

Annual  
Program  
Of  
Long Term Care  
For  
2018-2019

Prepared by  
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11/14/2018



**Independence**  
COMMUNITY COLLEGE

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## 1.0 Program Data and Resource Repository

### 1.2 Quantitative and Qualitative Data

All programs are provided with the most recent two years of data by the Office of Institutional Research (IR) as well as two-year budget data provided by the Business Office.

The data sets provided by the Office of Institutional Research include the following elements for the most recent two (completed) academic years:

- Number of Faculty (Full Time; Part Time; Total)
- Student Credit Hours by Faculty Type
- Enrollment by Faculty Type
- Faculty Name by Type
- Average Class Size, Completion, and Attrition
- Course Completion, Success and Attrition by Distance Learning v Face-to-Face
- Number of Degrees/Certificates Awarded
- Number of Graduates Transferring (if available from IR)
- Number of Graduates Working in Related Field (technical programs only)
- Expenditures and Revenues

Additional data may also be available for reporting from the Office of Institutional Research, as applicable. Requests for additional data must be made through a data request.

*(See Section 1.2 in the Program Review Handbook for more information.)*

#### Narrative:

LTC Assessment Data AY 2018

#### **Number of Faculty:**

2 full time (Byrd, Manning)

0 part time

#### **Enrollment & Student credit hours by Faculty type:**

Full time: 58 total credit hours taught, with 64 total students enrolled

Part time: 0 credit hours taught, 0 total students enrolled

#### **Average Class size:**

6.00 students in Face-to-Face classes

4.00 students in online classes

5.82 students across all courses

#### **Completion rates:**

100% face-to-face

100% online

100% all courses

**Pass ('D' or better) rates:**

90% face-to-face

50% online

87.5% all courses

**Pass ('C' or better) rates:**

90% face-to-face

50% online

87.5% all courses

**Number of Majors:** 12 (0 returned in Fall 2018)

**Degrees Awarded:** 1

The current number of students working in the field from CNA courses is 25 out of 47. Some students have taken all three of the courses listed above and are employed in one aspect of their training.

INDEPENDENCE COMMUNITY COLLEGE  
Allied Health/LTC  
For the Five Months Ending Friday, November 30, 2018

		<u>Published Budget</u>	<u>Operating Budget</u>	<u>Expense</u>	<u>Encumbered</u>	<u>Remaining</u>
Salary:						
12-1288-520-000	Faculty Salaries: Full-Time Faculty	46,900.00	46,900.00	15,633.32		31,266.68
12-1288-522-000	Faculty Salaries: Adjunct	5,000.00	5,000.00	412.50		4,587.50
12-1288-521-000	Faculty Salaries: Overload	15,000.00	15,000.00			15,000.00
	Total Salary	66,900.00	66,900.00	16,045.82		50,854.18

The highlighted adjunct salary is for an instructor, but she is not listed in any of the courses provided by IR as Allied Health.

INDEPENDENCE COMMUNITY COLLEGE  
 Allied Health/LTC  
 For the Five Months Ending Friday, November 30, 2018

		<u>Published Budget</u>	<u>Operating Budget</u>	<u>Expense</u>	<u>Encumbered</u>	<u>Remaining</u>
12-510:550	Salary	\$66,900.00	\$66,900.00	\$16,045.82		\$50,854.18
12-591:598	Fringe Benefits	5,118.00	5,118.00	1,227.35		3,890.65
12-601	Travel					
12-602	Food and Meals	475.00	475.00		100.00	375.00
12-606	Student Travel					
12-607	Rentals					
12-611	Postage & Shipping					
12-613	Printing					
12-615	Advertising					
12-616	Promotions					
12-617	Recruiting					
12-619	Animal Food Conference					
12-626	Fees/Registration	1,000.00	1,000.00			1,000.00
12-631	Telephone Lease/Rental/Lease					
12-641	Purchase					
12-646	Service Agreements					
12-647	Fuel/Gas					
12-649	Repairs					
12-661	Contract Services					
12-662	Legal Services					
12-663	Consultants					
12-681	Dues/Memberships/Fees					
12-682	Subscriptions					
12-699	Uniforms					
12-700-000	Instructional Supplies	500.00	500.00	7.77		492.23
12-700-001	Instructional Supplies (Innovation Fee)					
12-701	Office Supplies	300.00	300.00			300.00
12-702	Paper Supplies					
12-703	Books					
12-704	Periodicals					
12-705	Media (Videos, DVD)					
12-717	Professional Development					
12-719	Misc. Expenses Equipment- Non-Capital					
12-850	>\$5,000					
12-852	Software & Licenses					
	<b>Total</b>	<b>74,293.00</b>	<b>74,293.00</b>	<b>17,280.94</b>	<b>100.00</b>	<b>56,912.06</b>

The Certificate provides students with being a well-rounded employee in the nursing home environment. By obtaining the certificate a student can be placed as a CNA and work up the ladder or side step into an administration role style role such as an Activity Director. Currently we have a shortage of nursing homes available for use due to bans set in place by the State of Kansas. We primarily use Montgomery Place in Independence as a training center for clinical. With the opening of a new assistive living in Independence along with new management in several of the surrounding homes the need for CNAs is growing. Every week employers email with job postings for our students.

## 3.0 Assessment of Student Learning Outcomes

### 3.2 Significant Assessment Findings

The program faculty should provide a narrative overview of the program's significant student learning outcomes assessment findings, any associated impact on curriculum, as well as any ongoing assessment plans. The program may attach data charts, assessment reports or other relevant materials. *(See Section 3.2 in the Program Review Handbook for more information.)*

#### Narrative:

The curriculum is set by Kansas Department of Aging and Disabilities (state). We follow the set guidelines of required teachings and incorporate real life situations. Our program shows few completers because of the required courses we set on the Long Term Care Certificate. To improve we have changed the LTC Certificate in finding that the medical terminology course has become a tiered course again. We also clarified the specific number of credits in each area the student must get to complete the certificate. The following are specific outcomes we look at in each course.

#### **CNA OUTCOMES**

1. The ability to think critically and make reasonable judgments.
2. Identify first aid measures a CNA should take in adult care homes.
3. Perform all CNA roles successfully.
4. Demonstrate effective CPR techniques for healthcare provider.
5. Demonstrate effective intrapersonal skills.

### **CMA OUTCOMES**

1. Perform duties which are of a standard nature within Kansas licensed adult care homes.
2. Demonstrate the ability to follow policies and procedures in regard to administering medication safely.
3. Identify the basic structures and functions of body systems and how they are affected by a variety of medications.
4. Demonstrate effective interpersonal skills while administering medications.

### **RESTORATIVE AIDE**

1. Define rationale, philosophy, policies, personnel and regulations unique to restorative care needs in the nursing homes.
2. Describe basic human anatomy applicable to the restorative role with emphasis placed on normal function and structure.
3. Demonstrate effective interpersonal skills.
4. Identify common medical problems encountered during restorative nursing.
5. Demonstrate procedures and treatment methods used in the restorative aide role.
6. Demonstrate and identify office procedures, forms, scheduling necessary in performing restorative aide duties.

### **HOME HEALTH AIDE**

1. Demonstrate health and supportive services in the home setting.
2. Identify ways to assist the resident in maintaining/restoring optimal levels of holistic health.
3. Demonstrate interpersonal skills.
4. Identify first aid & safety measures to be taken in the home.

### **ACTIVITY DIRECTOR/SOCIAL SERVICE DESIGNEE**

1. Demonstrate interpersonal skills for communication and team work.
2. Demonstrate understanding of social work practice and approaches to counseling.
3. Identify documentation process within the parameters of HIPPA and confidentiality.
4. Demonstrate care plan development, implementation skills, & updates from admission to discharge.
5. Demonstrate the role and function in understanding and analyzing activities.
6. Demonstrate and plan therapeutic activities to meet the holistic health.

### **CNA Testing Results of 75% or better on 1<sup>st</sup> attempt**

#### **2017:**

9:9 June

3:4 HS Aug-Dec (student did not retest)

3:4 HS Aug-Dec (one student not eligible to test)

6:8 Aug-Nov (students did not retest)

#### **2018:**

8:8 June

4:6 Jan-Apr (students did not retest)

6:8 HS Jan-May (students did not retest)

### **CMA Testing Results of 65/85 on 1<sup>st</sup> attempt**

#### **2017:**

**3:5 June (1 not eligible to test, 1 did not retest)**



2018:

5:6 Jan-May (1 not eligible to test)

5:5 June

## 4.0 External Constituency and Significant Trends

An important component of maintaining a superior program lies in awareness and understanding of other possible factors that may impact the program and/or student outcomes. After consideration of these other factors, program faculty should document the relevant information within this section. As applicable, this should include the following.

### 4.1: Program Advisory Committee:

Susan Apollo- Executive Director of Morning Star Care Homes NEW MEMBER

Michelle Lever- Director of Healthcare Morning Star Care Homes NEW MEMBER

Ann Coats- Director of Nursing Medicalodges Coffeyville Kansas Two years' service

Melissa Johnson- Yought Program Director Southeast Kansas Works Five years' service

Brenda Crites- Career Coach Southeast Kansas Works Five years' service

Charis Schultheiss- MDS/ADON Cherryvale Nursing and Rehabilitation NEW MEMBER

Melissa Traylor- Director of Nursing Cherryvale Nursing and Rehabilitation Five years' service

Leah Small- Home Health Nurse Home Town Health Care Five years' service

Jon Reed- Director of Operations Home Town Health Care NEW MEMBER

Amber Ragan- Operator/RN Grandvillas Independence Two years' service

Linda Adkins- Administrator Neodesha Care NEW MEMBER

Megan Lawrence- Administrator Medicalodges Independence Two years' service

Jaicey Gillum- ICC Now Coordinator NEW MEMBER

Rebekah Peitz- Navigator NEW MEMBER

Mallory Byrd- Director of Allied Health\*

Narrative:

- Include Advisory Member Name/ Title/ Organization/ Length of Service on committee; note the Committee Chair with an asterisk (\*).
- Upload meeting minutes from the previous spring and fall semesters and attach in the appendices section (10.0).

Meeting minutes have been supplied in the appendices.

4.2: Specialized Accreditation:

- Include Accrediting Agency title, abbreviation, ICC contact; Agency contact, Date of Last Visit, Reaffirmation, Next Visit, FY Projected Accreditation Budget.
- Upload the most recent self-study and site visit documents.
- Upload agency correspondence which confirm accreditation status.

Narrative:

The Kansas Department of Aging and Disability is who we get permission from to run courses; however, there is no accreditation for the courses/program.

4.3: Other:

Discuss any external constituencies that may apply to the program. *(See Section 4.3 in the Program Review Handbook for more information.)*

Narrative:

ICC NOW assists with our high school enrollment and has currently removed tuition for the courses with help of senate bill 155 along with creating the option of CNA and CMA online. In doing that we plan to see a greater number of students enroll including those from surrounding communities. This program helps fulfill the following HLC criterion by: Helping students learn with smaller class sizes and one on one applications. Providing skills that will allow students to gain employment and enhance community life.

## 5.0 Curriculum Reflection

### 5.1 Reflection on Current Curriculum

The program faculty should provide a narrative reflection that describes the program's curriculum holistically. The following are prompts formulated to guide thinking/reflection on curriculum. While presented in question form, the intent of the prompts is to stimulate thought and it is not expected that programs specifically answer each and every question.

- Is the curriculum of the program appropriate to the breadth, depth, and level of the discipline?
- How does this program transfer to four-year universities? (give specific examples)
- What types of jobs can students get after being in your program? (Please use state and national data)
- How dynamic is the curriculum? When was the last reform or overhaul?
- In the wake of globalization, how “internationalized” is the curriculum?
- How does the program assess diversity?
- Does the program have any community-based learning components in the curriculum?

#### Narrative:

The curriculum for the LTC certificate is state mandated for the required course the students must take, while the other courses offered are either state mandated curriculum or overseen by KBOR. This being stated LTC certificate courses are easily transferred to the surrounding schools. By completing the certificate or medical courses within the certificate students are able to become CNAs, CMAs, Activity Directors, Social Service Designees, Home Health Aides, and Restorative Aides. The way the program assess diversity is by learning about different cultures, religions, and disease processes and learning/recognizing how we will communicate while care is being provided. To assist in learning this the students go to clinical where they are surrounded by a variety of scenarios.

## 5.2 Degree and Certificate Offerings or Support

Program faculty should list what degrees and certificates are offered and/or describe how the program curriculum supports other degrees and/or certificates awarded by the college.

### Narrative:

In completion of the required credits students are awarded a LTC Certificate. The outline of the certificate is provided to you in the appendices. There are some general education courses listed that could be used toward the Pre-Nursing Degree the college offers.

## 8.0 Fiscal Resource Requests/Adjustments

### 8.1 Budget Requests/Adjustments

Based on program data review, planning and development for student success, program faculty will complete and attach the budget worksheets to identify proposed resource needs and adjustments. These worksheets will be available through request from the college's Chief Financial Officer. Program faculty should explicitly state their needs/desires along with the financial amount required.

Programs should include some or all of the following, as applicable, in their annual budget proposals:

- Budget Projections (personnel and operation)
- Position Change Requests
- Educational Technology Support
- Instructional Technology Requests
- Facilities/Remodeling Requests
- Capital Equipment
  
- Non-Capital Furniture & Equipment
- New Capital Furniture & Equipment
- Replacement Capital Furniture & Equipment
  
- Other, as applicable
  
- Accreditation Fee Request
  
- Membership Fee Request
- Coordinating Reports

Resource requests should follow budgeting guidelines as approved by the Board of Trustees for each fiscal year. The resource requests should be used to provide summary and detailed information to the division Dean and other decision-makers and to inform financial decisions made throughout the year.

#### Narrative:

This programs budget is minimal as we do not have to update our equipment as frequently as others. We do however have small items that do cost the program money such as: batteries, toiletries, food, gloves, gowns, blood pressure cuffs, stethoscopes, and thermometers. Obviously some of these items only need replaced if they happen to break. As time changes so do the cost of these items so they will

fluctuate. With recruiting events to help gain/maintain students we need to have budgets to accommodate that. I would like to see LTC budget be:

Food and meals 475.00

Recruiting 500.00

Conference fees/registration 1000.00

Instructional supplies 1000.00

Software 1500.00 (in hopes of getting laptops for student use to learn charting systems)

Office supplies 400.00

Salaries 49000.00 (would like to see possibility of a second instructor in the future)

## 9.0 Program Planning and Development Participation

### 9.1 Faculty and Staff

Program faculty will provide a brief narrative of how faculty and staff participated in the program review, planning and development process. List the preparer(s) by name(s).

#### Narrative:

The Director of Allied Health Mallory Byrd is the only faculty who entered information for this report with assistance from staff for salary and enrollment data

After review and reflection of the *Comprehensive Program Review* or the *Annual Program Review*, the Division Chair and VPAA will write a summary of their response to the evidence provided. The Division Chair and VPAA's response will be available to programs for review and discussion prior to beginning the next annual planning and development cycle.

### 9.2 VPAA and/or Administrative Designee Response

#### Narrative:

Division Chair of technical education, Tonda Lawrence, agrees with the findings in this program review.

## 10.0 Appendices

Any additional information that the programs would like to provide may be included in this section.

Advisory Board Meeting March 13<sup>th</sup> 6:00 PM

Review of previous meeting minutes.

Mallory Byrd shared that we are no longer being partnered with NCCC. We are also not able at this time to purchase the software for the course due to loss of PERKINS funding. Concerns for loss of funding was discussed as numbers for the courses has not decreased. Facilities all shared continued interest in attempting to gain software if funds became available. Talk of Application Day continued; application day is where surrounding homes all come to WEST campus to have applications for perspective students and community members. Logistics still need worked out on availability and promotion.

Attendance was a group email as all who RSVP'd had to cancel.

Melissa Traylor-CNRC

Leah Small- HHC

Brett Pu- Montgomery Place

Brenda Crites- Kansas Works

Megan Lawrence- Medicalodges Indy

Ann Coats- Medicalodges Coffeyville

Melissa Johnson- Kansas Works

Amber Ragan- Medicalodges Indy

Canyae Downing- Windsor Coffeyville



Allied Health Advisory Committee

Minutes September 25<sup>th</sup>, 2018

People in Attendance:

Susan Apollo- Executive Director of Morning Star Care Homes

Michelle Lever- Director of Healthcare Morning Star Care Homes

Ann Coats- Director of Nursing Medicalodges Coffeyville Kansas

Melissa Johnson- Yought Program Director Southeast Kansas Works

Brenda Crites- Career Coach Southeast Kansas Works

Charis Schultheiss- MDS/ADON Cherryvale Nursing and Rehabilitation

Melissa Traylor- Director of Nursing Cherryvale Nursing and Rehabilitation

Leah Small- Home Health Nurse Home Town Health Care

Jon Reed- Director of Operations Home Town Health Care

Amber Ragan- Operator/RN Grandvillas Independence

Linda Adkins- Administrator Neodesha Care

Megan Lawrence- Administrator Medicalodges Independence

Jaicey Gillum- ICC Now Coordinator

Rebekah Peitz- Navigator

Chastity Troxel- Program Coordinator for Registered Apprenticeships

Mallory Byrd- Director of Allied Health

Mallory Byrd Director of Allied Health called meeting to order. Introductions of the group were obtained. Chastity Troxel presented a PowerPoint presentation to the group about Registered Apprenticeships for the group. Following the floor was open for questioning. Neodesha Care Homes was interested in the process of beginning a group and Director of Allied Health told group that she would be willing to help in any way. Chastity was thanked for her presentation and the group was informed of the changes made to the LTC certificate. The group was told of plans to purchase laptops and they were very excited that it was a possibility along with classes being offered in the area schools via online. The group asked if there would be summer classes and the Director said it could be possible. Everyone was thanked for their time. The meeting ended at 7:45

# Long Term Care

## Certificate: Long Term Care

### *Course Title/ Credit Hours*

#### Required Course (6 Hours)

Certified Nurse Aide (HEA 1216) 6

#### Required credits from tiered electives (7-10 hours)

Medical Terminology (HEA 1143) 3

\*Medication Aide (HEA 1225) 5

Activity Director (HEA 1423) 3

Social Service Designee (HEA 1413) 3

\*Restorative Aide (HEA 1262) 2

\*Home Health Aide (HEA 1201) 1

Phlebotomy Essentials (HEA 1003) 3

Phlebotomy Clinical (HEA 1013) 3

#### Electives (3 hours)

English Composition I (ENG 1003) 3

Interpersonal Communication (COM 1233) 3

Public Speaking (COM 1203) 3

Developmental Psychology (BEH 2003) 3

Drugs and Behavior (BEH 2043) 3

Anatomy and Physiology (BIO2045) 5

\* Requires having a CNA License

**Total 16-19 credits**