



Policy and Procedures

Date: September 2, 2012

Subject: Placement Services Plan

Objective: To assist every student to attain training-related employment. However, no guarantee of placement will be implied, and there will be no charge to the student for such services. The Program Director and Faculty/Clinical Coordinator are responsible for the graduate's placement

Purpose: The purpose of this plan is to ensure that proper procedures are in place and followed to assure that placement services are both systematic and continuous. All students will be assisted with job placement. This will be achieved with guidance and assistance from the Program Director and Faculty/Clinical Coordinator

Procedures

- Students are able to view consistently updated job postings on our notice board.
- Students must request a personal meeting with the Program Director or Clinical/Faculty Coordinator, in order to take advantage of additional, personalized placement advisement.
- We are extremely proud of the relationships and contacts we've made, in order to assist our students in achieving the best careers possible, right out of school.
- Potential employers/ clinical placement associates are invited to the campus for presentation when students are about to graduate.
- During the last course, (PN 110: Nursing Transition or NURS 205: Nursing Leadership course), students are taught about career management, job interviewing, resume writing and job retention skills, mock interviews are also conducted as part of the course.
- Upon employment, the Clinical/Faculty Coordinator or Program Director will verify the job placement information for accuracy and completeness with the employer.
- For graduates who are not employed by graduation, contact is maintained by the Clinical/Faculty Coordinator to offer job search assistance, encouragement, guidance, coaching, etc. until employment is obtained.
- Documentation must reflect specifically where and when applications were submitted, and interviews took place as well as additional contacts and referrals that were given.

Responsibility: Program Director and Faculty/Clinical Coordinator are responsible for all placement and follow-up activities, including coordination and communication with faculty, employers, students, and the Institutional Advisory Committee



Follow-Up: The placement statistics are reviewed on a monthly basis, the Clinical/Faculty Coordinator will ensure that procedures for improvement if needed, are implemented and are improving statistics in order to meet the school's expected outcomes.

Evaluation

This plan is annually reviewed and revised by the school's Institutional Advisory Committee and faculty. The President/Program Director evaluates all data on an annual basis and presents findings to all instructional personnel and administrative staff.

References

Saint Michael College of Allied Health Student Handbook:

Effective Date and Approval

This policy is effective upon its approval by the College President on September 2, 2012.

Policy Approved by Michael Adedokun, Ph.D., RN, CNE, NE-BC (President)

Review and Revision History: 02/2013, 02/2014, 02/2015, 02/2016, 02/2017, 02/2018