



Annual Unit Plan 2012-2013 Academic Year

HEALTH CAREERS/VOCATIONAL NURSING

a. Mission

The mission of the Health Careers and Vocational Nursing Program is to develop and provide quality programs in various aspects of healthcare. The programs encourage education in a variety of health career areas, including Certified Nurse's Aide/Home Health Aide, Vocational Nursing and Medical Assisting. The Medical Assisting program includes both administrative (front office) and clinical (back office) courses. Numerous other courses such as Medical Terminology, Nutrition, Nutrition and Diet Therapy, Pharmacology, Cultural Diversity, Ethics for the Healthcare Provider and Cardiac Arrhythmia are taught as separate courses but highly augment all of the Health Career Programs and serve as required prerequisites for several programs including Vocational Nursing, Medical Assisting, and Emergency Medical Technician.

b. Program Applicability

These programs result in increased FTES (from students enrolled in the programs (LVN, Medical Assistant, CNA/HHA) as well as supports enrollment in the academic programs within the college due to the need for a variety of general education and prerequisite courses. The programs are also in support of the communities needs as identified in the Advisory Boards for the service areas.

c. Partnerships

We currently have partnerships with the following local high schools: Burroughs High School, Mammoth Lakes High School Health Academy, and actively participate in the Virtual High School Programs with the various local high schools in the service area.

Currently have active Advisory Boards at both ESCC and IWV campuses and are currently working on establishing an Advisory Board in the KRV area.



We also have numerous active partnerships with local medical facilities at both ESCC and IWV and are working on establishing these partnerships in the KRV area.

d. Distance Education

The Health Careers/Vocational Nursing Program has continues to work diligently at developing and refining coursework to fulfill the goal goals. The LVN Program is currently being offered via ITV from the IWV campus to the Eastern College Center Bishop and Mammoth campuses. Cerro Coso Community College has also been highly active in the promotion and development of an LVN to RN Distance Education Career Ladder Program with Bakersfield College. We recently received a Department of Labor Grant TAACCCT grant for the development of a LVN Program in the KRV service area which will be offered via ITV from the IWV campus also.



STEP 2: EXPLAIN YOUR PLANNING

a. Review of Previous Goals (of last completed academic year)

1. The Health Careers/Vocational Nursing Program continually strives to promote its courses by increasing community awareness of course availability, participation in curriculum content via advisory groups, evaluations by students, and anecdotal student notes. This process is furthered by the use of Advisory Groups that help guide the growth and development of community needs. *As a result of this we applied for and received a grant to implement a LVN Program in the Kern River Valley Area over the next 3 years, and apply for national certification of the Medical Assisting Program offered at IWV, ESCC and KRV. We also promote our programs through local community events, newspapers, fund raisers and service organizations in our communities.*
2. The Health Careers/Vocational Nursing Program closely monitors the outcomes of its students to ensure the viability of program offerings and instructional methods. This process is aided by the use of the program review to verify program success and failures. The Board of Vocational Nursing and Psychiatric Technicians and the Department of Health Services monitor the success of students after course completion via mandated testing. *The Health Career Programs/Vocational Nursing has consistently provided an excellent pass rate for graduates above the state average. The current pass rate for the CCCC LVN students through 9/30/11 is 100%. The National pass rate is 87% and the California State Pass rate is only 74%.*
3. The Health Careers/Vocational Nursing Program has continued to work diligently at developing and reefing coursework to fulfill college goals. The LVN Program is currently being offered via ITV from the IWV campus to the ESCC Bishop and Mammoth campuses. CNA courses and Medical Assisting courses are provided at the IWV campus, Kern River campus and the ESCC campus. *As a result of the increased need for health care workers in our service area and the request of Advisory Boards, we applied for and received a grant that would allow for us to increase the number of offerings of the CNA/HHA courses at these locations along with the ability to develop and apply for national certification of the Medical Assisting Program at all three sites. This will allow for the students upon completion of the program to sit for the National Medical Assisting Certification Boards.*

b. Review of Overall Department/Unit

Overall, the Health Careers/Vocational Nursing Programs appear to be heading in the right direction. We are continuing to evaluate all courses and update as needed or required by state mandates. Our pass rates for state certifications for LVN, CNA, and HHA all remain consistently higher than the state average in all areas. The Pass rates for the LVN students have remained consistently higher than the state and national averages. Currently since January 2011 – September 2011 the pass rate is at 100% (the National average is 87%, with the California State average at 74%). Due to the increased need for health care workers in the area and nationwide, we applied for a Department of Labor grant with a consortium of 11 other colleges during the spring and the grant was awarded this past October. This will allow for us to develop and implement several additional programs within



our service area.

An area of weakness that has been identified is in the use of simulation within the Health Careers Programs. Although we have established beginning simulation labs at IWV, Bishop and Mammoth campuses, we are finding that our use of the simulation labs varies from one instructor to another. We have identified the need for a Simulation Coordinator to service the simulation labs to ensure that all instructors have the knowledge and skills to use the simulation equipment effectively, that the equipment is operational and to troubleshoot any issues, and most importantly to provide the sites with the same scenarios to address the same Student Learning Outcomes in the same way. We have discovered by not having the same scenarios with the same objectives we are not effectively addressing the SLO's. The use of simulation with the Health Career/Vocational Nursing programs is vital in providing our students with the needed hands on practice and skills to meet the mandated state requirements. The state currently allows for 25% of clinical experience to be completed by simulation.

c. Goals for Upcoming Year (next academic year). *Three goals not required. If more goals needed, copy and paste additional boxes.*

Goal 1

1. *(College Strategic Plan) Improve our response to community needs through customized educational opportunities, transfer programs, area workforce development and quality student services*
2. Internal Response to increased attrition rates
3. *Action Plan: Improve Student Access, Retention, and Success*
4. *Measure of Success: Improve attrition rates for all programs through the development of student support systems including online tutor services for health careers and nursing, provide for increased availability and equality of simulation labs at all sites, and pass rates for all state mandated testing for employment in the health related fields.*

Goal 2

1. *(College Strategic Plan) Improve our response to community needs through customized educational opportunities, transfer program, area workforce development, and quality student services*
2. External Response to meeting the needs of the workforce in a timely manner



3. Action Plan: Provide Effective Learning and Earning Pathways for Students

4. Measure of Success: Develop Pathways for all Healthcare Programs with collaboration with counseling and development of alternative methods of instruction for students to meet the healthcare objectives (simulation labs) in communities services by CCCC.

Goal 3

1. (College Strategic Plan) Improve service to under-prepared students and increase their success rates

2. Internal/External Response to meeting the educational needs of the students with emphasis on the competencies of the healthcare field

3. Action Plan: Support Student Learning through Appropriate Technology

4. Measure of Success: Increase student learning support systems through the use of Computer Assisted Instruction (Moodle), simulated learning, use of Notebooks/tablets for immediate visual demonstration purposes, and the development of student support courses. Provide up to date training for instructors in the use of the new technologies which will assist in maximizing the success of students in the courses.



STEP 3: SUBSTANTIATE REQUESTED RESOURCES (Note: All items must be prioritized.)

a. New Classified Staffing. *If more lines are needed, Tab over from the bottom-right box.*

Position Title	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this position	Salary Grade	Number of Months	Number of Hours per Week	Salary Amount	Funding Source: G=General Fund R=Restricted (be specific)

Classified Staffing Justification. *If more than one position requested, copy and paste additional boxes.*

1. Describe how the position is linked to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's strategic plan.

2. Explain why the work of this position cannot be assigned to current staff.

3. Describe the impact on the college if the position is not filled.

b. New Full-Time Faculty Staffing

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)
HCRS	LVN, CNA/HHA, Medical Assisting	IWV	High	1,2,3,6	G

Full-Time Faculty Staffing Justification: Additional full time staff is required to accommodate the needs of the growing Health Career Programs. Since 2005 we have only had 2 full time faculty with the remaining sections being taught by adjunct. The workload for the department has increased from 4.46 in 2005 to 9.3427 in the Fall 2010. With the acquisition of the TAACCCF grant the workload will also



be increased significantly over the next 3 years. Currently for the Spring 2012 term we are looking at using 18 adjuncts with a load at 8.87 or at an average load of .50 each. We are also looking at the 2 full time faculty at loads of at least 1.53 each. The need for additional full time faculty is apparent in order to continue to develop and provide quality programs in various aspects of healthcare and with the implementation of the TAACCCF grant from the Department of Labor.

Discipline	Affected Programs	Location	Priority	Strategic Plan goal addressed by this position	Funding Source: G=General Fund R=Restricted (be specific)
HCRS	LVN, CNA/HHA, Medical Assisting	IWV	High	1,2,3,6	G

Full-Time Faculty Staffing Justification: This position is for a full time Instructor/Simulation Coordinator to serve all the campuses and run the Simulation Lab at IWV. The need for this position has become apparent due to the increased use of simulation in all programs in order to meet the competency needs of all students at all sites due to our isolation and lack of specific case scenarios. As we reviewed our SLO's for clinical objectives we found that the clinical instructors were not using the same required way to assess the SLO's on the students, therefore the data collected was not valid. The need for a coordinator to create and disseminate the scenarios, the training of the faculty on the use of the simulation equipment, the ability to troubleshoot the equipment and the need to have the simulation lab open during the week for all students to utilize is critical in the success of the students and the promoting of the required competencies as established through QSENS and the healthcare facilities. This position becomes more crucial with the addition of the KRV LVN Program, certificated Medical Assisting Program and the increased sections of CNA/HHA with the acquisition of the TAACCCF grant.

Overall Justification Data for Full Time Faculty Requests

According to the data presented since 2007/2008 we have increased	
Number of Sections offered	53%
Enrollment	111%
Number of students per section	38%
FTES	88%
FTEF	35%
Adjunct FTEF	28%
FTES/FTEF	39%



Based on this information we have seen an increase in class size, workload, and use of adjuncts

- *Increase in class size
- *Increase in workload of full time faculty
- *Increase in use of adjuncts

We have had a decrease in retention by 11.7% and a decrease in the success rate by 16.1%. Although some of this can be directly related to the implementation of the online courses it is still an issue that needs to be addressed. We feel that by increasing the total number of full time faculty that our retention and success rate will increase. This is evident in the fact that our LVN program is taught by full time faculty and our pass rates for these students have remained consistently higher than the state and national averages. Our current pass rate from January 2011 – September 2011 is 100% where the national average is 87% and the California State average is 74%.

c. Supplies (per unit cost less than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

Describe resource requested	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	Provide a detailed rationale for the requested resource. The rationale should refer to your unit's mission and goals, recent Program Review or SLO assessment gaps, planning assumptions, and/or the College's Strategic Plan	Estimated amount of funding requested	Will this be one-time or on-going funding?	Funding Source: G=General Fund R=Restricted V = VTEA
General skills lab supplies	ESCC, KRV, IWV	1	1-2	Need for funds to stock supplies at skills labs on 3 sites to support the LVN, CNA/HHA, Medical Assisting courses. Without supplies the courses cannot operate	2000.00	On-going	General
General Office Supplies	IWV ESCC KRV	1	1-6	Need funds for offices, classrooms for all instructors on IWV, KRV, ESCC campuses	1500.00	Ongoing	General

d. Non-Technology Equipment (per unit cost greater than \$1000). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.



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Fingerprint fees	ESCC KRV	1		State mandated costs for reimbursement of CNA students for livescan (60 X \$57)	3500.00	On-going	General

e. Technology Equipment (computers, data projectors, document readers, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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18 Notebook/Tablets (18 x \$700)	IWV	1	1,2	These will support the students learning resource support center as outlines in the Unit Plan under goal #3. They are addressed specifically in the Strategic Plan Goal # 1 & 2. And they will have a high impact on meeting the students' needs in the areas of technology and simulation.	12,600.00	One time	G
Printer for Department	IWV	1		Need to upgrade the printer in 122 that is used for the entire	700.00	One time	General



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				department as the current one is obsolete and not working well			
Vita Sim Box	IWV	1	1-2	Need an additional Vital Sim box to allow for multiple simulations to be occurring during a simulation to better serve more students and increase our case scenarios	3000.00	One Time	General

f. Facilities. Enter requests on lines below. If more rows needed, Tab over from box on bottom right.

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15 Chairs for Advanced Skill Lab and Computer Lab	IWV	1		Need to replace remaining 15 broken chairs with new ones for the safety of the students	3500.00	One time	General

g. Travel (inter-campus, intra-district, conferences, etc.). Enter requests on lines below. If more rows needed, Tab over from box on bottom right.



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Travel - Director	IWV	1	4,5,6	Travel funds needed for the Director to attend State Mandated Directors's Meeting, Advisory Boards on ESCC and KRV	1000.00	On going	General
Simulation Conferences/Professional Development	IWV	1	1,2	Funds to provide training for the IWV instructors for simulation and Professional Development	6000.00	On going	General/VTEA
Advisory Meetings	IWV ESCC KRV	1	1,2,3,4,5,6	To maintain Mandated Advisory Board Meetings at the 3 sites each semester	3000.00	On going	General/VTEA

h. Marketing (brochures, radio spots, promotional travel, etc.). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

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Brochures	All sites	1	3,4,5,6	Need brochures for all Health Career Programs for recruitment of students, Career Day, solicitation of funds, etc. We currently have no brochures available	2500.00	One time	General, VTEA



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i. Other (institutional fees, library books). Enter requests on lines below. If more lines needed, Tab over from box on bottom right.

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California Simulation Alliance	All Sites	1	1,2,6	Membership in the Alliance provides us with up to date simulation scenarios, technology, current simulation national standards and discounts with several vendors. It also offers training and collaboration with other institutions, etc.	300.00	On-going	General

STEP 4: ATTACH PRIOR YEAR'S SLO ASSESSMENT DATA (as applicable)



STEP 5: ATTACH PRIOR YEAR'S STUDENT PERFORMANCE DATA (Instructional units only, as provided)