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.**
Goal Established: October 2011; Revised November 2020 – to be evaluated every December

Objective	*Strategies*	*Person Responsible*	*Date for Review*	*Objective Met, Unmet, In Progress, Ongoing*
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	PN Coordinator	Yearly (December)	Met Dec. 2022
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, vSim) -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	Coordinator & Faculty	Yearly (December)	Met Dec 2022
3.Orientation for user groups (instructors, students & others)	-Orientation for new students on acceptable use of computer/internet - sign acknowledgement form of orientation -Faculty trained in new equipment and technologies -New faculty oriented to current resources -Updates on media changes and technology updates sent out during year via email	Coordinator & Faculty in collaboration with IT Director IT Manager	Yearly (December)	Met Dec 2022
4. Facilities essential for using media materials	-Two computer carts (Chromebooks) available for student/faculty use -63 Chromebooks for student use	Coordinator	Yearly (December)	Ongoing Dec 2022

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5.Effectiveness of Media Services	Evaluate learning resources via feedback, 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	Coordinator in collaboration with IT Director	Yearly (December)	Met Dec 2022
7.Budgetary Support for Services	-Recommendations for updating or acquiring new media resources are developed from Advisory Board -Budget developed by Program Coordinator and approved by Superintendent -After approval Program Coordinator to meet with Business Manager who allocates funds	Chairperson Coordinator	Yearly (December)	In progress Dec 2022
6. Current inventory of media resources	-inventory maintained and updated every year		Yearly (December)	Ongoing December 2022
7.Repair & Maintenance	-audio/visual equipment and Chromebooks/laptops will be maintained and serviced as needed	Coordinator/IT	Yearly (December)	Ongoing December 2022
8.Access to Media Services	-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	Coordinator/IT Director	Yearly (December)	
9. Plan for Maintaining, Replace and Disposing of Obsolete Equipment	Online facilities management system "School Dude" used to report maintenance and repair issues to the Facilities depart. -Replacement or Obsolete Equipment item 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 District School Committee for decommissioning vote. If any value, proceeds to be returned to the district. If not item is disposed of by facilities	Coordinator in collaboration with Director of Building and Grounds Superintendent	Yearly (December)	Ongoing December 2022

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