

**NURSE EDUCATION DEPARTMENT**

**A.D.N. AND PNP SYSTEMATIC PLAN FOR PROGRAM EVALUATION AND ASSESSMENT OF OUTCOMES**

<b>STANDARD V: RESOURCES</b> <b>Resources are sufficient to accomplish the nursing education unit purposes</b>  <b>Criterion # 16:</b> Program support services are sufficient for the operation of the nursing education unit				<b>OPERATIONAL DEFINITION:</b> <i>Program support services</i> are defined as administrative and clerical duties performed by trained personnel employed to clerically support the operation of the nursing education unit.  <b>Expected level of achievement (ELA):</b> 1. 75% of the Nursing faculty will agree that program support services are satisfactory in meeting operational needs of the nursing education unit.		
PROCESS				IMPLEMENTATION		
Component	Where is Documentation Found	Person Responsible	Time/ Frequency of Assessment	Assessment Method	Results of Data & Analysis <i>(Including ELA)</i>	Actions <i>For program Development, Maintenance or Revision</i>
Program Support Services:  Administrative and clerical services	Nursing Leadership Meeting Minutes  Human Resources Personal File  A.D.N. Faculty Meeting Minutes  PNFO Meeting Minutes	Nurse Administrator  Program Coordinators	Annually <b>Due:</b> March 2004  Annually A.D.N. <b>Due:</b> May 2004  Annually PNP <b>Due:</b> June 2004	<b>Method:</b> The Nurse Administrator will review the job description of the nursing secretary and conduct an annual performance review.  The A.D.N. and PNFO meeting minutes will record faculty input related to the availability of administrative and clerical resources necessary for the operation of the nursing unit.  <b>Rationale:</b> A review ensures the congruency of the job description with the current administrative and clerical functions needed to support the operation of the nursing education unit are sufficient to support the operation of the department.		

