

Fall 2021 OAC Meeting

Committee Member Roster

Program: NTCC PN Program

Campus: Florida Parishes

Associate Provost Approval (signature):



Name	Employer	Title	Business Address	Contact Information (phone #/email address)
Todd Acosta, RN	Hood Memorial Hospital	Chief Nursing Officer	301 Walnut Street Amite, Louisiana 70422	985-284-2424 todd@hoodmemorial.com
Sharon Birch, RN	Safety Risk Manager/Liaison	St. Helena Parish Hospital and Nursing Home	32 N. 2 nd Street Greensburg, LA 70441	225-222-6111 ext. 292 sbirch@shosp.org
Sharon Gabriel, RN	DON	Hood Memorial Hospital	301 Walnut Street Amite, Louisiana 70422	985-284-2424 sharong@hoodmemorial.com
Lora Brown RN	DON	Villa Feliciana Medical Center	5002 Hwy. 10 Jackson, LA 70748	225-634-4017 Lora.Brown@LA.GOV
Tammy Miller, RN	DON	St. Helena Parish Hospital and Nursing Home	32 N. 2 nd Street Greensburg, LA 70441	225-222-4102 Tmiller@shosp.org

6. Kevin Smith, RN	DON	Tangi Pines Nursing Center	709 E. North Place Amite City, LA 70422	985-748-9464 don@tangipines.net



**Occupational Advisory Committee (OAC) Meeting
Practical Nursing Florida Parishes Campus
December 10th, 2021**

Welcome and Call Meeting to Order

Discussion of Minutes of Last Meeting

Old Business:

New Business:

1. Business and Industry Update
2. Curriculum Review
 - i. Review of Admissions
 - ii. Review of Program Content
 - iii. Review of Program Length
 - iv. Review of Delivery Modes Offered
 - v. Review of Equipment and Materials
3. Program Review
 - i. Discuss Program Assessment Plan
 - ii. Student Evaluation
 - iii. Discuss Program Health Index Results
4. Action Items & Action Report (Industry Prompted Action Items)
 - i. Action items requested of the Program of Study from the OAC
 - ii. Report on progress related to action items established at the previous OAC meeting.

Adjourn

Upon the conclusion of each meeting, meeting minutes should be compiled that includes a detailed summary of discussion within each agenda item. Minutes should document meeting attendance, the date and time the meeting was held, and include an approved OAC member roster.

MINUTES

Practical Nursing Greensburg Campus Occupational Advisory Committee Meeting Minutes Fall 2021 December 10, 2021 at 1030

Members Present: Tammy Miller, RN; Kevin Smith, RN; Ken Dunham, RN; Pam Braden, LPN; Janet Alessi, RN; Kelly Clifton, RN

Members Absent: Todd Acosta, RN; Sharon Gabriel, RN; Tammy Miller, RN; Sharon Birch, RN; Christi Marceaux, RN, MSN

Call to Order

Members were welcomed by Kelly Clifton, and introduced everyone and the facility at which they were employed. The meeting was brought to order at 1037.

Old Business

Minutes of Spring 2021 Meeting

The minutes of the Spring 2021 meeting were reviewed by the committee members as follows: Curriculum changes with implementation were presented by Kelly Clifton, RN. The new ranking admission system was discussed in detail. The reasons such as taking the strongest students, preventing campus hopping, and preventing repeaters being taken in before first timers were imperative for developing the ranking system. The ranking system has not been implemented yet on the Greensburg campus because our cohort had already started when the new policy was enacted but we will be using the new system in Fall 2022 with our new cohort. As instructors, we are using ATI assignments, tutoring, and activities in the classroom as much as possible to increase the students' engagement in the classroom and discussion of topics. Currently there are 15 students enrolled for the 4th (senior) level starting in Spring 2022. All of the cohort are predicted to pass and take their NCLEX by July 2022. Motion for Old Business minutes to be approved was moved by Pam Braden, LPN and seconded by Ken Dunham, RN. Motion passed without opposition.

New Business

Admissions requirements

The new NTCC PN program admission requirements were presented by Kelly Clifton. The information was presented to Ms. Miller in writing. Mrs. Clifton informed all that even though we had admissions requirements before, we were a first come, first served upon admissions. In Fall 2022, the new PN cohort will have to follow the new ranking system. We also have a new system regarding repeat students in which the students must send a letter/email to their Lead Instructor and Mrs. Marceaux for consideration to be allowed to return to the program. If the repeat student wishes to transfer to a different campus, then they must provide proof of need. The repeat or transferring student maybe asked to attend a meeting of consisting of all Lead Instructors for each PN program to address issues that may have arisen during their last attempt. Admissions requirements approved as presented.

Program Content

The newest curriculum was presented by Kelly Clifton. The members were informed the new curriculum has been in place for a while now. The new curriculum has made course alignment from campus to campus easier to organized. The alignment is important incase something happens to one of the instructors on one campus then an instructor from another campus can just pick up and no time is lost. The is very beneficial for the students. At this point, Ms. Miller asked if we taught about neglect, abuse, types of abuse, soft skills, and attitude especially towards the patients. Ms. Miller was informed that all of the aforementioned skills are started in Foundations and expected in every course afterwards until the students graduate. Ms. Miller was pleased to hear this information. Program content was approved as presented.

Program Length

Mrs. Clifton presented program length information (4 semesters). The PN program does include summer semesters. Each semester contains courses with theory and clinical components. Program Length was approved as presented.

Delivery Modes

All methods of engagement and teaching are used in all courses. The methods ensure all learners have the opportunities to learn in ways that suit them best. Power points, handouts, videos, lecture, hands-on activities, and online assignments though ATI and Canvas (LMS) are all of the methods used on this campus. All power points, handouts, videos, and assignments are placed on Canvas for easy student availability. Delivery Modes was approved as presented.

Equipment and Materials

A tour of the lab was given. All changes were noted. New equipment was shown. Mrs. Clifton explained that new equipment was on its way and where it would be used. Equipment and materials were approved a presented.

Program Review

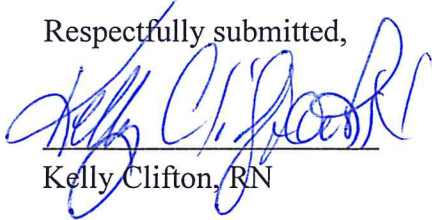
Mrs. Clifton then asked the members what changes or suggestions they had to help NTCC produce a better PN student. All members stated that at this time they had no suggestions. Mrs. Clifton explained that all instructors are always trying new ways to assist all students with their charting, nursing diagnosis', test taking skills, and critical thinking skills. NCLEX results for our 1220 cohort – pass rate of 76.92% as of today (10 students testing out of 13 students). One of the students is waiting for state board approval to test and we are unsure of why the other two have not tested as of yet. As staff, we know for 1220 cohort Covid-19 had a major hindering effect related to lack of hands-on clinical time and patient interaction. Student evaluations are in from Spring 2021 and for the most part the statements were favorable. Program review approved as presented.

Action Items & Action Report (Industry Prompted Action Items)

The PN Program action plan was presented and discuss. The action plan showed the students were meeting the goals set per the PN staff. Action items and action report were approved as presented.

PN Advisory Board meeting was adjourned at 1115.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kelly Clifton", is written over a horizontal line.

Kelly Clifton, RN

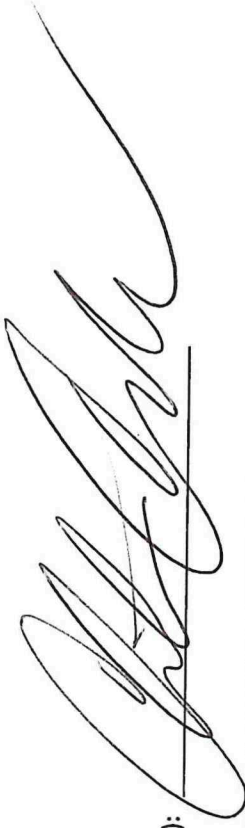
Spring 2022 OAC Meeting

Committee Member Roster

Program: NTCC PN Program

Campus: Florida Parishes

Associate Provost Approval (signature):



Name	Employer	Title	Business Address	Contact Information (phone #/email address)
1. Todd Acosta, RN	Hood Memorial Hospital	Chief Nursing Officer	301 Walnut Street Amite, Louisiana 70422	985-284-2424 todda@hoodmemorial.com
2. Sharon Birch, RN	Safety Risk Manager/Liaison	St. Helena Parish Hospital and Nursing Home	32 N. 2 nd Street Greensburg, LA 70441	225-222-6111 ext. 292 sbirch@shhosp.org
3. Sharon Gabriel, RN	DON	Hood Memorial Hospital	301 Walnut Street Amite, Louisiana 70422	985-284-2424 sharong@hoodmemorial.com
4. Chastity Crain, RN	DON	Villa Feliciana Medical Center	5002 Hwy. 10 Jackson, LA 70748	225-634-4017 Chastity.Crain@LA.GOV
5. Tammy Miller, RN	DON	St. Helena Parish Hospital and Nursing Home	32 N. 2 nd Street Greensburg, LA 70441	225-222-4102 Tmiller@shhosp.org

6. Kevin Smith, RN	DON	Tangi Pines Nursing Center	709 E. North Place Amite City, LA 70422	985-748-9464 don@tangipines.net
--------------------	-----	-------------------------------	--	--



**Occupational Advisory Committee (OAC) Meeting
Practical Nursing Florida Parishes Campus
May 23th, 2022**

Welcome and Call Meeting to Order

Discussion of Minutes of Last Meeting

Old Business:

New Business:

1. Business and Industry Update
2. Curriculum Review
 - i. Review of Admissions Requirements
 - ii. Review of Program Content
 - iii. Review of Program Length
 - iv. Review of Delivery Modes Offered
 - v. Review of Equipment and Materials
3. Program Review
 - i. Discuss Program Assessment Plan results
 - ii. Student Evaluation
 - iii. Discuss Program Health Index Results
4. Action Items & Action Report (Industry Prompted Action Items)
 - i. Action items requested of the Program of Study from the OAC
 - ii. Report on progress related to action items established at the previous OAC meeting.

Adjourn

MINUTES

Practical Nursing Greensburg Campus Occupational Advisory Committee Meeting Minutes Spring 2022 May 23, 2022 at 0930

Members Present: Tammy Miller, RN; Todd Acosta, RN; Chastity Crain, RN; Ken Dunham, RN; Kelly Clifton, RN

Members Absent: Sharon Gabriel, RN; Kevin Smith, RN; Sharon Birch, RN; Christi Marceaux, RN, MSN

Call to Order

Members were welcomed by Kelly Clifton, and introduced everyone and the facility at which they were employed. The meeting was brought to order at 0930.

Old Business

Minutes of Fall 2021 Meeting

The minutes of the Fall 2021 meeting were reviewed by the committee members as follows: The discussion of the new ranking system and when the new system will start in Greensburg (Fall 2022). The program content was discussed, especially about abuse, neglect, the types of abuse, the teaching of soft skills, and a good attitude. The program length was discussed and no changes have been made to the program length. The delivery modes were discussed and the need to reach all learners. New equipment and materials were discussed. The program review information was given to the committee and accepted as presented. The PN program action items and action report were given to the committee accepted as presented. Old business was accepted with Ken Dunham, RN making a motion to accept the old business and Todd Acosta, RN seconding the motion. Old business minutes were approved as written.

New Business

Admissions requirements

The NTCC PN program admission requirements were presented by Kelly Clifton. The information was presented to all in attendance. Mrs. Clifton informed the committee of the positive changes resulting from the recent admission changes that have been implemented. The new ranking system will take effect at Florida parishes this fall 2022. The re-entry process was explained to all members and how this process has resulted in less campus jumping, less instructor blaming, and more ownership of issues resulting in unfavorable outcomes. The re-entry/ transfer committee consist of all Lead Instructors for each PN program, Dean Marceaux, Debbie Carambat, and all administrative assistants from the PN programs and was established to address issues that may have arisen during a student's time in our programs. Admissions requirements approved as presented.

Program Content

The newest curriculum was presented by Kelly Clifton. Course alignment from campus to campus has been easier to establish and better organized as a result of the newest curriculum. Mrs. Clifton informed the committee how ATI is now being utilized in the programs with most assignments coming from ATI. In order for the students to obtain a passing grade on the ATI assignments, they must receive a “green dial” in ATI on the assignment. The “green dial” indicates the student spent the correct amount of time in the assignment completing the lessons, pre-test, post-test, and remediation needed. The “green dial” does not guarantee the student passed the assignment (which is okay) but it does guarantee the student is spending time in ATI and learning strategies for passing the NCLEX; which is the ultimate goal. Since the implementation of using ATI in this manner, we as instructors have seen an increase in the probability of our students passing the NCLEX. Mrs. Clifton presented the probability scores from the 1220 cohort (68.2%) and the probability score for the 0522 cohort (82%) taken at the same time in the program and there was an increase of 13.8%. The expectation since we implemented this new strategy is to see an even bigger increase in our probability scores across all of the PN programs thus leading to better NCLEX pass rates. Program content was approved as presented.

Program Length

Mrs. Clifton presented program length information (4 semesters) as it has been in the past. The PN program does include summer semesters. Each semester contains courses with theory and clinical components. Summer semesters are 8 weeks long as spring and fall semesters are 16 weeks long. Program Length was approved as presented.

Delivery Modes

All methods of engagement and teaching are used in all courses. The methods ensure all learners have the opportunities to learn in ways that suit them best. Power points, handouts, videos, in-person lecture, hands-on activities, and online assignments through ATI and Canvas (LMS) are all of the methods used on this campus. As assignments can be submitted online through Canvas, it is easy for students to submit their work at any time before the due date not just during open campus times. All power points, handouts, videos, and assignments are placed on Canvas for easy student availability 24/7. Delivery Modes was approved as presented.

Equipment and Materials

All equipment and materials were discussed with the members. All members were informed of the request for an electronic medication cart with a barcode reader for each PN program. This will allow the students to be more familiar with using EMR's, how to administer medications using technology, and being more comfortable using technology in the clinical setting. Equipment and materials were approved as presented.

Program Review

Mrs. Clifton then asked the members what changes or suggestions they had to help NTCC produce a better PN student. All members stated that at this time they had no suggestions. Since

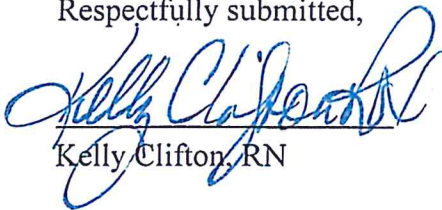
the 0522 cohort has just graduated, we have no NCLEX results on them yet but we are expecting great outcomes based on their NCLEX passing probability scores. Mrs. Clifton informed the committee at this time that she is transferring from the Greensburg Campus to the Livingston Campus in Walker. She expressed a desire to continue working with everyone on the committee even though she is changing campuses. Program review approved as presented.

Action Items & Action Report (Industry Prompted Action Items)

The PN Program action plan was presented and discuss. The action plan was explained to all committee members as being goals set forth by the instructors teaching the courses before the semester begins. At the end of the semester, the information is entered into the system based on the goals and then analyzed. The action plan showed the students were meeting the goals set per the PN staff. Action items and action report were approved as presented.

PN Advisory Board meeting was adjourned at 1012.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Kelly Clifton", is written over a horizontal line.

Kelly Clifton, RN