**CLASSIFIED STAFF NEEDS ASSESSMENT APPLICATION**

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| Name of Person Submitting Request: | **Dennis Jackson** |
| Program or Service Area:  | **Psychiatric Technician Program** |
| Division: | **Science** |
| When was the last Program Efficacy document completed? | **Spring, 2008** |
| What rating was given? |  |
| Current number of Classified Staff:  | 2 FT |  | PT |  |
| Position Requested | **Admissions Clerk** |

1. Provide a rationale for your request.

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| An Admissions Clerk would be responsible to assist in processing over 150 applications per semester to determine if program prerequisites have been met, notifying applicants of their status, and to manage the Wait List. Other duties would include assisting in the processing and tracking confidential documents of admission, tracking auto insurance as required by clinical facilities, health exams, CPR & First Aid requirements, malpractice insurance, immunizations and other legal documents required by affiliating Healthcare Agencies; maintaining student files; collection of computerized program evaluation data; and distributing program information to the public. This position would be shared with the Nursing Department. Currently these clerical tasks are done by the Psych Tech Chairperson and other faculty. |

1. Indicate how the content of the EMP One-Sheet and latest Program Efficacy Report support this request. How is the request tied to program planning? (*Reference the page number(s) where the information can be found on the EMP and Program Efficacy).*

According to page 42 of the EMP One-Sheet, the Nursing Department offers a sequence of courses leading to an Associate of Science degree with a major in nursing. It is obvious in the Action Plan of the EMP, the nursing department continues to grow. In 2008-2009, 91 degrees were awarded. This number continues to climb. FTES remain high, and success and retention are high.

According to the last request in the Program Efficacy Phase of Program review: an admissions clerk is urgently needed to assisting in processing an increasing number of applications per semester. Other duties would include assisting in processing and tracking confidential documents of admission, health, malpractice insurance, background checks, and other legal documents required by affiliating Healthcare Agencies: maintaining student files; collecting program evaluation data; and distributing program information to the public. This position would be shared between the Nursing and Psychiatric Technology Programs.

Page 12 of the Program Efficacy Planning Phase, it is noted that there will continue to be an increase in applications to the program with increased time to process applications. In deed, this increase has occurred and with our Secretary responsible for the Psychiatric Technician Program as well, it is more than one person can take care of.

1. Indicate if there is additional information you wish the committee to consider *(for example: regulatory information, compliance, updated efficiency and/or student success data or planning etc).*

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| The number of applications and documents to be processed has greatly increased due to a 25% increase student demand for program enrollment and is supported by several local hospitals. The Board of Vocational Nurses and Psychiatric Technicians (BNVPT) requires secretarial support. Our support has been limited to mailing letters to students, answering some questions and obtaining unofficial transcripts. This position would be shared with the Nursing Department. Failure to fill this position may jeopardize the accuracy of processing applications and could delay processing and notification of applicant status. This could increase risk for legal actions against the Program, put our accreditation at risk, tarnish the Program’s reputation in the community, and students could choose to withdraw their applications or not apply. |

1. Evaluation of related costs (including any ongoing maintenance or updates) and identification of any alternative or ongoing funding sources. (for example Department Budget, VTEA or Perkins)

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| N/A |

1. What are the consequences of not filling this position?

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| State regulations and accreditation criteria of the BVNPT require clear communication of the program requirements and selection process to the public and that there is timely and fair processing and notification of applicants regarding their acceptance status. Affiliating healthcare agencies require in contract with SBVC that we provide multiple health and legal documents that ensure the public safety and that meet the hospital’s accreditation requirements. |