

# Standard Work: VALBHS VALOR Program

Last updated: NA	Owner: <b>Maria Janina Chase, Clinical Staff Development</b>	Performed by: VALOR Program Coordinator/ designated Nurse Educator
Version: Initial	Revised by: NA	Health Care Group: Clinical Staff Development

VA Long Beach Mission: **To Become the #1 Health Care System in the Nation**



Standard Work Applicability: Streamlining the program processes for consistency, clarity, and compliance

Trigger: Opportunities for improvement

Purpose of this work: To guide the VALOR Coordinator in successfully managing the program and to maximize the learning experience of participants

Step	Work Performed By	Time	Major Step	Details	Why this step is important
1	CSD Director  Program Coordinator	January	RN Staffing needs assessment, Program Announcement	<ul style="list-style-type: none"> <li>Determine if the organization have staffing needs that will allow our VALOR graduates to be hired as GNTs to RNs after licensure</li> <li>Notify Glenda Fuller (Glenda.Fuller@va.gov), Student Programs Manager, Workforce Management and Consulting (WMC) if not accepting students</li> <li>Receive email for approved quantities</li> <li>First quarter report due. Submit “encrypted” report to Glenda Fuller (<a href="mailto:Glenda.Fuller@va.gov">Glenda.Fuller@va.gov</a>), please refer to previous reports on SharePoint</li> </ul>	<ul style="list-style-type: none"> <li>To determine if there is a need or to cancel the cohort</li> </ul>
2	Program Coordinator, HR	February	VALOR Announcement	<ul style="list-style-type: none"> <li>Paperwork/ email sent to HR to announce VALOR positions</li> </ul>	<ul style="list-style-type: none"> <li>To alert HR of upcoming program delivery</li> </ul>
3	HR	February	Recruitment	<p>Advertise and recruit students for the program Send flyers to local nursing school POCs</p>	<ul style="list-style-type: none"> <li>Keep schools informed of the program and hiring timeline</li> </ul>



4	HR, CSD Team, Hiring manager	March- April	Hiring Process	<ul style="list-style-type: none"> <li>• HR screen applicants and forward the resumes of those who passed the screening to the CSD Director</li> <li>• Resumes reviewed</li> <li>• Panelists chosen and invited for different time slots</li> <li>• CSD designated staff to schedule students for panel interview</li> <li>• Final selection of the candidate using standard VA criteria utilized during panel interview</li> <li>• Onboarding process through HR (paperwork, fingerprints, clearance, physicals)</li> <li>• After final selection, the Commitment-To-Hire must be completed and signed by the facility Director</li> <li>• After final selection, the Commitment-To-Hire must be completed and signed by the facility Director</li> </ul>  <p>Standard Work VALOR Program.pdf</p>	<ul style="list-style-type: none"> <li>• To choose the right candidate in an organized manner</li> </ul>
5	HR	May X5 days	New Employee Orientation	<ul style="list-style-type: none"> <li>• Schedule VALOR students to attend the mandatory orientation</li> </ul>	<ul style="list-style-type: none"> <li>• To help students know the mission, vision, goals, policies, and other vital information</li> </ul>
6	CSD Director/ Program Coordinator	May	VALOR Placement	<ul style="list-style-type: none"> <li>• Coordinate with Chiefs from different Health Care Groups to arrange placement in their area</li> </ul>	<ul style="list-style-type: none"> <li>• To help prevent rotation issues of VALOR students to different areas</li> </ul>
7	Program Coordinator	May	VALOR Orientation	<ul style="list-style-type: none"> <li>• Unless there are changes, the students skip Nursing Service Orientation and go straight to VALOR Orientation</li> <li>• Provide orientation folder including the hours worked tracker to be filled by students each time they work</li> </ul>  <p>Timesheet Log Template.docx</p>	<ul style="list-style-type: none"> <li>• To provide an overview of the program, curriculum and expectations with regards to projects and presentations, attendance, dress code, schedule and other necessary information</li> </ul>

				<ul style="list-style-type: none"> <li>Initial VALOR Report due. Submit “encrypted” report to Glenda Fuller (<a href="mailto:Glenda.Fuller@va.gov">Glenda.Fuller@va.gov</a>)</li> </ul>	
8	Program Coordinator	May- Sept 30 <sup>th</sup> (1 <sup>st</sup> 400 hours)	Didactic and Experiential Learning	<ul style="list-style-type: none"> <li>Coordinate with unit leadership to come up with preceptorship schedule</li> <li>Create at-a-glance schedule of classes, unit preceptorship, skills training, and post conferences</li> <li>July: 3<sup>rd</sup> Quarter Report due</li> <li>Program evaluation due</li> <li>Students complete 400 hours by September 30</li> <li>Proposal due on September 30, if expiring. Please email Glenda Fuller (<a href="mailto:Glenda.Fuller@va.gov">Glenda.Fuller@va.gov</a>) for more information</li> </ul>	<ul style="list-style-type: none"> <li>To allow organized flow of activities</li> <li>To have a database of program implementation</li> </ul>
9	Program Coordinator	October	Continuing students	<ul style="list-style-type: none"> <li>Finalize and send notification to Glenda Fuller (<a href="mailto:Glenda.Fuller@va.gov">Glenda.Fuller@va.gov</a>) for students continuing the 2<sup>nd</sup> 400 hours</li> </ul>	<ul style="list-style-type: none"> <li>This will allow time for the main office to prepare to release funds, if approved</li> </ul>
10	Program Coordinator	November	Request for additional students	<ul style="list-style-type: none"> <li>Request for additional funding will be allowed if percentage of students eventually hired as RNs are more than 50%</li> </ul>	<ul style="list-style-type: none"> <li>If this hiring strategy is effective, staffing shortage will be mitigated</li> </ul>

