

**Allied Health Department**  
**Annual Unit Plan for Academic Year 2018-2019**  
October 2017

---

## **Describe Department/Unit**

### **Connection to College Mission**

The mission of the Allied Health Department is to develop and provide quality programs in various aspects of health care. 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 and Diet Therapy, Pharmacology, Cultural Diversity, Intravenous Therapy, Ethics for the Health Care 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.

The Allied Health Programs are aligned with the college's mission in providing high quality career technical education within all the disciplines, in addition to expanded opportunities to continue in a variety of career fields. The result of operating these programs is increased FTES, working relationship with our service area employers, and student employment in the communities that we serve.

The Allied Health programs support enrollment in the academic programs within the college for both degree and certificate completion with the end goal of student employment.

---

## **Report on Improvements Made and Gaps Identified in the Prior Year**

### **Student Equity: Actions Taken**

### **Student Equity: Gaps to be Addressed**

#### **Gender: Male**

##### **Gap Identified:**

Health Careers: Low enrollment in comparison to college wide trends.

#### **Age: 19 or younger**

##### **Gap Identified:**

Human Services: Low enrollment of this age group. Consistent with historical trends for this career option.

### **Outcomes Assessment: Actions Taken**

#### **Actions taken in the prior academic year**

Continued implementation of online course mentoring for adjunct faculty by full time faculty to improve engagement, interaction, and content. Retention and success rates have evened out but still remain above college wide rates. Overall retention of Health Careers is 88% with 76% success for a combined traditional and distance educational tracks. Human Service is 89% retention and 75% success for distance education track. Emergency Medical Technology is at 91% retention with 83% success for traditional track.

## **Assessments completed in the prior academic year**

Completion of SLO assessments have increased dramatically, yet still short of 100% compliance. A few courses still waiting for deletion, along with new courses yet to be offered. Continued confusion from staff on SLO process. Planning in process to develop examples, guidelines and repository of SLO assessment process for all offerings in Health Careers, Human Services, and Emergency Medical Technology programs. Planning for dual enrollment offerings to engage in the SLO process as well.

## **Outcomes Assessment: Gaps to be Addressed**

### **Program Review: Actions Taken**

#### **Vocational Nursing Program**

**Year of Last Program Review:**

2016 Spring

**Actions Taken in the Prior Year to Address Strategies:**

**Strategies Still to be Addressed:**

#### **Emergency Medical Technology**

**Year of Last Program Review:**

2015 Fall

**Actions Taken in the Prior Year to Address Strategies:**

**Strategies Still to be Addressed:**

#### **Human Services**

**Year of Last Program Review:**

2014 Fall

**Actions Taken in the Prior Year to Address Strategies:**

**Strategies Still to be Addressed:**

#### **Medical Assisting Program**

**Year of Last Program Review:**

Due 2018

**Actions Taken in the Prior Year to Address Strategies:**

**Strategies Still to be Addressed:**

## Annual Planning: Actions Taken

### Update and improve Vocational Nursing program application and admissions process

#1 has been implemented with great success. Continued use of NLN PAX testing for applicants to the Vocational Nursing program. Budget allocation advised for 2 cohorts each year.

#2 has been implemented and continues to be instrumental in student success throughout program and at final evaluation, NCLEX-PN passage. Increase in first time pass % rates since implementation.

#3 has been withdrawn at this time. Problematic in finding qualified and active instructor for iTV implementation of vocational nursing program. Advised by BVNPT to refrain from using as does not work well for student retention and success.

### AS-T Decree in Nutrition

The degree option and course has been approved. Awaiting first offering of coursework in connection with degree option.

### Medical Coding and Billing Certificates

Currently 1 full time faculty and 1 adjunct faculty member are in progress with coding certificate training. Curriculum is being developed with slight delay due to change in curriculum management system processes.

---

## Review of Current Year Initiatives

### Reminder of Initiatives for the Current Year

#### Complete instructor certification for National Medical Coding - 1 faculty and 2 adjunct faculty.

Currently have 2 department instructors (1 faculty, 1 adjunct faculty) in progress with training for the National Medical Coding course. In process of developing curriculum, pathways, and certificate for the online medical coding certificate program.

### AS-T Degree in Nutrition

No additional assistance required at this time.

---

## Plan Initiatives for Next Year

### Initiatives for Next Academic Year

**Collaborative planning for faculty and adjunct faculty within Allied Health department in respect to unit planning, budgeting, course scheduling, updating curriculum, SLO assessment process, and other areas of the department in relation to success.**

Is this part of a multiyear initiative?

Yes

#### Specific Action Steps to be Taken:

Planned multiple meetings throughout the year and semesters to allow for more adjunct participation. Advanced notice of opportunities to meet. Robust use of Department Canvas site to disseminate information and as a resource for SLO policy, syllabus language, forms, and other helpful resources. Robust communication from chair, directors, and all full time faculty through the Canvas site to foster open communication and transparency of the departments future goals. Increase advisory committee meeting participation through recruitment and advance planning. Engaging the stake-holders within our communities to take an active role in all programs.

**Lead Measure of Success:**

A lead measure can be the increased use of the Department Canvas site for information.

An increase in adjunct participation in meetings.

An increase in Advisory committee attendance at all sites.

An increase in SLO assessments.

**Are any of the lead measures identified above lacking assessment instruments?**

No

**Does the department request help to develop these instruments?**

No

**Lag Measure of Success:**

**Person Responsible:**

It addresses a gap in outcomes assessment

**Which strategic goal does this initiative address?**

Goal 1: Maximize Student Success, Goal 4: Enhance Community Connections, Goal 5: Strengthen Organizational Effectiveness

**Mountain Measurement NCLEX-PN analysis**

**Is this part of a multiyear initiative?**

Yes

**Specific Action Steps to be Taken:**

Register for Mountain Measurement analysis data through the National Council of State Boards of Nursing (NCSBN). This is a semi-annual or annual, comparative review of a program's performance that is designed to help educators and administrators in identifying areas of strength and weakness in a program. Done by assessing NCLEX-PN student testing to identify content dimension reports for all areas tested by the national exam.

**Lead Measure of Success:**

Initial data can help to determine effectiveness of teaching methodologies concerning strengths and weaknesses.

Change curriculum to focus on weak areas of student testing results.

**Are any of the lead measures identified above lacking assessment instruments?**

No

**Does the department request help to develop these instruments?**

No

**Lag Measure of Success:**

Increase in NCLEX-PN first time test takers passing rates.

Revision of curriculum on an annual basis based on Mountain Measurements recommendations for weak areas for increased student success.

**Person Responsible:**

Director of Nursing

**It addresses a program review strategy**

**Which strategic goal does this initiative address?**

Goal 1: Maximize Student Success

---

## Evaluate Resource Needs

### Facilities

### Information Technology

Continued use of iTV at distant sites such as ESCC and KRV for HMSV program and as back-up to Vocational Nursing program.

General rotational upgrade of faculty and teaching computers as outlined with IT Department.

Projected need for simulation room video monitoring and broadcasting of simulation scenarios.

### Marketing

Continued budget for CTE liason at \$30/hr x 3 hrs/wk x 32 weeks.

Promotional materials at ESCC:

Tri-fold brochures, 3000 glossy=\$700 (1000 each for LVN, MA, HMSV, EMT)

Stand up banner x 4=\$800 (LVN, MA, HMSV, EMT)

Acrylic sign for lobby at ESCC=\$600 (Allied Health)

Promotional materials at IWV:

Tri-fold brochures, 3000 glossy=\$700 (1000 each for LVN, MA, HMSV, EMT)

Promotional materials at Tehachapi:

Tri-fold brochures, 3000 glossy=\$300 (1000 each for MA, EMT)

Promotional material at Kern River Vally:

Tri-fold brochures, 3000 glossy=\$700 (1000 each for LVN, MA, HMSV, EMT)

## Professional Development

Continued need for Nursing and EMT instructors to maintain licensing requirements. Faculty attend conference related to their specific area and provide updates to adjunct faculty within the discipline. Continued funding is needed to support in-state and out-of-state conference travel to maintain program and student success.

Patient simulation training on an annual basis to remain abreast of the best practices in simulation applications for vocational nursing and emergency medical technology.

National medical coding instructor certification in progress for 1 full time faculty and 1 adjunct faculty. Continued search for viable 2nd adjunct faculty to complete training.

Continued need for director of nursing to attend semi-annual meetings for Board of Vocational Nursing and Psychiatric Technicians in southern and northern California regions to remain aware of state changes and challenges.

---

## Staffing Requests

### 1000 Category - Certificated Positions

#### Human Services

##### Location:

CC Online, Ridgecrest/IWV

##### Justification:

Current only full-time faculty and director of Human Services is retiring Spring of 2018.

1 Are there too few or too many students enrolling for particular classes or majors?

There is a sustained demand for HMSV courses throughout the service areas. This program has an average 5 year FTES of 17.1 with a 94% retention rate and 80% success rate.

2. Are there too many courses or programs that are under capacity?

No, there are not too many courses that are under capacity. All are online courses and are at high capacity on first day of the semester.

3. Are courses "core mission"?

All courses are "core mission" as they all lead to a degree or certificate.

4 Are courses overscheduled?

No, courses are not overscheduled.

5. Is there capacity to offer courses or programs at different times and/or locations?

Courses are offered as hybrid in using iTV rooms. Courses are also via online.

6. Is there a workforce shortage in the service area or region?

Yes, there is a demand for graduates. According to the U.S. Department of Labor's Occupational Outlook Handbook, the profession of social work is expected to increase more than the average for all other occupations.

7. What are the costs and/or lost revenue from gaps between student demand and course or program capacity?

Average of 75 students per year, 54 hours per class = 4050 hours

Average of 17.1 FTES @ \$4856/FTES = \$83,037

8. In support of your proposal, provide the following data: a. Size of wait lists in the discipline

5 year average at 8 b. Department productivity, previous year

5 year average of 17.1 FTES c. Number of faculty currently in the department

1 d. Number of adjunct faculty

e. Number of certificates awarded, previous year

11 f. Number of degrees awarded, previous year

6 g. Core curriculum classes

5 h. CTE classes with workforce data (wage/high demand)

i. Number of students at first day and census, previous year

157 first day enrollment

142 census day enrollment

## 2000 Category - Classified Staff

### Department Assistant II

**Location:**

Ridgecrest/IWV

**Salary Grade:**

per scale

**Number of Months:**

9

**Number of Hours per Week:**

19

**Salary Amount:**

per scale

**Justification:**

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

Current staff are impacted by the continued demand of the programs and students.

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

A continuation of overload for director of the nursing and emt programs in ensuring state documentation is compliant and current for program, students, faculty and clinical sites.

3. Is a temporary employee currently performing the work of this position? (Y/N)

No, the director of nursing and emt programs are currently accomplishing this task.

4. How is the work assigned to this position presently accomplished?

By off hours work by the director of nursing and emt programs.