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UNIT PLAN “PART A” Program/Pathway Update

Program/Pathway: Health Sciences- CNA

Date: November 13, 2013

Our Mission: Los Angeles Harbor College fosters learning through comprehensive programs that meet the educational needs of the community as measured by student success, personal and institutional accountability, and integrity.

1. Assessment of Program Review:

The CNA course consists of 50 hours of theory and 100 hours of clinical experience in sub-acute care facilities in our community. It is approved by the Department of Health Services until November, 2013. At the time of this writing, the application is being reviewed due to new state requirements for agency contracts; this is being addressed.

The Home Health Aid program, which has been on hold due to budget issues since fall, 2011, was offered for fall 2013 after having been approved by the Department of Health Services. With this course renewal, the state assigned a new program number to the Home Health Aide program.

For the 2013-2014 academic year, the CNA program has been awarded a Ruppe Foundation grant for \$30,000 to fund a part-time coordinator position, mandatory Live-Scan fees for all students, office supplies, printing, and instructional supplies for the course. The position of Coordinator is to facilitate success in the classroom and clinic, cultivate relationships with the community, and assess program outcomes to ensure that community needs are being met.

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2. Activates to address program needs:

3. How are your program improvements associated with your SLOs:

All SLOs are current and posted. Nearly 100% of students are successful at completing the course and passing the certification examination by the American Red Cross. However, in the past year, students have been less successful in passing the examination.

Approved CPC: October 22, 2012


4. Staffing requirements:

The CNA course requires a theory instructor (0.27 FTE) and 2 clinical instructors (0.33 FTE). The ratio in clinic is 1:10 or 1:12, depending on facility.

5. Technological requirements:

None

6. Facilities requirements:

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The CNA course is delivered in the Nursing building, which is well suited to the course. The lecture classroom is large and the clinical skills lab is utilized to practice skills.

The two community agencies used are Torrance Memorial Transitional Care unit and Providence Little Company of Mary San Pedro Transitional care unit.

- 7. Implementation plan:** In an informal survey of community agencies, they have indicated that they anticipate hiring CNAs in the future. Consider applying for special funding as opportunities become available to support the cost of this program. Also, there needs to be a discussion about offering the Home Health Aid course again, as this has been identified as an area of growth in health care personnel. When the course was put on hold, it was to have been for one year, with a re-evaluation to take place after that time period.

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UNIT PLAN "PART B"
Core Personnel/List of Permanent Staff

Unit: Health Sciences-CNA

Date: November 13, 2013

.27	Instructor	17,000.00	10-100
.33	Clinical Instructor	20,000.00	10-100
.33	Clinical Instructor	20,000.00	10-100

- 1. Total FTEP: 0.93**
- 2. Total Hours taught: 0.93**
- 3. Total Hours of release time: 0**
- 4. Total Cost for Instructors: 57,000.00**
- 5. Total Cost for Administrators: 0**
- 6. Total Cost of Classified Staff: 0**
- 7. Total cost FTEP = Full Time Equivalent Personnel:**

Please attach copy of your current Op Plan.

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UNIT PLAN "PART C" Core Expenses

Unit: Health Sciences- CNA

1. All legally required responsibilities: *Required for health and Safety*
2. *Required by board / State/ Federal/ Accreditation standards(list the minimum requirements here)*
3. *Required by licensing agreement*

Description of activity	Estimated Cost	Justification	Code

Description of activity	Estimated Cost	Justification	Code

Narrative justification: List statutes which require this expenditure.

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Total cost: 2,200.00

UNIT PLAN "PART D" Essential Activities

Unit: Health Sciences- CNA Prioritized list of unit needs required for program continuance or improvement

Description Est. Cost

e.g.


1. *Databases for Library*
2. *Full time Faculty*
3. *Instructional Assistant*
4. *Supplies for classroom*
5. *Capital investment*

Only place expendable request in this field.

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code

Division Prioritization	Description of activity	Estimated Cost	Proposed Funding Source	Justification	Code
1	Practice supplies	2,000.00	10-100	CTE program	HCAA3
2	SLO assessment	1,000.00	10-100	Required	HCAA12a1
3	Offer HHA	6050.00	10-100	Cut in 2011 due to budget	HCAA3

Justification Narrative: How does your activity support the college Educational Master Plan?

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The CNA program is a CTE course.

UNIT PLAN “PART E”
Non-cost Essential Activities

Unit: Health Sciences- CNA

List Non-cost activities here

Priority	Description of activity	Justification	Code
	Convert course to online	Increase non-resident enrollment	HCAA14a
	Rotate courses between night and day	Flexibility in our offerings	HCAA2a
	Develop Certificate program in Entrepreneurship	CTE 6 month program	HCAA3c2
	Develop 2+2 program with Banning High School	Concurrent enrollment	HCAA5a1
	Reorganize lecture/lab for more efficiency	Classroom Management	HCAA13a20
	Develop department Web page	Web page maintenance	HCAA15a1

Priority	Description of activity	Justification	Code
1	Develop partnership between college and community agency to recruit graduates	Community needs	HCAA1e2

Justification: How does your activity support the college Educational Master Plan?