

## PERFORMANCE BASED CONTRACT GUIDELINES

### 1. WHAT IS THE PURPOSE AND SCOPE OF THE SERVICE? (Describe in detail any services to be provided or materials to be purchased)

To provide hands-on practical experience in the health Information technology and medical technology fields to students in the Yonkers Public Schools, Gorton High School P-Tech Program. Please note that due to COVID 19, all of the following services will be performed either 'in person' or 'virtually.' Events will be determined based on NY State guidelines and any COVID surges at the time of service. The curriculum below is based on the current NY State guidelines as of May 2023. The hospital staff and employees will provide on-site student support, lessons, demonstrations, and externships including nursing, first-aid, therapy, laboratory, imaging technology, health assisting, bio-medical engineering, access to student certification programs and medical career counseling. All demonstrations are set to be scheduled at St. John's Riverside Hospital, contingent upon any COVID 19 surges.

### 2. AMOUNT OF SERVICE?

(Set forth the monetary value of the proposed agreement and quantities and/or amounts of time required to be devoted to the contract and describe where services are to be provided as specified in Schedule "B")

Year 6 of this program will involve one 9<sup>th</sup> grade cohort, one 10<sup>th</sup> grade cohort, one 11<sup>th</sup> grade cohort, and one 12<sup>th</sup> grade cohort for a total of \$22,237.

- For the 9<sup>th</sup> grade and 10<sup>th</sup> grade cohort (Program 1), SJRH will provide one, 1-hour demonstration in HIPPA training.
- For the 11<sup>th</sup> grade and 12<sup>th</sup> grade (Program 2), SJRH will provide two, one-hour in person educational experiences for up to sixty students (divided into two groups) plus staff who are working on this project in the following areas: Health Information Technology.
- For the 9<sup>th</sup> and 10<sup>th</sup> grade students, SJRH will provide two, one hour presentations on first aid and other miscellaneous nursing education demonstrations. In addition, during Year 6, appropriate staff will provide up to six hours of committee work and/or consultation on further curriculum development, with a specific emphasis on addressing confidentiality issues when incorporating students into the P-Tech program and health care environments.
- Background checks, student IDs, and orientation packets for 27 students.
- For the 12<sup>th</sup> grade students, job shadowing with the following departments at SJRH may be incorporated – Respiratory and Radiology. *Please note that internships may be delayed/cancelled depending on the status of COVID 19 at the hospital and guidance from New York State.* No cost.

### 3. WHO IN THE SCHOOL DISTRICT IS SERVED?

(Describe whether services are to be provided directly to students, to staff, etc.)

Students will be given an educational experience and staff will receive curriculum support services.

### 4. WHO WILL PROVIDE SERVICES?

(If individual providers are contemplated, set forth the names and qualifications of the service providers)

For Year 6 of the project, SJRH staff will provide the services. Staff will include:

- Laura Negron, MPA, MFA (future budgetary and curriculum development as well as general supervision in conjunction with a work-based learning coordination from Gorton High School.
- Shari Rosenberg, Manager of Patient Navigation (general coordination with Gorton Faculty and other duties, as needed).
- Iris Perez, Manager of Clinical Coding (development and delivery of Program #1: HIPPA Training.)
- Michael Dougherty, Director of Clinical Informatics: development of Program #2: Introduction to HIT.
- Nicole Black, Clinical Nurse Specialist, development of Program #2: Introduction to HIT.
- Maureen Clarke, Nursing Educator, development of Program #3: First Aid and other miscellaneous nursing education demonstrations (i.e. blood pressure, CPR, etc.)
- Phillicia Jones (Director of Cardiopulmonary), Chitra Saxena (Director of Radiology), Sandra Dave (Dean of Cochran School of Nursing): Internships for Program #4.
- Denise Mananas (Assistant Vice President of External Affairs) and Bridgette Pennelle (External Affairs Manager), facility tours.
- Carolyn Camerino (Clinical Supervisor, Respiratory Therapy), Rowena Molluso, (Technician-Echocardiogram), and Marriam Yaqoobi (Radiology Supervisor), Program #3.

4a. WILL THE CONTRACTOR BE UTILIZING ANY SUBCONTRACTORS OR VOLUNTEERS IN FURTHERANCE OF THIS AGREEMENT? **IF YES, PLEASE LIST ALL OF THEIR NAMES AND CONTACT INFORMATION.**

No.

5. WHAT WILL BE COMMUNICATED TO DISTRICT PERSONNEL, PARENTS, OTHERS ABOUT PROGRESS AND RESULTS OF THE SERVICES?

Gorton High School's P-Tech Administrative and teaching staff will provide parents with a description of the full program including the hospital affiliation. This includes a description of opportunities for students. The hospital will provide a summary report at the end of each year in collaboration with the High School Liaison.

(How specifically will the contractor report to the School District (or parents, if applicable) about their progress towards achieving the goals of the contract?)

6. HOW WILL THE SCHOOL DISTRICT JUDGE THE QUALITY OF SERVICES? (Set forth the method which will be used to evaluate contractor's performance)

A summary of the educational activity (activities) shall be developed in conjunction with a faculty member from the high school and shall be provided to the faculty one-week prior to the event. A one-page summary of the event(s) shall be provided to the faculty within 30-days after the event.

External evaluators are not required for PTECH Program. The district maintains close collaborations with NYSED to provide mid-year and end-year reports for comprehensive program monitoring.

7. INDIVIDUALS RESPONSIBLE FOR ADMINISTERING THE CONTRACT.

Vendor Name: St. John's Riverside Hospital

**Updated August 2022**

Vendor Address: 967 N Broadway Yonkers, NY 10701

Vendor Phone No.: 914-964-4444

Vendor Business Status: (corporation, non-profit individual, unincorporated)

Vendor Contact Name: Laura Negron  
Vendor Contact Email: lnegron@riversidehealth.org  
Tax ID No.: 13-1740126

School District Administrator Name: Dr. Frank Hernandez  
School District Administrator Title: Assistant Superintendent  
School District Administrator Phone No.: (914)376-8000  
School District Administrator Email: [Fhernandez2@yonkerspublicschools.org](mailto:Fhernandez2@yonkerspublicschools.org)

**8. ARE THE SERVICES PURSUANT TO A GRANT AGREEMENT? IF YES, WHAT IS THE GRANT, AND WHAT ARE THE GRANT REQUIREMENTS RELATED TO THIS AGREEMENT?**

These services are pursuant to the PTech Grant. These funds are used to provide an opportunity for high school students to have work based experience. This allows students of the program to create an up to date skills map for the industry/sector that identifies essential job requirements, to identify the post-secondary two year degree that will ensure students meet industry expectations and validate the proposed scope and sequence of learning for the current and future years of the program, include the potential for mentors and internships on-site at the hospital.

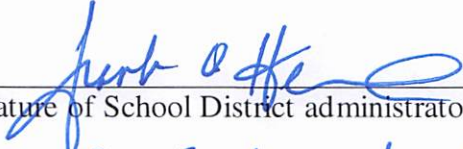
**9. WILL THE CONTRACTOR BE RECEIVING ANY STUDENT DATA OR OTHER DATA FROM YONKERS PUBLIC SCHOOLS? IF YES, PLEASE DESCRIBE. IF STUDENT DATA IS BEING SHARED, PLEASE PROCEED TO QUESTION 10 BELOW.**

Yes, background checks required in Year 6.

**10. WILL THE STUDENT DATA BE USED FOR THE PURPOSE OF DEVELOPING, VALIDATING, ADMINISTERING STUDENT AID PROGRAMS, OR IMPROVING INSTRUCTION? IF YES, PLEASE SPECIFICALLY DESCRIBE.**

All student data is required by the hospital to allow the students to participate in the educational activities on-site at the hospital. Student names will be shared among the staff working directly on the program, as outlined in Item 4, above. Information needed to evaluate the effectiveness of the educational forums will be obtained from the students, de-identified, and shared with Gorton faculty working on the project.

Performance Based Guidelines  
Reviewed and approved by:

  
\_\_\_\_\_  
(Signature of School District administrator/employee)

Dr. Frank O. Hernandez  
\_\_\_\_\_  
(Printed Name)