

## **PROGRAM REVIEW:**

### **AMERICAN HEART ASSOCIATION AUTHORIZED TRAINING CENTER – OR04460**

**May 2021**

#### **Executive Summary**

The Columbia Gorge Community College (CGCC) American Heart Association (AHA) Authorized Training Center (TC) is operated to serve the regional need for AHA oversight and support of instructors as well as the standardization of training for basic and advanced life-savings skills (Appendix A). The TC has one Coordinator (the Director of Nursing & Health Occupations), three CGCC PT non-credit faculty (one of whom functions as the Lead TC faculty), and approximately 80 instructors in the region. As such, the TC serves as the principal resource for information, support, and quality control for all AHA Instructors aligned with the TC. We are required to renew our training center agreement every two years; our current contract term dates are 7/31/21 – 7/31/31 (Appendix B). Each class participant receives a course completion card; the CGCC AHA TC processed the following number of course completion cards for each given time period:

2017 – 18: 3081

2018 – 19: 3002

2019 – 20: 2772 (eCards created tracking issues; decrease in # due to COVID)

2020 – 21: 3351 (6/1/20 to 5/6/21)

#### **Section One: Mission and Goals**

##### **A. Describe the mission of the program**

In keeping with the mission of Columbia Gorge Community College, the mission of the CGCC AHA Authorized Training Center is to provide a local training Center (TC) for American Heart Association AHA instructors so that they may strengthen the surrounding communities by providing instruction at several levels of First Aid and Cardio Pulmonary resuscitation (CPR).

##### **B. List the goals and objectives for the program**

- To offer a local option to our rural region for AHA oversight and support, including offering a low cost option for supplies and course completion card processing. According to the AHA program Administration Manual (see Appendix B), TCs are responsible for:

- The proper administration and quality of the Emergency Cardiovascular Care (ECC) courses that they, their aligned instructors, and Training Sites (TSs) provide.
- The day-to-day management of the TC, TSs, and instructors
- Providing aligned instructors and TSs with consistent and timely communication of any new or updated information about National, Regional, or TC policies, procedures, course content, or course administration that could potentially affect an instructor while carrying out his or her responsibilities.
- Serving as the principal resource for information, support, and quality control for all AHA ECC Instructors aligned with the TC.

- Offer quality AHA instruction at both the Hood River and The Dalles campuses in order to reach a wide range of students from the surrounding communities. Training is offered for students who need initial training and for those who need continuing education training as a job requirement or for personal enrichment. Courses currently taught are Heart saver First Aid CPR & AED as well as the skills of Basic Life Support (BLS) for Healthcare Providers (HCP) CPR. Training in many cases also meets the requirements for successful completion of certificate and degree programs. An AHA new instructor and/or instructor recertification course is offered three times per year. A one credit First Aid and CPR/AED Professional Rescuers/Healthcare Providers (HE 113) is offered once a term. We continue to offer ACLS courses not only to our graduating Nursing students in June of each year, but we have been requested by the community to have ACLS courses for local healthcare providers and team members.

- Offer AHA instructors who live in the economically depressed communities of The Gorge training center oversight and support. This includes instructors who teach courses at the BLS level and at the Advanced Cardiac Life Support (ACLS) level. As above, these instructors offer courses to students who need initial training and for those who need continuing education training as a job requirement.

#### C. Describe the program alignment with Institutional Goals (Mission/Core Theme)

The CG AHA Authorized Training Center aligns most closely with “Core Theme C: Strengthen our Communities – Partnerships... by creating, maintaining, and growing community relationships.” We provide BLS and First Aid Training for a variety of individuals and agencies. Our work with them fosters good community relationships.

## **Section Two: Action and Previous Review’s Recommendations**

### A. List recommendations from previous reviews

- 2017 Recommendations
  - Researching the demand for a Blood Borne Pathogens class
  - Developing a Policy and Procedure for acceptance of students who completed an online class and need the “skills check-off” portion of BLS.

- Assessing the demand for services to determine if there needs to be a ¼ time administrative position to handle the paperwork and scheduling
- 2015 Recommendations Needing follow-up on
  - Yearly review for instructor file completeness
  - Completion of Instructor Evaluation Forms
  - An equipment/Teaching materials lending 'library' for the instructors on campus
  - A QA assurance plan

B. Summarize action taken in response to recommendations

- 2017 Recommendations
  - Demand for Blood Borne Pathogens Classes – No requests for classes covering this topic were requested so this recommendation no longer applies.
  - Policy & Procedure for 'skills check-off' portion of BLS – Due to the AHA Program Administration Manual (PAM) addressing this incidence, a policy and procedure for the 'skills check-off' portion has not been developed. According to the AHA PAM, the appropriate discipline/course instructors will evaluate each student regarding their didactic knowledge of the course. In addition, they will also evaluate their core psychomotor skills of the course.

No AHA course completion card is issued without hands-on manikin skills testing by either an AHA Instructor for that discipline/course or an AHA-approved computerized manikin in an AHA eLearning course. The AHA no longer offers a "challenge" option, where students may complete course testing requirements without participating in an AHA instructor-led training or blended learning course. To demonstrate proficiency in knowledge and skills, all students must complete a provider course every 2 years to maintain their course completion card.

- Item Completed
- Need for PT Administrative position – Currently the Health Occupations department is exploring the feasibility of funding this position. This position would be funded out of the Enterprise Fund 172.
  - When the TC is unavailable due to other faculty duties, community partners currently reach out to the Nursing & Health Occupations Administrative Assistant with their requests. This has caused confusion,

missed opportunities, and some questions to fall through the cracks and go unanswered.

- This last year, 2020-2021, there has been increased requests from community partners for BLS/ACLS/Heartsaver courses there has been a need for more coordination of all courses to meet community and college demands. Currently, the TC is also a faculty member who teaches multiple courses outside of the AHA courses which makes it difficult for consistency. By relegating all TC responsibilities to one dedicated individual, the goal is to be able to meet the demand for increased courses, develop an annual schedule for AHA instructors, and have one dedicated individual marketing to and interacting with the community. This would allow the current TC/faculty person to be the primary individual teaching the AHA courses.

- 2015 Recommendations

- Instructor File Completeness – A yearly review of the files for completeness is to be done on an annual basis. Currently this mandate is out of compliance as there should be a current instructor card in each instructor file and there are files which do not have cards.
- Instructor Evaluation forms – this recommendation is currently being met. As the student is not able to get their eCard without completing an instructor form this recommendation has been fulfilled
- ‘Lending library’ for instructors – This was started and functional until the COVID-19 started. Due to the pandemic the checking out of equipment has been temporarily suspended. Once the pandemic is over then instructors will be able to check out equipment and materials again.
- QA assurance plan (Appendix C) – once the recommendation was made last review period to develop a plan one was developed. With the advent of COVID and the change of Deans in the Nursing and Health Occupations Department, follow-up on the results of QA on the courses has been minimal. At this time, the instructors do a rapid QA of their course based on their survey results filled out on the AHA website by the students. This is one area that could benefit from further monitoring for course improvement.

C. Please describe other actions taken that were not based on previous review recommendations. What assessment, evidence, or need prompted these actions?

- New 2020 AHA Guidelines were distributed by AHA in the Fall 2020. These have been implemented in the BLS courses
- COVID-19: The pandemic brought about some procedural changes.

D. Provide results and analysis of each action taken

- New 2020 AHA Guidelines – to prevent the over stocking of AHA books, when a student enrolls in the BLS course they are charged a fee for the new book
- Pandemic changes - CGCC's AHA training center (TC) was one of the few TCs that continued to offer courses during the pandemic. To make sure that individuals were safe, the following changes to the class were made:
  - Reduction of class size to a maximum of 6 to be able to maintain a 6 ft social distance
  - There was no lending of AHA BLS equipment to help minimize exposure
  - Students in the class did not share manikins
  - There was no demonstration of breaths; students talked through what they would do (this was to prevent contaminating the internal lungs of the manikins)
  - The BLS/ACLS equipment was cleaned prior and post class
  - The faculty and students followed the screening policy for entering class (Appendix D)

**Section Three: Current Department Assessment - Describe, Assess, Analyze & Identify Needs**

A. Student Learning

1. Course-Level Outcome Achievements:

- Provide data and summary analysis of student achievement of course level outcomes since the last program review

As long as the student passes the AHA outcomes the student passes the course according to the Program Administration Manual (PAM). The exam is open book and should a student not pass the exam, the missed items are remediated at that time with the instructor and, if needed, the student retakes the exam, whether written or practical, at that time with the instructor.

  - Pass Rates – 100% for all AHA courses
- Identify and give examples of assessment-driven changes made to improve attainment of course-level student learning outcomes. Discuss the effectiveness of those changes to student achievement of course-level outcomes

AHA course curriculum, training materials, skills testing sheets, and written post-tests are strictly controlled by the AHA. Instructors may have options within the materials provided but, in general training that occurs in each type of course is standardized. To that end, the outcomes for each course are determined by the AHA and are not CGCC outcomes. An exception to this is

our HE 113 1 credit course; CGCC outcomes were developed; however, they are based on the AHA provided outcomes.

Instructors utilize AHA standardized skill sheets as a means to determine if students are able to perform the hands-on portion of the class they are attending. The skills sheets are very specific as to the steps to be followed to successfully pass the skill.

Certain levels of CPR also require the completion of an AHA written test with a score of 84% or better in order to successfully pass the course.

Students must perform to the standard set forth by AHA in both the skills portion and the written portion of the curriculum. Students who are unable to meet these standards receive remediation and are then able to re-attempt the skill and/or test.

Outside assessments were completed this past renewal cycle according to AHA standards by independent AHA Regional Faculty Members (see Appendix E for the reports of both a BLS course and an ACLS course review). No deficiencies were identified during either observation. Commendations were given for the instructors and the TC facilities.

2. Degree/Certificate/Program-Level Outcomes:

- Provide data and summary analysis of student achievement of degree/certificate/program level outcomes since the last program review

Not Applicable

- Provide data and summary analysis of student achievement of Related Instruction outcomes addressing communication, computation, and human relations (certificate of 45 credits or more only)

Not Applicable

- Identify and give examples of assessment-driven changes made to improve attainment of program-level student learning outcomes. Discuss the effectiveness of those changes and their impact on student achievement of program-level outcomes.

Not Applicable

- Describe the strategies that are used to determine whether students have met the outcomes of their program, degree or certificate.

Not Applicable

- Summarize the results of the assessments of these outcomes.

Not Applicable

- Identify and give examples of assessment-driven changes that have been made to improve students' attainment of program, degree and certificate outcomes.

Not Applicable

### 3. Core Learning Outcomes (degrees only):

- Identify and give examples of assessment-driven changes that have been made to improve students' attainment of Institutional Core Learning Outcomes

Not Applicable

### 4. Comparative Transfer Data (transfer degrees only)

- a. Provide data and analysis on transfer student success in university course work

Not Applicable

### 5. Completion Rates

- a. Provide data and analysis on student graduation with 150% of time

Not Applicable

- b. Provide data and analysis of average GPA for program graduates

Not Applicable

## B. Curriculum

### I. Alignment with professional and national standards and/or university transfer

- Identify any course changes required to ensure currency and relevancy related to professional and national standards and/or university transfer

All courses are taught in compliance with the curriculum outlined by the American Heart Association. The standards taught within the AHA curriculum are the only standards that are in alignment with local industry standards for Healthcare Providers

- Identify any degree/certificate/program changes required to ensure currency and relevancy related to professional and national standards and/or university transfer

Not Applicable

- Evaluate the relationship between the department and the Advisory Committee. (This could include quantity, expertise and breadth of professional representation, sufficient collaborative opportunities, etc.)

The AHA does not require that this Program have a local advisory committee. We are under a national AHA ECC Committee which has jurisdiction over all AHA ECC volunteer positions.

- Feedback for needs of community partners are received from:
    - Nursing faculty liaisons for local hospitals and clinics
    - Chiefs of local fire departments reach out as needed
    - MA program director as needed for MA students
- Forecast future employment opportunities for students, including local, state, and national forecasts if appropriate (CTE programs only).

A majority of the students attending the AHA classes offered at CGCC must receive certification every two years in order to comply with the requirements of their employment.

Students who are enrolled in the Emergency Medical Technician, Medical Assisting, Nursing Assistant, and Nursing Programs, and in Early Education & Family Studies are required to have a current BLS Healthcare Provider CPR card in order to participate in their respective program

## 2. Enrollment

- Provide data and analysis of course enrollment since last review
 

Total Enrollment for 6/1/2020 through 11/30/2020 was 1,424 people trained.

The following sampling is typical of a 6 month period:

  - ACLS Provider 95
  - BLS for Healthcare Provider 550
  - BLS Instructor 16
  - Heartsaver CPR AED 23
  - Heartsaver First Aid CPR AED 706
  - Heartsaver First Aid only 34



- Provide data and analysis of degree/certificate/program enrollment since last review

Not Applicable

- Provide analysis of student retention in classes in the program, progression term-to-term and year-to-year

Almost 100% of the people who participate in an AHA course pass the course by completing the course requirements. Each receives an American Heart Association course completion card or eCard good for two years.

- Describe current and projected demand and enrollment patterns

Enrollment has remained steady and it is expected that this trend will continue. It is not expected for enrollment to decline due to the fact that many students' employment is dependent on continued certification. Also, students who are enrolled in the Emergency Medical Technician, Medical Assistant, Nursing Assistant, and Nursing Programs, and in Early Education & Family Studies are required to have a current BLS Healthcare Provider CPR card in order to participate in their respective program.

In addition, there have been several requests from our community partners for the following courses:

- An ACLS course to be offered every quarter to allow regional providers to be able to take the training locally instead of going to Portland
- To continue the BLS courses 1-2 times/month. During the pandemic CGCC's TC was one of the few in the state who continued to have AHA courses
- A request has been made to start offering Heartsaver courses in Spanish. A grant by a local community partner will purchase 5 additional manikins to hold the courses. Also, they will provide the resources to purchase materials in Spanish as soon as AHA has released the new AHA guidelines in Spanish.

### C. Teaching and Faculty Development

1. Evaluate your department's incorporation of instructional best practices and their effectiveness on student learning

Updates from the AHA are sent directly via email by the AHA to aligned instructors. Statewide and regional training opportunities are made available by the AHA. Since the last review, the Lead TC Faculty has overseen the compliance with the new 2020 updates required of all AHA instructors. This includes establishment of a review course that all instructors are required to attend plus demonstration of teaching online due to COVID-19. This past year, a First Aid/CPR & AED or a BLS course has been scheduled during the same time period; recertifying instructors and/or new instructors help teach the class. This facilitates some of the challenges faced previously in monitoring instructors as part of their renewal process.

2. Describe your department's professional development activities since the last review and evaluate their effectiveness to improve teaching and learning

Instructors are encouraged to update their skills and participate in regional meetings. Instructors are required to keep their AHA Instructor Certification current which includes the requirement of completing all required AHA updates and teaching a minimum of 3-4 classes every two years. Additionally, instructors are required to be monitored every two years by Training Center Faculty at which time feedback is given as part of the debriefing process. This is all done when they attend their instructor recertification course.

3. Describe how your department faculty have supported the college's mission and vision outside their primary teaching responsibilities. This can include college committee work, community outreach, co-curricular activities.
  - Although this is not applicable since it is a non-credit course, the lead instructor for AHA at CGCC is also on the EMS advisory committee. If there are concerns or any issues re: AHA courses and it is brought up at this meeting it can be addressed at that time.
4. Use data to analyze and evaluate whether the quantity and balance of full and part time faculty is adequate to meet the needs of the program.

Faculty needed to meet the needs of the program includes one Lead TC

Faculty, two other part-time instructors, and the Nursing & Health Occupations Administrative Assistant. In the past there were three back-up instructors; currently there are none due to COVID and the fluctuation of instructors. This continues to be an area that is being worked on.

Community instructors number approximately 80 at any given time. The demand for services has grown; therefore, the creation of a part time administrative position to handle day-to-day operations is being reviewed.

#### D. Budget

1. Analyze and describe adequacy of budget for meeting the needs of the program/department (Appendix E)

The college developed an enterprise fund for the AHA TC during the previous program review. Revenue that comes in from classes covers the cost of instruction. Both tuition and fees for college held classes was increased during that budget cycle. The TC alignment fee established at that time is working well and both new instructor and renewal instructor renewal fees were also put in place. These changes have helped provide revenue to support the college continuing to be a TC.

Currently the budget is being reviewed for sustainability of a part-time administrative position to support this program. It would be the responsibility of that individual to schedule courses, schedule instructors to teach the courses, manage if courses are full and need an additional instruction day, make sure files are up to date, keep supplies (eg. Cards, etc) on hand, and to market the various AHA training courses to our community partners in the area.

- This fund has grown over the past several academic years as follows (net income):
  - 2017-2018: \$24,546.89
  - 2018-2019: \$12,717.39
  - 2019-2020: \$27,730.54
  - 2020-2021: There will be between \$20,000 - \$30,000 to roll over for the next year

## Section Four: Recommendations

Based on the analysis in Section Three:

### A. Provide recommendations for the next review cycle.

1. Evaluate if sustainability appears evident, the creation of a part-time administrative position to handle day-to-day operations and market the TC. Now that the community is recovering from COVID-19, with a dedicated individual to do marketing the classes should be able to return 12 students/class.
2. Maintain instructor files as required by the AHA to maintain currency.
3. Train 1-2 additional BLS/ACLS instructors to be able to have flexibility to meet the needs of the community to provide courses when needed as most of the college classes fall on 2-3 people mainly.
4. Start the Heartsaver Spanish speaking course as requested by our CGCC Child Care Partners once the Spanish AHA materials are available.
5. If the Spanish speaking Heartsaver course is successful, explore the ability to provide BLS/ACLS courses in Spanish, as needed, to our community.
6. Return to being able to have a 'Lending Library' of equipment and materials for our AHA instructors to utilize (Appendix F)
7. Recommend that our AHA TC receives training on the Instructor Network to be able to pull necessary reports, such as: instructor evaluations, eCard data, etc.
8. Successfully complete CGCC and state approval processes for all courses in order that the college and program is CCWD compliant. The completion for the CGCC self-study is anticipated to be in August 2021 per the Regional AHA center. Continue with compliance of state requirements

### B. How will the program determine if it has made progress on its recommendations?

1. The currently scheduled courses will run at near/full capacity and there will be an increased request for BLS/ACLS courses.

2. Instructor files will be complete, current and there will be no issues with instructors requesting cards after completion of a course. Also, it will be identified early when an instructor is about to expire to be able to schedule them into a course should they desire to renew.
3. Two additional individuals will be trained as instructors to be able to teach the public both BLS/ACLS
4. AHA will have printed the materials in Spanish to be able to hold the requested Heartsaver courses in Spanish
5. Once it is learned in the community that there was a Heartsaver course in Spanish there will be a request for more courses in Spanish.
6. Equipment will be able to be lent out once the pandemic is over.
7. A complete self-review of the AHA Training Center will be completed. Currently the requirement of a self-study has been waived by the Regional AHA center due to COVID-19; this will be completed and organized for all aspects required.
8. Demand for services will continue to be audited by the TC Coordinator with a formal recommendation made to the college President if need warrants.

Submitted by:

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Therese Adams, Paramedic  
Training Center Faculty

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Lorie Saito, MSN, FNP-c, TC Coordinator  
Dean of Nursing & Health Occupations

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Angela Jones, NHO Administrative Assistant  
Columbia Gorge Community College

## **Appendices**

### **Appendix A**

AHA Program Administration Manual

[https://www.evms.edu/media/evms\\_public/departments/tidewater\\_center\\_for\\_life\\_support/media\\_17626\\_en.pdf](https://www.evms.edu/media/evms_public/departments/tidewater_center_for_life_support/media_17626_en.pdf)

### **Appendix B**

AHA Training Center Renewal Documentation, including

- Letter of TC Agreement Renewal, effective July 31, 2021 through July 31, 2031

### **Appendix C**

Quality Assurance Plan

- TC Quality Assurance

### **Appendix D**

Pandemic Policies for On Campus Skills Lab/Simulation

- COVID-19 Screening Policies for On-Campus Skills Lab/Simulation

### **Appendix E**

Budget Allocations

- 2017/2018
- 2018/2019
- 2019/2020
- 2020/2021

### **Appendix F**

AHA Lending Library

- AHA Lending Library Equipment/Materials Policy

# Appendices

# Appendix A

## AHA Program Administration Manual

### AHA Program Administration Manual

- [https://www.evms.edu/media/evms\\_public/departments/tidewater\\_center\\_for\\_life\\_support/media\\_17626\\_en.pdf](https://www.evms.edu/media/evms_public/departments/tidewater_center_for_life_support/media_17626_en.pdf)



## **Appendix B**

### AHA Training Center Renewal Documentation

# **Appendix B**

## **AHA Training Center Renewal Documentation**

### **Renewal Documentation**

- **AHA Training Center Agreement**
- **Waiver for BLS Monitoring**

REMINDER: Beginning June 2, 2021, all US BLS and Heartsaver Instructors must be teaching 2020 Guidelines version Heartsaver courses using 2020 Guidelines Heartsaver course materials. For more information about deadlines and transition of 2015 digital inventory, please review the [2020 Guidelines Heartsaver Transition Timelines & Processes](#)

([https://ahainstructornetwork.americanheart.org/idc/groups/ahaecc-public/@wcm/@ecc/documents/downloadable/ucm\\_506974.pdf](https://ahainstructornetwork.americanheart.org/idc/groups/ahaecc-public/@wcm/@ecc/documents/downloadable/ucm_506974.pdf)) document.

AHA Customer Support will be closed on Friday, May 28, and Monday, May 31, in observance of the US Memorial Day holiday. Normal customer service hours will resume on Tuesday, June 1.

## AHA Training Center

Thank you for your interest in establishing an American Heart Association AHA Training Center.

The American Heart Association has established a network of Training Centers (TC) to broaden its outreach of CPR, first aid and advanced educational courses and strengthen the Chain of Survival.

Please note that to renew your Training Center Agreement, you must acknowledge below that you reviewed and understand your responsibilities as an AHA Training Center. For more information, you may visit the Program Administration Manual (PAM) [here](#).

PAM overview language ([Program Administration Manual](#)

([http://ahainstructornetwork.americanheart.org/AHA/ECC/PAM/UCM\\_499848\\_Program-Administration-Manual.jsp](http://ahainstructornetwork.americanheart.org/AHA/ECC/PAM/UCM_499848_Program-Administration-Manual.jsp)))

### Steps to renew your Training Center Agreement

#### Step 1

Upon your acceptance of the Terms of Use, you will need to provide/upload a copy of your current insurance certificate or letter stating waiver.

#### Step 2

Your renewal document(s) will be reviewed and your American Heart Association representative will contact you with any questions.

#### Step 3

Once it has been determined that you have uploaded the required insurance documentation for renewal, you will be notified by email whether or not your Training Center Agreement has been renewed.



Doris Jepson &lt;djepson@cgcc.edu&gt;

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## BLS monitoring

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Sharnette Jackson &lt;sharnette.jackson@heart.org&gt;

Thu, May 17, 2018 at 12:02 PM

To: Doris Jepson &lt;djepson@cgcc.edu&gt;, Ben Seibert &lt;Ben.Seibert@heart.org&gt;

Cc: Rod Rowan &lt;rodr@mac.com&gt;, "Adams, Tessie" &lt;tadams@cgcc.edu&gt;, "Jones, Angela" &lt;ajones@cgcc.edu&gt;, Diana Cave &lt;diana.cave@heart.org&gt;, Stuart Nurre &lt;rnurre@aol.com&gt;

Good Afternoon Doris,

It was such a pleasure to speak with you today. Per our conversation, please let this email serve as confirmation that you will not be penalized for not completing the BLS monitoring for your training center. Our legal department has confirmed that your Training Center is in good standing and you do not need to complete a BLS monitoring during your renewal.

If you have any questions or need anything else please do not hesitate to reach out to us.

Warmest Regards,

Have a WONDEFUL day!!!

**From:** Doris Jepson <djepson@cgcc.edu>

**Sent:** Wednesday, May 16, 2018 5:14 PM

**To:** Sharnette Jackson <sharnette.jackson@heart.org>; Ben Seibert <Ben.Seibert@heart.org>

**Cc:** Rod Rowan <rodr@mac.com>; Adams, Tessie <tadams@cgcc.edu>; Jones, Angela <ajones@cgcc.edu>; Diana Cave <diana.cave@heart.org>; Stuart Nurre <rnurre@aol.com>

**Subject:** Re: BLS monitoring

**\*\*\* CAUTION:** This email originated from outside of the **American Heart Association**. Do **not** click links or open attachments unless you recognize the sender and know the content is safe. \*\*\*

Dear AHA,

[Quoted text hidden]

[Quoted text hidden]

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This communication may contain confidential or privileged information, including information covered by the Family Educational Rights and Privacy Act of 1974 (FERPA). Unauthorized use or reproduction of this communication is prohibited and may be unlawful. If you have received this communication in error, please notify the sender immediately.

## **Appendix C**

### **Quality Assurance Plan**

A TC Quality Assurance Plan should include the following points:

- Current AHA exams are used in all courses that require testing for issuance of a course completion card. *True.*
- The TC ensures that each student has the current appropriate textbook readily available for use before, during, and after the course. *True, evidenced by our registration.*
- The TC has a written policy for developing, monitoring, and updating instructors and renewing instructor status. *Yes, New and Renewing Instructor Checklist and see policy.*
- Every AHA course conducted by the TC uses the AHA core content and AHA developed materials. *True.*
- Course completion cards and written exams are stored securely in a locked location. *True.*
- The TC has adequate resources to complete the contracted program requirements, including staff, equipment, etc. *True.*
- The appropriate course completion card is issued to every student. *True.*
- The TC has written internal dispute resolution policies and procedures that each instructor receives. *Yes we have a policy but it is internal. Instructors or students are encouraged to contact the TCC or TCF for issues and these are resolved by referring to the PAM.*
- The TC monitors equipment used in all AHA courses to ensure that it is clean and works properly. *True.*
- TC records are complete and filed properly. *True.*
- The TC has a written policy detailing how TCF and instructors receive training for their roles and are actively involved in the Quality Assurance/Continuous Quality Improvement process to ensure providers are able to perform quality CPR. *True, see policy.*
- The TC has a written policy detailing how courses will be monitored that are taught by its instructors and TSs and all skills sessions conducted by instructors. *True, see policy.*
- The TC has a written policy detailing how to evaluate its courses, instructors, and program administration. *True, see policy.*

## **Appendix D**

### **Pandemic Policies for On Campus Skills Lab/Simulation**

## **COVID SAFETY PRECAUTIONS**

1. Guidelines to ensure a safe learning environment for students and faculty in the Columbia Gorge Community College Nursing Program, students must follow the precautions below.

### **Students will:**

- Wear appropriate PPE for any on-campus activity. Scrubs, face shield, and gloves will be required for Skills Lab and Simulation Lab. Scrubs and face mask are required for all exams.
- Wait for entry into the campus building in their cars to avoid congregating at entry ways.
- Arrive on campus with a face mask. Once admitted to the building, students will be issued a face mask and face shield as appropriate.
- Be admitted to the building one at a time and will be screened before moving to the assigned classroom for their activity.
- Go directly to their classroom, following signs to direct them and enter the classroom.
- Clean their workspace before the activity begins using the cleaning materials provided and clean their workspace again after activity before leaving the classroom.
- Clean equipment used during Simulation lab, Skills lab, and Exams with the provided cleaning materials as directed.

2. Failure to follow CGCC & Community Partners PPE policy and procedures for wearing of PPE, cleaning equipment and workspace will be considered unsafe clinical behavior (see student handbook) and a student may be counseled, or receive a Performance Improvement Plan and may accrue points on their Clinical Professionalism: Attendance and Participation Tool.



## CGCC Nursing Program COVID 19 screening questions

Name:

Date:

Temperature:

Time:

Have you had any of these symptoms in last 48 hours?	Yes	No
Temp < 100.4?		
Fever or chills?		
A cough?		
Shortness of breath?		
Fatigue?		
Muscle or body aches?		
New loss of taste or smell?		
Sore throat?		
Do you have congestion or runny nose?		
Do you have nausea or vomiting?		
Do you have diarrhea?		
Please answer the following.		
Have you travelled outside the country in the last 14 days?		
Have you or anyone in your household had a positive COVID 19 test in the last 14 days?		
Does anyone in your household have any of the above symptoms?		

### If you answered YES:

- Stay home
- Isolate yourself
- Call your instructor one hour prior to activity start time
- Contact one of the options below for further screening and clearance to participate in CGCC Nursing Program activity.
- To speak with a Community Information Specialist about COVID-19:
  - CALL 211 or 1-866-698-6155
  - TEXT your zip code to 898211 (TXT211)
  - EMAIL [help@211info.org](mailto:help@211info.org)
  - HOURS 24 hours per day / 7 days per week

OR

- Primary Care Provider

OR

- Public Health Department

If you answered **NO** to all the screener questions answer the following PPE and safety questions.

PPE and safety questions	Yes	No
Are you wearing CGCC Nursing Scrubs?		
Have you replaced your personal mask with a CGCC issued mask?		
Have you sanitized your hands with provided hand sanitizer?		
*Exams: Have you received ONE piece of paper and ONE pencil?		

If you have “cleared” screening answering **NO** to screening questions and/or cleared by a medical provider **AND** have completed all and answered **YES** to all PPE and safety questions you may continue to CGCC Nursing Program activity.

# **Appendix E**

## **Budget Allocations**

# Appendix E

## Budget Allocations

- 2017/2018
- 2018/2019
- 2019/2020
- 2020/2021

Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058

05/11/2021 08:48:47 AM

Account Summary  
(2017/18 YTD)

Account	Proj	Description	Original		Current		Encumbered	Expended		Available
			Budget		Budget		Amount	Amount	Balance	
600-00-172-00-1990	0000	EF-HEALTH & S-DUE FROM/TO GENERAL FUND	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	
600-00-172-00-3000	0000	EF-HEALTH & S-NET ASSETS/FUND BALANCE	\$-5,000.00		\$-5,000.00		\$0.00	\$-13,475.19	\$8,475.19	
600-00-172-00-4411	0000	EF-HEALTH & S-NON-CREDIT TUITION	\$-15,000.00		\$-15,000.00		\$0.00	\$-10,490.00	\$-4,510.00	
600-00-172-00-4501	0000	EF-HEALTH & S-INSTRUCTIONAL FEES	\$-10,000.00		\$-10,000.00		\$0.00	\$-9,670.00	\$-330.00	
600-00-172-00-4551	0000	EF-HEALTH & S-AMERICAN HEART FEES	\$-15,000.00		\$-15,000.00		\$0.00	\$-27,578.00	\$12,578.00	
600-14-172-00-6302	0000	EF-IN-SI-HEALTH & S-PART TIME CLASSIFIED WAGES	\$6,828.00		\$0.00		\$0.00	\$0.00	\$0.00	
600-14-172-00-6421	0000	EF-IN-SI-HEALTH & S-PART TIME INSTRUCTOR WAGES	\$5,538.00		\$3,441.00		\$0.00	\$4,341.42	\$-900.42	
600-14-172-00-6442	0000	EF-IN-SI-HEALTH & S-SPECIAL PROJECT WAGES	\$11,194.00		\$11,194.00		\$0.00	\$6,138.43	\$5,055.57	
600-14-172-00-6701	0000	EF-IN-SI-HEALTH & S-STUDENT WAGES	\$1,000.00		\$1,000.00		\$0.00	\$0.00	\$1,000.00	
600-14-172-00-6901	0000	EF-IN-SI-HEALTH & S-SOCIAL SECURITY	\$2,487.00		\$1,592.00		\$0.00	\$801.68	\$790.32	
600-14-172-00-6902	0000	EF-IN-SI-HEALTH & S-WORKERS COMPENSATION INS	\$350.00		\$224.00		\$0.00	\$60.42	\$163.58	
600-14-172-00-6903	0000	EF-IN-SI-HEALTH & S-STATE WORKERS BENEFIT FUND	\$25.00		\$16.00		\$0.00	\$5.20	\$10.80	
600-14-172-00-6904	0000	EF-IN-SI-HEALTH & S-UNEMPLOYMENT INSURANCE	\$450.00		\$288.00		\$0.00	\$179.61	\$108.39	
600-14-172-00-6905	0000	EF-IN-SI-HEALTH & S-PERS	\$800.00		\$512.00		\$0.00	\$850.47	\$-338.47	
600-14-172-00-6906	0000	EF-IN-SI-HEALTH & S-DISABILITY INSURANCE	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	
600-14-172-00-6907	0000	EF-IN-SI-HEALTH & S-LIFE INSURANCE	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00	
600-14-172-00-6951	0000	EF-IN-SI-HEALTH & S-PERS BENEFIT EQUALIZATION	\$500.00		\$320.00		\$0.00	\$359.03	\$-39.03	
FUND										
600-14-172-00-7210	0000	EF-IN-SI-HEALTH & S-OTHER CONTRACTED SERVICES	\$0.00		\$250.00		\$0.00	\$250.00	\$0.00	
600-14-172-00-7510	0000	EF-IN-SI-HEALTH & S-POSTAGE	\$200.00		\$200.00		\$0.00	\$252.11	\$-52.11	
600-14-172-00-7521	0000	EF-IN-SI-HEALTH & S-SHIPPIING & FREIGHT	\$125.00		\$125.00		\$0.00	\$87.60	\$37.40	
600-14-172-00-7601	0000	EF-IN-SI-HEALTH & S-PRINTING & DUPLICATING	\$200.00		\$200.00		\$0.00	\$375.20	\$-175.20	
600-14-172-00-8006	0000	EF-IN-SI-HEALTH & S-INSTRUCTIONAL SUPPLIES	\$14,853.00		\$25,438.00		\$0.00	\$22,965.13	\$2,472.87	
600-14-172-00-8201	0000	EF-IN-SI-HEALTH & S-CONFERENCE FEES	\$150.00		\$150.00		\$0.00	\$0.00	\$150.00	
600-14-172-00-8205	0000	EF-IN-SI-HEALTH & S-EMPLOYEE TRAVEL	\$300.00		\$50.00		\$0.00	\$0.00	\$50.00	
			\$0.00		\$0.00		\$0.00	\$-24,546.89	\$24,546.89	

Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058

Account Summary  
(2018/19 YTD)

Account	Proj	Description	Original		Current		Encumbered	Expended		Available
			Budget		Budget		Amount	Amount		Balance
600-00-172-00-1990	0000	EF-HEALTH & S-DUE FROM/TO GENERAL FUND	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00
600-00-172-00-3000	0000	EF-HEALTH & S-NET ASSETS/FUND BALANCE	\$-16,500.00		\$-24,546.00		\$0.00	\$-24,546.89		\$0.89
600-00-172-00-4411	0000	EF-HEALTH & S-NON-CREDIT TUITION	\$-10,000.00		\$-10,000.00		\$0.00	\$-13,025.00		\$3,025.00
600-00-172-00-4501	0000	EF-HEALTH & S-INSTRUCTIONAL FEES	\$-10,000.00		\$-10,000.00		\$0.00	\$-11,000.00		\$1,000.00
600-00-172-00-4551	0000	EF-HEALTH & S-AMERICAN HEART FEES	\$-22,000.00		\$-22,000.00		\$0.00	\$-25,580.97		\$3,580.97
600-14-172-00-6302	0000	EF-IN-SI-HEALTH & S-PART TIME CLASSIFIED WAGES	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00
600-14-172-00-6421	0000	EF-IN-SI-HEALTH & S-PART TIME INSTRUCTOR WAGES	\$4,000.00		\$4,000.00		\$0.00	\$4,363.77		\$-363.77
600-14-172-00-6442	0000	EF-IN-SI-HEALTH & S-SPECIAL PROJECT WAGES	\$10,000.00		\$10,000.00		\$0.00	\$6,615.18		\$3,384.82
600-14-172-00-6701	0000	EF-IN-SI-HEALTH & S-STUDENT WAGES	\$1,000.00		\$1,000.00		\$0.00	\$0.00		\$1,000.00
600-14-172-00-6901	0000	EF-IN-SI-HEALTH & S-SOCIAL SECURITY	\$1,071.00		\$1,071.00		\$0.00	\$839.91		\$231.09
600-14-172-00-6902	0000	EF-IN-SI-HEALTH & S-WORKERS COMPENSATION INS	\$80.00		\$80.00		\$0.00	\$58.20		\$21.80
600-14-172-00-6903	0000	EF-IN-SI-HEALTH & S-STATE WORKERS BENEFIT FUND	\$0.00		\$0.00		\$0.00	\$4.30		\$-4.30
600-14-172-00-6904	0000	EF-IN-SI-HEALTH & S-UNEMPLOYMENT INSURANCE	\$210.00		\$210.00		\$0.00	\$157.50		\$52.50
600-14-172-00-6905	0000	EF-IN-SI-HEALTH & S-PERS	\$1,420.00		\$1,420.00		\$0.00	\$833.64		\$586.36
600-14-172-00-6906	0000	EF-IN-SI-HEALTH & S-DISABILITY INSURANCE	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00
600-14-172-00-6907	0000	EF-IN-SI-HEALTH & S-LIFE INSURANCE	\$0.00		\$0.00		\$0.00	\$0.00		\$0.00
600-14-172-00-6918	0000	EF-IN-SI-HEALTH & S-STATE TRANSIT TAX	\$0.00		\$0.00		\$0.00	\$5.60		\$-5.60
600-14-172-00-6951	0000	EF-IN-SI-HEALTH & S-PERS BENEFIT EQUALIZATION	\$837.00		\$837.00		\$0.00	\$486.64		\$350.36
FUND										
600-14-172-00-7210	0000	EF-IN-SI-HEALTH & S-OTHER CONTRACTED SERVICES	\$0.00		\$7,801.00		\$0.00	\$7,800.80		\$0.20
600-14-172-00-7510	0000	EF-IN-SI-HEALTH & S-POSTAGE	\$160.00		\$160.00		\$0.00	\$6.82		\$153.18
600-14-172-00-7521	0000	EF-IN-SI-HEALTH & S-SHIPING & FREIGHT	\$100.00		\$100.00		\$0.00	\$10.95		\$89.05
600-14-172-00-7601	0000	EF-IN-SI-HEALTH & S-PRINTING & DUPLICATING	\$0.00		\$100.00		\$0.00	\$61.44		\$38.56
600-14-172-00-8006	0000	EF-IN-SI-HEALTH & S-INSTRUCTIONAL SUPPLIES	\$10,100.00		\$37,586.00		\$0.00	\$35,190.72		\$2,395.28
600-14-172-00-8201	0000	EF-IN-SI-HEALTH & S-CONFERENCE FEES	\$150.00		\$150.00		\$0.00	\$0.00		\$150.00
600-14-172-00-8205	0000	EF-IN-SI-HEALTH & S-EMPLOYEE TRAVEL	\$300.00		\$300.00		\$0.00	\$0.00		\$300.00
600-14-172-00-8803	0000	EF-IN-SI-HEALTH & S-INSTRUCTIONAL EQUIPMENT	\$0.00		\$1,731.00		\$0.00	\$0.00		\$1,731.00
<\$5000										
			\$-29,072.00		\$0.00		\$0.00	\$-17,717.39		\$17,717.39

Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058

Account Summary  
(2019/20 YTD)

Account	Proj	Description	Original		Current		Encumbered Amount	Expended Amount	Available Balance
			Budget		Budget				
600-00-172-00-1990	0000	EF-HEALTH & S-DUE FROM/TO GENERAL FUND	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
600-00-172-00-3000	0000	EF-HEALTH & S-NET ASSETS/FUND BALANCE	\$-25,503.83		\$-25,503.83		\$0.00	\$-17,717.39	\$-7,786.44
600-00-172-00-4411	0000	EF-HEALTH & S-NON-CREDIT TUITION	\$-10,000.00		\$-10,000.00		\$0.00	\$-11,745.00	\$1,745.00
600-00-172-00-4501	0000	EF-HEALTH & S-INSTRUCTIONAL FEES	\$-10,000.00		\$-10,000.00		\$0.00	\$-10,975.00	\$975.00
600-00-172-00-4551	0000	EF-HEALTH & S-AMERICAN HEART FEES	\$-22,000.00		\$-22,000.00		\$0.00	\$-18,824.00	\$-3,176.00
600-14-172-00-6302	0000	EF-IN-SI-HEALTH & S-PART TIME CLASSIFIED WAGES	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
600-14-172-00-6421	0000	EF-IN-SI-HEALTH & S-PART TIME INSTRUCTOR WAGES	\$4,000.00		\$4,000.00		\$0.00	\$5,075.31	\$-1,075.31
600-14-172-00-6442	0000	EF-IN-SI-HEALTH & S-SPECIAL PROJECT WAGES	\$10,000.00		\$10,000.00		\$0.00	\$2,912.48	\$7,087.52
600-14-172-00-6701	0000	EF-IN-SI-HEALTH & S-STUDENT WAGES	\$1,000.00		\$1,000.00		\$0.00	\$0.00	\$1,000.00
600-14-172-00-6901	0000	EF-IN-SI-HEALTH & S-SOCIAL SECURITY	\$1,071.00		\$1,071.00		\$0.00	\$611.08	\$459.92
600-14-172-00-6902	0000	EF-IN-SI-HEALTH & S-WORKERS COMPENSATION INS	\$80.00		\$80.00		\$0.00	\$42.34	\$37.66
600-14-172-00-6903	0000	EF-IN-SI-HEALTH & S-STATE WORKERS BENEFIT FUND	\$0.00		\$0.00		\$0.00	\$2.78	\$-2.78
600-14-172-00-6904	0000	EF-IN-SI-HEALTH & S-UNEMPLOYMENT INSURANCE	\$210.00		\$210.00		\$0.00	\$95.28	\$114.72
600-14-172-00-6905	0000	EF-IN-SI-HEALTH & S-PERS	\$1,420.00		\$1,420.00		\$0.00	\$716.52	\$703.48
600-14-172-00-6906	0000	EF-IN-SI-HEALTH & S-DISABILITY INSURANCE	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
600-14-172-00-6907	0000	EF-IN-SI-HEALTH & S-LIFE INSURANCE	\$0.00		\$0.00		\$0.00	\$0.00	\$0.00
600-14-172-00-6951	0000	EF-IN-SI-HEALTH & S-PERS BENEFIT EQUALIZATION	\$837.00		\$837.00		\$0.00	\$231.15	\$605.85
FUND									
600-14-172-00-7210	0000	EF-IN-SI-HEALTH & S-OTHER CONTRACTED SERVICES	\$7,801.00		\$7,801.00		\$0.00	\$0.00	\$7,801.00
600-14-172-00-7510	0000	EF-IN-SI-HEALTH & S-POSTAGE	\$160.00		\$160.00		\$0.00	\$57.75	\$102.25
600-14-172-00-7521	0000	EF-IN-SI-HEALTH & S-SHIPING & FREIGHT	\$100.00		\$100.00		\$0.00	\$21.45	\$78.55
600-14-172-00-7601	0000	EF-IN-SI-HEALTH & S-PRINTING & DUPLICATING	\$100.00		\$100.00		\$0.00	\$116.40	\$-16.40
600-14-172-00-8006	0000	EF-IN-SI-HEALTH & S-INSTRUCTIONAL SUPPLIES	\$28,071.00		\$28,071.00		\$0.00	\$21,648.31	\$6,422.69
600-14-172-00-8201	0000	EF-IN-SI-HEALTH & S-CONFERENCE FEES	\$150.00		\$150.00		\$0.00	\$0.00	\$150.00
600-14-172-00-8205	0000	EF-IN-SI-HEALTH & S-EMPLOYEE TRAVEL	\$300.00		\$300.00		\$0.00	\$0.00	\$300.00
600-14-172-00-8803	0000	EF-IN-SI-HEALTH & S-INSTRUCTIONAL EQUIPMENT	\$3,200.00		\$3,200.00		\$0.00	\$0.00	\$3,200.00
<\$5000									
			\$-9,003.83		\$-9,003.83		\$0.00	\$-27,730.54	\$18,726.71

Columbia Gorge Community College  
400 East Scenic Drive  
The Dalles, OR 97058

Account Summary  
(2020/21 YTD)

Account	Proj	Description	Original		Current		Encumbered		Expended		Available Balance
			Budget		Budget		Amount		Amount		
600-00-172-00-1990	0000	EF-HEALTH & S-DUE FROM/TO GENERAL FUND		\$0.00		\$0.00		\$0.00		\$0.00	
600-00-172-00-3000	0000	EF-HEALTH & S-NET ASSETS/FUND BALANCE		\$-1,217.39		\$-1,217.39		\$0.00		\$-27,730.54	\$26,513.15
600-00-172-00-4411	0000	EF-HEALTH & S-NON-CREDIT TUITION		\$-10,000.00		\$-10,000.00		\$0.00		\$-5,575.00	\$-4,425.00
600-00-172-00-4501	0000	EF-HEALTH & S-INSTRUCTIONAL FEES		\$-10,000.00		\$-10,000.00		\$0.00		\$-7,701.00	\$-2,299.00
600-00-172-00-4551	0000	EF-HEALTH & S-AMERICAN HEART FEES		\$-22,000.00		\$-22,000.00		\$0.00		\$-8,196.00	\$-13,804.00
600-14-172-00-6302	0000	EF-IN-SI-HEALTH & S-PART TIME CLASSIFIED WAGES		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
600-14-172-00-6421	0000	EF-IN-SI-HEALTH & S-PART TIME INSTRUCTOR WAGES		\$4,000.00		\$4,000.00		\$0.00		\$3,000.00	\$1,000.00
600-14-172-00-6442	0000	EF-IN-SI-HEALTH & S-SPECIAL PROJECT WAGES		\$5,000.00		\$5,000.00		\$0.00		\$3,344.10	\$1,655.90
600-14-172-00-6701	0000	EF-IN-SI-HEALTH & S-STUDENT WAGES		\$1,000.00		\$1,000.00		\$0.00		\$0.00	\$1,000.00
600-14-172-00-6901	0000	EF-IN-SI-HEALTH & S-SOCIAL SECURITY		\$1,071.00		\$1,071.00		\$0.00		\$485.30	\$585.70
600-14-172-00-6902	0000	EF-IN-SI-HEALTH & S-WORKERS COMPENSATION INS		\$80.00		\$80.00		\$0.00		\$18.38	\$61.62
600-14-172-00-6903	0000	EF-IN-SI-HEALTH & S-STATE WORKERS BENEFIT FUND		\$0.00		\$0.00		\$0.00		\$1.83	\$-1.83
600-14-172-00-6904	0000	EF-IN-SI-HEALTH & S-UNEMPLOYMENT INSURANCE		\$210.00		\$210.00		\$0.00		\$94.92	\$115.08
600-14-172-00-6905	0000	EF-IN-SI-HEALTH & S-PERS		\$1,420.00		\$1,420.00		\$0.00		\$705.76	\$714.24
600-14-172-00-6906	0000	EF-IN-SI-HEALTH & S-DISABILITY INSURANCE		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
600-14-172-00-6907	0000	EF-IN-SI-HEALTH & S-LIFE INSURANCE		\$0.00		\$0.00		\$0.00		\$0.00	\$0.00
600-14-172-00-6951	0000	EF-IN-SI-HEALTH & S-PERS BENEFIT EQUALIZATION		\$837.00		\$837.00		\$0.00		\$227.65	\$609.35
FUND											
600-14-172-00-7210	0000	EF-IN-SI-HEALTH & S-OTHER CONTRACTED SERVICES		\$7,801.00		\$7,801.00		\$0.00		\$0.00	\$7,801.00
600-14-172-00-7510	0000	EF-IN-SI-HEALTH & S-POSTAGE		\$160.00		\$160.00		\$0.00		\$0.00	\$160.00
600-14-172-00-7521	0000	EF-IN-SI-HEALTH & S-SHIPPING & FREIGHT		\$100.00		\$100.00		\$0.00		\$0.00	\$100.00
600-14-172-00-7601	0000	EF-IN-SI-HEALTH & S-PRINTING & DUPLICATING		\$100.00		\$100.00		\$0.00		\$62.60	\$37.40
600-14-172-00-8006	0000	EF-IN-SI-HEALTH & S-INSTRUCTIONAL SUPPLIES		\$17,788.00		\$17,788.00		\$0.00		\$8,777.80	\$9,010.20
600-14-172-00-8201	0000	EF-IN-SI-HEALTH & S-CONFERENCE FEES		\$150.00		\$150.00		\$0.00		\$0.00	\$150.00
600-14-172-00-8205	0000	EF-IN-SI-HEALTH & S-EMPLOYEE TRAVEL		\$300.00		\$300.00		\$0.00		\$0.00	\$300.00
600-14-172-00-8803	0000	EF-IN-SI-HEALTH & S-INSTRUCTIONAL EQUIPMENT		\$3,200.00		\$3,200.00		\$0.00		\$0.00	\$3,200.00
<\$5000				\$-0.39		\$-0.39		\$0.00		\$-32,484.20	\$32,483.81



## **Appendix F**

### AHA Lending Library

[illegible]