

Agenda Item #12.B.6



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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COVER SHEET

SUBJECT: West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program – Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students (Director: Hany Nashed, Beverly Hills, Los Angeles County, Private)

The West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program is presented for consideration of placement on provisional approval. Additionally, the program requests approval to admit a class to commence on July 5, 2016, and expected to graduate on September 24, 2017. Placement of the program on provisional approval and denial of the requested class are recommended.

Recommendations:

1. Place West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program on provisional approval for two (2) years from May 13, 2016 through May 31, 2018 and issue a notice to the program to identify specific area of noncompliance and requirements for correction as referenced in Section 2526.1 (c) of the California Code of Regulations. (See Attachment G)
2. Deny the program's request to admit a class of students to commence on July 5, 2016, and expected to graduate on September 24, 2017.
3. Require the program to admit no additional classes without prior approval by the full Board.
4. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
5. Require the program director to correct all violations identified during the onsite inspection, and submit a report identifying implemented interventions and timelines no later than July 1, 2016. The report shall include the following:
 - a. Implementation of a methodology, and include a timeline and evidence of correction verifying only Board approved instructors conduct skills lab, or assists and evaluates students with clinical or theory make-up time.
 - b. Implementation of a methodology, and include a timeline for correction to provide all faculty with assess of the instructional plan.

- c. Implementation of the program remediation policy to include identification of students who are at risk of failure from either academic or code of conduct issues, identification of deficiencies, remediation plan, and follow-up
 - d. Implementation of the methodology, including timeline for initial and ongoing evaluation of clinical facilities.
6. Require the program to submit a report to the Board within six (6) months, but no later than **November 30, 2016**, and twenty – one (21) months, but no later than **February 1, 2018**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
7. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
8. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
9. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
10. Place the program on the **May 2018** Board agenda for reconsideration of provisional approval.

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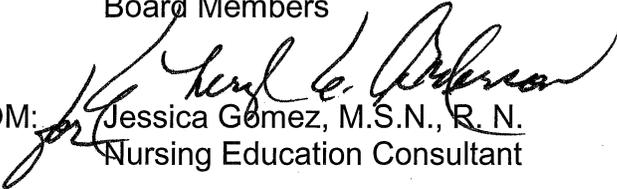
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Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
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DATE: April 29, 2016

TO: Board Members

FROM: 
Jessica Gomez, M.S.N., R.N.
Nursing Education Consultant

SUBJECT: West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program – Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students (Director: Hany Nashed, Beverly Hills, Los Angeles County, Private)

The West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program is presented for consideration of placement on provisional approval. Additionally, the program requests approval to admit a class to commence on July 5, 2016, and expected to graduate on September 24, 2017. Placement of the program on provisional approval and denial of the requested class are recommended.

In accordance with Section 2526.1(c) of the Vocational Nursing Rules and Regulations,

“The Board may place any program on provisional approval when a program does not meet all requirements as set forth in this chapter and in Section 2526...”

Section 2530(l) of the Vocational Nursing Rules and Regulations states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of approved vocational nursing schools for the same period.

The program requests approval to admit a class of 15 students commencing July 5, 2016, and expected to graduate on September 24, 2017 to **replace** students scheduled to graduate in June 2016.

History of Prior Board Actions

(See Attachment A, History of Prior Board Actions)

Enrollment

The program currently offers a 15-month full-time and an 18-month part-time course of instruction. Board approval is required prior to the admission of each class.

The following table represents **current and projected** student enrollment based on class starts and completions. The table indicates a **maximum enrollment of 44 students** for the period from **January 2012 through June 2016**.

ENROLLMENT DATA				
CLASS DATES		# Students Admitted	# Students Current or Completed	Total Enrolled
Start	Completed			
1/12 FT Eve Class		11	10	10
7/12 FT Day Class		12	12	10 + 12 = 22
1/3 FT Eve Class		19	10	22 + 10 = 32
	3/13 FT (1/12 Eve Class)		-10	32 - 10 = 22
4/13 FT Day Class		7	8	22 + 8 = 30
7/13 FT Eve Class		13	11	30 + 11 = 41
	9/13 FT (7/12 Day Class)		-12	41 - 12 = 29
9/13 FT Day Class		9	9	29 + 9 = 38
1/14 FT Eve Class		12	6	38 + 6 = 44
	4/14 FT (1/13 Eve Class)		-10	44 - 10 = 34
	6/14 FT (4/13 Day Class)		-8	34 - 8 = 26
	9/14 FT (7/13 Eve Class)		-11	26 - 11 = 15
9/14 FT Eve Class		15	15	15 + 15 = 30
	12/14 FT (9/13 Day Class)		-9	30 - 9 = 21
1/15 FT Day Class		6	5	21 + 5 = 26
	4/15 FT (1/14 Eve Class)		-6	26 - 6 = 20
4/15 FT Eve Class		15	15	20 + 15 = 35
	12/15 FT (9/14 Eve Class)		-15	35 - 15 = 20
1/16 FT Eve Class	3/17	15	15	20 + 15 = 35
	3/16 FT (1/15 Day Class)		-5	35 - 5 = 30
	6/16 FT (4/15 Eve Class)		-15	30 - 15 = 15

ENROLLMENT DATA				
CLASS DATES		# Students Admitted	# Students Current or Completed	Total Enrolled
Start	Completed			
7/16 Eve Class Proposed	7/16	15	15	30 + 15 = 30
	3/17 (1/16 Eve Class)		-15	30 - 15 = 15

Licensing Examination Statistics

The following statistics, furnished by the Pearson Vue and published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction" for the period January 2012 through March 2016, specify the pass percentage rates for graduates of the West Coast Ultra Sound Institute, Beverly Hills, Vocational Nursing Program on the National Council Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data							
Quarter	Quarterly Statistics				Annual Statistics*		
	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR § 2530(I)]	Variance From State Average Annual Pass Rate
Jan – Mar 2012	2	2	100%	77%	83%	74%	+9
Apr – Jun 2012	3	3	100%	72%	87%	74%	+13
Jul – Sep 2012	7	3	43%	74%	78%	74%	+4
Oct – Dec 2012	6	5	83%	70%	72%	74%	-2
Jan – Mar 2013	3	2	67%	75%	68%	73%	-5
Apr – Jun 2013	5	3	60%	78%	62%	73%	-11
Jul – Sep 2013	4	1	25%	75%	61%	74%	-13
Oct – Dec 2013	2	2	100%	76%	57%	76%	-19
Jan – Mar 2014	5	4	80%	74%	63%	76%	-13
Apr – Jun 2014	3	3	100%	66%	71%	73%	-2
Jul – Sep 2014	4	2	50%	72%	79%	73%	+6
Oct – Dec 2014	4	2	50%	72%	69%	72%	-3
Jan – Mar 2015	3	1	33%	73%	57%	71%	-14
Apr - Jun 2015	1	0	0%	69%	42%	72%	-30
Jul – Sep 2015	14	10	71%	73%	59%	72%	-13
Oct – Dec 2015	3	1	33%	75%	57%	72%	-15
Jan – Mar 2016	1	0	0%	73%	58%	73%	-15

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

California Code of Regulations Section 2530(I) states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of approved vocational nursing schools for the same period.”

This data substantiates the program's non-compliance with regulatory requirements for nine (9) of the last twelve (12) consecutive quarters (April 2013 through March 2016).

Based on the most current data available (January through March 2016), the program's average annual pass rate is **58%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time during the same period is **73%**. The average annual pass rate for West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program is **15** percentage points **below** the state average annual pass rate.

Faculty and Facilities

Section 2534(d) of the Vocational Nursing Rules and Regulations states:

"For supervision of clinical experience, there shall be a maximum of 15 students for each instructor."

Board - approved faculty for the program totals 11, including the director. The director has 80% administrative duties and 20% teaching duties. Of the total faculty, ten (10) are approved to teach in the clinical area. Of the faculty approved to teach clinical eight (8) are approved as part-time, and three (3) are approved as full time.

For a maximum enrollment of 44 students, three (3) instructors are needed. Therefore, the number of current faculty is **adequate** for the current and proposed enrollment.

Section 2534 (b) of the Vocational Nursing Rules and Regulations states:

"Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught."

The program has clinical facilities that are **adequate** as to type and variety of patients treated to enable current and proposed students to meet clinical objectives, in accordance with Section 2534 (b) of the Vocational Nursing Rules and Regulations. The consultant has verified this information

Other Considerations

Published examination statistics confirm the program's difficulties in maintaining compliance with regulatory requirements regarding program pass rates. During Quarter 3 - 2013, the program's average annual pass rates dropped to **61%**, **13** percentage points **below** the state average annual pass rate. The program director was required to investigate root causes of the decline in the licensure pass rates and submit a written report by October 18, 2013.

On October 21, 2013, the Board received correspondence from the director including the required root-cause analysis, identifying issues causing the noncompliant pass rates, and setting forth a plan of correction.

Subsequent examination data confirmed the program's continued noncompliance with regulatory requirements. Based on published examination statistics for **Quarter 4 – 2013**, the program's average annual pass rate **declined to 57%, 19 percentage points below** the state average annual pass rate.

On January 17, 2014, the director supplied an update to the root-cause analysis, identifying the Impact of the plan of correction in addressing the program's noncompliant average annual pass rates.

Based on published examination statistics for Quarter 1 – 2014, the program's average annual pass rate improved was **63%, 13 percentage points below** the state average annual pass rate. While an improvement of six (6) percentage points was identified, the program remained noncompliant with regulatory requirements.

On June 6, 2014, the director supplied a progress report regarding the plan of correction, submitted on January 17, 2014.

On April 27, 2015, the Executive Officer continued approval of the program for a four-year period, from July 9, 2015 through July 8, 2019, and continued the program's requirement to obtain Board approval prior to the admission of future classes. At that time, the program's average annual pass rate was 57%, however the program's pass rates had remained compliant for three (3) consecutive quarters (April 2014 through December 2014).

On August 6, 2015, the director was required to submit a comprehensive analysis identifying programmatic elements negatively impacting the program's licensure pass rates due to the Board no later than **October 30, 2015**. At that time, the program's average annual pass rate had declined to **59%**.

On October 29, 2015, the director submitted the required comprehensive analysis of the program identifying the impact of the plan of correction implemented on April 2014. The timeline for the implementation of the process to improve the program has been over the last seven (7) months and is summarized below (see Attachment B).

➤ **Admission, Screening and Selection Process**

Deficiency/Problem:

Program "admits a wide range of students but particularly those who need more individualized attention academically to achieve their academic goals." Specifically, applicants were identified as lacking proficiency in English language, medical terminology, reading comprehension, and math.

Actions Taken:

1. Revised Admission Criteria to require applicants to score a minimum of 60%. All Applicants are required to complete and pass a newly designed course with a grade of 75% or better, prior to proceeding to the Screening and Selection Process. The course contains the following subjects:
 - a. English;
 - b. Medical Terminology;
 - c. Reading Comprehension; and
 - d. Mathematics.
2. Modified Screening and Selection process to include a checklist of questions to assess applicant's motivation, learning anxiety, autonomy and other elements impacting educational accomplishment.

➤ **Assessment Technology Institute (ATI) Predictor examination and assessment tool**

Deficiency/Problem:

Students are required to complete specific ATI tests at the end of each term. Students who fail to achieve Level 2 on the exam are allowed to progress to the next level and pass the specific failed exam prior to completion of the final quarter.

Actions Taken:

1. Continue administration of ATI cumulative tests at the end of each quarter. Require students to achieve no less than Level 2 as a condition of course progression.
2. Discussion of the incorporation of ATI examinations as a part of the educational process at the June 2015 quarterly, faculty meeting.
3. ATI questions specific to curriculum content will be introduced to students weekly
4. Add a mid-term ATI examination to assess student's progress.
5. Require all students to take a final ATI exam prior to completion of each quarter. Require students to achieve no less than Level 2 on the ATI final exam as a condition of course progression.

Reassessment and Modifications:

1. Proved to be ineffective
 - a. Students felt pressured to pass ATI exams

- b. Students did not get break to rest between each quarter
- 2. Discontinued administration of ATI exams each quarter
- 3. A comprehensive exam is now given at end of program
- 4. Initiated the use of both HESI and ATI for student remediation and classroom assignments.

➤ **Correction of Identified Student Deficiencies.**

Deficiency/Problem:

Students lack adequate preparation and confidence in testing. Students are overwhelmed with the requirements of attending class, studying, along with their jobs and home responsibilities.

Actions Taken:

- 1. Remediation started at first indications of difficulty mastering subject material.
 - a. Identified students with mid-term score below 50%, or a failed examination or quiz, are required to meet with student success coordinator to develop plan for remediation.
 - b. Instructors assist students 1:1 to analyze study habits, test taking skills or other barriers blocking success and develop remediation plan.
 - c. Tutoring is offered every Friday.
- 3. ATI weekly practice questions and quizzes are given.
 - a. Students must pass theory and clinical courses with a minimum of 75% score.
 - b. Small tutoring groups are offered to all students on Fridays in the skills lab to assist students with clinical deficiencies and to check off competencies.
 - c. Technology resources and videotapes are available for student every day.
 - d. Instructors are sharing best practice methods of teaching.

➤ **NCLEX Review Sessions**

Deficiency/Problem:

Graduates wait to take the licensing examination after graduation. The program offers NCLEX review sessions for students and graduates. Once students graduate, they find it difficult to return to the school for remediation and NCLEX review.

Actions Taken:

1. NCLEX review sessions are offered for three (3) to six (6) weeks to all students who complete the vocational nursing program. **Both ATI and HESI reviews and exams are used.**
2. Developed and initiated a NCLEX prep program using ATI instruction and study guides.
 - a. Graduates develop an action plan to organize work schedules and study time.
 - b. Graduates progress is followed with email, telephone conference, and video conferencing weekly.
 - c. The program is offered to past graduates (graduates who completed the program prior to the initiation of the NCLEX prep program).
3. Encouraging students to test as soon as eligibility is granted.
4. Invite former graduates to speak to students in last term.

➤ **Educational Quality and Effectiveness**

Deficiency/Problem:

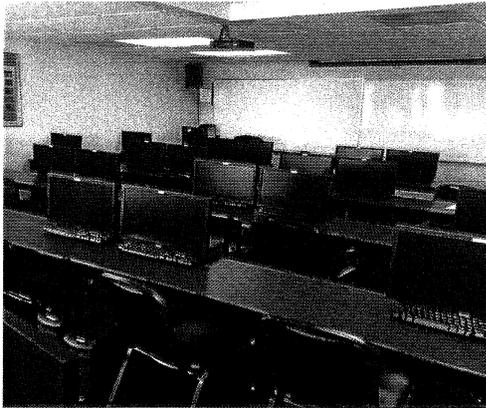
No deficiencies were noted. The analysis determined that advisory committee meetings are beneficial to the program by:

1. Providing professional development opportunities to instructors.
2. Providing information regarding student clinical experience at the facilities they represent.

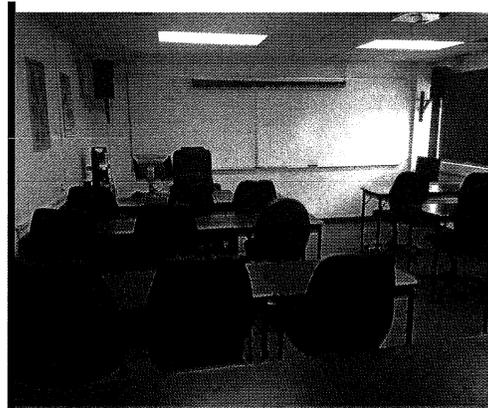
The program's NCLEX-PN® pass rate has fluctuated between compliance and noncompliance over the last three (3) years. According to published data the program's pass rates have been noncompliant for eight (8) of the last eleven (11) quarters. During Quarters 1 - 2015 through Quarter 1 – 2016, the program's average annual rates have again declined markedly. For **Quarter 1 - 2016**, the program's **average annual pass is 58%**, which is **15 percentage points below** the state average annual pass rate.

On February 17, 2016, the Board notified the program of the noncompliant pass rate for four (4) consecutive quarters (See Attachment C).

On March 7 and 8, 2016, an unannounced onsite program inspection was conducted. The campus was found to have space adequate for the enrolled student population. The learning resource center, and classrooms, are well equipped, clean, and provide good lighting. The computer testing lab is set up with computers for students' use during proctored examinations. However, the lab lacks a partition between computers. The skills lab is stocked with adequate supplies, resources, and space to meet student learning objectives.



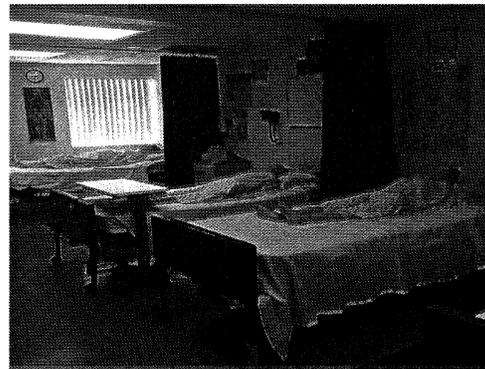
Computer Testing Lab



Classroom



Learning Resource Center



Skills Lab

Based on the program's noncompliance regarding pass rates and findings during the onsite inspection, the following violations of the California Code of Regulations are identified.

Section 2529 (a) of the Vocational Nursing Rules and Regulations states:

"A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment."

Violation #1: Based on interviews with the School Administration, current students, and the a Licensed Vocational Nurse identified as the program's Nursing Department Coordinator, the program utilizes an unapproved staff member to conduct skills lab make-up time in Nursing Fundamentals for the current students.

Status #1: This violations **is not** corrected.

The director was requested to submit documentation confirming the following:

- Cease utilization and assignment of unapproved individuals to provide theory and clinical instruction to enrolled students.
- Development and implementation of a plan to ensure the assignment of approved faculty coverage for clinical make-

up to include identification of approved faculty members who will conduct clinical and skills labs make-up time, and a process for last minute coverage of previously scheduled faculty.

- Only Board-approved faculty members are providing instruction to students. This would include the sign-in sheet for make-up time with student name, number of hours made up, and signatures of students and Board approved faculty member conducting the make-up session.

The program director submitted a letter signed by the Nursing Department Coordinator acknowledging that under no circumstances is she allowed to participate in the VN theory or clinical make-up hours.

The director failed to provide documentation or evidence that would indicate that only Board approved faculty will instruct students in the classroom, clinical, or during make-up hours. The director has not provided requested documentation or evidence that addresses requirement three (3) above.

Section 2529 (b) of the Vocational Nursing Rules and Regulation states:

“Each vocational nursing program shall have one faculty member, designated as director who meets the requirements of subsection (c)(1) herein, who shall actively administer the program. The director is responsible for compliance with all regulations in Chapter 1, Article 5 (commencing with Section 2525et seq.)”

Violation #2:

The program has failed to demonstrate consistent and active administration by a Board – approved director as confirmed by observations of the Board representative during the onsite program inspection, and the analysis of critical elements, documents and materials provided by the program, and program pass rates.

The Director is physically out of state the majority of the time students are receiving instruction. Consequently, students lack the support and direction from a Board - approved program director. Additionally, program requirements and processes are not followed in her absence.

On March 7, 2016, during the onsite inspection, the Board representative conducted a class room visit with the Term 1 students, whose class commenced January 2016. The students did not recognize or know the director's name. The students identified the individual they go to whenever they have an issue and have been introduced as director is an unapproved faculty member. That unapproved faculty member is an LVN presenting a business card specifying her title as “Nursing Department Coordinator.”

Status #2: This violations **is not** corrected.

The program was required to submit documentation verifying the active administration of the program by a Board - approved director.

On April 1, 2016, the program hired a new Board - approved program director. On April 15, 2016, the director met with the SNEC and assigned NEC and the BVNPT office. The director submitted documents and plans for correction of violations, which failed to address Violation #3. Additionally, the director failed to submit a signed document verifying that she is actively administrating the program as requested.

On April 25, 2016, the new director was terminated. On April 27, 2016, the Board approved a new program director.

Section 2530 (f) of the Vocational Nursing Rules and Regulations states:

“The program’s instructional plan shall be available to all faculty.”

Violation #3: The Instructional Plan is not available to the faculty and is kept in a secured area for the use of the director only. According to the administrator, the program’s Instructional Plan was found in use at another college. School administration determined that faculty members have sold or provided the program’s Instructional Plan to other colleges. To protect the college, faculty no longer had access to the Instructional Plan.

Status #3: The violations **is not** corrected.

The program was requested to submit documentation confirming access to the instructional plan and instructions for its utilization by each faculty member. The submitted response failed to provide the required confirmation.

Section 2533 of the Vocational Nursing Rules and Regulations states:

“Vocational nurse programs shall include theory and correlated clinical experience.”

Violation #4: Board records confirm that the program has an approved curriculum that includes theory and correlated clinical content. Although the program offers theory and clinical with correlating objectives, information provided by the Nursing Department Coordinator, interviews of currently enrolled students in Term 1, and an analysis of student files confirmed students required to complete make up of missed clinical classes are given assignments that lack correlation to presented theory instruction.

Program documentation confirmed that a student who missed skills lab hours in Term 1 Fundamentals was given a written assignment to write four (4) medication cards. The assignment did not correlate with the student's theory instruction nor tasks assigned during the missed skills lab. This student had not received theory instruction in pharmacology.

Status #4: This violation **is not** corrected.

The director was requested to submit a detailed explanation and plan of correction that ensured the correlation of content and hours of theory and clinical make-up with missed instruction. Additionally, the director was required to:

1. Submit documentation that all clinical and theory make-up hours are completed, within two weeks of missed clinical or theory, or prior to completion of the current course, whichever comes first.
2. Submit copy of a revised remediation plan and attendance policy.
3. Provide copies of student remediation and attendance forms that:
 - a. Specify specific make-up learning assignments.
 - b. Indicate how the make-up assignments correlate with the content of the missed theory or clinical hours;
 - c. Designate that clinical and skills lab make-up hours include nursing skills activities only, not written assignments.
 - d. Present a faculty training that focuses on the requirement to maintain the correlation of instruction between theory, clinical, skills lab, and student make-up hours. Provide detailed minutes and faculty signatures in attendance

The director submitted an audit sheet designed for the director and instructors, to confirm all make-up hours are completed, and the content of the made-up hours correlates to the content of make-up hours for clinical or theory. To date, the director has failed to submit confirmation that the form has been implemented. Additionally, the director submitted a calendar for theory and clinical make-up time. Theory and skills lab make-up hours will be offered on Friday, biweekly, and clinical make-up hours are available on Friday, weekly.

The director submitted a training presentation initiated on April 12, 2016. To date, two (2) of the eleven (11) Board approved faculty members have attended the training.

Section 2534 (c) of the Vocational Nursing Rules and Regulations states:

“Schools are responsible for the continuous review of clinical facilities to determine if the student’s clinical objectives for each facility are being met.”

Violation #5: Board records confirm that the program has a methodology and procedure for evaluation of clinical sites. The Nursing Department Coordinator provided a blank form that would be used for clinical evaluation. However, no evidence of evaluation or completed forms were provided that confirmed the review and evaluation of clinical facilities to which students were assigned to ensure the provision of experiences consistent with the approved curriculum. (See Attachment D)

Status #5: This violations in **not corrected**.

The director was requested to provide documents confirming the evaluation of clinical sites utilized for student assignment by the director or Board – approved faculty designee. That evaluation was to include an assessment of the correlation of available experiences with students' clinical objectives.

The director submitted a form that will be used to evaluate the clinical sites. Additionally, the director supplied a narrative of two (2) facilities that were evaluated; however, the date of completion was not provided.

Section 2530(l) of the Vocational Nursing Rules and Regulations states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of approved vocational nursing schools for the same period.”

Violation #6: Based on the most current data available (January through March 2016), the program's average annual pass rate is **58%**. Additionally, this data substantiates the program's non-compliance with regulatory requirements for nine (9) of the last twelve (12) consecutive quarters (April 2013 through March 2016).

Status #6: This violation is **not corrected**.

On March 17, 2016 the Board notified the program of findings during the onsite program inspection (See Attachment E).

On April 1, 2016, the Board approved a new program director.

On April 15, 2016, the SNEC, NEC, program director and executive officer of West Coast Ultrasound met at the BVNPT office to provide a response to the violations and is represented in the current status for each violation above (See attachment F).

On April 25, 2016, the new director was terminated.

On April 27, 2016, the Board approved a new director.

Summary

The unannounced program inspection on March 7 and 8, 2016, identified critical violations of the California Code of Regulations. In addition, the program has failed to maintain an average annual pass rate that is compliant with regulatory requirements. As previously mentioned the program's average annual pass rate for Quarter 1, 2016, is 58%, 15 percentage points below the State for first time test takers. The program has been non-compliant for nine (9) of the last twelve (12) consecutive quarters, from April 2013 through March 2016.

It was identified during the program inspection that the program director is not actively administering the program evidenced by

- Current students not knowing or recognizing the directors name
- Unapproved faculty conducting student clinical make-up hours
- Evaluation of program approved clinical facilities not being completed
- Prohibiting the faculty access, to the instructional plan
- No correlation of content between theory and clinical, to clinical make-up hours

To date, the program has failed to demonstrate sustained active administration of the vocational nursing program by an approved program director.

Recommendations:

1. Place West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program on provisional approval for two (2) years from May 13, 2016 through May 31, 2018 and issue a notice to the program to identify specific area of noncompliance and requirements for correction as referenced in Section 2526.1 (c) of the California Code of Regulations. (See Attachment G)
2. Deny the program's request to admit a class of students to commence on July 5, 2016, and expected to graduate on September 24, 2017.
3. Require the program to admit no additional classes without prior approval by the full Board.
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- c. Implementation of the program remediation policy to include identification of students who are at risk of failure from either academic or code of conduct issues, identification of deficiencies, remediation plan, and follow-up
 - d. Implementation of the methodology, including timeline for initial and ongoing evaluation of clinical facilities.
6. Require the program to submit a report to the Board within six (6) months, but no later than **November 30, 2016**, and twenty – one (21) months, but no later than **February 1, 2018**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
- a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
7. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
8. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
9. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
10. Place the program on the **May 2018** Board agenda for reconsideration of provisional approval.

Rationale: Published examination scores demonstrate the program's difficulties maintaining compliant pass rates on the licensure examination. The program was previously required to, and submitted a program analysis identifying the program deficiencies and developed an applicable plan of correction.

Improvement was confirmed during Quarters 2 through 4, of 2014. However, a marked decline was identified during Quarters 1 through 4, of 2015. On November 3, 2015, the program submitted analysis, examining the effectiveness of previously implemented action plan identifying additional and reoccurring issues.

Due to the declining pass rates an onsite program inspection was conducted by a Board representative on March 7 and 8, 2015. Subsequently, observations, interviews, and information collected during the onsite inspection identified additional violations which includes the lack of consistent and active administration by a Board approved program director. Evidenced by the following:

- a. Physical absence of the director.
- b. Students are unaware of who is the program director.
- c. Clinical make-up conducted by staff not approved by the Board as faculty.
- d. The instructional plan secluded from faculty.
- e. Non-compliant licensure pass rates.

On April 1, 2016, the Board approved a new program director. On April 15, 2016, the director met with the SNEC and assigned NEC to present a response to the violation.

On April 25, 2016, the new director was terminated. On April 27, 2016, the Board approved a new director. At this time, all six program violations remain uncorrected, and the college has not demonstrated active administration of the vocational nursing program by a program director. Additionally, published examination statistics for Quarter 1 2016 confirm the program's average annual pass rate is **58%, 15 percentage points below** the state.

Given the foregoing, it is prudent to place the program on provisional approval and require the program to correct all violations, and deny the requested class scheduled to commence on July 24, 2017.

Board staff will continue to monitor closely the program's effectiveness by tracking class admissions, resources, and the program's quarterly annual average pass rates.

- Attachment A: History of Prior Board Action
- Attachment B: Correspondence from Director Received November 12, 2015
- Attachment C: Notification of NCLEX-PN® Program Performance Dated February 17, 2016
- Attachment D: Evaluation Methodology for Clinical Facilities. Received March 7, 2016
- Attachment E: Notice of Findings Dated March 17, 2016
- Attachment F: Response to Violations Received 4, 15, 2016
- Attachment G: Draft Notice of Change in Approval Status

Agenda Item #12.B.6., Attachment A

WEST COAST ULTRASOUND INSTITUTE, BEVERLY HILLS VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- On February 3, 2006, the Executive Officer approved West Coast Ultrasound Institute's request to begin a vocational nursing program with an initial class of 30 students on April 3, 2006, only; and approved the program curriculum for 1536 hours, including 578 theory, and 958 clinical hours.
- On May 22, 2007, the assigned consultant completed an onsite inspection of the program to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Five (5) violations were noted.
- On July 10, 2007, the Executive Officer approved initial full approval for West Coast Ultrasound Institute Vocational Nursing Program for the period from July 10, 2007, through July 9, 2011, and issued a certificate accordingly; **and** approved the program's request to admit a full-time class of 30 students to start on October 1, 2007, only, to **replace** students graduating on September 20, 2007.
- On December 12, 2007, the Executive Officer approved the program's request to admit a full-time class of 20 students on January 3, 2008, only.
- On July 30, 2008, the Executive Officer approved the program's request to admit a full-time class of 30 students on October 1, 2008, to **replace** students graduating on September 18, 2008.

Additionally, the Executive Officer approved the program's request for **ongoing** admissions to **replace** graduating classes, only, for the West Coast Ultrasound Institute Vocational Nursing Program with the following stipulations:

- a. No additional classes are added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes admission of one class of 20 full-time students in January and July of each year, commencing January 2, 2009.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On November 4, 2009, the Executive Officer rendered the following decisions relative to the program's requests.
 - a. Approved the West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to begin a part-time class.

- b. Approved the program's request to admit a class of 30 students into a part-time class commencing January 8, 2010 with an anticipated graduation date of June 27, 2011.
- c. Approved the West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program request to change its pattern of admissions to include one (1) part-time class of 30 students every 18 months, to **replace** graduating classes, with the following stipulations:
 - 1) No additional classes are added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes admission of one class of 20 full-time students two (2) times per year, to **replace** graduating classes; and one (1) part-time class every 18 months, to **replace** graduating classes.
 - 2) The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On November 15, 2010, the assigned consultant issued the program a Notice of Violation for noncompliance with Vocational Nursing Rules and Regulations Section 2530 (k). Specifically, the program admitted a full – time class on October 5, 2010, without prior Board approval.
- On November 24, 2010, the program submitted requested documents related to the Notice of Violation of Section 2530(k) of the Vocational Nursing Rules and Regulations.
- On December 21, 2010, the Executive Officer approved the West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to terminate the 18-month part time class effective June 27, 2011; **and** approved the program's request to modify the length of the full – time class from 12 to 15 months.

Additionally, the Executive Officer **denied** the program's request to increase the size of admitted classes from 20 to 30 students to **replace** graduating students only; **and**,

- a. **Approved** the program's admission of a full-time class of 20 students on January 5, 2011, to **replace** students that graduated December 23, 2010, only.
- b. **Denied** approval of the program's request to admit a full – time class in January, April, July and October of each year, to **replace** graduating students only.
- c. **Approved** the program's admission of a full-time class of 20 students on April 4, 2011, only.
- d. **Rescinded** the program's approval for ongoing admissions effectively immediately and required the program to obtain Board approval prior to the admission of each class.

- On January 21, 2011, the program director notified the Board that the program would not be starting the approved January 2011 class, because they started an unapproved class October 2010.
- On June 8, 2011, the Executive Officer approved continued full accreditation for the West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program for the period July 10, 2011 through July 9, 2015, and issued a certificate accordingly; **and**, approved the program's request to admit a full-time class of 20 students on July 6, 2011, graduating September 27, 2012, only, to **replace** students who are scheduled to graduate June 26, 2011; **and**, approved the program to admit a full-time class of 20 students on October 6, 2011, graduating December 23, 2012, only, to **replace** students who are scheduled to graduate June 26, 2011; **and**, required the program to obtain Board approval prior to the admission of future classes.
- On November 22, 2011, the Executive Officer approved the program's request to admit a full-time class of 20 students on January 4, 2012, graduating March 27, 2013, only, to **replace** students who are scheduled to graduate December 23, 2011; **and**, required the program to perform an analysis related to the program's declining licensure pass rates and submit a written plan to identify deficiencies and corresponding corrective action by December 16, 2011; **and**, required the program to obtain Board approval prior to the admission of future classes.
- On December 19, 2011, the Board received the program's analysis and plan to increase the program's licensure pass rates.
- On June 22, 2012, the Executive Officer approved the program's request to admit a full-time class of 20 students on July 2, 2012, graduating September 26, 2013, only, to **replace** students who are scheduled to graduate June 24, 2012; **and**, required the program to continue to obtain Board approval prior to the admission of future classes.
- On December 6, 2012, the Executive Officer approved West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program to admit a full-time, evening, class of 20 students on December 10, 2013, only, graduating March 15, 2014 to **replace** students who graduated on September 27, 2012; **and**, approved the program to admit a full-time class of 20 students on January 2, 2013, only, graduating April 3, 2014 to **replace** students who will graduate December 23, 2012; **and**, continued the program's requirement to obtain Board approval prior to the admission of future classes.
- On June 13, 2013, the Executive Officer approved West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to admit a full-time evening class of 20 students on July 2, 2013, only, graduating September 21, 2014, to **replace** students who graduated on March 27, 2013; **and**, approved the program to admit a full-time day class of 20 students on January 2, 2014, only, graduating April 3, 2015 to **replace** students who will graduate December 23, 2013; **and**, continue the program's requirement to obtain Board approval prior to the admission of future classes.
- On September 19, 2013, the Executive Officer **denied** West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to admit a full-time evening class of

20 students on September 30, 2013, graduating December 21, 2014, to **replace** students who will graduate on December 21, 2013; and, **approved** West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to admit a full-time evening class of 15 students on September 30, 2013, only, graduating December 21, 2014, to **replace** students who will graduate on December 21, 2013; **and**, required the program to investigate the root cause(s) of the decline in the licensure pass rates and submit a written report by October 18, 2013; **and**, to continue the program's requirement to obtain Board approval prior to the admission of future classes.

- On October 21, 2013, the Board received a report from the director relative to a root cause analysis of the program's noncompliant pass rates on the licensing examination.
- On January 17, 2014, the Board received an updated report from the director relative to a root cause analysis of the program's noncompliant pass rates on the licensing examination.
- On April 10, 2014, The Executive Officer **denied** West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to admit a full-time evening class of 20 students on April 14, 2014, graduating July 5, 2015, to **replace** students who will graduate on April 3, **2014**; **and, Continued** the program's requirement to obtain Board approval prior to the admission of future classes.
- On June 6, 2014, the Board received an update of the January 17, 2014 report submitted by the director.
- On July 18 2014, the Executive Officer **approved** West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to admit a full-time evening class of 15 students on September 29, 2014 only, graduating December 20, 2015, to **replace** students who graduated on April 3, 2014; **and, denied** West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to admit a full-time day class of 15 students on September 29, 2014 only, graduating December 20, 2015 to **replace** the students who graduated June 26, 2014; **and, continued** the program's requirement to obtain Board approval prior to the admission of future classes.
- On December 15, 2014, the Executive officer approved West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to **admit** a full-time **day** class of 15 students on January 5, 2015, graduating March 24, 2016, **only**, to **replace** students who will graduate on December 21, 2014; and, continued the program's requirement to obtain Board approval prior to the admission of future classes.
- On February 25, 2015 the Executive Officer approved West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program's request to admit a full-time evening class of 15 students on April 7, 2015, graduating June 26, 2016, only, to **replace** students scheduled to graduate on April 3, 2015; **and**, continued the program's requirement to obtain Board approval prior to the admission of future classes.
- On April 27, 2015, the Executive Officer Continue approval of the West Coast Ultrasound, Beverly Hills Campus, Vocational Nursing Program for the four – year period from July 9,

2015 through July 8, 2019, and issue a certificate accordingly. Continued the program's requirement to obtain Board approval prior to the admission of future classes.

- On August 6, 2015 the Acting Executive Officer **denied** West Coast Ultrasound, Beverly Hills, Vocational Nursing Program's request to admit 15 students into a 15-month full-time program commencing on October 5, 2015, projected to graduate on December 21, 2016; **and**, continued the program's requirement to obtain Board approval prior to the admission of future classes. Additionally, he required the Director to submit a report to the Board no later than **October 30, 2015**. The report must include a comprehensive analysis of the program, identification of elements negatively impacting student achievement, specific actions taken previously to improve program pass rates, the effect of employed interventions, revised plan to correct identified deficiencies, and a timeline for implementation.
- On December 9, 2015 the Acting Executive Officer **approved** West Coast Ultrasound, Beverly Hills, Vocational Nursing Program's request to admit 15 students into a 15-month full-time program commencing on January 4, 2016 projected to graduate on March 26, 2017, only, **replacing** a class scheduled to graduate in December 2015; and **continued** the program's requirement to obtain Board approval prior to the admission of each class.

Agenda Item #XX.X.XX., Attachment B

October 29, 2015

BNPT Received EDU
on 11/3/15 with JG, NEC via Email

Jessica Gomez
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205
Sacramento, CA 95833-2945

***Subject: Comprehensive Analysis of West Coast Ultrasound Institute, Beverly Hills,
Vocational Nursing Program***

Dear Ms. Gomez,

On August 6, 2015 the Board of Vocational Nursing and Psychiatric Technicians denied the program's request to admit 15 students into a 15-month full-time program commencing on October 5, 2015, projected to graduate on December 21, 2016. Published examination scores exhibited an improvement in the program's pass rates during Quarters 1 through 4 -2014. However, a marked decline was identified during Quarter 1-2015 and Quarter 2-2015. The program's annual average pass rate was 42%, which is 30 percentage points below the State average annual pass rate for first time test takers. Based on these statistics, the Board requested me, the Director to submit a report to the Board to include the following items:

1. A comprehensive analysis of the program
2. Identification of elements negatively impacting student achievement
3. Specific actions taken previously to improve program pass rates
4. Effect of employed interventions
5. Revised plan to correct identified deficiencies
6. Timeline for implementation of actions to increase program pass rate

As the program Director, I have immersed myself into the analysis and development of an action plan to increase the program's pass rate. The VN program at the Beverly Hills campus is conducive to small class size and individual attention. This educational site is unique and promotes the development of students in ways that a larger school may not have the advantage of doing the same. WCUI accepts a wide range of students but particularly those needing more individualized attention academically to achieve their educational goals. I sincerely hope to continue to admit new students into the program. By implementing the identified actions to increase the program's pass rates, and closely monitoring the program's effectiveness, the process to ensure a positive performance for students taking the licensure examination will be solidified.

Comprehensive Analysis of the WCUI Vocational Nursing Program

Timeline: 4/2014 to 10/2015

What's working/What's not working-

Admission, Screening and Selection Process-

Action: The admission criteria was reviewed and the primary deficiency identified was the inconsistencies in student's proficiency in the following subjects-mathematics, English language proficiency, medical terminology and reading comprehension. The CPAT placement test was previously administered at WCUI to potential nursing student candidates until 2013, when the test was no longer available and was replaced by the ASSET postsecondary placement test. We continue to use this admission test to assess college readiness and placement in initial classes. Since many students are admitted even though they do not have college-level academic qualifications, WCUI has offered remedial coursework through the general education courses. Low-scoring students are required to undertake preparatory coursework to develop the basic foundation likely to lead to academic success. Lack of preparation is cited as the number one problem in the process of admission testing and successful academic progress. WCUI's placement testing requirements serve a gatekeeper function. Resultant changes in the requirement of preparatory courses will filter out the academically challenged students from entering into the competitive admissions programs such as nursing.

We have developed a checklist of questions to examine affective factors such as motivation, learning anxiety and autonomy, as well as other factors such as educational expectations, social and financial support. We work with the admissions staff to identify the demographics of the pool of applicants seeking admission into the vocational nursing program.

Currently, we are surveying other vocational nursing programs in California to see what pre-nursing assessments and admission tests are being used to evaluate student readiness.

Instructional Methods- WCUI offers general education courses in math, science, English proficiency, medical terminology and anatomy and physiology. The general education curriculum can be completed in 6 months and is open to all health science students in nursing, MRI and ultrasound. The primary purpose of the educational courses is to promote student preparedness and to assist students in the successful completion of their chosen program.

Action: WCUI has Open House events twice a month. Each program presents a mini-view of what the prospective student can expect. If interested the attendee is given a brief interview and offered the option to sign up for the general education course. This allows the student to gain useful information about their aptitude for a health science career.

ATI predictor examination and assessment tools- ATI is embedded in the weekly curriculum with self-guided learning modules. ATI cumulative tests are given at the end of the quarter in specialty topics, to evaluate mastery of the curriculum content.

Action: Students have been completing the quarter and taking the ATI final during the last week of the course. Several students each quarter do not make the cut score of level 2 and appeal to re-take the exam. Many complain about not having enough time to study and the pressure of text anxiety combined with lack of confidence.

Decisions were made to enhance the ATI examination process at our quarterly nursing meeting teleconference Beverly Hills and the Ontario campus, June 2015.

In conjunction with other valid and reliable measures to assist faculty and students, a midterm ATI will be given to assess the student's progress each quarter. Multiple practice questions will be handed out weekly to students and a question and answer review will be offered prior to the exam. All students will take the test and remediate any missed material before being allowed to retake the test. The remediation process will allow the student to focus on the areas to strengthen and to show improvement in the scores. If the student is unable to achieve level 2 ATI score, they will not be allowed to move forward in the program. Previously students moved ahead to the next quarter and were given time to reach level 2 score in all areas prior to the end of the final quarter. This allowed students to study and retake tests in between each quarter.

Overall, this proved to be an ineffective method due to students feeling pressured to pass the ATI exam and not getting the needed break to rest between each quarter.

A comprehensive exit exam is given the last week of the program. In order for the student to be considered for graduation from the vocational nursing program, each student must pass with the minimum score as documented in the policy.

Correction of Identified Student Deficiencies-

Action: Remediation is started with the first indication of difficulty mastering the subject material, failed test or student's inability to pass competency benchmarks. Students must pass both theory and clinical with a minimum of 75% score. Currently, midterm calculations identify students with grade averages below 50% then are required to meet with the Student Success Coordinator to develop an action plan for remediation. The Remediation Plan (see attached form) is implemented with formal documentation and expected work for make-up and analysis. The instructor helps the student to analyze where they fall short in their study habits, test taking skills or other barriers blocking success. We have recently implemented a questionnaire for students to fill out for self-analysis of what reasons they think are causing test failures. ATI weekly practice questions and quizzes are given to each student to boost self-study time away from the classroom. Small group tutoring is offered to all students on Fridays in the skills lab to assist with clinical deficiencies and check off competencies. Technology resources and

videotapes of demonstrations are available to the student every day of the week, both day and evening hours. Clinical instructors are trained to assist students in correlating theory with clinical practice. Instructors from the Ontario campus and BH campus are working together at quarterly meetings by teleconference to share their best methods for clinical application and improving content mastery exams. Having more robust exams throughout the program will help the student build confidence and validate their knowledge or identify areas of weaknesses to be strengthened.

NCLEX review sessions-

Action: NCLEX review sessions are offered for 3 to 6 weeks to all students who complete the vocational nursing program. Enrollment is restricted to WCUI's graduates. Both ATI and HESI subject area tests are given during the review in order to determine competency in each subject area. The Student Success Coordinator (SSC) is currently assigned to Jordan Hung, lead nursing instructor responsible for teaching the intensive preparatory review sessions. He completes an academic overview for each student prior to the review and individual and group sessions on campus. He provides practice questions and engages the students by demonstrating the clinical application and correlating with presented theory content. Jordan is very strict with attendance expectations and if they miss more than one session, they are dismissed from the review course until they are able to attend consistently. In 2014 through the first quarter in 2015, we used contract NCLEX review instructors. During this time period the pass rate dropped significantly to a score of 42 percent. We had to act aggressively and in so doing, we ended the outside contact services and replaced them with one consistent instructor. We found that our methods of ATI instruction and study guide are more intensive than the contract services. As a result of this change, this quarter had 8 pass attempts and 2 failures. We expect to continue this upward trend and train a secondary back-up instructor using the same methodology. Strategies to increase confidence and test taking skills are a significant part of the test preparation method. The following narrative is from Jordan Hung, M.S.N., Student Success Coordinator and Nursing Instructor, WCUI-BH.

“The Student Success Coordinator at West Coast Ultrasound Institute, Beverly Hills strives to help our students successfully pass their NCLEX-PN the first time by providing group review sessions and individual sessions as well. We've changed our NCLEX-PN review class to weekend (Saturday and Sunday) to tailor our graduating and alumni student's availability as most of them work full-time. The NCLEX-PN review class is currently held from 8am-1pm and individual tutoring sessions are available after 1pm. Students make appointment with Student Success Coordinator for extra sessions to master the materials and gain confidence in the test-taking strategy. Student Success Coordinator facilitates an individualized study plan. Each time students meet with the Student Success Coordinator, an action plan is set up and agreed upon to help student organize and balance their work schedule and study time to achieve their goals.

The Student Success Coordinator follows-up with every student, using telephone conference, email communication, video conference or in-person, on a weekly basis to monitor their progress and modify the action plan accordingly to meet each individual's circumstances. Students are re-assessed by the Student Success Coordinator for their readiness to take the NCLEX-PN before they schedule their test date. In most cases, students see the initial factors affecting pass rate decline after 10 weeks of the implementation, and we see a greater accountability toward self-improvement as student's confidence and test scores increase. We strongly believe that our NCLEX-PN pass rate for first timer will improve significantly throughout the year and in the future as we continue to focus on the needs of our student and modify our resources to meet those needs."

Detailed Graduate, Comprehensive Reviews and NCLEX Tracking Form

Student Name	Grad date	ATI review (4-06/2015)	NCLEX/HESI (01-06/2015)	Jordan-Student Success Classes (05-07/2015)	Jordan - NCLEX/HESI (05/-07/2015)	NCLEX Scheduled Date	Pass or Fail
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Dear Karen,

I compiled an up-to-date 179 student list of NCLEX licensure from 2008 to current. This list includes name, contact information, graduation date, comprehensive reviews, NCLEX test date, and results.

- * Phone numbers in red are no longer in use or student not able to be contacted by letter or email.
- * All the licensure dates are from the BVNPT website
- *The number in parenthesis behind the pass or fail is how many attempts. I got that information from the student directly.
- * Any cell that is blank under Licensure Date; I tried to contact either by phone or email- see notes under comments
- *Last column is the instructor initials who taught the 5th term.

Nancy Bolkan, Nursing Program Assistant
 West Coast Ultrasound Institute
 291 S. La Cienega Blvd. Suite 500
 Beverly Hills, CA 90211

Action: Analysis of the students taking the NCLEX examination for the first time and not passing indicates these students are outliers, graduates from previous years. Several of these individuals were contacted and offered a free review and refresher at the school. In spite of this advantage, they chose not to attend, indicated they would take an online review or outside course. Based on pass rates from the last 2 quarters and from previous pass rate analysis, lag time or delay in taking the NCLEX PN examination is one variable in the decline of WCUI pass

rates. In 2004, NCSBN conducted a survey to investigate reasons why some candidates with eligibility to sit for the NCLEX never took the licensure exam. The most frequent reason for the delay was "not confident in ability to pass the exam." Secondary reasons were cited as general test anxiety, and allowing registration or authority to test letter expire.

Our goal for new graduates is to encourage them to schedule and take the NCLEX exam as soon as possible once eligibility is granted. We invite former graduates to speak to students in the last term of the VN program. They share their experience in preparation, test anxiety and offer encouragement to practice and review test questions with their instructors and reviewers. Students are given a questionnaire prior to the NCLEX review and after the completed review to assess and measure student's confidence level. By the end of the review, most students express confidence in ability to sit for the test. Those students that request to study longer are allowed to attend review classes at either campus until they feel confident and ready to test.

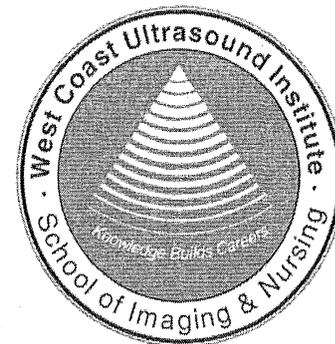
Educational Quality and Effectiveness-

*Advisory Meetings-*WCUI holds Advisory meetings twice a year inviting community health care professionals in each of the specialties of ultrasound, MRI and nursing. These meetings are very well attended and offer expertise and practical recommendations from others in the field of nursing. Following the presentations and tour of the facilities, each specialty group meets in separate rooms to engage in a focused study of the nursing program. Attendees fill out questionnaires related to an overview of the curriculum and trigger points to determine the need for revision of curriculum, assess clinical sites and how objectives are met, professional development and support of the faculty, potential job placements for new graduates and other information pertinent to vocational nursing.

Discussions are active and fruitful between WCUI nursing staff and colleagues as they share best practices within the community. For example, we were encouraged to develop a wound care training specialty for vocational nursing graduates as this would enhance their ability to obtain a job.

In summary, the timeline to initiate and implement the identified processes to improve the pass rates has been over the past 7 months. We have seen a steady improvement in the pass rates and with most of the outliers testing during this time period. We expect to see a strong finish with graduates and we hope to be approved for a new class start in January 2016. Our admission assessments and selection process is fortified with the changes we have implemented to bring in candidates that are better prepared with a foundation for learning and succeeding in the vocational nursing program at WCUI.

ACTION PLAN FOR STUDENT SUCCESS



Student Name: _____

Date: _____

Course: NCLEX-PN remediation

Instructor Name: Jordan Hung, RN MSN PHN

The following are relevant to my successful completion of this course:

<input type="checkbox"/>	Test scores and/or quiz scores are low and need to improve
<input type="checkbox"/>	Assignments must be submitted on time
<input type="checkbox"/>	Approved format for assignments must be followed (i.e. – typed, handwritten... etc.)
<input type="checkbox"/>	Absenteeism warrants concerns and threatens my ability to complete the review
<input type="checkbox"/>	Late arrival to class or leaving before the end of class
<input type="checkbox"/>	In-class behavior is of concern (ie. excessively talkative or disruptive behaviors)
<input checked="" type="checkbox"/>	Other (Explain below)

My Action Plan for Student Success is to include:

<input checked="" type="checkbox"/>	<p>Attend review classes each week to their entirety. <i>I am aware that if I miss more than 20% of any review course, I will be ineligible to take the exam for the third time.</i></p>
<input type="checkbox"/>	<p>Participate fully in class. <i>This includes being present in class, participating in discussions, and actively engaging in the lecture/ learning activities.</i></p>
<input type="checkbox"/>	<p>Complete and Submit all required work. <i>This includes in-class assignments, homework assignments, etc. I will discuss with instructor any opportunities to "make-up" past due or incomplete work.</i></p>
<input type="checkbox"/>	<p>Complete all required quizzes and examinations. <i>I will discuss with Instructor to "retake" or "make-up" missed quizzes and/ or exams</i></p>
<input checked="" type="checkbox"/>	<p>Attend at least one meeting per week with student success coordinator to discuss progress and any concerns and issues.</p>
<input checked="" type="checkbox"/>	<p>Other: I will continue to attend Saturday & Sunday review sessions on campus. I will complete 60 review questions daily & send to student success coordinator for review. I will spend at least 2 hour daily studying remediation topics. After two weeks successful completion of above stated action plan, I will be reassessed by the student success coordinator again for readiness.</p>

Student Acknowledgement

I recognize that is my responsibility to follow-up and to learn what is required, which includes all aspects of those items listed above and whatever remains in the class and/or directed by the instructor. If I have any questions or concerns, I will contact my instructor and student success coordinator immediately to resolve the issue.

Student Signature _____

Date _____

Instructor Signature _____

Date _____

Agenda Item XX,X,X,. Attachment C



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
Phone 916-263-7800 Fax 916-263-7859 www.bvnpt.ca.gov



February 17, 2016

Karen Hall
Director, Vocational Nursing Program
West Coast Ultrasound Institute – Beverly Hills
290 S. La Cienega Blvd., Ste. 500
Beverly Hills, CA. 90211

Subject: NCLEX-PN® Program performance

Dear Ms. Hall:

The Board of Vocational Nursing and Psychiatric Technicians hereby informs you of your program's status related to Section 2530(l) of the Vocational Nursing Rules and Regulations which states:

"The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

- (1) Failure to achieve the required yearly average minimum pass rate within two years of initial approval may be cause to place a program on provisional accreditation.
- (2) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation."

Statistics furnished by Pearson VUE, and published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction", indicate that the pass rates for the West Coast Ultrasound Institute, Vocational Nursing Program have fallen below 10 percentage points of the state average pass rate for the **past four quarters**. (Please see attached pass rate grid).

Please provide the Board with your written plan for improving your program's NCLEX-PN® pass rates by **March 18, 2016**. The Board will continue monitoring the pass rates closely.

Should you have questions, please do not hesitate to contact the Board.

Sincerely,

Jessica Gomez M.S.N., R.N.
Nursing Education Consultant

Attachment: Pass rate grid

West Coast Ultrasound Institute Nursing Program

Evaluation Methodology for Clinical Facility.

Facility name:

Facility address:

Date:

Maximum number of students assigned per rotation:

Name(s) of unit(s) and type(s) of patients treated per unit:

Clinical content areas:

Facility census:

1- The facility provided adequate number of patients to meet the clinical objectives Action: Outcome:	S	U
2-The facility provided opportunities to perform a variety of technical procedures. Action: Outcome:		
3-The facility provided adequate rooms for conference. Action: Outcome:		
4-R.N./LVN, staff nurses: cooperation: a. They setup a role model high standards of nursing care b. Staff nurses answered question in a supportive manner. c. Role modeled the students' effective communication with patients and families. d. Role modeled ways to let students communicate professionally to physicians and health team. Action: Outcome:		
5-Other health team member		

West Coast Ultrasound Institute

Nursing Program

a. Answered the students' questions in a supportive manner. b. Supported students in calling on resource persons for help in meeting patient's need Action: Outcome:		
---	--	--

S: Satisfactory

U: Unsatisfactory



Agenda Item XX.X.X., Attachment E

CERTIFIED MAIL

March 16, 2016

Karen Hall, Director
Vocational Nursing Program
West Coast Ultrasound, Beverly Hills
291 South La Cienega Blvd. Ste. 500
Beverly Hills, CA. 90211

Subject: Notice of Findings

Dear Ms. Hall,

On March 7 and 8, 2016, a representative of the Board of Vocational Nursing and Psychiatric Technicians (Board) conducted an unannounced program inspection of the West Coast Ultrasound, Beverly Hills, Vocational Nursing Program. During the two-day visit, the Board representative assessed the physical resources for the program, inspected records for recently graduated and currently-enrolled students, and facilitated discussions with the program director, administrator, and program coordinator. Following are the findings identified during the program inspection. Required corrective actions are listed with each finding.

Section 2529 (a) of the Vocational Nursing Rules and Regulations states:

"A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment."

Violation #1: Based interviews with the School Administration, current students, and the Nursing Department Coordinator, the program utilizes an unapproved staff member to conduct skills lab make-up time in Nursing Fundamentals for the current students.

Required Action: Submit to the Board under penalty of perjury:

- 1- Documentation of the removal the Nursing Department Coordinator as a clinical make-up provider for the Vocational Nursing Program;
- 2- Documentation of the development and implementation of a plan for faculty coverage for clinical make-up. To include the identification of the board approved faculty members who will conduct clinical and skills labs make-up time; and the process for last minute coverage of previously scheduled faculty.
- 3- Provide evidence that only Board approved faculty members are providing instruction to students. This would include the sign-in sheet for make-up time with student

name, number of hours made up, and signatures of students and Board approved faculty member conducting the make-up session.

Due no later than March 25, 2016

Section 2529 (b) of the Vocational Nursing Rules and Regulation states:

“Each vocational nursing program shall have one faculty member, designated as director who meets the requirements of subsection (c)(1) herein, who shall actively administer the program. The director is responsible for compliance with all regulations in Chapter 1, Article 5 (commencing with Section 2525et seq.)”

Violation #2: The program has failed to demonstrate consistent and active administration by a Board – approved director as confirmed by observations of the Board representative during the onsite program inspection, and the analysis of critical elements, documents and materials provided by the program, and program pass rates.

The Director is physically out of state the majority of the time students are receiving instruction. Consequently, students lack the support and direction from a Board - approved program director. Additionally, program requirements and processes are not followed in her absence.

On March 7, 2016, during the onsite inspection, the Board representative conducted a class room visit with the term 1 students, whose program commenced January 2016. The students did not recognize the director's name, and stated they did not know Karen Hall. The students stated that Ms. Bolkan is the director and the person they go to whenever they have an issue. Ms. Bolkan is an LVN, who is not an approved faculty member. However, her business card states her title as “Nursing Department Coordinator.”

Required Action: Submit a signed document under penalty of perjury that a program director is actively administering the program according to Section 2529(b) of the Vocational Nursing Rules and Regulations.

Due no later than April 1, 2016

Section 2530 (f) of the Vocational Nursing Rules and Regulations states:

“The program's instructional plan shall be available to all faculty.”

Violation #3: The Instructional plan is not available to the faculty and is kept secured area for the use of the director only. According to the administrator the program's instructional plan was found in use at another college. It was determined that faculty members have sold or provided the instructional plan to other colleges.

Required Action: Provide access to the Board approved instructional plan for all faculty members. Submit to the Board a signed document from each faculty member that he or she received access to, and understands how to utilize the instructional plan.

Due no later than April 1, 2016

Section 2533 of the Vocational Nursing Rules and Regulations states:

"Vocational nurse programs shall include theory and correlated clinical experience."

Violation #4: Board records confirm that the program has an approved curriculum that includes theory and correlated clinical content. Although the program offers theory and clinical with correlating objectives, information provided by the Nursing Department Coordinator, interviews of currently enrolled students in term 1, and an analysis of the student files confirmed students required to complete make up of missed clinical classes are given assignments that lack correlation to presented theory instruction. Program documentation confirmed that a student who missed skills lab hours in term 1 Fundamentals was given a written assignment to write four med cards. The assignment did not correlate with the student's theory instruction nor tasks assigned during the missed skills lab. This student had not received theory instruction in pharmacology.

Required Action: Submit a detailed explanation of how the remediation plan and attendance policy insures correlation of theory and clinical for student make-up hours. Additionally the director must:

- 1- Submit documentation that all clinical and theory make-up hours are completed, within two weeks of missed clinical or theory, or prior to completion of the current course, whichever comes first.
- 2- Submit copy of a revised remediation plan and attendance policy.
- 3- Provide copies of student remediation and attendance forms that:
 - a. Specify specific make-up learning assignments.
 - b. Indicate how the make-up assignments correlate with the content of the missed theory or clinical hours;

- c. Designate that clinical and skills lab make-up hours include nursing skills activities only, not written assignments.
- 4- Present a faculty training that focuses on the requirement to maintain the correlation of instruction between theory, clinical, skills lab, and student make-up hours. Provide detailed minutes and faculty signatures in attendance.

Due no later than April 15, 2016

Section 2534 (c) of the Vocational Nursing Rules and Regulations states:

"Schools are responsible for the continuous review of clinical facilities to determine if the student's clinical objectives for each facility are being met."

Violation #5: The Board records confirm that the program has a methodology and procedure for evaluation of clinical sites. The Nursing Department Coordinator provided a blank form that would be used for clinical evaluation. However, no evidence of evaluation or completed forms were provided that confirmed the review and evaluation of clinical facilities to which students were assigned to ensure the provision of experiences consistent with the approved curriculum. (See attachment C).

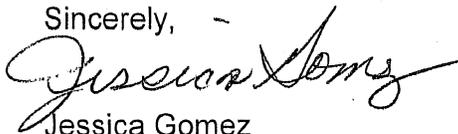
Required Action: Provide completed clinical site evaluation forms, that confirms an evaluation, by the program director or Board approved faculty designee, has been accomplished for each of the Board approved clinical sites, which are currently being utilized for clinical instruction. The evaluation must include a determination if the student's clinical objectives are being met at each facility.

Due no later than April 1, 2016

You are encouraged to make an appointment for a meeting at the Board Headquarters, with the Nursing Education Consultant and Supervising Nursing.

If you have any questions please do not hesitate to contact the Board at 916-263-7839.

Sincerely,



Jessica Gomez

Nursing Education Consultant

Board of Vocational Nursing and Psychiatric Technicians

April 11, 2016

Ms. Jessica Gomez RN MSN
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Suite 205
Sacramento, CA 95833 – 2945

Dear Ms. Gomez,

On March 7 and 8, 2016 you made an unannounced program inspection of the West Coast Ultrasound Institute, Vocational Nursing Program. There were several areas of concern you noted during your visit. This communication will address the areas of concern: #1 theory and clinical hour make-up process, #2 leadership within the VN program, #3 the use of the approved Instructional Plan as a tool by all approved faculty, # 4 demonstrations that the faculty are aware of the importance of bridging theory and clinical objectives as well as #5 a completed clinical site evaluation form for all current clinical sites.

My investigation into student make-up past practices revealed that during the past term there were eight students who were absent from theory and or clinical hours of instruction. I was not able to find clear evidence that the Instructional Plan was used as a guide for the assigned make up work required of the students who were absent from theory, clinical rotation and or skill labs.

Corrective Action Plan: To address violation #1 Section 2529

- Exhibit A, a signed statement by the Nursing Department Coordinator that she is under no circumstances to provide faculty coverage for theory and or clinical make up hours for the VN program.

-Exhibit B, a detailed grid of: Theory, Clinical and Skill lab Make-Up audit sheet. Displaying date absent, student name, skill lab, theory and clinical hours missed, Instructional Plan content missed, Place and make-up date as well as approved faculty signatures. I will audit weekly to ensure compliance to BVNPT regulations and WCU's policies that vn students are being taught the approved curriculum.

Exhibit C, will display the actual date the student was absent, student name, specific hours to be made-up (Theory (T), Clinical (C), Skill Lab (S)), scheduled make-up date and student signature, faculty signature.

Exhibit C (1) will address the area of (Instructional Plan theory/clinical) to be made-up by student according to day absent.

Exhibit D, actual schedule of make-hour calendar with assigned approved faculty coverage for this term (12 weeks April through June, 2016).

Corrective Action Plan to address Violation #2 Section 2529 (b)

Exhibit E, A statement regarding the new Program Director of the Vocational Nursing department the director application was in place on April 1, 2016.

Corrective Action Plan for Violation #3 Availability of Instructional Plan to faculty

Exhibit F, Please review "On-Line Learning Management System" Sign Sheet of in service provided to faculty.

Violation #4 Section 2533

1-All clinical and theory hours were made up with the exception of (1) Term 1 student. This student has one day of clinical to make-up from level 1. I observed during my audit of make-hours that make-up assignments extended beyond the two week parameter. As mentioned previously the student remediation attendance forms revealed no evidence that insured correlation of IP theory/clinical. (Please see Exhibit C1)

In the future all make-up hours will be audited by the new Program Director.

2 & 3- Exhibit G, Is a revised remediation plan and attendance policy. This policy is found in the Nursing Student Handbook. (Also See Exhibit C1)

4- Exhibit H. Please review the in service Dr. Handy presented on March 31, 2016 as well as the signed faculty attendance sheet. The agenda items reflected in 10 through 12 speak to attendance, clinical make-up and make-up assignments correlation to instruction plan objectives. I attended the in service from my observation of comments and questions from faculty everyone has increased awareness of the importance of correlation between the make-hours and the instructional plan. Bridging the theory objectives with the clinical objectives was also discussed.

Exhibit I, Is a PowerPoint presentation I personally presented in a round table learning And discussion session. Faculty were receptive to self-examination as to how they were teaching and bridging theory and clinical objectives.

Violation 5 Section 2534(c)

#1 Clinical Site Evaluation revealed the following: for the clinical sites we are currently using.

See Exhibit J Clinical Site Evaluation Form.

Kennedy Care Center, Los Angeles, CA

Level 5 Clinical Objectives are being met. The clinical objectives include caring for patients with Psychiatric illnesses as well as other neurological disorders. Students will learn legal issues in Psychiatric nursing. They will have the opportunity to correlate psychiatric medications to signs and symptom. Identify signs and symptoms of dementia as well as preforms and practice geriatric assessments and learn how drugs affect the elderly patient. They will learn reality

orientation techniques for patients with major mental disorders. Students will also demonstrate therapeutic communication techniques. Students will also discuss the concept of hospice, bereavement and palliative care. Leaderships principles will also be discussed and practiced observed during this term. Causes of burnout will also be discussed. Kennedy Care center is a 95 bed facility that has a varied census in terms of Medical Surgical Nursing but also has Psychiatric patients. The staff is student friendly and the Nursing Administration welcomes WCUI students. During Nurses Week 2016 WCUI and Kennedy Care Center will partner to celebrate the contribution nurses make in the community. I believe it is a positive learning experience for term five students. The focus of term 5 is Psychiatric, Leadership, management, Hospice and Geriatric care.

Level 2, Clinical Site Evaluation

Beachwood Post -Acute and Rehab Center, in Santa Monica, CA

It is a 165 bed facility patients located on 5 floors. There are sub-acute patients, skilled patients As well as psychiatric disorders, hospice, dementia as well as patients with ulceration wounds of various stages. A wound consultant visits every Tuesday and there are four certified wound nurses on staff. There is a psychologist on staff daily. I was impressed during my evaluation visit. Nursing Administration is very student friendly.

During this term students will be start Medical-Surgical nursing. Students will learn to assess Clients with pathology of various body systems as well as practice a wide range of basic nursing procedures. They will practice to assessment skills, collecting specimens, care for patients with urinary incontinence and urinary catheterization. Assessment of nutritional status, care for patients with medical nutritional therapy, Bowel elimination problems and cardiovascular issues. Isolation procedures, musculoskeletal disorders, patients in traction, patients undergoing orthopedic surgeries. There is a large Rehabilitation area it is very student friendly. All of the initial nursing skills will be practiced and students will be able build a strong foundation for Medical Surgical nursing II in this clinical facility. All clinical objectives will be achieved during this rotation. There is large pre/post conference available for student use on weekends.

The nursing department at West Coast Ultrasound Institute welcomes your suggestions and expertise to improve the vocational nursing student outcomes.

Sincerely,



Carol A. Williams RN BSN
Program Director

Exhibit A



WEST COAST ULTRASOUND INSTITUTE

Violation #1 – Section 2529

Action required #1

I, Nancy Bolkan, have been instructed and understand that under no circumstances I am to participate in the VN theory or clinical hours make-up process. I am not approved by the BVNPT to assist with required VN theory or clinical make-up hours.

A handwritten signature in black ink, appearing to read "Nancy Bolkan", is written over a horizontal line.

Nancy Bolkan

A handwritten date "4/12/16" is written over a horizontal line.

Date



WEST COAST ULTRASOUND INSTITUTE

SCHOOL OF IMAGING & NURSING

Exhibit C1

Theory/Clinical Make-Up

Term: _____

Student Name: (please print) _____

- I understand that I missed the following day _____ THEORY/CLINICAL (circle one).
- I will meet with my Instructor to receive my make-up assignment.
- **THEORY:** I understand that I have fourteen (14) calendar days to make up any theory absence or I will be given zero (0) hours credit, which may result in repeating the entire term, or may be subject to termination from the program if a repeat is not allowed.
- **CLINICAL:** I understand that I have fourteen (14) calendar days to make up any clinical absence or I will be given zero (0) hours credit, which may result in repeating the entire term, or may be subject to termination from the program if a repeat is not allowed.

The following day has been scheduled for make-up completion:

Date: _____ Time: _____ Site: _____

Due Date of Assignment: _____

Assignment/Objectives/Skills: _____
(Please follow the Instructional Plan for assignment of content area taught during absence)

Student's Signature: _____ Date: _____

Date Absent: _____ Hours missed: _____ Hours Credit: _____

Date Assignment Completed: _____

Evaluation of the Instructional Plan Objectives/Skills:

My signature acknowledges that the above absence has been satisfactorily completed and the student will receive full credit.

Instructor's Signature: _____ Date: _____

Exhibit-D

April 2016						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
					1	2
3	4	5	6	7	8 Theory/Skills Lab Make-up hours - BH Campus (2 nd and 4 th Friday) 8:00am-5:00pm - Breaks:10-10:10am, 12:30-1:30pm, 3:30-3:40pm - Room 408 & Skills Lab <i>Ms. Williams , RN, BSN - PRN: Mrs. Paxton-Kinkle,RN, MSN</i> Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	9
10	11	12	13	14	15 Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	16
17	18	19	20	21	22 Theory/Skills Lab Make-up hours - BH Campus (2 nd and 4 th Friday) 8:00am-5:00pm - Breaks:10-10:10am, 12:30-1:30pm, 3:30-3:40pm - Room 408 & Skills Lab <i>Ms. Williams , RN, BSN - PRN: Mrs. Paxton-Kinkle,RN, MSN</i> Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	23
24	25	26	27	28	29 Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	30

May 2016

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
1	2	3	4	5	6 Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	7
8 Mother's Day	9	10	11	12	13 Theory/Skills Lab Make-up hours - BH Campus (2 nd and 4 th Friday) 8:00am-5:00pm - Breaks:10-10:10am, 12:30-1:30pm, 3:30- 3:40pm - Room 408 & Skills Lab Ms. Williams , RN, BSN - PRN: Mrs. Paxton-Kinkle,RN, MSN Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	14
15	16	17	18	19	20 Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	21
22	23	24	25	26	27 Theory/Skills Lab Make-up hours - BH Campus (2 nd and 4 th Friday) 8:00am-5:00pm - Breaks:10-10:10am, 12:30-1:30pm, 3:30- 3:40pm - Room 408 & Skills Lab Ms. Williams , RN, BSN - PRN: Mrs. Paxton-Kinkle,RN, MSN Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm - Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	28
29	30	31				

June 2016

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
			1	2	3 Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm – Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	4
5	6	7	8	9	10 Theory/Skills Lab Make-up hours - BH Campus (2 nd and 4 th Friday) 8:00am-5:00pm - Breaks:10-10:10am, 12:30-1:30pm, 3:30- 3:40pm - Room 408 & Skills Lab Ms. Williams , RN, BSN – PRN: Mrs. Paxton-Kinkle,RN, MSN Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm – Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	11
12	13	14	15	16	17 Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm – Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	18
19 Father's Day	20	21	22	23	24 Theory/Skills Lab Make-up hours - BH Campus (2 nd and 4 th Friday) 8:00am-5:00pm - Breaks:10-10:10am, 12:30-1:30pm, 3:30- 3:40pm - Room 408 & Skills Lab Ms. Williams , RN, BSN – PRN: Mrs. Paxton-Kinkle,RN, MSN Clinical Make-up - Beachwood or Kennedy 7:00am-3:30pm – Breaks: 9-9:10am, 11:30-12:30pm, 2-2:10pm Instuctor - TBA	25

Exhibit- E

Violation #2 Section 2529

Required Action Completed

Ms. Carol A. Williams RN BSN, was interviewed by the West Coast Ultrasound Institute Administrative staff and received an offer for employment. To join our team as the Vocational Nursing Program Director, BVNPT papers were forwarded to the Nursing Education Consultant and Ms. Williams was approved.

Exhibit-F



On-Line Learning Management System

Chairperson: Carol Williams

Tuesday, April 12, 2016 – 5:00pm

Beverly Hills Campus – room 204-C

Faculty Name

Signature

1. Paxton-Kinkle, Marilyn

Marilyn Paxton-Kinkle, MD

2. Khaossarch, Wandee

Wandee Khaossarch



WEST COAST ULTRASOUND INSTITUTE

SCHOOL OF IMAGING & NURSING

Learning Management Systems

- I am aware of the Learning Management System(LMS).
- I have been given a password to access the IP and syllabi for Terms 1-5.
- I understand how to access the LMS on-line.
- I understand how to apply the IP to my teaching assignment.
- I will use the IP, as well as the textbook, and other learning materials to enhance student outcomes.

Marilyn Paxton-Kinkle, RN
Signature

4/12/16
Date

MARILYN PAXTON-KINKLE, RN
Printed Name



WEST COAST ULTRASOUND INSTITUTE

SCHOOL OF IMAGING & NURSING

Learning Management Systems

- I am aware of the Learning Management System(LMS).
- I have been given a password to access the IP and syllabi for Terms 1-5.
- I understand how to access the LMS on-line.
- I understand how to apply the IP to my teaching assignment.
- I will use the IP, as well as the textbook, and other learning materials to enhance student outcomes.

4/12/2016

Signature

Date

WANDEE KHAOSSARICH

Printed Name

Attendance:

WCUI expects students to adhere to all attendance policies, be punctual and conduct themselves in a professional manner at all times. Students are required to make-up all missed coursework, laboratory time and or clinical time. Students must complete the program in the maximum time frame of 1.5 times the total length of program. Students should have contingency plans for unexpected non-emergent situations such as car trouble and minor family illness. Dependents may not be brought to a campus or clinical site under any circumstances. In the event of inclement weather conditions, closure of the school will be announced by WCUI management. Students must call the school for updates and confirmation. Because these announcements do not always reach the nursing students prior to a clinical shift, each clinical faculty member will establish a telephone directory of the students during clinical rotation. Clinical faculty will determine if prevailing weather conditions interfere with the safe travel to the clinical site. The clinical faculty will call the student as soon as possible prior to the assigned clinical time. Since students live at varying distances from their clinical site, each student is responsible for determining if the travel route is accessible.

Clinical experiences missed because of inclement weather will be made up at the discretion of the nursing administration. It is the responsibility of the student to communicate with the instructor/nursing department prior to the assigned clinical time if he/she will not be able to get to the clinical site and if he/she will not be available at the telephone number given for the student directory.

- One (1) **unexcused** absence will result in placement on academic/clinical remediation.
- Three (3) absences in the same term may result in termination from the program.
- All absences must be made up within 2 weeks otherwise student is on probation.
- Test(s) missed due to an **excused** absence must be made up on the first day of the return to school. Maximum grade allowed will be 75%.
- Test(s) missed due to an **unexcused** absence will result in a zero. No make-ups allowed.
- **Arrangements for make-up hours and/or assignments must be made with the instructor so that the Instructional Plan clinical learning objectives are met.** All make-ups **MUST** be documented with instructor. Make-up work must be completed in the appropriate class, skills lab, or clinical site, and documented on a make-up form. Make-up work must be completed within two weeks of absence for students to move to the next level.
- Students must notify the nursing department or front desk at least one hour prior to the class start if they are going to be absent. Texting is not permitted. Failure to call in will result in a no call/no show and this will result in an unexcused absence.
- Students are required to arrive on time for class sessions. Three unexcused tardies or unexcused early departures will equal one (1) unexcused absence. Tardy is defined as fifteen minutes late and leaving early is defined as any time before the didactic class is dismissed.

Failure to notify the clinical instructor/coordinator or the nursing department of an absence on a clinical day ("**no call- no show**") will result in an unexcused absence. Closure announcement may also be posted on the bulletin board. Student must call the school for updates and confirmation. Because these announcements do not always reach the nursing students prior to clinical shift, each clinical faculty member will establish a telephone directory of the students during clinical rotation. Since students live at varying distances from their clinical site, each student is responsible for determining if the travel route is accessible.

Re-entry:

Students may file a petition with the Program Director or re-entry into the program. The committee members will decide with a written decision. This will be executed within 72 hours.

Clinical Rotations:

Making up clinical time includes performance evaluation in skills laboratory and or additional time in the clinical area with patients/clients. **All clinical hours are unpaid and the student is responsible for all travel costs. Students may have to drive 50 miles one way to their clinical site.**

- Opportunities for making up clinical days when the student has an excused absence are at the discretion of the Director of Nursing/Assistant Director of Nursing. Clinical absences must be made up at a clinical site.
- **Instructors will use the Instructional Plan for missed clinical objectives content when giving make-up assignments.**
- Must be made up prior to the last scheduled day of the term, depending on the availability of the Clinical Instructor and the clinical site.
- Students must make-up all work within 2 weeks.
- Make-up times for clinical experiences are not always possible. Grades for the missed clinical day are at the discretion of the Nursing Program Director / Assistant Director of Nursing.
- Unexcused absences are not allowed to be made up without undergoing counseling with the Nursing Department.

Theory Classes:

- All students absent from theory classes must complete the make-up assignment designated by the instructor to meet daily learning objectives for the missed class. It is the responsibility of the student who has been absent from any class or to obtain the make-up assignment from the instructor.
- **Instructors will use the Instructional Plan for missed theory content when giving make-up assignments.**
- Make-up work must be completed and given to the instructor within the first returning day from absence. An incomplete assignment will be returned to the student by the instructor.
- Students must make-up all work within 2 weeks.
- Failure to make up the missed assignment by the due date may result in unsatisfactory progress and may delay matriculation to the next term.
- Acceptable methods for making up theory include case studies, independent study, written examinations, attendance at approved seminars or workshops and auto-tutorial laboratory and research projects
- Unexcused absences are not allowed to be made up without counseling with the Nursing Department.

Alternate Nursing Student:**The Board of Vocational Nursing and Psychiatric Technician requires:**

- Alternate students may participate in small classes until commencement of scheduled clinical experience at approved clinical facilities.
- Alternate students must be informed in writing of their alternate status and its implications prior to admissions so they know they may be dropped.
- The number of alternate students may not exceed 10% of the school Board-approved number of students per class.
- Upon commencement of clinical experience at approved facilities, the number of students may not exceed the actual number of students approved by the Board for that particular class.

Remediation:

WCUI is dedicated to the student's success subject and is committed to take steps to ensure that success. Subject matter review is designed to alert students whose coursework has fallen below a satisfactory passing level. An intervention of coursework and assignments are developed with the instructor for student improvement.



Exhibit - H

MANDATORY ATTENDANCE

Faculty Training

Thursday, March 31, 2016 – 5:30pm-7:30pm

Beverly Hills Campus – room 402

Purpose of Training: To meet the vocational Nursing rules and Regulations (Section 2533),
“Vocational nurse programs shall include theory and correlated clinical experience.”

Agenda:

- 1- Clinical training as application of the theory classes.
- 2- Clinical training as Nursing Textbooks.
- 3- Cooperation between clinical instructors and theory instructors.
- 4- Availability of the School Instructional Plan (IP) for each term.
- 5- Syllabus and daily lesson plan coordination
- 6- Clinical Resources & References :
 - a) Clinical Nursing Skills & Techniques
 - b) Text book, Cooper & Gosnell
 - c) ATI on-line resources & books
- 7- Paperwork and Forms used
 - a) Term objective form
 - b) End of the term Validation form
 - c) Site Evaluation Forms-clinical skills lab, clinical site, instructor
 - d) END of The Day Report Form for the daily follow up of the Clin. training, students' performance, nurses, site issues and the material covered in the post conference.
 - e) Attendance sheet
- 8- Pre & Post conferences
- 9- Clinical application questions for each lesson per each term
- 10- Attendance Policy
- 11- Clinical Make-up time(Hands on) – Theory Make-up.
- 12- Make-up assignments for clinical are required to maintain the correlation of instruction between theory presented in the classroom, clinical, and skills lab.
- 13- Other clinical related issues
 - Instructor/students relationship (Mentoring not superiority)
 - Instructor's call off
 - Dress code
 - Nursing Conduct Code

Beverly Hills Campus

291 S. La Cienega Blvd. Suite 500 Beverly Hills, CA 90211 3700 E. Inland Empire Blvd. Suite 550 Ontario, CA 91764

Phone: (310) 289-5123 Fax: (310) 289-5225

Ontario Campus

Phone: (909) 483-3808 Fax: (909) 483-0303



Faculty Training – Mandatory Meeting

Chairperson: Dr. Hany Nashed

Thursday, March 31, 2016 – 5:30pm-7:30pm

Beverly Hills Campus – room 408

<u>Faculty Name</u>	<u>Signature</u>
1. Williams, Carol	<u>Carol A. Williams</u>
2. Hung, Jordan	<u>Jordan Hung</u>
3. Paxton-Kinkle, Marilyn	<u>Marilyn Paxton-Kinkle</u>
4. Khaossarch, Wandee	<u>Wandee Khaossarch</u>
5. Jimenez, Concepcion	<u>Concepcion Jimenez</u>
6. Manabo, Susan	<u>Susan Manabo</u>
7. Morante, Pedro	<u>out of Town</u>
8. <u>Nancy Bolkan</u>	<u>Nancy Bolkan</u>
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Exhibit-I

Bridging Theory and Clinical VN Objectives

April 2016

Carol A. Williams BSN RN

West Coast Ultrasound Institute

Instructional Plan

- All VN schools have a BVNPT approved IP
- IP required hours and content areas
- IP must be available and followed by approved faculty members.
- IP includes objectives for theory and clinical.
- The context in which all teaching takes place is the Curriculum!

Evidence Based Teaching in Nursing

- Basic theories of teaching and learning
- Teaching in an integrated program requires an understanding of how students learn.
- All students present with different backgrounds, experiences as well as learning styles, cultures and motivation to learn.

Teaching Methods

- Should be a good fit for learning objectives.
- Clinical instructor should review theory objectives.
- Observe the relevance to clinical experience.
- Assign student patients with pathology learned in lecture.

Critical Thinking Nursing

- Students must use the Nursing Process
- Vocational Nursing students must develop and practice clinical nursing skills.
- Apply critical thinking skills and develop confidence.

Best Practice Nursing Standards

- Clinical teaching requires shaping the learning experiences whereas to create a positive atmosphere for bridging theory to clinical.
- Clinical Nurse Educators help students use the nursing process principles while providing nursing care to patients.
- How are we currently achieving clinical objectives?

Theoretical Principles

- Clinical students must articulate the theory principles as well as the nursing actions required for patient safety and wellness promoted during their care giving experience.
- How are you currently helping your clinical students achieve this goal?

Coordination of Nursing Care

- Vocational Nursing students must understand the application of coordination of care concepts as it relates to safety, infection control, effective health promotion, psychosocial integrity and basic physiological integrity.
- Pharmacological Therapies
- Reduction of Risks Potential / Complications

Physiological Adaptation

- Provide students with patients who require knowledge, skills and ability to recognize situations that are acute, chronic and life threatening.
- The role of the Clinical Care Plan in bridging theory to clinical.
- The role of Pre and Post Conferences
- The role of the Clinical Case Presentation

Communication and Documentation

- Application of the Nursing Process
- Use practice charting if unable to do actual charting during clinical rotation.
- Mini care plans can be used to help the student apply the principles learned in theory.
- How have you helped your students apply what they have learned in class during your clinical teaching career?

Student Make-Up Hours

Please Note:

The content of all make-up work must correlate with the content taught during the absence.

The instructor teaching during the absence must assign the make-up content from the Instructional Plan.

Only BVNPT approved instructors can proctor make-up hours and must make sure the content of assignment correlates with the date and time of absence as it relates to the instructional plan.

Our VN students deserve:

- Our use of the IP in teaching clinical.
- Our role modeling and teaching skills
- Our positive attitude regarding their potential for success.
- Our teamwork as VN faculty
- The benefit of our professional experience as nurse educators.



Bridging Theory and Clinical

Chairperson: Carol Williams

Tuesday, April 12, 2016 – 5:00pm

Beverly Hills Campus – room 204-C

Faculty Name

Signature

1. Paxton-Kinkle, Marilyn

2. Khaossarch, Wandee



WEST COAST ULTRASOUND INSTITUTE

SCHOOL OF IMAGING & NURSING

Violation #2530

Action required #3

I, MARILYN PAXTON-KINKLE have attended a roundtable in -service and discussion on BVNPT approved VN Instruction Plan. The curriculum content hours, theory objectives, content outline, methods of instruction, assignment reference, clinical hours as well as skill lab and clinical objectives were thoroughly explained and understood by me.

I agree to follow the BVNPT approved instructional plan during my teaching here at WCUI.

Marilyn Paxton-Kinkle, RN

Signature

7/12/16

Date

MARILYN PAXTON-KINKLE, RN

Printed Name



WEST COAST ULTRASOUND INSTITUTE

SCHOOL OF IMAGING & NURSING

Violation #2530

Action required #3

I, WANDEE KHAOSSARCH have attended a roundtable in -service and discussion on BVNPT approved VN Instruction Plan. The curriculum content hours, theory objectives, content outline, methods of instruction, assignment reference, clinical hours as well as skill lab and clinical objectives were thoroughly explained and understood by me.

I agree to follow the BVNPT approved instructional plan during my teaching here at WCUI.



Signature

4/11/2016

Date

WANDEE KHAOSSARCH

Printed Name

West Coast Ultrasound Institute

Vocational Nursing Program

Evaluation of Clinical Facility

Date

Facility Name:

Facility Address:

Facility Average Daily Census:

Number of students assigned per rotation:

Number of Units/Floors:

Clinical Content Areas:

- 1- There are sufficient numbers of patients to meet the clinical needs/objectives.

- 2- The types of clients are varied as to age and pathologies appropriate for clinical objectives.

- 3- The facility provides opportunities to perform a variety of nursing care/ procedures.

- 4- The facility provided adequate number of patients to meet the clinical objectives.

- 5- The facility client labs, x-rays and special procedures are accessible to students for review.

- 6- Support staff members are student friendly and accepting of students.
 - 7- I observed nursing personnel respecting clients rights as well as displaying teamwork and effective communication skills.
 - 8- Professional references are available for student's use.
-

9- Adequate space is provided for students to have Pre-Post conferences.

10- Sub-Acute Rehab team, Wound care specialist available for student learning objectives

Approved Faculty/APD/PD _____



Agenda Item #12.B.6., Attachment G

BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.



Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
Phone 916-263-7800 Fax 916-263-7855 Web www.bvnpt.ca.gov

CERTIFIED MAIL

May XX, 2016

Hany Nashed, Director
Vocational Nursing Program
West Coast Ultrasound, Beverly Hills
291 South La Cienega Blvd. Ste. 500
Beverly Hills, CA 90211

Subject: Notice of Change in Approval Status

Dear Mr. Nashed:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on May 13, 2016, the West Coast Ultrasound, Beverly Hills, Vocational Nursing Program has been placed on provisional approval for the two-year period from May 13, 2016 through May 31, 2018.

The purpose of this letter is to explain the areas of noncompliance identified and the corrections required of your program to avoid losing approval completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **XXXX**

AREAS OF NON-COMPLIANCE (VIOLATIONS(S))

In accordance with Section 2526.1(c) of title 16 of the California Code of Regulations,

"The Board may place any program on provisional approval when that program does not meet all requirements as set forth in this chapter and in Section 2526..."

Section 2529 (a) of the Vocational Nursing Rules and Regulations states:

"A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment."

Section 2529 (b) of the Vocational Nursing Rules and Regulation states:

West Coast Ultrasound, Beverly Hills

Vocational Nursing Program

Notice of Change in Approval Status

May XX, 2016

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“Each vocational nursing program shall have one faculty member, designated as director who meets the requirements of subsection (c)(1) herein, who shall actively administer the program. The director is responsible for compliance with all regulations in Chapter 1, Article 5 (commencing with Section 2525et seq.)”

Section 2530 (f) of the Vocational Nursing Rules and Regulations states:

“The program’s instructional plan shall be available to all faculty.”

Section 2533 of the Vocational Nursing Rules and Regulations states:

“Vocational nurse programs shall include theory and correlated clinical experience.”

Section 2534 (c) of the Vocational Nursing Rules and Regulations states:

“Schools are responsible for the continuous review of clinical facilities to determine if the student’s clinical objectives for each facility are being met.”

Section 2530(l) of title 16 of the California Code of Regulations states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of approved vocational nursing schools for the same period.”

The program pass rates for the West Coast Ultrasound, Beverly Hills, Vocational Nursing Program for the past 17 quarters are set forth in the following table:

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Average Annual Pass Rate	Program Average Annual Pass Rate	Variance from State Average Annual Pass Rate
Jan – Mar 2012	74%	83%	+9
Apr – Jun 2012	74%	87%	+13
Jul – Sep 2012	74%	78%	+4
Oct – Dec 2012	74%	72%	-2
Jan – Mar 2013	73%	68%	-5
Apr – Jun 2013	73%	62%	-11
Jul – Sep 2013	74%	61%	-13
Oct – Dec 2013	76%	57%	-19
Jan – Mar 2014	76%	63%	-13
Apr – Jun 2014	73%	71%	-2
Jul – Sep 2014	73%	79%	+6
Oct – Dec 2014	72%	69%	-3
Jan – Mar 2015	71%	57%	-14
Apr – Jun 2015	72%	42%	-30
Jul – Sep 2015	72%	59%	-13
Oct – Dec 2015	72%	57%	-15
Jan – Mar 2016	73%	58%	-15

REQUIRED CORRECTION(S)

1. Place West Coast Ultrasound Institute, Beverly Hills, Vocational Nursing Program on provisional approval for two (2) years from May 13, 2016 through May 31, 2018 and issue a notice to the program to identify specific area of noncompliance and requirements for correction as referenced in Section 2526.1 (c) of the California Code of Regulations.
2. Deny the program's request to admit a class of students to commence on July 5, 2016, and expected to graduate on September 24, 2017.
3. Require the program to admit no additional classes without prior approval by the full Board.
4. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
5. Require the program director to correct all violations identified during the onsite inspection, and submit a report identifying implemented interventions and timelines no later than July 1, 2016. The report shall include the following:

West Coast Ultrasound, Beverly Hills

Vocational Nursing Program

Notice of Change in Approval Status

May XX, 2016

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- a. Implementation of a methodology, and include a timeline and evidence of correction verifying only Board approved instructors conduct skills lab, or assists and evaluates students with clinical or theory make-up time.
 - b. Implementation of a methodology, and include a timeline for correction to provide all faculty with assess of the instructional plan.
 - c. Implementation of the program remediation policy to include identification of students who are at risk of failure from either academic or code of conduct issues, identification of deficiencies, remediation plan, and follow-up
 - d. Implementation of the methodology, including timeline for initial and ongoing evaluation of clinical facilities.
6. Require the program to submit a report to the Board within six (6) months, but no later than **November 30, 2016**, and twenty – one (21) months, but no later than **February 1, 2018**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
- a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
7. Require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
8. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.

9. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

FUTURE BOARD ACTION

Your program will be placed on the **May 2018** Board Meeting agenda, at which point the Board may revoke or extend the program's approval. If you have additional information that you wish considered beyond the required corrections listed on pages 3 through 5, you must submit this documentation by the fifteenth day of the second month prior to the Board Meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **Approval by the full Board is required prior to the admission of additional students.**

In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to section 2527 of the Board's regulations.

The program may not advertise that it has full approval, and should take steps to correct any ongoing advertisements or publications in that regard.

A copy of title 16, California Code of Regulations, section 2526.1, regarding provisional approval is attached for your reference. A complete copy of the Board's laws and regulations can be found on the Board's web site at www.bvnpt.ca.gov.

Should you have questions, please do not hesitate to contact the Board.

Sincerely,

Kameka Brown, Ph.D., MBA, NP
Executive Officer

Enclosures

cc: Board Members
KB: jg