

AGENDA ITEM #18.B.4.



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

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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COVER SHEET

**SUBJECT: InterCoast College, Fairfield, Vocational Nursing Program –
*Reconsideration of Provisional Approval.*** (Director: Carla Carter, Fairfield, Solano
County, Private)

The InterCoast College, Fairfield, Vocational Nursing Program is presented for reconsideration of provisional approval. The program has not requested approval to admit a class of students. The recommendation is to extend provisional approval through February 2017.

Recommendations:

1. Extend provisional approval of the InterCoastCollege, Fairfield, Vocational Nursing Program for the five (5) month period from October 1, 2016 through February 28, 2017. (See Attachment H).
2. Place the program on the February 2017 Board agenda for reconsideration of provisional approval.
3. Require the program to provide a Board-approved Instructor for all students in clinical experiences.
4. Continue to require the program to maintain its average annual pass rate at no more than ten percentage points below the state average annual pass rates.
5. Continue to require the program to admit no additional students unless approved by the Board.
6. Continue to require the program to provide no less than one (1) clinical instructor for every 10 (ten) students in all clinical experiences.
7. Continue to 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. Continue to require the program to demonstrate progress in correcting the violations. If the program fails to satisfactorily demonstrate progress, the full Board may revoke the program's approval.
9. Failure to take these corrective actions may cause the full Board to revoke the program's approval.

Agenda Item #18.B.4.



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DATE: August 1, 2016

TO: Board Members

FROM: 
Donna G. Johnson, R.N.P., M.S., M.A.
Nursing Education Consultant

SUBJECT: InterCoast College, Fairfield, Vocational Nursing Program – Reconsideration of Provisional Approval (Director: Carla Carter, Fairfield, Solano County, Private)

The InterCoast College, Fairfield, Vocational Nursing Program is presented for reconsideration of provisional approval. The program has not requested approval to admit a class of students. The recommendation is to extend provisional approval through February 2017.

On September 12, 2014, the InterCoast College, Fairfield, Vocational Nursing Program was placed on provisional approval for the two (2) year period ending September 30, 2016, due to noncompliance with regulatory requirements relative to pass rates on the licensure examination and also due to the **number and type of violations** identified on an unannounced program inspection that was conducted July 8 and 9, 2014.

A second unannounced program inspection was conducted November 18 and 19, 2015. A total of two (2) violations were identified and corrected. An additional violation was identified during examination of documents submitted in support of the request for continuation of provisional approval.

History of Prior Board Actions

(See Attachment A for History of Prior Board Actions)

Enrollment

The program offers full-time classes of 66 weeks in length. The program is required to obtain approval by the full Board prior to the admission of each class.

The following table represents student enrollment based on current class starts and completions. The table indicates a **maximum enrollment of 129 students** for the period from **March 2013 through September 2016**. However, current enrollment is **13** students.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
3/13 Day Class		22	21	21
4/13 Eve Class		12	7	21 + 7 = 28
8/13 Day Class		30	19	28 + 19 = 47
9/13 Eve Class		30	30	47 + 30 = 77
12/13 Day Class		25	21	77 + 21 = 98
2/14 Day Class		30	9	98 + 9 = 107
5/14 Day Class		30	22	107 + 22 = 129
	6/14 (3/13 Day Class)		-21	129 - 21 = 108
	8/14 (4/13 Eve Class)		-7	108 - 7 = 101
	11/14 (8/13 Day Class)		-19	101 - 19 = 82
	12/14 (9/13 Day Class)		-30	82 - 30 = 52
2/15 Eve Class		15	13	52 + 13 = 65
	4/15 (12/13 Day Class)		-21	65 - 21 = 44
5/15 Eve Class		15	13	44 + 13 = 57
	5/15 (2/14 Day Class)		-9	57 - 9 = 48
	8/15 (5/14 Day Class)		-22	48 - 22 = 26
	6/16 (2/15 Eve Class)		-13	26 - 13 = 13
	9/16 (5/15 Eve Class)		-13	13 - 13 = 0

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 June 2016, specify the pass percentage rates for graduates of the InterCoast College, Fairfield, 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 2012	No Candidates Tested			77%	40%	74%	-34
Apr-Jun 2012	No Candidates Tested			72%	100%	74%	+26
July-Sep 2012	No Candidates Tested			74%	N/A	74%	N/A
Oct-Dec 2012	3	3	100%	70%	100%	74%	+26
Jan-Mar 2013	4	4	100%	75%	100%	73%	+27
Apr-Jun 2013	No Candidates Tested			78%	100%	73%	+27
July-Sep 2013	4	4	100%	75%	100%	74%	+26
Oct-Dec 2013	6	3	50%	76%	79%	76%	+3
Jan-Mar 2014	10	3	30%	74%	50%	76%	-26
Apr-Jun 2014	5	3	60%	66%	52%	73%	-21
Jul - Sep 2014	7	1	14%	72%	36%	73%	-37
Oct - Dec 2014	7	0	0%	72%	24%	72%	-48
Jan - Mar 2015	14	4	29%	73%	24%	71%	-47
Apr - Jun 2015	26	12	46%	69%	32%	72%	-40
Jul - Sep 2015	12	7	58%	73%	39%	72%	-33
Oct - Dec 2015	27	17	63%	75%	51%	72%	-21
Jan - Mar 2016	15	2	13%	73%	48%	72%	-24
Apr - Jun 2016	4	1	25%	75%	47%	74%	-27

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

California Code of Regulations section 2530(I) states:

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

It is noted that since January 2014, the program’s average annual pass rate has been substantially **below** the state annual average pass rate.

Based on the most recent data available (April through June 2016), the program’s average annual pass rate is **47%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time during the same period is **74%**. The pass rate for the InterCoast College, Fairfield, Vocational Nursing Program is **27 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 number of Board-approved faculty totals five (5), including the program director, one (1) instructor, two (2) Teacher Assistants, and one (1) instructor on substitute status. The director has 100% administrative responsibilities. Of the Board-approved faculty, three (3), including the director and a substitute faculty are approved for clinical instruction.

Based on the Board's September 12, 2014, decision requiring the program to provide no less than one (1) instructor for every ten (10) students in all clinical experiences and the program's **current** enrollment of **13** students, two (2) instructors are required. Therefore, the **total number** of current faculty is **adequate**.

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 **adequate** clinical facilities to afford the number, type, and variety of patients that will provide clinical experience consistent with competency-based objectives for the currently enrolled students.

Other Considerations

On September 12, 2014, due to a precipitous decrease in the licensure examination pass rate and due to the number and type of violations identified during an unannounced program inspection in July 2014, the Board placed the InterCoast Colleges, Fairfield, Vocational Nursing program on provisional approval for a two-year period. A Notice of Change in Approval Status, including areas of non-compliance and required corrective actions, was sent to the program. (See Attachment B) At that time, the program's average annual pass rate was **52%**.

As previously reported to the Board, the following 21 violations were identified in 2014.

- Section 2526(a)(7) failure to use the Board-approved Instructional Plan
- Section 2526(a)(8) failure to implement the Board-approved policy for evaluation of the curriculum
- Section 2526(a)(16) failure to provide a list of resources for provision of counseling and tutoring
- Section 2527(b) failure to report faculty termination within the prescribed time
- Section 2530(a) failure to provide adequate resources
- Section 2530(b) failure to hold regular faculty meetings
- Section 2530(e) failure to provide lesson plans as prescribed in regulation

- Section 2530(f) failure to provide faculty with access to the Board-approved Instructional Plan
- Section 2530(g) failure to document completion of high school or the equivalent for all enrolled students
- Section 2530(h) failure to follow the Board-approved attendance policy
- Section 2530(i) failure to follow the Board-approved policy for evaluation of student performance
- Section 2530(j)(1) failure to notify students of the right to contact the Board
- Section 2530(j)(4) failure to notify students in writing of a list of Board-approved clinical facilities
- Section 2532(b) failure to provide instruction consistent with the minimum hours required
- Section 2533(a) failure to provide theory and correlated clinical experience
- Section 2533(c) failure to provide curriculum content in a sequence resulting in progressive mastery of knowledge, skills, and abilities
- Section 2533(f) failure to obtain Board approval prior to significantly altering program content
- Section 2534(b) failure to provide adequate clinical facilities
- Section 2534(c) failure to evaluate clinical facilities to determine if clinical objectives can be met
- Section 2353 failure to follow the Board-approved policy for giving credit toward curricular requirements
- Section 2882 failure to provide clinical experience in obstetrics or the care of sick children

As noted in the February 13, 2015 report to the Board, the program had corrected, or had plans in place to correct, the 21 violations identified on the unannounced program survey visit.

The program has remained in violation of section 2530(l), regarding maintenance of a yearly average minimum pass rate on the licensure examination since the first quarter of 2014.

In February and again in May of 2015, the Board approved the admission of one full-time (1) class of 15 students. **The first class of students to begin and complete the program since correction of the previously identified violations graduated in June 2016.** The second class approved by the Board is scheduled to graduate on September 2, 2016. No pass rate data for those two (2) classes is available as yet.

Follow-up Program Inspection

On November 18 and 19, 2015, an unannounced program inspection was conducted by a Board representative. During the two-day visit, the Board representative assessed the physical resources for the program, reviewed records for currently-enrolled students, met with students in a theory class, and facilitated discussions with the program director and with the school president. Students were not engaged in clinical experience during the time of the inspection.

Discussions with the program director during the course of the inspection resulted in the following at the time of the inspection.

- 1) The program created a new Vocational Nursing handbook on November 18 and students present that evening signed they had received the updated version. The new version contained:

- a. Board-approved version of the Conceptual Framework of the curriculum
 - b. New policy for Credit for Previous Education and Experience;
- 2) All faculty, including recent hires, have now signed that they have access to the Board-approved Instructional Plan;
 - 3) While some faculty meeting minutes were available, some faculty meeting reports contained only an agenda list; the program director verbalized understanding of the need for minutes;
 - 4) Recommended improvements to the program's remediation policy and documentation of remediation follow-up were discussed with the program director.

An assessment of program resources is as follows:

Classroom Space:

The Vocational Nursing program utilizes a classroom with tables and 32 chairs. A computer, projector, Wi-Fi, white board, and visual learning aids were noted. As the program currently has two (2) evening classes enrolled, one (1) group uses the classroom two (2) nights a week and the other group uses the classroom two (2) alternate nights each week.

Computer Laboratory and Hard Copy Library:

The program now has two (2) computer labs. One room contains 12 terminals and chairs, the other room holds 15 terminals and chairs. Other programs at the school also utilize the computers. Very few physical holdings are noted in a library; however, students have online access to multiple resources.



Vocational Nursing Classroom



A Computer Lab

Skills Laboratory (Lab):

The large skills lab was well stocked, organized, and maintained. A total of six (6) hospital beds and mannequins were noted, as were three (3) wall stations for the beds. Mannequins were equipped with capabilities for catheterization, ostomy care, interchangeable parts, tracheostomy care, and some had hearing aids and other learning opportunities. A medication cart was well organized and stocked, as was a treatment cart. There were adequate resources including sterile equipment, personal protective equipment, feeding tubes and a pump, suction, respiratory therapy equipment, needles and syringes, and maternity and pediatric equipment and mannequins.



InterCoast Colleges, Fairfield, Vocational Nursing Skills Lab



Pediatric and Maternity Mannequins



Medication and Treatment Carts and Supplies



Sink and a Supply Cabinet

Student Interviews:

Students who had recently begun Term 2 of the program were interviewed in their classroom. The students reported positively on theory instructor, clinical sites, and the ability to take classes in the evening. All of the students were also working. Students were able to describe a correlation between what they studied in lecture and their clinical experiences, and also described how clinical instructors bridge theory and clinical content.

Concerns expressed by the students included the need to know about schedule changes ahead of time and recent turnover in school (as opposed to the Vocational Nursing Program) staff. Most students were aware of the pass rate challenges of the program and previous complaints about the program.

Student Records:

Files of all currently enrolled students were inspected. Partial files of a sample of the recent graduates were also inspected. No student files contained transfer credit, credit for experience, or waivers of such credit.

Based on the follow-up program inspection, two (2) violations were identified and the Board forwarded communication to the program on December 2, 2015. (See Attachment C)

Violations

Section 2526(a)(8) 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:

... (8) Evaluation methodology for curriculum.”

Violation #1: Board files confirm that the program has a methodology and procedure for evaluation of the curriculum. The program’s procedure is detailed and included a timeline that was to be completed in February 2015. However, no evidence of evaluation of the curriculum was provided by the program. At the end of the program inspection, the director provided a list of outcomes of evaluation with no documentation of how outcomes were derived.

Status: This violation is **corrected**.

The Board received the appropriate documentation of ongoing evaluation.

Section 2535 of the Vocational Nursing Rules and Regulations states:

“Each school shall have a policy, approved by the Board for giving credit toward the curriculum requirements.

- (a) Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:
 - (1) Approved vocational or practical nursing courses.
 - (2) Approved registered nursing courses.
 - (3) Approved psychiatric technician courses.
 - (4) Armed services nursing courses.
 - (5) Certified nurse assistant courses.
 - (6) Other courses the school determines are equivalent to courses in the program.
- (b) Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.”

Violation #2: Board records confirm that the program has a Board - approved policy regarding transfer credit and competency-based credit. However, an analysis of student records, including students noted in the records to be a CNA, contained no mention of the option of credit by competency or transfer and no waivers of credit were found in student records. Further, the school catalog description of “Credit for Previous Training” was not consistent with the regulation and no mention of transfer or competency-based credit was found in the Vocational Nursing Program Student Handbook that had been given to currently enrolled students.

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

During the course of the program inspection, a new Vocational Nursing Program Student Handbook was created and given to currently enrolled students. This handbook contains “Credit Granting Policy for Vocational Nursing” that is consistent with the regulation. This new policy is to be implemented with the next admission.

In preparation for consideration at the August 2016 Board meeting, the program was asked to provide data regarding current faculty, current clinical facilities being utilized by the program, updated enrollment data, and data regarding clinical placement for currently enrolled students.

The program also provided a letter describing the request to continue provisional approval and the reasons for not requesting additional students at this time. (See Attachment D).

Documents submitted by the program on June 1, 2016 and then the documents requested in clarification and submitted on June 13, 2016 identify an additional violation. Notice of that violation was forwarded to the program on July 22, 2016. (See Attachment E).

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

“Each teacher assistant shall work under the direction of an approved instructor. No more than one teacher assistant may be assigned to each instructor. Each teacher assistant shall assist the instructor in skill lab and clinical teaching only. The instructor to whom the teacher assistant is assigned shall be available to provide direction to the teacher assistant as needed.”

Violation #3:

Board records confirm a specific individual was approved as a Teacher Assistant on September 8, 2014. A second individual was approved as a Teacher Assistant on September 28, 2015. Further, the program director submitted an updated faculty list on June 1, 2016 which lists the individuals as Teacher Assistants.

Documents submitted on June 1 and on June 13, 2016 indicate the individuals are listed as assigned faculty for groups of students at clinical facilities between May through August 2015 and between January through April 2016. No other faculty is listed as assigned for those students, leaving the Teacher Assistant with responsibilities that are inconsistent with regulations governing such utilization. Further documentation submitted on June 23, 2016 indicates a Teacher Assistant would be solely responsible for clinical rotations from July 1 through August 27, 2016 for the currently enrolled students. (See Attachment F).

Required Action:

Submit verifiable documentation of assignment of a Board-approved Instructor for clinical rotations throughout the program of study for currently enrolled students. **Due no later than August 1, 2016.**

Current Status:

On July 25, 2016, the program forwarded correspondence to the Board. The letter, dated July 22, 2016, states that the violation did not occur and included “corrected” documentation, listing a Board-approved instructor and a TA for each group of students. (See Attachment G).

It must be noted that the program remains in violation of the following regulation.

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 ten (10) percentage points **below** the state average annual pass rate for nine (9) quarters.

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

Summary

The program was placed on provisional approval in September 2014 after a precipitous drop in the average annual pass rate and after a series of complaints led to an unannounced program inspection and the subsequent identification of 21 violations. At the time, the program's average annual pass rate was **52%**.

The program proposed plans to correct the violations, including reinstating use of the Board-approved Instructional Plan, and plans to improve the pass rate on the licensure examination. The Board approved the admission of a total of 30 students since the program proposed plans to correct violations and improve the pass rate. The program reports that 13 students graduated in June 2016 and another 13 students are scheduled to graduate in September 2016. No examination results are as yet available for either cohort.

A second unannounced inspection in November 2015 identified two violations, which have been corrected. Both of the violations were also identified in 2014. In preparation for the Board's reconsideration of the program's approval status, the program was required to submit documentation regarding aspects of the program, including use of faculty and clinical facilities. Analysis of documentation submitted by the program identified an additional violation (failure to provide a Board-approved Instructor to supervise Teacher Assistants) as noted, above. In a letter dated July 22, 2016, the program stated the violation had not occurred and provided "corrected" documentation.

The program is currently approved through September 2016. The program has not requested to admit students. The last currently enrolled students are scheduled to graduate September 27, 2016. The program's current average annual pass rate is **47%**, which is **27** percentage points **below** the state average annual pass rate.

Recommendations:

1. Extend provisional approval of the InterCoastCollege, Fairfield, Vocational Nursing Program for the five (5) month period from October 1, 2016 through February 28, 2017. (See Attachment H)
2. Place the program on the February 2017 Board agenda for reconsideration of provisional approval.
3. Require the program to provide a Board-approved Instructor for all students in clinical experiences.
4. Continue to require the program to maintain its average annual pass rate at no more than ten percentage points below the state average annual pass rates.

5. Continue to require the program to admit no additional students unless approved by the Board.
6. Continue to require the program to provide no less than one (1) clinical instructor for every 10 (ten) students in all clinical experiences.
7. Continue to 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. Continue to require the program to demonstrate progress in correcting the violations. If the program fails to satisfactorily demonstrate progress, the full Board may revoke the program's approval.
9. Failure to take these corrective actions may cause the full Board to revoke the program's approval.

Rationale:

The program's current average annual pass rate is **47%, which is 27 percentage points below the state average annual pass rate**. When placed on provisional approval two (2) years ago, the program's average annual pass rate was 52%, which was 21 percentage points below the state average annual pass rate. The program's average annual pass rate has **not** been as high as when placed on provisional approval.

After the initial program inspection and the identification of 21 violations of regulatory requirements, the program proposed plans to correct the violations and improve the pass rate on the licensure examination. While many of the violations identified in 2014 have been corrected, it is significant that two (2) violations were again identified during a follow-up program inspection in 2015. In addition, in preparation for reconsideration of the program's approval status, the program submitted documentation identifying the use of two (2) Teacher Assistants instead of Instructors for students throughout the past year. After receiving a *Notice of Violation*, the program submitted "corrected" documentation indicating a Board-approved instructor supervised the Teacher Assistants.

The two (2) classes of students admitted since the program corrected many of the violations identified in 2014 have not yet taken the licensure examination. Thus, a brief extension of provisional approval may be warranted. Given the Board's mandate to protect consumers, should there not be satisfactory improvement in the program's pass rate within the next few months, it would be warranted to revoke the program's approval status after a brief extension of provisional approval.

- Attachment A: History of Prior Board Actions
- Attachment B: Notice of Change in Approval Status 2014
- Attachment C: Board Correspondence Dated December 2, 2015
- Attachment D: Program Correspondence Dated June 3, 2016
- Attachment E: Notice of Violation Dated July 22, 2016

Attachment F: Program Correspondence of June 23, 2016
Attachment G: Program Correspondence Dated July 22, 2016
Attachment H: Draft Notice of Change in Approval Status

Agenda Item #18.B.4., Attachment A

INTERCOAST COLLEGE, FAIRFIELD VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- On August 1, 2007, the Executive Officer approved the request of the College of Medical Arts, El Cerrito, to begin a vocational nursing program with an initial class of 20 students on September 10, 2007, only; and approved the program curriculum for 1590 hours, including 622 theory, and 968 clinical hours.
- **On March 20, 2008, a new director was approved.**
- On June 25, 2008, the Board approved initial full accreditation for the College of Medical Arts, El Cerrito, Vocational Nursing Program for the period from June 25, 2008, through June 24, 2012, and issued a certificate accordingly.

The Board approved the program's request to admit a full-time class of 25 students on September 8, 2008, to **replace** students graduating on August 15, 2008.

The Board approved the program's request to admit a full-time class of 25 students on January 5, 2009, thereby increasing the program's frequency of admissions.

- **On March 2, 2009, a new program director was approved.**
- On October 20, 2009, the Executive Officer approved the College of Medical Arts Vocational Nursing Program's request, to admit a full-time **replacement** class for students that graduated August 15, 2008, with 18 students, plus two (2) alternates, to start on October 20, 2009, only, with an anticipated graduation date of September 24, 2010.
- On December 29, 2009, the Board representative notified the program director that the average annual pass rates for the College of Medical Arts Vocational Nursing Program had fallen more than ten (10) percentage points below the state average annual pass rate for the past four (4) quarters. The Board requested a written plan for improving the program's NCLEX-PN® pass rates by January 29, 2010.
- On January 25, 2010, the Board representative notified the program director that the average annual pass rates for the College of Medical Arts Vocational Nursing Program had fallen more than ten (10) percentage points of the state average annual pass rate for the past five (5) quarters. Receipt and review of the program's plan of correction is pending.
- On March 1, 2010, the Executive Officer approved the College of Medical Arts Vocational Nursing Program's request, to increase the frequency of admissions, by admitting an additional full-time class of 30 students, plus three (3) alternates, to start on March 1, 2010, only, with an anticipated graduation date of February 25, 2011.

- On March 3, 2010, the director notified the Board that the full-time class that was scheduled to start March 1, 2010 was not started due to student's inability to procure financial aid.
- On December 20, 2010, the director notified the NEC that the program will submit a new request when they plan to start the full-time class.
- On February 11, 2011, the Executive Officer **denied** the College of Medical Arts Vocational Nursing Program's request, to start a part-time class of **30 students, plus three (3) alternates**, commencing on March 29, 2011, and graduating on August 19, 2012, only; and, **approved** the College of Medical Arts Vocational Nursing Program to start a part-time class of **20** students, commencing on March 29, 2011, and graduating August 19, 2012, only. Additionally, the program was required to obtain Board approval prior to the admission of each class
- On August 19, 2011, the Executive officer approved the College of Medical Arts Vocational Nursing Program to admit 30 students and three (3) alternates to the part – time class commencing August 23, 2011 and graduating January 12, 2013, only; **and** continued the program's requirement to obtain Board approval prior to the admission of each class.
- On December 28, 2011, the Board was notified regarding a change in ownership of the school.
- On February 12, 2012, the program notified the Board that they finally had sufficient students to begin a class of 16 students who had been previously approved to begin on August 23, 2011.
- On April 18, 2012, the Executive Officer denied the program's request to admit thirty (30) students and three (3) alternates **and** approved the program's admission of twenty (20) students and two (2) alternates into a part-time class commencing April 16, 2012, only, and graduating August 5, 2013; **and** required the program to obtain Board approval prior to the admission of each class.
- **On July 3, 2012, a new program director was approved and subsequently completed New Director Orientation.**
- On August 14, 2012, the Executive Officer continued approval of the College of Medical Arts Vocational Nursing Program for a four-year period from June 24, 2012 through June 23, 2016, and the Board issued a certificate accordingly; approved the program's request to admit 24 students and two (2) alternates into a part-time day class commencing September 24, 2012, only, and graduating January 24, 2014; and required the program to obtain Board approval prior to the admission of each class.
- On August 16, 2012, the Board received notification of the programs name change to InterCoast Colleges, Fairfield, Vocational Nursing Program.
- **On September 12, 2012, a new program director was approved and subsequently completed New Director Orientation.**

- On October 23, 2012, the Executive Officer approved the program's request to admit 24 students and two (2) alternates into a part-time day class commencing November 27, 2012, only, and graduating April 22, 2014; and continued to require the program to obtain Board approval prior to the admission of each class
- On February 13, 2013, the Executive Officer approved the following recommendations:
 - a. Approve the InterCoast Colleges, Fairfield, Vocational Nursing Program's request for the following class admissions of 30 students per class:
 1. First Day Class: Admit on March 25, 2013; graduate on August 8, 2014
 2. First Evening Class: Admit on April 23, 2013; graduate on September 21, 2014
 3. Second Day Class: Admit on July 1, 2013; graduate on November 14, 2014
 4. Second Evening Class: Admit on September 9, 2013; graduate on February 8, 2015
 5. Third Day Class: Admit on November 18, 2013; graduate on April 10, 2015
 - b. Deny the program's request for ongoing admission of 30 students per class to replace graduating classes.
 - c. Continue to require the program to obtain Board approval prior to the admission of each class.
- On January 24, 2014, the Executive Officer approved the following recommendations:
 - a. Deny the InterCoast College, Fairfield, Vocational Nursing Program's request for the following class admissions of 30 students per class:
 1. First Evening Class: Admit on February 13, 2014; graduate on May 23, 2015
 2. First Day Class: Admit on May 12, 2014; graduate on August 21, 2015
 3. Second Evening Class: Admit on June 16, 2014; graduate on September 22, 2015
 4. Second Day Class: Admit on September 22, 2014; graduate on January 2, 2016
 5. Third Evening Class: Admit on October 27, 2014; graduate on February 2, 2016
 - b. Approve the InterCoast College, Fairfield, Vocational Nursing Program's request to admit an evening class of 30 students on February 13, 2014, **only**.
 - c. Approve the InterCoast College, Fairfield, Vocational Nursing Program's request to admit a day class of 30 students on May 12, 2014, **only**.
 - d. Continue to require the program to obtain Board approval prior to the admission of each class.
- **On April 22, 2014 a new Program Director was approved and subsequently completed New Director Orientation.**
- On May 22, 2014, the Executive Officer approved the following recommendations:

- 1) Deny the InterCoast College, Fairfield, Vocational Nursing Program's request to admit thirty (30) students and three alternates to an evening class on June 16, 2014.
- 2) Deny the InterCoast College, Fairfield, Vocational Nursing Program's request to admit thirty (30) students and three alternates to a day class on September 22, 2014.
- 3) Continue to require the program to obtain Board approval prior to the admission of each class.
- 4) Require the program director to prepare a comprehensive analysis of the program, specific actions that will be taken to improve program pass rates, and timelines for expected results. The following elements must be addressed in the analysis:
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.

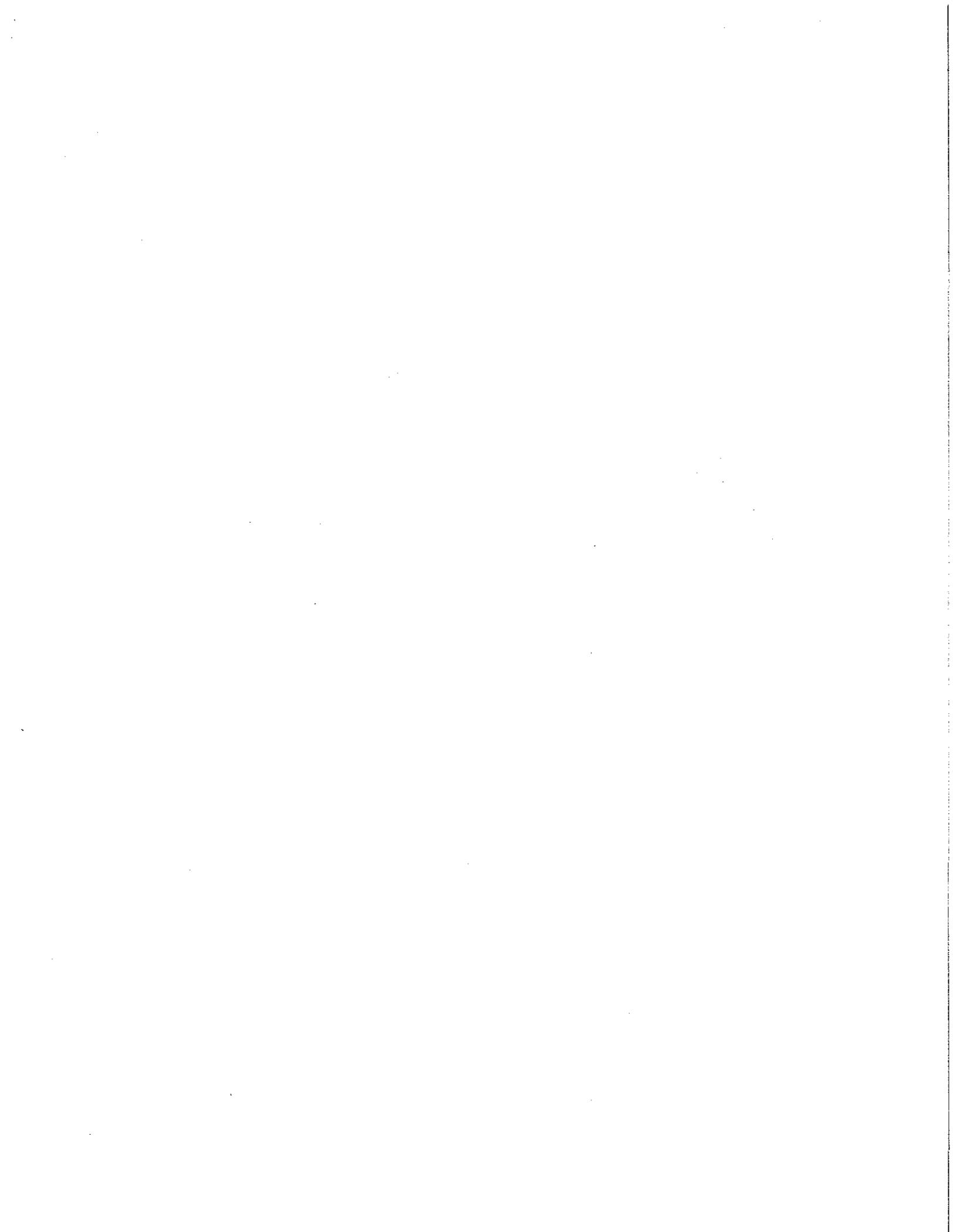
- On June 3, 2014 the Board sent the program, via electronic communication, a complaint received regarding the Vocational Nursing program.
- On June 30, 2014 the Board received via electronic communication the program's response to a complaint.
- On July 8 and 9, 2014, an unannounced survey visit was conducted by representatives of the Board.
- On August 4, 2014, the Board sent the program a letter regarding complaints received.
- On August 11, 2014, the Board received via electronic communication the program's response to complaints.
- On August 12, 2014, the Board sent, via certified mail, a notice of violations.
- **On August 19, 2014, Catherine Hartwig was approved as program director.**

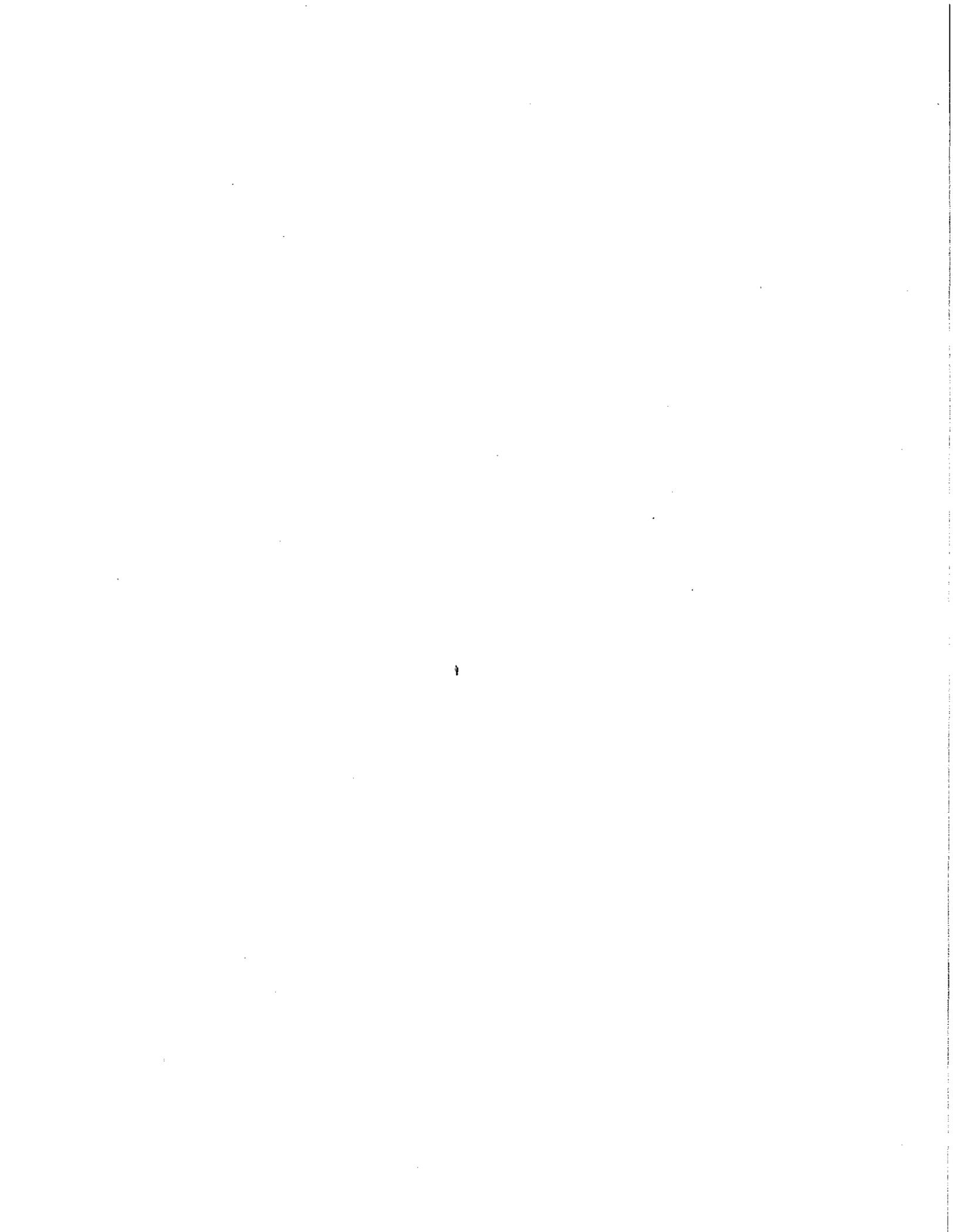
- **On August 27, 2014, Carla Carter was approved as program director.**
- On September 2, 2014, the Board received correspondence from the InterCoast Colleges, Fairfield, Vocational Nursing program titled "August 2014 Response Report."
- On September 12, 2014, the Board approved the following recommendations:
 1. Place the InterCoast College, Fairfield, Vocational Nursing Program on provisional approval for a two (2) year period from September 12, 2014, through September 30, 2016 and issue a notice identifying 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 admit no additional classes without prior approval by the full Board.
 3. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
 4. Require the program to provide no less than one (1) clinical instructor for every ten (10) students in all clinical experiences.
 5. Require the program to submit a **follow-up** report in three (3) months, but no later than **December 31, 2014**, nine (9) months, but no later than **June 1, 2015**, and 21 months, but no later than **June 1, 2016**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
 6. 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 2525.

7. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
 8. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
 9. Place the program on the **September 2016** Board agenda for reconsideration of provisional approval.
- On September 19, 2014, the program director and assistant director met with two NECs at Board headquarters. The assigned consultant provided a copy of the Board – approved instructional plan to the director and discussed program concerns.
 - On December 1, 2014, the program submitted a comprehensive analysis, response to violations, and a request to admit students beginning in January 2015.
 - On December 2 and 4, 2014, the assigned consultant held teleconferences with the program director.
 - On December 15, 2014, the program submitted a revised comprehensive analysis, strategic improvement plan, documentation relative to the outstanding violations, and a request to admit students.
 - On December 30, 2014, the assigned consultant notified the program director of deficits in the requested documentation, which was due December 15, 2014, to support the request to admit students.
 - On January 5, 2015, partial documentation was received.
 - On January 7, 2015, the assigned consultant conferred via telephone and then emailed with the program director regarding deficits in the plans for clinical placements for proposed students. The director restated the desire to admit 30 students to the program.
 - On January 26, 2015, via telephone, the program director requested a revision of the request to admit. The stated request was to admit 15 students. The requested written revision was not received as of January 27, 2015.
 - On February 13, 2015, the Board approved the following recommendations:
Deny the request to admit one class of thirty (30) students to a full – time class to begin on February 26, 2015 and graduating on June 9, 2016 **and** approve the program's admission of **fifteen (15)** students to a full – time class to begin on February 26, 2015 and graduating on June 9, 2016, **only and** continue to require the program to provide no less than one (1) clinical instructor for every ten (10) students in all clinical experiences **and** continue to require the program to admit no additional classes without prior approval by the full Board.
 - On May 15, 2015, the Board approved the following:

Approve the program's request to admit **fifteen (15)** students to a full-time day class beginning on May 18, 2015 and graduating on August 29, 2016, only, **and** continue to require the program to provide no less than one (1) clinical instructor for every ten (10) students in all clinical experiences, **and**, continue to require the program to admit no additional classes without prior approval by the full Board.

- On November 18 and 19, 2016, a Board representative conducted an unannounced program inspection.
- On December 2, 2015, the Board forwarded a *Notice of Violations* to the program, including required corrective action.







Agenda Item #18.B.4., Attachment B



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

September 30, 2014

Carla Carter, B.S., R.N.
Director, Vocational Nursing Program
InterCoast College, Fairfield
2480 Hilborn Road
Fairfield, CA 94534

Subject: Notice of Change in Approval Status

Dear Ms. Carter:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on September 12, 2014, the InterCoast College, Fairfield, Vocational Nursing Program has been placed on provisional approval status for the two – year period from September 12, 2014 through September 30, 2016.

The purpose of this letter is to explain the areas of non-compliance found 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 **Friday, October 10, 2014**.

AREAS OF NON-COMPLIANCE (VIOLATION(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 accreditation when that program does not meet all requirements as set forth in this chapter and in Section 2526..."

Section 2526(a) (7) 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:
... (7) Instructional Plan. . .

Section 2526(a)(8) 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:
... (8) Evaluation methodology for curriculum. . .

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. .

Section 2527(b) of the Vocational Nursing Rules and Regulations states:

"A school shall report to the Board within ten days of the termination of a faculty member."

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."

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

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

Section 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 shall be available to the director."

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

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

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

"Each school shall have on file proof that each enrolled student has completed a general education course of study through the 12th 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."

Section 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 . . .

Section 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 2530(j) (1) of the Vocational Nursing Rules and Regulations states:

"Each school shall advise students, in writing, of the following:
(1) Right to contact the Board of program concerns...

Section 2530(j) (4) of the Vocational Nursing Rules and Regulations states:

"Each school shall advise students, in writing, of the following:
... (4) List of Board approved clinical facilities."

Section 2532(b) of the Vocational Nursing Rules and Regulations states:

"The minimum hours required shall be as follows: Theory Hours - 576, which shall include a minimum of 54 hours in pharmacology; Clinical Hours - 954."

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

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

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

"Curriculum content shall be taught in a sequence that results in students' progressive mastery of knowledge, skills and abilities."

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

"All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in Section 2526, shall be approved by the Board prior to implementation . . .

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 . . .

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 2535 of the Vocational Nursing Rules and Regulations states:

“Each school shall have a policy, approved by the Board for giving credit toward the curriculum requirements.”

Section 2882 of the Business and Professions Code states:

“The course of instruction of an accredited school of vocational nursing shall consist of not less than the required number of hours of instruction in such subjects as the board may from time to time by regulation determine, together with the required number of hours in the care of medical, surgical, obstetrical patients, sick children, and such other clinical experience as from time to time may be determined by the board.”

The program pass rates of the InterCoast College, Fairfield, Vocational Nursing Program for the past fourteen (14) 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 2011	77%	92%	+15
Apr – Jun 2011	76%	75%	-1
Jul – Sep 2011	76%	76%	0
Oct – Dec 2011	75%	76%	+1
Jan – Mar 2012	74%	40%	-34
Apr – Jun 2012	74%	100%	+26
Jul – Sep 2012	74%	N/A	N/A
Oct – Dec 2012	74%	100%	+26
Jan – Mar 2013	73%	100%	+27
Apr – Jun 2013	73%	100%	+27
Jul – Sep 2013	74%	100%	+26

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 2013	76%	79%	+3
Jan – Mar 2014	76%	50%	-26
Apr – Jun 2014	73%	52%	-21

Based on this data, the program failed to comply with regulatory requirements relative to annual average pass rates for three (3) of the last fourteen (14) quarters and the past two (2) consecutive quarters.

REQUIRED CORRECTION(S)

1. The InterCoast College, Fairfield, Vocational Nursing Program shall bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
2. The program shall admit no additional classes without prior approval by the full Board.
3. The program shall provide no less than one (1) clinical instructor for every ten (10) students in all clinical experiences.
4. The program shall submit a follow-up report in three (3) months but no later than **December 31, 2014**, nine (9) months, but no later than **June 1, 2015**, and 21 months but no later than **June 1, 2016**. The report must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Current Student Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
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 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.

- m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
5. The program shall 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 2525.
 6. The program shall demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
 7. 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 **September 2016** Board Meeting agenda, at which point the Board may revoke or extend the program's accreditation. If you have additional information that you wish considered beyond the required corrections listed on pages 5 through 6, 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: **Prior approval by the full Board is required to admit classes.**

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 2527 of the Board's regulations.

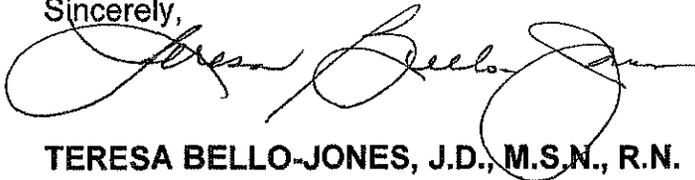
The program may no longer advertise that it has full approval, and should take steps to correct any ongoing advertisements or publications in that regard.

InterCoast Colleges, Fairfield
Notice of Change in Approval Status
September 30, 2014
Page 7 of 7

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

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

Sincerely,

A handwritten signature in cursive script, appearing to read "Teresa Bello-Jones".

TERESA BELLO-JONES, J.D., M.S.N., R.N.
Executive Officer

Enclosures

cc: Board Members

TBJ:cca

Agenda Item #18.B.4., Attachment D



INTERCOAST

June 3, 2016

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

Dear Ms. Johnson:

The purpose of this letter is to request consideration for continued provisional approval for InterCoast Colleges, Fairfield vocational nursing program. Our provisional approval expires on September 30, 2016.

As you know, the institution's management team had made a decision to not submit any requests for additional students, and notified you of that decision on March 9, 2016. The institution wants to assess the impact of the improvement plan that was implemented last year. We continue to believe that the current students and those that graduated on June 2, 2016 have had the benefit of the implemented improvement plan. The 2016 graduates will begin to submit applications now and through the third quarter of 2016. The institution and the BVNPT will be able to assess the impact of the improvement plan on these students' outcomes based on the test results.

Although the annual pass rates have reflected a remarkable improvement, most of the first-time testers (who tested in 2015 & 2016 and failed) were students from cohorts that graduated before the full implementation of the approved curriculum and improvement plan. Also, the pass rate showed a direct correlation with what is known concerning graduates that test several months following graduation. As we know, wait time for testing results in a higher risk for failure, which is the biggest factor at this institution. Some of the test takers graduated and waited over six months to test, and in some cases well over a year passed after graduation before the students attempted the exam. Additionally, these students did not have the benefit of the approved curriculum and improvement plan. The test wait time and testing without review has also resulted in NCLEX-PN failure.

In summary, InterCoast is not requesting any additional students for its vocational nursing program; however, we want to remain provisionally approved. Please advise of any additional information you need from our institution to facilitate this request. As always, thank you for your continued support.

Sincerely,

Carla J. Carter, MSN, M.Ed, BSN, RN
InterCoast Colleges, Vocational Nursing Program Director
707-421-9700 Phone
707-421-9725 Fax



Agenda Item #18.B.4., Attachment E

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

July 22, 2016

Carla Carter, Director
Vocational Nursing Program
InterCoast Colleges, Fairfield
2480 Hilborn Road
Fairfield, CA 94534

Subject: Notice of Violation

Dear Ms. Carter,

In preparation for the reconsideration of approval status of the InterCoast Colleges, Fairfield, Vocational Nursing Program at the August 2016 meeting, the Board of Vocational Nursing and Psychiatric Technicians (Board) requested documentation regarding the program. Examination of documentation of clinical placements for recently graduated and currently enrolled students indicates a violation of regulatory requirements.

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

“Each teacher assistant shall work under the direction of an approved instructor. No more than one teacher assistant may be assigned to each instructor. Each teacher assistant shall assist the instructor in skill lab and clinical teaching only. The instructor to whom the teacher assistant is assigned shall be available to provide direction to the teacher assistant as needed.”

Violation #3:

Board records confirm a specific individual was approved as a Teacher Assistant on September 8, 2014. A second individual was approved as a Teacher Assistant on September 28, 2015. Further, the program director submitted an updated faculty list on June 1, 2016 which lists the individuals as Teacher Assistants.

Documents submitted on June 1 and on June 13, 2016 indicate the individuals are listed as assigned faculty for groups of students at clinical facilities between May through August 2015 and between January through April 2016. No other faculty is listed as assigned for those students, leaving the Teacher Assistant with

responsibilities that are inconsistent with regulations governing such utilization. Further documentation submitted on June 23, 2016 indicates a Teacher Assistant would be solely responsible for clinical rotations from July 1 through August 27, 2016 for the currently enrolled students.

Required Action: Submit verifiable documentation of assignment of a Board-approved Instructor for clinical rotations throughout the program of study for currently enrolled students. **Due no later than August 1, 2016.**

This letter is being sent both via certified mail and electronic correspondence on this date. Please contact me should you have questions.

Sincerely,

Kameka Brown, PhD, MBA, NP
Executive Officer

Agenda Item #18.B.4., Attachment F



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDUARD 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



Faculty/Student Clinical Assignments

Complete for all currently enrolled and all proposed students.

Extend this table as necessary to allow for all clinical experiences for all students in a given class.

PROGRAM: InterCoast Colleges, Fairfield

BOARD APPROVED CLINICAL HOURS for this TERM _____ DATE of IP APPROVAL _____ # of TERMS in PROGRAM 3
 PROVIDE CLASS CALENDARS FOR ALL ROTATIONS LISTED.

CLASS Individual Student (List numerically do not list names)	Dates of Experience	Assigned Faculty	Assigned Facility	# of Students Allowed / Instructor	# of Students Actually in Facility	Level/ Terms	Days of Week	Time of Day	# of Hours Per Week	# of Weeks in Facility	Total Hours/ Facility
Student #1	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72
Student #2	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72
Student #3	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72
Student #4	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72
Student #5	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72
Student #6	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72
Student #7	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72
Student #8	7/1/2016- 8/26/2016	Y.Clark/	Greenfield	10	8	III	Fri	2p- 10:30p	8	9	72



Faculty/Student Clinical Assignments

Complete for all currently enrolled and all proposed students.

Extend this table as necessary to allow for all clinical experiences for all students in a given class.

PROGRAM: InterCoast Colleges, Fairfield

BOARD APPROVED CLINICAL HOURS for this TERM _____ DATE of IP APPROVAL _____ # of TERMS in PROGRAM 3
 PROVIDE CLASS CALENDARS FOR ALL ROTATIONS LISTED.

CLASS: Individual Student (List numerically, do not list names)	Dates of Experience	Assigned Faculty	Assigned Facility	# of Students Allowed - Instructor	# of Students Actually in Facility	Level/ Terms	Days of Week	Time of Day	# of Hours Per Week	# of Weeks in Facility	Total Hours/ Facility
Student #9	7/2/2016- 8/27/2016	Y.Clark/	Greenfield	10	7	III	Sat	6:30a-3p8	9	9	72
Student #10	7/2/2016- 8/27/2016	Y.Clark/	Greenfield	10	7	III	Sat	6:30a-3p8	9	9	72
Student #11	7/2/2016- 8/27/2016	Y.Clark/	Greenfield	10	7	III	Sat	6:30a-3p8	9	9	72
Student #12	7/2/2016- 8/27/2016	Y.Clark/	Greenfield	10	7	III	Sat	6:30a-3p8	9	9	72
Student #13	7/2/2016- 8/27/2016	Y.Clark/	Greenfield	10	7	III	Sat	6:30a-3p8	9	9	72
Student #14	7/2/2016- 8/27/2016	Y.Clark/	Greenfield	10	7	III	Sat	6:30a-3p8	9	9	72
Student #15	7/2/2016- 8/27/2016	Y.Clark/	Greenfield	10	7	III	Sat	6:30a-3p8	9	9	72

Agenda Item #18.B.4., Attachment G



INTERCOAST

July 22, 2016

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

Dear Ms. Johnson:

In response to the notice of violation received via email on July 22, 2016, InterCoast Colleges Vocational Nursing Program is providing documentation to indicate violation Section 2530(d) has not occurred and the corrected documentation is provided.

The Teacher Assistant approved on September 8, 2014, holding clinicals between May, 2016 through August, 2015 operated under the direct supervision of the approved instructor Maria Yolanda Ejanda. The Teacher Assistant approved on September 28, 2015, holding clinicals between January through April, 2016 operated under the direct supervision of the approved instructor Marivic Macalina. The Teacher assistant assigned to the July 1, through August 27, 2016 clinical rotations is operating under the direct supervision of Carla Carter.

Please see attached corrected documentation. Feel free to contact me should you have questions or require further documentation.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'Carla Carter'.

Carla J. Carter, MSN, M.Ed, BSN, RN
InterCoast Colleges, Fairfield Campus
Vocational Nursing Program Director
707-421-9700 Phone
707-421-9725 Fax



Faculty/Student Clinical Assignments

Complete for all currently enrolled and all proposed students.

Extend this table as necessary to allow for all clinical experiences for all students in a given class.

PROGRAM: InterCoast Colleges, Fairfield

BOARD APPROVED CLINICAL HOURS for this TERM _____ DATE of APPROVAL _____ # of TERMS in PROGRAM _____
 PROVIDE CLASS CALENDARS FOR ALL ROTATIONS LISTED.

CLASS Student (List numerically-do not list names)	Dates of Experience	Assigned Faculty	Assigned Facility	# of Students Allowed / Instructor	# of Students Actually in Facility	Level/Term	Days of Week	Time of Day	# of Hours Per Rotation	# of Weeks In Facility	Total Hours / Facility
Student #1	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64
Student #2	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64
Student #3	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64
Student #4	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64
Student #5	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64
Student #6	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64
Student #7	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64
Student #8	7/1/2016-8/28/2016	Carter/Clark	Greenfield	10	8	III	Sat-Su	6:30-3p	16	4	64



Faculty/Student Clinical Assignments

Complete for all currently enrolled and all proposed students.

Extend this table as necessary to allow for all clinical experiences for all students in a given class.

PROGRAM: InterCoast Colleges, Fairfield

BOARD APPROVED CLINICAL HOURS for this TERM _____ DATE of APPROVAL _____ # of TERMS in PROGRAM _____
 PROVIDE CLASS CALENDARS FOR ALL ROTATIONS LISTED.

CLASS: Student (Last numerically do not list names)	Dates of Experience	Assigned Faculty	Assigned Facility	# of Students Allowed / Instructor	# of Students Actually in Facility	Level/ Terms	Days of Week	Time of Day	# of Hours Per Rotation	# of Weeks in Facility	Total Hours/ Facility
Student #9	7/1/2016- 8/27/2016	Carter/ Clark	Greenfield	10	7	III	Th-Fri	2p- 10:30p	16	4	64
Student #10	7/1/2016- 8/27/2016	Carter/ Clark	Greenfield	10	7	III	Th-Fri	2p- 10:30p	16	4	64
Student #11	7/1/2016- 8/27/2016	Carter/ Clark	Greenfield	10	7	III	Th-Fri	2p- 10:30p	16	4	64
Student #12	7/1/2016- 8/27/2016	Carter/ Clark	Greenfield	10	7	III	Th-Fri	2p- 10:30p	16	4	64
Student #13	7/1/2016- 8/27/2016	Carter/ Clark	Greenfield	10	7	III	Th-Fri	2p- 10:30p	16	4	64
Student #14	7/1/2016- 8/27/2016	Carter/ Clark	Greenfield	10	7	III	Th-Fri	2p- 10:30p	16	4	64
Student #15	7/1/2016- 8/27/2016	Carter/ Clark	Greenfield	10	7	III	Th-Fri	2p- 10:30p	16	4	64



Agenda Item #18.B.4., Attachment H

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

August XX, 2016

Carla Carter, Director
Vocational Nursing Program
InterCoast Colleges, Fairfield
2480 Hilborn Road
Fairfield, CA 94534

Subject: Notice of Change in Approval Status

Dear Ms. Carter:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on August 26, 2016, the CNI College Vocational Nursing Program has been placed on provisional approval for the five – month period from October 1, 2016 through February 28, 2017.

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 **September X, 2016**.

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(d) of title 16 of the California Code of Regulations states:

Each teacher assistant shall work under the direction of an approved instructor. No more than one teacher assistant may be assigned to each instructor. Each teacher assistant shall assist the instructor in skill lab and clinical teaching only. The instructor to whom the teacher assistant is

assigned shall be available to provide direction to the teacher assistant as needed.”

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 InterCoast College, Fairfield, Vocational Nursing Program for the past 18 quarters are set forth in the following table:

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Average Annual Pass Rate	Program Average Annual Pass Rate	Variance from State Average Annual Pass Rate
Jan – Mar 2012	74%	40%	-34
Apr – Jun 2012	74%	100%	+26
Jul – Sep 2012	74%	N/A	N/A
Oct – Dec 2012	74%	100%	+26
Jan – Mar 2013	73%	100%	+27
Apr – Jun 2013	73%	100%	+27
Jul – Sep 2013	74%	100%	+26
Oct – Dec 2013	76%	79%	+3
Jan – Mar 2014	76%	50%	-26
Apr – Jun 2014	73%	52%	-21
Jul – Sep 2014	73%	36%	-37
Oct – Dec 2014	72%	24%	-48
Jan – Mar 2015	71%	24%	-47
Apr – Jun 2015	72%	32%	-40
Jul – Sep 2015	72%	39%	-33
Oct – Dec 2015	72%	51%	-21
Jan – Mar 2016	73%	48%	-24
Apr – Jun 2016	74%	47%	-27

REQUIRED CORRECTION(S)

1. Require the program to provide a Board-approved Instructor for all students in clinical experiences.
2. Continue to require the program to maintain its average annual pass rate at no more than ten percentage points below the state average annual pass rates.
3. Continue to require the program to admit no additional students unless approved by the Board.
4. Continue to require the program to provide no less than one (1) clinical instructor for every 10 (ten) students in all clinical experiences.
5. Continue to 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.
6. Continue to require the program to demonstrate progress in correcting the violations. If the program fails to satisfactorily demonstrate progress, the full Board may revoke the program's approval.
7. Failure to take these corrective actions may cause the full Board to revoke the program's approval.

FUTURE BOARD ACTION

Your program will be placed on the **February 2017** 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, you must submit this documentation by the fifteenth day of the second month prior to the Board Meeting.

OTHER IMPORTANT INFORMATION

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

InterCoast College, Fairfield
Vocational Nursing Program
Notice of Change in Approval Status
August XX, 2016
Page 4 of 4

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

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

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

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

Sincerely,

Kameka Brown, PhD, MBA, NP
Executive Officer

Enclosures

cc: Board Members

KB: dgj