

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Nursing Assistant Program					Date Created	9/27/2017					
Division		Health and Public Safety					Date Reviewed	8/22/2018					
Academic Year Launched	Doing, Done, Ditch, Delay*	Solution/Action	Key Results	Current Level of Performance	Performance Measurement	Non-Financial Resources Needed	Financial Resources Needed				Program Priority (1-6)	Point Person	Timeline
							Capital \$** (\$5,000+)	Capital Description(s)	Operational \$	Operational Description(s)			
<i>*Doing, Done, Ditch, Delay only applies to current or past items. Leave column blank for future items.</i>							<i>**Remember to review 10-year capital planning items each year prior to finalizing capital request.</i>						
2017-18 2018-19		Establish partnerships to increase enrollment and meet employer needs in the rural areas. **2018-19 Strengthen partnerships with long-term care providers to create a sponsorship process with Western admissions **2019-20 Communicate plan with admissions, get information on sponsors to students. **2020-21 Evaluate effectiveness of sponsorship plan.		Cancellations have occurred 2015-2017 in Independence, Black River Falls, Viroqua or the classes have had low enrollment	Full enrollment of 12/class 2 classes/year at each RLC location	<ul style="list-style-type: none"> • Adjunct instructors at each location • Develop strategies for developing partnerships • Develop plan for sponsorship of students 						Joan Miksis	2018-2019 Academic Year
2018-19		Advocate for services for evening/weekend students		Very limited, to no, services available for evening/weekend students	Provide students access to all services offered by Western	<ul style="list-style-type: none"> • Funding for vending • Planning for increased security staff • Funding/planning for increased counseling services 						Marcia Robbins	2018-2019 Academic Year
2018-19	doing	Supply and maintain consistent and functional teaching equipment and resources for NA lab and RLCs. Establish new ordering, inventory process. Total \$6,000 - Second sink - \$3000 - \$3000 Linens: 500 -Towels, 1000 washcloths, sheets, pillowcases, etc	3-Cost Effectiveness		Students will have adequate equipment to practice sufficiently and efficiently to improve pass rates		\$ 6,000	Facility Needs/ Remodeling, Major Equipment				Kris Stegemeyer	*should be completed Oct 2018
2018-19	Doing	Supply and maintain consistent and functional teaching equipment and resources for NA lab and RLCs. Establish new ordering, inventory process. Total - \$10,185 - Manikins x2 = \$1600 - Scale x5 = \$2635 - Linen cart for Tomah = \$750 - Storage cart/Demo station for Sparta = \$1,000 - Torso models x7 = 4,200	3-Cost Effectiveness		Students will have adequate equipment to practice sufficiently and efficiently to improve pass rates		\$10185	Facility Needs, Major Equipment				Kris Stegemeyer	minor equip 2018-19
2018-19	doing	Continue review of all NA skills lists, assure they all match consistently, no variation. Update handbooks for students	1-Course Completion		Assigned champion will assure work is completed and presented to team; standardization will provide clear sequence of practice and testing of skills; skill pass rates will improve							Marcia Robbins	

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Nursing Assistant Program					Date Created	9/27/2017					
Division		Health and Public Safety					Date Reviewed	8/22/2018					
Academic Year Launched	Doing, Done, Ditch, Delay*	Solution/Action	Key Results	Current Level of Performance	Performance Measurement	Non-Financial Resources Needed	Financial Resources Needed				Program Priority (1-6)	Point Person	Timeline
							Capital \$** (\$5,000+)	Capital Description(s)	Operational \$	Operational Description(s)			
2018-19	doing	Instructors all teach skills in a unified consistent manner matching the PV pattern of skills testing	1-Course Completion		Assigned champion will assure work is completed and presented to team; standardization will provide clear sequence of practice and testing of skills; skill pass rates will improve							Dawn Summerfield Laurie Ellefson	
2018-19	done	Modify/revise standardized Syllabus and lesson plans	1-Course Completion		Assigned champion will assure work is completed and presented to team; standardization will provide clear sequence of practice and testing of skills; skill pass rates will improve							Marcia Robbins	
2019-20		Maintain equipment for RLCs to allow multiple practice stations for skills	3-Cost Effectiveness									Kris Stegemeyer	
2019-20		Evaluate implemented inventory and supply process for efficiency and cost effectiveness.	3-Cost Effectiveness		meet student needs in class/lab			\$3000 permanent need	increase budget line for 5230-54302 to meet program needs	3		Kris Stegemeyer	1/1/2019
2019-20		Monitor Registry Skills pass rate; assess previous skills improvement plan pilots, evaluate results, plan future strategy. Assess improvements made to increase test scores. Maintain increase in test scores. **2020-21 Assess pass rate, plan future strategy	1-Course Completion 4-Stakeholder Satisfaction		Assess skills pass rate compared to state pass rates; Maintain or exceed state average of 79% skills pass rate from above	\$5000 set	4 lap tops for Registry exam testing in facility			2		Marcia Robbins	1/1/2019
2020-21		Sustain HS NA academy grant to meet the needs of long term care facilities, increase HS pipeline for NA, and meet HS demand for NA cert	4-Stakeholder Satisfaction		meet hiring needs of long term care facilities with critical need of NA Level 2 analysis=grow due to regional demand			\$80000 permanent need in July 2020	Full time faculty need	5		Joan Miksis	2020 july
2018-19 2019-20		meet regional employer needs by continuing to offer adjunct sections of NA; there is a critical need in our region for NA employees	4-Stakeholder Satisfaction	budget is not adequate to meet adjunct faculty needs	meet budget needs for adjunct NA offerings Level 2 analysis=grow due to regional demand			\$12,000 permanent need		1		Joan Miksis	asap
2019-20		create a budge line for bed repairs to ensure that our donated 14 beds remain in working condition.	4-3-cost effectiveness	budget is not adequate to meet repair needs	meet budget needs for needed bed use in lab			\$15,000 permanent need	repair	4		Joan Miksis	asap

Western Technical College Program Planning Document - Action Plan

Program/Department Name		Nursing Assistant Program					Date Created		9/27/2017				
Division		Health and Public Safety					Date Reviewed		8/22/2018				
Academic Year Launched	Doing, Done, Ditch, Delay*	Solution/Action	Key Results	Current Level of Performance	Performance Measurement	Non-Financial Resources Needed	Financial Resources Needed				Program Priority (1-6)	Point Person	Timeline
							Capital \$** (\$5,000+)	Capital Description(s)	Operational \$	Operational Description(s)			
2017-18 2018-19 2019-20		Create DVDs to be streamed for student use in learning and reviewing skills **2019-20 Create DVD updates on all skills; implement real-time skill recording with EMS system Non instructional faculty wage \$36.63 x30 hrs - \$2197.80	1-Course Completion	Pass rates increasing with implementation of new methods with Fall 2016 skills pass rate at 75%.	Maintain or exceed state average of 79% skills pass rate	<ul style="list-style-type: none"> Adequate supplies for practice and testing Additional 6 hours to teaching workload per faculty member Faculty to observe regional testing sites and methods 			\$2,200	filming skills for retention pass rate	5	Lori Snyder	2019-20Academic Year
2019-20		Attend training related to field and profession	4-Stakeholder Satisfaction		Faculty attend state-called meetings and keep up to date on long-term care practices			\$1000	5203- 54302 premanent need	Travel, Training	6	Marcia Robbins Kris Stegemeyer	