

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: October 12, 2006	Effective Date: March 11, 2010
Committees Consulted: EDCOS Shared Governance Council	Reviewed & Approved by: College Administration College Planning	Approved by: (Signature on File) Provost, College of Nursing & Allied Health	

PURPOSE:

To standardize the process for requesting educational services

POLICY:

College administration prioritizes and approves requests for the development of new classes and/or 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 signature.

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).

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