science Core and do not have to be completed if the student has previously completed the Core in another health occupations program at any level. The Core should be taken first or concurrently with the first course in the program. Following the successful completion of the core, the student is eligible to take the National Health Care Foundation Skill Standards Assessment with instructor approval and the completion of a portfolio.

MyCareerShines is an interactive resource to assist students in identifying their ideal career and to enhance preparation for employment. Teachers are encouraged to integrate this resource into the program curriculum to meet the employability goals for each student. Access MyCareerShines by visiting: www.mycareershines.org.

Career and Technical Student Organization (CTSO)

HOSA: Future Health Professionals is the intercurricular career and technical student organization providing leadership training and reinforcing specific career and technical skills. Career and Technical Student Organizations provide activities for students as an integral part of the instruction offered.

Cooperative Training – OJT

On-the-job training is appropriate but not required for this program. Whenever offered, the rules, guidelines, and requirements specified in the OJT framework apply.

Accommodations

Federal and state legislation requires the provision of accommodations for students with disabilities to meet individual needs and ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their counselor and/or instructors. Accommodations received in postsecondary education may differ from those received in secondary education. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments and assessments, time demands and schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodations requested and provided should be maintained in a confidential file.

Note: postsecondary curriculum and regulated secondary programs cannot be modified.

Additional Resources

For additional information regarding articulation agreements, Bright Futures Scholarships, Fine Arts/Practical Arts Credit and Equivalent Mathematics and Equally Rigorous Science Courses please refer to:

<http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml>

Billy Epting, Principal

LEON HIGH SCHOOL

Assistant Principals
Ricky Ardley, Discipline
Deshone D. Hedrington, Attendance
Cari Molinaro, Curriculum
Mark Feely, Dean/Athletic Director



550 East Tennessee Street
Tallahassee, Florida 32308

Phone 850-617-5700
Fax 850-922-5311

August 28, 2019

TO: Department of Economic Opportunity

RE: Nursing Assistance Program Grant

To Whom It May Concern:

The intent of this letter is to provide written support of adding a Nursing Assistant Program at Leon High School. We are well aware of the high demand for Nursing Assistants in the Tallahassee/Leon County community and are excited about the opportunity to provide this program to our students at Leon High School.

We are committed to providing our students with employable skills in areas that can lead to gainful employment. Your consideration is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read "William Epting".

William Epting

Principal



Allen Burch, EdD
Principal

Lincoln High School

3838 Trojan Trail
Tallahassee, Florida 32311-3999
Telephone (850) 487-2110
FAX (850) 922-4173

Arva Demps
Assistant Principal
Tony McQuade
Assistant Principal
Melissa Sumner
Assistant Principal
Joe Vallese
Athletic Director

September 19, 2019

To: Department of Economic Opportunity
Re: Nursing Assistance Program Grant

To Whom It May Concern:

Lincoln High School is proud to support Lively Technical College's application for funding to place a Certified Nursing Program on our campus. Lincoln is committed to providing opportunities for students and understands that introducing students to professions in health care is critical for supporting these occupations in our community. We believe a CNA program will provide our student a range of opportunities in the field of health care and look forward to offering this program to our students. Your consideration is appreciated.

Thank you,

Allen Burch



10/25/2019
Lively Technical College

To Whom It May Concern:

On behalf of **Tallahassee Memorial Healthcare**, I am writing this letter in support of the need for structured high school programs aimed at the development of skilled **Certified Nursing Assistants**.

Certified Nursing Assistants play a critically important part in the patient care experience. CNA also provides an excellent gateway into other healthcare careers. As a not-for-profit, local community hospital system, we are eager to partner with our local high schools, colleges, and universities in the development of programs like these and others.

Being local Tallahassee community high schools, I also see the development of these programs as a perfect way for any academic institution to promote their active participation in our community's wellbeing – for life.

Warmest Regards,

A handwritten signature in blue ink, appearing to read "Steve Capenos".

Steve Capenos, M.A., SHRM-CP / Director

Human Resources / Talent Acquisition
Tallahassee Memorial HealthCare
1623 Medical Drive, Ste. 1
Tallahassee, FL 32308
850/431-5134 (p)
Steve.Capenos@TMH.org

HUMAN RESOURCES
1300 Miccosukee Road
Tallahassee, FL 32308
850-431-1155 | TMH.ORG

Select Year:

The 2019 Florida Statutes

[Title XLVIII](#)
K-20 EDUCATION CODE

[Chapter 1001](#)
K-20 GOVERNANCE

[View Entire Chapter](#)

1001.51 Duties and responsibilities of district school superintendent.—The district school superintendent shall exercise all powers and perform all duties listed below and elsewhere in the law, provided that, in so doing, he or she shall advise and counsel with the district school board. The district school superintendent shall perform all tasks necessary to make sound recommendations, nominations, proposals, and reports required by law to be acted upon by the district school board. All such recommendations, nominations, proposals, and reports by the district school superintendent shall be either recorded in the minutes or shall be made in writing, noted in the minutes, and filed in the public records of the district school board. It shall be presumed that, in the absence of the record required in this section, the recommendations, nominations, and proposals required of the district school superintendent were not contrary to the action taken by the district school board in such matters.

- (1) **ASSIST IN ORGANIZATION OF DISTRICT SCHOOL BOARD.**—Preside at the organization meeting of the district school board and transmit to the Department of Education, within 2 weeks following such meeting, a certified copy of the proceedings of organization, including the schedule of regular meetings, and the names and addresses of district school officials.
- (2) **REGULAR AND SPECIAL MEETINGS OF THE DISTRICT SCHOOL BOARD.**—Attend all regular meetings of the district school board, call special meetings when emergencies arise, and advise, but not vote, on questions under consideration.
- (3) **RECORDS FOR THE DISTRICT SCHOOL BOARD.**—Keep minutes of all official actions and proceedings of the district school board and keep such other records, including records of property held or disposed of by the district school board, as may be necessary to provide complete information regarding the district school system.
- (4) **SCHOOL PROPERTY.**—Act for the district school board as custodian of school property.
- (5) **SCHOOL PROGRAM; PREPARE PLANS.**—Supervise the assembling of data and sponsor studies and surveys essential to the development of a planned school program for the entire district and prepare and recommend such a program to the district school board as the basis for operating the district school system.
- (6) **ESTABLISHMENT, ORGANIZATION, AND OPERATION OF SCHOOLS, CLASSES, AND SERVICES.**—Recommend the establishment, organization, and operation of such schools, classes, and services as are needed to provide adequate educational opportunities for all children in the district.
- (7) **PERSONNEL.**—Be responsible, as required herein, for directing the work of the personnel, subject to the requirements of chapter 1012.
- (8) **COURSES OF STUDY AND OTHER INSTRUCTIONAL AIDS.**—Recommend such plans for improving, providing, distributing, accounting for, and caring for textbooks and other instructional aids as will result in general improvement of the district school system, as prescribed in chapter 1006.
- (9) **TRANSPORTATION OF STUDENTS.**—Provide for student transportation as prescribed in s. [1006.21](#).
- (10) **SCHOOL PLANT.**—Recommend plans, and execute such plans as are approved, regarding all phases of the school plant program, as prescribed in chapter 1013.
- (11) **FINANCE.**—Recommend measures to the district school board to assure adequate educational facilities throughout the district, in accordance with the financial procedure authorized in chapters 1010 and 1011 and as prescribed below:
 - (a) *Plan for operating all schools for minimum term.*—Determine and recommend district funds necessary in addition to state funds to provide for at least a 180-day school term or the equivalent on an hourly basis as specified by rules adopted by the State Board of Education and recommend plans for ensuring the operation of all schools for the term authorized by the district school board.
 - (b) *Annual budget.*—Prepare the annual school budget to be submitted to the district school board for adoption according to law and submit this budget, when adopted by the district school board, to the Department of Education on or before the date required by rules of the State Board of Education.
 - (c) *Tax levies.*—Recommend to the district school board, on the basis of the needs shown by the budget, the amount of district school tax levy necessary to provide the district school funds needed for the maintenance of the public schools; recommend to the district school board the tax levy required on the basis of the needs shown in the budget for the district bond interest and sinking fund of each district; and recommend to the district school board to be included on the ballot at each district millage election the school district tax levies necessary to carry on the school program.
 - (d) *School funds.*—Keep an accurate account of all funds that should be transmitted to the district school board for school purposes at various periods during the year and ensure, insofar as possible, that these funds are transmitted promptly and report promptly to the district school board any delinquencies or delays that occur in making available any funds that should be made

available for school purposes.

- (e) *Borrowing money.*—Recommend when necessary the borrowing of money as prescribed by law.
 - (f) *Financial records and accounting.*—Keep or have kept accurate records of all financial transactions.
 - (g) *Payrolls and accounts.*—Maintain accurate and current statements of accounts due to be paid by the district school board; certify these statements as correct; liquidate district school board obligations in accordance with the official budget and rules of the district school board; and prepare periodic reports as required by rules of the State Board of Education, showing receipts, balances, and disbursements to date, and file copies of such periodic reports with the Department of Education.
 - (h) *Bonds for employees.*—Recommend the bonds of all school employees who should be bonded in order to provide reasonable safeguards for all school funds or property.
 - (i) *Contracts.*—After study of the feasibility of contractual services with industry, recommend to the district school board the desirable terms, conditions, and specifications for contracts for supplies, materials, or services to be rendered and see that materials, supplies, or services are provided according to contract.
 - (j) *Investment policies.*—After careful examination, recommend policies to the district school board that will provide for the investment or deposit of school funds not needed for immediate expenditures which shall earn the maximum possible yield under the circumstances on such investments or deposits. The district school superintendent shall cause to be invested at all times all school moneys not immediately needed for expenditures pursuant to the policies of the district school board.
 - (k) *Protection against loss.*—Recommend programs and procedures to the district school board necessary to protect the school system adequately against loss or damage to school property or against loss resulting from any liability for which the district school board or its officers, agents, or employees may be responsible under law.
 - (l) *Millage elections.*—Recommend plans and procedures for holding and supervising all school district millage elections.
 - (m) *Budgets and expenditures.*—Prepare, after consulting with the principals of the various schools, tentative annual budgets for the expenditure of district funds for the benefit of public school students of the district.
 - (n) *Bonds.*—Recommend the amounts of bonds to be issued in the district and assist in the preparation of the necessary papers for an election to determine whether the proposed bond issue will be approved by the electors and, if such bond issue be approved by the electors, recommend plans for the sale of bonds and for the proper expenditure of the funds derived therefrom.
- (12) **RECORDS AND REPORTS.**—Recommend such records as should be kept in addition to those prescribed by rules of the State Board of Education; prepare forms for keeping such records as are approved by the district school board; ensure that such records are properly kept; and make all reports that are needed or required, as follows:
- (a) *Forms, blanks, and reports.*—Require that all employees accurately keep all records and promptly make in proper form all reports required by the education code or by rules of the State Board of Education; recommend the keeping of such additional records and the making of such additional reports as may be deemed necessary to provide data essential for the operation of the school system; and prepare such forms and blanks as may be required and ensure that these records and reports are properly prepared.
 - (b) *Reports to the department.*—Prepare, for the approval of the district school board, all reports required by law or rules of the State Board of Education to be made to the department and transmit promptly all such reports, when approved, to the department, as required by law. If any reports are not transmitted at the time and in the manner prescribed by law or by State Board of Education rules, the salary of the district school superintendent must be withheld until the report has been properly submitted. Unless otherwise provided by rules of the State Board of Education, the annual report on attendance and personnel is due on or before July 1, and the annual school budget and the report on finance are due on the date prescribed by the commissioner.

Any district school superintendent who knowingly signs and transmits to any state official a report that the superintendent knows to be false or incorrect; who knowingly fails to investigate any allegation of misconduct by instructional personnel or school administrators, as defined in s. [1012.01](#), which affects the health, safety, or welfare of a student; who knowingly fails to report the alleged misconduct to the department as required in s. [1012.796](#); or who knowingly fails to report misconduct to the law enforcement agencies with jurisdiction over the conduct pursuant to district school board policy under s. [1001.42\(6\)](#), forfeits his or her salary for 1 year following the date of such act or failure to act.

- (13) **COOPERATION WITH OTHER AGENCIES.**—
- (a) *Cooperation with governmental agencies in enforcement of laws and rules.*—Recommend plans for cooperating with, and, on the basis of approved plans, cooperate with federal, state, county, and municipal agencies in the enforcement of laws and rules pertaining to all matters relating to education and child welfare.
 - (b) *Identifying and reporting names of migratory children, other information.*—Recommend plans for identifying and reporting to the Department of Education the name of each child in the school district who qualifies according to the definition of a migratory child, based on Pub. L. No. 95-561, and for reporting such other information as may be prescribed by the department.
- (14) **ENFORCEMENT OF LAWS AND RULES.**—Require that all laws and rules of the State Board of Education, as well as supplementary rules of the district school board, are properly observed and report to the district school board any violation that the district school superintendent does not succeed in having corrected.
- (15) **COOPERATE WITH DISTRICT SCHOOL BOARD.**—Cooperate with the district school board in every manner practicable to the end that the district school system may continuously be improved.
- (16) **VISITATION OF SCHOOLS.**—Visit the schools; observe the management and instruction; give suggestions for improvement; and advise supervisors, principals, teachers, and other citizens with the view of promoting interest in education and improving the school conditions of the district.

(17) CONFERENCES, INSTITUTES, AND STUDY COURSES.—Call and conduct institutes and conferences with employees of the district school board, school patrons, and other interested citizens; organize and direct study and extension courses for employees, advising them as to their professional studies; and assist patrons and people generally in acquiring knowledge of the aims, services, and needs of the schools.

(18) PROFESSIONAL AND GENERAL IMPROVEMENT.—Attend such conferences for district school superintendents as may be called or scheduled by the Department of Education and avail himself or herself of means of professional and general improvement so that he or she may function most efficiently.

(19) RECOMMEND REVOKING CERTIFICATES.—Recommend in writing to the Department of Education the revoking of any certificate for good cause, including a full statement of the reason for the district school superintendent's recommendation.

(20) MAKE RECORDS AVAILABLE TO SUCCESSOR.—Leave with the district school board and make available to his or her successor, upon retiring from office, a complete inventory of school equipment and other property, together with all official records and such other records as may be needed in supervising instruction and in administering the district school system.

(21) RECOMMEND PROCEDURES FOR INFORMING GENERAL PUBLIC.—Recommend to the district school board procedures whereby the general public can be adequately informed of the educational programs, needs, and objectives of public education within the district.

(22) SCHOOL IMPROVEMENT AND ACCOUNTABILITY.—Recommend procedures for implementing and maintaining a system of school improvement and education accountability as provided by statute and State Board of Education rule.

(23) PARENTAL INVOLVEMENT.—Fully support and cooperate in the implementation of s. [1002.23](#).

(24) ORDERLY CLASSROOMS AND SCHOOL BUSES.—Fully support the authority of each teacher and school bus driver to remove disobedient, disrespectful, violent, abusive, uncontrollable, or disruptive students from the classroom and the school bus and the authority of the school principal to place such students in an alternative educational setting, when appropriate and available.

(25) OTHER DUTIES AND RESPONSIBILITIES.—Perform such other duties as are assigned to the district school superintendent by law or by rules of the State Board of Education.

History.—s. 71, ch. 2002-387; s. 4, ch. 2003-118; s. 30, ch. 2003-391; s. 30, ch. 2004-41; s. 12, ch. 2006-74; s. 11, ch. 2008-108; s. 7, ch. 2018-150.