

ATTACHMENT 6
Program Design
SAMPLE

Target Occupation: Medical Lab Technician

Program Component/Activity	Relationship of Program Component to Occupational Requirement
Pre-requisite Courses-English & Math	Program component provided for employees that place below college level at time of college level placements. This will prepare employees to participate in college level courses and pursue the Medical Lab Technician Associates Degree.
Medical Lab Technician Associates Degree Course Work –65 credits	Program component provides all course work and clinical work needed for the completion of Medical Lab Technician Associates Degree course work. After completion of program participants will be promoted to “Medical Lab Technician Assistants.”
Medical Lab Technician Clinical & Certification Exam	Program component includes clinical experience necessary to take the certification exam. Successful passing of the certification exam certifies participants as a Medical Lab Technician.
Career Coaching	Program component provides coaching to participants throughout duration of training. Assists in providing participant with clear understanding of career opportunities and requirements for success.

Target Occupation: Certified Nurse Assistant

Program Component/Activity	Relationship of Program Component to Occupational Requirement
Certified Nurse Assistant Course	Program component is classroom and clinical hours required by state of Massachusetts in order to participate in the state C.N.A exam. Successful passing of the state C.N.A exam certifies an individual as a C.N.A.
Specialized Training	Program component provides current C.N.As with an opportunity to expand upon the basic training required for CNAs. Employers note that this specialized training is essential for providing care to residents.

Attachment 7

Project Implementation Timeline Form

SAMPLE

Actual timeline may include other program components/activities. Please provide as much detail, as possible on both training and non-training related activities.

Please list each project activity (e.g., outreach, recruitment) and training session that will be offered chronologically. If necessary, insert rows into the chart to capture all of the activities/training sessions that you will be implementing. Information listed should match information supplied in your Application Narrative.

Target Occupation	Start Date	End Date	Program Component/ Activity	Responsible Parties	Name of Training Course	Training Provider	# Of Training Hours	# Of Participants
All	May 2008	June 2008	Project Coordinator Search & Hire	XYZ Lead & partners	NA	NA	NA	NA
Med Lab Tech	June 2008	July 2008	Develop Marketing Plan	Project Coordinator & Employer Partners	NA	NA	NA	NA
Med Lab Tech	June 2008	August 2008	Market Program & Recruit Candidates	Project Coordinator & Employer Partners	NA	NA	NA	NA

Med Lab Tech	August 2008	September 2008	Assess employee academic skills & select participants	Project Coordinator & Partners	NA	NA	NA	NA
Med Lab Tech	September 2008	May 2011	Career Coaching	Project Coordinator & Career Coach	NA	NA	4 hours per semester per student	22
Med Lab Tech	September 2008	December 2008	Pre-Requisite Courses	Project Coordinator & XYZ Community College	English	XYZ Community College	45 hours	22
Med Lab Tech	September 2008	December 2008	Pre-Requisite Courses	Project Coordinator & XYZ Community College	Math	XYZ Community College	45 hours	22
C.N.A	September 2008	October 2008	Develop Marketing Plan	Project Coordinator & Partners	NA	NA	NA	NA
C.N.A	September 2008	October 2008	Market Program & Recruit Candidates	Project Coordinator & Partners	NA	NA	NA	NA
C.N.A	November 2008	December 2008	C.N.A Course Work & Clinical	Project Coordinator & ABC Training Provider	Required course work and clinical	ABC Training Provider	75 hours	10

Med Lab Tech	January 2009	May 2009	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Bio 101	XYZ Community College	45 hours	22
Med Lab Tech	January 2009	May 2009	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Anatomy & Physiology I	XYZ Community College	45 hours	22
Med Lab Tech	January 2009	May 2009	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Introduction to Clinical Laboratory Technology I	XYZ Community College	45 hours	22
Med Lab Tech	January 2009	May 2009	Med Lab Tech course work	Project Coordinator & XYZ Community College	English 101	XYZ Community College	45 hours	22
Med Lab Tech	May 2009	September 2009	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Anatomy and Physiology II	XYZ Community College	45 hours	22
Med Lab Tech	May 2009	September 2009	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	English 102	XYZ Community College	45 hours	22

C.N.A	June 2009	July 2009	Specialized Training	Project Coordinator & ABC Training Provider	Dementia	ABC Training Provider	10 hours	10
Med Lab Tech	September 2009	December 2009	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Chemistry	XYZ Community College	45 hours	22
Med Lab Tech	September 2009	December 2009	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Microbiology	XYZ Community College	45 hours	22
Med Lab Tech	January 2010	May 2010	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Principles of Organic and Biochemistry	XYZ Community College	45 hours	22
Med Lab Tech	January 2010	May 2010	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Introduction to Clinical Laboratory Tech II	XYZ Community College	45 hours	22
Med Lab Tech	January 2010	May 2010	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Statistics	XYZ Community College	45 hours	22

Med Lab Tech	May 2010	September 2010	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Clinical Lab Seminar I	XYZ Community College	45 hours	22
Med Lab Tech	May 2010	September 2010	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Clinical Lab Seminar II	XYZ Community College	45 hours	22
Med Lab Tech	May 2010	September 2010	Med Lab Tech Course Work	Project Coordinator & XYZ Community College	Biochemistry	XYZ Community College	45 hours	22
C.N.A	April 2010	May 2010	Specialized Training	Project Coordinator & ABC Training Provider	Palliative Care	ABC Training Provider	15 hours	10
Med Lab Tech	September 2010	December 2010	Med Lab Tech course work	Project Coordinator & XYZ Community College	Behavioral Science Elective	XYZ Community College	45 hours	22
Med Lab Tech	September 2010	December 2010	Med Lab Tech course work	Project Coordinator & XYZ Community College	Humanities Elective	XYZ Community College	45 hours	22
Med Lab Tech	January 2011	May 2011	Med Lab Tech Clinical Lab Practicum	Project Coordinator & Employer Partners	Lab Practicum I	XYZ Community College	45 hours	22

Med Lab Tech	January 2011	May 2011	Med Lab Tech Clinical Lab Practicum	Project Coordinator & Employer Partners	Lab Practicum II	XYZ Community College	45 hours	22
Med Lab Tech	January 2011	May 2011	Med Lab Tech Clinical Lab Practicum	Project Coordinator & Employer Partners	Lab Practicum III	XYZ Community College	45 hours	22
Med Lab Tech	May 2011	May 2011	Certification Exam	Project Coordinator	National Certification Exam	American Society for Clinical Pathology		20