

# **The Vocational Nursing Institute Inc.**

## **Media Services Plan**



## The Vocational Nursing Institute Inc.

### Introduction

The Vocational Nursing Institute Inc. has developed a media service plan to evaluate the different types of media, software, equipment, and technology the school requires to deliver its curriculum in a way that adapts to the learning styles of all of its student's learners. The plan will address the following areas:

1. Scope and Availability of the services
2. Includes various current and relevant educational materials such as reference books, audio-visual materials, internet access to sites with educational and reference materials, and other materials to help fulfill the Institution's purposes and support its educational programs.
3. Roles and responsibilities of designated staff members
4. Staff person responsible for the implementation and coordination of the media services
5. Orientation for instructors, students, and others to the media
6. Facilities and technical infrastructure essential for using media materials
7. Budgetary support for the services
8. Annual evaluation of the effectiveness of media services and using results to improve and modify media services
9. Instructional supplies, physical resources, technology, and fiscal resources are available to support the Institution's instructional programs.
10. Media services are available to ensure desired student learning and program objectives.
11. An up to date inventory of media resources is maintained
12. Provisions are made for necessary repair, maintenance, or replacement of media equipment and supplies
13. Instructional media (print and non-print) is provided to support students and faculty in meeting program objectives
14. The Institution's learning resources are comprehensive, current, selected with faculty input, and accessible to the faculty and students.

## Scope and Availability

### Instructional Media

Faculty and students shall have access to the Internet and maintain the necessary computers, software, projectors, printers, and other media supplies and equipment to deliver quality instruction in their program areas. The school has public Wi-Fi for students to use and has a separate Wi-Fi for the instructional media so that the Wi-Fi does not get bogged down. Faculty members, staff, and students participate in the annual review of the media services by answering a questionnaire and providing input on the SurveyMonkey. The surveys' results help improve the media, technology, and instructional materials for the program.

**2. Includes various current and relevant educational materials such as reference books, audio-visual materials, internet access to sites with educational and reference materials, and other materials to help fulfill the Institution's purposes and support its educational programs.**

The school uses Elsevier/Evolve textbook lesson plans, power points, and resources as a part of its curriculum for its vocational nursing, MAA, and nurse aide programs. It has many supplemental resources which are outlined in each syllabus. Using Khoot, jeopardy, online games, simulations, and other technologies has helped the students in learning and retaining information. The VN program has incorporated an NCLEX preparatory path into its curriculum. It uses the following technologies to supplement its curriculum: ATI, Shadow Health, Swift River, and E H R Tutor. The school has been using these technologies for several years to help students practice skills and enhance their critical thinking skills. In addition, the school began using canvas in 2019 to provide students with access to online resources for practicing questions, completing adaptive quizzing (NCLEX PN style test), and to solidify skills.

A summary of each technology the school is using for its programs are in the table below:

*Table 1.0*

Technology	Resources Available
ATI	Online case studies, tutorials, 3D patient interactions, NCLEX testing, remediation
Shadow	3D Virtual Clinicals/Simulations (health assessment, fundamentals, mental health, med Health surg, (pharmacology, maternity).
Evolve	Adaptive Quizzing, online resources, 96 clinical skills videos
E H R Tutor	Online charting, medical chart, simulations
Swift River	Med pass simulation, dosage calculation simulation, mental health/med Surg / maternity simulations, remediation
Canvas	Learning management system (homework is turned in here, assignments, core hub for materials
Noelle	High fidelity Maternity/Birthing mannequin

### **3. Roles and responsibilities of designated staff members**

The school has a designated media administrative assistant representative who is responsible for ensuring that all media supplies are in good working order, available, and the Director ensures that there is a backup available. The IT administrative assistant checks each computer in the mornings, completes updates, checks the Avast software and carbonite are working as applicable and documents on the maintenance log any issues or notifies the School Director directly. The IT administrative assistant also coordinates with the School Director on equipment that needs repaired, replaced, or retired and helps to keep a current inventory of media resources, equipment, and supplies. If the scope is beyond the IT admin's capabilities then Skynet or other IT support

services are contacted to assist the school. (see media management table on page 6)

The following is the delegation listing for media services which is updated as staff changes occur by the Director of the School:

#### 4 & 5 MEDIA MANAGEMENT & EQUIPMENT MANAGEMENT STAFF RESPONSIBILITIES

Equipment/ Media Item	Responsible Person
TV, DVD players, laptops, reset WIFI. Daily checks	Robin Ferruggia Coordinator & Program Director
Office Supplies, Classroom Supplies	Admin orders to Director 15 <sup>th</sup> each month Admin assists with par-level maintenance. Faculty report what supplies are needed/replaced/ used.
Obsolete clinical supplies	Dr. Kelly maintain oversight of the lab's clinical supplies and coordinate with the program director on what needs to be ordered, replaced, and removed.
Purchasing clinical supplies	Program Director
Emergency Purchase of Supplies	Robin Ferruggia has American express for emergencies.
First Aid Supplies	On the wall in the kitchen
Equipment maintenance	Clinical Coordinator Faculty Members Program Director Administrative Staff
Inventory of media resources	Program Director
Inventory of textbooks	Program Director
The orientation of new staff to media	Macie Morales Program Director
Safety Standards	Safety Committee Chairperson Robin Ferruggia
Print Media and Materials	Kimberley Kelly School Director Administrative Staff Assist
Budget Support	President and Board Members
Coordination of Media	Faculty, Admin Staff, with Key Management

<b>Technology Contracts/Support Name</b>	<b>Type of Technology Provided</b>
Maintenance of Educational Materials	Program Director Clinical Coordinator Faculty Members Administrative Staff
Alt-Creative	Website Updates
ATI	Curriculum aligned assessments, video case studies, tutorials, exit tests, nclex predictor tests, adaptive quizzing Health Assess- virtual clinical
Elsevier	Adaptive quizzing eBooks Textbooks resources
Swift River	Virtual Clinicals Math refresher Dosage Calculations
Shadow Health	3D Virtual Clinicals
E H R Tutor	Electronic Health Records
ATT	Fiberoptic Network Wi-Fi for Institution
Williams Communications	VOIP phone services Hold Messages Back up Battery (has switch to turn after power outages)
ADT	Security System and cameras
Microsoft Office 365	Share point and Team's site for Institution.
Skynet	Local Computer support/technician Removes obsolete equipment Provides new equipment refurbished



## **Orientation and Training**

### **6. Staff Orientation**

Staff orientation and training on media services occur during initial orientation and ongoing. The Institution will have all VN instructors complete the ATI proctor tutorial and certification, which is required in order to proctor tests. The Director coordinates with the new faculty member on the different types of technology that they need to be oriented to and requests fellow faculty to help mentor new staff after formal training has occurred by Shadow Health, ATI, and Swift River. Ongoing training is scheduled by the Director and faculty members with the different technology vendors to continue to expand the knowledge and skills of each faculty member until they reach "expert" level, which may take anywhere from two to six months.

### **Student Orientation**

Students are oriented by their faculty members to the available media services and resources during their initial program orientation and again as required as each resource is implemented during instruction. The Institution has established an orientation canvas on its LMS, which houses instructional handouts so students can go back if they forget how to do something or print out instructions to assist them.

## **7. Facilities, Technology, and Infrastructure**

The Vocational Nursing Institute Inc. has provided in each classroom standard equipment such as a computer, screen, and dry erase board, portable audio microphones, slide remotes, dry erase markers and erasers, basic furnishings such as AV carts, books, desks, instructional supplies, bookshelves, printers, and paper. The school does not have a network for its computers, and each computer works independently with its printer. The school uses a firewall to protect its data, privacy, and security.

The School Board of Director's budgets for and ensures equipment necessary for successfully connecting educational devices to the public and internal dedicated Wi-Fi. The Institution has contracted with AT & T to provide its fiberoptic Internet, Williams communications to assist with back up Battery and firewall for its system, and Skynet to provide its on-site IT support as needed above what the administrative staff is capable of doing. Newly hired staff are required to take cyberspace training upon hire covered in their orientation.

## **Facilities and technical infrastructure essential for using media materials**

VNI maintains backup projectors, computers, DVD players, supplies, and equipment. Supplies and equipment are researched before ordering, assuring they are up to date and safe for use. VNI staff maintain supply lists, equipment lists, par level lists, and orders around the 15<sup>th</sup> of each month.

Faculty are oriented to use the maintenance board and notify the Director in their end-of-day report if equipment needs checked or repaired. Students are provided lab canvas bags inclusive of their supplies for basic nursing skills, med administration, and intravenous therapy, which are utilized throughout the year. Safety and cost efficiency motivates the school's decisions. The school has added a wide variety of technology to its programs to help the students' complete online activities, simulations, and content remediation. The medical administrative assistant program also has an online medical office where the students can practice their skills prior to going to a medical record office at a local facility to gain experience. The nurse aide program has an online simulation and a 3d safety assessment they complete in a patient's home prior to going to clinical. We also have the DADS educator come in and do a simulation on altered vision with the nurse aide students, a fun activity in our lab on safety awareness.

The school furnishes desks, chairs, whiteboards, projectors, mounted screens, office, and classroom supplies to each classroom. The Director maintains the instructional equipment inventory, works with the BOD to establish a budget for the supplies and equipment. The school has an emergency system in place if equipment is needed; the financial aid director has an American Express business card available for purchases. The school inspects its equipment on a daily basis, and anything that is obsolete or needing to be replaced is taken care of as soon as possible. All equipment meets safety standards. Daily walk-throughs are conducted, annual safety walk-throughs, CINTAS inspects the building and extinguishers for fire safety, the handyman comes in and walks the building identifying any issues, and the staff is expected to identify any



overall eyes of the Institution to help identify any areas needing attention, repairs, or maintenance performed. (Also see equipment policy)

### **8. Budgetary Support**

The Vocational Nursing Institute, Inc. prepares an annual budget that supports media services. The Board of Directors reviews the institution's budget annually. Based upon the media surveys, an inspection of equipment, and identified needs based upon growth, attrition of equipment, the account is adjusted. The budget is prepared by the School Director with faculty and administrative input. The Director also considers the feedback surveys by students. Provisions are made in the budget for repair, replacement of media equipment and supplies. The institution has a budget to provide both instructional media (print and non-print) to support students and faculty in meeting program objectives. The school provides the faculty and staff with the supplies they need. We have a budget available for supplies to support our staff with basic office and classroom supplies. The staff member ultimately responsible for the media plan is the President of the School, Dr. Kimberley Kelly DNP MSN BSN RN LNC.

### **Student Learning Resources**

Students have access to multiple learning resources. The school has a computer lab comprised of cubbies, computers, and each student is issued their own set of earbuds to use during their program. VNI provides public Wi-Fi access for all of its students to access the Internet from their mobile, laptop, iPad, and other devices. The school hosts an online library for its students in the "current" active student portal accessed off the school website at [www.vocationalnursinginstiute.com](http://www.vocationalnursinginstiute.com). Students are oriented to access the site using the orientation video and canvas tutorial in their orientation learning management system.

## **Educational Materials**

Students are provided textbooks, supplemental handouts, links to videos, lab kits, access to the appropriate technology within their program to assist them in learning the content not just through their textbooks but through media as well. Students can identify their learning styles by taking the learning style self-assessment through the Institution's website and have access to the online support for each of the technology they use if it is after hours and they are having any issues. The nurse aide program has an additional text from Mosby's to supplement the DHHS curriculum, and the VN program has the entire book set from ATI to supplement the textbooks in the VN program.

## **Faculty Resources**

The Media Plan offers many relevant resources for teachers. A video library is maintained in the VN classroom for instructors to supplement the curriculum. Elsevier provides the faculty with power points, lesson plans, case studies, and many more instructor resources to use with each textbook. The school purchases the adaptive quizzing and skills videos for basic nursing skills for its VN and nurse aide programs. Also, ATI provides the VN program faculty with a plethora of additional resources to assign to the students as lab activities and homework. The faculty also have a physical library within the school to access and can use the online library.

## **Coordination of Media Services, Roles, and Responsibilities**

The Vocational Nursing Institute Inc. program syllabus list the media that are to be used within the different programs and courses. Faculty members may implement and coordinate other media for their program as they deem fit. The faculty members are required to document the URL, title, and date on the media clipboard in the classroom so that the Institution can add

the media to the syllabus section for instructors only so that others may use collaboratively media that has been identified as valuable to share with the students ongoing.

## **Roles and Responsibilities**

### Program Instructors:

- Maintain and oversee the use of program support materials (technical books, manuals, periodicals, and e-resources)
- Recommend materials to supplement courses and programs
- Recommend removing outdated equipment
- Orient students to the technology
- Help students as needed with technology
- Provide students with written resources for after-hours assistance such as online chat and support lines for each technology used within the program of study
- Assist with textbook selection and input on technology purchases
- Create instructional media (both print and non-print) and use games such as Kahoot and Jeopardy to promote remediation of material covered in the lecture.

### Administrative Staff Member designated for IT support:

- Inspects computers daily to ensure connection to the Internet, updates installed, working correctly.
- Troubleshoots and repairs computer and issues.
- Troubleshoot problems with LCD projectors, document cameras, and classroom audio systems.
- Submit requisitions for new computers and related technology.
- Check equipment in accordance with the Media Services Plan
- Call IT support to come in if problems can not be resolved timely or beyond the administrative assistant's scope and knowledge.

A Technology Committee may be appointed by the School Director to meet as necessary to guide the Institution's efforts to ensure that quality learning resources and facilities are

maintained. The committee shall consist of volunteers and staff members:

- At least one faculty member
- At least one administrative staff member
- At least one student volunteer

The Technology Committee's responsibilities will include reviewing the media services surveys, conducting feedback on the media and technology provided by the Institution, and assisting in reviewing, updating, revising, and making recommendations for the Media Services Plan annually.

### **Inventory of Equipment /Repair, Maintenance, and Replacement**

The School Director maintains the media equipment inventory. It is updated as new media is purchased. The list includes DVDs, equipment, and supplies. Older media is evaluated, and the Institution utilizes Skynet to come in and assess the computers bi-annually. Suppose a computer is outdated or not performing correctly. In that case, it is either repaired, replaced, or taken to be disposed of so that the privacy and confidentiality of what was on it are not compromised. The Vocational Nursing Institute Inc. is dedicated to providing the appropriate equipment, supplies, and learning resources relevant, current, and in good working order. Tuition funds and grants are used to maintain, repair, and replace media resources ongoing (Also see facilities policy).

## **9. Annual Evaluation for Improvement**

The evaluation of media services is conducted annually by faculty via the SurveyMonkey questionnaires and by students via their end-of-course surveys and participation in the media survey on SurveyMonkey annually. The feedback results are used to improve the media services provided by the Institution. The School Director reviews the reports and shares them with the staff during meetings, emails, or through specialized reports.

# THE VOCATIONAL NURSING INSTITUTE, INC.

## Policy and Procedure Manual

### **Title: FACILITIES POLICY**

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter H

Texas Board of Nursing Rules and Regulations, Chapter 214. Vocational Nursing Education,  
§214.7 Faculty, §214.11. Facilities, Resources, and Services.

#### **PURPOSE:**

To establish standards for the facilities provided for instruction and provide guidance for adding classrooms.

#### **POLICY:**

The facilities provided for classroom instruction shall comfortably accommodate the maximum number of current students enrolled in class.

The controlling governing institution shall provide educational facilities, resources, and services which support the effective development and implementation of the nursing educational program.

Additional classroom facilities can be added by requesting approval from the Texas Workforce Commission (TWC).

It is the policy of this school to maintain records relating to the facilities and make them available for inspection by regulatory agencies as required by law.

#### **PROCEDURE:**

##### **Classroom and Laboratory Facility Requirements**

1. The following procedures will be followed in determining if school facilities meet student needs:
  - a. In designing lecture and laboratory facilities, the school director shall consider the amount of lecture and laboratory space required to accommodate the maximum number of current students enrolled in a class;
  - b. Enrollment shall not exceed the design characteristics of available workstations.
  - c. The level of care and acuity of clients will be considered during the enrollment process.
2. Additional classroom facilities can be added as needed as long as they are within one mile of the main campus and that all student records, administrative services, supervision, fiscal control and student services will be provided and maintained at the main campus. The procedure for gaining approval is as follows:
  - a. Complete and submit the Request for Approval of Additional Classroom Facility form provided by TWC;

# THE VOCATIONAL NURSING INSTITUTE, INC.

## Policy and Procedure Manual

- b. Complete and attach the Facilities and Equipment Inspection Report along with the above required form.
3. An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program.
  - a. The laboratory shall be equipped with hot and cold running water.
  - b. The laboratory shall have adequate storage for equipment.

### **Physical Facilities**

1. The physical facilities shall be adequate to meet the needs of the program in relation to the size of the faculty and the student body.
  - a. The director/coordinator shall have a private office.
  - b. Faculty offices shall be conveniently located and adequate in number and size to provide faculty with privacy for conferences with students and uninterrupted work.
  - c. Space for clerical staff, records, files, and equipment shall be adequate.
  - d. There shall be mechanisms which provide for the security of sensitive materials, such as examinations and health records.
  - e. Classrooms, laboratories, and conference rooms shall be conducive to learning and adequate in number, size, and type for the number of students and the educational purposes for which the rooms are used.
  - f. Adequate restrooms and lounges shall be provided convenient to the classroom

### **Required Documentation to Maintain**

2. Documents to be maintained and made available for inspection by regulatory agencies are as follows:
  - a. Certificate of Occupancy;
  - b. Current fire inspection by municipal authority, or letter of release and approval of private contractor from municipal authority including inspection dates;
  - c. Rental or lease agreement for school facilities, or statement of ownership for current address. This shall include:
    - d. Owner's/Leaseholder's name;
    - e. Property management name (if different from above);
    - f. Property management address;
    - g. Property management city/state/zip;
    - h. Property management contact person;
    - i. Property Management phone number.
  - j. Rental or lease agreement for instructional equipment and instructional aids, or statement of ownership;
  - k. Floor plan.

### **FORMS:**

Request for Approval of Additional Classroom Facility  
Facility and Equipment Inspection Report



# THE VOCATIONAL NURSING INSTITUTE, INC.

---

## Policy and Procedure Manual

### **Title: EQUIPMENT POLICY**

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter H

Texas Board of Nursing Rules and Regulations, Chapter 214. Vocational Nursing Education,  
§214.11. Facilities, Resources, and Services.

#### **PURPOSE:**

To establish standards for equipment required for instruction and related records to be maintained.

#### **POLICY:**

The equipment required for instruction shall be comparable to that commonly found in clinical settings in health care facilities.

It is the policy of this school to maintain records relating to the equipment used in instruction as required by law.

#### **PROCEDURE:**

In order to maintain the integrity of the program and its equipment the following procedures shall be followed by staff:

1. The school shall provide equipment of sufficient quality and quantity to meet the maximum use requirements of the current students, as demanded by the activity patterns of the training program;
2. The school shall remove equipment not in working order from the instructional area, mark it as out-of-order, or properly identify it as awaiting repair.
3. The laboratory shall have adequate storage for equipment.

Documents to be maintained relating to the location of the school location are as follows:

1. Inventory of equipment and instructional aids;
2. Current list of textbooks, software, and reference library, including:
  - a. Titles;
  - b. Author/Publisher;
  - c. Copyright Date(s).

# THE VOCATIONAL NURSING INSTITUTE, INC.

---

## Policy and Procedure Manual

3. Equipment needing repaired should be documented on the repair log and notification to the Lead Instructor for the course and School Director. The communication method to the Lead Instructor and School Director should be verbal and immediate.
4. Any equipment which becomes obsolete will be discarded.
5. Any equipment that is no longer working and unable to be repaired will be discarded.

### **FORMS:**

Inventory Form

Textbooks, Software, Reference Library Inventory