

Agenda Item #18.



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

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



DATE: August 10, 2017

TO: Board Members

FROM:

A handwritten signature in blue ink, appearing to read "Jen Johnson".

Jen Johnson

Evaluations Program Manager

SUBJECT: *Evaluations Committee Report*

BOARD MEMBERS

PRESENT:

Bernice de Bass Martinez, Public Member,
Vice-President

Samantha James-Perez, P.T., Board Member

STAFF PRESENT:

Cheryl Anderson, Interim Executive Officer

Jen Johnson, Evaluations Program Manager

Rochelle Johnson, Licensing Program Manager

Siqi Chen, Staff Services Analyst

Samantha Calma, Associate Governmental
Program Analyst

Shawn Nibbelink, Associate Information
Systems Analyst (present at July 26th meeting)

BACKGROUND:

The Evaluations Committee is charged with advising the Board on matters related to the approval of candidates seeking qualification for examination to obtain California licensure as Vocational Nurses (VNs) and Psychiatric Technicians (PTs) via nontraditional pathways based on:

- Completion of education and work experience that is equivalent to the minimum requirements for an approved school of vocational nursing in this state;
- Current valid licensure as a vocational/practical nurse in another state; or
- Completion of equivalent military education and training, no less than an aggregate of 12 months of practice, and honorable discharge from any branch of the U.S. Military.

Additionally, the Committee considers and advises the Board on matters related to requirements for continuing education and competency.

The Evaluations Committee has met twice. June 16, 2017 and July 26, 2017. The next meeting date is scheduled for September 14, 2017.

ITEMS DISCUSSED ON JUNE 16TH:

- 1) Role of Evaluations Committee-Edited version.
- 2) Staffing Update-continuous.
- 3) Review of Evaluation Procedures Performance Measures and Statistics.
- 4) Exam Application Update- sent to Legal for revision approval to add military option; not back yet.
- 5) Cross Training.
- 6) Phone Systems-report for July 26th committee meeting.
- 7) Draft of Letter from Board=CE Audit Project.

ITEMS DISCUSSED ON JULY 26TH:

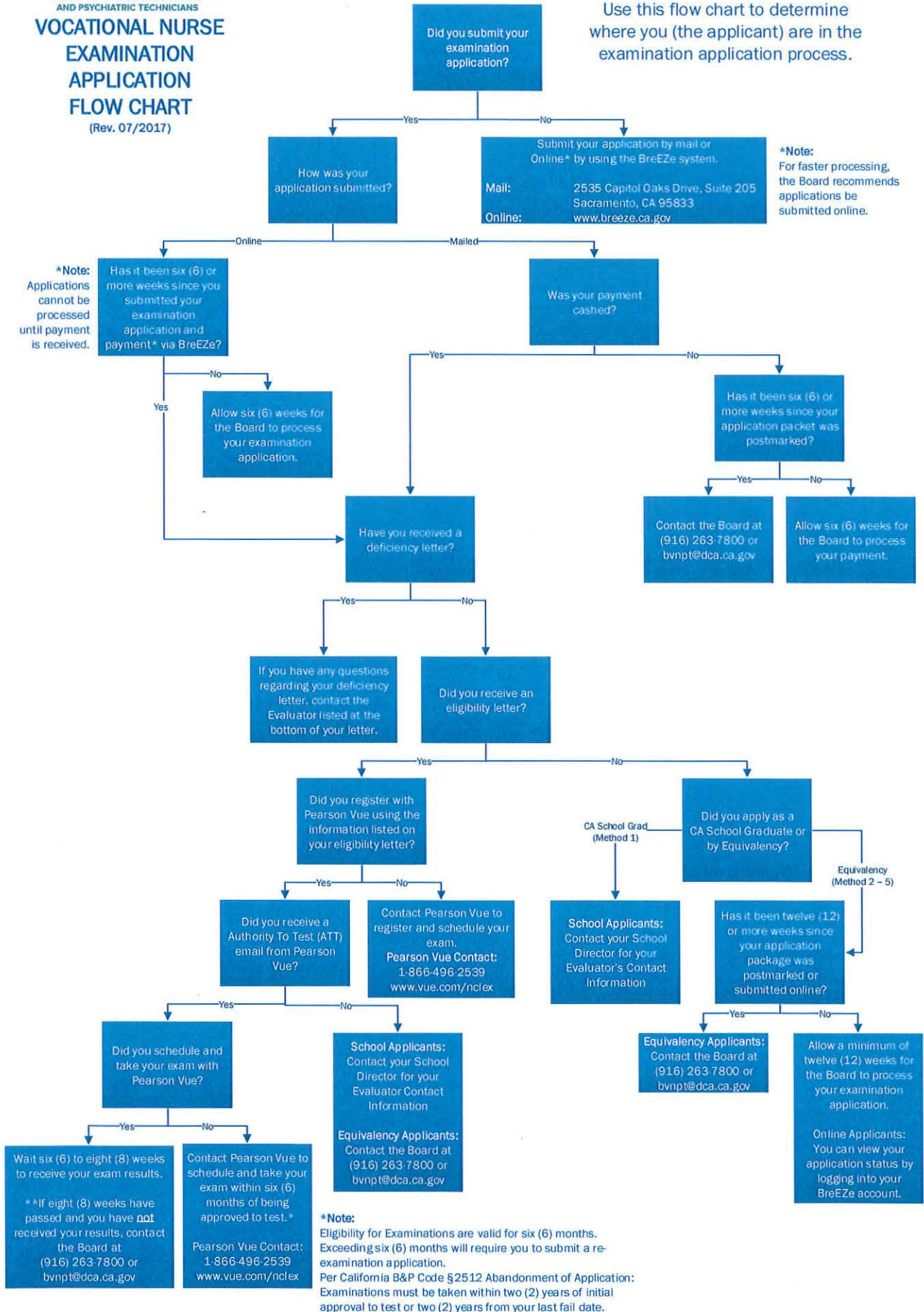
- 1) Phone Systems Report.
- 2) Staffing Update-continuous.
- 3) Approval of Letter from Board=CE Audit Project.
- 4) Examination Application Process Diagram.
- 5) PC Surplus Donation
- 6) Adopt Evaluations Committee Meeting Minutes from June 16, 2017.

ACTION ITEMS COMPLETED:

- 1) Re-iterate expectations to reception staff on incoming calls, set goals and set up training.
- 2) Evaluations Performance Measures and Statistics Matrix.
- 3) CE Audit Letter from Board. (posted on website) The Board is working with Deputy Director of Communications at DCA on the mail out plan. Due to the high call/traffic/mail volume, DCA recommends mailing out the letter in waves.
- 4) Examination Application Process Diagram Approved and posted on BVNPT website.

Attachment A: Vocational Nurse Examination Application Flow Chart
Attachment B: Psychiatric Technician Examination Application Flow Chart

Use this flow chart to determine where you (the applicant) are in the examination application process.



***Note:**
 For faster processing, the Board recommends applications be submitted online.

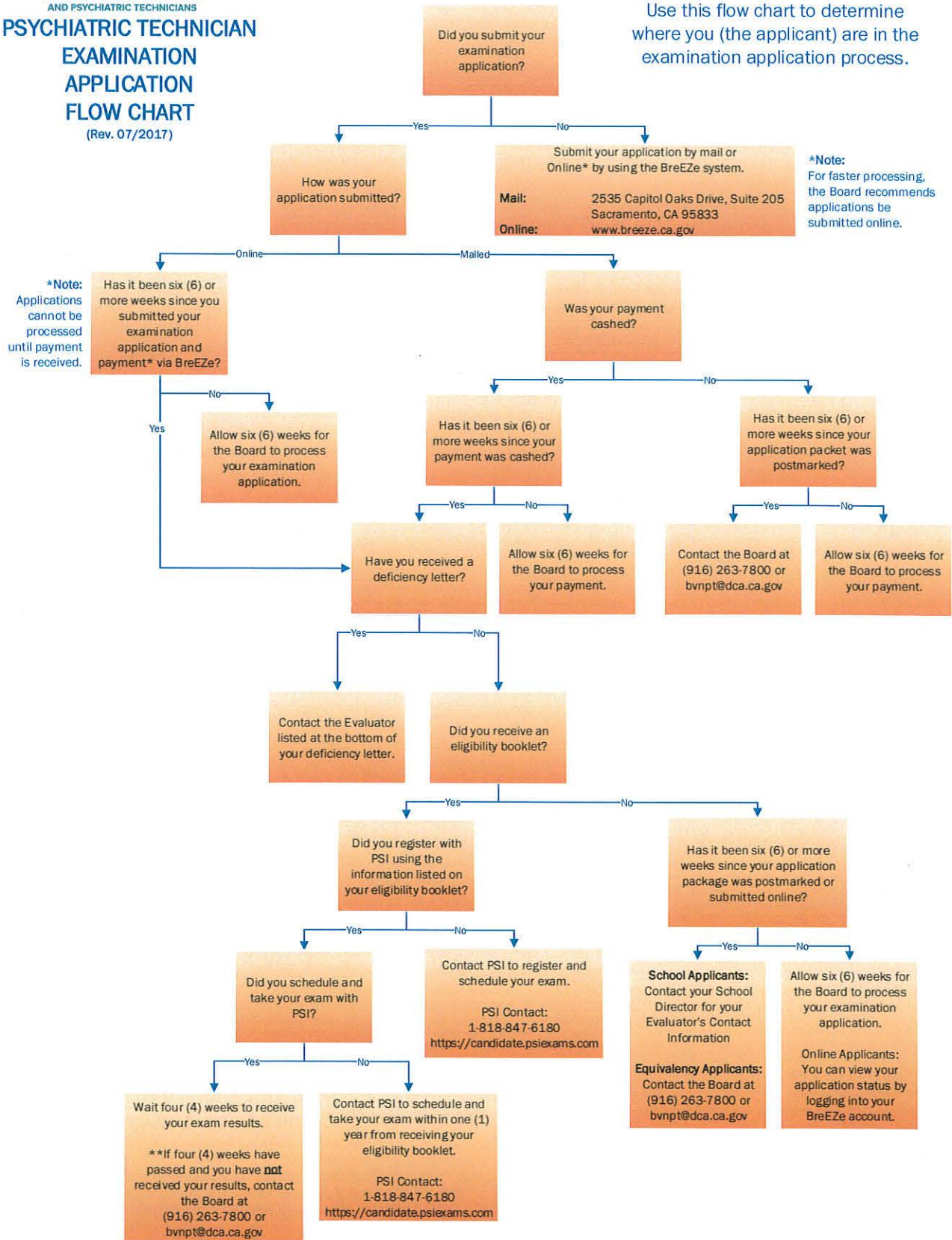
***Note:**
 Applications cannot be processed until payment is received.

***Note:**
 Eligibility for Examinations are valid for six (6) months. Exceeding six (6) months will require you to submit a re-examination application.
 Per California B&P Code §2512 Abandonment of Application: Examinations must be taken within two (2) years of initial approval to test or two (2) years from your last fail date.

BVNPT
 BOARD OF VOCATIONAL NURSING
 AND PSYCHIATRIC TECHNICIANS
**PSYCHIATRIC TECHNICIAN
 EXAMINATION
 APPLICATION
 FLOW CHART**
 (Rev. 07/2017)

ATTACHMENT B

Use this flow chart to determine where you (the applicant) are in the examination application process.



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