



**BOARD OF VOCATIONAL NURSING & 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](http://www.bvnpt.ca.gov)

DATE: August 1, 2016  
TO: Board Members  
FROM:   
Berrice Bass de Martinez, Ph.D., Committee Member  
John Vertido, B.S., L.V.N., Committee Member  
SUBJECT: Education Committee Report

The Education Committee (Committee) convened its initial meeting of FY 2016/2017 at 3:00 P.M., on July 18, 2016, in the Board's Administrative Conference Room (see *Attachment A*). The meeting was called to order by Kameka Brown, Executive Officer.

The Committee is responsible for assisting the Board in ensuring the educational preparation, licensure, and practice of a safe and competent workforce, thus protection of the consumer. Specifically, the Committee is charged with gathering public input and making recommendations to the Board for action relative to the education of safe and competent vocational nurses and psychiatric technicians.

Additionally, the Committee considers the compliance of pre-licensure educational programs with statutory and regulatory requirements and established professional standards. When noncompliance is substantiated, the Committee makes recommendations to the full Board for action up to and including modifications in the program's approval status. Such modifications are in accordance with Section 2526.1(c) of the California Code of Regulations, which states:

"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..."

(See *Attachment B*)

The Committee considered the status of the following approved programs.

- **Charter College, Canyon Country, Vocational Nursing Program.** *Consideration of Placement on Provisional Approval.* (Director: Meagan Jackson, Director, Canyon Country, Los Angeles County, Private)

Donna Johnson, Nursing Education Consultant, presented a report relative to the program's approval status.

Published examination statistics substantiate the program's noncompliance with regulatory requirements for nine (9) of the previous ten (10) consecutive quarters.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2013	73%	75%	+2
Apr – Jun 2013	73%	60%	-13
Jul – Sep 2013	74%	67%	-7
Oct – Dec 2013	76%	61%	-15
Jan – Mar 2014	76%	63%	-13
Apr – Jun 2014	73%	57%	-16
Jul – Sep 2014	73%	57%	-16
Oct – Dec 2014	72%	61%	-11
Jan – Mar 2015	71%	60%	-11
Apr – Jun 2015	72%	66%	-6
Jul – Sep 2015	72%	60%	-12
Oct – Dec 2015	72%	59%	-13
Jan – Mar 2016	72%	60%	-12

Based on published examination statistics and findings of an unannounced program inspection conducted June 16, 2016, six (6) violations of the California Code of Regulations were identified. On July 11, 2016, the program's director was approved by the Board. That approval corrected one (1) violation. Currently, five (5) violations remain uncorrected. (See Attachment C)

**Program Representatives:**

Meagan Jackson, Director, Vocational Nursing Program  
Charter College, Canyon Country

Janice Floyd, Director, Vocational Nursing Program  
Charter College, Alaska

Christine Vaja, President, Canyon Country, Lancaster, and Oxnard Campuses

Josh Swayne, Chief Operating Officer, Charter Colleges

**Committee Discussion:**

J. Vertido expressed serious concerns regarding the number of identified and substantiated violations. He noted the program's inadequacy of sufficient resources to achieve the program's educational objectives. Based on submitted information, the program fails to provide clinical experience in the care of sick

children for enrolled students. That failure constitutes a violation of Business and Professions Code Section 2882. Additionally, the program lacks clinical facilities that offer an adequate daily census of clients offering clinical experience in obstetrical nursing consistent with competency – based objectives and sufficient for the enrolled student population.

B. Bass de Martinez and J. Vertido noted the program's lack of an approved program director for approximately three (3) months during the time students were enrolled and in class. As a result, the program was not actively administered by an approved director, as required by existing regulations.

#### **Committee Recommendations:**

**Yes Bernice Bass de Martinez**

**Yes John Vertido**

1. Place the Charter College, Canyon Country, Vocational Nursing Program on provisional approval for the two-year period from August 26, 2016, through August 25, 2018, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.
2. Require the program to bring its average annual pass rate to no more than (10) ten percentage points below the State average annual pass rate.
3. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
4. Require the program to obtain Board approval prior to the admission of each additional class.
5. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
6. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months, but no later than May 15, 2018. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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 demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
  8. 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.
  9. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

**Rationale:** The program's current average annual pass rate is **60%**, which is **12** percentage points **below** the state average annual pass rate. The program has been non-compliant with regulatory requirements regarding pass rates for 10 of the past 12 quarters. In addition to pass rates that are not compliant with regulations, the program was found to be out of compliance with regulations related to adequacy of physical resources, adequacy of clinical facilities, active administration of the program, and the provision of correlated theory content and clinical experiences.

The program's noncompliance with regulatory requirements strongly indicates placement on provisional approval is required to ensure consumer protection.

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.

- **Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program.** *Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students* (Director: Peggy Revetto, Rancho Mirage, Riverside County, Private)

Jessica Gomez, Nursing Education Consultant (NEC) presented a report relative to the program's approval status. Additionally, the report addressed the program's request for approval to admit a full – time class of 20 students with two (2) alternates, commencing September 16, 2016, and graduating November 16, 2017.

Published examination statistics substantiate the program's noncompliance with regulatory requirements specified in California Code of Regulations Section 2530

(I) for the previous six (6) consecutive quarters.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2014	76%	77%	+1
Apr – Jun 2014	73%	71%	-2
Jul – Sep 2014	73%	63%	-10
Oct – Dec 2014	72%	53%	-19
Jan – Mar 2015	71%	41%	-30
Apr – Jun 2015	72%	36%	-36
Jul – Sep 2015	72%	38%	-34
Oct – Dec 2015	72%	48%	-24
Jan – Mar 2016	72%	61%	-11

(See Attachment D)

**Program Representatives:**

None

**Committee Discussion:**

B. Bass de Martinez and J. Vertido noted the program’s failure to identify and implement a plan required to correct identified deficiencies in the education provided to enrolled students. Based on submitted information, the program has failed to implement critical actions required to maximize the achievement of the enrolled and proposed student population.

**Committee Recommendations:**

Yes Bernice Bass de Martinez                      Yes John Vertido

1. Place the Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program on provisional approval for the two-year period from August 26, 2016, through August 25, 2018, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.
2. Require the program to bring its average annual pass rate to no more than (10) ten percentage points below the State average annual pass rate.
3. **Deny** the program’s request for approval to admit a class of 20 students on September 6, 2016, with a projected graduation date of November 16, 2017; only, to **replace** the class graduating September 1, 2016.
4. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.

5. Require the program to obtain Board approval prior to the admission of each additional class.
6. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
7. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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
8. Require the program to demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
9. 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.
10. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
11. Place the program on the **Committee's July 2018** agenda for reconsideration of provisional approval.

**Rationale:** The program's licensure pass rates have declined since Quarter 4 - 2013. For Quarter 1 - 2016, the program's average annual pass rate was **61%, eleven (11) percentage points below** the state. As such, the average annual pass rate has remained greater than 10 percentage points **below** the state, for first time NCLEX-PN® test takers, for the last six (6) consecutive quarters (October 2014 through March 2016).

The director has submitted a program analysis and initiated an action plan to evaluate student progression, institute early remediation, and assist the graduates in their preparation to take the NECLX-PN®.

The program's prolonged noncompliance with regulatory requirements relative to program pass rates strongly indicates placement on provisional approval is required to ensure consumer protection.

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.

➤ **Trinity School of Health and Allied Sciences Vocational Nursing Program – Consideration Placement on Provisional Approval** (Director: Arvid Taboclaon, Gardena, Los Angeles County, Private)

Jessica Gomez, Nursing Education Consultant, presented a report relative to the program's approval status.

Published examination statistics substantiate the program's noncompliance with regulatory requirements for one (1) of the previous nine (9) consecutive quarters.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2014	76%	79%	+3
Apr – Jun 2014	73%	75%	+2
Jul – Sep 2014	73%	69%	-3
Oct – Dec 2014	72%	69%	-3
Jan – Mar 2015	71%	69%	-2
Apr – Jun 2015	72%	68%	-4
Jul – Sep 2015	72%	71%	-1
Oct – Dec 2015	72%	71%	-1
Jan – Mar 2016	72%	<b>58%</b>	<b>-14</b>

As reported, the Board received two (2) complaints regarding the program, one (1) from the program director on May 5, 2016, and one (1) from a current student on May 11, 2016. Board representatives conducted an unannounced program inspection on May 23 and 24, 2016. Twelve (12) violations of the California

Code of Regulations were identified. (See Attachment E)

**Program Representatives:**

Arvid, Taboclaon, Program Director

Jude Vittorio Mendoza Faelnar, Instructor

**Committee Discussion:**

J. Vertido expressed serious concern regarding the program's lack of sufficient resources to achieve its educational objectives. Specifically, he noted that submitted information confirmed the program's failure to provide textbooks, critical equipment and supplies required to teach clinical skills, and broken mannequins, resulting in inadequate instruction.

B. Bass de Martinez noted the program's failure to provide adequate quality and functioning faculty. Submitted documents confirmed the lack of engagement in students' clinical experience. Further, submitted information confirmed that instructors cancelled some classes and sent students home due to the lack of supplies required to teach scheduled skills.

**Committee Recommendations:**

Yes Bernice Bass de Martinez

Yes John Vertido

1. Place the Trinity School of Health and Allied Sciences Vocational Nursing Program on provisional approval for the two-year period from August 26, 2016, through August 25, 2018, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (see Attachment G).
2. Require the program to bring its average annual pass rate to no more than (10) ten (10) percentage points below the State average annual pass rate.
3. Require the program to correct all violations identified during the onsite inspections, and submit a report identifying implemented interventions and timelines no later than **September 1, 2016**.
4. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
5. Require the program to obtain Board approval prior to the admission of each additional class.

6. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
7. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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
8. Require the program to demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
9. 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.
10. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
11. Place the program on the **Committee's July 2018** agenda for reconsideration of provisional approval.

**Rationale:** Published examination statistics confirm a marked decline in pass rates on the licensure examination since Quarter 3, 2014. For Quarter 1, 2016, the program's average annual average pass rate was 58%, which is 14 percentage points **below** the

state average annual pass rate for first time program graduates.

In May 2016, the Board received allegations of substantial misconduct by the program. One complaint was received from the program director. Additionally, a complaint was received from a currently enrolled student. Due to the nature of the allegations, two Board staff conducted an unannounced program inspection. Twelve (12) violations were identified.

The absence of student education and patient safety was evidenced by the following:

- Program's failure to follow the Board approved admission assessment and screening and selection criteria in the admission and screening and selecting of students for admission;
- Failure of the faculty to provide instruction consistent with the Board approved Instructional Plan;
- Lack of correlation between the didactic classroom; and clinical experience;
- Lack of critical textbooks;
- Lack of access to the libraries, both physical and electronic;
- Lack of adequate supplies for the skills lab;
- Program's failure to follow the Board – approved methodology for tracking attendance; or requiring make up hours;
- Lack of program assessment of student's progress to determine need for remediation, tutoring, and or removal from program;
- Lack of engaged clinical instructors;
- Lack of active administration of the program.

Given the number and severity of identified violations, placement on provisional approval is strongly indicated to ensure consumer protection.

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.

The Committee Meeting was adjourned at 5:05 P.M.

***Attachments:***

- Attachment A: Education Committee Meeting Agenda Dated July 18, 2016  
Attachment B: Role of Committee  
Attachment C: Charter College, Canyon Country, Vocational Nursing Program Report Dated June 29, 2016

Attachment D: Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program Report  
Dated June 16, 2016

Attachment E: Trinity School of Health and Allied Sciences Vocational Nursing Program Dated June  
16, 2016

## **ATTENDANCE**

### ➤ **Committee Members**

Bernice Bass de Martinez, Ph.D., Public Member  
John Vertido, L.V.N., Education Member

### ➤ **Staff**

Kameka Brown, Executive Officer  
Cheryl Anderson, Supervising Nursing Education Consultant  
Jessica Gomez, Nursing Education Consultant  
Donna Johnson, Nursing Education Consultant  
Jennifer Almanza, Administrative Analyst  
Dianne Dobbs, Legal Counsel, Department of Consumer Affairs  
Jonathan Burke, Manager, Board & Bureau Relations, DCA Executive Office



# **Agenda Item #17., Attachment A**

## **EDUCATION COMMITTEE MEETING AGENDA**

**Monday, July 18, 2016**

**Board Headquarters  
Administrative Conference Room  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
Telephone: (916) 263-7845  
Fax: (916) 263-7859**

**3:00 P.M. to 5:00 P.M.  
OR UNTIL COMPLETION OF BUSINESS**

1. Call to Order.
2. Introduction of Committee Members and Board Staff.
3. Introduction of Approved Schools Represented at Meeting Based Upon Voluntary Sign-In.
4. Role of the Education Committee.
5. Consideration of Placement on Provisional Approval.
  - A. Charter College, Canyon Country, Vocational Nursing Program. Consideration of Placement on Provisional Approval. Donna Johnson, Nursing Education Consultant.
  - B. Santa Barbara Business College, Rancho Mirage, Van Nuys, Vocational Nursing Program. Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students. Jessica Gomez, Nursing Education Consultant.
  - C. Trinity School of Health and Allied Sciences Vocational Nursing Program. Consideration of Placement on Provisional Approval. Jessica Gomez, Nursing Education Consultant.
6. Suggestions for Future Agenda Items.
7. Adjournment.



## **Agenda Item #4.**

### **Role of the Education Committee**

The Education Committee (Committee) of the Board of Vocational Nursing and Psychiatric Technicians (Board) is comprised of two (2) members that are appointed by the Board President. The Committee is crucial to achievement of the Board's mandate to ensure the protection of the consumer.

The Committee is charged with gathering public input and making recommendations to the Board for action relative to the education of safe and competent vocational nurses (VNs) and psychiatric technicians (PTs). In so doing, the Committee considers the health care needs of the consumer and applicable research. The Committee considers entry level competencies necessary for safe and effective practice and curricular content and hours critical to achievement. The Committee considers established professional standards relative to education, health care, and the nursing profession.

The Committee considers the compliance of prelicensure educational programs with statutory and regulatory requirements and established professional standards. When noncompliance is substantiated, the Committee makes recommendations for action to the full Board up to and including modifications in the program's approval status. The Committee makes recommendations on issues relative to the national licensed vocational nursing examination (NCLEX/PN®) and the California Psychiatric Technician Licensure Examination (CAPTLE). Further, the Committee advises and makes recommendations to the Board relative to the postlicensure education of VNs and PTs that is required to ensure continued competence.

In so doing, the Education Committee assists the Board in ensuring the educational preparation, licensure, and practice of a safe and competent workforce. Such workforce is imperative to ensure the delivery of safe and effective care to the consumer.



# Agenda Item #5.A.



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



DATE: June 29, 2016

TO: Education Committee Members

FROM:   
Donna G. Johnson, RNP, MS, MA  
Nursing Education Consultant

SUBJECT: Charter College, Canyon Country, Vocational Nursing Program –  
Consideration of Placement on Provisional Approval (Director: Vacant, Canyon  
Country, Los Angeles County, Private)

The Charter College, Canyon Country, Vocational Nursing Program is presented to the Education Committee for consideration of placement on provisional approval.

In accordance with Section 2526.1(c) 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...”

In conjunction with poor performance on the licensure examination and the program's request for ongoing approval, on June 16, 2016, two (2) Board representatives conducted an unannounced program inspection. A total of **six (6) violations were identified.**

The following table shows the variance of the program's pass rates from state average annual pass rates of first time graduates of approved vocational nursing programs for the past 13 consecutive quarters. This data substantiates the program's noncompliance with Section 2530(l) of the California Code of Regulations.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2013	73%	75%	+2
Apr – Jun 2013	73%	60%	-13
Jul – Sep 2013	74%	67%	-7
Oct – Dec 2013	76%	61%	-15
Jan – Mar 2014	76%	63%	-13
Apr – Jun 2014	73%	57%	-16

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jul – Sep 2014	73%	57%	-16
Oct – Dec 2014	72%	61%	-11
Jan – Mar 2015	71%	60%	-11
Apr – Jun 2015	72%	66%	-6
Jul – Sep 2015	72%	60%	-12
Oct – Dec 2015	72%	59%	-13
Jan – Mar 2016	72%	60%	-12

### History of Prior Board Actions

(See Attachment A, History of Prior Board Actions.)

### Enrollment

Until June 29, 2016, the 60-week full-time program was approved to admit a full – time class of 40 students every 16 weeks to replace graduating students. Board approval is now required prior to the admission of additional classes. The pattern of admissions for classes is seen in the enrollment table below.

The following table represents **current** student enrollment based on current class starts and completions. The table indicates a **maximum enrollment of 83 students** for the period from **March 2011 through July 2016**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
3/11		32	20	20
7/11		23	18	20 + 18 = 38
10/11		34	26	38 + 26 = 64
2/12		31	19	64 + 19 = 83
	5/12 (3/11 Class)		-20	83 – 20 = 63
5/12		24	13	63 + 13 = 76
	9/12 (7/11 Class)		-18	76 – 18 = 58
9/12		32	23	58 + 23 = 81

**ENROLLMENT DATA**

CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
	12/12 (10/11 Class)		-26	$81 - 26 = 55$
1/13		30	24	$55 + 24 = 79$
	4/13 (2/12 Class)		-19	$79 - 19 = 60$
4/13		20	15	$60 + 15 = 75$
	8/13 (5/12 Class)		-13	$75 - 13 = 62$
8/13		28	17	$62 + 17 = 79$
	11/13 (9/12 Class)		-23	$79 - 23 = 56$
11/13		19	10	$56 + 10 = 66$
	3/14 (1/13 Class)		-24	$66 - 24 = 42$
3/14		16	12	$42 + 12 = 54$
	6/14 (4/13 Class)		-15	$54 - 15 = 39$
6/14		11	8	$39 + 8 = 47$
	10/14 (8/13 Class)		-17	$47 - 17 = 30$
10/14		29	15	$30 + 15 = 45$
	2/15 (11/13 Class)		-10	$45 - 10 = 35$
2/15		26	16	$35 + 16 = 51$
	5/15 (3/14 Class)		-12	$51 - 12 = 39$
5/15	7/16	10	9	$39 + 9 = 48$
	9/15 (6/14 Class)		-8	$48 - 8 = 40$
9/15	11/16	6	2	$40 + 2 = 42$
	12/15 (10/14 class)		-15	$42 - 15 = 27$
12/15	2/17	0	0	$27 + 0 = 27$
	4/16 (2/15 Class)		-16	$27 - 16 = 11$
4/16	6/17	10	9	$11 + 9 = 20$

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
	7/16 (5/15 Class)		-9	20 - 9 = 11

### Licensing Examination Statistics

The following 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," for the period January 2012 through March 2016, specify the pass percentage rates for graduates of Charter College, Canyon Country Campus, Vocational Nursing Program on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR § 2530 (I)]	Variance From the State Average Annual Pass Rate
Jan – Mar 2012	14	12	86%	74%	89%	74%	+15
Apr – Jun 2012	21	19	90%	72%	88%	74%	+12
Jul – Sep 2012	5	2	40%	74%	84%	74%	+10
Oct – Dec 2012	10	9	90%	70%	84%	74%	+10
Jan – Mar 2013	12	6	50%	75%	75%	73%	+2
Apr – Jun 2013	16	9	56%	78%	60%	73%	-13
Jul – Sep 2013	14	11	79%	75%	67%	74%	-7
Oct – Dec 2013	14	8	57%	76%	61%	76%	-15
Jan – Mar 2014	15	9	60%	74%	63%	76%	-13
Apr – Jun 2014	10	2	20%	66%	57%	73%	-16
Jul – Sep 2014	14	11	79%	72%	57%	73%	-16
Oct – Dec 2014	17	12	71%	72%	61%	72%	-11
Jan – Mar 2015	16	9	56%	73%	60%	71%	-11
Apr – Jun 2015	17	10	59%	69%	66%	72%	-6
Jul – Sep 2015	13	7	54%	73%	60%	72%	-12
Oct – Dec 2015	15	10	67%	75%	59%	72%	-13
Jan – Mar 2016	7	4	57%	73%	60%	72%	-12

\*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(l) 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."

Based on the most recent data available (January to March 2016), the program's average annual pass rate is **60%**. The California average annual pass rate for graduates from accredited vocational nursing programs who took the NCLEX-PN® for the first time during the same period is 72%. The pass rate for the Charter College, Canyon Country Campus, Vocational Nursing Program is **12 percentage points below** the state average annual pass rate.

The data, above, substantiates that the program has been greater than 10 percentage points below the state average annual pass rate for 10 of the past 12 quarters.

### 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."

The total number of Board approved faculty is seven (7). The program has no director at this time. Only two (2) faculty are full-time. All faculty are approved to teach in the clinical area.

Based on a maximum enrollment of 83 students, six (6) instructors are needed. However, current enrollment is 20 students. Therefore, the number of current faculty is adequate for the current and the maximum enrollment; **however, there is no director to actively administer the program.**

"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 **lacks** 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.

### Other Considerations

In 2013, the Board approved a new director for the Charter College, Canyon Country, Vocational Nursing Program. In November 2014, after four (4) quarters of non-compliant pass rates, the Board required the program to submit an improvement plan.

The program's plan of improvement was submitted in December 2014 (See Attachment B) and is summarized as follows.

- Remediation and support provided to students as needed and after any failed examination
- Increased length of admission interview with program director
- Program graduates offered ATI Virtual NCLEX-PN program
- Encourage students to test as soon as possible
- Increase communication with faculty members
- Curriculum evaluation in progress
- Integrated ATI resources – beginning with class graduating in May 2015
- Ongoing evaluation of clinical facilities
- Survey faculty to ensure ongoing effectiveness of lesson plans
- Evaluation of text books noted as in progress
- Enforce attendance policy
- Weekly meetings with students in remediation plan
- Encourage tutoring/coaching sessions for students in remediation plan
- Implement proctored ATI assessments
- Faculty evaluations in progress
- Continue with minimum grade of 80% in each component of the term

In June 2015, the Assistant Program Director (APD) was covering for the program director's medical leave. In response to the Board's request for documentation of implementation of the improvement plan, the APD submitted a report (See Attachment C), which is summarized as follows.

- The majority of student in remediation were demonstrating improved test scores
- With two class starts since enhanced admission process, admitted students were said to have a thorough understanding of program requirements
- VN students and graduates with indefinite access to ATI NCLEX-PN materials
- Live review added to NCLEX preparation
- Faculty meetings held monthly and increased communication continues
- Curriculum evaluation continues in process
- ATI resources integrated throughout the program, including ATI proctored examinations in terms 1, 3, and 4 and a comprehensive predictor examination
- Lesson plans have been revised and expanded
- Text books determined appropriate and new texts were under review
- Attendance policy enforced; two (2) students dismissed for excessive absences
- Faculty evaluations continued; mandatory faculty in-services were conducted
- Clinical experiences and facilities determined to be more than sufficient

On August 7, 2015, the APD was approved by the Board as the program director. On November 3, 2015, the Board was notified by representatives of Charter College that the program had relocated and would thereafter be known as Charter College, Soledad. The new campus is located less than 2 miles from the previous address. The assigned consultant contacted the program director and requested additional information regarding the new location and the program's enrollment.

On November 16, 2015, the Board approved a new program director. The previous program director became the APD again. The new director submitted the Program Record Survey and then revised attendance and admission policies. In April 2016, the Board was informed by the

program director that the APD had been terminated. In addition, between January 2016 and April 2016, nine (9) other faculty were reported as terminated.

In April 2016, the Board approved revised attendance and admission policies. The new admission policy raised the minimum passing score on the SLE to 18. In addition, the program identified the admission assessment retake guidelines.

On May 3, 2016 the Board received notification from a Charter College Nursing Director in Alaska that the Charter College, Soledad/Canyon Country, Vocational Nursing Program director had resigned. The Charter College plan was for the Alaska Nursing Director to obtain an interim California nursing license and "have a daily virtual presence through a robot." (See Attachment D). A teleconference with the Charter College, Soledad, Campus Manager on May 4, 2016 confirmed the resignation as of April 29, 2016. The college's plan for the Alaska director to supervise the California program via robot was discussed and the assigned consultant described applicable regulations and the need for active administration by a Board-approved program director. On May 11, 2016, a teleconference was conducted with a college president and nursing director in Alaska. According to the Alaska director, the Charter College, Soledad/Canyon Country, Vocational Nursing Program does not have ATI integrated throughout the program. The director reported on a national search for a program director and her attempts to secure a temporary California nursing license. The assigned consultant discussed regulations requiring active administration of the program and concern for the currently enrolled students.

### **Program Inspection**

On June 16, 2016, two (2) Board representatives conducted an unannounced program inspection at the Charter College, Soledad, Vocational Nursing Program. With no Board-approved director, the most senior instructor came to the school and assisted with the inspection. In addition, the president of the Oxnard, Lancaster, and Canyon Country campuses returned to the school. **According to the president of the campuses, the program was no longer referred to as the Soledad campus and was to be referred to as the Charter College, Canyon Country campus (See Attachment E).**

During the program inspection, Board representatives assessed physical resources, examined program and student files, interviewed all three classes of students, interviewed faculty at the school and at a clinical site, and a Board representative observed students in a clinical facility.

The campus is located in a clean, modern building with three (3) classrooms utilized by other programs on the main floor. The Vocational Nursing Program Director's office is located on the main floor. There is no student lounge or other facilities for student use, such as lunchroom, microwave, or refrigerator; students reported this as a hardship. There are no student services located at the campus. Students are video linked with distant representatives from financial aid and other services.

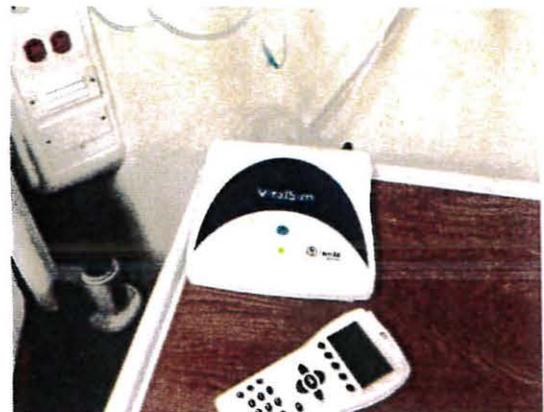
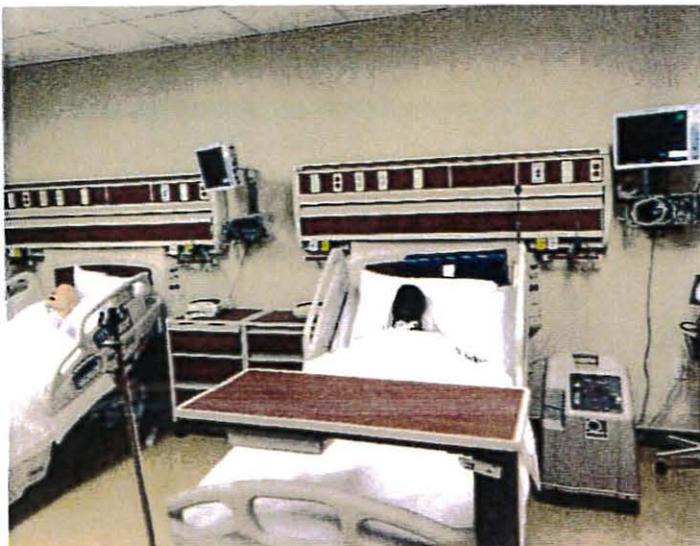
### **Classroom Space:**

The Vocational Nursing program is located out the back door and on the second floor. A classroom with 16 chairs, small library, and appropriate visual aids also contains a projector, computer, screen and white board.



***Skills Laboratory (Lab):***

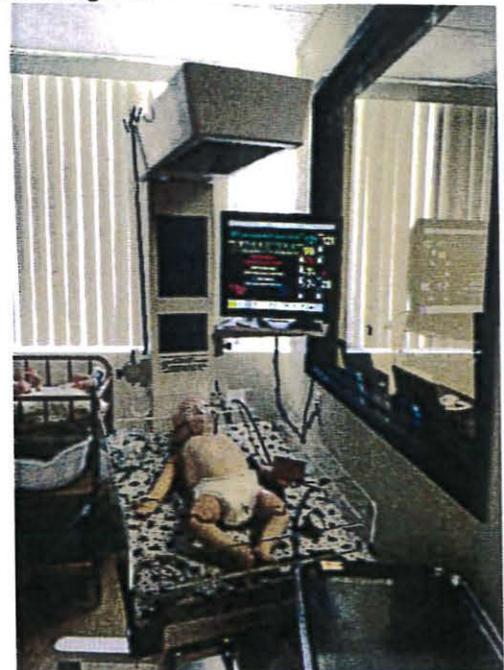
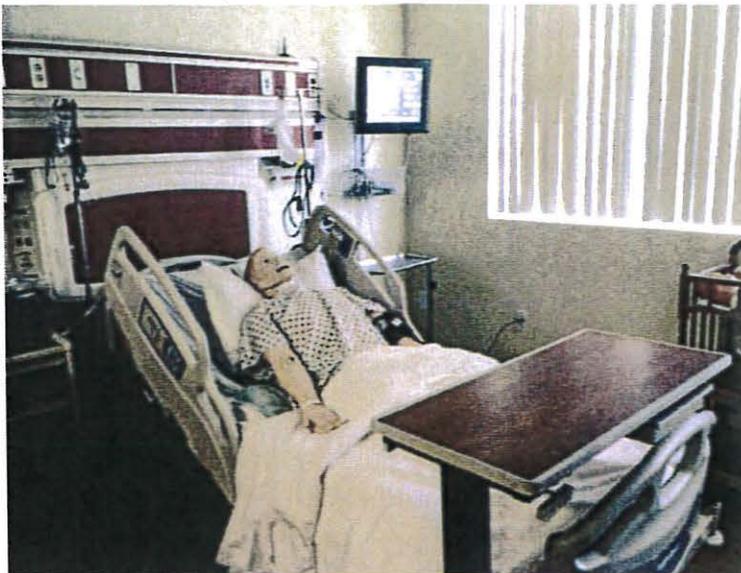
The skills laboratory is well equipped with excellent quality materials and contains tables and 10 chairs. There are two (2) complete bedside units and mannequins with programmable vital signs and capabilities for trach care, ostomy care, male and female catheterization, and multiple injection sites. A birthing torso is available and a fully equipped computerized simulation lab with adult and neonatal mannequins is also available. There are well-stocked medication carts with simulated MARs, wound care supplies, and an oxygen tank, and respiratory care equipment. Students have access to sterile supplies and are provided with a kit containing neuro light and stethoscope.



Skills lab with two (2) complete bedside units and simulated vital signs



Medication Administration carts and birthing torso



Computerized simulation equipment

**Computer Laboratory and Hard Copy Library:**

The only physical library is located in the Vocational Nursing classroom (see photo, above). There is no computer laboratory. Students are issued laptops **for use on campus, only**. While

on campus, students have access to online resources. However, no facilities for printing are allowed the students since the campus relocated. Students without Internet access or a computer at home noted significant limitations. Term 4 students reported having generated a list of needed resources they no longer had access to since the move to the e-pod campus.

***Student Interviews:***

The nine (9) students in Term 4 were interviewed in their classroom. The students described some challenges with communication since the move to the new campus and, most notably, since the program is without a director. The students noted it is difficult to get answers to their questions and concerns, including because of the transition to an e-pod campus. They noted the teachers always have the objectives with them and all teach from the same schedule, following the syllabus. The students reported positively regarding a main clinical facility and described caring for up to five (5) patients at a time now as they approach the end of their program of study. This group of students reported confusion regarding how specialty rotations are scheduled since they completed pediatric theory early in the term and have yet to begin clinical rotations in the care of sick children. The students also described spending a good deal of time in the skills lab for maternity nursing, including watching videos, and only one (1) day at a clinic that accepts one (1) student at a time. Thus, students have been taking turns attending the single day of maternity clinical experience. An instructor is not present for the experience at the clinic.

The two (2) students in Term 3 were also interviewed in the classroom. They noted appreciation of the very personalized attention they are receiving and report having had good experiences at one facility (the same facility noted during the interview with Term 4 students) and only CNA duties at a second facility.

All nine (9) of the students in Term 1 were interviewed at a clinical facility. They are in the first few weeks of clinical rotations. Overall, the students reported positively regarding the clinical experience and clinical instructor. They described an appropriate level of clinical activities and good feedback from the clinical instructor. The students all noted concerns with inability to understand the theory instructor, inability to learn from the theory instructor, and that they were not getting responses from the theory instructor when asking for additional help. The Term 1 students also noted feeling very behind after taking the ATI mid-term examination. They described a mismatch between the curriculum and the test, including that they have not covered any math and they were tested on math. A relevant statement from this group was, "I'm worried about how much more I need to learn in order to catch up."

***Clinical Site Visit:***

Students were interviewed at a post-acute facility that has been a major rotation for all classes. This is the same facility that both Term 3 and Term 4 students reported as a positive experience. It was also described by a faculty member that the new owners have decided not to have students in the future and this is the last term at the facility.

Students in Term 1 are in the first few weeks of clinical and were assigned to work with a CNA, treatment nurse, or staff LVN for the day. Other students were assigned head-to-toe assessments with instructor review of the completed assessments. Clinical objectives were posted on the nursing unit.

### ***Faculty Interviews:***

A total of four (4) faculty members were interviewed. They were distressed regarding the lack of active administration and noted some communication with college representatives in Alaska. Most noted lack of support in the role as a faculty member. According to a faculty member, "There is a lot of confusion in the program ever since the director left and students are confused, too. They're not receiving what they are paying for." Another faculty member noted, "no one knows who to go to."

A faculty member identified weak admission criteria as a reason for the poor performance on the licensure examination. Another faculty member noted the need for some changes in the curriculum and commented on the delay between specialty rotation theory and clinical experiences.

Faculty members were asked how they deal with students experiencing academic challenges. A faculty member noted they meet with students, offer additional readings, online support, and practice tests. This particular faculty member noted that there are no make-up tests. Another faculty member noted that if students fail a test or quiz, students are given a second test or quiz and the additional points are given to the students. No other remediation or support was described by that particular faculty member.

### ***Student Records:***

Records of all currently enrolled students were inspected and a random sample of files of recent graduates were also inspected. Records were complete and contained the required documentation. Student records compiled under the previous director contained extensive documentation and follow-up of student remediation. In addition, when students repeated a term, appropriate appeal letters, including addressing factors that led to failure, were located in student files. However, for current Term 4 students, recent ATI proctored assessments indicated that all nine (9) students failed the maternity nursing assessment and four (4) of nine (9) students failed the pediatric nursing assessment. Students had not completed clinical rotations in the specialties when they were tested.

Based on the program inspection, program record survey, and published program examination statistics, a total of six (6) violations were identified.

### **Violations**

**Section 2526(a)(16) of the Vocational Nursing Rules and Regulations states:**

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:

... (16) List of resources for provision of counseling and tutoring services for students.

**Violation # 1:** No list of resources for counseling is posted or provided to students.

During the inspection a faculty member found a list that is kept by the campus, but not posted for students. The list was posted at the close of the inspection.

**Status:** This violation is corrected.

**Section 2529(b) of the Vocational Nursing Rules and Regulations 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

**Violation #2:** The program has been without a Board-approved director since April 29, 2016. An incomplete application for a temporary program director, located in Alaska, was submitted by College personnel in Alaska on June 24, 2016. The current faculty roster, provided to Board representatives during the inspection on June 16, 2016, lists current faculty as responsible to a nursing director in Alaska.

**Required Action:** Submit for Board approval a faculty application for a qualified program director. **Due no later than July 13, 2016.**

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

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

"The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory and equipment to achieve the program's objectives."

**Violation #3:** The program lacks adequate clinical facilities, as will be described, below. In addition, since moving to the new location in November 2015, the program lacks onsite space for library and study hours, paper and printers for student use, and a computer laboratory. Faculty reported that laptops issued to students are kept locked at school. In addition, the program lacks physical space for students to store food and eat. As reported by currently enrolled students, these issues have caused financial hardship and difficulty accessing study resources unless students have internet and computer capabilities at home.

**Required Action:** Submit a written plan for addressing these student resource issues. **Due no later than July 13, 2016.**

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

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

"The Board 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 #4:** The program's average annual pass rate has been greater than 10 percentage points **below** the state average annual pass rate for 10 of the past 12 quarters.

**Required Action:** Submit a revised plan for improvement of pass rates on the licensure examination. **Due no later than August 12, 2016.**

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

**Section 2533(a) of the Vocational Nursing Rules and Regulations states:**

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

**Violation #5:** The Board-approved curriculum includes theory and correlated clinical experience. However, interviews with students and faculty confirm that the program failed to provide clinical experience that correlates with presented didactic content in Pediatric Nursing for the enrolled students. While students completed Pediatric didactic content in the first 5 weeks of the term, students in week 11 of the term had not yet attended clinical rotations in the care of sick children. Those rotations are scheduled for the end of the 15 week term, during which time students are engaged in content and clinical experiences related to leadership and supervision, mental health, rehabilitation, and home health nursing.

Further, with the Board-approved curriculum describing that maternity nursing clinical experience is to be provided during weeks five (5) through seven (7) of Term 4, some of the currently enrolled Term 4 students, in week 10 of the 15 week term, had not completed maternity nursing clinical experience and were now engaged in other content areas.

**Required Action:** Submit a written plan for preservation of correlation between theory and clinical experiences. **Due no later than July 13, 2016.**

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

**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. Clinical objectives which students are expected to master shall be posted on patient care units utilized for clinical experience."

**Violation #6:** Board records and data gathered during the program inspection substantiate that the program has only one (1) Board-approved clinical facility providing outpatient care of pregnant women. The clinic allows a single student at a time to rotate and no instructor is present. Students

attend for one (1) day. Because of the limitations, students take turns and may not complete the 40 hour maternity clinical nursing rotation during the three (3) weeks as described in the Board-approved Instructional Plan. All other maternity hours are conducted in the skills laboratory.

Further, until March 2016, the program had no clinical facilities providing care of sick children. With only a single facility approved since then, and no availability at that facility for the currently enrolled students in Term 4 until the end of the term, the program lacks adequate clinical facilities such that students can accomplish the objectives of the program in accordance with the Board-approved Instructional Plan and in accordance with regulatory requirements.

**Required Action:** Submit a written plan for the provision of clinical experiences in accordance with the Board-approved Instructional Plan for the remainder of the educational program of students currently enrolled in Terms 1 and 3 of the program. **Due no later than July 13, 2016.**

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

### Summary

Currently without a Board-approved program director, the Charter College, Canyon Country, Vocational Nursing Program has nine (9) students scheduled to complete the program in July 2016. The program also has two (2) students in Term 3 of the program and nine (9) students in Term 1 of the program. As of this date, a total of six (6) violations have been identified and one (1) violation has been corrected.

On June 29, 2016, when considering a report on the Program Record Survey and unannounced inspection, the Executive Officer rescinded approval for ongoing admissions and referred the program to the Education Committee for consideration of placement on provisional approval. The Board forwarded correspondence to the program regarding the decisions of the Executive Officer on the same date.

### **Recommendations:**

1. Place the Charter College, Canyon Country, Vocational Nursing Program on provisional approval for the two-year period from August 26, 2016, through August 25, 2018, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (see Attachment F).
2. Require the program to bring its average annual pass rate to no more than (10) ten percentage points below the State average annual pass rate.
3. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
4. Require the program to obtain Board approval prior to the admission of each additional class.

5. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
6. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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 demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
8. 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.
9. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

**Rationale:**

The program's current average annual pass rate is **60%**, which is **12** percentage points **below** the state average annual pass rate. The program has been non-compliant with regulatory requirements regarding pass rates for 10 of the past 12 quarters. In addition to pass rates that are not compliant with regulations, the program was found to be out of compliance with regulations related to adequacy of physical resources, adequacy of clinical facilities, active administration of the program, and the provision of correlated theory content and clinical experiences.

The program's noncompliance with regulatory requirements strongly indicates placement on provisional approval is required to ensure consumer protection.

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: Program Correspondence dated December 2014
- Attachment C: Program Correspondence dated June 2015
- Attachment D: Program Correspondence dated May 3, 2016
- Attachment E: Program Correspondence dated June 16, 2016
- Attachment F: Draft Notice of Change in Approval Status

## Agenda Item #5.A., Attachment A

### Charter College, Canyon Country Vocational Nursing Program

#### History of Prior Board Actions

- On May 12, 2006, the Board approved Clarita Career College's request to begin a vocational nursing program with an initial full-time class of 30 students commencing July 10, 2006 only, with a projected graduation date of October 6, 2007; and approved the program curriculum for 1560 hours, including 600 theory, and 960 clinical hours.
- The program delayed commencement of the initial class until January 29, 2007.
- On March 4, 2008, the Board approved initial full accreditation for the Clarita Career College Vocational Nursing Program for the period from March 3, 2008, through March 2, 2012, and the Board issued a certificate accordingly. Additionally, the Board approved the following requests:
  1. A full-time class of 30 students to commence April 7, 2008, graduating June 2009 only, to replace students graduating on March 29, 2008;
  2. A full-time class of 30 students to commence July 21, 2008 only, graduating September 2009; and
  3. A full-time class of 30 students to commence November 3, 2008 only, graduating January 2010.
- On September 22, 2008, the Board was notified that effective immediately the program name had been changed to Charter College, Canyon Country Campus Vocational Nursing Program.
- On December 8, 2008, the Board's Executive Officer approved Charter College, Canyon Country Campus, (formerly Clarita Career College) Vocational Nursing Program's request to admit a class of 30 students to commence March 9, 2009 only, graduating May 22, 2010.
- On February 19, 2009, a new program director was approved.
- On March 18, 2009, the Executive Officer approved the program's request to admit a class of 30 students to commence June 15, 2009 only, with a projected graduation of August 21, 2010, to **replace** students scheduled to graduate June 13, 2009; and approved the program's request to admit a class of 30 students to commence September 28, 2009 only, with a projected graduation of December 4, 2010, to **replace** students scheduled to graduate September 26, 2009.
- On September 3, 2009, the Executive Officer approved Charter College, Canyon Country Campus, (formerly Clarita Career College) Vocational Nursing Program's

request to admit a class of 30 students to commence January 25, 2010 only, with a projected graduation of April 2, 2011, to **replace** students scheduled to graduate January 23, 2010.

- On March 1, 2010, the Executive Officer approved the program's request to admit a class of 30 students to commence May 10, 2010 only, with a projected graduation of July 6, 2011, to **replace** students scheduled to graduate May 8, 2010; and approved the program's request to admit a class of 30 students to commence August 23, 2010 only, with a projected graduation of October 29, 2011, to **replace** students scheduled to graduate August 21, 2010.
- On November 30, 2010, the Executive Officer approved the program's request to admit a class of 30 students to commence December 6, 2010 only, with a projected graduation of February 11, 2012, to **replace** students scheduled to graduate December 4, 2010; and approved the program's request to admit a class of 30 students to commence March 28, 2011 only, with a projected graduation of May 26, 2012, to **replace** students scheduled to graduate March 26, 2011; and required the program to continue to obtain Board approval prior to the admission of each class.
- On April 21, 2011 the Executive Officer approved Charter College, Canyon Country Campus, (formerly Clarita Career College) Vocational Nursing Program's request to admit a full-time class of 30 students commencing July 11, 2011 only, with a projected graduation date of September 8, 2012, to **replace** students scheduled to graduate July 9, 2011; and, approved the program's request to admit a full-time class of thirty (30) students commencing October 24, 2011 only, with a projected graduation of December 22, 2012, to **replace** students scheduled to graduate October 22, 2011; and, approved the program's request for ongoing admissions of a full-time class of 30 students every 16 weeks, commencing October 24, 2011, 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 one (1) full-time class of 30 students every 16 weeks.
  - b) The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On February 24, 2012, the Board received correspondence from the director and a completed Program Records Survey requesting continued program approval.
- On June 7, 2012, the Board approved the following:  
Continue approval of the Charter College Canyon Country Vocational Nursing Program for the period from March 3, 2012, through March 2, 2016, and issue a certificate accordingly., and approve the program's request to increase the maximum number of students admitted per class to 40 students to **replace** graduating classes only, commencing June 4, 2012, 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 ongoing admission of 40 students every 16 weeks to replace graduating classes only.

- b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students,
  - c. The program's average annual pass rates remain no more than ten (10) percentage points below the state average annual pass rate
- In 2013, the Board approved a new program director.
  - In November 2014, after four (4) quarters of non-compliant pass rates, the Board required the program to submit an improvement plan.
  - In May 2015, the Board requested documentation of implementation of the improvement plan.
  - On August 7, 2015, the assistant program director was approved by the Board as the program director.
  - On November 16, 2015, the Board approved a new program director.
  - On June 16, 2016, two (2) Board representatives conducted an unannounced program inspection at the Charter College, Canyon Country, Vocational Nursing Program.
  - On June 29, 2016, the Executive Officer approved the following:
    1. Effective immediately, rescind approval for ongoing admissions and require the Charter College, Canyon Country, Vocational Nursing Program to obtain Board approval prior to the admission of any students. The program must document adequacy of faculty and facilities to support the objectives of the program prior to the admission of students.
    2. Require the program to submit, for Board approval, an application for a qualified director of the Vocational Nursing Program no later than **July 13, 2016**.
    3. Require the program to submit verifiable plans for clinical placements, in accordance with the Board-approved Instructional Plan and regulatory requirements, throughout the program of study for all currently enrolled students in Terms 1 and 3 of the program no later than **July 13, 2016**.
    4. Require the program to submit a plan for provision of resources related to the current lack of space for students to eat and store food and for access to printing study materials. Due no later than **July 13, 2016**.
    5. Require the program to submit a revised plan for improvement of pass rates on the licensure examination. Due no later than **August 12, 2016**.
    6. Require the program to submit a written plan for preservation of correlation between theory and clinical experiences. Due no later than **July 13, 2016**.

7. Refer the program to the Education Committee for consideration of placement on provisional approval.

**Agenda Item #5.A., Attachment B**

CHARTER COLLEGE CANYON COUNTRY  
 NATIONAL COUNCIL LICENSURE EXAMINATION - PRACTICAL NURSING  
 (NCLEX-PN) IMPROVEMENT PLAN  
 DECEMBER 19, 2014

<b>Component (a)</b>				
<b>Current Enrollment</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
06/30/14	Provide students with remediation and support via the Charter College Vocational Nursing Program Remediation Plan.	Throughout Program	Faculty/DOVN	In Progress
10/13/14	Students report to instructors after each failed course examination and are placed on Charter College Vocational Nursing Program Remediation Plan.	Throughout Program	Faculty	In Progress
10/13/14	If student is not responsive to Charter College Vocational Nursing Program Remediation Plan, student is required to meet with DOVN.	Throughout Program	DOVN	In Progress
Analysis: Evaluation of students' attendance reports and course grades to document increased accountability is in progress.				

<b>Component (b) and (c)</b>				
<b>Admissions Criteria and Screening and Selection Criteria</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Interview performed with each prospective student, in which the DOVN has taken an active role in	Prior to admission	DOVN or qualified representative	Ensures that student is motivated to succeed and

CHARTER COLLEGE CANYON COUNTRY  
 NATIONAL COUNCIL LICENSURE EXAMINATION – PRACTICAL NURSING  
 (NCLEX-PN) IMPROVEMENT PLAN  
 DECEMBER 19, 2014

	working with the prospective student to identify whether or not the program is the best choice for the student.			understands the importance and demands of the program.
Ongoing	Training of Product Knowledge regarding the VN program and the characteristics and qualities of a successful student are provided to the admissions staff.	Ongoing	DOVN	This ensures that the admissions team understand the quality of candidate needed to be successful in this program and as a nurse.
<p>Analysis: The change in DOVN and DOVN interview process to extend the length of the interview to an average of one hour, increased depth of conversation related to requirements and expectations of the program (including transportation, child care, physical requirements, and organization skills), and plans to succeed in the program, have improved the ability of DOVN and prospective students to determine the appropriateness of the program for the prospective student. Evaluation of retention rates to demonstrate students' commitment to succeeding in the program is in progress.</p>				

<b>Component (d)</b>				
<b>Terminal Objectives</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Inform students of career resources available to them.	Ongoing	Career Services	Support student success and motivation.
End of Program	Assist students with resume writing, mock interview skills, professional appearance,	End of Program	Career Services	Support student success and motivate students to

CHARTER COLLEGE CANYON COUNTRY  
 NATIONAL COUNCIL LICENSURE EXAMINATION - PRACTICAL NURSING  
 (NCLEX-PN) IMPROVEMENT PLAN  
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	networking, and job leads.			perform well, knowing jobs and support are available.
Completion of Program	Register graduates into the ATI Virtual Greenlight NCLEX-PN review program upon completion of the program. Current students will have ongoing access to ATI throughout the program as well.	After Graduation	DOVN	Support graduates after completion of the program to increase NCLEX readiness.
End of Program	Encourage students to test as soon as possible after graduation.	After Graduation	DOVN/Faculty	Support student success by increasing likelihood of testing when material learned in the program is still fresh.
Analysis: Evaluations of time it is taking graduates to take the NCLEX-PN post-graduation and results of the review program are in progress.				

<b>Component (e)</b>
<b>Curriculum Objectives</b>
Program Mission:
<ol style="list-style-type: none"> <li>1. The program prepares students to qualify for the National Council Licensure Examination. (NCLEX)</li> <li>2. The students will be able to identify the function and scope of practice of a vocational nurse.</li> <li>3. Students will be able to use the nursing process to care for patients and to teach the maintenance of health and the prevention of disease.</li> <li>4. The program prepares students to recognize and apply the fundamental principles of human behavior positively and effectively.</li> <li>5. Students learn to recognize the health field as a dynamic social force in a changing and complex society.</li> </ol>

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Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
06/30/14	Increase communication with faculty members to ensure completion of objectives.	Ongoing	DOVN	Thus far, faculty is receptive to increased communication.
12/01/14	Hold faculty meetings at least once a month.	Ongoing	DOVN/Faculty	In Progress
10/13/14	Increase communication with faculty members to ensure completion of objectives. Faculty communicate with DOVN at least once a week.	Ongoing	DOVN/Faculty	In Progress
Analysis: Thus far, the instructors have expressed satisfaction and benefit from increased communication based on informal reports. Surveys formally evaluating faculty and student satisfaction with increased communication are in progress.				

<b>Component (f)</b>				
<b>Instructional Plan</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to follow approved instructional plan.	Throughout Program	Faculty	Ensures that required elements are presented and learned in a cohesive manner.
Ongoing	Complete evaluation of instructional plan to ensure it aligns with the most current NCLEX-PN test plan.	Throughout Program	DOVN/Faculty	In Progress

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Analysis: Current curriculum evaluation to ensure alignment with NCLEX-PN 2014 test plan is in progress. Evaluations of students' grades to ensure appropriateness of curriculum are also in progress.

<b>Component (g)</b>				
<b>Theory and Clinical Objectives for Each Course</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
06/30/14	Integrated ATI resources, including practice assessments, educational videos, and case studies into program.	Throughout Program	DOVN/Faculty	Student exam scores and critical thinking skills have improved. <b>This class will not graduate until May 2015 and therefore will not affect the NCLEX pass rates until after May 2015. Evaluation continues to be In Progress.</b>
Ongoing	Perform visits to clinical sites at least once a term to ensure that the clinical experience coincides with the clinical and theory objectives. While clinical instructors are present on site with the students, these visits	Ongoing	DOVN	Has demonstrated that clinical facilities are welcoming to students and have ample opportunity to meet objectives.

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	will be unannounced visits made by the DOVN.			
Analysis: Evaluation of exam scores to demonstrate improved critical thinking is in progress.				

<b>Component (h)</b>				
<b>Lesson Plans for Each Course</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to evaluate lesson plans for appropriateness and relevance and revise as needed.	Ongoing	Faculty	Continues to ensure that lesson plans are relevant and appropriate.
Analysis: Surveys of faculty members to ensure ongoing effectiveness of the lesson plans are in progress.				

<b>Component (i)</b>				
<b>Textbooks</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to evaluate textbooks to ensure relevance and appropriateness.	Ongoing	DOVN/Faculty	Continues to ensure that textbooks are appropriate. Thus far, textbooks are appropriate for the objectives of the program.
Analysis: Formal faculty evaluation of textbook appropriateness is in progress.				

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<b>Component (j)</b>				
<b>Attendance Policy</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to follow approved attendance policy and withdraw students who have exceeded their maximum allowable absences.	Ongoing	DOVN	Has resulted in n improvement in the quality of the student remaining in the program.
Ongoing	Meet with students when they are absent to discuss the importance of attending class.	Ongoing	DOVN/Faculty	Has increased student motivation by increasing the level of support for the students.
Analysis: Evaluations of student retention and attendance rates are in progress.				

<b>Component (k)</b>				
<b>Remediation Plan</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
10/13/14	Place all students that are not meeting a passing grade point average on Charter College Vocational Nursing Program Remediation Plan for the duration of the term.	Throughout Program	Faculty	Students are displaying an improved ability to critically think and improved studying skills after Charter College Vocational

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				Nursing Program Remediation Plan.
10/13/14	Meet with students on Charter College Vocational Nursing Program Remediation Plans weekly to monitor their progress, assign remediation assignments, and provide assistance as necessary.	Throughout Remediation Period	Faculty	Students have displayed more confidence in their abilities after these meetings and ask more questions to clarify material at these meetings.
10/13/14	Encourage attendance at tutoring/coaching sessions for students on Charter College Vocational Nursing Program Remediation Plan.	Throughout Remediation Period	DOVN/Faculty	Students have benefited from tutoring/coaching sessions and have displayed improved application skills.
06/30/14	Implement ATI Proctored Assessments and Remediation Assignments as part of the students' grades to increase NCLEX readiness.	Throughout Program	DOVN/Faculty	<b>In Progress</b>
Analysis: Formal evaluations of students' grades since implementation of above actions is currently in progress.				

<b>Component (I)</b>
<b>Evaluations of Theory and Clinical Faculty</b>
Attachment: N/A

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Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Perform unannounced observations of faculty instructing in the lecture and clinical setting to ensure that faculty performance is satisfactory and teaching methods are conducive to student learning.	At least once per term.	DOVN	Faculty performance continues to be satisfactory in the clinical and lecture environment.
Analysis: Formal evaluations of faculty performance are in progress.				

<b>Component (m)</b>				
<b>Evaluations of Theory Presentations</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
01/12/15 - 01/16/15	Observe theory instruction provided in term 1.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe theory instruction provided in term 2.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe theory instruction provided in term 3.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe theory instruction provided in term 4.	At least once per term.	DOVN	In Progress
Analysis: Informal evaluations have demonstrated effective theory presentations. Formal evaluations in progress.				

<b>Component (n)</b>
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<b>Evaluations of Clinical Rotations and Their Correlation to Theory Presentations</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
01/12/15 - 01/16/15	Observe clinical instruction provided in term 1 and compare to theory instruction.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe clinical instruction provided in term 2 and compare to theory instruction.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe clinical instruction provided in term 3 and compare to theory instruction.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe clinical instruction provided in term 4 and compare to theory instruction.	At least once per term.	DOVN	In Progress
Analysis: Informal evaluations have demonstrated effective correlations between theory presentations and clinical rotations. Formal evaluations in progress.				

<b>Component (o)</b>				
<b>Evaluation of Student Achievement</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
10/13/14	Continue with minimum grade of 80% in each component of the term.	Ongoing	DOVN/Faculty	Keeping the standards of the program high has maintained student motivation and will contribute to NCLEX success.

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Ongoing	Analysis of students' clinical objectives achievement.	Ongoing	DOVN/Faculty	Continues to ensure students' achievement of objectives.
06/30/14	Continue to evaluate graduate progression through ATI Virtual Greenlight Review program.	Ongoing	DOVN	Graduates are showing continued commitment and involvement in the Greenlight Review Program.
06/30/14	Encourage graduates to participate in ATI Virtual Greenlight Review Program and earn their "greenlight" prior to testing.	Ongoing	DOVN	Frequent communication and encouragement has shown a positive effect on graduate involvement in ATI Greenlight Review Program.
06/30/14	Continue to offer resources and tutoring for graduates studying for the NCLEX-PN.	Ongoing	DOVN/Faculty	Thus far, graduates have been receptive to tutoring sessions.
Analysis: Formal evaluations of graduate involvement in review programs are still in progress.				

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Donna Johnson, RNP, MS, MA  
Nursing Education Consultant  
Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833

June 10, 2015

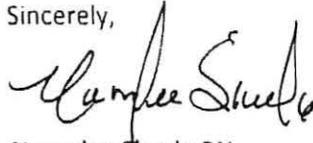
Dear Ms. Johnson:

As per the Board's request, attached is documentation verifying implementation and updates of Charter College Canyon Country's previously submitted NCLEX-PN Improvement Plan for review.

We are deeply concerned with the current NCLEX-PN pass rates and will continue our efforts to increase those pass rates. We anticipate that, with the continuing implementation of the Improvement Plan, pass rates for Charter College Canyon Country will show consistent improvement.

Thank you for your continued assistance.

Sincerely,



Nancylee Siwula RN  
Assistant Director of Nursing  
(805) 358-9757 nsiwula@chartercollege.edu

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<b>Component (a)</b>				
<b>Current Enrollment</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
06/30/14	Provide students with remediation and support via the Charter College Vocational Nursing Program Remediation Plan.	Throughout Program	Faculty/DOVN	In Progress
10/13/14	Students report to instructors after each failed course examination and are placed on Charter College Vocational Nursing Program Remediation Plan.	Throughout Program	Faculty	In Progress
10/13/14	If student is not responsive to Charter College Vocational Nursing Program Remediation Plan, student is required to meet with DOVN.	Throughout Program	DOVN	In Progress
Analysis: Evaluation of students' attendance reports and course grades to document increased accountability is in progress.				
<u>6/01/15</u> Remediation process continues throughout the program per approved program policy 2526(a)(15) <i>Evaluation Methodology for Student Progress</i> . Students are placed on probation/remediation plan when GPA is less than 80%. Remediation provided by dedicated tutor in addition to faculty. <b>To date:</b> Majority of students in remediation are demonstrating increased test scores which attain required grade of 80% or above.				

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<b>Component (b) and (c)</b>				
<b>Admissions Criteria and Screening and Selection Criteria</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Interview performed with each prospective student, in which the DOVN has taken an active role in working with the prospective student to identify whether or not the program is the best choice for the student.	Prior to admission	DOVN or qualified representative	Ensures that student is motivated to succeed and understands the importance and demands of the program.
Ongoing	Training of Product Knowledge regarding the VN program and the characteristics and qualities of a successful student are provided to the admissions staff.	Ongoing	DOVN	This ensures that the admissions team understand the quality of candidate needed to be successful in this program and as a nurse.
<p>Analysis: The change in DOVN and DOVN interview process to extend the length of the interview to an average of one hour, increased depth of conversation related to requirements and expectations of the program (including transportation, child care, physical requirements, and organization skills), and plans to succeed in the program, have improved the ability of DOVN and prospective students to determine the appropriateness of the program for the prospective student. Evaluation of retention rates to demonstrate students' commitment to succeeding in the program is in progress.</p>				
<p><b>6/01/15</b> DOVN interviews with prospective students continues as established. Personal interview with the Admissions Representative prior to referring to VN Program. Admissions staff participates in New Student Orientation led by DOVN. Program updates are provided and ongoing status and informal meetings occur as needed with Admissions staff. <b>To date:</b> Admitted students demonstrate thorough</p>				

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understanding of requirements for program completion. Two class starts have occurred since the inception of enhanced admission process implemented.

<b>Component (d)</b>				
<b>Terminal Objectives</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Inform students of career resources available to them.	Ongoing	Career Services	Support student success and motivation.
End of Program	Assist students with resume writing, mock interview skills, professional appearance, networking, and job leads.	End of Program	Career Services	Support student success and motivate students to perform well, knowing jobs and support are available.
Completion of Program	Register graduates into the ATI Virtual Greenlight NCLEX-PN review program upon completion of the program. Current students will have ongoing access to ATI throughout the program as well.	After Graduation	DOVN	Support graduates after completion of the program to increase NCLEX readiness.
End of Program	Encourage students to test as soon as possible after graduation.	After Graduation	DOVN/Faculty	Support student success by increasing likelihood of testing when material learned in the program is still fresh.

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Analysis: Evaluations of time it is taking graduates to take the NCLEX-PN post-graduation and results of the review program are in progress.

**6/01/15** Career Services meets with students to provide updates and guidance throughout program. Last meeting was 4/18/15. **To date:** Term 4 students will be meeting with Career Services to conduct mock interviews, update resumes, prepare for applying for jobs and working in field.

**6/01/15** Prior to 2/15/15 graduates were registered for ATI Virtual Greenlight NCLEX-PN Review Program. Those graduates who have not taken the NCLEX-PN test are still enrolled in the Virtual Greenlight Program and continue to be monitored by ATI with status provided to DOVN. **To date:** ATI Virtual Greenlight Program continues with those previously registered graduates. Effective 2/15/15 recent changes include the utilization of the 3-day Live ATI Comprehensive NCLEX-PN Review Program. This incorporates graduates awaiting ATT status. All VN students and graduates have indefinite access to ATI on-line material. Students continue to receive support to test as soon as possible after graduation.

<b>Component (e)</b>				
<b>Curriculum Objectives</b>				
<b>Program Mission:</b>				
<ol style="list-style-type: none"> <li>1. The program prepares students to qualify for the National Council Licensure Examination. (NCLEX)</li> <li>2. The students will be able to identify the function and scope of practice of a vocational nurse.</li> <li>3. Students will be able to use the nursing process to care for patients and to teach the maintenance of health and the prevention of disease.</li> <li>4. The program prepares students to recognize and apply the fundamental principles of human behavior positively and effectively.</li> <li>5. Students learn to recognize the health field as a dynamic social force in a changing and complex society.</li> </ol>				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
06/30/14	Increase communication with faculty members to ensure completion of objectives.	Ongoing	DOVN	Thus far, faculty is receptive to increased communication.
12/01/14	Hold faculty meetings at least once a month.	Ongoing	DOVN/Faculty	In Progress
10/13/14	Increase communication with	Ongoing	DOVN/Faculty	In Progress

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	faculty members to ensure completion of objectives. Faculty communicate with DOVN at least once a week.			
Analysis: Thus far, the instructors have expressed satisfaction and benefit from increased communication based on informal reports. Surveys formally evaluating faculty and student satisfaction with increased communication are in progress.				
<b>6/01/15</b> Faculty meetings are held monthly. Staff is encouraged to select topics. Agenda and minutes are provided to all VN faculty. Communication with staff is conducted verbally or via e-mail bilaterally to address issues. Staff is asked on a regular basis regarding their opinion on meeting effectiveness, topics covered and changes to meetings. <b>To date:</b> Surveys to evaluate faculty and student satisfaction with increased communication have been developed and are in the process of being implemented. Refer to Exhibit (1) <i>Faculty Communication Survey</i> and Exhibit (2) <i>Student Communication Survey</i> .				

<b>Component (f)</b>				
<b>Instructional Plan</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to follow approved instructional plan.	Throughout Program	Faculty	Ensures that required elements are presented and learned in a cohesive manner.
Ongoing	Complete evaluation of instructional plan to ensure it aligns with the most current NCLEX-PN test plan.	Throughout Program	DOVN/Faculty	In Progress
Analysis: Current curriculum evaluation to ensure alignment with NCLEX-PN 2014 test plan is in progress. Evaluations of students' grades to ensure appropriateness of curriculum are also in progress.				

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**6/01/15** Approved Instructional Plan continues to be followed including Instructors Daily Lesson Plans to support acquisition of daily objectives. In-class media and methods are monitored for effectiveness each term. **To date:** The objectives for each course were reviewed by the DOVN for completeness related to mastery of material and incorporation of integration of material from one term to the next, and found to be satisfactory.

**6/01/15** Informal analysis indicates Instructional Plan is aligned in relation to NCLEX-PN Test Plan Objectives. **To date:** Current curriculum evaluation to ensure alignment with NCLEX-PN Test Plan is actively in progress. Refer to Exhibit (3) *Curriculum Evaluation Form*.

<b>Component (g)</b>				
<b>Theory and Clinical Objectives for Each Course</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
06/30/14	Integrated ATI resources, including practice assessments, educational videos, and case studies into program.	Throughout Program	DOVN/Faculty	Student exam scores and critical thinking skills have improved. <b>This class will not graduate until May 2015 and therefore will not affect the NCLEX pass rates until after May 2015. Evaluation continues to be In Progress.</b>
Ongoing	Perform visits to clinical sites at least once a term	Ongoing	DOVN	Has demonstrated

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	to ensure that the clinical experience coincides with the clinical and theory objectives. While clinical instructors are present on site with the students, these visits will be unannounced visits made by the DOVN.			that clinical facilities are welcoming to students and have ample opportunity to meet objectives.
Analysis: Evaluation of exam scores to demonstrate improved critical thinking is in progress.				
<p><b>6/01/15</b> ATI resources continue to be integrated into the program and are part of graded homework assignments in all four terms. Students are provided with ATI textbooks as well as ATI practice tests with ATI remediation components separate from curriculum remediation components. <b>To date:</b> Graded ATI proctored examinations are administered during terms 1, 3, and 4 with an ATI Comprehensive Predictor Examination administered at the end of the program.</p> <p><b>6/01/15</b> Quality Assurance evaluations of utilized clinical facilities are conducted each term. <b>To date:</b> Review for all four terms indicates that clinical experiences coincide with clinical and theory objectives specified in the curriculum.</p>				

<b>Component (h)</b>				
<b>Lesson Plans for Each Course</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to evaluate lesson plans for appropriateness and relevance and revise as needed.	Ongoing	Faculty	Continues to ensure that lesson plans are relevant and appropriate.
Analysis: Surveys of faculty members to ensure ongoing effectiveness of the lesson plans are in progress.				
<b>6/01/15</b> Lesson plans continue to be informally reviewed for relevance to curriculum objectives, thoroughness of topics covered, and efficacy for instructor				

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utilization. Theory faculty are encouraged to discuss and implement refinements to the lesson plan based on current classwork needs to ensure mastery of the material.  
**To date:** Several revisions and expansions of the lesson plans for all four terms have been incorporated and added to the lesson plan base. Test bank for all four terms have been revised relative to any expansions of material presented in lesson plan and in addition to the 2014 NCLEX-PN Test Plan.

<b>Component (i)</b>				
<b>Textbooks</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to evaluate textbooks to ensure relevance and appropriateness.	Ongoing	DOVN/Faculty	Continues to ensure that textbooks are appropriate. Thus far, textbooks are appropriate for the objectives of the program.
Analysis: Formal faculty evaluation of textbook appropriateness is in progress.				
6/01/15 Evaluation of textbooks is ongoing. Formal evaluation of revised textbooks is in progress. <b>To date:</b> Textbooks in use are appropriate to curriculum and program. The current texts publishers have issued new editions this year which are currently being utilized. Several texts are under review for possible incorporation/exchange. Refer to Exhibit (4) <i>Text Book Evaluation Form</i> .				

<b>Component (j)</b>				
<b>Attendance Policy</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Continue to follow approved attendance	Ongoing	DOVN	Has resulted in

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	policy and withdraw students who have exceeded their maximum allowable absences.			improvement in the quality of the students remaining in the program.
Ongoing	Meet with students when they are absent to discuss the importance of attending class.	Ongoing	DOVN/Faculty	Has increased student motivation by increasing the level of support for the students.
Analysis: Evaluations of student retention and attendance rates are in progress.				
6/01/15 Approved theory and clinical attendance program policy is being followed per approved 2530(h) Attendance Policy. Attendance is tracked on a daily basis. When absent, students are advised as to importance of attending class and warnings are issued when approaching maximum allowable absences. <b>To date:</b> In keeping with program policy, during this last term, two students have been withdrawn for exceeding policy absences. Re-entry will require approval per catalog policy.				

<b>Component (k)</b>				
<b>Remediation Plan</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
10/13/14	Place all students that are not meeting a passing grade point average on Charter College Vocational Nursing Program Remediation Plan for the duration of the term.	Throughout Program	Faculty	Students are displaying an improved ability to critically think and improved studying skills after Charter College Vocational Nursing Program Remediation Plan.

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10/13/14	Meet with students on Charter College Vocational Nursing Program Remediation Plans weekly to monitor their progress, assign remediation assignments, and provide assistance as necessary.	Throughout Remediation Period	Faculty	Students have displayed more confidence in their abilities after these meetings and ask more questions to clarify material at these meetings.
10/13/14	Encourage attendance at tutoring/coaching sessions for students on Charter College Vocational Nursing Program Remediation Plan.	Throughout Remediation Period	DOVN/Faculty	Students have benefited from tutoring/coaching sessions and have displayed improved application skills.
06/30/14	Implement ATI Proctored Assessments and Remediation Assignments as part of the students' grades to increase NCLEX readiness.	Throughout Program	DOVN/Faculty	<b>In Progress</b>
Analysis: Formal evaluations of students' grades since implementation of above actions is currently in progress.				
<b>6/01/15</b> Students not meeting GPA are placed on remediation plan per approved program policy 2526(a)(15) <i>Evaluation Methodology for Student Progress</i> . Individual action plan is developed with student: (1) to include weekly meeting with DOVN for progress assessment and (2) with instructor/tutor for face-to-face work and identification of additional learning needs. <b>To date:</b> The majority of students have shown improvement of test scores to attain and maintain the required grade of 80% in order to pass the course.				

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<b>Component (l)</b>				
<b>Evaluations of Theory and Clinical Faculty</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
Ongoing	Perform unannounced observations of faculty instructing in the lecture and clinical setting to ensure that faculty performance is satisfactory and teaching methods are conducive to student learning.	At least once per term.	DOVN	Faculty performance continues to be satisfactory in the clinical and lecture environment.
Analysis: Formal evaluations of faculty performance are in progress.				
6/01/15 Clinical and lecture faculty observations conducted by DOVN/ assigned Quality Assurance faculty to ensure satisfactory performance and teaching methods are utilized. <b>To date:</b> All faculty are observed each term, followed by conference with DOVN regarding pertinent observations. Direction for enhanced methodology is provided as needed.				

<b>Component (m)</b>				
<b>Evaluations of Theory Presentations</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
01/12/15 - 01/16/15	Observe theory instruction provided in term 1.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe theory instruction provided in term 2.	At least once per term.	DOVN	In Progress
01/12/15 - 01/16/15	Observe theory instruction provided in term 3.	At least once per term.	DOVN	In Progress

Revised: December 17, 2014 by Joanna Partida RN MSNEd  
 Update: June 1, 2015 by NancyLee Siwula RN

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01/12/15 – 01/16/15	Observe theory instruction provided in term 4.	At least once per term.	DOVN	In Progress
Analysis: Informal evaluations have demonstrated effective theory presentations. Formal evaluations in progress.				
<b>6/01/15</b> Formal evaluations on faculty are completed each term by DOVN/designated representative. Faculty are provided with feedback from evaluator with on-going monitoring as needed to support effective learning environment. <b>To date:</b> Evaluations indicate that theory presentations are effective and support daily theory and clinical objectives. Two mandatory all faculty in-service sessions have been conducted: one for presentation methodology and the second for increasing effective critique of student coursework.				

<b>Component (n)</b>				
<b>Evaluations of Clinical Rotations and Their Correlation to Theory Presentations</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
01/12/15 – 01/16/15	Observe clinical instruction provided in term 1 and compare to theory instruction.	At least once per term.	DOVN	In Progress
01/12/15 – 01/16/15	Observe clinical instruction provided in term 2 and compare to theory instruction.	At least once per term.	DOVN	In Progress
01/12/15 – 01/16/15	Observe clinical instruction provided in term 3 and compare to theory instruction.	At least once per term.	DOVN	In Progress
01/12/15 – 01/16/15	Observe clinical instruction provided in term 4 and compare to theory instruction.	At least once per term.	DOVN	In Progress
Analysis: Evaluations have demonstrated effective correlations between theory presentations and clinical rotations. Evaluations are in progress.				

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**6/01/15** Evaluations of clinical rotations continue to be completed as part of the Quality Assurance evaluations of utilized clinical facilities that are conducted each term. **To date:** Clinical experiences coincide with clinical and theory objectives. The clinical facility patient populations continue to provide more than sufficient experience for all four terms. Evaluations in the form of Quality Assurance assessments of all utilized facilities have been completed for the first quarter 2015.

<b>Component (o)</b>				
<b>Evaluation of Student Achievement</b>				
Attachment: N/A				
Date	Specific Actions to Improve Pass Rates	Timelines	Responsible Party	Effect of Employed Intervention
10/13/14	Continue with minimum grade of 80% in each component of the term.	Ongoing	DOVN/Faculty	Keeping the standards of the program high has maintained student motivation and will contribute to NCLEX success.
Ongoing	Analysis of students' clinical objectives achievement.	Ongoing	DOVN/Faculty	Continues to ensure students' achievement of objectives.
06/30/14	Continue to evaluate graduate progression through ATI Virtual Greenlight Review program.	Ongoing	DOVN	Graduates are showing continued commitment and involvement in the Greenlight

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				Review Program.
06/30/14	Encourage graduates to participate in ATI Virtual Greenlight Review Program and earn their "greenlight" prior to testing.	Ongoing	DOVN	Frequent communication and encouragement has shown a positive effect on graduate involvement in ATI Greenlight Review Program.
06/30/14	Continue to offer resources and tutoring for graduates studying for the NCLEX-PN.	Ongoing	DOVN/Faculty	Thus far, graduates have been receptive to tutoring sessions.
Analysis: Evaluations of graduate involvement in review programs are still in progress.				
<p><b>6/01/15</b> Continuation of minimum grade requirement of 80% in each term's components. Student ongoing clinical achievement is measured by the approved Clinical Performance Objectives form. <b>To date:</b> Those students not meeting the 80% grade or clinical performance objectives are placed on probation/remediation.</p> <p><b>6/01/15</b> Graduates registered for ATI Virtual Greenlight NCLEX-PN Review Program prior to 2/15/15 continue to participate. <b>To date:</b> ATI Virtual Greenlight Program continues with those previously registered graduates who retain their enrollment access and continue to be monitored by ATI with status provided to DOVN.</p> <p><b>6/01/15</b> Effective 2/15/15 the 3-day Live ATI Comprehensive NCLEX-PN Review Program has been utilized in lieu of the ATI Virtual Greenlight NCLEX-PN Review Program. In addition to the ATI programs individual NCLEX preparation is provided as needed by VN faculty/DOVN including resources, face to face tutoring, and ATI on-line materials. <b>To date:</b> All VN students and graduates continue to have indefinite access to ATI on-line material. Students continue to receive support to test as soon as possible after graduation.</p>				

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**Charter College Canyon Country NCEX-PN Improvement Plan  
June 12, 2015 Update**

**EXHIBITS**

- (1) Faculty Communication Survey**
- (2) Student Communication Survey**
- (3) Curriculum Evaluation Form**
- (4) Text Book Evaluation Form**

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**EXHIBIT 1 FACULTY COMMUNICATION SURVEY**

Revised: December 17, 2014 by Joanna Partida RN MSNEd  
Update: June 1, 2015 by NancyLee Siwula RN

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**EXHIBIT 1 FACULTY COMMUNICATION SURVEY**

1. I am adequately informed regarding the VN Program mission and goals statement related to program process and projected NCLEX-PN Pass rates.  
Yes            No
  
2. I am adequately informed regarding the VN Program requirements for theory/clinical instruction to meet the curriculum objectives for the term I currently teach.            Yes            No
  
3. There is sufficient and effective communication among faculty regarding student progress in the VN Program.            Yes            No
  
4. There is sufficient and effective communication among faculty regarding implementation of the remediation process according to specific student(s) needs.    Yes            No
  
5. Communication regarding student academic progress in the VN Program has been increased during the last term.            Yes            No
  
6. Methods of increasing communication among faculty include the following:  
(Select all that apply)
  - a. Informal conferences with DOVN/ADOVN
  - b. Informal conferences between theory and clinical instructors
  - c. Formal conferences between theory instructor, clinical instructor, to include DOVN/ADOVN
  - d. Formal conferences between theory instructor, clinical instructor, DOVN/ADOVN and student
  - e. Written notification regarding student progress
  - d. Other: \_\_\_\_\_
  
7. Comments: \_\_\_\_\_

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**EXHIBIT 2 STUDENT COMMUNICATION SURVEY**

Revised: December 17, 2014 by Joanna Partida RN MSNEd  
Update: June 1, 2015 by Nancylee Siwula RN

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**EXHIBIT 2 STUDENT COMMUNICATION SURVEY**

1. I have been informed regarding the VN Program required GPA. *Yes No*
2. I have been informed regarding the VN Program grading criteria. *Yes No*
3. I am consistently and effectively informed of my progress in the VN Program. *Yes No*
4. Methods of information regarding my progress in the VN Program include the following: (Select all that apply)
  - a. Test scores and reviews conducted in class/clinical
  - b. Conferences with instructor - theory / clinical
  - c. Conferences with DOVN/ADOVN
  - d. Access to Portal/Moodle Room grades as posted by instructor
  - e. Tutorials/remediations as scheduled with on-campus tutor/instructor
  - f. Other: \_\_\_\_\_  
\_\_\_\_\_
5. During this term, it has been necessary for me to engage in the Remediation process. *Yes No NA*
6. I have been adequately informed regarding the Remediation process, as implemented, to assist me in achievement and maintenance of the required GPA. *Yes No NA*
7. Comments:: \_\_\_\_\_

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**EXHIBIT 3 CURRICULUM EVALUATION FORM**

Revised: December 17, 2014 by Joanna Partida RN MSNEd  
Update: June 1, 2015 by Nancylee Siwula RN

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**EXHIBIT 3 CURRICULUM EVALUATION FORM**

This form is to summarize the evaluation findings of the curriculum for relativity and in keeping with the NCLEX-PN current Test Plan as per the attached *Curriculum Test Plan Evaluation Guidelines*.

Date \_\_\_\_\_

NCLEX-PN Test Plan date: \_\_\_\_\_

Term/Semester Curriculum reviewed: \_\_\_\_\_

Specific content area: \_\_\_\_\_

1. Is the NCLEX-PN Test Plan content material incorporated into the curriculum material? *Yes No*

If *no*, provide explanation/recommendation:

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. General comments and suggestions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Action: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Date of last curriculum evaluation: \_\_\_\_\_

\_\_\_\_\_  
Evaluator Name

\_\_\_\_\_  
VN Program Director/Assistant Director Name

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Evaluator Signature and Date

Director/Assistant Director Signature and Date

*Evaluator(s) refer to the attached Curriculum Test Plan Evaluation Guidelines*

**Charter College Curriculum Test Plan Evaluation Guidelines**

Does the curriculum content address/support the following client needs?

A. *Safe and Effective Care Environment*

1. *Coordinated Care*

Advance Directives\_\_\_\_\_

Advocacy\_\_\_\_\_

Client Care Assignments\_\_\_\_\_

Collaboration w Interdisciplinary Team\_\_\_\_\_

Concepts of Management/Supervision\_\_\_\_\_

Confidentiality/Information Security\_\_\_\_\_

Continuity of Care\_\_\_\_\_

Ethical Practices\_\_\_\_\_

Informed Consent\_\_\_\_\_

Information Technology\_\_\_\_\_

Legal Responsibilities\_\_\_\_\_

Performance Improvement\_\_\_\_\_

Priority Establishment\_\_\_\_\_

Referral Process\_\_\_\_\_

Resource Management\_\_\_\_\_

2. *Safety and Infection Control*

Accident/Injury Prevention\_\_\_\_\_

Environmental Safety\_\_\_\_\_

Ergonomic/Client Positioning\_\_\_\_\_

Handling Hazardous/Infectious Material\_\_\_\_\_

Home Safety\_\_\_\_\_

Incident Reports\_\_\_\_\_

SRDs & Procedures\_\_\_\_\_

Safe Equipment Use\_\_\_\_\_

Security Plan\_\_\_\_\_

Standard Precautions & /Medical/Surgical Asepsis\_\_\_\_\_

B. *Health Promotion and Maintenance*

Aging Process\_\_\_\_\_

Ante/Intra/Postpartum/ & Newborn Care\_\_\_\_\_

Data Collection\_\_\_\_\_

Growth & Development\_\_\_\_\_

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Health Promotion/Disease Prevention \_\_\_\_\_  
High Risk Behavior \_\_\_\_\_  
Lifestyle Choices \_\_\_\_\_  
Self-care \_\_\_\_\_

- C. *Psychosocial Integrity*  
Abuse & Neglect-Adult/Child \_\_\_\_\_  
Behavioral Management \_\_\_\_\_  
Chemical/Other Dependencies \_\_\_\_\_  
Coping Mechanisms \_\_\_\_\_  
Crisis Intervention \_\_\_\_\_  
Cultural Awareness \_\_\_\_\_  
End-of-Life Concepts \_\_\_\_\_  
Grief/Loss \_\_\_\_\_  
Mental Health Concepts \_\_\_\_\_  
Religious/Spiritual Influences \_\_\_\_\_  
Sensory/Perceptual Alterations \_\_\_\_\_  
Stress Management \_\_\_\_\_  
Support Systems \_\_\_\_\_  
Therapeutic Communication \_\_\_\_\_  
Therapeutic Environment \_\_\_\_\_

- D. *Physiological Integrity*  
1. *Basic Care and Comfort*  
Assistive Devices \_\_\_\_\_  
Comfort Interventions \_\_\_\_\_  
Elimination/Bowel/Bladder \_\_\_\_\_  
Mobility/Immobility \_\_\_\_\_  
Nutrition/Oral Hydration \_\_\_\_\_  
Personal Hygiene \_\_\_\_\_  
Rest/Sleep \_\_\_\_\_  
  
2. *Pharmacological and Parenteral Therapies*  
Adverse/Side Effects, Contraindications, Interactions \_\_\_\_\_  
Dosage Calculations \_\_\_\_\_  
Expected Actions/Outcomes \_\_\_\_\_  
Med Admin \_\_\_\_\_  
Pharmacological Pain Mngt \_\_\_\_\_  
  
3. *Reduction of Risk Potential*  
Changes/Abnormalities in VS \_\_\_\_\_  
Diagnostic Tests \_\_\_\_\_  
Lab Values \_\_\_\_\_

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Potential for Alterations in Body Systems\_\_\_\_\_

Potential for Complications of Diagnostic  
Tests/Treatments/Procedures\_\_\_\_\_

Potential for Complications from Surgical Procedures/Health  
Alterations\_\_\_\_\_

Therapeutic Procedures\_\_\_\_\_

*4. Physiological Adaptation*

Alterations in Body Systems\_\_\_\_\_

Basic Pathophysiology\_\_\_\_\_

Fluid/Electrolyte Imbalances\_\_\_\_\_

Medical Emergencies\_\_\_\_\_

Unexpected Response to Therapies\_\_\_\_\_

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**EXHIBIT 4 TEXT BOOK EVALUATION FORM**

Revised: December 17, 2014 by Joanna Partida RN MSNEd  
Update: June 1, 2015 by NancyLee Siwula RN

CHARTER COLLEGE CANYON COUNTRY  
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**EXHIBIT 4 TEXT BOOK EVALUATION FORM**

Curriculum is evaluated on the basis of how well the students can accomplish clinical objectives on site. This form is utilized to evaluate the curriculum for relativity when new editions of textbooks are published and received, and in keeping with the NCLEX-PN current Test Plan.

Textbook: \_\_\_\_\_

Date \_\_\_\_\_

NCLEX PN Test Plan date: \_\_\_\_\_

Current content area: \_\_\_\_\_

Comments : \_\_\_\_\_

- 
1. Is the revised textbook content information incorporated into the lecture material? *Yes No*  
Comments: \_\_\_\_\_  
\_\_\_\_\_
  
  2. Is the revised textbook content information incorporated into the clinical objectives? *Yes No*  
Comments: \_\_\_\_\_  
\_\_\_\_\_
  
  3. Do the testing instruments which are utilized to evaluate student progress reflect the information which is incorporated into the lecture material?  
*Yes No*  
Comments: \_\_\_\_\_  
\_\_\_\_\_
  
  4. Do the testing instruments which are utilized to evaluate student progress reflect the information which is incorporated into the clinical material?  
*Yes No*  
Comments: \_\_\_\_\_  
\_\_\_\_\_

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5. General comments and suggestions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Action: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Date of last evaluation: \_\_\_\_\_

\_\_\_\_\_  
Evaluator Name

\_\_\_\_\_  
VN Program Director/Assistant Director Name

\_\_\_\_\_  
Evaluator Signature and Date

\_\_\_\_\_  
Director/Assistant Director Signature and Date

## Agenda Item #5.A., Attachment D

Johnson, Donna@DCA

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**From:** Janice Floyd - Anchorage <janice.floyd@chartercollege.org>  
**Sent:** Tuesday, May 03, 2016 12:52 PM  
**To:** Johnson, Donna@DCA  
**Cc:** Brenda Young - Anchorage  
**Subject:** Charter College VN Program Canyon Country

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Donna...Cynthia Hasseman has resigned at Canyon Country Charter College. I would like to schedule a phone conference with you to discuss the VN program at Charter College in Canyon Country. I have applied for my California license and temporary license and hope to receive it soon. Upon receipt I will serve as the Interim Director of Nursing for the program. I have experience in both PN and ADN nursing programs administration for the last 20 years. I am also experienced in assisting programs with poor pass rates to successful ones. Currently the Nursing program in Alaska just became ACEN accredited and we have a 100% pass rate on NCLEX. I reside in Alaska but will have a daily virtual presence through a robot and am looking forward to assisting the students and faculty to a successful program. As needed I will travel to the site. It is Charter's hope to identify and grow a responsible person to become an Assistant Director of Nursing and eventually the director. I look forward to hearing from you soon.

Kindest Regards,

Janice G. Floyd, MSN  
Director of Nursing  
Charter College  
2221 E. Northern Lights Blvd  
Anchorage, AK 99508  
907-777-1396  
[Janice.floyd@chartercollege.edu](mailto:Janice.floyd@chartercollege.edu)



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**PROSPECT**  
EDUCATION LLC

June 16, 2016

Donna Johnson  
Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833

Dear Ms. Johnson,

Charter College located at 19034 Soledad Canyon Road, Canyon Country, CA 91351 is approved by both the Bureau for Private Postsecondary Education and the Accrediting Council for Independent Colleges and Schools as Charter College – Canyon Country.

Previously, the campus was located on Sierra Highway; during the transition and move from Sierra Highway to Soledad Canyon Road, the locations may have been referenced by address (Sierra or Soledad) only to distinguish between locations. The campus identifier was planned to remain consistent throughout as Canyon Country.

If you have any questions, please contact me at 775-525-2110 or [alison.roope@prospecteducation.com](mailto:alison.roope@prospecteducation.com).

Sincerely,

A handwritten signature in black ink that reads "Alison Roope". The signature is written in a cursive, flowing style.

Alison Roope  
Associate Director of Compliance  
Prospect Education / Charter College



## Agenda Item #5.A., Attachment F.

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

August XX, 2016

Program Director  
Vocational Nursing Program  
Charter College  
19034 Soledad Canyon Road  
Canyon Country, CA 91351

**Subject: Notice of Change in Approval Status**

Dear **Director**:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on August 26, 2016, the Charter College, Canyon Country, Vocational Nursing Program has been placed on provisional approval for the two-year period from August 26, 2016 through August 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(b) of title 16 of the California Code of Regulations 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 . . ."

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

“The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory and equipment to achieve the program's objectives.”

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.”

Section 2533(a) of title 16 of the California Code of Regulations states:

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

Section 2534(b) of title 16 of the California Code of 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. Clinical objectives which students are expected to master shall be posted on patient care units utilized for clinical experience.”

The program pass rates for the Charter College, Canyon Country, Vocational Nursing Program for the past 13 quarters are set forth in the following table:

<b>NCLEX-PN® Licensure Examination Pass Rates</b>			
<b>Quarter</b>	<b>State Annual Average Pass Rate</b>	<b>Program Annual Average Pass Rate</b>	<b>Variance from State Annual Average Pass Rate</b>
Jan – Mar 2013	73%	75%	+2
Apr – Jun 2013	73%	60%	-13
Jul – Sep 2013	74%	67%	-7
Oct – Dec 2013	76%	61%	-15
Jan – Mar 2014	76%	63%	-13
Apr – Jun 2014	73%	57%	-16
Jul – Sep 2014	73%	57%	-16

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Oct – Dec 2014	72%	61%	-11
Jan – Mar 2015	71%	60%	-11
Apr – Jun 2015	72%	66%	-6
Jul – Sep 2015	72%	60%	-12
Oct – Dec 2015	72%	59%	-13
Jan – Mar 2016	72%	60%	-12

**REQUIRED CORRECTION(S)**

1. Require the program to bring its average annual pass rate to no more than (10) ten percentage points below the State average annual pass rate.
2. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
3. Require the program to obtain Board approval prior to the admission of each additional class.
4. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
5. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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
6. Require the program to demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
  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. 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 **August 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 and 4, 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 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.

Charter College, Canyon Country  
Vocational Nursing Program  
*Notice of Change in Approval Status*  
**August XX, 2016**  
Page 5 of 5

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](http://www.bvnpt.ca.gov).

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

Sincerely,

**Kameka Brown, PhD, MBA, NP**  
Executive Officer

Enclosures

cc: Board Members

KB: dgj

# Agenda Item #5.A.Addendum



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



DATE: July 14, 2016

TO: Education Committee Members

FROM:   
Donna G. Johnson, RNP, MS, MA  
Nursing Education Consultant

SUBJECT: Charter College, Canyon Country, Vocational Nursing Program –  
Consideration of Placement on Provisional Approval – Addendum to Report  
(Director: Meagan Jackson, Canyon Country, Los Angeles County, Private)

On July 11, 2016, the Board approved a new program director for the Charter College, Canyon Country, Vocational Nursing Program. On July 13, 2016, the Board was informed that the new director's first day will be July 18, 2016. As such, please note the most current status of the following violation.

## Section 2529(b) of the Vocational Nursing Rules and Regulations 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

...

**Violation #2:** The program has been without a Board-approved director since April 29, 2016. An incomplete application for a temporary program director, located in Alaska, was submitted by College personnel in Alaska on June 24, 2016. The current faculty roster, provided to Board representatives during the inspection on June 16, 2016, lists current faculty as responsible to a nursing director in Alaska.

On July 11, 2016, the Board approved a new program director. The anticipated start date for the new director is July 18, 2016.

**Status:** This violation is now **corrected**.

## Summary

The Charter College, Canyon Country, Vocational Nursing Program has nine (9) students scheduled to complete the program in July 2016. The program also has two (2) students in Term 3 of the program and nine (9) students in Term 1 of the program. As of this date, a total of six (6) violations have been identified and two (2) violations have been corrected.

On June 29, 2016, when considering a report on the Program Record Survey and unannounced inspection, the Executive Officer rescinded approval for ongoing admissions and referred the program to the Education Committee for consideration of placement on provisional approval. The Board forwarded correspondence to the program regarding the decisions of the Executive Officer on the same date.

**No changes to the recommendations are offered at this time.**

## Agenda Item #5.A.Addendum #2



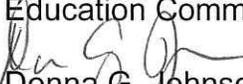
BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

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



Date: July 19, 2016

To: Education Committee Members

From:   
Donna G. Johnson, RNP, MS, MA  
Nursing Education Consultant

Subject: Charter College, Canyon Country, Vocational Nursing Program –  
Consideration of Materials Dated July 13, 2016 (Director: Meagan Jackson, Canyon  
Country, Los Angeles County, Private)

On July 18, 2016, the Education Committee of the Board of Vocational Nursing and Psychiatric Technicians (Board) considered a report regarding the Charter College, Canyon Country, Vocational Nursing Program. At that meeting, representatives of the program delivered a document that had not previously been received by the Board. A summary of that document follows. Where relevant, analysis of the document is offered in *italics*.

The document described a new reporting structure with the Vocational Nursing Program Director reporting to the Dean of Nursing, located in Alaska. The document also described the components of an Action Plan:

- Additional clinical sites
- Revised curriculum
- More faculty “as the program grows”
- Integration of the Complete ATI Package

The document requested to begin a cohort of students (*the number of students was not specified*) on July 25, 2016, noting the College would provide monthly updates of its progress in implementing the Action Plan. The document then addressed specific elements.

### ***Enrollments***

According to the document, “We will need enrollments to evaluate these interventions and remediation program.” A decline in enrollments over the past two (2) years was attributed to program length, change in campus location, and changes in admissions recruiting.

According to the document, a new 50 week curriculum will be submitted for approval and would be implemented with a new class on October 3, 2016. The document also described an adjusted marketing strategy, community outreach, and a dedicated admissions representative for the Vocational Nursing Program.

*As of this date, the proposed curriculum has not been submitted for evaluation. The number of students being requested for October 3, 2016 was not specified.*

### **NCLEX-PN Pass Rates**

The document noted the following to address the currently enrolled students.

- Enrollment in the Total Package available through ATI services as of July 1, 2016, including Live NCLEX review and Virtual ATI
- Students obtaining a green light with Virtual ATI will have the exam fee paid by the college
- Course syllabi modified to provide incentive to utilize ATI remediation products throughout their course
- Individualized remediation plans will be developed based on end-of-term testing
- Enrollment of all current faculty in the NCSBN Test Item Writing and Development course and Understanding NCLEX for Nurse Educators

Interventions to address all students to include the following

- Development of a 50 week curriculum
- Complete integration of all ATI resources throughout the curriculum
- Implementation of a progression and remediation program
- Hiring of additional faculty
- New program director approved and starting July 18, 2016
- Requirement of 79.5% in all nursing courses to align with college grading scale
- Acquisition of additional clinical sites
- Standardized clinical simulations correlated to course content
- Faculty in-services as noted, above, as well as on active learning and test item analysis and rigor.

*To improve pass rates, the document describes a focus on the use of the ATI products and faculty development. Also described is modification of course structure to increase the focus on ATI products and the introduction of simulation. The need for clinical sites was identified in the violations. No additional clinical facility applications have as yet been submitted by the program.*

*The document describes remediation based on end-of-term testing. During program inspection it was noted that the program previously utilized detailed remediation contracts and follow-up, including remediation prior to the end of the term and justification for re-entry after failure in the program. Such justification included identification of changes in factors that would enhance success. Those remediation plans and contracts were not in use after November 2015.*

*Previously, the minimum passing score for nursing courses was 80%.*

### **Current Curriculum**

The document describes modification of the courses to include 15-20% of the grade from online quizzes and homework assignments.

*The current curriculum is not aligned with current ATI products. This would result in current students being given online quizzes and homework, for 15-20% of their grade, which is not based on the current Board-approved Instructional Plan. However, the attached draft syllabi*

*include up to 55% of the grade based on quizzes and homework. Students would access the online material at the campus, which does not have a physical library or computer laboratory.*

### **New Curriculum**

The document describes that a new, 50 week, curriculum has been designed. Draft syllabi are attached to the document.

*The date on the draft syllabi is April 29, 2016. The syllabi include emphasis on quizzes and homework (online material) in the grading rubric, including up to 55% of the grade. In addition, the following is identified on syllabi:*

*"Use the Library/Resource Center to complete course assignments that require a book, periodical, journal, and/or internet research." However, the campus does not have a physical Library/Resource Center.*

*Instructional methods included, "synchronous and synchronous online activities."*

### **Student Interviews**

Based on student interviews, classroom observations of faculty are to be conducted, faculty in-services are to be conducted, and curriculum will be updated.

### **Faculty Interviews**

All nursing programs now fall under the Dean of Nursing who reports to a College President. The document notes communication of the structure was not well implemented. Faculty have met via teleconference with the Dean of Nursing. According to the document, the Dean of Nursing is available as resource for the director and faculty, will be at the campus in July to meet with faculty and clarify the reporting structure, and will assist with orientation of the new program director (referred to in the document as the DON). Also noted in the document, "the DON will have complete accountability and responsibility for the Vocational Nursing program."

*The Board received notice of a total of 11 faculty terminations between January 25, 2016 and May 3, 2016. The Dean of Nursing is based in Alaska. The new program director's first day was July 18, 2016.*

### **Student Records**

The records were found to be in compliance with regulations.

### **Violations**

Violation #1 was corrected at the time of the program inspection.

Violation #2 was corrected with the approval of the new director.

Violation #3 Student Resource Issues

- 1) The document describes a student lounge and that a microwave and refrigerator has been added.

*This is located in the hallway by the back door. During the program inspection, the students specifically described hardship as a result of now place to store food; **this has now been addressed.***

- 2) The student lounge, known as the Hub has internet access.

*The area in the photos was observed during the inspection and consists of the counter-top and three (3) chairs in the front hallway, as well as chairs between the front desk and college administration offices. Noise in this area from classrooms and the front desk was a significant distraction to the consultants during the inspection.*

- 3) Library resources are available through a virtual library; students have access through their campus portal.

*As previously noted, there is no physical library or study space; students must access resources while on campus in the areas described, above, or have internet services in the home.*

- 4) The document describes that availability of retrieving printed matter from the front desk will be noticed to students in writing, in person, and via a student resource sheet.

*As noted, students were concerned regarding inability to print study materials.*

#### Violation #4 Annual Pass Rate Below State Average

- 1) The document notes faculty are working with current students on test-taking skills and remediation plans.
- 2) Remediation plans for students' end-of-term testing will be developed
- 3) See above, NCLEX-PN Pass Rates

#### Violation #5 Correlated Clinical Experiences

- 1) The document states, "Students will receive up to 50% of their clinical hours through standardized clinical simulation in accordance with the National Council State Boards of Nursing research."

*This was offered as a corrective action for failure to include theory and correlated clinical experience. While the research conducted by the NCSBN concluded that utilizing simulation for up to 50% of clinical hours was effective in pre-licensure RN programs, the research also identified specific factors that affected the outcome of the study.*

*Most significantly, the lack of correlation between theory and clinical that was identified during the program inspection was a result of inadequate clinical facilities to support the students in achieving the objectives of the program.*

- 2) The document noted additional clinical resources will be sought
- 3) The document provided examples of simulation including all aspects of nursing care.

#### Violation #6 Adequate Clinical Facilities

The document states that adequate clinical facilities are demonstrated in Exhibit C.

*Exhibit C includes the following:*

- *Observation at a preschool*
- *A skilled nursing facility (described by students as only allowing CNA level experiences)*

- *A skilled nursing facility/subacute unit*
- *A subacute unit (during inspection, this was reported by faculty familiar with the unit as no longer available to students)*
- *An Adult Day Health Center approved for a 2-3 day experience in Term 4*
- *An obstetrical medical practice that allows a single student at a time for observation*
- *A special education classroom that allows observation*

*Exhibit C does **not** include care of sick children or more than one (1) office offering a single student at a time an observation experience in maternity clinical nursing. Exhibit C also does **not** include adequate medical-surgical nursing facilities, should the program intend to admit students. With only two (2) students entering Term 4 specialty rotations, the immediate need is for a site that provides care of sick children. The program has been approved by the Board to utilize a pediatric sub-acute facility; however, Board staff were informed by faculty during the program inspection that students could not get on the schedule at the facility.*

### **Summary**

The document describes the college's commitment to providing resources and that the college feels it is meeting the current requirements to offer an approved program. The college requested to remain on approval and noted it would like to admit students beginning October 3, 2016.

### **Exhibit A**

This exhibit describes the Action Plan in table format.

*One item noted in Exhibit A is the intervention of admitting 30-40 students per cohort. This would require additional faculty and clinical facilities.*

### **Exhibit B**

Draft syllabi for Terms 1 through 4 were attached.

*See comments, above, in New Curriculum*

### **Exhibit C**

The exhibit includes a list of some clinical facilities and then the intended clinical placements for the two (2) remaining classes.

*The list of clinical facilities was addressed, above. The Term 4 clinical schedule includes no clinical experience in the care of sick children, as required in section 2882.*



# Agenda Item #5.B.



BUSINESS, CONSUMER SERVICES AND COMMUNICATIONS ENGINEERING / GENERAL REGISTRATION DIVISION

**BOARD OF VOCATIONAL NURSING & 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](http://www.bvnpt.ca.gov)



DATE: June 16, 2016

TO: Education Committee Members

FROM:   
Jessica Gomez, MSN, RN  
Nursing Education Consultant

SUBJECT: Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program. Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students (Director: Peggy Revetto, Rancho Mirage, Riverside County, Private)

The Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program is presented to the Education Committee for consideration of placement on provisional approval.

In accordance with Section 2526.1(c) 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 2530(l) 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 following table shows the variance of the program's pass rates from state average annual pass rates of first time graduates of approved vocational nursing programs for the past nine (9) consecutive quarters. This data substantiates the program's noncompliance with Section 2530(l) of the California Code of Regulations.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2014	76%	77%	+1
Apr – Jun 2014	73%	71%	-2
Jul – Sep 2014	73%	63%	-10

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Oct – Dec 2014	72%	53%	-19
Jan – Mar 2015	71%	41%	-30
Apr – Jun 2015	72%	36%	-36
Jul – Sep 2015	72%	38%	-34
Oct – Dec 2015	72%	48%	-24
Jan – Mar 2016	72%	61%	-11

The program requests approval to admit a full-time class of 20 students with two (2) alternates, commencing on September 16, 2017 and graduating on November 16, 2017.

### History of Prior Board Actions

(See Attachment A for History of Prior Board Actions)

### Enrollment

The program offers a full – time course of instruction. Board approval is required prior to the admission of additional classes. The pattern of admissions for the proposed class is seen in the enrollment table below.

The following table represents **past and current** student enrollment based on class starts and completions. The table indicates a **maximum enrollment of 36 students** for the period **May 2013 through September 2016**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
5/13		27	23	0 + 23 = 23
5/14		16	13	23 + 13 = 36
	7/14 (5/13 Class)		-23	36 – 23 = 13
6/15		15	9	13 + 9 = 22
	7/15 (5/14 Class)		-13	22 – 13 = 9
9/16 Proposed	11/17	20	20	9 + 20 = 29
	9/16 (6/15 Class)		-9	29 – 9 = 20

**Licensing Examination Statistics**

The following statistics, furnished by Pearson VUE and published by the National Council of State Boards of Nursing (NCSBN) as “Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction” for the period April 2011 to March 2016, specify the pass percentage rates for graduates of the Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Average 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 2014	4	2	50%	74%	77%	76%	+1
Apr – Jun 2014	1	0	0%	66%	71%	73%	-2
Jul – Sep 2014	2	0	0%	72%	63%	73%	-10
Oct – Dec 2014	8	6	75%	72%	53%	72%	-19
Jan – Mar 2015	6	1	17%	73%	41%	71%	-30
Apr – Jun 2015	6	1	17%	69%	36%	72%	-36
Jul – Sep 2015	1	0	0%	73%	38%	72%	-34
Oct – Dec 2015	10	9	90%	75%	48%	72%	-24
Jan – Mar 2016	1	1	100%	73%	61%	72%	-11

\*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 (Code) 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.”

Published statistics confirm the program has been noncompliant with regulatory requirements for the previous six (6) consecutive quarters.

Based on the most recent data available (January to March 2016), the program’s average annual pass rate is **61%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN®

Licensure Examination for the first time during the same period is 72%. The average annual pass rate for the Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program is 11 percentage points **below** the state average annual pass rate.

### Faculty and Facilities

Section 2534(d) of the Code states:

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

The total number of Board - approved faculty is three (3), including the program director. The director has 90% administrative duties and ten (10%) teaching duties. Of the total faculty, three (3) are approved to teach in the clinical area. It is important to note that one of the approved faculty members is full time, one is part time, and the director is allotted time to teach 10% of the time.

Based on a current and requested enrollment of 36 students, three (3) instructors are needed. Therefore, the number of current faculty is **not** adequate for the **proposed** enrollment. However, the program does have adequate faculty for the nine (9) currently enrolled students.

Section 2534 (b) of the Code 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.

### Other Considerations

Published examination statistics confirm the program's difficulties in maintaining compliant program pass rates. Specifically, the program has been noncompliant with regulatory requirements for the past six (6) consecutive quarters.

The Executive Officer directed the program to investigate and submit a report identifying causes for the decline in licensure pass rates by May 15, 2015. Further, the program was required to submit a plan to improve student achievement and program pass rates.

On April 14, 2015, the Board received the director's program analysis and plan to increase licensure pass rates (see Attachment B). The program identified the pass rates started to decline in 2014. Information contained in the report included:

- **Issue Identified:** Discussion with graduates concluded that the graduates do not continue to study after graduation.
  - **Process Implemented:**
    - NCLEX prep classes are held twice a week for ten (10) weeks after graduation.
    - The program will pay for students to receive a five (5) week subscription to the NCSBN online review class with perfect attendance for the first four (4) weeks of the review.
  
- **Issue Identified:** Students who delay in taking the NCLEX licensure examination have a higher tendency to fail.
  - **Process Implemented:**
    - The program will reimburse the students licensure testing and licensure fees if:
      - The student takes the licensure examination the same quarter they receive authorization to test.
      - Pass the NCLEX-PN on the first attempt.
  
- **Issue Identified:** The size of the class affects student learning.
  - **Process Implemented:**
    - Class sizes were decreased to 13 students.
    - Clinical class size was decreased to 6 to 7 students
    - The decrease in student-to-instructor ratio provides a potential for a better learning/ and clinical experience.
  
- **Issue Identified:** Course final examinations and quizzes required evaluated.
  - **Process implemented:**
    - Tests provided to students were examined for accuracy, clarity of questions, relevance, and type of questions.
    - Evaluation of examination will remain an ongoing process.
  
- **Issue Identified:** Increased faculty involvement in student evaluation required.
  - **Process Implemented:**
    - Faculty meetings were increased from monthly to bi-monthly to:
      - Increased dialoged between clinical and theory instructors
      - Early identification of at-risk student
    - Faculty evaluations were conducted this spring on each theory and clinical faculty and will be repeated in the fall.

On November 12, 2015, the Board notified the program per certified and U.S. mail of the noncompliance of pass rates on the licensure examination for four (4) consecutive quarters. (See Attachment C)

On January 4, 2016, the Board received the director's program's plan to increase licensure pass rates. As reported, the following actions were taken (see Attachment D):

➤ **At risk students required early intervention and remediation**

**Implemented:**

- Standardized Health Education Systems Incorporated (HESI) tests throughout the program.
- Individualized remediation plans.
- Case studies.
- Question review bank of over 3,300 practice questions with rationales are available to students.

**Analysis:**

- Per July 2015 data, graduates are passing the licensure examination on the first attempt.
- The HESI process allows for early identification and intervention with struggling students.

**Timeline:** Ongoing

➤ **Feedback from graduates disclosed that many do not continue to study after graduation.**

**Implemented:**

- A ten (10) week NCLEX prep class
- IV Therapy/Blood Withdrawal classes are offered at no cost to students.
- Offered each student a five (5) week subscription to the National Council of State Boards of Nursing (NCSBN) online review course. If graduate has perfect attendance the program will pay for the review course.

**Analysis:**

- The review course was modified based on feedback from graduate participation as to needs.
- The program will pay for licensure and testing fees for graduates who test and pass the NCLEX-PN® within the same quarter they receive authorization to test.

**Timeline:** Ongoing

- **Students who fail the program and are readmitted historically have not passed the NCLEX-PN® on the first attempt.**

**Implemented:**

- Reevaluation of students prior to readmission
  - Length of time out of program
  - Reason for dropping from the program
  - Evaluated of retained knowledge from previous admission

**Analysis:** Not included

**Timeline:** Not included

- **Student progression: Program evaluation of classroom and clinical settings**

**Implemented:**

- Smaller classes are beneficial to both faculty and students
- Bi-weekly faculty meetings
- Review mid-term and final examinations for accuracy clarity of questions, relevance, and type of questions.

**Analysis:**

- At risk students have been identified earlier
- Remediation and interventions is initiated.
- The last class of students are passing the NCLEX-PN® on the first attempt.

**Timeline:** ongoing

**On February 23, 2016, the Board approved a new program director.**

In summary, the program has been noncompliant with regulatory requirements for six (6) consecutive quarters. The program has reported actions taken to improve student achievement and program pass rates on the licensure examination. It is noted that improvement has been demonstrated over the past two (2) consecutive quarters. Statistics for Quarter 4 - 2015 confirmed a quarter pass rate of 90%, with ten (10) candidates tested and nine (9) students passed on their first attempt. For Quarter 1 – 2016, the program's quarter pass rate was 100%, with one candidate tested and passed. However, the program's average annual pass rate remains noncompliant at 61%. As such, the average annual pass rate is 11 percentage points **below** the state average annual pass rate.

On May 19, 2016, the Executive Officer considered the program's request to admit a class of 20 students effective June 27, 2016 and required the program to obtain Board approval prior to the admission of each class. Further, the Executive Officer referred the program to the Board's Education Committee for consideration of placement on provisional approval.

**Recommendations:**

1. Place the Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program on provisional approval for the two-year period from August 26, 2016, through August 25, 2018, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (see Attachment E).
2. Require the program to bring its average annual pass rate to no more than (10) ten percentage points below the State average annual pass rate.
3. Approve the program's admission of a class of 20 students on September 6, 2016, with a projected graduation date of November 16, 2017; only, to **replace** the class graduating September 1, 2016.
4. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
5. Require the program to obtain Board approval prior to the admission of each additional class.
6. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
7. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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
8. Require the program to demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
  9. 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.
  10. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
  11. Place the program on the **Committee's July 2018** agenda for reconsideration of provisional approval.

**Rationale:** The program's licensure pass rates have declined since Quarter 4 - 2013. For Quarter 1 - 2016, the program's average annual pass rate was **61%**, **eleven (11)** percentage points **below** the state. As such, the average annual pass rate has remained greater than 10 percentage points **below** the state, for first time NCLEX-PN® test takers, for the last six (6) consecutive quarters (October 2014 through March 2016).

The director has submitted a program analysis and initiated an action plan to evaluate student progression, institute early remediation, and assist the graduates in their preparation to take the NECLX-PN®.

The program's prolonged noncompliance with regulatory requirements relative to program pass rates strongly indicates placement on provisional approval is required to ensure consumer protection.

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 Program Dated April 14, 2015

Attachment C: Notice of NCLEX Pass Rates Dated November 12, 2015

Attachment D: Correspondence from Program Dated January 4, 2016

Attachment E: Draft Notice

## Agenda Item #5.B., Attachment A

### SANTA BARBARA BUSINESS COLLEGE, RANCHO MIRAGE VOCATIONAL NURSING PROGRAM

#### HISTORY OF PRIOR BOARD ACTIONS

- On December 8, 2008, the Executive Officer approved the Santa Barbara Business College, Palm Desert's request to begin a vocational nursing program with an initial class of 22 students on January 5, 2009, only.

The program curriculum was approved for 1600 hours, including 620 theory, and 980 clinical hours.

- **On September 30, 2009, a new program director was approved.**
- On October 31, 2009 the Executive Officer approved the program's request to admit an initial class of 30 students on October 20, 2009, only, with an anticipated graduation date of December 16, 2010.
- The program delayed commencement of the initial class until January 2010.
- On February 17<sup>th</sup> and 18<sup>th</sup>, 2011, an initial onsite survey visit was completed by the Nursing Education Consultant.
- **On March 24, 2011, the Board approved a new program director.**
- On April 21, 2011, the Executive Officer approved initial full accreditation<sup>1</sup> for Santa Barbara Business College, Palm Desert, Vocational Nursing Program for the four (4) year period from April 19, 2011 through April 18, 2015, and direct staff to issue a certificate accordingly; **and**, approved the program's request to start a class of 30 students on April 26, 2011, with a projected completion date of May 17, 2012 to **replace** students that graduated on March 10, 2011; **and**,

Required the director to develop a plan identifying management of the three campuses, including but not limited to:

- a. Amount of time director will spend at each campus.
- b. Program administration including contacting director, if needed, during her absence.

c. Program management during the director's absence; **and,**

Required the program to obtain Board approval prior to the admission of each class.

- On May 30, 2012, the Executive Officer Approve Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program's request to admit 30 students into full-time class commencing June 1, 2012 only, graduating August 1, 2013; to **replace** students graduating on May 17, 2012; **and,** required the program to continue to obtain Board approval prior to the admission of future classes.
- On April 10, 2014, the Executive Officer approved Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program's request to admit a class of 30 students on May 27, 2014, only, with a projected graduation date of July 30, 2015; and, required the program to obtain Board approval prior to the admission of each class.
- On April 27, 2015, the Executive Officer **continued approval** of the Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program for the four-year period from April 19, 2015 through April 18, 2019, and,
  1. **Denied** Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program's request to admit a class of 30 students on May 26, 2015, with a projected graduation date of July 28, 2016.
  2. **Approved** the program's admission of a class of 20 students on May 26, 2015, only, with a projected graduation date of July 28, 2016.
  3. **Required** the program to obtain Board approval prior to the admission of each class.
  4. **Required** the director to investigate and submit a report identifying the cause(s) of the declining licensure pass rates and a plan to correct the deficiencies by **May 15, 2015.**
- On May 19, 2016, the EO denied Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program's request to admit a class of 20 students on June 27, 2016, with a projected graduation date of September 7, 2017; **and** required the program to obtain Board approval prior to the admission of each class; **and** placed the program on the Education & Practice Committee Agenda for consideration of placement on provisional approval.



34275 Monterey Avenue  
Rancho Mirage, CA 92270  
www.sbbcollege.edu

April 14, 2015

Pam Hinckley  
Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833

Re: Declining Pass Rate (Rancho Mirage campus)

Dear Ms. Hinckley,

This letter is a response to the letter dated April 2, 2015, referencing the declining pass rate at SBBCollege -- Rancho Mirage campus.

The Rancho Mirage pass rate has declined in 2014. Steps have been implemented to address the concern. SBBCollege has partnered with the HESI to offer standardized tests throughout the program as well as a predicted test at the end of the program. Early identification of student's at risk allows for early intervention. This test is computer based and the results are shared with students on an individual basis. Individualized plans for remediation are discussed.

Discussion with past graduates has revealed that many do not continue to study after graduation, so the Rancho Mirage campus is offering free of charge, NCLEX prep classes for ten weeks after graduation. IV Therapy / Blood Withdrawal classes are also offered during this time with an approved provider and participation is highly encouraged. NCLEX prep classes are held twice a week. SBBCollege also has offered each student a five week subscription to the NCSBN (National Council of States Boards of Nursing) preparation materials offered by NCSBN Learning Extension Online Review Courses (\$70.00) with perfect attendance for the first four weeks of the review (excluding the IV Therapy class).

SBBCollege -- Rancho Mirage has also evaluated classroom and clinical settings. Currently, the class consists of 13 students. Smaller classes have advantages for students and instructors. Clinical size was decreased from ten to six or seven which allows for more interaction with the clinical instructor and potential for a better learning / clinical experience.

SBBCollege -- Rancho Mirage is also reviewing examinations on an ongoing basis. Tests are reviewed for accuracy, clarity of questions, relevance and type of questions (multiple response, etc.).

SBBCollege -- Rancho Mirage has also increased nursing faculty meeting from monthly to bi-monthly. This allows for dialog between instructors (clinical and theory) to identify students at risk for failure. Evaluations of all instructors (theory and clinical) have been completed this spring and will be completed again in the fall.

SBBCollege – Rancho Mirage also has evaluated the statistics and has determined that the longer students wait to take the NCLEX-PN correlates with an increased probability of failure. To encourage students to test in a timely manner, the College has Instituted a policy whereby if the student tests and passes the NCLEX-PN in the quarter they receive their authorization to test (ATT), they will be reimbursed the test fee and licensee fee (\$350.00). This policy has had a positive impact for other SBBCollege campuses with the nursing program.

Respectfully submitted,



Carolyn Santiago  
Director of Nursing  
SBBCollege  
(661) 835-1100 x1152

## Agenda Item 5.B., 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 916-263-7855 Web www.bvnpt.ca.gov



### CERTIFIED MAIL

November 12, 2015

Carolyn Santiago, Director  
Santa Barbara Business College, Rancho Mirage  
Vocational Nursing Program  
34-275 Monterey Ave.  
Rancho Mirage CA. 92270

**Subject: NCLEX-PN® Program performance**

Dear Ms. Santiago:

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.

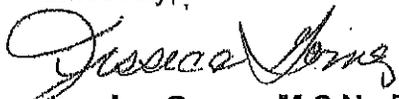
- (1) Failure to achieve the required yearly average minimum pass rate within two years of initial approval may be cause to place a program on provisional accreditation.
- (2) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to 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 Santa Barbara Business School, Rancho Mirage, 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 January 4, 2015. 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

Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program 4 quarter NCLEX-PN® annual passrate Grid

State Quarter Average 73%	Schools Candidate this quarter	State Yearly Average 72%	State Quarter Average 69%	Schools Candidate this quarter	State Yearly Average 72%	State Quarter Average 73%	Schools Candidate this quarter	State Yearly Average 71%	State Quarter Average 72%	Schools Candidate this quarter	State Yearly Average 72%
Jul-Sep 2015	Pass/Test	School yearly 10/14 - 9/15	Apr-Jun 2015	Pass/Test	School Yearly 7/14 - 6/15	Jan-Mar 2015	Pass/Test	School Yearly 4/14 - 3/15	Oct-Dec 2014	Pass/Test	School yearly 1/14 - 12/14
0%	0p/1t	38%	17%	1p / 6t	36%	17%	1p / 6t	41%	75%	6p / 8t	53%



Rancho Mirage Campus  
34-275 Monterey Avenue  
Rancho Mirage, CA 92270

January 4, 2016

Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833

Re: Certified Mail (dated November 16, 2015)

Dear Jessica,

Santa Barbara Business College – Rancho Mirage acknowledges the pass rate for the graduates (first time candidates) has not met the minimum standard of being within 10 % of the State's average rate. Measures have been taken to address the situation and slow recovery is being seen.

The July 2015 class (most recent graduates) has been testing in the last quarter of 2015 and improvement has been noted (based on students receiving pass letters). NCLEX Review classes were offered to this class after graduation. The College also purchased the National Council State Boards of Nursing Online Review Course for those with perfect attendance for the first four weeks of the review class.

SBBCollege has partnered with Elsevier (HESI) to offer standardized tests throughout the program as well as a predicted test at the end of the program. Individualized plans for remediation are discussed. In addition, case studies are utilized throughout the program. A Question Review Bank with more than 3,300 practice questions with rationales is available for personalized use by students. I believe this is part of the reason the July 2015 class has tested higher. This is ongoing as it allows for early identification and intervention of students who struggle with the content of the course.

Feedback from graduates has disclosed that many do not continue to study after graduation. The Rancho Mirage campus is offering NCLEX prep classes for ten weeks after graduation at no charge. IV Therapy / Blood Withdrawal classes are also offered by an approved provider during this time and participation is highly encouraged. Due to the cost, it is not mandatory. SBBCollege also has offered each student a five week subscription to the NCSBN (National Council of States Boards of Nursing) preparation materials offered by NCSBN Learning Extension Online Review Courses (\$70.00) with perfect attendance for the first four weeks of the review (excluding the IV Therapy class). The NCLEX Review course has been modified based on feedback from the participants of the two classes that have taken advantage of the course. The Review classes are ongoing with the offer to purchase the NCSBN Online Review course for five weeks.

SBBCollege – Rancho Mirage has committed to the graduates to reimburse them for the cost of testing (\$200.00) and covering the license fee (\$150.00) if they test and pass within the same quarter that they receive their authorization to test. This offer was made to the July 2015 graduating class. This will decrease the number of students who wait ten to 12 months to test and often fail.

SBBCollege – Rancho Mirage continues to evaluate potential restart students as this group of students historically has not passed the NCLEX on the first attempt. Length of time and reasons for dropping from the program are evaluated. If deemed a viable candidate, they are given worksheets to complete on classes they have taken and passed for review. The worksheets are collected and graded for accuracy prior to approval for readmission to the vocational nursing program.

SBBCollege – Rancho Mirage continues to evaluate classroom and clinical settings. Currently, the class has a total of 10 students. Smaller classes have advantages for students and instructors. Clinical size remains at ten students per clinical instructor which allows for more interaction and potential for a better learning / clinical experience which enhances retention of critical concepts.

SBBCollege – Rancho Mirage faculty continue to review examinations on an ongoing basis. Tests are reviewed for accuracy, clarity of questions, relevance and type of questions (multiple response, etc.).

SBBCollege – Rancho Mirage faculty have continued to meet every other week. This allows for dialog between instructors (clinical and theory) to identify students at risk for failure. Evaluations of all instructors (theory and clinical) is ongoing. Instructors are evaluated in the spring and the fall.

SBBCollege – Rancho Mirage nursing faculty welcomes suggestions that will assist in improving students' knowledge, retention of knowledge and assist with passing the NCLEX on the first attempt. Failure is costly for the student and has a negative impact on their mental health.

Respectfully submitted,

Carolyn Santiago  
Director of Nursing  
SBBCollege  
(760) 341-2602

## Agenda Item # 5.B., Attachment E



BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY • GOVERNOR EDUARDO R. 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**

August XX, 2016

Peggy Revetto, Director  
Vocational Nursing Program  
Santa Barbara Business College-Rancho Mirage  
34-275 Monterey Ave.  
Rancho Mirage, CA 92270

#### ***Subject: Notice of Change in Approval Status***

Dear Ms Revetto:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on August 26, 2016, the Santa Barbara Business College, Rancho Mirage, Vocational Nursing Program has been placed on provisional approval for the two-year period from August 26, 2016, through August 25, 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 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."

**Santa Barbara Business College, Rancho Mirage**  
**Vocational Nursing Program**

*Notice of Change in Approval Status*

**August XX, 2016**

Page 2 of 4

The program pass rates for the North West College, Pomona, Vocational Nursing Program for the past 17 quarters are set forth in the following table:

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2014	76%	77%	+1
Apr – Jun 2014	73%	71%	-2
Jul – Sep 2014	73%	63%	-10
Oct – Dec 2014	72%	53%	-19
Jan – Mar 2015	71%	41%	-30
Apr – Jun 2015	72%	36%	-36
Jul – Sep 2015	72%	38%	-34
Oct – Dec 2015	72%	48%	-24
Jan – Mar 2016	72%	61%	-11

**REQUIRED CORRECTION(S)**

1. Require the program to bring its average annual pass rate to no more than (10) ten percentage points below the State average annual pass rate.
2. Approve the program's admission of a class of 20 students on September 6, 2016, with a projected graduation date of November 16, 2017; only, to replace the class graduating September 1, 2016.
3. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
4. Require the program to obtain Board approval prior to the admission of each additional class.
5. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
6. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the

**Santa Barbara Business College, Rancho Mirage**  
**Vocational Nursing Program**

*Notice of Change in Approval Status*

**August XX, 2016**

Page 3 of 4

program, specific actions taken with revisions to improve 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 demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
  8. 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.
  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 **August 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 2 through 3, you must submit this documentation by the fifteenth day of the second month prior to the Board Meeting.

Santa Barbara Business College, Rancho Mirage

Vocational Nursing Program

Notice of Change in Approval Status

August XX, 2016

Page 4 of 4

### **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 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](http://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



# Agenda Item #5.C.



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



DATE: June 16, 2016

TO: Board Members

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

SUBJECT: Trinity School of Health and Allied Sciences Vocational Nursing Program – Consideration Placement on Provisional Approval (Director: Arvid Taboclaon, Gardena, Los Angeles County, Private)

The Trinity School of Health and Allied Sciences Vocational Nursing Program is presented to the Education Committee for consideration of placement on provisional approval.

In accordance with Section 2526.1(c) 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...”

Due to two (2) complaints received by the Board, one (1) from the director of the program on May 5, 2016, and one (1) from a current student on May 11, 2016, an unannounced program inspection was conducted on May 23 and 24, 2016. **Twelve (12) violations were identified.**

The following table shows the variance of the program's pass rates from state average annual pass rates of first time graduates of approved vocational nursing programs for the past nine (9) consecutive quarters.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2014	76%	79%	+3
Apr – Jun 2014	73%	75%	+2
Jul – Sep 2014	73%	69%	-3
Oct – Dec 2014	72%	69%	-3
Jan – Mar 2015	71%	69%	-2
Apr – Jun 2015	72%	68%	-4
Jul – Sep 2015	72%	71%	-1
Oct – Dec 2015	72%	71%	-1
Jan – Mar 2016	72%	58%	-14

## Prior Board Actions

(See Attachment A, History of Prior Board Actions)

## Enrollment

Currently, the program offers a part – time course of instruction that is 75 weeks in length and a full – time course of instruction that is 52 weeks in length. The program is required to obtain Board approval prior to the admission of each full – time and part – time class. The program's admission pattern for current classes is seen in the enrollment table below.

The following table represents **projected** student enrollment based on current and proposed class starts and completions. The table indicates a **maximum enrollment of 63 students** for the period from **February 2014 through June 2017**. The **current enrollment is 42 students**. It is noted that **none of the students who were scheduled to graduate March 2016, have completed all of the program's graduation requirements, and have not been scheduled to take the program ATI exit examination.**

ENROLLMENT DATA				
CLASS DATES		# Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
2/14 - FT	3/15	23	21	0 + 21 = 21
4/14 - PT		22	21	21 + 21 = 42
9/14 PT	3/16	27	21	42 + 21 = 63
	3/15 (2/14 FT Class)		-21	63 – 21 = 42
6/15 FT Did not start Approved Class	7/29/16	30	0	42 + 0 = 42
6/15 PT		11	11	42 + 11 = 53
	9/15 (4/14 PT Class)		-21	53 – 21 = 32
11/15 FT		11	10	32 + 10 = 42
1/16 PT	6/17	13	13	42 + 13 = 55
	3/16 (9/14/PT Class)		-21	55 – 21 = 34
4/16 PT	9/17	8	8	34 + 8 = 42
	12/16 (6/15 PT Class)		-11	42 – 11 = 31
	12/16 (11/15 FT Class)		-10	31 – 10 = 21
	6/17 (1/16 PT Class)		-13	21 – 13 = 8

## Licensure 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 pass percentage rates for graduates of the Trinity School of Health and Allied Sciences, Vocational Nursing Program on the National Council Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# 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 2014	20	15	75%	74%	79%	76%	+3
Apr – Jun 2014	18	11	61%	66%	75%	73%	+2
Jul – Sep 2014	12	8	67%	72%	70%	73%	-3
Oct – Dec 2014	12	9	75%	72%	69%	72%	-3
Jan – Mar 2015	10	8	80%	73%	69%	71%	-2
Apr – Jun 2015	7	3	43%	69%	68%	72%	-4
Jul – Sep 2015	2	2	100%	73%	71%	72%	-1
Oct – Dec 2015	16	12	75%	75%	71%	72%	-1
Jan – Mar 2016	15	6	40%	73%	58%	72%	-14

\*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 § 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 compliance with Section 2530 (I) of the Vocational Nursing Rules and Regulations for eight (8) of the previous nine (9) consecutive quarters from January 2014 through March 2016. However it is important to note that the Quarter 1, 2016 pass rate was **40%**.

Based on the most current data available (January - 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 is **72%**. The average annual pass rate for the Trinity School of Health and Allied Sciences, Vocational Nursing Program is fourteen (**14**) 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."

The program's current number of Board-approved faculty totals eleven (11) including the program director. The director is full-time and has 75% administrative and 25% teaching duties. Of the total faculty, eight (8) are approved to teach clinical.

Based upon a maximum enrollment of 63 students, five (5) instructors are required for clinical supervision. Therefore, the current number of 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 clients treated to enable current and proposed students to meet clinical objectives in accordance with Section 2534 (b) of the Vocational Nursing Rules and Regulations.

## **Other Considerations**

In October 2014, the Board received notification of the sale of the Trinity Vocational Center Vocational Nursing Program and the name was changed to Trinity School of Health and Allied Sciences Vocational Nursing Program.

**On October 27, 2014 the Board approved a new Director**

**On April 20, 2015, the Board approved a new Director.**

On June 19, 2015, the Acting Executive Officer approved Trinity Vocational Center Vocational Nursing Program's continued approval from June 21, 2015, through June 20, 2019, and continued the program's requirement to obtain approval prior to the admission of future classes.

On July 20, 2015, the director notified the Board that the approved June 2015 class did not commence due to inadequate time to populate students.

On May 5, 2016, the Board received a letter of complaint from the Program Director (see attachment B). The letter contained allegations including:

- Lack of supplies
  - Students are not provided textbooks
  - Paper to make tests
  - No supplies for the skills lab
- Students admitted without documentation of completion of high school or equivalent
- Students who have been dropped by the program for attendance and cheating remain in the program because they are "cash paying students".
- Staff are not being paid

On May 9, 2015, the Board received an email from the school administrator, Ms. Violeta Bello, informing the Board that the Director had submitted a resignation letter effective May 16, 2015, however, the last date he worked was May 5, 2016.

On May 11, 2016, the Board received via email a complaint from a current student (see attachment C). The complaint alleged:

- No Supplies to learn how to perform tasks:
  - No stethoscopes
  - No BP cuffs
  - No working mannequins
  - No thermometers
  - Practice NG tubes
  - Practice Foleys
  - Syringes and needles
- No textbooks for fundamentals
- 5 teachers taught instruction for one course
- Class canceled due to no instructor

**On May 18, 2016, the Board approved a new Director**

On May 23, and 24, 2016, two Nursing Education Consultants from the Board conducted and unannounced program inspection. The inspection included a tour of the campus, an examination of student files, and program documents and policies, and student and faculty interviews. Twelve (12) violations were identified.

**Campus Tour:**

The program has two small skills labs and one larger skills lab that doubled as a class room. The instructor stated that each skills lab could accommodate four (4) students at a time.

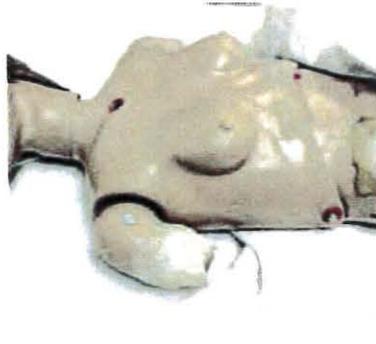
**Skills Lab 1**, primarily used for the CNA program contains two (2) basic mannequins, wheel chair, crutches, commode, personal protective supplies, linens, O<sub>2</sub> tank. There was no sink, and the pump on the bottle of hand washing liquid did not work.

**Skills Lab 2**, had two (2) beds with one OB mannequin, and one male mannequin, two infant and one fetus with the arms broken off, two suction machines, an infant scale, and a code cart. A demonstration of the OB mannequin was not provided. No evidence was provided of the working condition of the OB mannequin.

**Skills Lab 3**, had three (3) beds, and three (3) mannequins. This room doubles as a class room with 6 (six) desks and 12 chairs, one white board, and projector for instructors to present Power Point presentations.

**Supply Closet:** The program has one supply closet. Inside there is one metal shelf labeled VN supplies. No sterile supplies were available, additionally there were no supplies for wound care including sterile or non-sterile dressing.

The mannequins are broken, they are missing arms, legs, and one with the pelvis missing.



Skills lab mannequins missing arms, legs pelvis,

It is important to note that upon arrival to the campus a class of students were being sent home. According to the instructor, there were no supplies available to teach the skills to meet the clinical objectives of the day (the students missed four hours of skills lab).

**Class Rooms:** There are two (2) classrooms used by the VN Program, one classroom doubles as a skills lab. If necessary the program may use one of the CNA classrooms.

The classroom contains nine (9) tables large enough for two (2) students to sit comfortably, the. There were eighteen (18) chairs at the desks, and a row of 10 chairs in the back of the room. Teaching supplies in the room included a desk for the instructor, a computer, white board, a smart board, and a skeleton **without** arms.

**Computer room:** There are 15 computer stations for student testing. Students may use the computers for personal study. Per the instructor, one of the computers is broken. According to faculty meeting minutes the computer has been broken since March, 2016.

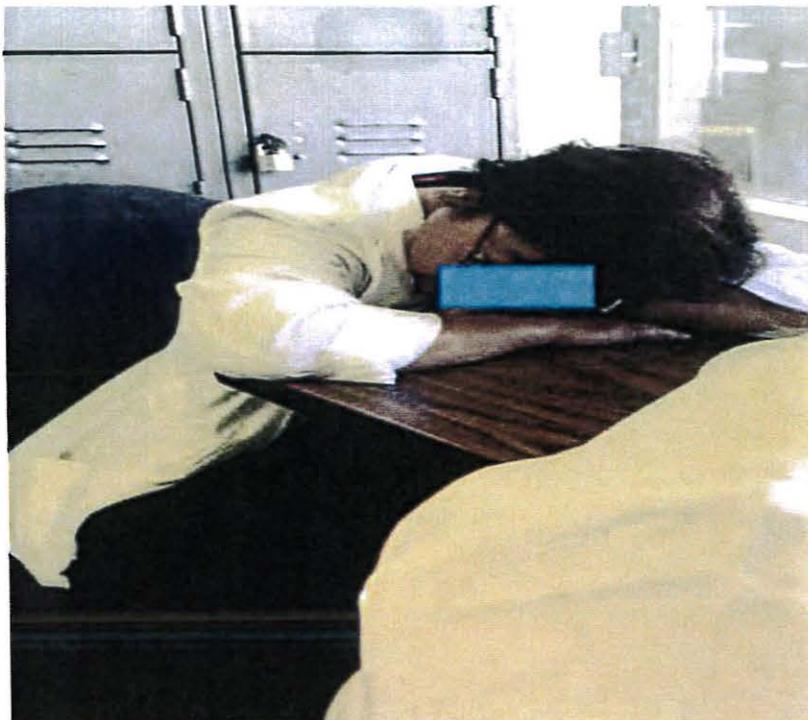
**Library:** The library remains locked and is not for student use. The books in the library are outdated. According to Ms. Violeta Bello, the school does not have a library for the vocational nursing students. The RN students are provided library access on-line.

### **Student Interviews:**

The **day students** (just completed term 1) heard that representatives of the Board were on campus, and requested a meeting. According to the students:

#### **A. Clinical experience:**

The instructor makes herself an office in an empty patient room. She does not assist the students with skills. She assigns the students to pass meds with the staff LVN, and to take care of their assigned patient. Only one LVN staff nurse will allow students to pass medications with her, if she is not on duty the students cannot pass meds. According to the students when they request assistance with a skill from the instructor, they are told there is nothing at this site to learn. The students shared a picture of the clinical instructor sleeping during clinical.



Clinical instructor sleeping – Photo supplied by student

**B. Class room experiences:**

The students do not have access to a syllabus and do not know what reading to do to prepare for the class. The students stated that they did not receive a textbook for Fundamentals. Students stated that they can miss 19.5 clinical hours without having to make them up.

**Evening Class (just completed term 2):**

**A. Class room experiences:**

Biggest issue is that no one will listen to them regarding their needs for textbooks and supplies to complete skills in the skills lab. The students stated that they did not receive the text book for fundamentals or the bag they paid \$100 for with their tuition. The contents, of the "bag", were to include a stethoscope, BP Cuff, and pen light. Students stated that they had to purchase the supplies from outside stores in order to have them for clinical. In examining the student's Medical Surgical text book it was published in 2009.

**B. Clinical experience:**

The instructor has told the students that she has personal things she has to do with her time and tells the students that they will leave early as soon as they pass their medications.

Students stated that they show up for clinical and there is not an instructor. Additionally, the students stated that when staff ask them to go to the supply room and get an items for them, they cannot do it, because they have never seen them before and they do now know what it looks like.

Both groups of students stated that they would **not** recommend the program to anyone, because they **do not** feel they are learning anything. Students voiced they feel no more knowledgeable than the day they entered the program.

**Instructor interview:**

The instructor stated that students do not have the proper textbooks. The students have some of their ATI books, and a Medical Surgical text book. The instructor did not know what the Instructional Plan was. When asked how she knows what to teach she stated that she follows the text book. She determines what to teach and when. Additionally, there is no communication between the clinical and theory instructors as to what is being taught in the classroom.

The instructor stated that the program lacks equipment to meet the skills lab objectives. She stated that she has let students out of class early due to lack of supplies.

**Based on the foregoing the following twelve (12) violations were identified:**

**Section 2526 (a) (12) of the Vocational Nursing Rules and Regulations states:**

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:  
... (12) Admission criteria.

**Violation #1:** On May 14, 2015 the director submitted to the Board a copy of the Board approved admission and screening policy to be evaluated during the Program Record Review (see attachment D). The admission policy addresses:

- The requirements of the entrance examination, as passing the Test of Essential Academic Skills (TEAS) examination with scores of math 47.6%, reading 47.6%, and English & language 40%.
- Students must pass the Wonderlic test with a minimum score of 11
- Have proof of completion of nursing assistant training program,
- Have an interview with the director or designee, and
- Provide a copy of high school diploma, transcripts or equivalency.

Based on analysis of student files, the program failed to follow the approved admission screening and selection policy. During the program inspection all students files lacked interviews with the director, three (3) files lacked proof of completion of a CNA program or CNA certification. Four student files lacked Wonderlic testing scores, and sixteen (16) student files students did not pass the TEAS testing as required.

**Status Violation #1:** The violation has not been corrected.

**Section 2526 (a) (16) of the Vocational Nursing Rules and Regulation states:**

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:  
... (16) List of resources for provision of counseling and tutoring services for students."

**Violation #2:** The program failed to provide a list of resources for provision of counseling and tutoring services for students. No list of available resources for counseling or tutoring was found posted on campus or in the student handbook.

**Status Violation # 2:** The violation has not been corrected.

**2530 (a) of the Vocational Nursing Rules and Regulations states:**

"The Program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory and equipment to achieve the program's objectives.

**Violation #3:** Evidence obtained through a tour of the facility, examination of documents and interviews with students and faculty, the program lacks supplies sufficient to achieve the program's objectives.

**Status Violation #3:** The violation has not been corrected.

**2530 (b) of the Vocational Nursing Rules and Regulations states:**

"Regular faculty meetings shall be held. Minutes shall be available to the Board's representatives."

**Violation #4:** While there is evidence the director holds faculty meeting. It is unclear what was discussed in the meeting minutes (see attachment E).

**Status Violation #4:** The violation has not been corrected.

**2530 (e) of the Vocational Nursing Rules and Regulations states:**

"Each instructor shall have a daily lesson plan which correlates the theory and practice offered to the student. A copy of this plan is available to the director."

**Violation #5:** While the program has lesson plans that are developed for each course, faculty members do not have access to the lesson plans. During the instructor interview, the instructor stated she develops lesson plans from the text book, but has never provided them to the director. If an instructor is absent, a substitute would not know what had been taught or what is to be covered.

**Status Violation #5:** The violation has not been corrected.

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

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

**Violation #6:** While the program has Board approved instructional plans for both the part-time and full-time classes. Instructors do not have access to the plans. The instructors determine what to teach by the order of the textbook.

**Status Violation #6:** The violation has not been corrected.

**2530 (g) of the Vocational Nursing Rules and Regulations states:**

"Each school shall have on file proof that each enrolled student had completed a general education course of student through the 12<sup>th</sup> grade or evidence of completion of the equivalent thereof. Equivalency is determined by the Department of Education in any of the United States or by a nationally-recognized regional accrediting body."

**Violation #7:** During evaluation of currently enrolled student files. One student's file did not contain evidence of completion of High school or show equivalency.

**Status Violation #7:** The violation has not been corrected.

**2530 (h) of the Vocational Nursing Rules and Regulations states:**

"Each school shall have an attendance policy approved by the Board. The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up time is required. Acceptable methods for make-up include:

- (1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
- (2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients."

**Violation #8:** While the program has a Board approved attendance policy, documents provided, discussion with the director, and student interviews provided evidence that the policy is not being followed. Students were told they can miss 19.5 hours of clinical time without make-up. Clinical make up that has been completed includes writing research papers (see attachment F).

Additionally, attendance records provided show that some students have missed 50 to 106 hours of class of theory. No evidence of make-up of these hour were provided. Students were promoted to next level.

**Status Violation #8:** The violation has not been corrected.

**2530 (i) of the Vocational Nursing Rules and Regulations states:**

"The school shall evaluate student performance to determine the need for remediation or removal from the program."

**Violation #9:** Board records confirm the program has a methodology to evaluate student progression and to determine the need for removal from the program. The program provided evidence of student remediation with reevaluation, for students who failed the final examination for courses. However, one student file provided evidence that the student received an F in the class, was not provided remediation, but was moved forward to the next class.

**Status Violation #9:** The violation has not been corrected

**Section 2533 of the Vocational Nursing Rules and Regulations states:**

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

**Violation #10:** Board records confirm that the program has an approved curriculum that includes theory and correlated clinical content. During interviews of students and instructors it was identified, there is no correlation between the theory

and clinical experiences. According to the Instructor, the clinical and theory instructors do not discuss student learning topics, or student progress.

Students stated that the previous week theory lecture was on the integumentary system, during clinical the instructor did not assign students patients with any issues of the skin, discuss pressure sore or patient positioning or transfer skills to prevent pressure sores or skin damage. Pre and post-conference did not address the integumentary system.

**Status Violation #10:** The violation has not been corrected.

**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 #11:** Board records confirm that the program has an approved methodology and procedure for evaluation of clinical sites. The program provided clinical site evaluation documents completed in January 2016, by clinical instructors and students indicating that one facility does not have adequate resources, the staff was not willing to work with the students, and the facility was unable to accommodate student learning needs complete. There was no documentation that the director addressed the evaluations, or the clinical facility. Students are currently attending clinical at the facility.

**Status Violation #11:** The violation has not been corrected.

**Section 2529 (b) of the Vocational Nursing Rules and Regulations 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 #12:** The Program has a Board approved director. Evidenced by the number of current violations the director has not actively administered the program and has not maintained program compliance with all regulation as required in Chapter 1, Article 5 of the Vocational Nursing Rules and Regulations.

**Status Violation #12:** This violation has not been corrected. On May 18, 2016, the Board approved a new Director. His first day as director was May 23, 2016. The New director has not had the opportunity to make any required corrections.

## **Summary:**

On May 5, 2016, the director of the program resigned and submitted to the Board a letter of complaint regarding Trinity School of Health and Allied Sciences, vocational nursing program.

On May 11, 2016, the Board received a letter of complaint regarding the vocational nursing program, from a current student.

On May 18, 2016, the Board approved a new program director.

On May 23, and 24, 2016, two Board representatives conducted an unannounced program inspection. Twelve (12) violations were identified.

As stated previously, the program has remained compliant with Section 2530 (l) of the Vocational Nursing Rules and Regulations for 10 of the previous 17 consecutive quarters from January 2012 through March 2016.

However it is important to note that since Quarter 3 - 2013, (July through September 2013), there has been a persistent decline in the annual average pass rate from 4 percentage points **above** the state, to the current Quarter 1, 2016 average annual pass rate 14 percentage points **below** the state. Based on the most current data available (January - 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 is 72%. The programs Quarter 1 - 2016, quarterly pass rate, indicates that fifteen (15) students took the licensure examination, six (6) passed, for a quarterly pass rate of 40%.

Findings from this unannounced visit show an egregious disregard for the successful outcome of the program's students. It is reprehensible that instruction is so poor as to enable third-term students to state to the Board representatives that they know no more now than they did when they entered the program as a CNA.

On June 9, 2016, the Executive Officer referred the program to the Education Committee for consideration of placement on provisional approval, and continued the program's requirement to obtain Board approval prior to the admission of future classes. Further, the program was required to correct all violations identified during the onsite inspection, and submit a report identifying implemented interventions and timelines no later than July 1, 2016.

## **Recommendations:**

1. Place the Trinity School of Health and Allied Sciences Vocational Nursing Program on provisional approval for the two-year period from August 26, 2016, through August 25, 2018, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (see Attachment G).
2. Require the program to bring its average annual pass rate to no more than (10) ten (10) percentage points below the State average annual pass rate.

3. Require the program to correct all violations identified during the onsite inspections, and submit a report identifying implemented interventions and timelines no later than **September 1, 2016**.
4. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
5. Require the program to obtain Board approval prior to the admission of each additional class.
6. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
7. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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
8. Require the program to demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
9. 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.

10. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
11. Place the program on the **Committee's July 2018** agenda for reconsideration of provisional approval.

**Rationale:** Published examination statistics confirm a marked decline in pass rates on the licensure examination since Quarter 3, 2014. For Quarter 1, 2016, the program's average annual average pass rate was 58%, which is 14 percentage points **below** the state average annual pass rate for first time program graduates.

In May 2016, the Board received allegations of substantial misconduct by the program. One complaint was received from the program director. Additionally, a complaint was received from a currently enrolled student. Due to the nature of the allegations, two Board staff conducted an unannounced program inspection. Twelve (12) violations were identified.

The absence of student education and patient safety was evidenced by the following:

- Program's failure to follow the Board approved admission assessment and screening and selection criteria in the admission and screening and selecting of students for admission;
- Failure of the faculty to provide instruction consistent with the Board approved Instructional Plan;
- Lack of correlation between the didactic classroom; and clinical experience;
- Lack of critical textbooks;
- Lack of access to the libraries, both physical and electronic;
- Lack of adequate supplies for the skills lab;
- Program's failure to follow the Board – approved methodology for tracking attendance; or requiring make up hours;
- Lack of program assessment of student's progress to determine need for remediation, tutoring, and or removal from program;
- Lack of engaged clinical instructors;
- Lack of active administration of the program.

Given the number and severity of identified violations, placement on provisional approval is strongly indicated to ensure consumer protection.

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 Actions

Attachment B: Correspondence from Program dated May 5, 2016

Attachment C: Correspondence from Current Student dated May 11, 2016

Attachment D: Correspondence from Program Dated Received May 14, 2015  
Attachment E: Photo of Faculty Meeting Minutes  
Attachment F: Photo of Clinical Make-Up Requirements  
Attachment G: Draft Notice

## **Agenda Item #5.C., Attachment A**

### **TRINITY VOCATIONAL CENTER VOCATIONAL NURSING PROGRAM**

#### **History of Prior Board Actions**

- On January 11, 2006, the Board approved the program's request to begin a vocational nursing program with an initial part-time class of 30 students commencing April 1, 2006, only; and approved the program curriculum for 1584 hours, including 576 theory and 1008 clinical hours.
- On July 10, 2007, the Executive Officer approved initial full accreditation for Trinity Vocational Center Vocational Nursing Program for the period from June 22, 2007, through June 21, 2011, and issued a certificate accordingly. Additionally, the program was approved for ongoing admission of a part-time class of 35 students each January and July, only, commencing July 13, 2007, 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 two (2) part-time classes of 35 students plus 3 alternates in January and July of each year.
  - b) The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On October 22, 2008, the Executive Officer approved the program's request to admit a class of 35 full-time students to commence October 27, 2008 only, and graduate on October 23, 2009.
- On July 16, 2009, the Executive Officer approved Trinity Vocational Center Vocational Nursing Program's request to admit a class of 35 full-time students to commence November 9, 2009 only, and graduate on October 29, 2010.
- On April 15, 2011, the Board received the program's completed Program Records Survey and related documents relative to the program's request for continued accreditation.
- On June 21, 2011, the Board received correspondence from the director delineating interventions employed to improve the program's pass rates.
- On July 8, 2011 the Executive Officer approved continued full accreditation for the Trinity Vocational Center Vocational Nursing Program for the four – year period from June 22, 2011 through June 21, 2015, and issued a certificate accordingly; **and**, denied the program's request to increase its frequency of admissions from two (2) part – time evening classes each year to include two full – time day classes and two part – time evening classes each year. Additionally, the EO rescinded the program's approval to admit a part – time class of 35 students and three (3) alternates each January and July; **and**, approved the program's admission of a part – time class of 35 students and three (3) alternates on July 30, 2011, only, and graduating January 31, 2013; **and**, approved the program's admission of a full –

time class of 35 students and three (3) alternates on November 21, 2011, and graduating November 20, 2012. The program was required to obtain Board approval prior to the admission of each full – time and part – time class.

- On March 20, 2012, the Executive Officer approved Trinity Vocational Center Vocational Nursing Program's request to admit a class of 35 students into a part-time class commencing March 17, 2012, only, graduating September 1, 2013, to **replace** students who graduated January 29, 2012; and continued the program's requirement to obtain Board approval prior to the admission of each full – time and part – time class.
- On July 6, 2012, the Executive Officer approved the Trinity Vocational Center Vocational Nursing Program's request to admit a class of 35 students into a part-time class commencing July 28, 2012, only, graduating January 26, 2014. The proposed class will **replace** students scheduled to graduate July 8, 2012; and continued to require the program to obtain Board approval prior to the admission of each full – time and part – time class
- On December 6, 2012, the Executive Officer approved the program's request to admit a class of 35 students into a full-time class commencing January 7, 2012, only, graduating January 10, 2014. The proposed class will **replace** students scheduled to graduate December 14, 2012; and continued to require the program to obtain Board approval prior to the admission of each full-time and part-time class.
- On February 13, 2013, the Executive Officer approved the program's request to admit a class of 35 students into a part-time class commencing March 2, 2013, only, graduating August 17, 2014. The proposed class will **replace** students who graduated January 27, 2013; and continued to require the program to obtain Board approval prior to the admission of each full-time and part-time class.
- On August 8, 2013, the Executive Officer approved the following recommendations:
  1. Deny Trinity Vocational Center Vocational Nursing Program's request to admit a class of 35 students into a part-time class commencing September 28, 2013, only, graduating March 22, 2015. The proposed class will **replace** students who graduate September 8, 2013.
  2. Approve the program's admission of 20 students into a part-time class commencing September 28, 2013, only, graduating March 22, 2015. The proposed class will **replace** students scheduled to graduate September 8, 2013.
  3. Continue to require the program to obtain Board approval prior to the admission of each full-time and part-time class.
  4. Require the program director to perform an analysis of the program and submit a written report by **October 1, 2013**. That analysis and report should include a determination of the root causes of the graduates not being successful on the licensure examination and a plan of action to address each of those causes. The analysis should address the following elements of the program:
    - 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

5. Require the program to demonstrate incremental progress in improving its annual pass rates on the NCLEX-PN®.

- On January 24, 2014, the Executive Officer approved the following recommendations:
  1. Approve Trinity Vocational Center Vocational Nursing Program's request to admit a class of 35 students into a full-time class commencing February 24, 2014, and graduating February 27, 2015 to **replace** the full-time class scheduled to graduate on January 24, 2014.
  2. Approve Trinity Vocational Center Vocational Nursing Program's request to admit a class of 35 students into a part-time class commencing March 22, 2014, and graduating September 5, 2015 to **replace** the part-time class scheduled to graduate on February 9, 2014.
  3. Continue to require the program to obtain Board approval prior to the admission of each full-time and part-time class.
- On March 5, 2014, the program was approved to move the start date of the part-time class approved to start on March 22, 2014, to April 5, 2014, with an expected completion date of September 20, 2015.
- On July 18, 2014, the executive officer **approved** Trinity Vocational Center Vocational Nursing Program's request to admit a class of 35 students into a part-time class commencing September 6, 2014, and graduating March 13, 2016 only, to **replace** the part-time class scheduled to graduate on August 24, 2014; and, **continued** to require the program to obtain Board approval prior to the admission of each full-time and part-time class.
- On June 19, 2015, the Acting Executive Officer **continued** approval of the Trinity School of Health and Allied Sciences, Vocational Nursing Program for the four – year period from June 21, 2015 through June 20, 2019, and issue a certificate accordingly; and, **continued** the program's requirement to obtain Board approval prior to the admission of future classes.
- On October 21, 2015 the Acting Executive Officer approved Trinity School of Health and Allied Sciences Vocational Nursing Program's request to admit a full time class of 30 students commencing November 30, 2015 with a projected graduation date of December 2, 2016,

**only. To replace students who graduated May 29, 2015; and, continued the program's requirement to obtain Board approval prior to the admission of future classes.**

- On December 7, 2015 the Acting Executive Officer **approved** Trinity School of Health and Allied Sciences Vocational Nursing Program request to admit a full time class of 30 students commencing January 9, 2016 with a projected graduation date of June 16, 2017, **only. To replace students who graduated November 17, 2015; and, continued the program's requirement to obtain Board approval prior to the admission of future classes.**
- On March 1, 2016, the Acting Executive Officer **approved** Trinity School of Health and Allied Sciences Vocational Nursing Program request to admit a full time class of 30 students commencing April 2, 2016 with a projected graduation date of September 26, 2017, **only. To replace students who graduated March 30, 2016; and, continued the program's requirement to obtain Board approval prior to the admission of future classes.**
- **On May 18, 2016, the Board approved a new program director.**
- On June 9, 2016, the EO placed the program on the Education Committee Agenda for consideration of placement on provisional approval; and continued the program's requirement to obtain Board approval prior to the admission of future classes; and require the program to correct all violations identified during the onsite inspections, and submit a report identifying implemented interventions and timelines no later than **July 1, 2016.**

May 5, 2016

To: Jessica Gomez

Re: Trinity School of Health and Allied Sciences

Since I have been here there have been two very elaborate graduations May 27, 2015 and November 17, 2015. The funding of these functions came from the student's financial aid. The November 17<sup>th</sup> graduation cost \$5000.00 for decorations alone. The decorations were provided by a student and the check was made out to the student's Business. My understanding is that the financial aid person has that information.

Books have been an issue. I have requested and complained of the lack of available instructor resources and have been met with the response from the Academic Dean, that "It's not covered by financial aid". ? but the graduations are?? Specific example Batch 23 did not receive MATERNAL Child books during the scheduled class. I complained and stating that students were not passing the ATI test for Maternity or Pediatrics. I searched for old books but could not find enough so each student could get a copy, but was unsuccessful. So I asked for the purchase of the remainder. That was declined and the full order was approved. The students received the books after they had completed the scheduled program and were studying for the Exit exam. I had another incident where the students were studying Psychology and I was denied books and the response from the academic Dean was "It is not a required course."

Supplies- We are supply poor. Starting with photocopy paper. Small supply is left for the school by the ownership and we frequently run out. Text and other materials are not available for day to day operations.

But most importantly we have very little medical supplies. Supplies arrive but they are for the owners Medical office and they are taken to that office. The orders may be mailed here but when they the owners show up they take the supplies. Occasionally, we the staff, have highjack some of the deliveries, so we can have something. We don't know what's in the boxes until we open them, so it doesn't usually meet our immediate needs. We have broken mannequins and inoperable simulation mannequins. There was an occasion when I was teaching insulin injections and there were no syringes. I had to use my own personal syringes to meet the day's objectives.

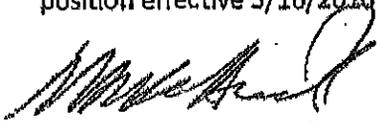
There is an outside accounting firm here, who frequently complains of misappropriations of funds and co-mingling of funds between the Medical Office and the school. Accurate details can be obtained by that firm. I only have met one person and that is Rachael (last name unknown).

Other issues are with employee pay checks. Since June of last year every pay check has shortages of fund to the employees and when addressed or pointed discrepancies out to the Owner Mr. Ed, his comments are "I'll take a chance". A new instructor who was hire late February was owed \$600.00 by

the end of April, from shortages on each pay check. One payday No one received a check, no explanation was given: checks were issued later that weekend.

Students are admitted without proper documentation High school diplomas and Social Security numbers. Minors are also admitted and that is very uncomfortable to the instructor depending on subject matter. Students this past week who should have been dropped due to poor attendance and or cheating are allowed to remain enrolled because they are cash payers. This from the Dean Dr. Bello, per instructor Leslie.

There has so many improprieties in the past year of my employ, many have been forgotten, but I am sure that current and former staff would help with further information required. I have resigned my position effective 5/16/2016. I am available at [m.acedo@att.net](mailto:m.acedo@att.net) or (951)204-7717.



Mark Acedo RN MHA  
Program Director  
Vocational Nursing

Gomez, Jessica@DCA

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**From:** [redacted]  
**Sent:** Wednesday, May 11, 2016 10:08 AM  
**To:** Gomez, Jessica@DCA  
**Subject:** Fw: Information required regarding your complaint concerning Trinity College-vocational nursing program

Sent from Yahoo Mail on Android

On Wed, May 11, 2016 at 10:04 AM, [redacted]  
[redacted]

At trinity we have no supplies to learn how to perform task for clinical setting such as , no practice ng tubes, catheter's, no needles to practice injections, no pen lights no stethoscopes, no dummies in working condition, no BP cuffs, thermometers, pen light's, any and everything that would need to be taught in order to be proficient as a nurse.

We also do not have the books that are needed to teach us skills. We were provided only an at book. Med surge book. Med surge ati book, nutrition book.... fundamental ati... book the school basically cut any and every corner on reading material, books are not very informative or thoral yet we are charged over 600.00 the books that we do have are not given on time.I attended the school when the previous owners had it. We were given every book you need including drug books and sander nclex review books. Month's ago a request for a itemized list on books was given by email. Response was given back verbally that they didn't have one and what did I want it for.

Since the course began we have had about 5 to 6 teachers. We had 1 teacher all the way to the first 2 weeks of med surge 1. Then it spiraled from there. There were days class was cancelled due to no teacher we then had people subbing in and out one teacher would come for one or 2 weeks, they hired a teacher Mr. Warren, he left after a month then we have a new teacher Ms. Leslie and she may be leaving, Mr. Mark left. Our clinical teacher that was teaching Saturday and Sunday left our Saturday class to join a bsn class that is taught by Dr Bello at our school that isn't accredited which leaves us with no instructor on Saturdays. Class was cancelled for 3 Saturday's in a row due to that and then we were informed that we had to make up hours that were not our fault. As of last week they have a new teacher for Ms. Robin Fisher who is supposed to be taking over. For Saturday and the other will keep sunday.

All in all this has been a pretty bad experience for the class. We feel as if we are getting the short end of the stick. We pay all this money and expect for things to be in order, and learn what is needed to be a excellent nurse. We are distracted with the teachers running in and out, we are not able to learn because we worry weather or not we will have a teacher. We are fed up. We want what we are paying for. We called a meeting It is scheduled for 5/12/16 @2:30 so we can voice our concerns.

Also we were informed that the clinic that we been going to was not a teaching hospital so she is looking for another sight.

Sent from Yahoo Mail on Android

On Tue, May 10, 2016 at 5:17 PM, [redacted]  
[redacted]



*Trinity School of Health and Allied Sciences*  
 1149 West 190th Street, Suite 2000, Gardena CA 90248  
 \*Tel. 310-834-3065 \*Fax. (310) 834-6236  
 Email: TRINITYSCHOOLHEALTHALLIED@GMAIL.COM

#### Vocational Nursing Requirements

- Must be at least 18 years old 16 and 17 years old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- Proof of completion of nursing assistant training program
- Fill out an application for admission.
- Must pass the Test of Essential Academic Skills (TEAS) which measures Math, Reading and English & language Usage.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.
- Letter of application to the School director and essay regarding Nursing as a Profession
- Must pass the interview with Program director or school designee.
- Current CPR card (BLS Health Care Provider)
- Passing Score of(11) on the Wonderlic test
- Lives Scan fingerprinting
- Current CPR (BLS Health Care Provider)
- Pass drug screening.
- Negative PPD Test or Chest X-ray report
- Pass criminal background check
- Complete physical examination report
- Fire Safety Card

Upon completion and presentation of the above requirements the prospective VN student will be notified in writing of his/her acceptance to the program. A mandatory orientation and information session is scheduled by the school to discuss the students' career path, required attitude, skills and abilities for success in the program and their chosen career. Additional workshops on academic survival, basic math and basic computer learning are also offered before the start of the program.

If there are more students than the allowed space, the priority of admission will be based on the ranking in the entrance test (TEAS) results. The first 35 students with the highest TEAS scores will be accepted in the program. The remaining applicants will be placed on waiting list.

All prospective students of the Vocational Nursing Program are to submit a copy of their High School transcript, Certificate of High School Equivalency or GED. One of the criteria for admission is the

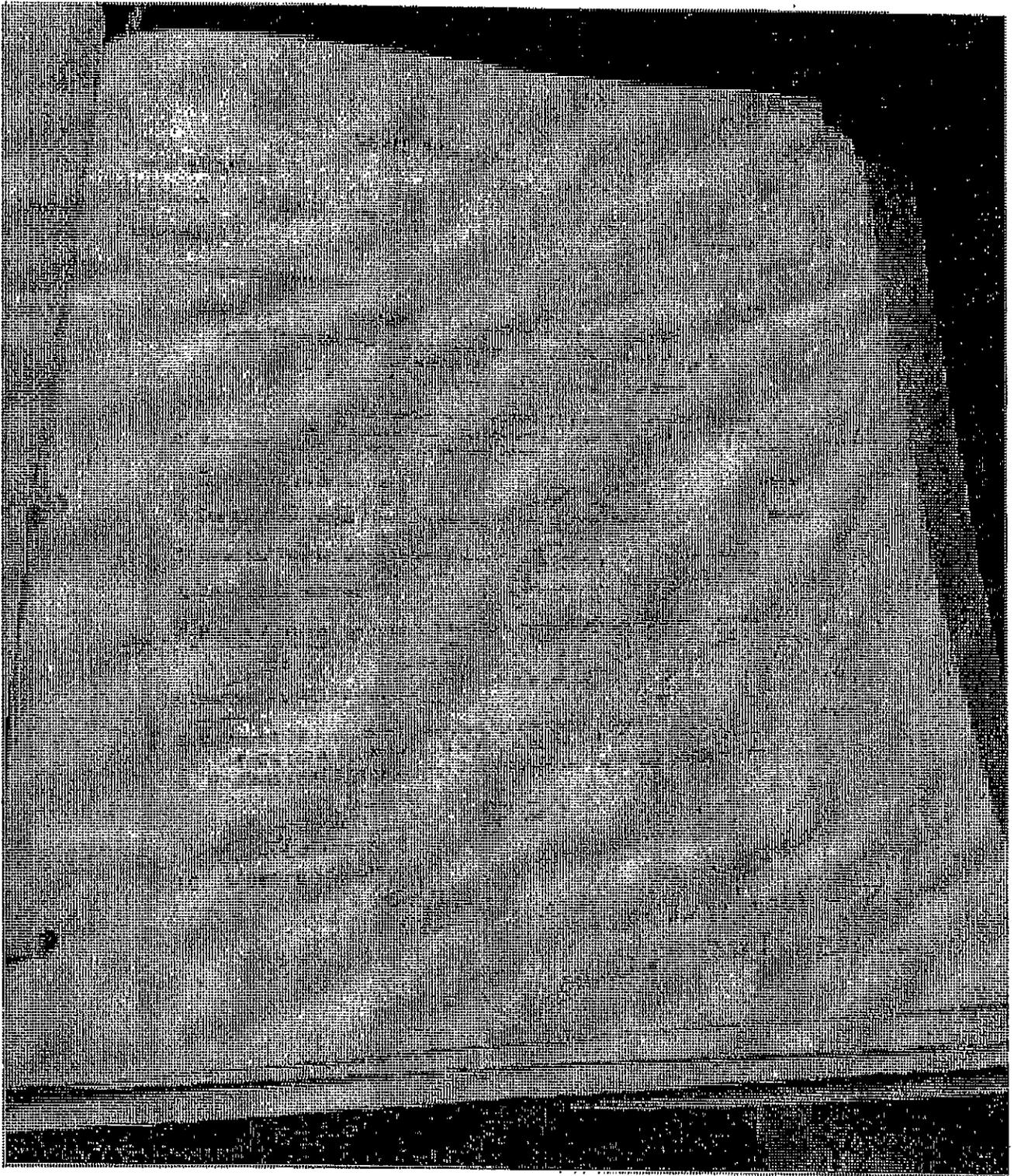
TSHAS VN Nurse Entrance Exam- Test of Essential Academic Skills(TEAS) which measures, Math Reading, and English & Language Usage. Cut scores accepted for Math Reading, and English & language Usage is 47.6% 47.6 % and 40.0% respectively. Eligibility for admission to the VN Program is to submit HS transcript or GED and pass the Entrance Exam.

TSHAS have available bilingual staff to assists the prospective students if needed or upon request.

#### LANGUAGE PROFICIENCY INFORMATION

Trinity School of Health and Allied Sciences provides curricular programs for high quality education to all students including English as a Second Language(ESL) which is necessary for academic success in the programs of their chosen career offered at TSHAS which medium of instruction is in English.

Agenda Item #5.C., Attachment E



Faculty meeting minutes- unable to determine what was discussed.

Agenda Item #5.C., Attachment F

**ABSENCE MAKE-UP CONTRACT**

NAME:  DATE: 07/14/07

ADDRESS: 1000 ...

I am hereby required to attend any of the following as deemed necessary by my instructor:

# of Theoretical Hours

# of Clinical Hours

Discovered/Clinical Observations

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I am hereby required to attend any of the following as deemed necessary by my instructor:

Case Study Topic

Independent Study

Make-up Examination

Attendance at seminars or workshops

Attendance Laboratory: NCEM 2000 Patient

Topic: \_\_\_\_\_

Research Reports

Topic: 1000 ...

Clinical Rotation Make Up

Date: \_\_\_\_\_

Faculty/Hospital: \_\_\_\_\_

CEUs (Continuing Education Units)

**ABSENCE MAKE-UP CONTRACT**

NAME:  DATE: 07/14/07

ADDRESS: 1000 ...

I am hereby required to attend any of the following as deemed necessary by my instructor:

# of Theoretical Hours

# of Clinical Hours

Discovered/Clinical Observations

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

I am hereby required to attend any of the following as deemed necessary by my instructor:

Case Study Topic

Independent Study

Make-up Examination

Attendance at seminars or workshops

Attendance Laboratory: NCEM 2000 Patient

Topic: \_\_\_\_\_

Research Reports

Topic: 1000 ...

Clinical Rotation Make Up

Date: \_\_\_\_\_

Faculty/Hospital: \_\_\_\_\_

CEUs (Continuing Education Units)

Non-compliance to perform any of the above would lead to appropriate disciplinary action such as re-enrollment pending and academic probation.



## Agenda Item # 5.C., Attachment G

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**

August XX, 2016

Arvid Tabovlaon, Director  
Vocational Nursing Program  
Trinity School of Health and Allied Sciences  
1149 West 190<sup>th</sup> St., Ste. 2000  
Gardena, CA 90248

#### ***Subject: Notice of Change in Approval Status***

Dear Mr. Tabovlaon:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on August 26, 2016, the Trinity School of Health and Allied Sciences, Vocational Nursing Program has been placed on provisional approval for the two-year period from August 26, 2016, through August 25, 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 2526 (a) (12) of the Vocational Nursing Rules and Regulations states:**

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:  
... (12) Admission criteria.

**Section 2526 (a) (16) of the Vocational Nursing Rules and Regulation states:**

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:  
... (16) List of resources for provision of counseling and tutoring services for students."

**2530 (a) of the Vocational Nursing Rules and Regulations states:**

"The Program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory and equipment to achieve the program's objectives.

**2530 (b) of the Vocational Nursing Rules and Regulations states:**

"Regular faculty meetings shall be held. Minutes shall be available to the Board's representatives."

**2530 (e) of the Vocational Nursing Rules and Regulations states:**

"Each instructor shall have a daily lesson plan which correlates the theory and practice offered to the student. A copy of this plan is available to the director."

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

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

**2530 (g) of the Vocational Nursing Rules and Regulations states:**

"Each school shall have on file proof that each enrolled student had completed a general education course of student through the 12<sup>th</sup> grade or evidence of completion of the equivalent thereof. Equivalency is determined by the Department of Education in any of the United States or by a nationally-recognized regional accrediting body."

**2530 (h) of the Vocational Nursing Rules and Regulations states:**

"Each school shall have an attendance policy approved by the Board. The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up time is required. Acceptable methods for make-up include:

- (1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
- (2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients."

**2530 (i) of the Vocational Nursing Rules and Regulations states:**

"The school shall evaluate student performance to determine the need for remediation or removal from the program."

**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 2529 (b) of the Vocational Nursing Rules and Regulations 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.)"

**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 North West College, Pomona, Vocational Nursing Program for the past 17 quarters are set forth in the following table:

August XX, 2016

Page 4 of 6

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2014	76%	79%	+3
Apr – Jun 2014	73%	75%	+2
Jul – Sep 2014	73%	70%	-3
Oct – Dec 2014	72%	69%	-3
Jan – Mar 2015	71%	69%	-2
Apr – Jun 2015	72%	68%	-4
Jul – Sep 2015	72%	71%	-1
Oct – Dec 2015	72%	71%	-1
Jan – Mar 2016	72%	58%	-14

**REQUIRED CORRECTION(S)**

1. Require the program to bring its average annual pass rate to no more than (10) ten (10) percentage points below the State average annual pass rate.
2. Require the program to correct all violations identified during the onsite inspections, and submit a report identifying implemented interventions and timelines no later than **September 1, 2016**.
3. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
4. Require the program to obtain Board approval prior to the admission of each additional class.
5. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **September 30, 2016**.
6. Require the director to submit follow - up reports in 10 months, but no later than May 15, 2017, and 22 months but no later than May 15, 2018. Require the program to submit a follow-up report in 10 months but no later than and 22 months but no later than July 1, 2011. The report must include a comprehensive analysis of the program, specific actions taken with revisions to improve 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 demonstrate sustained progress in correcting the violations. If the program fails to satisfactorily demonstrate sustained progress the full Board may revoke the program's approval.
8. 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.
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 **August 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 2 through 3, 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 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](http://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

# Agenda Item #5.C. Addendum



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



DATE: July 15, 2016

TO: Education Committee Members

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

SUBJECT: Trinity School of Health and Allied Sciences Vocational Nursing Program-  
Consideration of Placement on Provisional Approval (Director Arvid Taboclaon,  
Gardena, Los Angeles County, Private)

On July 5, 2016, the Board received the Trinity School of Health and Allied Sciences Vocational Nursing Program's Report titled, *Identifying Implemented Interventions and Timelines Regarding the Findings of the Unannounced Program Inspection*. (See Attachment A) Upon review of the report, the NEC contacted the program director to address concerns within the report. Specifically, the report's attached forms contain gross grammatical and spelling errors, and unclear and repetitious questions on student, faculty, and facility surveys.

Of great concern, the new admission requirements on both the "Vocational Nursing Program Admission Requirements" form and the "Vocational Nursing Program Admission Checklist" require students to pass the Test of Essential Academic Skills (TEAS) Examination with the scores of:

**Reading  $\leq$  47.6%**  
**Mathematics  $\leq$  46.7%**  
**English and Language Usage  $\leq$  40%**

The required test results as written would allow a potential student who cannot read or speak English entrance into the program.

Additionally, no examples of completed forms or surveys were supplied indicating implementation of the new policies and procedures. Until the report is corrected and resubmitted with evidence of initiation of the new procedures, none of the violations can be considered corrected.

**No changes to the recommendations are offered at this time.**

Attachment A: Program Correspondence Received July 5, 2016.