

Santa Rosa Junior College

Program Resource Planning Process

Certified Nurse Assistant - Home Health Aide 2017

1.1a Mission

The mission of the certified nursing assistant/home health aid program is threefold:

- to promote quality patient care
- to provide entry-level skills for employment as a CNA
- to provide awareness of opportunities/choices in health care occupations.

To achieve this mission the CNA curriculum is based upon the following beliefs:

1. Individuals have the right to receive optimum health care delivered in a safe environment by a competent caregiver.
2. Learning occurs in an atmosphere of mutual respect, where questioning is welcomed, problem solving is encouraged, and opportunities for guided practice exist.
3. The CNA is an important member of the health care team. The CNA, under the direct supervision of licensed nursing personnel, provides direct care to the resident; promotes comfort measures and collects, records and reports data.
4. Individuals have the right to the fulfillment of their basic physical, psychological, and spiritual needs.

1.1b Mission Alignment

The CNA/HHA program mission aligns with the SRJC mission by providing responsive career and technical education and regularly assess, self-reflect, adapt, and continuously improve the program.

1.1c Description

The CNA/HHA program is offered three times a year. Both Fall and Spring semesters and a summer program. Each course is 11 units, the spring and fall semesters are 10 weeks and the summer semester 9 weeks, eight hours a day, 4-5 days a week. During the first month of class, classroom hours are 4 days a week from 12:30 to 9:00 pm. After that, classes are Monday through Friday with varying hours. Due to the extensive hours, it is not possible to take other weekday classes along with this program.

All students are required to purchase uniforms, be CPR for the Healthcare Provider certified, complete health requirements, and complete a criminal background check and Department of Justice fingerprinting prior to clinical rotation. Students who do not have a clear criminal background check and fingerprinting may be unable to receive certification.

At the completion of the program, graduates are qualified to take the written and practical examinations and be licensed by the State of California as a certified nursing assistant. Certified nursing students

primarily are employed in skilled nursing facilities, acute care facilities and home health care. Many graduates of this program progress on to more advanced nursing programs.

1.1d Hours of Office Operation and Service by Location

The CNA/HHA program has classes from 12:30 to 9:00 pm 4-5 days a week for 9 to 10 weeks. During clinical practice time in area health care facilities, the hours can vary from semester to semester.

1.2 Program/Unit Context and Environmental Scan

The Certified Nurse Assistant Certificate provides over 262 hours of lecture, skills lab, and clinical practice, and prepares students for work in skilled nursing facilities or residences. The program duration is 10 weeks, 4-5 days per week. Clinical hours are held in a skilled nursing facility. The program prepares students to take the competency examination for the Nurse Assistant certificate issued by the California State Department of Health Services.

Nurse Assistants, as important members of the health care team, assist the nurse with the care of the patient in skilled nursing facilities or hospitals. They perform such duties as changing bed linen, dressing, grooming, bathing, assisting in and out of bed, taking vital signs and feeding patients.

Employment opportunities are available in skilled nursing and personal care facilities, hospitals, and residential care agencies. Many individuals find jobs through temporary staffing agencies and home health care services. The job outlook is very good for this field. Individuals interested in career advancement may pursue further study to become licensed vocational nurses, and then registered nurses.

Licensure Note:

The California State Department of Health Services has specific legal requirements governing the certification of Nurse Assistants. Criminal background screening must be completed and the student cleared of criminal convictions before he/she can be competency tested or certified by the State of California. All students starting the program must be fingerprinted.

Program Student Learning Outcomes

Students will be able to:

1. Meet State of California criteria for eligibility to take CNA Certification Examinations.
2. Demonstrate knowledge, skills and abilities required for an entry-level CNA.

The Home Health Aide Skills Certificate provides over 40 hours of lecture, skills lab, and clinical practice, and prepares students for work in skilled nursing facilities or residences. The program duration is 2 weeks, 4-5 days per week. Clinical hours are held in a skilled nursing facility. The program prepares students to take the competency examination for the Home Health Aide certificate issued by the California State Department of Health Services.

Home Health Aides care for elderly, convalescent, or handicapped persons in the home of the patient. They perform the above mentioned duties for patients including preparing meals and assisting with medications under the supervision of a Licensed Vocational Nurse, Registered Nurse, or physician.

Employment opportunities are available in skilled nursing and personal care facilities, hospitals, and residential care agencies. Many individuals find jobs through temporary staffing agencies and home health care services. The job outlook is very good for this field. Individuals interested in career advancement may pursue further study to become licensed vocational nurses, and then registered nurses.

Licensure Note:

The California State Department of Health Services has specific legal requirements governing the certification of Home Health Aides. Criminal background screening must be completed and the student cleared of criminal convictions before he/she can be competency tested or certified by the State of California. All students starting the program must be fingerprinted.

Program Student Learning Outcomes

Students will be able to:

1. Meet State of California requirements for eligibility to take Home Health Aide (HHA) examination.
2. Demonstrate knowledge, skills and abilities expected of an entry-level HHA.

2.1a Budget Needs

The current budget is sufficient except for supplies. Students purchase skills packets.

Certified Nurse Assistant - Home Health Aide - FY 2015-16

2.1 Fiscal Year Expenditures

Santa Rosa Campus

Expenditure Category	Unrestricted Funds	Change from 2014-15	Restricted Funds	Change from 2014-15	Total	Change from 2014-15
Faculty payroll	\$83,487.00	0.00%	\$0.00	0.00%	\$83,487.00	0.00%
Adjunct payroll	\$158,031.32	-25.67%	\$1,680.72	-37.48%	\$159,712.04	-25.82%
Classified payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
STNC payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Student payroll	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Management payroll (and Dept Chairs)	\$0.00	0.00%	\$0.00	0.00%	\$0.00	0.00%
Benefits (3000's)	\$37,130.13	161.90%	\$113.46	-37.25%	\$37,243.59	159.40%
Supplies (4000's)	\$501.28	16.83%	\$6,553.27	227.66%	\$7,054.55	190.42%
Services (5000's)	\$5.75	-89.46%	\$4,090.00	>1000%	\$4,095.75	>1000%
Equipment (6000's)	\$0.00	0.00%	\$14,689.25	162.69%	\$14,689.25	162.69%
Total Expenditures	\$279,155.48	22.83%	\$27,671.70	162.59%	\$306,827.18	29.03%

Expenditure Totals

Expenditure Category	Amount	Change from 2014-15	District Total	% of District Total
Total Expenditures	\$306,827.18	29.03%	\$142,812,136.74	0.21%
Total Faculty Payroll	\$243,199.04	12.96%	\$46,486,773.56	0.52%
Total Classified Payroll	\$0.00	0.00%	\$22,009,293.41	0.00%
Total Management Payroll	\$0.00	0.00%	\$9,770,442.32	0.00%
Total Salary/Benefits Costs	\$280,442.63	22.12%	\$102,858,006.58	0.27%
Total Non-Personnel Costs	\$25,839.55	216.94%	\$16,325,691.74	0.16%

2.1b Budget Requests

Rank	Location	SP	M	Amount	Brief Rationale
0000	Santa Rosa	01	01	\$0.00	none this cycle

2.2a Current Classified Positions

Position	Hr/Wk	Mo/Yr	Job Duties
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2.2b Current Management/Confidential Positions

Position	Hr/Wk	Mo/Yr	Job Duties
N/A	0.00	0.00	

2.2c Current STNC/Student Worker Positions

Position	Hr/Wk	Mo/Yr	Job Duties
AAll	10.00	12.00	Supports program record keeping of student immunizations, qualifications for program, maintainns offsite clinical agreements with agencies, hospitals, and clinics

2.2d Adequacy and Effectiveness of Staffing

The CNA program admits 120 students a year (in three sessions) and usually turns away students on the wait list. The faculty also staff the HHA program of up to 60 students/year in the spring and fall semesters. There are four adjunct faculty and one full time faculty. The summer session doubled enrollment to 60 students starting in 2016. More adjunct faculty are needed in order to staff adequately.

Certified Nurse Assistant - Home Health Aide - FY 2015-16

2.2 Fiscal Year Employee Data and Calculations

Employee Head Counts

Employee Category	Count	Change from 2014-15	District Total	% of District Total
Contract Faculty	1	0.00%	306	0.33%
Adjunct Faculty	9	0.00%	1389	0.65%
Classified Staff	0	0.00%	541	0.00%
STNC Workers	0	0.00%	609	0.00%
Student Workers	0	0.00%	616	0.00%
Mgmt/Admin/Dept Chair	0	0.00%	176	0.00%

Employee FTE Totals

FTE Category	FTE	Change from 2014-15	District Total	% of District Total
FTE-F - Faculty	2.0000	71.29%	743.0476	0.27%
FTE-CF - Contract Faculty	1.0000	0.00%	303.3500	0.33%
FTE-AF - Adjunct Faculty	1.0000	-14.36%	439.6976	0.23%
FTE-C - Classified	0.0000	0.00%	450.7804	0.00%

FTE-ST - STNC	0.0000	0.00%	89.9729	0.00%
FTE-SS - Support Staff	0.0000	0.00%	714.9341	0.00%
FTE-SW - Student Workers	0.0000	0.00%	174.1808	0.00%
FTE-M - Management	0.0000	0.00%	128.9297	0.00%
FTE-DC - Department Chairs	0.0000	0.00%	50.0000	0.00%

Student Data

Data Element	Value	Change from 2014-15	District Total	% of District Total
FTES-CR - Credit	38.9333	-5.75%	15431.0806	0.25%
FTES-NC - Non-Credit	0.0000	0.00%	2170.0038	0.00%
FTES - combined	38.9333	-5.75%	17601.0844	0.22%
Students Enrolled/Served	86	-18.87%	30000	0.29%

Calculations

Data Element	Value	Change from 2014-15	District Total	% of District Total
FTE-S : FTE-F	19.4667	-44.98%	23.6877	82.18%
FTE-AF : FTE-CF	1.0000	0.00%	1.4495	68.99%
FTE-F : FTE-SS	0.0000	0.00%	1.0393	0.00%
FTE-F : FTE-M	0.0000	0.00%	5.7632	0.00%
FTE-SS : FTE-M	0.0000	0.00%	5.5451	0.00%
FTE-ST : FTE-C	0.0000	0.00%	0.1996	0.00%
Average Faculty Salary per FTE-F	\$121,599.52	-34.05%	\$62,562.31	194.37%
Average Classified Salary per FTE-C	\$0.00	0.00%	\$48,824.87	0.00%
Average Management Salary per FTE-M	\$0.00	0.00%	\$75,781.16	0.00%
Salary/Benefit costs as a % of total budget	91.40%	-5.35%	72.02%	126.90%
Non-Personnel \$ as a % of total budget	8.42%	145.64%	11.43%	73.67%
Restricted Funds as a % of total budget	9.02%	103.51%	16.55%	54.51%
Total Unit Cost per FTE-F	\$153,413.59	-24.67%	\$192,197.83	79.82%
Total Unit Cost per FTE-C	\$0.00	0.00%	\$316,810.88	0.00%
Total Unit Cost per FTE-M	\$0.00	0.00%	\$1,107,674.47	0.00%
Total Unit Cost per FTE-S	\$7,880.84	36.90%	\$8,113.83	97.13%
Total Unit Cost per student served/enrolled	\$3,567.76	59.03%	\$4,760.40	74.95%

2.2e Classified, STNC, Management Staffing Requests

Rank	Location	SP	M	Current Title	Proposed Title	Type
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2.3a Current Contract Faculty Positions

Position	Description
Tenure track Faculty	Dr. Leslie Crane

2.3b Full-Time and Part-Time Ratios

Discipline	FTEF Reg	% Reg Load	FTEF Adj	% Adj Load	Description
Nursing Aide	1.0000	100.0000	2.7000	100.0000	There is now 1 full time faculty in the CNA/HHA program since 8/15. This Fall 2010 FTEF data is from SIS.

2.3c Faculty Within Retirement Range

The FT, tenure-track faculty member will retire in seven years. Of the four adjunct faculty, one will likely retire within 10 years.

2.3d Analysis of Faculty Staffing Needs and Rationale to Support Requests

This program is now staffed by one full-time faculty member and four adjunct faculty.

Adjunct faculty interviews are scheduled on an ongoing basis. The program will be added a full cohort of an additional 30 students in the summer of 2016. New faculty were added to the adjunct pool over the course of 2016/2017 and mentored by current faculty members. Four new adjunct faculty member were added in 2014/2015 and three new adjunct faculty member 2015/2016.

This program prepares students who are very employable. This program is offered three times per year. All students must be vaccinated and have a background check without a cohort by application process. The program also requires state certification, which requires that a staff must verify that the student have all the requirements, thus another major need for a full time faculty.

The class size justifies a full time coordinator. Class maximum is 30 students with each student taking 6 units for CNA and HHA is 1.5 units. Most students complete both courses in the program. The program is very impacted and expansion plans were initiated in summer of 2016 to expand enrollment to two cohorts of 30 students each. Sonoma State nursing program requires students who do not have a B.S./B.A. who wants to apply to have a CNA.

Certified Nurse Assistant - Home Health Aide - FY 2015-16

2.3a Contract Faculty Positions Employees paid from a Contract Faculty OBJECT code

Name Last	First	Position	Hours	HR FTE	DM FTE
Crane	Leslie	Temporary Contract Faculty	0.00	1.0000	0.0000
Totals			0.00	1.0000	0.0000

2.3b Adjunct Faculty Positions Employees paid from an Adjunct Faculty OBJECT code

Name Last	First	Position	Hours	FTE
Avilla-Hamann	Marian		152.00	0.0000
Chevalier	Suzanne		412.00	1.0000
Doll	Mary		10.00	0.0000
Kehoe	Linda		499.50	0.0000
Loveland	Cora		169.00	0.0000
McDonald	Karen		480.50	0.0000
O'Connor	Kathleen		8.00	0.0000
Shokmalli	Korie		6.00	0.0000
Slattery	Patricia		438.00	0.0000
Totals			2175.00	1.0000

2.3e Faculty Staffing Requests

Rank	Location	SP	M	Discipline	SLO Assessment Rationale
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2.4b Rationale for Instructional and Non-Instructional Equipment, Technology, and Software

1. Most facilities that are used by the CNA students and most facilities that employ CNAs use automatic vital signs machine. It's incumbent upon a CNA educational program to familiarize students with the technology that will be expected of them in the workforce.

1. The CNA program owns 15 Ipad for which there are no keyboard chargers.

3. The 15 Ipad in the CNA program contain only 1 educational software program. Additional software is needed to increase the utility of the Ipad and thus enhance the education of CNA students.

4. There is a large percentage of residents in the CNA program instructional facilities and and employers of CNAs that have dementia as a primary diagnosis or history. Memory care facilities are becoming a larger component of the industry. Videos regarding communication with dementia patients will better prepare CNA students for evidence-based practice in the field.

2.4c Instructional Equipment and Software Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Santa Rosa	01	01	1 Vital signs machine	15	\$677.00	\$10,155.00	D. Chigazola	HLRC	D. Chigazola
0012	Santa Rosa	01	01	30 Ipad keyboard chargers	15	\$50.00	\$750.00	D. Chigazola	HLRC	D. Chigazola
0015	Santa Rosa	01	01	2 teaching videos- Dementia & Communication	1	\$4,000.00	\$4,000.00	D. Chigazola	HLRC	D. Chigazola
0050	Santa Rosa	01	01	Informatics software	1	\$2,000.00	\$2,000.00	D. Chigazola	HLRC	D. Chigazola

2.4d Non-Instructional Equipment, Software, and Technology Requests

Rank	Location	SP	M	Item Description	Qty	Cost Each	Total Cost	Requestor	Room/Space	Contact
0000	Santa Rosa	00	00	No requests this cycle.	0	\$0.00	\$0.00			

2.5a Minor Facilities Requests

Rank	Location	SP	M	Time Frame	Building	Room Number	Est. Cost	Description
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2.5b Analysis of Existing Facilities

Skills lab space is shared by all the Health Science clinical programs. There is a shortage of storage space for supplies and equipment. The set up and break down from one program to another is costly in staffing hours spent. Dedicated space for the CNA/HHA program would be facilitate smoother transitions for use by all programs. Space allocated to duplicate a Skilled Nursing facility would enhance the student learning. An additional 2,500 sq. ft. (50x50) would allow mannequins and equipment used for CNA to be easily accessible and stored in the skills lab instead of stored in offices and closets. Current lack of storage space places constraints on ability to obtain additional educational supplies and equipment.

3.1 Develop Financial Resources

The CNA program was granted a Dorothy N. Rupe Nursing grant in 2014 for \$20,000. Equipment that was in the 2014/2015 PRPP was purchased using this funding. The CNA/HHA program was awarded \$25,000 for 2015/2016 by the Rupe Foundation to continue the efforts started with the first year grant. This funding will fund recruitment and outreach to attract new faculty members and students as well as purchase i-pads for teaching informatics.

3.2 Serve our Diverse Communities

This program is completely staffed by adjunct instructors. All are Caucasians -- 8 females and 1 male. Qualified faculty that are RN liscensed with experience in a skilled nursing facility are difficult to find. The faculty recruitment pool is open to all qualified applicants.

The student population is very diverse.

3.3 Cultivate a Healthy Organization

The CNA/HHA program encourages all faculty to attend faculty meetings for collegial discussions about improving the program and values the opinions of all members of the team. New faculty recieve an orientation and shadow the veteran

faculty members as funded by the Rupe Foundation grant. The goal is to in part the culture and experience of the faculty members that will retire in the next few years to the next generation of instructors in the program.

3.4 Safety and Emergency Preparedness

The Area Safety Coordinators are Linda Dunnivant and Mary Kennedy. The Building Safety Coordinator has not been designated at this time.

3.5 Establish a Culture of Sustainability

We follow the same plan as other programs in the Health Sciences Cluster, which are uniform. The goal is to transfer more instructional material from the orientation packet to the program website.

4.1a Course Student Learning Outcomes Assessment

Course level student learning outcomes are current as of Spring, 2012 - renamed and renumbered: NRA 150. Course and program SLOs and LAPs are to be completed by 2012 as required by AACJC. Student learning outcomes will be evaluated on a 6 year cycle, next evaluation by 2018.

Fall 2014, new curriculum for NRA 150A and NRA 150B will have complete SLO assessments by spring 2015. NRA 150 has been inactivated. These student learning outcomes will be reevaluated on a 6 year cycle by 2021.

4.1b Program Student Learning Outcomes Assessment

The course level student learning outcome is the same as the program SLO and will be completed in spring 2015. Student learning outcomes for the program will be evaluated on a 6 year cycle, next evaluation by 2021.

4.1c Student Learning Outcomes Reporting

Type	Name	Student Assessment Implemented	Assessment Results Analyzed	Change Implemented
Course	NRA 150	Fall 2010	Spring 2011	Spring 2012

4.2a Key Courses or Services that address Institutional Outcomes

Course/Service	1a	1b	1c	2a	2b	2c	2d	3a	3b	4a	4b	5	6a	6b	6c	7
NRA 150	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X

4.2b Narrative (Optional)

Course SLO assessment for NRA 150 was completed in 2014. The state of California mandated in 2014 that the CNA and HHA courses be divided into two courses NRA 150A and NRA 150 B beginning fall 2014. These course will have completed SLO assessments by spring 2015 as well as the program assessment.

5.0 Performance Measures

The performance measures used to determine success in the CNA/HHA program is the pass rate on the State of California practical and the written CNA certification examinations. Our performance examinations have consistently been at the 91.4 to 100% rate. The written examinations have a broader range, between 84.5 to 100% pass rate. The lower pass rates occur in classes when we have had a greater number of ESL students.

5.1 Effective Class Schedule: Course Offerings, Times, Locations, and Delivery Modes (annual)

The CNA/HHA Program is offered every semester including summer. It can not be offered more often and enrollment can not be increased due to limited skills lab availability.

Certified Nurse Assistant - Home Health Aide - FY 2014-15 (plus current FY Summer and Fall)

5.1 Student Headcounts The number of students enrolled in each Discipline at first census (duplicated headcount).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	28	0	0	27	0	0	24	45	44	26	42	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0	0	0	0	0	0	0	0	0	0	0	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0	0	26	0	0	24	0	0	0	0	0	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	28	0	26	27	0	24	24	45	44	26	42	

5.2a Enrollment Efficiency

The CNA/HHA program enrollment efficiency is excellent with a range of 116.7% to 76.7% for 2007-2008. Efficiency reflects that number of students who drop the program after being admitted. For some students, they have no idea what the role of the CNA is until they start the program. They decide it isn't for them and then they withdraw. In reviewing the last three years, it is evident that enrollment efficiency is highest for the summer class. This may be reflected in the fact that the summer class has more students who are planning to apply to Sonoma State's Masters Entry to professional nursing program. Completion of a CNA program is a requirement for that registered nursing program. Students who have a clear educational objective are less likely to drop after enrollment therefore the summer enrollment efficiency is good, ranging from 103.3 to 116.7%.

Certified Nurse Assistant - Home Health Aide - FY 2014-15 (plus current FY Summer and Fall)

5.1 Student Headcounts The number of students enrolled in each Discipline at first census (duplicated headcount).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	28	0	0	27	0	0	24	45	44	26	42	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0	0	0	0	0	0	0	0	0	0	0	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0	0	26	0	0	24	0	0	0	0	0	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	28	0	26	27	0	24	24	45	44	26	42	

5.2a Enrollment Efficiency The percentage of seats filled in each Discipline at first census based on class limit (not room size).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	80.0%	0.0%	0.0%	90.0%	0.0%	0.0%	90.0%	78.3%	73.3%	96.7%	75.0%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	86.7%	0.0%	0.0%	83.3%	0.0%	0.0%	0.0%	0.0%	0.0%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	80.0%	0.0%	86.7%	90.0%	0.0%	83.3%	90.0%	78.3%	73.3%	96.7%	75.0%	

Nursing - Aide	80.0%	0.0%	86.7%	90.0%	0.0%	83.3%	90.0%	78.3%	73.3%	96.7%	75.0%
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5.2b Average Class Size

We admit 30 students each semester including summers. We also have 20 students on our wait list. We do have students who drop before first census which reflects on our enrollment efficiency. We can not take more students due to limitations of space in our campus skills lab.

Certified Nurse Assistant - Home Health Aide - FY 2014-15 (plus current FY Summer and Fall)

5.2b Average Class Size The average class size in each Discipline at first census (excludes cancelled classes).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	28.0	0.0	0.0	27.0	0.0	0.0	27.0	23.5	22.0	29.0	22.5	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0	0.0	26.0	0.0	0.0	25.0	0.0	0.0	0.0	0.0	0.0	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	28.0	0.0	26.0	27.0	0.0	25.0	27.0	23.5	22.0	29.0	22.5	

5.3 Instructional Productivity

The CNA/HHA instructional productivity has been 17.31, 11.96 & 12.3 for 2007-08. This is comparable to the overall SRJC instructional productivity which was 15.2 and 15.6 during the same time frame.

Certified Nurse Assistant - Home Health Aide - FY 2014-15 (plus current FY Summer and Fall)

5.3 Instructional Productivity The ratio of Full-Time Equivalent Students (FTES) to Full-Time Equivalent Faculty (FTEF) in each Discipline at first census.

Santa Rosa Campus

Nursing - Aide		X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
	FTES	15.79	0.00	0.00	15.17	0.00	0.00	14.43	13.40	13.48	13.23	12.87	
	FTEF	0.00	0.00	0.00	0.00	0.00	0.00	2.54	2.32	2.71	0.00	2.45	
	Ratio	0.00	0.00	0.00	0.00	0.00	0.00	5.67	5.78	4.96	0.00	5.24	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Nursing - Aide		X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
	FTES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	FTEF	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Other Locations (Includes the PSTC, Windsor, and other locations)

Nursing - Aide		X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
	FTES	0.00	0.00	15.25	0.00	0.00	12.67	0.00	0.00	0.00	0.00	0.00	
	FTEF	0.00	0.00	0.00	0.00	0.00	2.52	0.00	0.00	0.00	0.00	0.00	
	Ratio	0.00	0.00	0.00	0.00	0.00	5.03	0.00	0.00	0.00	0.00	0.00	

ALL Locations (Combined totals from ALL locations in the District)

Nursing - Aide		X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
	FTES	15.79	0.00	15.25	15.17	0.00	12.67	14.43	13.40	13.48	13.23	12.87	
	FTEF	0.00	0.00	0.00	0.00	0.00	2.52	2.54	2.32	2.71	0.00	2.45	
	Ratio	0.00	0.00	0.00	0.00	0.00	5.03	5.67	5.78	4.96	0.00	5.24	

5.4 Curriculum Currency

The Nurse Assisting/Home Health Program underwent a full curriculum review in spring 2014 due to a State mandate to separate the program into two courses. Certified Nursing Assistant is now NRA 150A and Home Health Aid is now NRA 150B.

5.5 Successful Program Completion

Students do well in our CNA/HHA program. We have a completion rate of 98% for 2012-2013.

Certified Nurse Assistant - Home Health Aide - FY 2014-15 (plus current FY Summer and Fall)

5.6b Successful Course Completion

The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	100.0%	0.0%	0.0%	88.9%	0.0%	0.0%	88.9%	95.7%	95.5%	86.2%	88.9%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	84.6%	0.0%	0.0%	96.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	100.0%	0.0%	84.6%	88.9%	0.0%	96.0%	88.9%	95.7%	95.5%	86.2%	88.9%	

SRJC Health Science Program Pass Rates

Fiscal Year End	FY 98-99	99-00	00-01	01-02	02-03	03-04	04-05	05-06	06-07	07-08	08-09	09-10	2010	2011	NOTES
Nurse Assist./Home Health Aide. Skills				97.5%	91.4%	94.7%	97.6%	98.4%	97.2%	100%	100%		98.5%		State Exam
Nurse Assist./Home Health Aide. Written				100%	98.6%	91.8%	97.7%	100%	84.5%	94.5%	98.5%		97.5%		State Exam
SRJC - NRA 51.1 Course													98%		SRJC Program

SRJC Fact Book 2010

Certificates Awarded by Program

TOP	Cert Code	Certificate Description	PA
1230.3	3029	Nurse Assistant - Home Health Aide	E
2005 – 06 = 0			
2006 – 07 = 0			
2007 – 08 = 2			
2008 – 09 = 0			
2009 – 10 = 0			

The coding scheme for PA is as follows:

E = certificate requiring 6 to fewer than 18 semester units;

5.6 Student Success

Our students are very successful in completion of course and passing the California Boards.

NA/HHA Pass Rates

FY 98-99 99-00 00-01 01-02 02-03 03-04 04-05 05-06 06-07 07-08 08-09 09-10 10-11

Fiscal Year End	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	NOTES
Nurse Assist./Home Health Aide. Skills				97.5%	91.4%	94.7%	97.6%	98.4%	97.2%	100%	100%	98.5%		State Exam
Nurse Assist./Home Health Aide. Written				100%	98.6%	91.8%	97.7%	100%	84.5%	94.5%	98.5%	97.5%		State Exam
SRJC - NRA 51.1 Course												98%		SRJC Program

Certified Nurse Assistant - Home Health Aide - FY 2014-15 (plus current FY Summer and Fall)

5.6a Retention The percentage of students receiving a grade of A,B,C,D,CR, or I in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	100.0%	0.0%	0.0%	88.9%	0.0%	0.0%	88.9%	95.7%	95.5%	86.2%	88.9%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	88.5%	0.0%	0.0%	96.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	100.0%	0.0%	88.5%	88.9%	0.0%	96.0%	88.9%	95.7%	95.5%	86.2%	88.9%	

5.6b Successful Course Completion The percentage of students receiving a grade of A,B,C, or CR in each Discipline (duplicated headcount).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	100.0%	0.0%	0.0%	88.9%	0.0%	0.0%	88.9%	95.7%	95.5%	86.2%	88.9%	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.0%	0.0%	84.6%	0.0%	0.0%	96.0%	0.0%	0.0%	0.0%	0.0%	0.0%	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	100.0%	0.0%	84.6%	88.9%	0.0%	96.0%	88.9%	95.7%	95.5%	86.2%	88.9%	

5.6c Grade Point Average The average GPA in each Discipline (UnitsTotal / GradePoints).

Santa Rosa Campus

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	3.79	0.00	0.00	3.62	0.00	0.00	3.63	3.67	3.55	3.73	2.92	

Petaluma Campus (Includes Rohnert Park and Sonoma)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

Other Locations (Includes the PSTC, Windsor, and other locations)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	0.00	0.00	3.57	0.00	0.00	3.63	0.00	0.00	0.00	0.00	0.00	

ALL Locations (Combined totals from ALL locations in the District)

Discipline	X2012	F2012	S2013	X2013	F2013	S2014	X2014	F2014	S2015	X2015	F2015	S2016
Nursing - Aide	3.79	0.00	3.57	3.62	0.00	3.63	3.63	3.67	3.55	3.73	2.92	

5.7 Student Access

The classes are always full; enrollment in the program is based on priority registration, which cannot account for gender or ethnic background.

Certified Nurse Assistant - Home Health Aide - FY 2014-15 (plus current FY Summer and Fall)

5.7a Students Served - by Ethnicity

The number of students in each Discipline at first census broken down by ethnicity (duplicated headcount).

ALL Locations

(Combined totals from ALL locations in the District)

Nursing - Aide	Ethnicity	2012-13	Percent	2013-14	Percent	2014-15	Percent	2015-16	Percent
	White	20	39.2%	17	34.0%	43	38.1%	51	42.1%
	Asian	6	11.8%	2	4.0%	10	8.8%	5	4.1%
	Black	1	2.0%	1	2.0%	5	4.4%	7	5.8%
	Hispanic	20	39.2%	24	48.0%	43	38.1%	44	36.4%
	Native American	1	2.0%	0	0.0%	0	0.0%	0	0.0%
	Pacific Islander	0	0.0%	1	2.0%	0	0.0%	2	1.7%
	Filipino	1	2.0%	0	0.0%	6	5.3%	7	5.8%
	Other Non-White	0	0.0%	5	10.0%	6	5.3%	5	4.1%
	Decline to state	2	3.9%	0	0.0%	0	0.0%	0	0.0%
	ALL Ethnicities	51	100.0%	50	100.0%	113	100.0%	121	100.0%

5.7b Students Served - by Gender

The number of students in each Discipline at first census broken down by gender (duplicated headcount).

ALL Locations

(Combined totals from ALL locations in the District)

Nursing - Aide	Gender	2012-13	Percent	2013-14	Percent	2014-15	Percent	2015-16	Percent
	Male	11	21.6%	9	18.0%	18	15.9%	25	20.7%
	Female	39	76.5%	40	80.0%	95	84.1%	95	78.5%
	Unknown	1	2.0%	1	2.0%	0	0.0%	1	0.8%
	ALL Genders	51	100.0%	50	100.0%	113	100.0%	121	100.0%

5.7c Students Served - by Age

The number of students in each Discipline at first census broken down by age (duplicated headcount).

ALL Locations (Combined totals from ALL locations in the District)

Nursing - Aide	Age Range	2012-13	Percent	2013-14	Percent	2014-15	Percent	2015-16	Percent
	0 thru 18	2	3.9%	4	8.0%	7	6.2%	10	8.3%
	19 and 20	11	21.6%	12	24.0%	29	25.7%	19	15.7%
	21 thru 25	15	29.4%	13	26.0%	38	33.6%	47	38.8%
	26 thru 30	9	17.6%	7	14.0%	8	7.1%	24	19.8%
	31 thru 35	3	5.9%	6	12.0%	5	4.4%	8	6.6%
	36 thru 40	5	9.8%	2	4.0%	3	2.7%	5	4.1%
	41 thru 45	2	3.9%	1	2.0%	12	10.6%	2	1.7%
	46 thru 50	2	3.9%	3	6.0%	7	6.2%	3	2.5%
	51 thru 60	2	3.9%	2	4.0%	1	0.9%	3	2.5%
	61 plus	0	0.0%	0	0.0%	3	2.7%	0	0.0%
	ALL Ages	51	100.0%	50	100.0%	113	100.0%	121	100.0%

5.8 Curriculum Offered Within Reasonable Time Frame

This is a 10 week course in spring and fall, 9 weeks during the summer.

5.9a Curriculum Responsiveness

This program has a working advisory board which includes 4 individuals from acute care, skilled nursing, hospice and home health. The remaining 18 members are adjunct instructors and supportive department faculty.

5.9b Alignment with High Schools (Tech-Prep ONLY)

It is recommended that students have a high school diploma or GED.

5.10 Alignment with Transfer Institutions (Transfer Majors ONLY)

This program is not meant to be a transfer course. Students who seek to enroll in a direct entry nursing program without a previous nursing certificate or degree are required to take the CNA/HHA (NRA 150) Program.

5.11a Labor Market Demand (Occupational Programs ONLY)

Because of the aging population, employment opportunities are consistent for CNA/HHA program graduates. Graduates are being hired in skilled nursing facilities, acute care, home health agencies, and long term care facilities.

5.11b Academic Standards

The program discusses academic standards at every staff and advisory board meeting.

6.1 Progress and Accomplishments Since Last Program/Unit Review

Rank	Location	SP	M	Goal	Objective	Time Frame	Progress to Date
0001	ALL	02	01	Increase enrollment in CNA and HHA program.	Continue to offer CNA every semester with 2 cohorts of CNA in the summer sessions. Continue to offer HHA in the spring & fall semesters. Plan to double cohort in the spring and fall semesters when additional skills lab space is available.	2016/2017	Additional faculty and support staff needed. CPHD approval obtained for 2 cohorts of students in the summer session.
0002	ALL	02	01	Increase number of members in the adjunct faculty pool	Adequately staff two cohorts of students in summer session.	2016/2017	Additional faculty and support staff still needed for double cohorts in the summer session.
0003	ALL	01	01	All faculty members attend paid meetings and receive training.	Trained faculty and support for growing program	2016/2017	Funding for additional faculty hours. Continue to use an Instructional assistant in the CNA program
0004	ALL	01	01	Increase student retention in program.	Students succeed in the program and complete CNA/HHA certificate.	2016/2017	funding for emergency funds for books and supplies
0005	ALL	02	01	Increase enrollment in CNA and HHA program.	Offerings that meet the needs of recent High School graduates to start their careers in Health Care in the CNA program.	2016/2017	Additional faculty and support staff and financial resources to offset the costs of the program. A cohort of high school students from Elsie Allen High School in Santa Rosa will start summer '17.

6.2a Program/Unit Conclusions

Location	Program/Unit Conclusions
Santa Rosa	Course and program SLOs and LAPs were completed in the spring of 2015 as required by AACJC.for NRA 150 A and NRA 150 B.
ALL	Summer 2016 enrollment increased by 30 students with additional cohort added. Will continue double enrollment of 60 students total in summer '17.

6.2b PRPP Editor Feedback - Optional

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6.3a Annual Unit Plan

Rank	Location	SP	M	Goal	Objective	Time Frame	Resources Required
0001	ALL	02	01	Increase enrollment in CNA and HHA program.	Continue to offer CNA and HHA every semester with 2 cohorts of CNA in the summer sessions.	2016/2017	Additional faculty and support staff needed. CPHD approval obtained for 2 cohorts of students in the summer session.
0002	ALL	02	01	Increase number of members in the adjunct faculty pool	Adequately staff two cohorts of students in summer session.	2016/2017	Additional faculty and support staff still needed for double cohorts in the summer session.
0003	ALL	01	01	All faculty members attend paid meetings and receive training.	Trained faculty and support for growing program	2016/2017	funding for additional faculty hours
0004	ALL	01	01	Increase student retention in program.	Students succeed in the program and complete CNA/HHA certificate.	2016/2017	funding for emergency funds for books and supplies
0005	ALL	02	01	Increase enrollment in CNA and HHA program.	Offerings that meet the needs of recent High School graduates to start their careers in Health Care in the CNA program.	2016/2017	Additional faculty and support staff and financial resources to off set the costs of the program.