



Southwestern Colorado Area Health Education Center Career Exploration Program

Dear Participants and Families,

The Southwestern Colorado Area Health Education Center (SWCAHEC) is a non-profit organization that strives to improve rural health in the eight South Western counties of Colorado. SWCAHEC has a strong emphasis on supporting rural primary care, community health, and on developing a pipeline of students who will eventually be our region's health professionals. The Southwestern Colorado Area Health Education Center Career Exploration Program (ACEP) has been created to inspire high school students in rural and underserved areas to become healthcare professionals. This program is comprised of learning experiences created and presented by SWCAHEC as well as community, university, and online programs that provide students with information about healthcare careers and some of the skills needed to be a healthcare professional.

Attached you will find an ACEP Student Portfolio. This portfolio contains some of the skills that are essential to pursuing a career in healthcare. ACEP students will be responsible for tracking their progress toward these skills by recording events, coursework, and other learning experiences in this portfolio. SWCAHEC will offer a series of healthcare career workshops on every other Wednesday from 5:30-7:00 beginning on January 15, 2020. Students are also welcome at all appropriate SWCAHEC trainings and workshops and staff will connect students with resources in the community that would build their portfolios. We will host a SWCAHEC Healthcare Careers Institute from June 6th-9th, 2020 at Fort Lewis College for ACEP students that will give them an opportunity to learn hands-on skills, to interview local healthcare professionals, to learn some anatomy, physiology, and medical terminology, and to shadow a local healthcare professional.

Please fill out the attached registration form and email it to me at kate.hartzell@swcachec.org. You can also drop it off or mail it to our office at the address listed below. The last three questions on the registration form are for funding purposes. Please do not hesitate to contact me with questions at the number or email below. I am looking forward to introducing you to the exciting world of healthcare careers!

Best,
Kate

Kate Hartzell, MA, MAT, MPH
Executive Director
Southwestern Colorado Area Health Education Center
701 Camino del Rio, Suite 320
Durango, Colorado 81301
970-426-4284, office
kate.hartzell@swcahec.org
www.swcahec.org



pathways to health

Southwestern Colorado Area Health Education Center Career Exploration Program (ACEP) **ACEP Student Portfolio**

The SWCAHEC Career Exploration Program provides high school students with experiences that enrich their knowledge of healthcare careers and that develop the necessary skills to pursue education in a healthcare-related field. This portfolio is an opportunity for students to track and record their progress toward building the prerequisite skills needed for work in healthcare and provides a demonstration of work completed toward pre-career planning goals. Completion of the requirements for this portfolio is supported by SWCAHEC staff and programs. Additional relevant experiences in the community can also be used with approval by SWCAHEC staff.

Check each Course, Activity or Event you have completed to meet the minimum requirements of each category. Complete the corresponding worksheets that follow to document your work. Please note that the Course, Activity or Events followed by an asterisk (*) are required.

Course, Activity, or Event	Yes/No?				
		9th	10th	11th	12th
SWCAHEC Health Careers Programming (40 hours minimum)					
EDUCATE: Minimum 7					
Knowledge of Health Ethics*					
Knowledge of HIPAA Privacy Laws*					
Knowledge of Professional Behavior*					
Knowledge of Universal Precautions* (Handwashing/Gloving/ PPE)					
Ability to Measure & Interpret Vital Signs (BP/Pulse/Temp)					
CPR Certification					
ACT Preparation Session/SAT Prep Session					
Math Courses					
Science Courses					
Job Skills (Soft Skills)					
Leadership Skills					
Media & Technology Skills					
Reading Comprehension Skills (EOC Score of 3 or higher					

or related English coursework)				
Related Trainings/Courses/Presentations				
Anatomy and Physiology Experience				
Medical Terminology Experience				
College/Technical School Advising				
Other: _____				
Other: _____				
EXPLORE: Minimum 4				
SWCAHEC Health Careers Institute				
Health Care Provider speakers/presenters				
Health Career Fair				
Job Shadowing of Healthcare Professionals				
University based programs, symposia, camps				
Virtual Job Shadow website (member w/user ID)				
Other: _____				
Other: _____				
ENGAGE: Minimum 2				
Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)*				
Health Career Club/Academies/ Health Occupation Students of America (HOSA)				
Healthcare Related Capstone Project or Senior Project				
Peer Educator Training (<i>i.e. Mental Health First Aid or other curriculum</i>)				
Summer & Weekend Programs/Events				
Volunteer Service Award (100 hours min)				
Other: _____				
Other: _____				

*Required.

Educate

In order to meet the requirements of the Educate section, the student must complete a minimum of 7 tasks and attach any required documentation.

	9th	10th	11th	12th
EDUCATE: Minimum 7				
Knowledge of Health Ethics* Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Knowledge of HIPAA Privacy Laws* Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Knowledge of Professional Behavior* Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Knowledge of Universal Precautions* Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Ability to Measure & Interpret Vital Signs Name of program where this skill was acquired: _____ Date(s) of Program: _____				
CPR Certification Date(s): _____ Location: _____ Instructor: _____				
ACT Preparation Sessions/SAT Preparation Sessions Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Mathematics Courses				

<i>Attach transcript</i>				
Science Courses <i>Attach transcript</i>				
Job Skills (Soft Skills) Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Leadership Skills Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Media & Technology Skills Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Reading Comprehension Skills Name of program where this skill was acquired: _____ Date(s) of program: _____ EOG Test Score: _____				
Related Trainings/Courses/Presentations Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Anatomy and Physiology Experience Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Medical Terminology Experience Name of program where this skill was acquired: _____ Date(s) of Program: _____				
College/Technical School Advising				

Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Other: _____ Name of program where this skill was acquired: _____ Date(s) of Program: _____				
Other: _____ Name of program where this skill was acquired: _____ Date(s) of Program: _____				

EXPLORE

In order to meet the requirements of the Explore section, the student must complete a minimum of 4 tasks and attach any required documentation.

	9th	10th	11th	12th
EXPLORE: Minimum 4				
SWCAHEC Health Careers Institute Location of Institute: _____ Date(s) of Institute: _____				
Health Care Provider Speakers/Presenters Name/location of program where this activity occurred: _____ Date(s) of Program: _____ Topic/Theme of presentation: _____				
Health Career Fair Location of event: _____ Date(s) of Event: _____				
Job Shadowing of Healthcare Professionals Agency where shadowing experience occurred: _____ Date(s) of Shadow experience: _____ Name and Occupation of Healthcare Professional Shadowed: _____ _____				
University based programs, symposia, camps Name/location of this event/activity: _____ Date(s) of Program: _____				
Virtual Job Shadow website (member w/user ID) Date(s) of membership: _____				

Other: _____ Name/location of this event/activity: _____ Date(s) of Program: _____				
Other: _____ Name/location of this event/activity: _____ Date(s) of Program: _____				

ENGAGE

In order to meet the requirements of the Engage section, the student must complete a minimum of 2 tasks and attach any required documentation.

	9th	10th	11th	12th
ENGAGE: Minimum 2				
Healthcare Related Service Learning/Healthcare Related Community Service (40 hours min)* <i>Attach volunteer log or report</i>				
Health Career Club/Academies/ Health Occupation Students of America (HOSA) Location/Sponsor of Club/Academy: _____ Date(s) of Participation: _____				
Healthcare Related Capstone Project Name/theme of project: _____ Location/target population for project: _____ Date(s) of Program: _____				
Peer Educator Training Location/sponsor of training: _____ Date(s) of Training: _____ <i>Attached documentation of completion</i>				
University based programs, symposia, camps Name/location of this event/activity: _____ Date(s) of Program: _____				
Volunteer Service Award (100 hours min). <i>Does not have to be healthcare related.</i> Date Received: _____				
Other: _____ Name/location of this event/activity: _____ Date(s) of Program: _____				
Other: _____				

Name/location of this event/activity: _____				
Date(s) of Program: _____				