

**BLUE HILLS REGIONAL TECHNICAL SCHOOL
PRACTICAL NURSING PROGRAM**

MEDIA SERVICES PLAN

Goal: To provide quality, relevant, accessible learning resources to students and faculty to help maintain Blue Hills Practical Nursing Program's commitment to prepare competent practical nursing graduates. Additionally provide guidelines for future program Advancement appropriate to the institution.

Goal Established: October 2011 – to be evaluated every December

<i>Objective</i>	<i>Strategies</i>	<i>Person Responsible</i>	<i>Date for Review</i>	<i>Objective Met, Unmet, In Progress, Ongoing</i>
1.Scope and availability of the services	Curriculum Support -provide up-to-date informational services -provide up-to-date instructional services -ensure educational materials are current for relevant program student/faculty research and reference needs	Chairperson	Yearly (December)	Met- October 2017
2. Provide variety of current and educational materials	-Provide a library of reference and resource material -Provide access to web based health resources -Provide access to web based learning system (EHR Tutor, Calculating Dosages Online) -Students able to access web based resources from home or any out-of-school computer at any time -Simulation scenarios using Sim Man in simulation lab	Chairperson & Faculty	Yearly (December)	Met- September 2017
3.Orientation for user groups (instructors, students & others)	-Orientation for new students on acceptable use of computer/internet - sign acknowledgement form of orientation	Chairperson & Faculty	Yearly (December)	Met – September 2017
	-Faculty trained in new equipment and technologies	IT Manager		Ongoing
	-New faculty oriented to current resources -Updates on media changes and technology updates sent out during year via email	IT Manager		Ongoing
4. Facilities essential for using media materials	-Two laptop computer carts (56 laptops) available for student/faculty use	IT Manager	Yearly (December)	Met – September 2017

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5. Effectiveness of Media Services	<ul style="list-style-type: none"> -Evaluate learning resources via feedback form student evaluations -input from Advisory Board on areas of need to meet health care trends -faculty feedback on effectiveness of material – data obtained from exam outcomes via item analysis using Scantron ParTest ParScore and of exam questions; student work -utilize data and feedback to determine areas of need of Improvement 	Chairperson	Yearly (December)	Ongoing
7. Budgetary Support for Services	<ul style="list-style-type: none"> -Recommendations for updating or acquiring new media resources are developed from Advisory Board -Budget developed by Program Chairperson and approved by Superintendent -After approval Program Chairperson to meet with Business Manager who allocates funds 	Chairperson	Yearly (December)	Met- June 2017
6. Current inventory of media resources	<ul style="list-style-type: none"> -inventory maintained and updated every year 	Chairperson	Yearly (December)	Met – December 2017
7. Repair & Maintenance	<ul style="list-style-type: none"> -audio/visual equipment and laptops will be maintained and serviced as needed 	IT Manager	Yearly (December)	Met – September 2017
8. Access to Media Services	<ul style="list-style-type: none"> -instructional media (both print and non-print) are adequate and appropriate to support students and faculty in meeting education needs of the program -media services, facilities and materials are accessible and available for use by students and instructors 	IT Manager	Yearly (December)	Met – September 2017
9. Plan for Maintaining, Replace and Disposing of Obsolete Equipment	<ul style="list-style-type: none"> -The online facilities management system called “School Dude” is used by staff to report maintenance and repair issues to the Facilities department -Replacement or Obsolete Equipment item is taken off line - Letter to the Superintendent listing the item make, model, model # and if the item has any value. -The equipment item is presented to the District School Committee for decommissioning vote. If any value, proceeds to returned to the district. If not any value the item is disposed of by facilities 	Chairperson Director of Building and Grounds Superintendent DSC	Yearly (December)	Ongoing

***Plan for Media Services is publically available on Blue Hills Regional Technical School website www.bluehills.org under the Practical Nursing tab.**