



**Allied Health Department
Annual Unit Plan for Academic Year 2014-15
Planning Year 2013**

STEP I: DESCRIBE YOUR DEPARTMENT/UNIT

a. Department Mission/Connection to College Mission

The mission of the Allied Health Department 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, Medical Assisting, Emergency Medical Technician and Human Services. 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 Allied Health Programs and serve as required prerequisites for several programs including Vocational Nursing, Medical Assisting, and Emergency Medical Technician.

All of our Programs support the College mission by providing vocational education for students, in addition to expanded opportunities to continue in a variety of career fields. The end product of these programs results in increased FTES, from students enrolled in the various programs, 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 for university transfer.

b. Partnerships

Throughout our department we have partnerships within all of our service area communities. We have active Advisory Boards for Health Careers, Emergency Medical Technicians and Human Services in the communities of Ridgecrest, Lake Isabella, Bishop and Mammoth Lakes. Within our department the Advisory Boards have provided us with valuable input into our programs, curriculum and the needs of the areas. We also have partnerships with the local high schools in our service area. We promote our programs through informational days at the local high schools; provide CPR courses for Burroughs High School, and articulate courses as needed.



Continuing partnerships for Emergency Medical/Industrial Technology include: Liberty Ambulance, Symons Ambulance, AMR Ambulance, Hall Ambulance, Antelope Ambulance, Desert Ambulance, San Bernardino and Eastern Sierra Fire Agencies, law enforcement-China Lake, Kern County Sheriff, CHP; search and rescue-Kern County, Inyo County, San Bernardino County, Mono Lakes, Bishop, US Forest Service, BLM, Cal-Fire, Edwards AFB; security officers at Searles Valley Minerals, Rio Tinto Minerals, safety coordinator-AES Wind Generation, Vestas Wind Turbines, GE Wind Energy, Terra-Gen, Next Era, Cathnes Wind, Cal-Wind.

Continuing partnerships for Human Services include: KRV: Center for Positive Growth, Salvation Army, Career Service Center, KRV Family Resource Center, Department of Probation, Adult Protective Services, College Community Services, Transformations, Owens Valley Career and Development Center Lake Isabella, and Department of Human Services. IWV: Women's Center, DART, Department of Human Services, IWV Family Resource Center, College Community Services IWV, Senior Services, Owens Valley Career and Development Center IWV. ESCC: Inyo-Mono Association for Handicapped, Inyo-Mono Advocates for Community Action, Inyo Department of Health and Human Services, Wild Iris, Owens Valley Career Development Center Bishop, and Mono County Behavioral Health. New partnerships this past year include High Desert Haven (IWV).

Continuing partnerships for Health Careers include: Hospitals-Ridgecrest Regional, North Inyo, Mammoth, Kern Valley; Physician Offices-Dr. Miller, Dr. Farhina, Heatherstone Medical Clinic and Urgent Care, Southern Sierra, Rural Health Bishop; Cerro Coso Children's Center, Bishop Day Care Center; Ridgecrest Healthcare, Bishop Care Center. New Partnerships this year included expanding the areas in the Kern Valley Healthcare District to include areas for the LVN program, and Clinica Sierra in Lake Isabella. We are currently working with several other facilities in all communities to expand the clinical experiences for our students.

c. Special Initiatives for Student Engagement

Throughout the department we have been active in outreach programs with all high schools in our service area. We also have participated in open house at the various campuses, participated in various programs on the IWV campus with the counseling department including preview days, 5th. Our courses offered ITV have institutionalized the instructor travelling to the various sites to teach a minimum of once per semester to help improve student retention and success. Human Services had a goal to teach on the Bishop Campus at least 2-3 times per semester and met the goal. This has proven to work with the increased numbers in the Human Services program. We are looking to implement this in the LVN program starting in 2014.



We also condensed the time in the LVN program from 18 months to 12 months in order to promote students through the program at a faster pace for earlier employment. Although we condensed the time frame from 18 to 12 months, we did not reduce the number of hours required. This significant change has been approved by the BVNPT. By initiating this change it will allow students the opportunity to enter the workforce sooner or for those who are planning on continuing their education in the LVN-RN Bridge program it will give them the time needed for completion of requirements prior to the August start. We started the program in January 2013 with 15 students and currently have 13 completing their final semester or 87% retention rate.

STEP 2: REVIEW PROGRESS AND PLAN FUTURE STRATEGIES

a. Progress Made on Program Review

Within our department we currently have 3 areas that complete Program Reviews; Health Careers, Emergency Medical/Industrial Safety, and Human Services. Emergency Medical/Industrial Technology and Human Services are both completing their first Program Reviews this year. Health Careers completed their Program Review last year and found that although we were meeting all goals, we could use improvement in retention/passing of our online courses, increased males in the programs and continued communication with our community partners. In order to address these needs there have been several changes implemented. For online courses we have changed the course management of these by mandating the dropping of students who do not sign in on the first day of class, mandating the dropping of students by census date and no instituting no late adds to these courses. These changes have shown an increase in the retention rates for all courses at Cerro Coso. We have also involved our male instructor in the outreach programs at the local high schools to visually demonstrate the need for males in the healthcare field and what important roles they play. Our last LVN class had 4 males out of 26 graduates (15%) which was up from 8% the previous class. We also have involved our community partners in our Advisory Meetings, and impromptu meetings to discuss their individual needs that they are seeing in the students in all areas. A need that has been identified is the need for increased “soft skills” which we are currently implementing in the curriculum with the aid of the Career Coach to assist the students with resume building and interview skills.

b. Progress Made on Outcome Assessment. *If more lines are needed, place cursor in the bottom right box, press [Tab].*

Semester Assessed	SLO/AUO	Target Missed/Gap Detected	Improvements Designed	When Reassessed
-------------------	---------	----------------------------	-----------------------	-----------------



Spring 2013	Assessed all 1 st semester LVN courses (HCRS C100, HCRS C103, CRS C107, HCRS C113)	All SLO's met at 100%	Will continue to remediate students as needed, provide additional instructional material via Moodle and follow the Instructional Plans as approved by the BVNPT	Will reassess Spring 2014
Spring 2013	HCRS C070 – CPR for Healthcare Providers	All SLO's met at 100%	Will continue to provide instruction as outlined through American Heart Association	Will reassess Spring 2016
Summer 2013	HCRS C057 – Home Health Aide	All SLO's met at 100%	Will continue to provide instruction as outlined in approved curriculum through DHS. Continuing to keep class sizes small allow for one on one instruction in the skills area for the students and promotes success.	Will reassess Summer 2016
	Medical Assisting Courses – These are all new courses and are being evaluated this fall/spring			
	Human Services – no courses were assess in this year – HMSV C116 will be done Fall 2013 and HMSV C113 will be done Spring 2014			
	Emergency Medical – no			



	<p>courses were assessed in this year – all courses due to be assessed Fall/Spring 2013/2014</p>			
--	---	--	--	--

c. Progress Made on Department/Unit Strategies

Goals for 2012-2013
**Improve our response to community needs through customized educational opportunities, transfer programs, area workforce development and quality student services*

In response to the KRV service area requesting a LVN program we have developed and received approval from the BVNPT to offer this program at the KRV campus beginning January 2014. All curriculum has been revised and approved through the CIC process as well as the state. We also have implemented the Medical Assisting Program (Administrative) online and the basic core courses (online and KRV campus). We are continuing to advertise and promote these programs through Open Houses on the campuses, online at the college website, brochures, and within each community activity we attend. We have identified a need for increased soft skills in our graduates and will be implementing these changes in the 2013-2014 school year.

**Improve service to under-prepared students and increase their success rates*

This past year we focused on student retention and success. We have demonstrated an increase in both areas in all three programs. LVN program is currently at 87% retention and 100% success rate for those completing. Human Services is also has shown dramatic improvement in their success and retention rates on all campuses primarily due to the ITV instructor travelling to all campuses to teach from several times throughout the semester. This has proven to show a valued connection between the instructor and the students. We are looking at implementing this in the LVN program beginning January 2014. We will continue to offer programs to meet the needs of the communities and the students while remediating students as needed, embedding the basic skills into the core courses and working on the soft skills needed for employability as identified through Advisory Meetings

d. Department/Unit Strategies for Next Academic Year. *If more strategies needed, copy and paste additional boxes.*

Strategy 1: [State Strategy Here]

1. College Strategic Objective(s) addressed: Improve our response to community needs through customized educational opportunities, transfer programs, area workforce development and quality student services

2. *Action Plan: Respond to community needs as indicated through Advisory Boards and improve student access, retention and success in all Health Career Program. We are currently looking at a new program (Physical Therapy Aid) that has been identified as a need for several of our campuses.*

3. *Measure of Success: Meet community needs through addition of programs and/or courses, improve attrition rates for all programs through the development of student support systems including online resources, provide increased availability and equality of simulation labs and training at all sites, and continue to improve and monitor pass rates for all state mandated testing for employment in the health related fields.*

4. *Expected Completion Date: Ongoing*

5. *Person Responsible: All Full Time Faculty in their discipline*

6. *Which of the following is **primarily** true of this strategy? Choose one.*

It is designed to improve internal unit operations

It is designed to increase student success

7. *If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.*

Intake

Remediation

First Year

2nd Year/Program Completion

Post-Graduation

Strategy 2: [State Strategy Here]

1. *College Strategic Objective(s) addressed: Improve service to the under-prepared students and increase their success rates*

2. *Action Plan: Embed basic skills in the core courses of the programs and emphasis the competencies needed for successful employment in the healthcare field (soft skills) as this was a gap identified through Advisory Groups throughout all programs.*



3. *Measure of Success: Increased student success in the health career programs and employability upon completion of the programs.*

4. *Expected Completion Date: Ongoing*

5. *Person Responsible: Every Full Time Faculty in their specific Discipline*

6. *Which of the following is **primarily** true of this strategy? Choose one.*

It is designed to improve internal unit operations

It is designed to increase student success

7. *If the strategy is designed to increase student success, which of the following areas of the student experience does it address? Choose as many as apply.*

Intake

Remediation

First Year

2nd Year/Program Completion

Post-Graduation

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

- a. **1000 Category.** Please indicate below any requests for temporary or new permanent certificated positions. (Do not request adjunct instructors for normal teaching assignments as this is captured in the Academic Affairs division plan.) *If more lines are needed, place cursor in the bottom right box and press [Tab].*



Description	Location	Priority: 1 = high 2 = med 3 = low	Strategic Plan goal addressed by this resource	If a full-time faculty member is being requested, use the box below. Use this space to provide a detailed rationale for temporary certificated positions only. 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 (temporary positions only)	Will this be one-time or on-going funding?	Funding Source (check <u>one</u>): G = General Fund, O = Other	
							G	O

Full-Time Faculty Staffing Justification:

1. Are there too few or too many students enrolling for particular classes or majors?
2. Are there too many courses or programs that are under capacity?
3. Are courses "core mission"?
4. Are courses overscheduled?
5. Is there capacity to offer courses or programs at different times and/or locations?
6. Is there a workforce shortage in the service area or region?
7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?
8. In support of your proposal, provide the following data:
 - a. Size of wait lists in the discipline
 - b. Department productivity, previous year
 - c. Number of faculty currently in the department
 - d. Number of adjunct faculty
 - e. Number of certificates awarded, previous year
 - f. Number of degrees awarded, previous year
 - g. Core curriculum classes



- h. CTE classes with workforce data (wage/high demand)
- i. Number of students at first day and census, previous year

b. 2000 Category. Please indicate below any requests for temporary or new permanent classified staff. Include labor amounts only; benefits will be calculated separately. *If more lines are needed, place cursor in the bottom right box and press [Tab].*

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 (check <u>one</u>): G = General Fund, O = Other G O	

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.

c. 4000 Category. Use the space below to itemize and explain budget requests in the category of supplies and equipment. *If more lines are needed, place cursor in the bottom right box and press [Tab].*



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 (check <u>one</u>): G = General Fund, O = Other G O	
Instructional Supplies – EMT	ESCC	1	1.A, 1.B.3	Need funds to purchase necessary lab supplies- CPR lungs, masks, bag valve devices, disposal items and replacement parts, Disposable materials bandaging supplies, tape, exam gloves, airways, splinting supplies, CPAP devices, hemolytic dressings. Dry erase markers, etc	\$750.00	Ongoing	G	
	EK	1	1.A, 1.B.3	Need funds to purchase necessary lab supplies- CPR lungs, masks, bag valve devices, disposal items and replacement parts, Disposable materials bandaging supplies, tape, exam gloves, airways, splinting supplies, CPAP devices, hemolytic dressings. Dry erase markers, etc	\$750.00	Ongoing	G	
	IWV	1	1.A, 1.B.3	Need funds to purchase necessary lab supplies- CPR lungs, masks, bag valve devices, disposal items and replacement parts, Disposable materials bandaging supplies, tape, exam gloves, airways, splinting supplies, CPAP devices, hemolytic dressings. Dry erase markers, etc	\$750.00	Ongoing	G	
	KRV	1	1.A,	Need funds to purchase necessary lab supplies- CPR lungs, masks, bag valve devices, disposal items and	\$750.00	Ongoing	G	



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 (check <u>one</u>): G = General Fund, O = Other G O	
			1.B.3	replacement parts, Disposable materials bandaging supplies, tape, exam gloves, airways, splinting supplies, CPAP devices, hemolytic dressings. Dry erase markers, etc				
Office Supplies - EMT	IWV	1	1-6	Need funds for office supplies, data storage, file material for hard copies, pens, printer cartridges, dry erase markers and classroom materials for all instructors in IWV, ESCC, EK, and KRV classrooms	\$885.00	Ongoing	G	
Office Replacement Chair	IWV	2		Replacement chair office at KRV	\$200.00	One Time	G	
Skills Lab Supplies	IWV KRV BIS	1	1.A,1.B	Supplies to maintain skills labs at all campuses	\$3000	Ongoing	G	
Office Supplies	IWV	1	1-6	Office Supplies for all instructors on all campuses	\$1000	Ongoing	G	

d. 5000 Category. Use the space below to itemize and explain budget requests in the category of service, utilities, and operating expenses. *If more lines are needed, place cursor in the bottom right box and press [Tab].*



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 (check <u>one</u>): G = General Fund, O = Other	
							G	O
Professional Conference-EMT	IWV	1	1.A, 1.B	Professional development full time faculty	\$1800	Ongoing	G	
Director Meeting -EMT	IWV	1	1.A,1.B	Attend 4 regional/county EMS meetings. These meetings provide new and revised mandates, networking, collaboration with companies and agencies and keep the college in the loop of emerging concerns for all the governing counties we serve	\$440	Ongoing	G	
Advisory Meetings - EMT	IWV ESCC KRV EK	1	1-6	To maintain mandatory advisory meetings at the 4 sites each semester	\$1800	Ongoing	G	
Professional Conference- Human Services	IWV	1	1.A, 1.B	Professional development full time faculty	\$1800	Ongoing	G	
Advisory Meetings – Human Service	IWV KRV BIS	1	1-6	To maintain mandatory advisory meetings at 3 sites each semester	\$1500	Ongoing	G	
Professional Conference Health Careers	IWV	1	1.A, 1.B	Professional development full time faculty (3)	\$5400	Ongoing	G	
Director Meeting - LVN	IWV	1	1.A, 1.B	Attend 2 mandatory Director meetings. These meetings are mandatory by the BVNPT. Receive all	\$3000	Ongoing	G	



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 (check <u>one</u>): G = General Fund, O = Other G O	
				updates from the board, review success rates, etc				
Advisory Meetings-Health Careers	IWV KRV BIS	1	1.A,1.B	Maintain mandatory Advisory Meetings	\$1800	Ongoing	G	
CNA Livescan reimbursement	IWV KRV BIS	1		Mandatory reimbursement requirement	\$8550	Ongoing	G	

e. 6000 Category. Use the space below to itemize and explain budget requests in the category of capital outlay. *If more lines are needed, place cursor in the bottom right box and press [Tab].*



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 fundin	Funding Source (check <u>one</u>): G = General Fund, O = Other G O	
Dedicated Instructional Space - EMT	EK	1	1.A, 1,B	Instructional space for students in EK. We have had problems maintaining our presence, equipment, supplies, and security at Cal City High School		Ongoing	G	

STEP 4: ATTACH COMPLETED BUDGET WORKSHEET (provided separately)