Diman Regional Technical Institute
School of Practical Nursing

PLAN FOR MEDIA SERVICES 2025-2026

Goal: To provide and promote access to quality media and technology resources to enhance the program's commitment to learning, skills, and dispositions that are needed to function as an entry-level practical nurse.

· Maintain effective media and technology resources to enhance practical nursing student learning in a continually changing profession
· Ensure that current and relevant media and technology resources are available to support curriculum content and instructional strategies

Responsible Person: Program Administrator, faculty and staff

Timeframe for Review: Annually per SEP Calendar

Documentation of Plan: SEP, SEP minutes, and Evaluations

Library and Resource Room (LPN Building)

1. Students, current faculty (as needed), and new faculty will be oriented by the Program Administrator or designee to the Greater Fall River District School Library
2. Media orientation will include:
    a. Access of DRVTHS school library from school and home
    b. Library policies
    c. Resources available onsite and at DRVTHS
    d. Use of on-line public access catalog and GALE resources
    e. Use of electronic data base particular to nursing EBSCOhost: CINAHL (Cumulative Index to Nursing and Allied Health Literature)
3. The IT department will troubleshoot problems or issues with using Chrome books.
4. The program administrator, faculty, and staff will collaborate on:
    a. Purchase of resources related to nursing
    b. Removal of obsolete and worn materials from the nursing collection including videos, magazines, and textbook resources.
5. Program Administrator and/or faculty, IT department will orient students and new faculty to the ASPEN grading system at orientation and as needed with any changes or updates.
6. The Program Administrator for the practical nursing program will include monies for the purchase and updates of media resources in the budget.
7. Program Administrator, faculty, and staff will be responsible for the following in the LPN building:
    a. Inventory, maintain, and remove/dispose of obsolete and worn materials in the resource room.
    b. Obtaining necessary student/faculty input via surveys on necessary media resources.
    c. Obtaining evaluations from students and faculty on the effectiveness and

utilization of media services.

d. Submit request for purchase of updated necessary media resources to the program administrator annually.

e. Orient students and faculty to resources available in resource room and procedure for borrowing materials.

f. Update faculty on new purchases and disposition of media resources (both in the library and resource room).

Technology

1. Program Administrator and/or Designated faculty will be responsible for:

   a. Assisting students and faculty on the use and access of Course Point skills modules, and any other virtual platforms and provide contact information for troubleshooting problems.

   b. Ensuring all students sign acknowledgment forms for internet and laptop use.

   c. Contact the IT department via IT Help Desk for troubleshooting problems for email accounts, laptops, etc.

   d. Provide IT with updated items to be installed on faculty or student laptops.

   e. Set up email accounts with IT for incoming students and faculty.

   f. Training of students/faculty to access and utilize Moodle, Course Point, and all other platforms.

   g. Add all students into All Platforms

   h. Add students/cohorts into selected courses on Moodle and course Point

   i. Troubleshoot with students/faculty any technical difficulties with all platforms

   j. Submit to Program Administrator with student/faculty input request for purchases of additional/new technical resources annually and as needed

   k. Evaluate the effectiveness of technology resources

   l. Maintain an inventory of technological supplies and resources

   m. Notify IT department to remove, dispose, and update laptops

   n. Provide IT department with updated nursing program software to be installed on laptops/desktops

   o. Monitor SIM equipment in the lab and notify suppliers with any concerns

   P. Notify Administrator or Administrative Assistant with any problems of Touchpads or TV's in classrooms.

2. Information Technology will be responsible for:

   a. Installing/Updating software on laptops and computers.

   b. Repair and maintenance of laptops, computers, and printers.

   c. Setting up student/faculty email accounts.

   d. Troubleshooting problems with laptops, computers, and printers.

   e. Disposal and removal of laptops, computers, etc.

   f. Obtaining quotes for requisition of new technology resources

   g. In an emergency, equipment may be borrowed from the high school until PN program repaired or replaced