

# THE VOCATIONAL NURSING INSTITUTE, INC.

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## Policy and Procedure Manual

### **Title: JOB PLACEMENT SERVICES POLICY**

#### **REGULATION:**

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules  
Subchapter H

#### **PURPOSE:**

To define the school's policy regarding job placement services.

#### **POLICY:**

It is the policy of this school to provide job placement assistive services to students upon completion of the course and successful completion of the Licensed Vocational Nursing Program. The school, however, will make every effort to encourage clinical sites and other contacts in the community the school has and through community memberships to promote placement of the students.

Placement and follow-up information will be used to evaluate and improve the quality of program outcomes. The Quality Assurance Committee, Institutional Advisory Committee, Occupational Advisory Committee, Advisory Committee, Curriculum Review Committee, and Faculty Committee will use the information to improve the quality of all programs overall.

#### **PLAN/PROCEDURE:**

1. The school has a job placement board where it provides up to date offers of employment which come in on a regular basis. A copy of these job openings and potential employers is also posted on the school website.
2. The School Director, who is fulfilling the role currently as the school advisor, is emailing open positions to students on a weekly basis, touching base with students on their job search, providing assistance in setting up interviews as applicable, reviewing resume for students, and actively assisting students with job placement.
3. The school provides the students prior to graduation with a packet of employers who have contacted the school and wish to hire our students.
4. The clinical learning sites the school has contracts with are contacted for employment opportunities for graduates.
5. The School Director is responsible for data collection, coordination of all follow-up activities and documents the placement efforts with its students and this goes into the student's file.
6. In the event the school is unable to reach a student, a series of 3 certified letters will be sent out to the student to try and identify if they have found employment in the field in which they completed their coursework. If after 3 attempts with certified mail, no communication is received, the school will then take this as the student does not wish to have assistance with placement.
7. The school tracks each year the number of students enrolled, those completed, those who are working in the field of study, and the pass rates for the state exams for its students as applicable.
8. The school submits its data on completers, placement, and pass rates to the Texas Workforce Commission, the Council on Occupational Education, and the Board of Nursing through the NEPIS report, all on an annual basis.