



*This project is supported by the Health Resources and Services Administration (HRSA) of the U.S. Department of Health and Human Services (HHS) as part of an award totaling \$3,200,000 with zero percentage financed with non-governmental sources. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement by HRSA, HHS or the U.S. Government.*

# Health Career Opportunity Program (HCOP) Manual

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## 1 Health Career Opportunity Program Overview

### 1.1 Purpose

The purpose of the North Central Massachusetts Health Career Opportunity Program (NCMA\_HCOP) is to build an allied health education pipeline for disadvantaged students from Mount Wachusett Community College (MWCC) and three regional high schools: Athol, Fitchburg, and Gardner. The pipeline will promote health profession careers, improve retention, matriculation and graduation rates; and expose students to the primary care setting in rural and medically underserved communities in north central Massachusetts.

Support mechanisms will be implemented for these students as they proceed into an allied health career profession or transfer to a four-year university.

### 1.2 Objectives

The program will implement new recruitment strategies among rural, disadvantaged schools to identify participants among rising HS juniors and seniors; MWCC undergraduates enrolled in transfer degree programs that articulate to health profession baccalaureate degrees; and all MWCC health career-focused degree programs (See Section 1.5).

### 1.3 Program Phases

In spring 2019, during discussions with our HRSA program officer, Kim Evans, we discovered that we should be serving our students beyond one year. However, when the grant proposal was written it was through the lens of serving the students for one year. With our access to students expanding beyond one year, it became clear we needed to redefine certain program elements to minimize any unintended barriers to student success. As we began to re-define program completion, we realized that there are distinct landmarks on a student's HCOP and academic journey to become a health care provider. The MWCC Health Career Opportunity Program is composed of three phases.

**Phase one** is the career discernment phase. In this phase Catalyst Immersion/College students complete the HCOP section of HEA 106 Exploring Health Careers: Charting a Plan for Success (previously CPT 110 and HCOP Seminar), with this 4-credit hour course in the students' first semester - providing an overview of health careers and providing skills trainings needed across health professions. Catalyst High School students that are eligible for college-level coursework will also complete an HCOP section of HEA 106. By the conclusion of HEA 106 the Catalyst Immersion/College and High School student is prepared to select a healthcare career to pursue, and with the help of the HCOP academic counselors, plot a course for their academic journey leading to the attainment of a health care career degree/certificate. Upon the Catalyst Immersion/College student's successful completion of our section of HEA 106 ( $\geq$  C+), continuing in an HCOP supported major, and matriculation in MWCC courses in the subsequent semester, this student will receive their initial HCOP scholarship award (See Section 6.2).

The Catalyst High School student's phase one occurs during their senior year where they complete the HCOP section of HEA 106. A student that successfully completes HEA 106 ( $\geq$  C+) will receive their initial HCOP scholarship award when they graduate high school and matriculate to MWCC in an HCOP supported major (See Section 4.2). High school students unable to take college-level courses or who withdraw from HEA 106 during the fall of their senior year can continue in the program and complete HEA 106 upon matriculation at MWCC. These students will follow the Catalyst College pathway and be eligible for all the privileges of that program.

**Phase two** continues in the semester following completion of HEA 106 for the Catalyst College student, and begins for the Catalyst High School student upon matriculation at MWCC after high school graduation. In this phase a student follows their previously created academic plan, with the support of the HCOP academic counselors and tutors. Students must be in an HCOP supported major of study (Section 1.5). While some of the health career programs are selective admission, requiring a unique application, others do not have an additional application

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process and can be self-selected by the student. Additionally, the transfer degree programs of Biology, Exercise/Sports Science and Pharmacy are included. Due to the competitive nature of these selective healthcare programs students are expected to complete general education courses prior to submitting a program-specific application to strengthen their ranking in the applicant pool. For that reason, a majority of these students begin in the IDSH major until they have been offered a seat in a selective program. Throughout this phase, a student can earn subsequent HCOP scholarships (Section 6.2). Phase two culminates in the completion of a health career degree and/or certificate and marks their completion of our program. Students that complete transfer degrees, i.e. Biology, Pharmacy or Exercise & Sports Science, move on to phase three of their academic journey in pursuit of a healthcare career field requiring a Bachelor's degree or higher.

**Phase three** represents the continued academic journey for our transfer students after completing their two-year degree at MWCC. While we do not have immediate access to these students after they transfer to a 4-year institution we will continue to monitor their academy journey via Student Clearinghouse data and student surveys.

## 1.4 Partners

MWCC Internal Partners include, but are not limited to:

Student Support Services Rx Program (Gaurav Khanna)  
Educational Talent Search Program (Fagan Forhan)  
North Central MA Early College Academy (Sara Vettese)  
Upward Bound Math & Science & North Central Talent Search Program (Ramon Gonzalez)  
Educational Opportunity Center (Valerie LaPorte)  
STEM Starter Academy (Linda Scullane)  
MA SUCCESS Scholar program (Jason Zelesky)

High School Partners:

Athol Royalston Regional HS - Athol, MA  
Fitchburg HS – Fitchburg, MA  
Gardner HS – Gardner, MA

Community Partners include, but are not limited to:

Community Health Connections – Fitchburg, MA  
Heywood Healthcare Systems – Gardner, MA  
Community Health Center – Franklin County, Orange, MA  
Center for Health Impact – Worcester, MA  
Fitchburg State University – Fitchburg, MA

## 1.5 Target Health Profession Disciplines

The following MWCC transfer and allied health degree programs, as well as certificate programs are part of the HCOP curriculum:

- Biology (transfer degree)
- Dental Hygiene\*/Assisting
- Exercise & Sports Science (transfer degree)
- Interdisciplinary Studies-Allied Health
  - EMT
  - Phlebotomist
- Human Services (social services such as psychology, social work or sociology)

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- Human Services Technician
- Substance Abuse Counseling
- Medical Assisting
- Medical Laboratory Technology
- Paramedic\*
- Pharmacy (transfer degree)
- Physical Therapist Assistant\*
- Radiology Technologist\*
- Respiratory Care\*
- Veterinary Technologist\*

\*selective admission

## 1.6 Program Entry Options

Students can access the MWCC HCOP in one of three entry-points:

HCOP Catalyst High School: This entry point is for rising seniors at AHS, FHS, and GHS. Each year, HCOP accepts a minimum of 15 eligible students from each of the partner schools. HS students from other high schools will be able to apply for consideration to HCOP upon matriculation at MWCC. Recruitment of high school students is detailed in Section 1.8. Further benefits and details for Catalyst High School are discussed in Section 4.

HCOP Catalyst Immersion: This is an immersive, condensed summer program held at MWCC Gardner campus during the summer term. It targets 20 incoming and enrolled undergraduate students who have an interest in a non-nursing healthcare profession. This format requires participation in our free, 4-credit hour MWCC HEA 106: Exploring Health Careers: Charting a Plan for Success course and our free, health research workshop series. Additionally, students are provided the opportunity to participate in educational field trips, and exposure to primary health care sites.

Recruitment of students for Catalyst Immersion is detailed in Section 1.8. There are unique benefits to Catalyst Immersion that are discussed in Section 5. Catalyst Immersion students may continue to be served by the program in Catalyst College.

HCOP Catalyst College: This on-going program is the second entry option for incoming or enrolled college students. It provides the same curriculum as Immersion however over a longer period of time. Recruitment of students for Catalyst College is detailed in Section 1.8. There are unique benefits to Catalyst College that are discussed in Section 6.

## 1.7 HCOP Eligibility Criteria

MWCC HCOP will support individuals from disadvantaged backgrounds - economic or educational. These individuals must be U.S. citizens, non-citizen nationals, or foreign nationals who possess a visa permitting permanent residence in the United States. Individuals on temporary or student visas are NOT eligible to receive HCOP financial support through the program.

To establish an individual's eligibility to participate in the program, MWCC HCOP must verify that the individual is interested in pursuing a health profession and meets the initial eligibility criteria as outlined in the definition of an economically OR educationally disadvantaged background.

Economically disadvantaged definition:

Individuals are considered to be from an "economically disadvantaged" background if they come from a family with an annual income below a level based on low-income thresholds, according to family size established by the

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U.S. Census Bureau, adjusted annually for changes in the Consumer Price Index, and adjusted by the Secretary of Health and Human Services, for use in all health professions programs.

Educationally disadvantaged definition:

An individual who comes from a social, cultural, OR educational environment that has demonstrably and directly inhibited the individual from obtaining the knowledge, skills and abilities necessary to develop and participate in a health professions education or training program. This includes students who:

- Are first-generation in his or her family to obtain a four-year college degree
- Graduated from (or last attended) a high school that - based on most recent annual data- had a low grade point average (2.0 cumulative on a 4.0 scale).
- Graduated from (or last attended) a high school that—based on the most recent annual data available—had either a:
  - Low percentage of seniors receiving a high school diploma; OR
  - Low percentage of graduates who go to college during the first year after graduation.
- Graduated from (or last attended) a high school with low per capita funding
  - Graduated from (or last attended) a high school where—based on the most recent annual data available—MANY of the enrolled students are eligible for free or reduced-price lunches.

Program application, evaluation, selection and notification procedures are discussed in sections 3.1 and 3.2.

## 1.8 Recruitment Activities

Students are recruited in a variety of strategies based on the unique settings and opportunities available to them. Listed are the most common methods to recruit students for HCOP.

HCOP Catalyst High School: The HCOP academic counselors are embedded within each partnering high school. During the spring of each year, our academic advisors, working with the high school counselors and administration, present information about HCOP to the current junior class. This may include a series of pre-HCOP seminar/workshop to these students with the goals of explaining our program, entry options and determining student preparedness for college-level coursework.

Concurrently, HCOP advisors share information about our summer Catalyst Immersion program and Catalyst College program with the students preparing to graduate from our partnering high schools, in the event that they did not participate in our program previously.

HCOP Catalyst Immersion/College: The HCOP academic counselors and program director reach out to other high schools in the north-central region to recruit students for our Catalyst Immersion program and/or Catalyst College program. This can occur in conjunction with MWCC decision days working in collaboration with the college admissions staff. It may also occur as a result of direct contact with a high school counseling staff by the HCOP director and/or academic counselors. Additionally, the program director works with the MWCC admissions staff to send out email messaging to potential students about the Health Career Opportunity Program. The HCOP team participates in the MWCC STEM Awareness Day which is a program for high school seniors to encourage interest in the STEM fields and to come to MWCC to pursue those interests. HCOP academic counselors participate with the college face-to-face and remote registration events which allows them to discuss our program with students and provide the HCOP application. Current MWCC students are informed of the purpose and benefits of HCOP through the use of video messaging on campus-wide monitors, bulletin boards and MWCC social media sites.

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## 2 Program Staff

### 2.1 HCOP Director

The Director oversees the daily activities of the Health Career Opportunity Program (HCOP): The National HCOP Academies Grant including all services and activities at both MWCC and partner schools. The Director will design, implement, and oversee daily activities in accordance with grant regulations to include short and long-range planning, report completion, curriculum, evaluation, documentation, fiscal management, staff supervision, recruitment, grant partnership management and community advocacy.

Responsibilities:

- Manages and monitors HCOP grant project activities to ensure implementation and service delivery as described by the funded grant program, including staffing, programmatic, and fiscal obligations.
- Works with the Dean of Health Professions, Public Services Programs and Social Services in compiling accurate data for the writing and submission of reports as required to the U.S. Department of Health and Human Services Health Resources Services Administration (HRSA) and to the college.
- Forms and sustains relationships with school, principals, guidance departments, superintendents and other stakeholders.
- Provides student and parent outreach, recruitment, and interventions as needed.
- Promotes program and disseminates program information to students, college staff and the community at large.
- Promotes and sustains positive working relationships with all stakeholders;
- Participates in meetings at on and off campus as they pertain to the project, students and staff.
- Manages evaluation process with the Data Manager/Evaluator and internal Evaluation Team.
- Monitors Project activities to ensure compliance with US Department of Health and Human Services Regulations;
- Writes and submits reports as requested by the Dean of Health Professions, Public Services Programs and Social Services;
- Regulates project expenditures to ensure consistency with federal grant budget;
- Organizes and conducts in-service training of the all staff;
- Supervises and evaluates Project Staff;
- Conducts regular staff meetings with appropriate staff;
- Assists staff in developing and presenting curriculum for weekly HCOP seminars and HCOP Career Research and Exploration course.
- Performs other duties as assigned.

### 2.2 HCOP Academic Counselors

The Academic Counselors are responsible for counseling/advising students on degree/career programs, coordinating vocational development and job placement; coordinating career exposure activities, and teaching “HEA 106 Exploring Health Careers: Charting a Plan for Success” embedded with Allied Health curriculum.

Responsibilities:

- Serves as academic counselor and works with students to develop academic plans of study (i.e. conducts career advising, career assessments, and transfer advising; screens, interviews, evaluates, and processes incoming students for general studies competency and registers into appropriate academic curricula; evaluates admission applications, registration documents, transcripts, placement test scores, and transfer credits; advises students regarding their academic plan, course selection/sequencing, curriculum/concentration selection and changes, and transition issues; provides information regarding course degree requirements and transfer requirements; monitors academic progress of students; assists students in registering, adding, or withdrawing from courses; assists students in obtaining developmental and tutorial assistance; assigns academic advisors and notifies students/faculty of advisor assignments; alerts faculty of students experiencing academic difficulties; participates in new student orientations;

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coordinates activities with other programs and specially-funded programs), teaches the HEA 106 course embedded with allied health content and facilitates the HCOP weekly study sessions with the Catalyst HS participants, participates in HCOP grant program orientations; coordinates activities with other programs and specially-funded programs.

- Coordinates participation in grant-funded programs for vocational education, job training, and job placement (i.e. identifies, evaluates, and accepts eligible participants for vocational education program; performs needs and/or study skills assessments and creates individual education plans for each vocational education student; provides/interprets career assessment and/or education needs inventory instruments; assesses skills of students; develops academic programs, recruits students, and hires instructors; plans academic calendar; teaches job hunting skills and life skills courses; conducts career development counseling; secures job placement for students; researches employment opportunities; collaborates activities with employment agencies; assists in coordinating child care services; coordinates advertising for program; reports program participation and student performance per requirements of grant).
- Performs administrative tasks associated with department activities (i.e. collects, organizes, and disseminates statistical data; maintains and updates student files; prepares individual education plans, career assessments, student documentation, newspaper copy, flyers, logs, reports, forms, and general correspondence; receives or refers to statistical data, college catalogs, schedules, student records, job placement reports, handbooks, policies, procedures, and reference material; operates a computer and utilizes word processing, spreadsheet, database, desktop publishing, or other software programs).
- Interacts with various agencies/individuals (i.e. attends meetings/events, serves on committees, and makes presentations; conducts academic informational sessions or workshops; refers students to other services as appropriate; communicates with other departments, faculty members, students, school officials, career/vocational counselors, community groups, the public, outside agencies, and other individuals to coordinate activities, review status of work, exchange information, or resolve problems; responds to complaints, researches problems, and initiates problem resolution).
- Maintains professional knowledge in applicable areas (i.e. maintains a working knowledge of assigned area; maintains current knowledge of applicable state, federal, and local laws/regulations; researches new trends and advances in the profession; reads professional literature; participates in professional organizations; attends workshops and training sessions).

## 2.3 HCOP Data Manager/Evaluator

The Data Manager/Evaluator will work closely with the Health Career Opportunity Program (HCOP) Project Director and the Director of Institutional Research and Assessment to support the project's core activities of data collection, tracking measures, and evaluation. Activities will include developing clear grant project objectives and research questions, working with personnel across the College and with partnering organizations to collect and refine grant project data, organizing and automating procedures for ongoing grant data management improvement, producing descriptive analyses, synthesis of findings in numeric, graphical and written form for the HCOP grant project.

Responsibilities:

- Collect, interpret, analyze, and report on HCOP Project student data. Examples include tracking for specific programs in support of the Health Resources Services Administration HCOP grant requirements, enrollment and admissions tracking and statistics for the HCOP Project goals and objectives. Completion of required reports to MWCC and HRSA.
- Compile and analyze student data, retention data, and graduation data per the evaluation plan of the HCOP project.
- Oversee the process of administration of internal and external surveys for the HCOP project. Provide expertise on survey development for the HCOP grant. Extract, analyzes and disseminates survey results according to HCOP evaluation plan and in consultation with eh HCOP evaluation team.
- Analyze trends in graduation and retention rates to support HCOP grant goals and objectives that guide the formative and summative evaluation process. Analyze data collection procedures and recommend changes to grant project personnel. Perform other related duties as required.

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## 2.4 HCOP Tutors

The HCOP tutors are secured by the HCOP director via the MWCC peer/professional tutor pool. Tutors are selected for their knowledge/expertise in the subject matter in most need by our students. This includes but is not limited to English, biology and math. These tutors are made available to HCOP students in addition to the MWCC tutors. At the beginning of each semester, the director works with the MWCC Director of Academic Support and Testing Services to collaborate on a tutoring plan and schedule. The Academic Support center provides the HCOP director with a monthly report documenting the use of the HCOP and non-HCOP tutors by HCOP students.

Responsibilities:

- Abide by the MWCC ACS Tutoring Manual.
- HCOP tutors will utilize the electronic tutoring forms utilized by the ASC for each student tutoring interaction.
- Communicate with the HCOP director any changes to his/her/their previously established tutoring schedule.
- Communicate with the HCOP academic counselors regarding any concerns related to student academic performance or issues that were brought up by the student in a tutoring session.

## 3 HCOP Policies & Procedures

### 3.1 Program Application

The HCOP staff will determine if a student demonstrates economic or educational need based on the definitions in 1.7. Applicants are asked to submit a fully completed HCOP application. Incompletion applications may not be considered. The Catalyst HS and Catalyst College/Immersion applications capture the demographic, economic and educational information needed to determine eligibility. Additionally, the applications have an applicant interview questionnaire that the candidate must complete. There are two HCOP applications; HCOP Catalyst High School and HCOP Catalyst College & Immersion. They are available in two formats, a fillable .pdf application and a google form.

The HCOP Catalyst High School application is only for students from one of the three HS partner institutions. It is unique as it has the necessary elements required by MWCC for dual-enrollment admission, to include a section to be completed and signed by the HS counselor. The high school counselor is asked to attach an unofficial HS transcript to the application. The HS application requires signatures of both the student and a parent/guardian.

The HCOP Catalyst College & Immersion application is for incoming or enrolled MWCC students. If a student has not completed a MWCC application to be admitted to the college, he/she must do so in addition to the HCOP application.

Applications have a priority application deadline which occurs during the spring, for consideration for HCOP admission in the preceding fall semester. After the application deadline expires, if seats remain available, applications will be reviewed and seats offered on a rolling basis. In the event no seats are available, eligible students may request to be placed on a waitlist in the event a seat becomes available before the expiration of the first add/drop period. After the expiration students on the waitlist will be notified that they should contact the program director during the next application cycle for consideration to the next cohort.

#### 3.1.1. HCOP Catalyst High School Application

#### 3.1.2. HCOP Catalyst College & Immersion Application

### 3.2 HCOP Application Evaluation, Selection and Notification

As Catalyst College/Immersion and Catalyst HS applications are received, the director will record student information from the collected applications into the HCOP Applicant database, found in the HCOP Program Documents folder in the Division titan drive. The information is analyzed to determine if the student satisfies

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program eligibility specifications (see Section 1.7). In the event the application is missing information, HCOP staff will notify the applicant via email to provide them an opportunity to submit the information. Applicants that have not submitted all required information by the application deadline may not be considered for the program.

The Catalyst HS application includes the student's current high school transcript. Mount Wachusett Community College requires the review of this high school transcript to determine a student's readiness for credit-level college courses. At this time, and for the foreseeable future, the college is utilizing multiple measures to evaluate each student. The program director and/or academic counselors will utilize these multiple measures to evaluate each student's high school transcript, including GPA, grades in English and math, as well as any AP exam results. Additionally, any previously completed college-level English or math courses are taken into consideration. The minimum criteria for these measures can be provided to the student and/or parents upon their request. Accuplacer placement testing may be available on a case-by-case basis, with the approval of the Director of Academic Success.

## 3.2.1 MWCC Multiple Measures Tool

Based on the results of the multiple measures assessment, students will be placed into the appropriate level of dual enrollment coursework through MWCC. If a student does not meet the multiple measures minimum standards set by MWCC he/she will not be eligible for dual enrollment courses, however, may still participate in other elements of the Health Career Opportunity Program.

In the event there are more eligible applicants than seats in an application cycle, applications will be assessed by a selection committee and ranked using a point-driven rubric (3.3.2). The selection committee will consist of 5 individuals; the Dean of Health Sciences, Public Services Programs & Social Sciences, the Assistant Dean of K-12 Partnerships & Civic Engagement, the HCOP director, and the HCOP academic counselors (2). The applicants with the highest point totals will be offered a seat until capacity is reached; 20 seats in Catalyst Immersion and 65 seats in Catalyst College/High School.

## 3.2.2. HCOP Applicant Evaluation Tool

Applicants that have been selected to receive a seat in HCOP will be notified by the program director via email. The applicant/participant must confirm his/her acceptance of this seat in a reply email within the identified deadline. In the event the applicant declines the seat, or does not respond, the next person on the ranked list will be offered a seat. Eligible students may request to be placed on a waitlist in the event another student withdraws before the first add/drop period date. If program vacancies occur prior to the first add/drop period, participants from this ranked waiting list will be notified and offered a seat in our program. Students that are program eligible but not offered a seat are encouraged to contact the program director during the next application cycle to be reconsidered. Students may be required to participate in an orientation to the program and/or MWCC prior to the start of the fall term.

## 3.3 HCOP Attendance

Attendance at HCOP programming is critical for the student to successfully complete each element of the program. Specific attendance requirements are listed in the syllabus which accompanies each curriculum element. Catalyst Immersion has specific attendance requirements, as it directly relates to the daily stipend award.

## 3.4 HCOP Participant Advising Requirement

Upon entry to the program, participants receive academic advising from the program academic counselors. If a student has a specialized MWCC advisor, such as RX advisor or Thrive team advisor, the HCOP counselors collaborate with them to serve the student. If a previous specialized advisor is not assigned to an HCOP participant, the program director will update the student record to reflect being advised by HCOP.

The academic counselors will schedule a minimum of 2 formal advising appointments per semester with each student. Throughout each term, academic counselors will be available to assist students as the student's need

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arises via email, phone or Zoom meetings. HCOP Academic Advisors will make notes in Advisor Link and/or Banner SPACMNT of student meetings and/or communications. HCOP students need to be responsive to the communications from the academic counselors. This will allow the counselors to stay informed of the student's progress and needs.

## 3.5 Withdrawal from HCOP

Withdrawal from MWCC courses: In the event a student withdraws from any college course financially covered by HCOP the student must immediately notify the program academic counselors of his/her intent to withdraw and provide a rationale. The student must be aware of the implications of any withdrawal, as it may affect progress toward degree completion, and future eligibility for financial aid. Please see the MWCC College Catalog for details regarding course withdrawal.

Withdrawal from HCOP: A student may withdraw from HCOP at any time. Students wishing to self-withdraw are required to complete the "HCOP Withdrawal Document" and submit it to HCOP staff. If an HCOP participant selects a major of study that is a non-HCOP supported (see Section 1.5), the student will be withdrawn from the program and will be unable to be supported by our program. Additionally, the student will forfeit any scholarship funds he/she has accrued to that point. Completion of the HCOP Withdrawal Confirmation form will be initiated by the HCOP staff requiring the student's signature, providing evidence of the student's acknowledgment of this policy. A student may not have the opportunity to re-join the program.

### 3.5.1. HCOP Withdrawal Confirmation form

## 3.6 Professional Behavior

Professional Behavior is a form of etiquette in the classroom and workplace that is linked primarily to respectful and courteous conduct. Many healthcare professions have a formal code of professional conduct in place. Professionalism and ethical behavior can be directly tied to success in school and contribute to future career success. The HCOP program requires students to demonstrate competency with professional behaviors in all interpersonal interactions; in the classroom, on field trips and with instructors and peers. These professional behaviors include integrity, empathy, self-motivation, appearance & personal hygiene, self-confidence, communications, time management, teamwork, respect, stress management and commitment to learning.

## 3.7 HCOP Tutoring Services

HCOP students will have access to the MWCC Academic Success Center for tutoring. In addition, they will have access to tutors hired exclusively for program participants. The management of the tutors will be done in collaboration with the Director of Academic Success. Tutor schedules will change from term to term. Tutor schedules will be made available to students every term, as well as instructions on how to access on the MWCC Academic Support Center webpage.

## 3.8 HCOP Field trips/off-campus events

The academic counselors may arrange various educational field trips to expose students to primary care settings, visit 4-year colleges/universities and/or other locations that could expand student's perspective.

Trips will be approved in advance through completion of the *College Travel Authorization* form marking "approval only" which will be submitted three weeks prior to the trip to the program director. The trip will not be considered approved until all signatures have been secured including the Dean of Health Sciences or his/her designee. The program will provide transportation via school bus rental or use of the HCOP transit van, and students will be accompanied by an HCOP advisor. If an HCOP participant prefers, he/she may travel to the field trip destination in a private vehicle.

Once the trip has been approved, all participants not including the academic counselors must complete the following forms:

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[3.8.1 MWCC Liability Release Form \(students under 18 must have parent/guardian signature\)](#)

[3.8.2. MWCC Private Vehicle Request Form \(completed by EACH student traveling in a personal vehicle whether it is their personal vehicle or another person's vehicle. It is recommended that all students complete the PVF even if they plan to travel in a college vehicle, this will ensure coverage in the event plans change.\)](#)

These forms should be provided to the program director prior to the day of the trip. Additionally, all completed forms MUST be copied for the academic counselor(s) to take on the trip.

## 3.9 HCOP Trainee Travel

Student travel to rural locations for job shadowing, internships, and clinical/career exposure activities and/or to health research conferences may be reimbursed to the student. This is conditional on funds being available in this line item of the annual budget. Once funds in this category have been depleted for a budget year, the program may not have the ability honor a student's request for reimbursement. Requests will be considered on a first come, first serve basis. HCOP participants looking to have travel to/from clinical internships shall following the following procedure:

1. Prior to or immediately after the beginning of the semester in which the student is participating in clinical internships, he/she/they must contact the HCOP Director to discuss if grant funds are available to reimburse an HCOP student for travel to/from the site of their clinical internship.
2. Students will be required to complete the MWCC Direct Deposit form, as travel reimbursement will be paid to participants through direct deposit. Students find the MWCC Direct Deposit form on the HCOP Bb page, HCOP Resources, Student Travel Reimbursement for Clinical Internships folder. Completed forms to be given to HCOP director for processing.
3. After receiving confirmation from the program director and submitting the MWCC Direct Deposit form, students may proceed to the HCOP Bb page, HCOP Resources, Student Travel Reimbursement for Clinical Internships folder to access a copy of this policy and procedure, and associated the Travel Mileage Grid spreadsheet.
4. Student shall download/save the Travel Mileage Grid spreadsheet to their computer, adding their name/program (i.e. Jane Doe/PTA) at the top of the form in the line indicated and save again.
5. Student shall record each episode of travel on a separate line to include the date of travel, destination, and odometer readings at the start of travel (from) to the destination (to). The form automatically calculates the miles traveled, multiplying miles by the 2021 rate of reimbursement (2021: 0.56/mile) for a total dollar amount for reimbursement. Please note: in order to reflect travel roundtrip, the student will need to enter the return travel from clinical site to home in the next line on the grid. Student needs to remember to "save" after each addition to the spreadsheet to their computer.
6. Student shall record travel for 2 weeks, after which time, the student shall email the completed Travel Mileage Grid spreadsheet to the HCOP program director. At that time, the program director will submit the Travel Mileage Grid spreadsheet along with required paperwork to the grant business manager. Student should receive reimbursement via automatic deposit as soon as processing is complete.
7. This is to be repeated for the duration of the clinical experience. When the student submits the final spreadsheet for the clinical experience via email, the student shall indicate that in the body of the email.
8. Any questions/concerns to this policy and procedure should be directed to the HCOP program director.

[3.9.1. MWCC Direct Deposit Form \(HCOP Bb page\)](#)

[3.9.2. Travel Mileage Grid](#)

# Health Career Opportunity Program (HCOP) Manual

## 4 HCOP Catalyst High School

### 4.1 Catalyst High School curriculum/elements

High school students are recruited for Catalyst High School during their junior year (Section 1.8). The evaluation, selection and notification process is described in Section 3.2.2. HCOP Catalyst High School students' eligible to participate in college-level coursework begins dual enrollment in their senior year. The coursework includes HEA 106 and up to three additional general education courses. The program can also provide educational supplies for a student to include but not limited to the loan of required textbook resources, scrubs, HCOP-funded tutors, and mileage for clinical experiences/observations. For any Catalyst High School participants that are unable to partake in college-level courses the academic counselors will provide college preparation and/or career discernment activities.

**4.1.1. Payment for courses:** Catalyst HS students will not be billed for any of these courses. The program has the course sections are built specifically for students at our partner high schools. As such, the program is responsible for the cost of the instructor salary and fringe, and MWCC absorbs the remaining cost of the course.

**4.1.2. Textbook/Chromebook/Calculator loans:** the program provides all required textbooks/access codes for the HCOP funded sections of the dual enrollment courses. Chromebooks and calculators are available for loan to all HCOP students\*. The HCOP team notifies students of a date/time for textbook/Chromebook/calculator loan distribution prior to each semester. At the end of each term, all borrowed materials must be returned to the HCOP program director and/or HCOP academic counselors.

\*Any student that has not returned materials will be considered in poor standing, and unable to borrow materials until the outstanding materials have been returned.

### 4.2 Catalyst High School Scholarships Award

Catalyst high school graduates that have successfully complete HEA 106 ( $\geq$  C+) will receive their initial HCOP scholarship award upon matriculation to MWCC in an HCOP-supported major and remaining in MWCC courses after the add/drop period. If the student withdraws from HEA 106 while in high school, the student will not be eligible for the scholarship award however the student will remain an HCOP participant. If this same student matriculates at MWCC after high school graduation and selects an HCOP supported major, the student must complete HEA 106 to be eligible for an initial scholarship award. A Catalyst HS program completer that matriculates at MWCC after high school graduation in the pursuit of an HCOP supported health career major/certificate will be entered into our Catalyst College program. This student is eligible to all rights/privileges afforded to Catalyst College students (Section 6).

### 4.3 MWCC Student Record Information Waiver (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that governs the release and access to all student records. No one, including parents or spouses, has the right to view or enter data that would affect a student record. Only "Directory Information" may be released without authorization from the student. "Directory Information" and other aspects of FERPA are discussed in our [FERPA Brochure](#) (PDF).

The parent or guardian of a dependent student has permission to review the student's record if a completed [Parent Information Request Form](#) (PDF) and the documentation of the student's dependent status as specified on this form are submitted to the MWCC Records Office.

Students seeking to give a third party (such as a parent or spouse) access to student record information **beyond** "Directory Information" are asked to print the [Student Record Information Waiver](#) ("FERPA Release") (PDF) and return the completed form to the MWCC Records Office.

## 5 HCOP Catalyst Immersion

### 5.1 Catalyst Immersion curriculum

Recruitment of college students for Catalyst Immersion is described in Section 1.8. The evaluation, selection and notification process is described in Section 3.2.1. Catalyst Immersion is an immersive, condensed summer program held during the MWCC summer term. The curriculum is delivered through the HCOP section of HEA 106 which exposes students to non-nursing healthcare careers, healthcare professional guest speakers, Heywood Healthcare System's Camp MED program\*, health research training workshop series, exposure to medical terminology, and healthcare skills training such as CPR, Narcan training, HIPAA, Blood-borne pathogens and cultural competence training. The cost for this course will be covered by the program and MWCC.

#### 5.1.1. Camp MED health/immunization requirements

*\*This program availability may be effected by the global COVID-19 pandemic, and restrictions implemented by our primary care partners. Alternative methods to expose students to non-nursing health careers, such as virtual/simulated job-shadowing, may be used to supplement or replace Camp MED should a public health crisis exist.*

A required component of the Immersion experience includes participation in Heywood Healthcare System's (HHS) Camp MED program. This one-week program follows HEA 106, and is held at Heywood Hospital under the supervision of hospital staff providing students with real-life exposure to a variety of healthcare careers in the hospital setting. Prior to assigning a student to Camp MED, Heywood Healthcare requires students complete their student packet (5.2.1.-5.2.4.) This packet contains an internship form, authorization for a criminal check, Heywood Authorization for Release of PHI form, Heywood Healthcare Policies, and a Policy Acknowledgement form. Heywood Health Systems required all students provide documentation of the below updated medical records directly to Heywood Employee Health at [employee.health@heywood.org](mailto:employee.health@heywood.org). Documentation includes evidence of the following:

- Physical examination conducted within the last year by a licensed health care provider
- Proof of the following current immunizations:
  - 1 PPD in the last year AND 1 PPD in the last 6 months (total of 2 PPDs) OR a negative TB Gold blood test within the last 6 months
  - Measles, Mumps and Rubella (MMR)
  - Hepatitis B (series of 3)
  - Pertussis (Tdap) within 10 years
  - Chicken Pox: 2 vaccines or a positive antibody titer
  - Influenza vaccine (most recent season)
  - Proof of COVID-19 vaccine including booster(s)

As well as these completed forms (5.1.1.1. through 5.1.1.5.)

[5.1.1.1. Heywood Authorization for Background Check form \(all HHS forms found on HCOP Bb\)](#)

[5.1.1.2. Heywood Authorization for Release of PHI form](#)

[5.1.1.3. Heywood Healthcare Policies documents](#)

[5.1.1.4. Heywood Healthcare Internship form](#)

[5.1.1.5. Heywood Healthcare Student Acknowledgement form](#)

### 5.2 Catalyst Immersion Scholarship Award

Upon the Catalyst Immersion student's successful completion of HEA 106 ( $\geq$  C+), continuing in an HCOP supported major, and matriculation in MWCC courses in the subsequent semester (after the add/drop period expires), the student will receive their initial HCOP scholarship award of \$1500. A Catalyst Immersion completer that continues at MWCC in the pursuit of an HCOP supported health career major/certificate may be entered into our Catalyst College program. This student is eligible to all rights/privileges afforded to Catalyst College students (Section 6).

# Health Career Opportunity Program (HCOP) Manual

## 6 HCOP Catalyst College

### 6.1 Catalyst College curriculum/elements

Recruitment of college students for Catalyst College is described in Section 1.8. The evaluation, selection and notification process is described in Section 3.2.1. HCOP Catalyst College students complete our section of HEA 106 Exploring Health Careers: Charting a Plan for Success (previously CPT 110 and HCOP Seminar), with this 4-credit hour course in the students' first semester in the program - providing an overview of health careers and providing skills trainings needed across health professions. By the conclusion of HEA 106 the Catalyst College student has selected a healthcare career to pursue, and with the help of the HCOP academic counselors, prepared an academic plan for their academic journey leading to the attainment of a health care career degree/certificate. The program can also provide educational supplies for a student to include but not limited to the loan of required textbook resources, scrubs, HCOP-funded tutors, and mileage for clinical experiences/observations. For any Catalyst College participants that are unable to participate in college-level courses the academic counselors will provide college preparation and/or career discernment activities.

**6.1.1. Textbook/Chromebook/Calculator loans:** the program has a library of textbooks/access codes, Chromebooks and calculators for loan to HCOP students upon their request.\* Students should email HCOP staff prior to the beginning of the semester to request the loan of these items. This email should identify the textbook titles/ISBNs, and/or other needs, i.e. Chromebook, calculator they are wishing to borrow. Staff will respond to students about resource availability. Please note that there is no guarantee of these resources being available, and loan is on a first come, first serve basis. At the end of that term, students are required to return all borrowed resources, via the return bin by the HCOP director's office or to director/staff offices.

\*Any student that has not returned materials will be considered in poor standing, and unable to borrow materials until the outstanding materials have been returned.

### 6.2 Catalyst College Scholarship Award

Upon the Catalyst College student's successful completion of HEA 106 ( $\geq$  C+), continuing in an HCOP supported major, and matriculation in MWCC courses in the subsequent semester (after the add/drop period expires), the student will receive their initial HCOP scholarship award of \$1500. This student can earn subsequent scholarship awards at the end of each semester if he/she remains in good standing in the program and meets the following criteria: hold a cumulative GPA  $\geq$  2.7, remain in an HCOP supported major, and matriculation in MWCC courses in the subsequent semester (after the add/drop period expires). Additionally, students will need to demonstrate continued participation in HCOP programming and/or interaction with HCOP academic counselors. The dollar amount for subsequent awards may vary based on program scholarship funds available. HCOP participants are monitored closely to assure that the cumulative scholarship award per student does not exceed \$10,000. These awards will be transferred to the student's account after the add/drop period expires for the associated term. These awards are considered "last dollar" scholarships, to be used after any other "free" monies have been used to pay their college bill. If the student does not have a current balance at the college, he/she/they may draw off these funds once they set up the Bank Mobile account with the finance office. The student can use this money to remove barriers to their academic success.