

WEST VIRGINIA
CENTER FOR



Nursing

NURSING ACADEMY MODEL

Created by the West Virginia Center for Nursing

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MISSION AND PURPOSE

The Mission of the West Virginia Nursing Academy model is to inspire middle and high school students to pursue a professional nursing career through a hands-on pipeline program exposing students to nursing careers. Nursing academies allow students to learn side by side with nurses in different healthcare facilities across the state to better understand the critical role that nurses play in the healthcare process.

Pipeline programs are activities targeted to students in the K-12 system that expose them to different career choices and enhance interests in various fields. Various scientific studies have found that pipeline programming is key to generating interest in professions at a young age, especially among those who come from disadvantaged backgrounds.

Given the shortage of nurses cited by various healthcare facilities in the state, Nursing Academies provide an opportunity to help foster interest in nursing as a career choice among students during their formative years. The focus of the Nursing Academy Model is to show students the exciting opportunities and rewards that nursing has to offer and to help establish an educational path that will lead to a professional career in nursing. Reaching out to students in middle and high school gives students the knowledge needed to select the correct preparatory classes to ensure successful matriculation into nursing careers. It also provides an incentive and psychological support to young students needed to stay focused and excel both academically and socially. Learning about the array of options that a nursing career holds in addition to information about nursing specialties and mobility ensures that students maintain the focus needed to lead to a bright future career.



GETTING STARTED

Organizations considering holding a Nursing Academy at their facility include hospitals, long-term care facilities, and other healthcare agencies, managed care, nursing schools, and county public school districts. Any organization interested in conducting a Nursing Academy should contact the West Virginia Center for Nursing for guidance and information to ensure the programs success. Organizations interested in this model should explore the community for potential co-sponsors and partners interested in providing financial and educational support.

Each academy should select one lead Director to plan and oversee its implementation. Components found within this model should be adhered to ensure basic uniformity of all academies taking place across the state, but are welcome to make minor adjustments to best fit their organizations and the community they serve.


The lead Director will identify and enlist participation of healthcare agencies, departments, and other appropriate community resources to ensure that students have a robust opportunity to engage with nursing related hands-on experiences and become inspired to pursue a professional career in nursing.



NURSING ACADEMY PLANNING TASKS

The Director of the academy should ensure that all tasks listed below are completed leading up to the deployment of the academy. It is recommended that these weekly tasks begin late March/early April to ensure all tasks are complete by summer.

Week 1


- Contact the West Virginia Center for Nursing (WVCN) regarding initiative
 - Broadcast an "In-house" announcement that plans for a Junior Nursing Academy have begun, inviting employees who are willing and able to assist
 - Identify and develop a contact list of departments, nurses, physicians and essential leaders who are willing to shadow, mentor or assist with other activities of the Academy
 - Resolve issues of liability, privacy and safety related to student presence and activities within the facility or other areas of activity
 - Determine dates for the Academy (approximately 8 weeks from Week One)
 - Determine number of students who could be accommodated (model=10) but can be adjusted based on the capacity of your organization
 - Locate and reserve meeting rooms or space for each agenda activity
 - Identify sponsors to pay for scrubs, ID lanyards and journals
 - Identify a sponsor to pay for snacks and lunches
 - Identify a sponsor to pay for Safety/First Aid equipment/supplies
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NURSING ACADEMY PLANNING TASKS

Week 1 (continued)

- Identify/schedule First Aid Instructor
- Identify/schedule a CPR instructor
- Print out WV Nursing Career Workbooks
- Create a review team to review student applications and select student participants
- Identify a Journaling Leader
- Identify nurses to teach Infection Control/Hand washing
- Identify nurses to teach Vital Signs
- Identify a Mentor Leader to organize the Mentor Group and introduce the students to the mentoring concept
- Identify nurses experienced in EKG who will be available to assist students in EKG monitoring of each other
- Identify nurses or others who will participate in a career counseling session
- Identify nurse faculty who will talk to students about nursing curriculum
- Identify 2 employees who will take students on a general tour of the facility
- Meet with Administration to review plans for the Academy
- Request and schedule Administration participation in Graduation Ceremony and Certificate distribution (on Day Three)

Week 2

- Contact the West Virginia Center for Nursing (WVCN) to provide progress update
 - Modify Model announcement with specific information
 - Identify & call contacts for local middle schools to discuss the Academy
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NURSING ACADEMY PLANNING TASKS

Week 2 (continued)

- Send Academy announcements and applications to local middle/high school contacts for distribution to students
- Meet with shadowing nurses to discuss activities and what students may and may not do
- Meet with Mentor group to discuss roles and responsibilities
- Meet with Journaling Leader to discuss roles and responsibilities and plan assignments
- Contact First Aid Instructor to determine equipment and supply needs
- Gather First Aid training equipment/supplies

Week 3

- Contact the West Virginia Center for Nursing (WVCN) to provide progress update
- Modify Model Schedule to reflect specific activities planned
- Identify Food Planner who will be responsible for planning & ordering food for lunches & snacks
- Contact CPR instructor to determine equipment needs

Week 4

- Contact the West Virginia Center for Nursing (WVCN) to provide progress update
- Meet with selection review team to create final roster of participants
- Notify school contacts of participant selections
- Modify Model notification letter to students/parents
- Mail out notification letters to students/parents
(Response due in one week)



NURSING ACADEMY PLANNING TASKS

Week 5

- Contact the West Virginia Center for Nursing (WVCN) to provide progress update
- Meet with Mentor Leader to discuss format, equipment and outline

Week 6

- Contact the West Virginia Center for Nursing (WVCN) to provide progress update
- Review student/parent responses to determine final roster of participants
- Order scrubs for student participants (see application for appropriate sizes)
- Mail out Academy Rules, and information sheet to student participants/parents

Week 7

- Contact the West Virginia Center for Nursing (WVCN) to provide progress update
- Distribute scrubs and any final information sheets to student participants
- Consult with Administration regarding legalities and plans for press coverage of Academy (during Week Eight)
- Contact media to inform of Academy and arrange for press coverage of Academy activities during Week Eight

Week 8

- Oversee all activities of the Junior Nursing Academy



NURSING ACADEMY PLANNING TASKS

Week 9

- Contact the West Virginia Center for Nursing (WVCN) to provide progress update
- Review student satisfaction surveys and share result with WVCN
- Review parent surveys and share results with WVCN
- Review submitted journaling excerpts with Journaling Leader
- Meet with shadowing nurses for lessons learned
- Meet with Mentor group for lessons learned and planning continued contact and activities
- Thank and obtain feedback from all other groups or agencies involved
- Report to sponsoring and collaborating agencies regarding success of the Academy, lessons learned and future




DAILY AGENDA EXAMPLE

The following agenda is an example of what your daily agenda may look like if you are holding a 3-day academy. Schedules for academies may look different based on what is planned for specific academies.

Day 1

- **8:00 to 8:30 am** Check-in, name badges, paperwork
- **8:30 to 9:00 am** Welcome and introductions; review of Day 1 agenda
- **9:00 to 10:00 am** Facility tour
- **10:00 to 12:30 pm** Infection control/hand-washing and vital sign skills
- **12:30 pm to 1:00 pm** Lunch
- **1:00 to 2:30 pm** Shadowing assignments
- **2:30 to 4:00 pm** Introduction to mentoring, mentor selection, getting acquainted
- **4:00 to 4:30 pm** WV Center for Nursing Career Handbook review; journaling

Day 2

- **8:00 to 8:15 am** Review of day 2 agenda
 - **8:15 to 10:00 am** Shadowing assignments
 - **10:00 to 12:00 pm** First aid training
 - **12:00 to 12:30 pm** Lunch
 - **12:30 pm to 4:00 pm** CPR training
 - **4:00 to 4:30 pm** Journaling
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DAILY AGENDA EXAMPLE

Day 3

- **8:00 to 8:15 am** Review of day 3 agenda
- **8:15 to 10:00 am** Shadowing assignments
- **10:00 to 12:00 pm** Shadowing assignments
- **12:00 to 12:30 pm** Lunch
- **12:30 pm to 2:30 pm** Career planning and counseling, talk with nursing faculty
- **2:30 to 3:30 pm** Share journal excerpts and career plans; review and share contact information; do student satisfaction survey
- **3:30 to 4:30 pm** Graduation and certificates; pinning ceremony



PROMOTIONAL POSTER AND MATERIALS

The West Virginia Center for Nursing can design promotional posters or other marketing information for your Junior Nursing Academy. Contact us at nursing@wvhepc.edu to inquire about help with promoting your Nursing Academy. Additionally, the Center has a Facebook Page and website where we can promote application to your event. The poster on the next page is an example of the kind of poster that the Center can design for your specific program.





**GET READY TO LEARN ABOUT
BECOMING A NURSE!**

CAMC HOSPITALS

IS PROUD TO ANNOUNCE

West Virginia Nursing Academy



CAMC MEMORIAL HOSPITAL | AUGUST 28-31 - 8:00-5:00

APPLY AT WWW.CAMC.ORG

PROGRAM MATERIALS

The West Virginia Center for Nursing has prepared program materials that will be helpful in the organization of your Nursing Academy. All forms are fillable PDFs to allow you to edit them prior to their use. These materials can be further customized upon request should you need additional specifications. Please contact the Center at nursing@wvhepc.edu if you require these services.

Programmatic Forms

- [Student Application](#)
- [Confidentiality Agreement](#)
- [Permission to Mentor](#)
- [Health Assessment and Immunization Record](#)

Informational Guides

- [Nursing Pathway Poster](#)
- [Nursing Career Pathway Guide](#)
- [Nursing Student Financial Aid Guide](#)

SATISFACTION SURVEYS

To ensure consistency among satisfaction surveys and to aid in the survey process, the Center has created an online survey for students and parents to take following completion of your Nursing Academy. Results for your specific Nursing Academy will be shared with you following the completion of your Nursing Academy.

- [Student Survey](#)
 - [Parent Survey](#)
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