**Diman Regional Technical Institute**  
**School of Practical Nursing**

**COMPLETION, LICENSURE & PLACEMENT FOLLOW-UP PLAN**

**GOAL:** Completion, Licensure & Placement Data is collected and documented to verify the achievement of Program Outcomes

**GOAL ESTABLISHED:** January 2011 – Reviewed Yearly

<table>
<thead>
<tr>
<th>OBJECTIVE</th>
<th>STRATEGIES</th>
<th>PERSON (S) RESPONSIBLE</th>
<th>ANTICIPATED COMPLETION/ EVAL. DATE</th>
<th>OBJECTIVE MET, UNMET, IN PROGRESS</th>
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</table>
| Data compiled on completion rates of each class | Documentation of completion rates of most recent graduating class – preparation of COE, CPL form | Program Director | Annually (November) | Report complete  
Objective Met – November 2017 |
| Data compiled on licensure rates of each class | Review BORN licensure report – Preparation of COE, CPL form | Program Director | Annually (February) | Report reviewed  
Objective met – February 2018 |
| Systematic and continuous information collected focuses on program effectiveness and relevance to job requirements | The Graduate Survey collects the following data on the completers: -contact information -year of graduation -advanced education -evaluation of preparedness R/T program objectives -preparation for NCLEX-PN -program strengths & areas for improvement of quality of program outcome  
The Employer Survey provides feedback as to how well the completer was prepared to meet the program objectives | Program Director/Chair Program Evaluation Committee | Annually | Graduate Survey includes questions related to required data collection  
Objective met – 6 months data collected |
| Collection of job placement data | Graduate Survey is distributed to all PN graduates 6–12 months after graduation. Completers are contacted via email, phone, mail | Faculty | January | Graduate survey returns from Class of 2017  
Objective Met – January 2018 |
Employer Surveys are distributed to Employers of program graduates via mail, email, and distribution by Program clinical faculty with a goal of 50% return rate.

Preparation of COE – CPL form

Data from Graduate & Employer Surveys is compiled

Student achievement of nursing competencies is evaluated along with:
- program reports
- NCLEX results
- completion data

Trends are identified and revisions to the program are made as necessary

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<th>Program Director/Chair Program Evaluation Committee/Faculty</th>
<th>June</th>
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| Employer Survey returns from Class of 2017
Objective in progress |

Data compiled
Objective met – Graduate Surveys
Objective in progress – employer surveys

see SEP Minutes

Objective in progress

Compilation of Placement Data is used to evaluate and improve the quality of the program

Summary of placement data results are communicated to faculty, Advisory Board and administration

Results reviewed at Spring Advisory Board Meeting and Program Evaluation Meeting
Objective in Progress

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Communication Network between staff, faculty, business, students

Annual Career Fair
- Held at Diman Regional Technical Institute alternating with Bristol Plymouth school of Nursing
- representatives from various agencies that employ LPNs invited

Invitations sent out in April
Objective Met – April 2018
Career Fair scheduled June 2018
Objective in progress

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| Counseling of Students Job Placement | Year-long Communication Faculty/staff will notify students of job opportunities via bulletin board postings - Employers will contact program when job openings occur and as students near graduation  
  
  Self-assessment of strength, weakness & career goals. - Resume Preparation 
  
 采访 Preparation  
  
  proper dress  
  
  common questions  
  
  Advanced education guidance - Community College guest speaker | Program Director/Faculty/Staff | Ongoing |
|-------------------------------------|-----------------------------------------------|---------|
| Coordinator of Job Placement Services | May | Term IV Leadership course covers self-assessment, resume and interview preparation  
  
  Objective – in progress |
| Program Director | May | Objective met – May 2018 |

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<th>Maintenance of Completer Records</th>
<th>All completer placement records will be stored electronically and in hard copy in the LPN Office - Completer placement records will be used to measure the success of the institution in achieving its mission - information obtained will be compiled into report for CPL</th>
<th>Program Director/Bookkeeper</th>
<th>June</th>
</tr>
</thead>
</table>
| | | Class of 2017 placement surveys collected and stored electronically and in hard copy form.  
  
  Objective in progress |

### Sample of Employers

| Alden Court Nursing and Rehabilitation Center |
| Catholic Memorial Skilled Nursing & Rehabilitative Care |
| Kimwell Health Care |

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*Plan for Completion, Licensure & Placement is publicly available on www.dimanregional.org*