

Santa Rosa Junior College

Program Resource Planning Process

Certified Nurse Assistant - Home Health Aide 2014

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 2012-13

2.1 Fiscal Year Expenditures

Santa Rosa Campus

| Expenditure Category | Unrestricted Funds | Change from 2011-12 | Restricted Funds | Change from 2011-12 | Total | Change from 2011-12 |
|--------------------------------------|---------------------|---------------------|------------------|---------------------|---------------------|---------------------|
| Faculty payroll | \$2,927.58 | 0.00% | \$0.00 | 0.00% | \$2,927.58 | 0.00% |
| Adjunct payroll | \$180,795.97 | -3.73% | \$0.00 | 0.00% | \$180,795.97 | -3.73% |
| Classified payroll | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| STNC payroll | \$66.32 | 100.00% | \$0.00 | 0.00% | \$66.32 | 100.00% |
| 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) | \$14,341.22 | -5.31% | \$0.00 | 0.00% | \$14,341.22 | -5.31% |
| Supplies (4000's) | \$216.73 | 139.06% | \$0.00 | 0.00% | \$216.73 | 139.06% |
| Services (5000's) | \$1.27 | -83.40% | \$0.00 | 0.00% | \$1.27 | -83.40% |
| Equipment (6000's) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Total Expenditures | \$198,349.09 | -2.33% | \$0.00 | 0.00% | \$198,349.09 | -2.33% |

Petaluma Campus (Includes Rohnert Park and Sonoma)

| Expenditure Category | Unrestricted Funds | Change from 2011-12 | Restricted Funds | Change from 2011-12 | Total | Change from 2011-12 |
|--------------------------------------|--------------------|---------------------|------------------|---------------------|---------------|---------------------|
| Faculty payroll | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Adjunct payroll | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| 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) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Supplies (4000's) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Services (5000's) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Equipment (6000's) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Total Expenditures | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |

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

| Expenditure Category | Unrestricted Funds | Change from 2011-12 | Restricted Funds | Change from 2011-12 | Total | Change from 2011-12 |
|--------------------------------------|--------------------|---------------------|------------------|---------------------|---------------|---------------------|
| Faculty payroll | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Adjunct payroll | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| 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) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Supplies (4000's) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Services (5000's) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Equipment (6000's) | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |
| Total Expenditures | \$0.00 | 0.00% | \$0.00 | 0.00% | \$0.00 | 0.00% |

Expenditure Totals

| Expenditure Category | Amount | Change from 2011-12 | District Total | % of District Total |
|-----------------------------|--------------|---------------------|------------------|---------------------|
| Total Expenditures | \$198,349.09 | -2.33% | \$109,755,801.72 | 0.18% |
| Total Faculty Payroll | \$183,723.55 | -2.17% | \$37,642,229.36 | 0.49% |
| Total Classified Payroll | \$0.00 | 0.00% | \$17,914,387.66 | 0.00% |
| Total Management Payroll | \$0.00 | 0.00% | \$9,033,594.60 | 0.00% |
| Total Salary/Benefits Costs | \$198,131.09 | -2.39% | \$83,300,149.56 | 0.24% |
| Total Non-Personnel Costs | \$218.00 | 121.75% | \$13,951,537.78 | 0.00% |

2.1b Budget Requests

| Rank | RS | ACTV | Object | Location | SP | M | Amount | Brief Rationale |
|------|----|------|--------|------------|----|----|--------|-----------------|
| 0000 | 74 | 1236 | 0000 | Santa Rosa | 01 | 01 | \$0.00 | none this cycle |

2.2a Current Classified Positions

| Position | Hr/Wk | Mo/Yr | Job Duties |
|----------|-------|-------|------------|
| none | 15 | 12 | |

2.2b Current Management/Confidential Positions

| Position | Hr/Wk | Mo/Yr | Job Duties |
|----------|-------|-------|------------|
| N/A | 0 | 0 | |

2.2c Current STNC/Student Worker Positions

| Position | Hr/Wk | Mo/Yr | Job Duties |
|----------|-------|-------|--|
| STNC | 10 | 12 | 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/HHA program admits 90 students a year (in three sessions) and usually turns away students on the wait list. There are five adjunct faculty and no full time faculty. This year round program is very intense and is staffed fully by adjunct faculty. Having a full time faculty member would greatly enhance the program's stability and effectiveness.

Certified Nurse Assistant - Home Health Aide - FY 2012-13

2.2 Fiscal Year Employee Data and Calculations

Employee Head Counts

| Employee Category | Count | Change from 2011-12 | District Total | % of District Total |
|-----------------------|-------|---------------------|----------------|---------------------|
| Contract Faculty | 1 | 0.00% | 283 | 0.35% |
| Adjunct Faculty | 6 | 0.00% | 1276 | 0.47% |
| Classified Staff | 0 | 0.00% | 497 | 0.00% |
| STNC Workers | 0 | 0.00% | 420 | 0.00% |
| Student Workers | 0 | 0.00% | 597 | 0.00% |
| Mgmt/Admin/Dept Chair | 0 | 0.00% | 148 | 0.00% |

Employee FTE Totals

| FTE Category | FTE | Change from 2011-12 | District Total | % of District Total |
|----------------------------|--------|---------------------|----------------|---------------------|
| FTE-F - Faculty | 0.1306 | 0.00% | 642.6824 | 0.02% |
| FTE-CF - Contract Faculty | 0.1306 | 0.00% | 278.5000 | 0.05% |
| FTE-AF - Adjunct Faculty | 0.0000 | 0.00% | 364.1824 | 0.00% |
| FTE-C - Classified | 0.0000 | 0.00% | 400.6181 | 0.00% |
| FTE-ST - STNC | 0.0000 | 0.00% | 50.7970 | 0.00% |
| FTE-SS - Support Staff | 0.0000 | 0.00% | 627.9055 | 0.00% |
| FTE-SW - Student Workers | 0.0000 | 0.00% | 176.4904 | 0.00% |
| FTE-M - Management | 0.0000 | 0.00% | 118.9300 | 0.00% |
| FTE-DC - Department Chairs | 0.0000 | 0.00% | 50.0000 | 0.00% |

Student Data

| Data Element | Value | Change from 2011-12 | District Total | % of District Total |
|--------------------------|---------|---------------------|----------------|---------------------|
| FTES-CR - Credit | 31.0453 | 2.28% | 16141.1500 | 0.19% |
| FTES-NC - Non-Credit | 0.0000 | 0.00% | 2064.1447 | 0.00% |
| FTES - combined | 31.0453 | 2.28% | 18205.2947 | 0.17% |
| Students Enrolled/Served | 77 | 42.59% | 30000 | 0.26% |

Calculations

| Data Element | Value | Change from 2011-12 | District Total | % of District Total |
|-------------------------------------|----------------|---------------------|----------------|---------------------|
| FTE-S : FTE-F | 237.7131 | 0.00% | 28.3270 | 839.17% |
| FTE-AF : FTE-CF | 0.0000 | 0.00% | 1.3077 | 0.00% |
| FTE-F : FTE-SS | 0.0000 | 0.00% | 1.0235 | 0.00% |
| FTE-F : FTE-M | 0.0000 | 0.00% | 5.4039 | 0.00% |
| FTE-SS : FTE-M | 0.0000 | 0.00% | 5.2796 | 0.00% |
| FTE-ST : FTE-C | 0.0000 | 0.00% | 0.1268 | 0.00% |
| Average Faculty Salary per FTE-F | \$1,406,765.31 | 0.00% | \$58,570.50 | >1000% |
| Average Classified Salary per FTE-C | \$0.00 | 0.00% | \$44,716.87 | 0.00% |

| | | | | |
|---|----------------|---------|--------------|---------|
| Average Management Salary per FTE-M | \$0.00 | 0.00% | \$75,957.24 | 0.00% |
| Salary/Benefit costs as a % of total budget | 99.89% | -0.06% | 75.90% | 131.61% |
| Non-Personnel \$ as a % of total budget | 0.11% | 127.04% | 12.71% | 0.86% |
| Restricted Funds as a % of total budget | 0.00% | 0.00% | 11.39% | 0.00% |
| Total Unit Cost per FTE-F | \$1,518,752.60 | 0.00% | \$170,777.67 | 889.32% |
| Total Unit Cost per FTE-C | \$0.00 | 0.00% | \$273,966.16 | 0.00% |
| Total Unit Cost per FTE-M | \$0.00 | 0.00% | \$922,860.52 | 0.00% |
| Total Unit Cost per FTE-S | \$6,389.02 | -4.51% | \$6,028.78 | 105.98% |
| Total Unit Cost per student served/enrolled | \$2,575.96 | -31.51% | \$3,658.53 | 70.41% |

2.2e Classified, STNC, Management Staffing Requests

| Rank | RS | ACTV | Location | SP | M | Current Title | Proposed Title | Hrly | Type | Salary Increase | Benefits Increase | Total Increase |
|------|----|------|------------|----|----|---------------|----------------|---------|------------|-----------------|-------------------|----------------|
| 0001 | 74 | 1236 | Santa Rosa | 01 | 01 | STNC | Admin Asst I | \$20.27 | Classified | \$9,729.60 | \$897.75 | \$10,627.35 |

2.3a Current Contract Faculty Positions

| Position | Description |
|----------------------|--------------------|
| Tenure track Faculty | NONE |

2.3b Full-Time and Part-Time Ratios

| Discipline | FTEF Reg | % Reg Load | FTEF Adj | % Adj Load | Description |
|--------------|-------------|---------------|-------------|---------------|--|
| Nursing Aide | 0.0000 | 0.0000 | 2.7000 | 100.0000 | There are no full time faculty in the CNA/HHA program. This Fall 2010 FTEF data is from SIS. |

2.3c Faculty Within Retirement Range

Of the five part time adjunct faculty, four will probably retire in the next five years; and within 10 years, all will retire.

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

This program must be strengthened by having a full time faculty member; the program is completely staffed by adjunct instructors. Currently there is no faculty member willing to coordinate the program due to pending retirements of all adjunct faculty members.

Adjunct faculty interviews are scheduled for June 2014. The program will be adding a full cohort of an additional 30 students in the summer of 2015. New faculty will be added to the adjunct pool over the course of 2014/2015 and mentored by current faculty members. One new adjunct faculty member was added in 2013/2014.

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, which requires a lot of time, thus the resignation of the current coordinator. The program also requires state licensing, which requires that a staff member must verify that the student has all the requirements, thus another major need for a full time faculty.

The class size justifies a full time coordinator; we take about 27 per class with each student taking 11 units in the program and the program is very impacted; we turn away students. Sonoma State nursing program requires students who do not have a B.S./B.A. who want to apply to have a CNA.

Certified Nurse Assistant - Home Health Aide - FY 2012-13

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

| Name Last | First | Position | Hours | FTE |
|---------------|----------|----------|----------------|---------------|
| Chevalier | Suzanne | | 644.75 | 0.0000 |
| Kehoe | Linda | | 714.25 | 0.0000 |
| Loveland | Cora | | 258.00 | 0.0000 |
| McDonald | Karen | | 599.50 | 0.0000 |
| Redmon | Ron | | 8.00 | 0.0000 |
| Slattery | Patricia | | 649.50 | 0.0000 |
| Totals | | | 2874.00 | 0.0000 |

2.3e Faculty Staffing Requests

| Rank | RS | ACTV | Location | SP | M | Discipline | SLO Assessment Rationale |
|-------------|-----------|-------------|-----------------|-----------|----------|----------------------------------|--|
| 0001 | 74 | 1236 | Santa Rosa | 01 | 01 | RN with skill nursing experience | Prepares students to meet State of California requirements for eligibility to take HHA and CNA examinations. |

2.4b Rational for Instructional and Non-Instructional Equipment, Technology, and Software

N/A; not asking for this cycle.

2.4c Instructional Equipment Requests

| Rank | RS | ACTV | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----|------|------------|----|----|---------------------------------------|-----|------------|------------|--------------|------------|--------------|
| 0000 | 74 | 1236 | Santa Rosa | 02 | 01 | Life/form GERI nursing skills manikin | 1 | \$2,750.00 | \$2,750.00 | D. Chigazola | | D. Chigazola |
| 0000 | 74 | 1236 | ALL | 02 | 01 | Vera II Hoyer Lift | 1 | \$3,800.00 | \$3,800.00 | D. Chigazola | | D. Chigazola |
| 0000 | 74 | 1236 | ALL | 02 | 01 | Home Oxygen Concentrator | 1 | \$1,014.00 | \$1,014.00 | D. Chigazola | | D. Chigazola |

2.4d Non-Instructional Equipment and Technology Requests

| Rank | RS | ACTV | Location | SP | M | Item Description | Qty | Cost Each | Total Cost | Requestor | Room/Space | Contact |
|------|----|------|------------|----|----|-------------------------|-----|-----------|------------|-----------|------------|---------|
| 0000 | 74 | 1236 | Santa Rosa | 00 | 00 | No requests this cycle. | 0 | \$0.00 | \$0.00 | | | |

2.4e Safety, Utility, and ADA Impacts

Our CNA/HHA students spend the bulk of their training time in the skills labs in the RACE building. The skills lab space can accommodate 30 students in each classroom.

2.5a Minor Facilities Requests

| Rank | RS | ACTV | Location | SP | M | Time Frame | Building | Room Number | Est. Cost | Description |
|------|----|------|------------|----|----|------------|---------------------|------------------|--------------|--|
| 0001 | 74 | 1236 | Santa Rosa | 01 | 01 | Urgent | Emeritus or Bussman | Skills lab space | \$106,000.00 | The CNA/HH program has difficulty in teaching in the overcrowded RACE building skills lab. An additional skills lab room would greatly improve our ability to deliver this program effectively. Skills lab for use by all health science programs, approx. 2500 sq ft (50x50). |
| 0002 | 74 | 1236 | Santa Rosa | 02 | 01 | 1 Year | Emeritus or Bussman | Skills lab space | \$20,000.00 | Lecture room (technology enhanced) for 60 students |
| 0003 | 74 | 1236 | Santa Rosa | 02 | 01 | 1 Year | Emeritus or Bussman | Skills lab space | \$250,000.00 | Simulated hospital space, 2,000 sq ft (40x50) or mobile simulation hospital. All of Health Sciences would benefit from a simulated hospital space where students could practice providing care. |

2.5b Analysis of Existing Facilities

Currently we are using four small spaces for our human simulation lab. These spaces were carved out of the skills lab and they are inadequate. They impinge on the skills lab area needed by nursing and other health science programs. Many nursing programs in the country have mock hospital units for clinical and skills training. We need an additional human simulation lab of at least 2,000 sq feet (approx. 50x40) that could serve as a simulated hospital unit. Ideally, this space could be found in the Emeritus or Busmann buildings because of their proximity to the Race Building but any location on the Santa Rosa campus will be acceptable. Additionally, it would be fine to have a mobile simulation hospital. If a skills lab space is found elsewhere, Race room 4058 could become a larger human simulation lab easing the crowding there.

We also need additional skills lab space for all health science programs since these continue to expand and it is difficult to effectively teach students in crowded spaces. Space needed is a minimum of 2,500 sq ft (50x50)

As our programs grow, lecture space is becoming more difficult to schedule as well. Projecting that the trend will continue for health sciences, we also need to plan for more lecture space. Ideally, another auditorium lecture room that holds over 60 will be needed.

Finally, the computer lab in the Health Sciences building needs to expand from 30 computers to 62. There is no room space available for this conversion in the RACE building. It is important to be able to offer online testing because this prepares our students for online testing and to use technology in healthcare like electronic health records.

3.1 Diversify Funding - Grants/Contracts

3.2 Cultural Competency

This program is completely staffed by adjunct instructors. All are Caucasians -- 5 females. Qualified personnel of under-represented groups are hard to find and when they are available. The faculty recruitment pool is open to all qualified applicants.

3.3 Professional Development

n/a

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 Sustainable Practices

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 | SLO Identified | SLOs on Web | Assessment Methodology Identified | Student Assessment Implemented | Assessment Results Analyzed | Change Implemented |
|--------|---------|----------------|-------------|-----------------------------------|--------------------------------|-----------------------------|--------------------|
| Course | NRA 150 | Fall 2010 | Spring 2006 | Fall 2010 | 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.

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 2012-13 (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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 26 | 0 | 0 | 36 | 0 | 0 | 28 | 0 | |

Petaluma Campus (Includes Rohnert Park and Sonoma)

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |

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

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 0 | 0 | 34 | 0 | 0 | 31 | 0 | 0 | 2 |

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

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 26 | 0 | 34 | 36 | 0 | 31 | 28 | 0 | 2 |

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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 90.0% | 0.0% | 0.0% | 90.0% | 0.0% | 0.0% | 80.0% | 0.0% | 0.0% |

Petaluma Campus (Includes Rohnert Park and Sonoma)

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|--------|-------|-------|--------|-------|-------|-------|
| Nursing - Aide | 0.0% | 0.0% | 113.3% | 0.0% | 0.0% | 106.7% | 0.0% | 0.0% | 86.7% |

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

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|--------|-------|-------|--------|-------|-------|-------|
| Nursing - Aide | 90.0% | 0.0% | 113.3% | 90.0% | 0.0% | 106.7% | 80.0% | 0.0% | 86.7% |

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 2012-13 (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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|

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 Aide 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 2012-13 (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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|--------|-------|-------|
| Nursing - Aide | 85.2% | 0.0% | 0.0% | 77.8% | 0.0% | 0.0% | 100.0% | 0.0% | 0.0% |

Petaluma Campus (Includes Rohnert Park and Sonoma)

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 0.0% | 0.0% | 91.2% | 0.0% | 0.0% | 96.9% | 0.0% | 0.0% | 84.6% |

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

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|--------|-------|-------|
| Nursing - Aide | 85.2% | 0.0% | 91.2% | 77.8% | 0.0% | 96.9% | 100.0% | 0.0% | 84.6% |

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

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

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

Certified Nurse Assistant - Home Health Aide - FY 2012-13 (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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|--------|-------|-------|
| Nursing - Aide | 92.6% | 0.0% | 0.0% | 77.8% | 0.0% | 0.0% | 100.0% | 0.0% | 0.0% |

Petaluma Campus (Includes Rohnert Park and Sonoma)

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 0.0% | 0.0% | 94.1% | 0.0% | 0.0% | 96.9% | 0.0% | 0.0% | 88.5% |

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

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|--------|-------|-------|
| Nursing - Aide | 92.6% | 0.0% | 94.1% | 77.8% | 0.0% | 96.9% | 100.0% | 0.0% | 88.5% |

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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|--------|-------|-------|
| Nursing - Aide | 85.2% | 0.0% | 0.0% | 77.8% | 0.0% | 0.0% | 100.0% | 0.0% | 0.0% |

Petaluma Campus (Includes Rohnert Park and Sonoma)

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 0.0% | 0.0% | 91.2% | 0.0% | 0.0% | 96.9% | 0.0% | 0.0% | 84.6% |

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

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|--------|-------|-------|
| Nursing - Aide | 85.2% | 0.0% | 91.2% | 77.8% | 0.0% | 96.9% | 100.0% | 0.0% | 84.6% |

.6c Grade Point Average The average GPA in each Discipline (UnitsTotal / GradePoints).

Santa Rosa Campus

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 3.31 | 0.00 | 0.00 | 3.24 | 0.00 | 0.00 | 3.79 | 0.00 | 0.00 |

Petaluma Campus (Includes Rohnert Park and Sonoma)

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 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 | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 0.00 | 0.00 | 3.55 | 0.00 | 0.00 | 3.81 | 0.00 | 0.00 | 3.57 |

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

| Discipline | X2010 | F2010 | S2011 | X2011 | F2011 | S2012 | X2012 | F2012 | S2013 |
|----------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Nursing - Aide | 3.31 | 0.00 | 3.55 | 3.24 | 0.00 | 3.81 | 3.79 | 0.00 | 3.57 |

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 2012-13 (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 | 2010-11 | Percent | 2011-12 | Percent | 2012-13 | Percent | 2013 |
|----------------|------------------|---------|---------|---------|---------|---------|---------|------|
| | White | 23 | 39.0% | 29 | 45.3% | 20 | 39.2% | |
| | Asian | 7 | 11.9% | 2 | 3.1% | 6 | 11.8% | |
| | Black | 3 | 5.1% | 3 | 4.7% | 1 | 2.0% | |
| | Hispanic | 9 | 15.3% | 17 | 26.6% | 20 | 39.2% | |
| | Native American | 0 | 0.0% | 1 | 1.6% | 1 | 2.0% | |
| | Pacific Islander | 3 | 5.1% | 1 | 1.6% | 0 | 0.0% | |
| | Filipino | 1 | 1.7% | 0 | 0.0% | 1 | 2.0% | |
| | Other Non-White | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | |
| | Decline to state | 13 | 22.0% | 11 | 17.2% | 2 | 3.9% | |

| | | | | | | | | |
|--|------------------------|-----------|---------------|-----------|---------------|-----------|---------------|--|
| | ALL Ethnicities | 59 | 100.0% | 64 | 100.0% | 51 | 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 | 2010-11 | Percent | 2011-12 | Percent | 2012-13 | Percent | 2013 |
|-----------------------|--------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------|
| | Male | 4 | 6.8% | 11 | 17.2% | 11 | 21.6% | |
| | Female | 53 | 89.8% | 53 | 82.8% | 39 | 76.5% | |
| | Unknown | 2 | 3.4% | 0 | 0.0% | 1 | 2.0% | |
| | ALL Genders | 59 | 100.0% | 64 | 100.0% | 51 | 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 | 2010-11 | Percent | 2011-12 | Percent | 2012-13 | Percent | 2013 |
|-----------------------|------------------|----------------|----------------|----------------|----------------|----------------|----------------|-------------|
| | 0 thru 18 | 2 | 3.4% | 2 | 3.1% | 2 | 3.9% | |
| | 19 and 20 | 13 | 22.0% | 18 | 28.1% | 11 | 21.6% | |
| | 21 thru 25 | 17 | 28.8% | 19 | 29.7% | 15 | 29.4% | |
| | 26 thru 30 | 8 | 13.6% | 6 | 9.4% | 9 | 17.6% | |
| | 31 thru 35 | 4 | 6.8% | 5 | 7.8% | 3 | 5.9% | |
| | 36 thru 40 | 7 | 11.9% | 3 | 4.7% | 5 | 9.8% | |
| | 41 thru 45 | 3 | 5.1% | 3 | 4.7% | 2 | 3.9% | |
| | 46 thru 50 | 2 | 3.4% | 6 | 9.4% | 2 | 3.9% | |
| | 51 thru 60 | 3 | 5.1% | 2 | 3.1% | 2 | 3.9% | |
| | 61 plus | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% | |
| | ALL Ages | 59 | 100.0% | 64 | 100.0% | 51 | 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 | 06 | To improve and enhance the CNA and HHA program. | Increase enrollment | 2014-2015 | grant fuding from Rupe secured |
| 0002 | ALL | 01 | 01 | To Improve and enhance the CNA and HHA program | Purchase and update equipment and technolgy to support student success | 2014-2015 | Funding secured with Rupe grant |

6.2a Program/Unit Conclusions

| Location | Focus Areas & Questions |
|------------|---|
| Santa Rosa | Course and program SLOs and LAPs are to be completed in the fall of 2014 as required by AACJC. NRA 150 A and NRA 150 B will be offered for the first time as tow courses in the fall of 2014. |

6.2b PRPP Editor Feedback - Optional

Full time faculty is needed to coordinate the CNA/HHA program due to the high regulatory nature of the courses. The CNA and HHA courses were separated into two courses in 2014 under a mandate from the State of California. This required extensive research and time. Both courses are in the process of State approval. This is also mandated every two years and is time intensive and detailed. These responsibilities have been divided between 5 different adjunct faculty members over the course of the 2013/2014 academic year. This leads to incomplete records and lack of accountability with delays in making mandated deadlines for State approval. My recommendation is to assign coordination of the CNA/HHA to a full time faculty member.

Since the CNA/HHA is a two course program offered three times a year the faculty member could also have teaching assignments in RN, VN, and MA programs as well as potentially being involved with the high school healthcare pipeline.

The CNA/HHA training is in high demand in our area with full courses every semester and jobs upon completion and licensing. Grant funding (\$20,000) was received from the Rupe Foundation to expand the program. The goal is to offer an additional cohort of 30 students in the summer of 2015. The summer term is the only time the skills laboratory is not fully booked. In the summer of 2015, two sections of NRA 150A and NRA 150B will be offered in parallel. This will increase summer enrollment from 30 students to 60 students. The grant funding will provide new equipment, faculty training, and student support.

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. | Add additional section to summer 2015 with new cohort of 30 students | 2014-2015 | Additional faculty and support staff |