

LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH POLICY & PROCEDURE MANUAL

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Subject: REQUEST FOR EDUCATIONAL SERVICES		Original Issue Date: June, 1991	Policy #: 700
		Supersedes: August 15, 2013	Effective Date: November 10, 2016
Individuals / Committees Consulted: EDCOS Shared Governance	Reviewed & Approved by: Administrative Committee College Planning	Approved by: Provost, College of Nursing & Allied Health (signature on file)	

PURPOSE:

To standardize the process for requesting educational services

POLICY:

College administration prioritizes and approves requests for the development of new classes/ programs based on the following criteria:

- Needs assessment
- Regulatory agency requirements
- Relevance to patient care
- Costs and benefits, such as number of participants and existing resources
- Availability of resources e.g., faculty, facilities, audiovisual aids, other teaching materials
- Schedule availability e.g., conflicting prescheduled classes.

PROCEDURE:

The area requesting educational services completes the request section of the Request for Educational Services form.

- Requests for individual area classes require manager signature
- Requests for programs require nursing director or area administrator approval.

College educational liaison or administration/designee:

- Collaborates with faculty, as indicated, to determine class/program feasibility
- Contacts the requestor if additional information is needed
- Identifies faculty to coordinate/implement the class/program, if approved
- Notifies the requestor, area manager/director, and College administration of approval status.

Faculty collaborates with the requesting area to plan, implement, and evaluate the class or program, if the request is approved.

Educational liaison/assigned faculty submits completed Request for Educational Services form to the Office of Educational Services (OES), if applicable.

OES maintains the forms and any supporting documentation for four years.

PROCEDURE DOCUMENTATION:

Request for Educational Services form

REFERENCES:

Network Policy #544: Employee Education and Training

Nursing Services and Education Policy #511: Staff Development

Subject:

REQUEST FOR EDUCATIONAL SERVICES

REVISION DATES:

June 1991

November 1993

April 18, 2002

October 12, 2006

March 11, 2010

August 15, 2013

November 10, 2016