

LOS ANGELES COUNTY  
COLLEGE OF NURSING AND ALLIED HEALTH



*School of Nursing*  
FACULTY HANDBOOK OVERVIEW



*"There's No Education Like It In The World"*

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**

**SCHOOL OF NURSING**

**POLICY & PROCEDURES OVERVIEW**

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**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**

**SCHOOL OF NURSING**

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**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**

**SCHOOL OF NURSING**

**POLICY & PROCEDURES OVERVIEW CONTINUED**

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**Link:**

<https://secure2.compliancebridge.com/lacdhs/DHSpublic/index.php?fuseaction=app.main&cat=51>

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**

**SCHOOL OF NURSING**

**SCHOOL OF NURSING FORMS**

Academic Warning Notice  
Clinical Attendance Notification  
Drug Dosage Calculation Competency Remediation Plan  
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Link:

[Forms Link](#)

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**SCHOOL OF NURSING**

**RULES AND REGULATIONS OF THE FACULTY ORGANIZATION BYLAWS**

Link:

[Bylaws](#)



Los Angeles County

**COLLEGE OF NURSING  
AND ALLIED HEALTH**

► School of Nursing  
► Education & Consulting Services  
► Allied Health Continuing Education

1237 North Mission Road, Los Angeles, California 90033

(323) 409-5911

## **POLICY AND PROCEDURE MANUAL ACCURACY STATEMENT**

The Los Angeles County College of Nursing and Allied Health (CONAH) has made every effort to ascertain ensure that the information stated herein is accurate.

CONAH reserves the right to make changes affecting programs, policies, regulations, requirements, fees and/or any other matters.

All matters contained herein are subject to change without notice. CONAH assumes no responsibility for misinterpretation of the information presented.



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## **POLICY AND PROCEDURE MANUAL FOREWORD**

The purpose of this manual is to provide a policy and procedure guide and reference source for Los Angeles County (LAC) College of Nursing and Allied Health (College) faculty and staff.

Faculty and staff are expected to use College, and LAC+USC Medical Center manuals and other LAC and Department of Health Services resources for information necessary to carry out their job functions and responsibilities.

The College Manual, which applies to all divisions of the College, provides guidance to each division in developing area specific policies and procedures. The Manual will be revised and updated to reflect changes in practice. Each faculty and staff member contributes to this process. Policy development and revision adheres to College policy #100.

The Manual is divided into sections. Many of these sections are further divided into subsections consistent with those included in the LAC+USC Medical Center Policy Manual. Within the sections and subsections, the policies are in numerical order.

Orig: 4/8/03  
CollegePlanning:nm

Reviewed: 1/07, 9/10, 2/14/13, 6/9/16, 4/25/19  
CollegeAdmin.Policies.PolMan.





Los Angeles County

## COLLEGE OF NURSING AND ALLIED HEALTH

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### **Mission**

To provide learning centered educational programs and career development opportunities for healthcare students in support of the Los Angeles County Department of Health Services.

### **Vision**

To be a model learning centered educational system providing a continuum and breadth of education and professional development to promote health in the Los Angeles community.

### **Values**

To guide us in achieving our mission and vision, we believe:

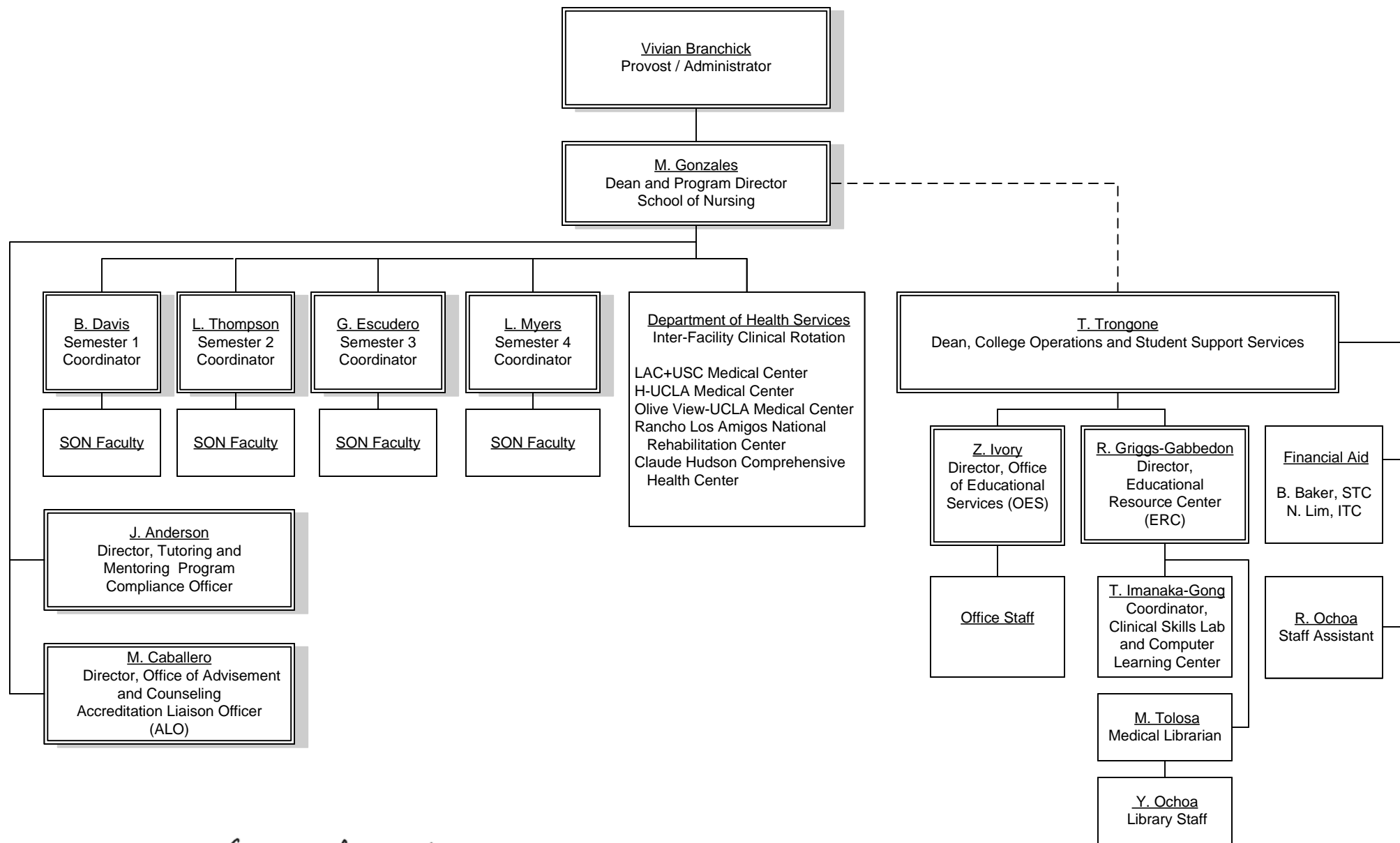
- Education is an indispensable component of high quality and safe patient centered care.
- Education is a dynamic, life long process that promotes and maximizes both personal and professional development.
- Our priority is to respond to the educational needs of our students, the LAC+USC Medical Center, Department of Health Services, and the community.
- Learning activities that provide for freedom of inquiry, self-discovery and sharing of ideas are conducive to individual growth.
- The teaching-learning process is a reciprocal relationship between learner and teacher, which maximizes learner autonomy, and is effective when achievement of learning outcomes is demonstrated.
- The climate of learning is enhanced when the dignity and worth of individuals with different abilities, learning styles, support systems' needs, and cultural and ethnic backgrounds are recognized.
- Ongoing evaluation of our performance and openness to change is essential as programs grow, technology improves, student needs change, and learning methods evolve.
- Teamwork promotes flexibility, collaboration, innovation, and networking.
- Integrity, professionalism, and respect are inherent to our relationships with each other, our students, our partners, and the community.
- Fiscal responsibility is vital to ensuring the maximum benefit from DHS resources.

### **Motto**

***"There is no education like it in the world"***

# Los Angeles County College of Nursing and Allied Health

## School of Nursing Organizational Chart



*Vivian Branchick*

Vivian Branchick  
Provost / Administrator

7/27/2022

Date



Los Angeles County

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1237 North Mission Road, Los Angeles, California 90033

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### SCHOOL OF NURSING PHILOSOPHY

#### THE FACULTY BELIEVE:

**NURSING EDUCATION** is a continuous process that builds upon a theoretical base from related disciplines. Nursing education emphasizes theoretical knowledge and principles to guide and influence the practice of nursing. The goal of nursing education is to prepare students with the knowledge, skills, attitude, and sociocultural sensitivity necessary for assisting the \*client to maintain health.

**\*CLIENT** is an individual, family, group or community with inherent worth and dignity. The client functions in a holistic, harmonious manner and is viewed as an open system with five interrelating variables that are always present and determine the nature and degree of stress experienced.

**ENVIRONMENT** consists of both internal and external forces that influence the system stability of the \*client. System stability is dependent upon the \*client's ability to adapt to environmental forces.

**HEALTH** is a dynamic and ever changing state of system stability. Health exists at various changing levels that are on a continuum from wellness to illness. The \*client as a member of society has a right to participate in a health care system and be provided with opportunities for health education. To optimize health, the \*client assumes an active role in meeting their own health care needs.

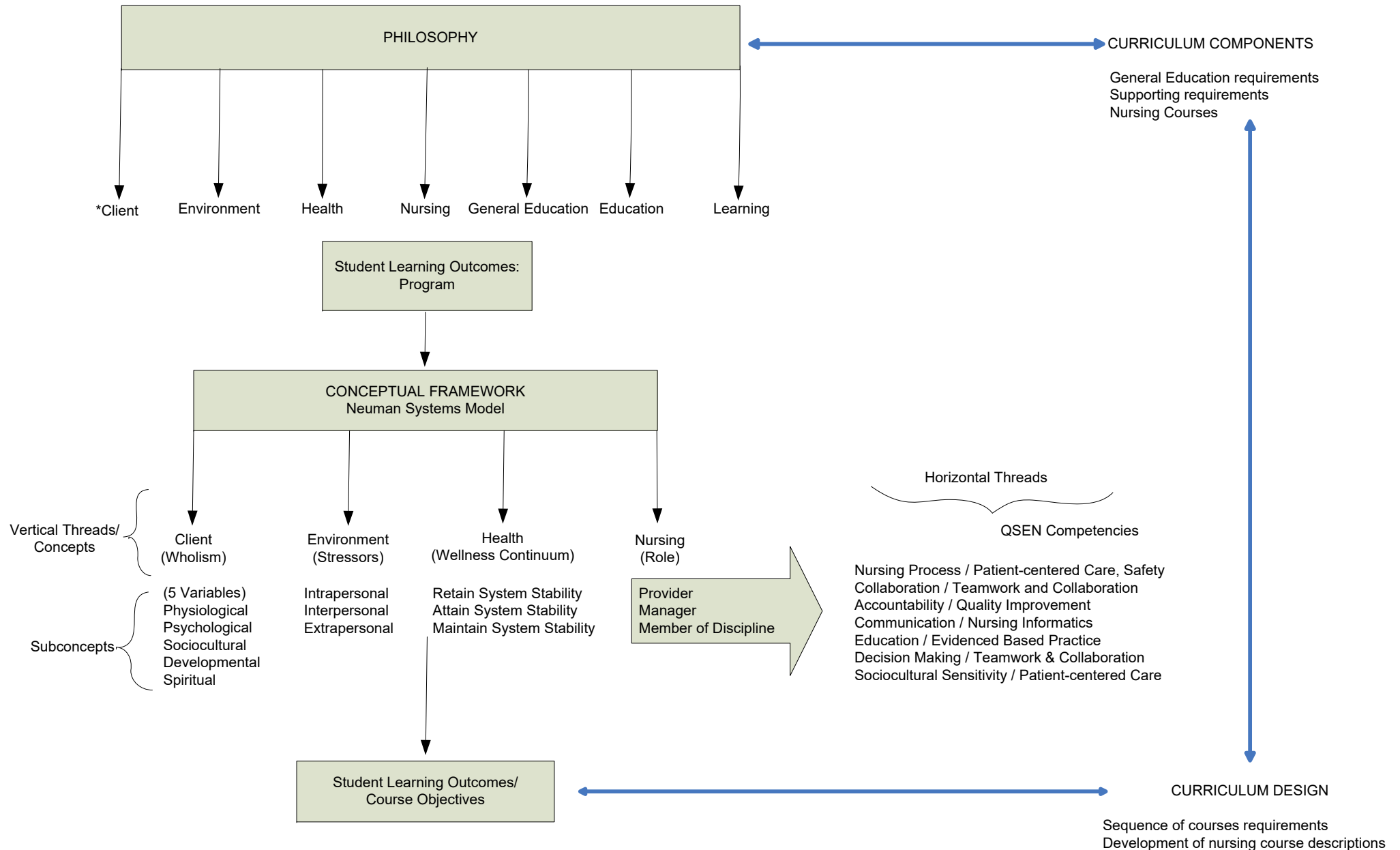
**NURSING** focuses on determining the nature of environmental forces, which may result in health problems. The goal of nursing is to facilitate optimal system stability through the integration of the nursing process and nursing role. Nursing acts as an advocate and collaborator involving the patient, family, community and other health care members. Nursing is accountable for functioning within safe, ethical and legal boundaries and for providing cost effective quality care.

\*In this institution, client is used in lieu of man.

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## SCHOOL OF NURSING Curriculum Conceptual Framework



\* In this institution, client is used in lieu of man.



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## SCHOOL OF NURSING

### PROGRAM OBJECTIVES

Upon program completion, the graduate, as an entry level registered nurse provides and manages client-centered nursing care by:

1. Applying the nursing process when safely caring for clients across the health-illness continuum throughout the life span in a variety of healthcare settings.
2. Communicating effectively and appropriately when interacting with individuals, families, groups, communities, colleagues, and other healthcare disciplines to achieve optimal health outcomes.
3. Collaborating with individuals, families, groups, communities, colleagues and other health care disciplines to achieve optimal health outcomes in a cost-effective manner.
4. Demonstrating leadership, accountability, and advocacy within legal, ethical and professional standards as a nurse and as a contributing member of society.
5. Formulating individualized client care plans using critical thinking skills based upon relevant scientific knowledge, and evidence-based practices, and interpretation of clinical information.
6. Educating client/family to promote preventative and restorative health measures.
7. Demonstrating awareness and respect for diverse sociocultural values and beliefs.



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### ESSENTIAL FUNCTION STANDARDS REQUIRED OF NURSING STUDENTS

Students enrolled in Los Angeles County College of Nursing and Allied Health's School of Nursing are protected by the Americans with Disabilities Act (ADA). Students who may need accommodations or modifications to meet these essential functions are encouraged to contact the Dean Administrative and Student Services to maximize their success in the program.

#### **Standard I** Cognitive and Conceptual Abilities

Students must demonstrate the ability to read and understand written documents in English and solve problems involving measurements, calculations, reasoning, and analysis. Students must also be able to apply the nursing process by demonstrating the ability to gather data, develop a plan action, establish priorities and monitor treatment plans and care modalities. Students must be able to quickly read and comprehend extensive written material and apply information and engage in critical thinking in didactic and clinical settings. Comprehending three dimensional and spatial relationships is essential.

#### **Standard II** Behavioral – Social Attributes

Students are required to consistently demonstrate empathy, integrity, honesty, interpersonal skills, interest and positive motivation. Students must possess the emotional health required for full use of their intellectual abilities, the exercise of sound judgment, and the prompt completion of responsibilities required for patient care. The development of mature, culturally sensitive, and effective relationships with patients is essential. Students must possess adequate endurance and strength to function effectively under stress for extended periods. Students must be able to adapt to changing environments, display flexibility, and learn to function under conditions of uncertainty inherent in the clinical problems of many patients. Students are expected to accept appropriate suggestions and criticisms, and to respond by modifying their behavior appropriately.

#### **Standard III** Communication Abilities

Students must communicate effectively and efficiently in English with patients, families and other health care providers and demonstrate clarity verbally, non-verbally and in writing. Other required abilities include speech, hearing, reading, writing, language skills and computer literacy. Students must be able to identify communication barriers and use appropriate resources to facilitate effective communication.

#### **Standard IV** Sensory Function

Students must have sufficient abilities to gather data from written reference materials, oral presentations, demonstrations, and observations of patients and their environment. Students must be able to observe a patient accurately and appreciate non-verbal communications when performing nursing assessments and interventions or administering medications.

#### **Standard V** Motor Function

Students are required to have sufficient motor function to execute movements required to provide general patient care. Students must be able to use equipment competently and respond promptly to emergencies. In addition students must have the ability to care for patients of all ages. Manual dexterity is required in clinical course work.

Students must meet the Physical requirements of the clinical sites used by the College. The clinical sites currently utilized by the College are part of the Los Angeles County Department of Health Services. The Department of Health Services require nurses working in its facilities to meet the standard of Physical Class 3.

*[The definition for a Physical Class 3 – Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighing over 25 pounds, and frequently lifting 10-25 pounds.]*

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

|   |   |   |      |
|---|---|---|------|
|   |   | Page 1  | Of 2 |
| Subject:<br><b>NEW EMPLOYEE ORIENTATION</b>   | Original<br>September 11, 2008              | Policy #:<br><b>510</b>   |      |
|   | Supersedes:<br>September 8, 2016            | Effective Date:<br>January 26, 2023   |      |
| Individuals /Committees Consulted:<br>College Credentials<br>Administrative Committee | Reviewed & Approved by:<br>College Planning | Approved by:<br><br>Provost, College of Nursing &<br>Allied Health<br>(Signature on File) |      |

## **PURPOSE:**

To ensure that all new and transferring employees are provided an orientation to the College and assigned division and responsibilities.

## **POLICY:**

All new employees are oriented to:

- College of Nursing and Allied Health, Nursing, LAC+USC Medical Center, and Department of Health Services (DHS) policies in accordance with orientation requirements.
- College:
  - Mission, Vision, Values and Goals
  - Divisional policies and procedures
  - Campus and affiliated facilities
  - Safety and security precautions
  - Faculty, staff, and student support services
  - Quality improvement/Program review processes
  - Assigned division
- DHS facilities as applicable

College employees who transfer between divisions are oriented/remediated to their assigned division.

College employees who are promoted are oriented to new job duties.

## **PROCEDURE:**

The divisional dean/director assigns preceptor to orient the new employee.

Preceptor:

- Uses the New Employee Orientation Checklist to coordinate the new employee's orientation
  - Ensures completion of checklist within six months of hire
  - Submits completed checklist to Office of Educational Services (OES)
- Discusses the orientation progress with the new employee at least monthly
- Evaluates and documents the new employee's performance monthly, using the blue probationary evaluation form.

OES files Orientation Checklist in employee's file.



Subject:

**NEW EMPLOYEE ORIENTATION**

**PROCEDURE DOCUMENTATION:**

New Employee Orientation Checklist:

- Faculty
- Administrative and Student Support Services

Administrator/Supervisor Orientation Checklist

Monthly probationary evaluation (blue form)

**REFERENCES:**

LAC +USC Medical Center Policy #509: New Workforce Member Orientation

Nursing Policy #516: Employee Orientation

College Policy #515: Faculty Competency

**Revision Dates:**

September 11, 2008

September 8, 2011

September 8, 2016

January 26, 2023

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_ Employment Date: \_\_\_\_\_

Functional Title: \_\_\_\_\_ Payroll Title: \_\_\_\_\_ Assigned Area: \_\_\_\_\_

| ORIENTATION CRITERIA   | INIT. | DATE |
|--|-------|------|
| <b>SUPERVISOR/DESIGNEE</b>   |       |      |
| Job Description/Duties   |       |      |
| Organizational Charts<br>DHS, LAC + USC Medical Center,<br>College |       |      |
| Contact Persons<br>DHS, LAC + USC Medical Center,<br>College       |       |      |
| Accreditation Requirements/Due Dates                               |       |      |
| College (ACCJC)  |       |      |
| Divisional (BRN)   |       |      |
| Mission, Vision, Values  |       |      |
| Policy & Procedure Development                                     |       |      |
| Committee Responsibilities   |       |      |
| Communication Responsibilities                                     |       |      |
| Chain of Command   |       |      |
| CONAH  |       |      |
| LAC + USC / Nursing Services                                       |       |      |
| DHS / ONA  |       |      |
| Confidentiality  |       |      |
| Intranet/Team Service  |       |      |
| Internet Website   |       |      |
| Budget & Budget Requests   |       |      |
| Overview   |       |      |
| Procedure  |       |      |
| Annual Service and Supply Request                                  |       |      |
| OLR  |       |      |
| Item Control/Lotus Notes   |       |      |
| Overview   |       |      |
| Procedure  |       |      |
| Personnel Action Requests & Tracking                               |       |      |
| Overview   |       |      |

| ORIENTATION CRITERIA                                     | INIT. | DATE |
|--|-------|------|
| Procedure  |       |      |
| Employee Staffing/Scheduling<br>Administrative Schedules |       |      |
| Faculty/Staff Schedules                                  |       |      |
| New Employee Orientation                                 |       |      |
| Timecards, Payroll, Overtime                             |       |      |
| Ecaps Approval   |       |      |
| Employee Tracking<br>Health Exams                        |       |      |
| Performance Evaluations<br>Monthly/Probationary          |       |      |
| Annual   |       |      |
| Peer   |       |      |
| Licenses/Certificates                                    |       |      |
| Mandatory Education                                      |       |      |
| Employee Counseling, Discipline,<br>Grievance Management |       |      |
| Contingency Plan   |       |      |
| Overview   |       |      |
| Procedure  |       |      |
| Meeting Schedule & Attendance                            |       |      |
| Work Action  |       |      |
| Overview   |       |      |
| Procedure  |       |      |
| External / Internal Disaster                             |       |      |
| Overview   |       |      |
| Procedure  |       |      |
| Emergency Communication                                  |       |      |
| Introduction to College Staff                            |       |      |
| New Employee Tour of College Campus                      |       |      |
| Program Coordination<br>Course/Program Implementation    |       |      |
| Class Schedules  |       |      |

| ORIENTATION CRITERIA               | INIT. | DATE |
|------------------------------------|-------|------|
| Student Rosters/Registration       |       |      |
| Faculty Schedules                  |       |      |
| Guest Speakers                     |       |      |
| Room Requests                      |       |      |
| AV Reservations                    |       |      |
| Flyers/BRN Requirements            |       |      |
| Syllabi/Handouts                   |       |      |
| Tests/Quizzes                      |       |      |
| Generation                         |       |      |
| Proctoring                         |       |      |
| Test Item Analysis                 |       |      |
| Course/Clinical Evaluations        |       |      |
| Program Reports                    |       |      |
| SLO                                |       |      |
| OER                                |       |      |
| ACER                               |       |      |
| APER                               |       |      |
| Campus Security:                   |       |      |
| Opening & Closing                  |       |      |
| HIPAA Bin                          |       |      |
| Other                              |       |      |
| Employee Signature:                |       |      |
| <b>DEAN, IERP</b>                  |       |      |
| Institutional Effectiveness Plan   |       |      |
| Program Review                     |       |      |
| Student Learning Outcomes          |       |      |
| Program Evaluation Reports & Forms |       |      |
| Surveys/Data Sources               |       |      |
| Accreditation Requirements         |       |      |
| Other                              |       |      |
| Employee Signature:                |       |      |
| <b>COLLEGE INFORMATION OFFICER</b> |       |      |
| IT Overview                        |       |      |
| Computer Access                    |       |      |
| Wi-Fi                              |       |      |
| IT Problem Resolution              |       |      |

| ORIENTATION CRITERIA  | INIT. | DATE |
|---|-------|------|
| Other:  |       |      |
| Employee Signature  |       |      |
| <b>COLLEGE SAFETY OFFICER</b>                                       |       |      |
| College & Network Disaster Plans                                    |       |      |
| Fire Response Procedure   |       |      |
| Hazard Surveillance   |       |      |
| College Security: Alarms Exit Doors                                 |       |      |
| Medical Emergencies   |       |      |
| Mandatory Education:  |       |      |
| Employee Safety   |       |      |
| Patient Safety  |       |      |
| Other:  |       |      |
| Employee Signature  |       |      |
| <b>DIRECTOR, OFFICE OF EDUCATIONAL SERVICES (OES)</b>               |       |      |
| Personnel Files   |       |      |
| Primary Verification  |       |      |
| Monthly Faculty Schedule  |       |      |
| Sick Calls – Faculty & Students                                     |       |      |
| Course/Program Syllabi  |       |      |
| Course Evaluations  |       |      |
| Student Work Sign In  |       |      |
| Schedule Board  |       |      |
| Information to OES  |       |      |
| Student Data Bases  |       |      |
| College Website   |       |      |
| HR/Mandatory Education Compliance Procedure                         |       |      |
| <b>School of Nursing:</b><br>Semester Schedules                     |       |      |
| Textbook List   |       |      |
| Clinical Schedule Book  |       |      |
| Rosters   |       |      |
| Test Results to Students  |       |      |
| Grade Sheets  |       |      |
| Clinical Hours Report   |       |      |
| <b>Education and Consulting Services:</b><br>Class Approval for CEs |       |      |
| Flyers – Approval   |       |      |

| ORIENTATION CRITERIA  | INIT. | DATE |
|---|-------|------|
| Packets for RN/LVN Orientation, Skills Validation, etc                      |       |      |
| Medicare/Medical Waiver Hours (1115)  |       |      |
| Other   |       |      |
| Employee Signature:   |       |      |
| <b>Allied Health:</b><br>Class/Program Schedule                             |       |      |
| Other   |       |      |
| Employee Signature:   |       |      |
| <b>DIRECTOR, EDUCATIONAL RESOURCE CENTER</b>                                |       |      |
| Library Resources   |       |      |
| Media Review / Purchase Procedure   |       |      |
| Skills Lab & Simulation   |       |      |
| Computer Labs   |       |      |
| Other:  |       |      |
| Employee Signature  |       |      |
| <b>MANAGEMENT/LEADERSHIP CLASSES</b>  |       |      |
| Employee Evaluation & Discipline Guidelines                                 |       |      |
| Goal Writing  |       |      |
| MAPP (if applicable)  |       |      |
| Mandatory Classes (list):<br>LAC+USC Orientation<br>Re-orientation Handbook |       |      |
| ADA Employment Guidelines   |       |      |
| Assembly Bill 1234 Ethics   |       |      |

| ORIENTATION CRITERIA                                   | INIT. | DATE |
|--|-------|------|
| CPOE for Supervisors                                   |       |      |
| Disaster Service Worker                                |       |      |
| Diversity  |       |      |
| Emergency Code Awareness                               |       |      |
| Employment Discrimination Prevention                   |       |      |
| Sexual Harassment                                      |       |      |
| Other  |       |      |
| Employee Signature:                                    |       |      |
| <b>DIRECTOR, TUTORING &amp; MENTORING</b>              |       |      |
| Tutoring & Mentoring Overview                          |       |      |
| Other  |       |      |
| Employee Signature:                                    |       |      |
| <b>DIRECTOR, OFFICE OF ADVISEMENT &amp; COUNSELING</b> |       |      |
| Office of Advisement & Counseling Office Overview      |       |      |
| Other  |       |      |
| Employee Signature:                                    |       |      |
| <b>FINANCIAL AID COORDINATOR</b>                       |       |      |
| Financial Aid Overview                                 |       |      |
| Student Status Communication/Form                      |       |      |
| Other  |       |      |
| Employee Signature:                                    |       |      |

Date Completed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Preceptor/Designee Signature: \_\_\_\_\_

|  | PRINT NAME | SIGNATURE | INITIAL | DATE |
|--|------------|-----------|---------|------|
| <b>SUPERVISOR/DESIGNEE</b>                             |            |           |         |      |
| <b>DEAN, IERP</b>                                      |            |           |         |      |
| <b>COLLEGE INFORMATION OFFICER</b>                     |            |           |         |      |
| <b>COLLEGE SAFETY OFFICER</b>                          |            |           |         |      |
| <b>DIRECTOR, OES</b>                                   |            |           |         |      |
| <b>DIRECTOR, ERC</b>                                   |            |           |         |      |
| <b>FINANCIAL AID COORDINATOR</b>                       |            |           |         |      |
| <b>DIRECTOR, TUTORING &amp; MENTORING</b>              |            |           |         |      |
| <b>DIRECTOR, OFFICE OF ADVISEMENT &amp; COUNSELING</b> |            |           |         |      |

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

NEW EMPLOYEE ORIENTATION CHECKLIST – FACULTY

Name: \_\_\_\_\_ Employee #: \_\_\_\_\_ Employment Date: \_\_\_\_\_

Functional Title: \_\_\_\_\_ Payroll Title: \_\_\_\_\_ Assigned Area: \_\_\_\_\_

Complete within six months of hire and return completed form to Office of Educational Services

| Orientation Criteria   | Init. | Date |
|--|-------|------|
| <b>PROVOST</b>   |       |      |
| Mission, Vision, Values  |       |      |
| College Structure & Organization Chart (SON, AH)                                   |       |      |
| Committee Structure & Organization Chart   |       |      |
| Strategic Plan & Annual Goals  |       |      |
| College Policies & Procedures (Accessible through Intranet)                        |       |      |
| College & Divisional Accreditation   |       |      |
| Other:   |       |      |
| Employee Signature:  |       |      |
| <b>PROGRAM DEAN/DIRECTOR:</b>  |       |      |
| Divisional Organization/Chain of Command   |       |      |
| Divisional Policies & Forms  |       |      |
| Divisional Curriculum – Overview   |       |      |
| Job Description, Performance Standards, Annual Performance Evaluation              |       |      |
| College & Divisional Committees  |       |      |
| Travel & Training Requests   |       |      |
| Regulatory Agency Requirements:<br>BRN: CE Provider/A.D.N. Program                 |       |      |
| Joint Commission   |       |      |
| Time Expectations:<br>Schedule, Work Week/Changes, Sign-Out Board, Master Schedule |       |      |
| Time Reporting   |       |      |
| Time/Vacation Requests, Absences   |       |      |
| Individual Time Log  |       |      |
| Timecard / ecaps Guidelines  |       |      |
| Employee Tracking: License, Certificates/ Cards, Health Exams, Peer Evaluations    |       |      |
| Vacation / Work Justification  |       |      |

| Orientation Criteria  | Init. | Date |
|---|-------|------|
| HR Mandatory Education Requirements / Compliance                                      |       |      |
| Other:  |       |      |
| Employee Signature:   |       |      |
| <b>COORDINATOR/PRECEPTOR:</b>   |       |      |
| New Instructor Orientation Schedule   |       |      |
| Introduction to College Staff   |       |      |
| Dress Code (Faculty & Student), Name Badge, Keys                                      |       |      |
| New Employee Tour:<br>College Campus  |       |      |
| Medical Center Campus:<br>Auditoriums, Cashiers, Library, Cafeterias, Labs/Blood Bank |       |      |
| USC: Bookstore, Cafeteria, Norris Library   |       |      |
| Other: HR, Employee Health  |       |      |
| Performance Evaluations:<br>Self Evaluation   |       |      |
| Monthly & Probationary  |       |      |
| Annual  |       |      |
| Peer  |       |      |
| Meeting Schedule & Attendance   |       |      |
| Minute Recorder Responsibilities  |       |      |
| College Catalog & Student Handbook  |       |      |
| Annual Calendar   |       |      |
| Instructor Responsibilities:<br>Lecture   |       |      |
| Clinical  |       |      |
| Committee Assignments   |       |      |
| Course/Class Development:<br>Description  |       |      |
| Student Learning Outcomes/Course Objectives   |       |      |

| Orientation Criteria  | Init. | Date |
|---|-------|------|
| Content   |       |      |
| Lesson Plan/Outlines/Syllabi  |       |      |
| Teaching Methodologies  |       |      |
| “Teaching Tips for New Instructors”   |       |      |
| Classrooms/Conference Room: Orientation, Set-up, Clean-up, & Reporting Form |       |      |
| Room Reservations   |       |      |
| Attend Didactic for Assigned Semester                                       |       |      |
| Classroom Activities<br>Student Attendance                                  |       |      |
| Student Assignments   |       |      |
| Academic Honesty/Professional Conduct                                       |       |      |
| Course/Class Evaluations:<br>Didactic                                       |       |      |
| Clinical  |       |      |
| Test: Construction/Par-Test   |       |      |
| Make-Up Tests   |       |      |
| Review  |       |      |
| Proctoring  |       |      |
| Grade Records   |       |      |
| Security/Disposal   |       |      |
| Scantron/Par-Score/Item Analysis  |       |      |
| Clinical Area Orientation: Specify Site(s):                                 |       |      |
| Introduction to Nurse Manager & Staff of Assigned Area(s)                   |       |      |
| Clinical Activities:  |       |      |
| Objectives (posted on wards – SON)  |       |      |
| Clinical Assignment: Patient Type, Number & Acuity                          |       |      |
| Skills Checklists   |       |      |
| Clinical Lines of Communication   |       |      |
| Potential Student Problems & Resolution                                     |       |      |
| Safety Precautions  |       |      |
| Clinical Area Exit Evaluation   |       |      |
| Student Evaluations:  |       |      |

| Orientation Criteria  | Init. | Date |
|---|-------|------|
| Self-Evaluation   |       |      |
| Clinical Performance Evaluation                                 |       |      |
| Anecdotal   |       |      |
| Conferences   |       |      |
| Failure: Criteria & Process                                     |       |      |
| Student Grievance   |       |      |
| Injury to Student/Employee                                      |       |      |
| Quarterly/Annual Reports  |       |      |
| Other:  |       |      |
| Employee Signature:   |       |      |
| Employee Signature:   |       |      |
| <b>COLLEGE SAFETY OFFICER</b>                                   |       |      |
| College & Network Disaster Plans                                |       |      |
| Fire Response Procedure   |       |      |
| Hazard Surveillance   |       |      |
| College Security: Alarms, Exit Doors                            |       |      |
| Medical Emergencies   |       |      |
| Mandatory Education<br>Employee Safety                          |       |      |
| Patient Safety  |       |      |
| Other:  |       |      |
| Employee Signature:   |       |      |
| <b>DEAN, INSTITUTIONAL EFFECTIVENESS, RESEARCH AND PLANNING</b> |       |      |
| Institutional Effectiveness Plan                                |       |      |
| Program Review  |       |      |
| Student Learning Outcomes                                       |       |      |
| Program Evaluation Reports & Forms                              |       |      |
| Surveys/Data Sources  |       |      |
| Accreditation Requirements                                      |       |      |
| Other:  |       |      |
| Employee Signature:   |       |      |
| <b>CIO ROLE/ RESPONSIBILITIES</b>                               |       |      |
| Orientation   |       |      |

| Orientation Criteria  | Init. | Date |
|---|-------|------|
| Computer Access   |       |      |
| Wi-Fi   |       |      |
| IT Problem Resolution   |       |      |
| Other:  |       |      |
| Employee Signature:   |       |      |
| <b>DEAN, COLLEGE OPERATIONS &amp; STUDENT SUPPORT SERVICES</b>                      |       |      |
| Comprehensive Academic Management System (CAMS)                                     |       |      |
| Key Request/Access Card   |       |      |
| Business Card Request   |       |      |
| Coordinate Office Set-up (Furniture, Equipment, Supplies, Computers, etc.)          |       |      |
| Other:  |       |      |
| Employee Signature:   |       |      |
| <b>DIRECTOR, OES/DESIGNEE</b>   |       |      |
| Office Management Assignments: Each staff member explains role & accessing services |       |      |
| Student Clerk   |       |      |
| Time Keeper   |       |      |
| Office Security:  |       |      |
| Opening & Closing   |       |      |
| Security Bins   |       |      |
| Orientation to Operation of Office Equipment:<br>Photocopier                        |       |      |
| Laminator   |       |      |
| Phones:<br>Phone Directory (provide copy)   |       |      |
| FAX   |       |      |
| Office Logs –Photocopy  |       |      |
| Filing Systems:<br>Website/Intranet/Team Service                                    |       |      |
| Learning Net  |       |      |
| Forms File  |       |      |
| "Originals", CVs, Class/Program, Minutes  |       |      |
| Personnel Files:  |       |      |

| Orientation Criteria   | Init. | Date |
|--|-------|------|
| Obtain Copies of License, Provider/Instructor Cards, Certificates, CV, Degrees, Fire, Health Exam, etc.<br>Emergency Contact Information |       |      |
| CE Class Certificates  |       |      |
| Room Reservation   |       |      |
| Roles of Students  |       |      |
| E-Mail Request   |       |      |
| Student Complaints/Grievances/Petitions  |       |      |
| Staff & Student Mail Boxes, Messages   |       |      |
| Bulletin Boards  |       |      |
| Parking Information: Guest & Student   |       |      |
| Repairs  |       |      |
| Other:   |       |      |
| Employee Signature:  |       |      |
| <b>CLINICAL AFFILIATE COORDINATOR</b>  |       |      |
| Roles & Responsibilities   |       |      |
| Affiliation Contracts  |       |      |
| Preceptorship Approval   |       |      |
| Other:   |       |      |
| Employee Signature:  |       |      |
| <b>FINANCIAL AID COORDINATOR</b>   |       |      |
| Financial Aid Overview   |       |      |
| Student Status Communication / Form  |       |      |
| Scholarship Recommendations Candidate  |       |      |
| Other:   |       |      |
| Employee Signature:  |       |      |
| <b>DIRECTOR, EDUCATIONAL RESOURCE CENTER (ERC)</b>   |       |      |
| Library Resources<br>Book, Journal, Video Collection   |       |      |
| Reserve Materials  |       |      |
| Journal List   |       |      |
| Nursing Database   |       |      |
| Video Catalog  |       |      |



| Orientation Criteria                                     | Init. | Date |
|--|-------|------|
| AV Equipment   |       |      |
| Equipment Reservation/Checkout Procedure                 |       |      |
| Media Preview/Purchase Procedure                         |       |      |
| Location/Use:<br>Modules/Models                          |       |      |
| Skills Labs & Simulation<br>Simulation Manikin/Scenarios |       |      |
| Manikin/Equipment Use                                    |       |      |
| Reservation Procedure                                    |       |      |
| Sign-In Sheets   |       |      |
| Clean-Up   |       |      |
| Computer Lab<br>Reservation Procedure                    |       |      |
| Sign-In Sheets   |       |      |
| Clean-Up   |       |      |
| Other:   |       |      |

| Orientation Criteria                                   | Init. | Date |
|--|-------|------|
| Employee Signature:                                    |       |      |
| <b>DIRECTOR, TUTORING &amp; MENTORING</b>              |       |      |
| Tutoring & Mentoring Program Overview                  |       |      |
| Referral Form  |       |      |
| Other:   |       |      |
| Employee Signature:                                    |       |      |
| <b>DIRECTOR, OFFICE OF ADVISEMENT &amp; COUNSELING</b> |       |      |
| Office of Advisement & Counseling Office Overview      |       |      |
| Referral Form  |       |      |
| Other:   |       |      |
| Employee Signature:                                    |       |      |

Date Completed: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Preceptor/Designee Signature: \_\_\_\_\_

|   | PRINT NAME | SIGNATURE | INITIAL | DATE |
|---|------------|-----------|---------|------|
| PROVOST   |            |           |         |      |
| PROGRAM DEAN/DIRECTOR                                   |            |           |         |      |
| DEAN, COLLEGE OPERATIONS & STUDENT, SUPPORT SERVICES    |            |           |         |      |
| COORDINATOR/PRECEPTOR:<br>DIVISION SPECIFIC ORIENTATION |            |           |         |      |
| COLLEGE SAFETY OFFICER                                  |            |           |         |      |
| DEAN, IERP  |            |           |         |      |
| CIO ROLE/RESPONSIBILITIES                               |            |           |         |      |
| DEAN, COLLEGE OPERATIONS & STUDENT SUPPORT SERVICES     |            |           |         |      |
| DIRECTOR, OFFICE OF EDUCATIONAL SERVICES                |            |           |         |      |
| CLINICAL AFFILIATE COORDINATOR                          |            |           |         |      |
| FINANCIAL AID COORDINATOR                               |            |           |         |      |
| DIRECTOR, EDUCATIONAL RESOURCE CENTER                   |            |           |         |      |
| DIRECTOR, TUTORING & MENTORING                          |            |           |         |      |
| DIRECTOR, OFFICE OF ADVISEMENT & COUNSELING             |            |           |         |      |

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

**JOB DESCRIPTION**

**Employee Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_

**Job Title:** Assistant Director, SON **Item Number:** \_\_\_\_\_

**Department:** School of Nursing **Shift:** \_\_\_\_\_

**JOB SUMMARY**

The Assistant Director, Nursing Program is responsible for the coordination and supervision of the development, implementation and evaluation of the nursing program in accordance with school, regulatory and accreditation standards. The Assistant Dean, Nursing Program position is an alternate appointment, assigned on a one year rotating basis and approved by the Board of Registered Nursing. The incumbent is responsible to the Director and Dean, School of Nursing.

**The incumbent must meet position requirements described in the Assistant Dean Job Description.**

**REPORTS TO:**

Program Director/Dean School of Nursing.

**QUALIFICATIONS**

**FUNCTIONS SHOULD BE CARRIED OUT IN SUCH A WAY THAT:**

- College and Network policies, regulations and procedures are properly interpreted and utilized as a baseline for action.
- Constructive and productive relationships with applicants/students and faculty/staff of the College, nursing service personnel, staff of other Network Departments, Educational affiliates, and the community are maintained.
- Communication, written and verbal, is clear, concise, addresses the issue, and is acceptable.
- Resources, physical and human, are utilized to the best advantage and in a manner which assures cost containment.
- Professional standards are utilized and maintained in all actions.
- The role of the Healthcare Network as a setting for the School of Nursing is positively interpreted to the applicants/students, staff, and the community.
- Legal and regulatory requirements of the School of Nursing, the College, the Healthcare Network, the County, and State and Federal Governments are met.
- Teaching-learning situations are planned, developed, and implemented in a manner consistent with principles of learning and insure the safety and welfare of the patient and student.
- The nursing curriculum is planned, developed, implemented and evaluated so that academic, regulatory and accreditation standards are maintained.

## **DUTIES:**

1. Exercises the responsibility for the associate degree nursing program.
  - Recommends teaching appointments; assures that appropriate orientation and current performance evaluations are completed for course faculty.
  - Recommends to the Director and Dean, faculty promotion, discipline and leaves of absence and other leaves.
  - Plans for the budgetary needs of the learning program; recommending and managing resource allocations.
  - Directs faculty development.
  - Directs the development, implementation, and evaluation of the curriculum within regulatory and accreditation standards.
  - Recommends to the Director and Dean clinical resources to be utilized for student learning experiences and completes clinical facility requests for Fall and Spring semesters.
  - Encourages and supports faculty in the development of participative learning methods.
  - Provides appropriate counseling for students and faculty.
  - Reviews the development of course outlines, instructional practices, examinations and grading procedures.
  - Provides an environment that supports and facilitate faculty in carrying out of its responsibilities.
  - Utilizes the California Board of Registered Nursing policies, rules and regulations in maintaining reports, faculty preparation, and program approval.
  - Collaborates with the Director in making appropriate assignments for standing committees and ensures that an annual reports and program evaluations are submitted.
  - Develops cooperative and effective working relationships within the School that facilitate understanding and promote achievement of the College's Mission and Goals.
  - Ensures that student performance evaluations and grade rosters are completed and submitted.
  - Serves as a member of the College and School Administrative Committees as appointed.
  - Collaborates with educators within the community to ensure that common concerns are addressed and the needs of the School are served.
  - Submits proposals to Director and Dean for class schedules on a semester basis.
  - Ensures that Faculty Schedule Cards are current and on file.
  - Provides program information for the College's publications.
  - Implements appropriate School of Nursing and College policies.
  - Submit to Director and Dean Financial Cost Report for clinical facilities.
  - Performs such other duties as may be assigned.

1995, Revised:09/06, 11/17.

**Employee Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Senior Nursing Instructor, SON** **Item Number:** \_\_\_\_\_ **5212A**

**Department:** \_\_\_\_\_ **School of Nursing** **Shift:** \_\_\_\_\_ **Day**

### **JOB SUMMARY:**

The Senior Nursing Instructor is responsible as a leader of a team of faculty who together have responsibility for the overall planning, development, implementation, and evaluation of a nursing course or courses contained in one level of the educational program. In addition the incumbent assumes responsibility for conducting classes and teaching a group of students in the clinical area.

### **REPORTS TO:**

Administration, School of Nursing

### **QUALIFICATIONS:**

Senior Nursing Instructors must meet the Board of Registered Nursing requirements.

1. Current licensure as a Registered Nurse in the state of California
2. Master's or higher degree from an accredited college or university which includes course work in nursing, education, or administration
3. Two years teaching experience in a State accredited school of nursing as a Nursing Instructor or its equivalent
4. At least two years of experience in providing direct patient care
5. Expertise in a clinical specialty

### **AGE-SPECIFIC COMPETENCIES:**

Faculty are remediated or cross-trained in age-specific concepts and skills according to classroom and clinical assignments. Validation of faculty competency to teach age-specific content and supervise student clinical performance is included in the performance evaluation as indicated. Board of Registered Nursing (BRN) approval of School of Nursing faculty remediation is maintained in the employee personnel file.

### **FUNCTIONS ARE CARRIED OUT IN SUCH A WAY THAT:**

- College and Healthcare Network policies, regulations, and procedures are properly interpreted and utilized as a baseline for actions
- Constructive and productive relationships are maintained with all clients and staff
- Written and verbal communication is clear, concise, professional and addresses the issues
- Physical and human resources are used to their best advantage and in a manner which assures cost containment
- Professional standards are utilized and maintained in all actions
- The College and the Network is positively interpreted to students, staff, and the community
- Legal and regulatory agency requirements are met and upheld

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Job Title: Nursing Instructor, SON Item Number: 5210A

Department: School of Nursing Shift: Day

#### **JOB SUMMARY:**

Responsible for teaching theory and clinical content in the nursing course(s).

#### **REPORTS TO:**

Semester Coordinator

#### **QUALIFICATIONS:**

The incumbent must meet the Board of Registered Nursing requirements for an Instructor.

1. Current California Registered Nursing License
2. Holds a Master's or higher degree from an accredited college or university which includes course work in nursing, education, or administration
3. Two years of experience as a registered nurse providing direct patient care
4. One year of teaching courses related to nursing or one year as a clinical instructor in a professional School of Nursing
5. A clinical specialty

#### **AGE-SPECIFIC COMPETENCIES:**

Faculty are remediated or cross-trained in age-specific concepts and skills according to classroom and clinical assignments. Validation of faculty competency to teach age-specific content and supervise student clinical performance is included in the performance evaluation as indicated. Board of Registered Nursing (BRN) approval of School of Nursing faculty remediation is maintained in the employee personnel file.

#### **FUNCTIONS ARE CARRIED OUT IN SUCH A WAY THAT:**

- College and Healthcare Network policies, regulations, and procedures are properly interpreted and utilized as a baseline for actions
- Constructive and productive relationships are maintained with all clients and staff
- Written and verbal communication is clear, concise, professional and addresses the issues
- Physical and human resources are used to their best advantage and in a manner which assures cost containment
- Professional standards are utilized and maintained in all actions
- The College and the Network is positively interpreted to students, staff, and the community
- Legal and regulatory agency requirements are met and upheld.

*This is to acknowledge that I have received a copy of my job description.*

Date Received: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

## NURSING INSTRUCTOR, SON (Continued)

### General Duties and Responsibilities

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#### **FUNCTIONS WILL BE CARRIED OUT IN SUCH A WAY THAT:**

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1. School and Medical Center policies, regulations and procedures are properly interpreted and utilized as a baseline for action.
2. Constructive and productive relationships with applicants/students and faculty/staff of the School, nursing service personnel, staff of other Medical Center Departments, Educational affiliates, and the community are maintained.
3. Communication, written and verbal, is clear, concise, addresses the issue, and is acceptable.
4. Resources, physical and human, are utilized to the best advantage and in a manner which assures cost containment.
5. Professional standards are utilized and maintained in all actions.
6. The role of the Medical Center as a setting for the School is positively interpreted to the applicants/students, staff, and the community.
7. Legal and regulatory requirements of the School, the Medical Center, the County, and State and Federal Governments are met.

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#### **A. DEVELOPS COURSE CONTENT IN RELATION TO THE OBJECTIVES FOR THE COURSE:**

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1. Prepares course outlines and lesson plans:
  - Selects appropriate teaching methods and learning experiences for achieving course objectives, review, and implements current practices and knowledges.
  - Reviews textbooks and makes recommendations for the course.
  - Reviews library holdings and makes bibliography listings.
2. Prepares formal class:
  - Provides a learning atmosphere that promotes student participation.
  - Reflects the objectives of the course in lesson plans.
  - Provides for an environment that is physically comfortable.
  - Prepares and utilizes teaching materials and equipment properly and appropriately.
  - Employs a variety of teaching methods and tools.
  - Is knowledgeable of content being taught.
3. Plans and supervises the clinical laboratory experience:
  - Selects the learning experiences appropriate to the level of student achievement and for meeting the objectives of the course.
  - Prepares and posts an assignment sheet which focuses the student's learning experiences and responsibility for the scheduled clinical laboratory period.
  - Guides the learning experiences in the clinical laboratory.
  - Shows knowledge and skill as a practitioner in teaching and demonstrations.

### **NURSING INSTRUCTOR, SON (Continued)**

- Holds pre- and post- assignment conferences as needed to meet the learning needs of the student.
  - Plans and conducts clinical conferences using appropriate teaching methods.
  - Keeps anecdotal records of student's behavior.
4. Evaluates course:
- Evaluates course objectives, content, methods of teaching, evaluation tools, and modifies as necessary.
  - Makes recommendations for changes to the Curriculum Committee through the subcommittee.
5. Works with nursing service personnel in providing learning experiences:
- Meets with the area personnel to discuss school objectives and any problems which may arise out of the clinical laboratory experience.
  - Participates in orientation, interim, and evaluation meetings of School and nursing service in the clinical area where students are assigned.
  - Makes out clinical laboratory experience schedules and distributes to assigned areas.
  - Keeps proper personnel informed of any changes.
  - Upholds hospital and School policies in teaching.
  - Establishes a harmonious working relationship with nursing and ward staff.
  - Makes self and students an integral part of the team in providing nursing care.
  - Functions as a resource person.

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## **II. EVALUATES STUDENT ATTAINMENT OF COURSE AND SCHOOL OBJECTIVES:**

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1. Tests and assigns course grades:
- Constructs, administers, and evaluates tests.
  - Corrects required written assignments and assesses acceptability of work.
  - Assigns theory grades.
  - Determines student competency in clinical performance based on course objectives.
  - Is knowledgeable about principles of test construction and evaluation.
2. Holds scheduled conferences relative to levels of achievement:
- Conducts progress conferences at periodic intervals.
  - Prepares written report of student's clinical performance at end of course or clinical rotation.
  - Gives each student an evaluation report at a scheduled conference.
  - Makes referrals to Promotions Committee and/or Student Counselor after conferring with Level Coordinator.
  - Attends in-service and area meetings.



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**III. MAINTAINS EDUCATIONAL RECORDS:**

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1. Keeps attendance and grade sheets.
2. Keeps written assignment sheets.
3. Keeps any other records deemed necessary for progress of student education or school program.

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**IV. CONFERS WITH ASSIGNED LEVEL COORDINATOR:**

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1. Matters pertaining to student achievement.
2. Problems related to clinical facilities.
3. Teaching problems and responsibilities.

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**V. PARTICIPATES IN DETERMINING PURPOSES AND POLICIES OF THE SCHOOL PROGRAM:**

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1. Is an active member of the Faculty Organization.
2. Serves on standing committees and/or as a faculty advisor to student groups.
3. Accepts responsibility for appropriate participation in meetings, committees, and programs of the faculty organization.

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**VI. SUPPORTS AND PROMOTES THE PHILOSOPHY AND OBJECTIVES OF THE SCHOOL:**

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1. Interprets educational philosophy and policy to others.
2. Participates in official School functions.
3. Shares in assessing the strengths and/or weaknesses and initiating action for improvement of the educational program.

## **NURSING INSTRUCTOR, SON *(Continued)***

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### **VII. PROMOTES SELF-GROWTH THROUGH EDUCATIONAL AND PROFESSIONAL ACTIVITIES:**

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1. Evaluates own needs for professional growth and seeks opportunities to meet the needs.
2. Attends classes, workshops, lectures, conventions, and meetings whenever possible.
3. Keeps abreast of current practices in nursing education.

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### **VIII. WORKS WITH MEMBERS OF OWN COMMITTEE:**

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1. Provides leadership in promoting similar approaches and philosophy of teaching, guidance, and evaluation related to student attainment of course objectives that is consistent with School philosophy.
2. Promotes seeking of more effective learning experiences, methods of teaching, and evaluation of the attainment of course objectives.
3. Promotes discussion related to student learning problems and means by which assistance can be given.

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### **IX. PERFORMS RELATED DUTIES AS ASSIGNED:**

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1. Assumes responsibility of other instructors during emergencies or absences.
2. Guides and assists the clinical instructor as assigned.
3. Participates in the orientation of new faculty members.

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

## JOB DESCRIPTION

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Job Title: \_\_\_\_\_ Clinical Instructor, RN Item Number: \_\_\_\_\_ 5208A

Department: \_\_\_\_\_ School of Nursing Shift: \_\_\_\_\_ Day

### **JOB SUMMARY:**

A Clinical Instructor is a professional nurse who works under the direction of a nursing instructor in implementing the objectives of the nursing course. Major areas of responsibility include teaching of students in the clinical area, teaching selected units of the course and participating appropriately in the overall functions of the school program.

### **REPORTS TO:**

Level Coordinator of the assigned nursing course(s)

### **QUALIFICATIONS:**

The incumbent must meet the Board of Registered Nursing requirements for an Assistant Instructor.

1. Current licensure as a Registered Nurse in the State of California.
2. Hold a Baccalaureate degree from an accredited college or university which includes courses in nursing, or in natural, behavioral or social sciences relevant to nursing practice.
3. One year of continuous, full-time experience in direct patient care practice as a Registered Nurse.
4. A clinical specialty.

### **AGE-SPECIFIC COMPETENCIES:**

Faculty are remediated or cross-trained in age-specific concepts and skills according to classroom and clinical assignments. Validation of faculty competency to teach age-specific content and supervise student clinical performance is included in the performance evaluation as indicated. Board of Registered Nursing (BRN) approval of School of Nursing faculty remediation is maintained in the employee personnel file.

### **FUNCTIONS ARE CARRIED OUT IN SUCH A WAY THAT:**

- College and Healthcare Network policies, regulations, and procedures are properly interpreted and utilized as a baseline for actions.
- Constructive and productive relationships are maintained with all clients and staff.
- Written and verbal communication is clear, concise, professional and addresses the issues.
- Physical and human resources are used to their best advantage and in a manner which assures cost containment.
- Professional standards are utilized and maintained in all actions.
- The College and the Network is positively interpreted to students, staff, and the community.
- Legal and regulatory agency requirements are met and upheld.

*This is to acknowledge that I have received a copy of my job description.*

Date Received: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

Originating Date: 06/02

Revised: 08/03, 09/06

# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

## JOB DESCRIPTION

### CLINICAL INSTRUCTOR, SON *(Continued)*

#### General Duties and Responsibilities

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#### **I. FUNCTIONS WILL BE CARRIED OUT IN SUCH A WAY THAT:**

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1. School and Medical Center policies, regulations and procedures are properly interpreted and utilized as a baseline for action.
2. Constructive and productive relationships with applicants/students and faculty/staff of the School, nursing service personnel, staff of other Medical Center Departments, Educational affiliates, and the community are maintained.
3. Communication, written and verbal, is clear, concise, addresses the issue, and is acceptable.
4. Resources, physical and human, are utilized to the best advantage and in a manner which assures cost containment.
5. Professional standards are utilized and maintained in all actions.
6. The role of the Medical Center as a setting for the School is positively interpreted to the applicants/students, staff, and the community.
7. Legal and regulatory requirements of the School, the Medical Center, the County, and State and Federal Governments are met.

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#### **A. PARTICIPATES IN THE IMPLEMENTATION OF A NURSING COURSE:**

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1. Participates in the development of course outlines and lesson plans:
  - Reviews library holdings and assists in the bibliography listings.
  - Reviews textbooks and makes suggestions for the course.
  - Assists in the preparation of teaching materials.
  - Attends class conferences.
  - Assists in assembling teaching materials.
  - Operates necessary equipment.
  - Distributes and proctors examinations.
  - Checks attendance.
  - Teaches a portion of the nursing course.
2. Plans and supervises the clinical laboratory experience:
  - Selects the learning experiences appropriate to the level of student achievement and for meeting the objectives of the course.
  - Prepares and posts an assignment sheet which focuses the student's learning experiences and responsibility for the scheduled clinical laboratory period.
  - Guides the learning experiences in the clinical laboratory.
  - Aids the student in assessing strengths and weaknesses in the application of nursing knowledge.
  - Is knowledgeable about current practices.
  - Teaching and demonstrations show knowledge and skill as a practitioner.

## LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

### JOB DESCRIPTION

#### CLINICAL INSTRUCTOR, SON *(Continued)*

- Lesson plans reflect course objectives for conference.
  - Is knowledgeable of content under discussion.
  - Correlates theory and clinical laboratory experiences.
  - Holds pre- and post- assignment conferences as needed.
  - Keeps anecdotal records of students' behavior.
3. Assists in the evaluation of the course:
- Gathers and compiles data, information required for evaluation.
  - Participates in the evaluation of course objectives, content, learning experiences, methods of teaching, evaluation tools.
  - Makes recommendations for changes to the subcommittees.
4. Works with nursing service personnel in providing learning experiences:
- Schedules conferences with the area clinical personnel to discuss problems which may arise out of the clinical laboratory experience.
  - Attends the scheduled meetings of School and nursing service in the clinical area where students are assigned.
  - Makes out clinical laboratory schedules and distributes to assigned areas.
  - Keeps proper personnel informed of any changes.
  - Upholds hospital and School policies in teaching.
  - Establishes a harmonious working relationship with nursing staff and integral part of the team in providing nursing care.

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#### EVALUATES STUDENT ATTAINMENT OF COURSE AND SCHOOL OBJECTIVES:

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1. Assists in the formation, administration, and correction of tests.
2. Corrects required written assignments and assesses acceptability of work.
3. Determines student competency in clinical performance based on course objectives.
4. Holds periodic achievement conferences with students.
5. Prepares written report of students' clinical performance at the end of course or clinical rotation.
6. Gives each student an evaluation report at a scheduled conference.
7. Makes referrals to Admissions & Promotions committee and/or Student Counselor after conferring with the Semester Coordinator.

## **JOB DESCRIPTION**

### **CLINICAL INSTRUCTOR, SON** *(Continued)*

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#### **III. CONFERS WITH LEVEL COORDINATOR AND/OR INSTRUCTORS ON ALL MATTERS PERTAINING TO STUDENT ACHIEVEMENT, , CLINICAL FACILITIES AND Tt EACHING RESPONSIBILITIES**

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1. Keeps records of attendance at conferences and clinical laboratory periods.
2. Collects student self-evaluations and course evaluations.
3. Keeps any records deemed necessary for progress of student education or School program.

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#### **IV. WORKS WITH MEMBERS OF COURSE COMMITTEE:**

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1. Actively participates in seeking more effective learning experiences, methods of teaching and evaluation of the attainment of course objectives.
2. Works with group in discussing student learning problems and means or methods by which assistance or guidance can be implemented.
3. Assists the group in any work which is necessary for the implementation and evaluation of the course.

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#### **V. PARTICIPATES IN DETERMINING PURPOSES AND POLICIES OF THE SCHOOL PROGRAM:**

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1. Is an active member of the Faculty Organization.
2. Serves on standing committees and/or as a faculty advisor to student groups.
3. Accepts responsibility for appropriate participation in meetings, committees, and programs of the Faculty Organization.

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#### **VI. SUPPORTS AND PROMOTES THE PHILOSOPHY AND OBJECTIVES OF THE SCHOOL:**

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1. Interprets educational philosophy and policy to others.
2. Participates in official School functions.
3. Shares in assessing the strengths and/or weaknesses and initiating action for improvement of the educational program.

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**

**JOB DESCRIPTION**

**CLINICAL INSTRUCTOR, SON** *(Continued)*

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**VII. PROMOTES SELF-GROWTH THROUGH EDUCATIONAL AND PROFESSIONAL ACTIVITIES:**

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1. Evaluates own needs for professional growth and seeks opportunities to meet the needs.
  2. Attends classes, workshops, lectures, conventions, and meetings whenever possible.
  3. Keeps abreast of current practices in nursing education.
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**VIII. PERFORMS RELATED EDUTIES AS ASSIGNED:**

1. Assumes responsibility of other instructors during emergencies or absences.
2. Participates in the orientation of new faculty members.

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH**  
**JOB DESCRIPTION – Director, Tutoring and Mentoring Program**

**Employee Name:** \_\_\_\_\_ **Employee Number:** \_\_\_\_\_

**Job Title:** Director, Tutoring / Mentor **Item Number:** 5120A

**Department:** 160 **Shift:** \_\_\_\_\_ days

**JOB SUMMARY:**

The Director, Tutoring and Mentoring Programs, develops, provides, and evaluates tutoring programs and individual tutoring plans for students. The Director meets frequently with “at risk” students for intervention, follow-up and evaluation. The Director acts as a resource for faculty and students in the classroom and clinical settings. The Director will assist as needed in providing lecture, clinical, skills lab, and simulation lab coverage. The Director collaborates with the healthcare team to meet student learning outcomes and participates on select committees and recommends changes in CONAH policies, procedures, and practices based on evidence based research.

**REPORTS TO:**

Dean, School of Nursing

**QUALIFICATIONS:**

The incumbent must meet the Board of Registered Nursing requirements for an Instructor or Assistant Instructor.

1. Current licensure as a Registered Nurse in the State of California.
2. Hold a Master’s degree from an accredited college or university which includes courses in nursing.
3. One year of continuous, full-time experience in direct patient care practice as a Registered Nurse.
4. A clinical specialty.

**AGE-SPECIFIC COMPETENCIES:**

Faculty are remediated or cross-trained in age-specific concepts and skills according to classroom and clinical assignments. Validation of faculty competency to teach age-specific content and supervise student clinical performance is included in the performance evaluation as indicated. Board of Registered Nursing (BRN) approval of School of Nursing faculty remediation is maintained in the employee personnel file.

**FUNCTIONS ARE CARRIED OUT IN SUCH A WAY THAT:**

- College and Healthcare Network policies, regulations, and procedures are properly interpreted and utilized as a baseline for actions.
- Constructive and productive relationships are maintained with all clients and staff.
- Written and verbal communication is clear, concise, professional, and addresses the issues.
- Physical and human resources are used to their best advantage and in a manner which assures cost containment.
- Professional standards are utilized and maintained in all actions.
- The College and the Network is positively interpreted to students, staff, and the community.
- Legal and regulatory agency requirements are met and upheld.

*This is to acknowledge that I have received a copy of my job description.*

**Date Received:** \_\_\_\_\_ **Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Supervisor's Signature:** \_\_\_\_\_

Originating Date: 04/18



# LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH

## JOB DESCRIPTION

### NURSING INSTRUCTOR, RN

#### DIRECTOR, TUTORING AND MENTORING PROGRAM

##### General Duties and Responsibilities

This position functions as the Director, Tutoring and Mentoring Program, for the nursing students in the School of Nursing Division of the Los Angeles County College of Nursing and Allied Health. This position reports to the Dean, School of Nursing.

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## **I. NURSING TUTORING**

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1. Develop, provide, and evaluate individual/group tutoring plans to meet student learning outcomes
  - Provide tutoring services for all 4 semesters and assist in specialty nursing topics
  - Design and guide student tutoring experiences to meet semester student learning outcomes
  - Provide feedback and aid the student in assessing strengths and weaknesses in the application of nursing content relative to the nursing theory and clinical practice
  - Develop, schedule, and conduct individual and small group tutoring sessions using a variety of approaches to assist students in achieving their student learning outcome goal(s)
  - Use current knowledge and professional practice in guiding students
  - Use and refer students to additional learning resources, such as library, skills lab, simulation lab and computer lab, as needed to assist student learning
  - Develop and use evaluation criteria to validate student growth of understanding/performance of nursing concepts
2. Collaborate with faculty to provide appropriate nursing student tutoring experiences
  - Collaborate with healthcare team members to meet student learning outcomes
  - Confer with faculty regarding any concerns arising from the student's tutoring experience
  - Assist faculty in providing alternate clinical assignments as needed
  - Support School of Nursing policies and professional practice standards when designing student tutoring experiences
  - Maintain complete, accurate and confidential records on all student referrals and provide written and oral communication regarding student's progress to referring instructor/Semester Coordinator/Dean
3. Assist in the evaluation of nursing student tutoring operations
  - Participate in the systematic evaluation of the nursing student tutoring by:
    - Gathering and compiling data, information required for evaluation of nursing student tutoring operations.
    - Making recommendations for changes in tutoring operations based on data collection, program evaluation, and student needs

**DIRECTOR, TUTORING AND MENTORING PROGRAM**  
*(Continued)*

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**II. NURSING RESOURCE STUDENTS/FACULTY**

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1. Act as a nursing resource for students/faculty in the classroom and clinical setting
  - Act as a resource to faculty in the classroom settings as needed
  - Act as a clinical resource for faculty in areas of nursing expertise
  - Make clinical rounds at designated timeframes and intervals to evaluate student's clinical performance as part of an individualized tutoring plan
  - Provide mentorship to faculty in the classroom and clinical setting as requested
  - Provide coverage for lecture and clinical in staffing emergencies and as needed

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**III. PROFESSIONAL DEVELOPMENT**

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1. Maintain student records regarding tutoring programs/individual plans and other educational activities
2. Attend professional activities related to developing the tutoring/mentoring role
3. Attend and participate in SON committee/work groups and special projects as assigned
4. Make recommendations and participate in changes to CONAH policies, procedures, and practice based on evidence-based research

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**IV. COMMUNICATION**

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1. Use clear and concise written and oral communication skills
2. Communicate committee information and institute changes related to tutoring/mentorship as necessary
3. Maintain professional and positive demeanor with high standards of customer service
4. Maintain confidentiality of sensitive information
5. Demonstrate respect for the ideas, opinions, and feelings of others

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

Job Title: Counselor / Advisor Item Number: \_\_\_\_\_

Department: School of Nursing Shift: \_\_\_\_\_ Day \_\_\_\_\_

**JOB SUMMARY:**

Responsible for providing counseling and advisement to students enrolled in the School of Nursing.

**REPORTS TO:**

Director/Dean School of Nursing

**QUALIFICATIONS:**

1. Holds a Baccalaureate degree or higher from an accredited college or university which includes course work in nursing, education, or administration.
2. Background / experience in psychology and/or counseling

**FUNCTIONS ARE CARRIED OUT IN SUCH A WAY THAT:**

- College and DHS policies, regulations, and procedures are properly interpreted and utilized as a baseline for actions
- Constructive and productive relationships are maintained with all clients and staff
- Written and verbal communication is clear, concise, professional and addresses the issues
- Physical and human resources are used to their best advantage and in a manner which assures cost containment
- Professional standards are utilized and maintained in all actions
- The College is positively interpreted to students, staff, and the community
- Legal and regulatory agency requirements are met and upheld.

*This is to acknowledge that I have received a copy of my job description.*

Date Received: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_

**COMMUNICATION:**

- Communicates student issues/concerns to the Director/Dean SON using clear concise written and oral communication skills in a timely manner
- Communicates and coordinates the scheduling of appointments/meetings with students/faculty/staff
- Follows appropriate channels of communication.

**COMMITTEE PARTICIPATION/COLLABORATION:**

- Demonstrates a supportive attitude toward nursing students, College faculty, and staff through teamwork
- Participates in College committee/work groups
- Communicates committee information to the appropriate groups/individuals as indicated

**PROFESSIONAL DEVELOPMENT:**

- Evaluates own needs for professional growth and seeks opportunities to meet those needs
- Attends classes, workshops, lectures, conventions, and meetings as required/assigned
- Stays current in counseling and education practices

**MISCELLANEOUS:**

- Participates in IE data collection and analysis, as it pertains to counseling students
- Participates in College functions
- Participates in projects as assigned
- Serves as a community liaison with regard to educational fairs and outreach

### COLLEGE INSTITUTIONAL EFFECTIVENESS PROGRAM REVIEW PLAN

| ITEM MEASURED             | STANDARD   | MONITORING TOOL  | TRACKING SOURCE/PERSON     | EXPECTATION (THRESHOLD)                      | ACCOUNTABLE PERSON/COMMITTEE                   | FREQUENCY OF REVIEW |  |
|---------------------------|--|--|----------------------------|--|--|---------------------|--|
|                           |  |  |                            |  |  | College Committee   | IE Committee   |
| I. COLLEGE                |  |  |                            |  |  |                     |  |
| A. Employee Performance   | Department of Health Services<br>WASC Std III. A             | Employee Performance Evaluation Tracking log               | Administrative Support     | 100% of employee PEs completed on time       | Dean, College Operations Provost               | Monthly             | Annual   |
| B. Employee Competency    | Joint Commission<br>BRN Std 1422,1424,1425<br>WASC Std III.A | Employee Mandatory Requirements Data Base<br>Employee File | Dean, IERP<br>OES Designee | 100% of mandatory job requirements completed | Dean, College Operations                       | Annual              | Annual   |
| C. Employee Satisfaction  | Institutional Values<br>WASC Std I. A                        | Employee Satisfaction survey                               | Administrative Support     | ≥ 3.5 on each item (Scale 5-1)               | Provost<br>College Governance                  | Biennial            | Biennial<br>(Sent out May 2021 for AY 2020-2021)<br>Rescheduled d/t COVID 19 |
| D. Employee Turnover Rate | BRN Std 1422,1424(d),1425<br>1427(4)<br>WASC Std III. A      | Off service Employees/Cont. Service Employees record       | OES Designee               | 10% or less/year                             | Dean, College Operations<br>College Governance | Annual              | Annual   |

#### LEGEND:

Admin: Administration & Support Services  
Ad & Prom: Admissions & Promotions Committee  
AH: Allied Health  
BRN: Board of Registered Nursing  
CEP: Continuing Education Provider  
CONAH: College of Nursing & Allied Health  
Cont: Continuous  
DHS: Department of Health Services  
IERP: Institutional Effectiveness, Research & Planning  
Colleges  
MI:IE 11

EDCOS: Education & Consulting Service  
ERC: Educational Resource Center  
FA: Financial Aid  
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| ITEM MEASURED                            | STANDARD                                | MONITORING TOOL                    | TRACKING SOURCE/PERSON        | EXPECTATION (THRESHOLD)                                 | ACCOUNTABLE PERSON/COMMITTEE                      | FREQUENCY OF REVIEW |              |
|--|---|------------------------------------|-------------------------------|---|---|---------------------|--------------|
|  |   |                                    |                               |   |   | College Committee   | IE Committee |
| E. Employee Exit Interview               | WASC Std III.A                          | Exit Interview form                | Dean, IERP                    | ≥ 3.5 on each item (Scale 5-1)                          | Dean, College Operation<br>College Governance     | Annual              | Annual       |
| F. Articulation Agreements with Colleges | WASC Std I.B<br>BRN Std 1427I           | Articulation Agreement file        | Director, OES                 | Maintain two agreements/con-tracts year                 | Dean, College Operations<br>College Governance    | Annual              | Annual       |
| G. Program Enrollment                    | WASC Std I. A                           | Student Roster                     | OES Director / Designee       | New Enrollment capacity:<br>LVN-RN 90%<br>2yr basic 95% | Divisional Deans<br>Provost<br>College Governance | Annual              | Annual       |
| H. Integration of Mission Statement      | WASC Std I. A                           | Annual Program Review Tracking Log | Provost<br>Deans/Directors    | Full integration into all divisions of the College      | Provost   | Triennial           | Triennial    |
| I. Strategic Plan                        | WASC Std I, II, III, IV                 | Annual Program Review Tracking Log | Dean, IERP<br>Deans/Directors | 80% Meet Outcomes by due dates                          | College Governance<br>Provost                     | Annual              | Annual       |
| J. Drug Free Campus Environment          | US Department of ED Federal Regulations | Clery Act compliance checklist     | Dean, College Operations      | 100% compliance with required elements                  | Dean, College Operations                          | Biennial            | Biennial     |

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| ITEM MEASURED                        | STANDARD  | MONITORING TOOL   | TRACKING SOURCE/PERSON      | EXPECTATION (THRESHOLD)  | ACCOUNTABLE PERSON/COMMITTEE     | FREQUENCY OF REVIEW                           |              |
|--------------------------------------|---|---|-----------------------------|--|----------------------------------|---|--------------|
|                                      |   |   |                             |  |                                  | College Committee                             | IE Committee |
| K. Budget/Resource Allocation        | SP. IV. A; V.B.1; I.D.5<br>DHS Initiative # 3   | Budget Request<br>Request for Program needs<br>College Reports                              | Admin Committee             | Allocation is based on priorities as determined by provost, administrative team, staff and faculty | Provost<br>College Governance    | Annually                                      | NA           |
| L. Board of Trustee Efficacy         | WASC Std IV<br>SP.V.A & B                       | BOT Self-Appraisal<br>Record & Summary  | Dean, IERP                  | ≥ 3.0 on each item (Scale 1-4)   | Provost                          | Triennial<br>(Survey to send out August 2021) | NA           |
| M. Governance Structure and Process  | WASC STD 1,IV                                   | Planning meeting<br>Agenda/Minutes<br><br>Governance and Decision-Making<br>Evaluation Tool | College Governance<br>Chair | Participation by all committees<br><br>Implementation of approved changes                          | Provost                          | Annual  | Annual       |
| <b>II. SCHOOL OF NURSING</b>         |   |   |                             |  |                                  |   |              |
| A. Annual Program Evaluation Reports | BRN Sect 1424 (b)(1)<br>WASC Std I, II, III, IV | Committee Evaluation Reports  | Semester Coordinators       | 100% of required elements are evaluated  | SON Dean<br>Faculty Organization | Annual  | Annual       |

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|   |                                      |   |   |   |                                   |          |          |
|---|--------------------------------------|---|---|---|-----------------------------------|----------|----------|
| B. Nursing Courses Success Rate (Percentage of students who receive a passing/satisfactory grade) | WASC Std IIA                         | Course Grade Sheets<br>Student status log                   | Dean, IERP                                      | 85%<br><b>Stretch Goal:</b> 90%                           | Semester Coordinators<br>SON Dean | Biannual | Annual   |
| C. Course Completion Rate (Percentage of students who do not withdraw and receive a valid grade)  | WASC Std IIA                         | Course Grade Sheets<br>Student status log                   | Dean, IERP                                      | 85%<br><b>Stretch Goal:</b> 90%                           | Semester Coordinators<br>SON Dean | Biannual | Annual   |
| D. NCLEX-RN Pass Rate   | BRN Sect 1424 (b)(1)<br>WASC Std IIA | BRN Education Program Summary Report.<br>NCLEX Tracking log | 4 <sup>th</sup> Semester Coordinator<br>Provost | 85% - 1 <sup>ST</sup> attempt<br><b>Stretch Goal:</b> 96% | SON Dean<br>Semester Coordinators | Biannual | Biannual |

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|   |                                      |  |                            |  |  |          |        |
|---|--------------------------------------|--|----------------------------|--|--|----------|--------|
| E. Degree Completion Rate<br>1. On-time<br>2. 150% (3 yrs.)   | BRN Survey WASC Std IIA              | Original Cohort Tracking                   | Dean Admin<br>OES Designee | 1.68% complete for:<br>Basic-within 2 yrs.<br>LVN Sum/Fall entry-1 yr.<br>*LVN Sum/Spring Entry–1.5 years.<br><b>Stretch Goal: 75%</b><br><br>2. 75% complete for:<br>Basic-within 3 yrs.<br>LVN Sum/Fall entry-1.5 yrs.<br>*LVN Sum/Spring Entry–2 years.<br><b>Stretch Goal: 83%</b><br>• Based on IPEDS reporting definition. | SON Dean<br>Semester Coordinators<br>Ad & Prom | Biannual | Annual |
| F. Student Attrition Rate/Class   | BRN Sect 1424 (b)(1)<br>WASC Std IIA | Original Cohort Tracking                   | Dean Admin<br>Dean, IERP   | <15%<br><b>Stretch Goal: &lt;11%</b>   | SON Dean<br>Semester Coordinators<br>Ad & Prom | Biannual | Annual |
| G. Attrition Reason<br>1.Academic Failure<br>2. Professional Misconduct<br>3. Career Change<br>4. Personal (Illness, Family)<br>5. Financial<br>6. Clinical | BRN Sect 1424 (b)(1)<br>WASC Std II  | Exit Interview<br>Student File Front Sheet | OES Designee<br>Dean, IERP | 1. <10%<br>2. <5%<br>3. <5%<br>4. <5%<br>5. <5%<br>6. <10%   | SON Dean<br>Semester Coordinators<br>Ad & Prom | Biannual | Annual |

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|  |                                     |  |                             |   |                                     |          |        |
|--|-------------------------------------|--|-----------------------------|---|-------------------------------------|----------|--------|
| H. Point System effectiveness  | WASC Std IB                         | Original Cohort Tracking Applicant point breakdown Spreadsheet | OES Designee<br>Dean Admin. | Effectiveness of the point system and its correlation with program completion and NCLEX pass rate             | Admin Dean<br>SON Dean<br>Ad & Prom | Annual   | Annual |
| I. Job Placement /Graduate Hiring Rate<br>1. DHS<br>2. Other (Overall) | CONAH Strategic Plan<br>WASC Std IA | Employment Rates for Students and Graduates                    | Provost                     | 1. 50%<br><b>Stretch Goal:</b> 61%<br>2. 70%: (Within 12 months after graduation)<br><b>Stretch Goal:</b> 95% | SON Dean<br>College Governance      | Biannual | Annual |
| J. Employer Satisfaction Score   | BRN Sect 1424 (b)(1)<br>WASC Std IA | Employer Survey  | Dean, IERP                  | > 3.0(5-1 scale)  | SON Dean<br>Dean, IERP              | Annual   | Annual |
| K. Course Evaluations  | BRN Sect 1458 (a)<br>WASC Std IIA   | Outcomes Evaluation Report: Course /Programs                   | Semester Coordinators       | ≥ 3.5 on each item (Scale 5-1)  | SON Dean<br>Semester Coordinators   | Biannual | Annual |
| L. Instructor Evaluations  | BRN Sect 1458 (a)<br>WASC Std IIA   | Outcomes Evaluation Report: Course /Programs                   | Semester Coordinators       | ≥ 3.5 on each item (Scale 5-1)  | SON Dean<br>Semester Coordinators   | Biannual | Annual |
| M. Program Evaluation  | BRN Sect 1458 (a)<br>WASC Std II    | Program Evaluation Survey                                      | OES Designee<br>Dean, IERP  | >3.5 on rated items (5-1 scale),<br>>1.5 (1-2 Scale),<br>≥80% positive responses on non-rated items           | SON Dean<br>Provost<br>Faculty Org  | Biannual | Annual |

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|  |   |   |                          |   |   |          |        |
|--|---|---|--------------------------|---|---|----------|--------|
| N. Clinical Exit Interview Tracking                      | BRN Sect.1427 I<br>WASC Std IIA             | Clinical Exit minutes, Clinical Affiliation Evaluation Tool | Semester Coordinators    | 100% completed summary  | SON Dean<br>Semester Coordinators                         | Biannual | Annual |
| O. SON Petitions, Grievances, Written Student Complaints | BRN Sect 1424 (k) & 1427 (b)<br>WASC Std IB | Grievance Summary   | Dean, IERP               | <5% of student body   | SON Dean<br>Semester Coordinators<br>Faculty Organization | Annual   | Annual |
| P. SON Recent Graduate Employment Survey/Evaluations     | BRN Sect 1426 (b)<br>WASC Std IB            | Graduate follow-up survey                                   | Dean, IERP               | ≥30% response rate<br><br>>3.5 (5-1 scale) on Program Effectiveness | SON Dean<br>Dean, IERP                                    | Annual   | Annual |
| Q. Program Student Learning Outcome                      | WASC Std I, II, II, IV<br>BRN Sect 1427(b)  | SLO Assessment Form   | Dean, IERP               | 100% completed  | SON Dean  | Annual   | Annual |
| R. Course Student Learning Outcome                       | WASC Std I, II, III, IV                     | SLO Assessment Form   | Dean, IERP               | 100% completed  | SON Dean<br>Semester Coordinators                         | Biannual | Annual |
| S. Student Exit Interview                                | WASC Std II                                 | Exit Interview Form / Survey                                | Dean, IERP<br>Admin Dean | For tracking purposes only  | SON Dean<br>Admin Dean                                    | Annual   | Annual |

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### III. ALLIED HEALTH

|                                       |   |                                     |                           |  |                                      |                          |        |
|---------------------------------------|---|-------------------------------------|---------------------------|--|--------------------------------------|--------------------------|--------|
| A. Employer Satisfaction Score        | WASC Std I                              | Graduate follow up Survey-Employers | Program Coordinators      | ≥3.5 (5-1 scale)                               | AH Dean<br>Program Coordinators      | Four months post program | Annual |
| B. Course Pass Rate                   | Allied Health Standard<br>WASC Std IIA  | SLO Assessments                     | Class/Program Coordinator | 80% of class passes on 1 <sup>st</sup> attempt | AH Dean<br>Program Coordinators      | Annual                   | Annual |
| C. Class/Instructor Evaluations Score | Allied Health Standard<br>WASC Std II.A | SLO Assessments                     | Class/Program Coordinator | ≥ 3.5 on each item (Scale 5-1)                 | AH Dean<br>Program Coordinator       | Quarterly                | Annual |
| D. Course Student Learning Outcome    | WASC Std I, II, III, IV                 | SLO Assessment Form                 | Dean, IERP                | 100% completed                                 | AH Director<br>Semester Coordinators | Biannual                 | Annual |
| E. Annual Program Evaluation Reports  | WASC Std I, II, III, IV                 | Program Evaluation Reports          | Class/Program Coordinator | 100% of required elements are evaluated        | AH Dean<br>Program Coordinators      | Annual                   | Annual |

### IV. OFFICE OF EDUCATIONAL SERVICES

|                                      |                                  |                            |                  |   |                                     |          |        |
|--------------------------------------|----------------------------------|----------------------------|------------------|---|-------------------------------------|----------|--------|
| A. Final Transcript                  | BRN Requirement<br>WASC Std II.B | BRN Checklist              | Student Clerk    | 100% of eligible student transcripts mailed 30 days post-graduation | OES Director/<br>Designee           | Biannual | Annual |
| B. SON Student Demographics Tracking | BRN Survey<br>WASC Std I         | Enrollment Information Log | Admissions Clerk | Reflects demographics of LA county. Ethnic Minorities within 90%    | OES Director /Designee<br>Ad & Prom | Biannual | Annual |

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|   |  |   |                                |  |                                   |          |        |
|---|--|---|--------------------------------|--|-----------------------------------|----------|--------|
| C. Curriculum Plan Completion           | SON Policy #230: Curriculum Plan Agreement WASC Std II.A.B | Curriculum Plan New Student Requirement checklist | OES Designee                   | 100% signed by student by 9 <sup>th</sup> week of 1 <sup>st</sup> semester | OES Director / Designee Ad & Prom | Biannual | Annual |
| D. Program Student Learning Outcome     | WASC Std I, II, III, IV                                    | Annual Program Evaluation Report Tracking Log     | Dean, IERP                     | 100% completed   | OES Director/ Designee            | Annual   | Annual |
| E. Annual Program Evaluation Report     | BRN Sect 1424 (b)(1) WASC Std I, II, III, IV               | Annual Program Evaluation Report Tracking Log     | Dean, IERP                     | 100% of required elements are evaluated                                    | OES Director / Designee           | Annual   | Annual |
| <b>V. EDUCATIONAL RESOURCE CENTER</b>   |  |   |                                |  |                                   |          |        |
| A. Skills Lab Use/ Satisfaction Score   | BRN Sect. 1424 (d) WASC Std II.B.C                         | Program Evaluation Survey                         | ERC Director                   | ≥3.5 on each item (Scale 5-1)  | ERC Director                      | Biannual | Annual |
| B. Computer Lab Use/ Satisfaction Score | BRN Sect. 1424 (d) WASC Std II.B.C                         | Program Evaluation Survey                         | ERC Director                   | ≥ 3.5 on each item (Scale 5-1)   | ERC Director                      | Biannual | Annual |
| C. Library Use/ Satisfaction Score      | BRN Sect. 1424 (d) WASC Std II.B.C                         | Program Evaluation Survey                         | ERC Director Library Assistant | ≥ 3.5 on each item (Scale 5-1)   | ERC Director                      | Biannual | Annual |

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|-------------------------------------|--|---|------------------|---|------------------|----------|--------|
| D. Program Student Learning Outcome | WASC Std I, II, III, IV  | SLO Assessment Form                           | ERC Director     | 100% completed  | ERC Director     | Annual   | Annual |
| E. Annual Program Evaluation Report | BRN Sect 1424 (b)(1)<br>WASC Std I, II, III, IV                          | Program Evaluation Reports                    | ERC Director     | 100% of required elements are evaluated   | ERC Director     | Annual   | Annual |
| <b>VI. FINANCIAL AID</b>            |  |   |                  |   |                  |          |        |
| A. Loan Cohort Default Rate         | Fed. Reg. Title IV Participation.<br>Contract Agreement<br>WASC Std II.B | Depart. Of Education Report letter            | FA Coordinator   | < 10% Cohort Default Rate   | FA Administrator | Annual   | Annual |
| B. Student Satisfaction             | WASC Std II.B  | Program Evaluation Survey                     | FA Coordinator   | ≥3.5 on rated items (5-1 scale),<br>≥1.5 (1-2 Scale),<br>≥80% positive responses on non-rated items | FA Administrator | Biannual | Annual |
| C. Program Student Learning Outcome | WASC Std I, II, III, IV  | Annual Program Evaluation Report Tracking Log | FA Administrator | 100% completed  | FA Administrator | Annual   | Annual |

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|  |   |   |                                    |   |                  |           |        |
|--|---|---|------------------------------------|---|------------------|-----------|--------|
| D. Annual Program Evaluation Report                            | BRN Sect 1424 (b)(1)<br>WASC Std I, II, III, IV | Annual Program Evaluation Report Tracking Log                                   | FA Coordinator<br>FA Administrator | 100% of required elements are evaluated | FA Administrator | Annual    | Annual |
| <b>VII. INSTITUTIONAL EFFECTIVENESS, RESEARCH AND PLANNING</b> |   |   |                                    |   |                  |           |        |
| A. Resource Needs  | WASC Std III SP. I; II.B.2; IV                  | Program Resource Needs  | Dean, IERP                         | Compiled and presented annually         | Dean, IERP       | Annual    | N/A    |
| B. Technology Plan   | WASC Std III SP.I.A.6                           | Five-Year IT Action Plan Timeline   | College Information Officer        | Annual update                           | Dean, IERP       | Annual    | Annual |
| C. Current Technology Resources                                | WASC Std II, III SP.I.A.3,4, BRN DHS            | Hardware and Software Technology Maintenance / Replacement Plan Survey Findings | College Information Officer        | ≥3.5 on rated items (1-5 scale),        | Dean, IERP       | Annual    | Annual |
| D. User Satisfaction with Technology                           | WASC Std I, II, III SP.I.A.3,4                  | Employee survey Program Evaluation survey BACCP Survey                          | Dean, IERP                         | ≥3.5 on rated items (5-1 scale)         | Dean, IERP       | Annual    | Annual |
| E. Currency of Websites  | WASC Std I, III SP.V.                           | Website Document Tracking Log   | College Information Officer        | 85% updated                             | Dean, IERP       | Quarterly | Annual |
| F. Technology Training Needs                                   | WASC Std II, III BRN DHS                        | Technology Training Log Employee Survey   | Dean, IERP                         | ≥3.5 on rated items (5-1 scale),        | Dean, IERP       | Annual    | Annual |

#### REVISIONS TO THE PROGRAM REVIEW PLAN

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| DATE     | ITEM            | CURRENT / SUGGESTED REVISION   | REQUESTED BY           | APPROVAL Y/N | DATE CORRECTED |
|----------|-----------------|--|------------------------|--------------|----------------|
| 2/6/14   | V. D.           | Delete item  | IE Committee           | Y            | 2/18/14        |
| 3/4/14   | I.C.            | Change College Committee Review to Biennial  | Admin Committee        | Y            | 3/4/14         |
| 3/13/14  | I.O             | Add Governance Structure and Process   | Planning Committee     | Y            | 3/13/14        |
| 11/6/14  | V. G.           | Change expectation to comply with BRN guideline  | IE Committee           | Y            | 11/6/14        |
| 12/4/14  | II. I.          | Change Employer Satisfaction Threshold to >3.0   | IE Committee           | Y            | 12/4/14        |
| 12/4/14  | II. T.          | Under threshold indicate "For tracking purposes only"  | IE Committee           | Y            | 12/4/14        |
| 3/5/15   | I.B.            | Add Employee File to Monitoring Tool and change Threshold to: "100% of mandatory job requirements completed" | IE Committee           | Y            | 3/9/15         |
| 3/5/15   | V. B.           | Delete item  | IE Committee           | Y            | 3/9/15         |
| 9/3/15   | II.F.           | Add Clinical to the attrition reason   | IE Committee           | Y            | 9/3/15         |
| 1/14/16  | II.D            | Change threshold from 80% to 68%   | IE Committee and A & P | Y            | 1/14/16        |
| 9/1/16   | II.E.           | Add < sign to the threshold  | IE Committee           | Y            | 9/1/16         |
| 11/10/16 | II. D.          | Change frequency of IE review from Biannual to Annual  | IE Committee           | Y            | 11/10/16       |
| 11/10/16 | V.A.            | Change frequency of IE review from Biannual to Annual  | IE Committee           | Y            | 11/10/16       |
| 5/4/17   | V. A.           | Delete item. Will make sure item included in the OES APER  | IE Committee           | Y            | 5/4/17         |
| 5/4/17   | II. D.          | Add 2 categories under Degree Completion: a. On-time and b. 150% (3 years)                                   | IE Committee           | Y            | 5/4/17         |
| 5/4/17   | II. H.          | Add 2 categories under Graduate Hiring: a. DHS and b. Other  | IE Committee           | Y            | 5/4/17         |
| 1/11/18  |                 | Update columns on accountable person/committee to reflect Governance Structure changes                       | IE Committee           | Y            | 1/11/18        |
| 1/11/18  |                 | Delete current/suggested revisions tracking dated 2009 to 2012   | IE Committee           | Y            | 1/11/18        |
| 5/3/18   | II. B.          | Change Course Pass Rate to "Nursing Courses Success Rate" and change threshold to 85% for all courses        | IE Committee           | Y            | 5/4/18         |
| 5/3/18   | II.C            | Added an item to track Course Completion Rate  | IE Committee           | Y            | 5/4/18         |
| 5/3/18   | II. E.          | Change Student Degree Completion" to "Degree Completion"   | IE Committee           | Y            | 5/4/18         |
| 5/3/18   | II. R.          | Change item to SON Recent Graduate Employment Survey/Evaluations for clarity                                 | IE Committee           | Y            | 5/4/18         |
| 4/4/19   | Entire Document | Revise to focus on quality improvement areas   | IE Committee           | Y            | 4/16/19        |

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| DATE    | ITEM   | CURRENT / SUGGESTED REVISION   | REQUESTED BY | APPROVAL Y/N | DATE CORRECTED |
|---------|--------|--|--------------|--------------|----------------|
| 3/5/20  | I.H.   | Delete item, each program completes an SLO report  | IE Committee | Y            | 3/9/20         |
| 3/5/20  | VII.A. | Delete item. Reports has been submitted on time and discussed at the Annual Program Review Workshop  | IE Committee | Y            | 3/9/20         |
| 5/7/20  | II.K.  | Delete as its difficult to obtain a reliable data. Tracking of graduates pursue of higher education will be included in the Graduate survey data report. | IE Committee | Y            | 5/7/20         |
| 11/5/20 | IV.B.  | Delete has OES has been sending Graduate documentation on time   | IE Committee | Y            | 11/5/20        |
| 3/3/22  | IV.A   | Delete item as all corequisites has now been changed to prerequisite as per the Admission policy   | IE Committee | Y            | 3/3/22         |

IEComm:mi 2/27/08

Rev. 16, 17,18, 19, 20,21,22

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Institutional Effectiveness Committee  
**2022-2023 Reporting Schedule**

| 1-Sep  |  | 3-Nov   |  |
|--|--|---|--|
| II.S. 2021-2022 SON Course SLOs (1st Sem) *                      | V.A. Skills Lab Use & Sat Score              | II.S. 2021-2022 SON Course SLOs (3rd Sem)*                  | II.D. NCLEX Pass Rate  |
| II.S. 2021-2022 SON Course SLOs (2nd Sem) *                      | V.B. Computer Lab Use & Sat Score            | II.S. 2021-2022 SON Course SLOs (4th Sem)*                  | II.I. Job Placement /Graduate Hiring Rate                    |
| I.D. Employee Turnover Rate                                      | V.C. Library Use & Sat Score                 | II.F. SON Student Attrition Rate/Class                      | IV. D. SON Student Demographics                              |
| <b>I.C. Employee Satisfaction (Every 2 years) (Due May 2023)</b> | V.D. ERC Program SLO                         | II.G. SON Student Attrition Reason                          | IV.F. OES Program SLO  |
| I.E. Employee Exit Interview                                     | V.E. ERC Annual Program Review (2021-2022)   | II.P. SON Petitions, Grievances, Written Student Complaints | IV.G. OES Annual Program Review (2021-2022)                  |
| 12-Jan   |  | 2-Mar   |  |
| <b>I.K. Drug Free Campus (2023-2024) (Every 2 years)</b>         | IV.E. SON Curriculum Plan Completion         | I.A. Employee Performance Evals                             | II.S. N125 SON Course SLOs *                                 |
| I. N. Governance Structure and Process                           | II.N. SON Program Evaluation Survey          | I.B. Employee Competency - File Completion                  | VI. A.B. Financial Aid Loan Default Rate & Student Sat Score |
| I.J. Strategic Plan Program Review                               | II.T. Student Exit Interview                 | <b>I. H. Institutional SLO (2024-2025) Every 3 years)</b>   | VI. C. FA Program SLO  |
| <b>I.I. Mission Integration (Every 3 years) (2022-2023)</b>      | II.R. SON Program SLO                        | I.F. Articulation Agreements                                | VI. D. FA Annual Program Review (2021-2022)                  |
| II.H. Point System & Student Success Correlation                 | II.A. SON Annual Program Review (2021-2022)  | IV.A. SON Student Corequisite Completion                    |  |
| 4-May  |  |   |  |
| II.Q. SON Graduate Survey Evaluations                            | VII. E. Current Technology Resources         |   |  |
| II. J. SON Employer Satisfaction                                 | VII. F. User Satisfaction with Technology    |   |  |
| II.E. SON Degree Completion Rate                                 | VII. H. Technology Training Needs            |   |  |
| II.D. NCLEX Pass Rate  | III. D. AH Program SLO                       |   |  |
| II.I. Job Placement /Graduate Hiring Rate                        | III. E. AH Annual Program Review (2021-2022) |   |  |
| <b>Legend:</b> FU= Follow-up<br>RS= Rescheduled                  | <b>Bolded:</b> Not due in 2022-2023          | <i>Italics:</i> Reports pending                             |  |



\* Report includes the following:

- II.B. Course Success Rate
- II.C. Course Completion Rate
- II.L. Course Evaluations
- II.M. Instructor Evaluations
- II.O. Clinical Exit Interview