DATE: October 30, 2017

TO: Board Members

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

SUBJECT: Gavilan College Vocational Nursing Program – Report of Program Records Survey for Continued Approval (Director: Debra Amaro, Gilroy, Santa Clara County, Community College)

The Gavilan College, 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 accordance with Section 2883 of the Vocational Nursing Practice Act, it is the Board’s duty, through an official representative, to inspect or review all schools of vocational nursing in California. Written reports of the representatives’ visits or inspections shall be made to the Board. Such inspections or visits determine program compliance with Article 5 of the Vocational Nursing Rules and Regulations.

A Program Records Survey was submitted to the Board by the Gavilan College Vocational Nursing Program in June 2017. The program’s submitted documents were reviewed, and an onsite program inspection was conducted on October 4, and 5, 2017, to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Six (6) violations were identified.

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<th>ARTICLE 5 – SCHOOLS OF VOCATIONAL NURSING</th>
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<td>2530. General Requirements</td>
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### History of Prior Board Actions

(See Attachment A, History of Prior Board Actions)

### Enrollment

This full-time program is four (4) semesters in length. Currently, the program is approved to admit one (1) class of 30 students each year. The admission pattern for current classes is seen in the enrollment table below.

The following table represents **current and projected** student enrollment based on current and projected class starts and completions. The table indicates a **maximum enrollment of 46 students** during the period **August 2016 through August 2017**.
Licensure Examination Statistics

The following statistics, furnished by the Pearson Vue 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 October 2015 through September 2017, specify the pass percentage rates for graduates of the Gavilan College Vocational Nursing Program on the National Council Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data

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<th>Quarter</th>
<th># Candidates</th>
<th># Passed</th>
<th>% Passed</th>
<th>State Quarterly Pass Rate</th>
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<th>Variance from the State Average Annual Pass Rate</th>
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<td>2</td>
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<td>75%</td>
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<td>75%</td>
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<td>Oct - Dec 2016</td>
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<td>100%</td>
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<td>100%</td>
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<td>+26</td>
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<td>Jan - Mar 2017</td>
<td>1</td>
<td>1</td>
<td>100%</td>
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<td>100%</td>
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<td>Apr - Jun 2017</td>
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<td>Jul - Sept 2017</td>
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<td>17</td>
<td>100%</td>
<td>74%</td>
<td>100%</td>
<td>71%</td>
<td>+29</td>
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</table>

*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."
This data substantiates the program's compliance with regulatory requirements for last eight (8) consecutive quarters, October 2015 through September 2017. The program has maintained a 100% average annual pass rate for the last six (6) consecutive quarters (April 2016 – September 2017).

Based on the most current data available Quarter 3, 2017, (July-September 2017), the program’s average annual pass rate is 100%. The California average annual pass rate for graduates from accredited vocational nursing programs who took the NCLEX-PN® for the first time is 71%. The average annual pass rate for the Gavilan College Vocational Nursing Program is 29 percentage points above 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 current number of Board-approved faculty totals 14 including the program director. The director has 100% administrative duties. Of the total faculty, 13 instructors are approved to teach clinical. Submitted information confirms the stability of program faculty. Based on submitted documents, all fourteen (14) faculty have been employed for periods greater than two years.

Based upon a maximum enrollment of 46 students, four (4) instructors are required for clinical supervision. Therefore, the current number of faculty is adequate for the current 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 does not have approved clinical facilities that are adequate as to type and variety of patients treated to enable current and proposed students to meet clinical objectives in accordance with Section 2534 (b) of the Vocational Nursing Rules and Regulations. The program is using an unapproved clinical site for maternity nursing and medical surgical nursing at Kaiser, San Jose.

**Program Records Survey**

The program submitted the completed Program Records Survey form with all supporting documentation on June 11, 2017. Analysis of documents submitted by the director was completed. Concerns regarding the lack of approval of one the program’s clinical sites as
well as issues related to the program curriculum, including the number of current pharmacology hours being offered prompted a program site inspection.

On October 4 and 5, 2017, a representative of the Board of Vocational Nursing and Psychiatric technicians (Board) made an announced site visit to Gavilan College, Vocational Nursing Program. During the two-day program inspection, the representative assessed the physical resources for the program, inspected records of currently enrolled students, and facilitated discussions with the program director, faculty, students and the Dean of Career Technical Education.

Campus Tour:

Class rooms
The campus has two classrooms designated for the vocational nursing program. Each classroom has adequate seating for 45 students. The rooms contain a smart board, projector for PowerPoint presentations, a desk and podium for the instructor.

Skills Labs
The program has three well-stocked skills labs and one medical supply storage room. The program has adequate resources to ensure students can meet clinical objectives.
Library and Computer Lab
The program has a physical library which contains current nursing periodicals and text books. Additionally, the library has study rooms available for student learning teams to study. The library has computers connected to the internet and an electronic library containing educational research data bases such as EBSCOHOST, for students to complete homework and study. The program has a computer lab containing 30 computers utilized for proctored testing.

Faculty Resources
Each faculty member has a stocked cubical to prepare for class. Lead faculty members have private offices where they can conduct private meetings with students. Additionally, the faculty has a faculty room where they faculty meetings and can take a break between classes.

Faculty Interviews
Three faculty members were interviewed. Each voiced concern that the director does not offer open communication between her and the staff. The staff would like to see more transparency, collaboration, and written policies. None of the interviewed faculty members were aware of the program’s instructional plan. Instructors state that they work with struggling students; however, there is not a policy to maintain documentation of any remediation of students. None of the instructors could specify how many pharmacology hours were in the program, only that it is integrated within the program. The instructors stated that the curriculum is set up so the students can move directly into the last year of the RN program. Changes have been made in the curriculum to accommodate the Board of Registered Nursing requirements.

The instructors stated that the “program has padded the clinical hours” by adding three (3) days of extra clinical time per term. The instructors stated that the theory is that the extra time will eliminate the need for clinical make-up hours. Of concern, however, all students are required to complete the extra hours. These hours were not approved by the Board. Additionally, if the hours are used for clinical make-up, there is no plan for correlation of the clinical experience with the clinical content missed.

Theory make-up is completed by written make-up assignments. The instructors stated that there is very low absenteeism by students. Attendance records verified instructors statement of low absenteeism: One (1) student had two days absent, one (1) student with one (1) day absent.

Student Interviews
The students voiced no concerns regarding the program. Students all stated that they would and have referred friends and family to the program. All students stated that they plan to remain in the program to complete the RN program.

Director Interview
The director was asked how many students are currently in the program. Her answer was “I do not know, the instructors could answer that question”. The director was unable to answer any specific question regarding the processes of the vocational nursing program. Her answer was consistently, “the instructors take care of that and can answer your questions.”
The director was asked about the curriculum, instructional plan, and specifically about the pharmacology hours. The director was unable to answer any of the questions other than the curriculum is set up so the students can move directly into the third year of the RN program. The director stated that there have been several changes made in the curriculum to accommodate the Board of Registered Nursing requirements.

**Identified Violations:**

**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 regulation in Chapter 1, Article 5 (commencing with Section 2525 et seq.)."

**Violation #1:** Based upon observation, analysis of program documents, and interviews with students, faculty, and director, the approved program director has failed to actively administer the vocational nursing program, evidenced by:

1. Changing the Board-approved curriculum without Board notification or approval.
2. Failing to provide the Board with requested information regarding the program's current hours for each course taught in the program.
3. Failing to provide faculty access to the program Board-approved instructional plan.
4. Lacking knowledge regarding the number of students actively attending the program and the program's Board-approved policies.
5. Failure to obtain Board approval for clinical facilities prior to student placement at clinical site.
6. Failure to evaluate student performance as evidenced by her failure to:
   a. Ensure evaluation of students to determine deficiencies in nursing theory knowledge.
   b. Establish a remediation plan to correct identified deficiencies.
   c. Develop a plan for reassessment of student performance.
   d. Implement a plan of evaluation and reassessment of student progress.

**Current Status:** This violation has not been corrected.

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

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

**Violation #2:** The director failed to provide the Board representative with a copy of the Board-approved instructional plan. Interviews conducted with the
program director and current faculty confirmed the program does not have the Board-approved instructional plan. The program uses a syllabus developed by the college staff and faculty for student and faculty use for each course.

Current Status: This violation has not been corrected.

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."

Violation #3: The school failed to provide evidence of remediation or tutoring of students currently enrolled in the program. Evaluation of student files identified currently enrolled students with mid-term and final course grades lower than the program policy of 75%. No evidence of tutoring or remediation was identified for students failing or struggling with didactic learning.

Current Status: This violation has not been corrected.

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."

Violation #4: The program failed to provide 54 hours of pharmacology hours. On September 11, 2017, the program submitted the required Annual Report. The report identified the program’s pharmacology theory hours as 11, with 10 hours integrated within the program. During interviews with the director and staff it was identified that the program only integrates the pharmacology hours through the program. The director or instructors were unable to specify the number of hours the pharmacology content is being taught.

According to Board records the most recent Board-approved curriculum was approved in 2005. That curriculum contained a pharmacology course consisting of 54 hours. The program submitted the 2014-2015 Annual Report documenting 54 hours of Pharmacology. The submitted 2016-2017 Annual Report documented the pharmacology course as 11 hours with 10 integrated hours.

Current Status: This violation has not been corrected.

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. Proposed curricular changes must be submitted to the Board in final form by the fifteenth day of the second month preceding the month of the Board meeting at which the changes will be considered. Revisions should include:

1. Explanation of changes;
2. Rationale for proposed revision;
3. Description of revised curriculum materials; and
4. Changes to behavioral objectives, if applicable.

Violation #5: The program failed to submit a request for a curriculum change. According to interviews with the director and the Dean of Career Technical Education, the program made several changes to the curriculum over the last four (4) years.

According to the directors of the Gavilan College VN program and RN program, the college was attempting to develop a three-year Associate Degree Nursing Program by providing curriculum in the two-year VN program that would lead directly into the third and final year of RN content. The college was relying on Board of Registered Nursing (BRN) curriculum regulations and did not follow VN Regulations.

The program director was unable to produce a current program instructional plan for the VN program. The RN program does have an instructional plan.

Current Status: This violation has not been corrected.

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

"Schools shall apply on a form provided by the Board for approval of each clinical facility."

Violation #6: The program failed to obtain approval for the Kaiser, San Jose clinical site. The site is the only currently-used maternity nursing clinical site and is also used for medical surgical clinical experience.

Current Status: This violation has been corrected.

On October 6, 2017, the program applied for Board approval for Kaiser San Jose. On October 9, 2017, the assigned NEC confirmed that the facility has the availability to accommodate the Vocational Nursing program students and unit directors has seen the program's clinical objectives, and that the students have the opportunity to meet the clinical objectives as presented. It is noted that the program cannot go back and obtain approval for students who completed clinical experiences at an unapproved facility.
On October 10, 2017, the Board provided the program with the notice of violations. (See attachment D)

The program has maintained an annual average pass rate of 100% for the last six (6) consecutive quarters. The Quarter 3, 2017, pass rate is 100%, 29 percentage points above the state.

During interviews with the program director, instructors, and the Dean of Career Technical Education, it was identified that the program is working towards the goal of student progression through the RN program and not following the Board approved vocational nursing program curriculum. A total of six (6) violations were identified. One (1) violation has been corrected.

Recommendation:

1. Place the Gavilan College, Vocational Nursing Program on provisional approval for a two-year period from November 17, 2017 through November 31, 2019, and issue a certificate accordingly.

2. Place the program on the November 2019 Board agenda for reconsideration of provisional approval.

3. Rescind the program’s approval of ongoing admissions of one class of 30 students each year to replace graduating classes effective immediately.

4. Require the program to admit no additional classes without prior approval by the Board.

5. Require the program to evaluate the program curriculum and submit a curriculum revision that meets Board requirements no later than December 31, 2017.

6. Require the director to submit follow-up reports in 10 months, but no later than September 1, 2018, and in 22 months but no later than September 1, 2019. 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. Continue the program's requirement 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 California Code of Regulations, Title 16 commencing at 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 average annual pass rate has remained at 100% for the last six (6) consecutive quarters. However, during the evaluation of documents submitted by the program director and an announced onsite program inspection six (6) violations of Article 5 of the California Code of Regulations, title 16 commencing at section 2526 were identified. Of the six (6) violations one (1) has been corrected.

Due to the significance of the identified violations it is recommended the program be placed on provisional approval for a two-year period and the program's ongoing admissions be rescinded immediately allowing for closer observation of the program by Board staff.

Attachment A: History of Prior Board Actions
Attachment C: 2016-2017 Annual Report
Attachment D: Notice of Violations dated 10.10.2017
History of Prior Board Actions

- In 1967, the Board approved commencement of a vocational nursing program at Gavilan College, Gilroy, California.

- In September 1968, the Board approved initial accreditation of the Gavilan College Vocational Nursing Program.

- In September 1983, a new program director was approved.

- In September 1989, the Board considered the nursing education consultant's survey report and approved continued accreditation pending the following corrections:
  1. The program submits an instructional plan correlating theory and practice.
  2. The program submits all curriculum changes prior to implementation.
  3. The program secures new clinical facilities.
  4. The program develops and submits for approval a plan for continuous review of clinical facilities.
  5. The program submits a progress report at the January 1990 meeting.

- In May 1990, the Board approved the program's revised curriculum hours for a total of 1530 hours, (576 theory hours; 954 clinical hours).

- In September 1991, the Board approved a major curriculum change.

- On November 15, 2001, the Board approved continued full accreditation of the Gavilan College Vocational Nursing Program for the four-year period from November 16, 2001, to November 16, 2005, and issued a certificate accordingly.

- On September 16, 2005, the Executive Officer approved continued full accreditation for the Gavilan College Vocational Nursing Program for the four-year period from September 16, 2005, to September 15, 2009, and issued a certificate accordingly.

- On June 15, 2009, the program submitted its Program Records Survey for continued accreditation.

- On September 3, 2009, the Executive Officer approved continued full accreditation for the Gavilan College Vocational Nursing Program for a four-year period from September 16, 2009 through September 15, 2013, and the Board issued a certificate accordingly.

- On September 13, 2013, the Executive Officer:
1. Continue full approval for the Gavilan College Vocational Nursing Program for the four-year period from September 16, 2013 through September 15, 2017, and issue a certificate accordingly.

2. Continue approval of the program's ongoing admissions to replace graduating classes, only, with the following stipulations:
   a. No additional classes are added to the program's pattern of admissions without prior Board approval. The program's pattern of admissions will include admission of one (1) class of 30 students each year, 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 maintains an average annual pass rate that is compliant with Section 2530 (1) of the Code.
AGENDA ITEM 20.C.1., Attachment B

ANNUAL REPORT
July 1, 2014 - June 30, 2015
☐ Vocational Nursing Program  ☐ Psychiatric Technician Program

PLEASE PROVIDE ALL REQUESTED INFORMATION.

PROGRAM APPROVAL

SCHOOL/CAMPUS NAME: Gavilan College
Check Appropriate Box(es): ☐ Community College ☐ Adult School ☐ R.O.P. ☐ Private ☐ Hospital-Based ☐ Other
Official Mailing Address: 5055 Santa Teresa Blvd, Gilroy, CA 95020
Program Director: D. Amaro, RNC, MSN  Assistant Director (If Any):
Director's Office Telephone: (408) 848-4866  Fax: (408) 848-4769  Email Address: damaro@gavilan.edu
BVNPT Approval Dates: Initial Approval: 9/19/68  Last Approval: 9/19/2013  Expiration: 9/15/2017  ☐ Full-Time ☐ Part-Time
Bureau of Private Postsecondary Education Approval: ☐ Yes: Expiration Date:  ☐ No  ☐ Exempt
Other Accreditations: ☐ Yes (Please specify):  ☐ No

CLASS DATA

1. Board-approved # of students/class: Full-Time: 30  Date: 9/68  Part-Time:  Date: 
2. Approved frequency of admissions: Full-Time: 1  Date: 9/68  Part-Time:  Date: 
3. Was an increase in class size or frequency requested during this reporting period? ☐ Yes  ☑ No
   If yes, please provide the following information:
      ☐ Date of Request:  # Requested:  Date of Approval:  # Approved: 
4. Does the program conduct classes year round? Full-Time: ☐ Yes  ☐ No  Part-Time: ☐ Yes  ☑ No
5. For the period July 1, 2014 through June 30, 2015, please provide the following information per class:
   ☐ # Applications Received:
      Class #1  Class #2  Class #3  TOTAL
      1) Full-Time  57  ☐  ☐  ☐  57
      2) Part-Time  ☐  ☐  ☐  ☐
   ☐ # Students Admitted:
      Class #1  Class #2  Class #3  TOTAL
      List the months and # of students
      1) Full-Time  August 2014-24  ☐  ☐  24
      2) Part-Time  ☐  ☐  ☐  ☐
   ☐ # Students Completing Program Requirements:
      Class #1  Class #2  Class #3  TOTAL
      List the months and # of students
      1) Full-Time  May 2015-20  ☐  ☐  ☐  20
      2) Part-Time  ☐  ☐  ☐  ☐
   ☐ Please complete and submit Attachment A Enrollment Data.

6. When did you graduate your last class? May 2015  When is the next class admission? August 2015

IF ADDITIONAL SPACE IS NEEDED, PLEASE PROVIDE INFORMATION ON A SEPARATE PAGE.
CURRICULUM INFORMATION

Please specify the nursing theory on which your program's conceptual framework is based, e.g. Maslow, Orem.

OREM

Please specify the format of classes in your curriculum. □ Block* □ Integrated* □ Other (Please specify): ______

*For example:

- Block Format: A Nutrition course would include only Nutrition content.

- Integrated Format: A Cardiovascular Nursing course would include integrated content related to clients with Cardiovascular deficits, including, but not limited to: Anatomy & Physiology, Nutrition, Growth & Development, Critical Thinking, Nursing Process, Patient Education, Nursing Care or Interventions, etc. Integrated content hours should be designated by parentheses.

Please provide the number of Board-approved hours/units for every content area below and the date of Board approval, integrated content should be reflected by enclosing the hours in parentheses. Total program hours should include the sum of all theory and clinical hours. Please use an asterisk (*) to indicate prerequisite hours/units.

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<tr>
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</tbody>
</table>

**TOTAL HOURS/UNITS:**

Vocational Nursing Programs Only: 576
Psychiatric Technician Programs Only: 954

**TOTAL PROGRAM HOURS/UNITS:** 1630 Hrs/56 units
### INSTRUCTIONAL METHODS

1. Does your program utilize **Distance Education/Learning** as an instructional method?  
   - [ ] Yes  
   - [x] No

2. Does your curriculum include courses that are taught **online or via distance learning**?  
   - [ ] Yes  
   - [ ] No

   If yes:  
   a. In which term/level are online or distance learning courses presented?  
      - [ ] Term I  
      - [ ] Term II  
      - [ ] Term III  
      - [ ] Term IV  
      - [ ] Other (Please specify): __________

   b. Which classes are presented **online**?
      1) Anatomy & Physiology  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      2) Nutrition  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      3) Psychology  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      4) Normal Growth & Development  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      5) Other (Please Specify)  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______

3. Does your curriculum include **self-guided learning modules**?  
   - [ ] Yes  
   - [ ] No

4. Do your courses include **clinical simulation**?  
   - [ ] Yes  
   - [ ] No

   If yes:  
   a. Is utilization specific to unit content (for example: Patient Safety)?  
      - [ ] Yes  
      - [ ] No

   b. Which courses include **clinical simulation**?
      1) Fundamentals of Nursing  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      2) Medical/Surgical Nursing  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      3) Obstetrical Nursing  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      4) Pediatric Nursing  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      5) Mental Disorders (Psychiatric Technician Programs Only)  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______
      6) Developmental Disabilities  
         - [ ] Yes  
         - [ ] No  
         - [ ] # Theory Hrs: ______  
         - [ ] # Clinical Hrs: ______

   c. Do instructors hold current certification in clinical simulation?  
      - [ ] Yes  
      - [ ] No

   d. Is specialized equipment used?  
      - [ ] Yes  
      - [ ] No

   Please Specify: ________________________________

5. How frequently do you evaluate your **curriculum**?  
   - [ ] Quarterly  
   - [ ] Annually  
   - [ ] Change in Test Plan  
   - [ ] Change in Texts  
   - [ ] Other (Please Specify): ________________________________

6. How frequently do you evaluate your **instructional methodologies**?  
   - [ ] Quarterly  
   - [ ] Annually  
   - [ ] Change in Test Plan  
   - [ ] Change in Texts  
   - [ ] Other (Please Specify): ________________________________

7. How frequently do you evaluate your **clinical facilities and rotations**?  
   - [ ] Quarterly  
   - [ ] Annually  
   - [ ] Change in Test Plan  
   - [ ] Change in Texts  
   - [ ] Other (Please Specify): ________________________________

8. How frequently do you evaluate the correlation of clinical rotations to presented theory content?  
   - [ ] Quarterly  
   - [ ] Annually  
   - [ ] Change in Test Plan  
   - [ ] Change in Texts  
   - [ ] Other (Please Specify): ________________________________

9. How frequently do you evaluate the effectiveness of faculty in teaching assigned curricular content?  
   - [ ] Monthly  
   - [ ] Quarterly  
   - [ ] Annually  
   - [ ] Biannually  
   - [ ] Other (Please Specify): ________________________________
### ASSESSMENT TESTS

1. Does the program require students' completion of assessment tests?  
   - Yes  
   - No

   If yes, please indicate the assessment instrument utilized. (Check all that apply)
   - Assessment Technology Institute (ATI)  
   - Health Education Systems, Inc. (HESI)  
   - National League for Nursing (NLN)  
   - Other (Please Specify):

   - How many times are students allowed to test?  
   - Once  
   - Twice  
   - Unlimited  
   - Other:

   Please attach a copy of the instrument used, unless restricted by copyright.

2. Prior to program completion, are students required to complete: (Check all that apply)
   - Comprehensive Examination  
   - Predictor Examination  
   - Other

   Is the exam utilized to:
   - Evaluate students' level of achievement after completing your curriculum?  
   - Evaluate students' readiness to complete the licensure examination?

   - When is the exam administered?  
   - Specialty/Level  
   - Completion of Term  
   - After Course Completion

   - Is a minimum passing score required for program completion?  
   - If yes, what is the required passing score? 75%

   - Are students notified of the requirement prior to admission?  

   Please attach a copy of students' notification.

3. Do you utilize students' assessment scores to determine curricular modifications?  
   - Yes  
   - No

### EXAMINATION REVIEW COURSES

1. Does the program offer review courses?  
   - Yes  
   - No

   If yes, check all that apply:  
   - NCLEX/PN®  
   - CAPTLE  
   - Other (Please specify):

2. What is the length of the review course?  
   - 3 Days  
   - 1 Wk.  
   - 2 Wks.  
   - 3 Wks.  
   - Other (Please specify):

3. Are students required to pass the review course in order to complete the program?  
   - Yes  
   - No

4. Are students notified of the requirement prior to admission?  
   - Yes  
   - No

5. Is enrollment restricted to your program's enrolled students or graduates?  
   - Yes  
   - No

### CAREER MOBILITY

Relative to career mobility, please check all types of nursing and related programs offered by your institution.

- CNA to LVN  
- LVN to PT  
- PT to LVN  
- LVN to ADN  
- Other (Please specify):
FACULTY MEETINGS

Please indicate the following information regarding your program's faculty meetings.

1. MEETING FREQUENCY:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):

2. MEETING CONTENT: (Please specify frequency per content area):
   - Attendance:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
   - Curriculum Effectiveness:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
   - Curriculum Evaluation/Revision:
     - Theory-to-Clinical Correlation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Semester
     - Instructional Methods & Materials:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Semester
   - Instructor Performance:
     - Inter-Course Communication:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
     - Student Concerns:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
   - Student Achievement:
     - Grading:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
     - Readiness for Progression:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
   - Effectiveness of Remediation:
     - Remediation Plans:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Semester
     - Status of Followup Evaluations:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Semester
   - Criteria for Academic Probation:
     - # of Students on Probation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
     - Areas of Student Deficit:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
     - Student Progress:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify):
   - Program Evaluation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Semester
   - Clinical Facility Evaluation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Semester
   - Other (Please specify):

I HEREBY CERTIFY under penalty of perjury under the laws of the State of California that the information contained in this Annual Report is true and correct.

Program Director's Name: (Print): Debbie Amaro, RNC, MSN
Program Director's Signature:  Date: 9/30/15

DUE DATE: SEPTEMBER 25, 2015
Given the crisis in health care and nursing shortage, the Board is frequently asked by the Legislature and the Governor’s office to provide data regarding the cultural diversity of California’s workforce. For that reason, the following data is requested. Please note, that only aggregate data will be reported, individual programs will not be identified.

Please complete the table below by listing the number of students in each category for all enrolled classes starting or graduating during the reporting period July 1, 2014 through June 30, 2015.

<table>
<thead>
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<th>Class Start Date</th>
<th>Projected Graduation Date</th>
<th>African-American</th>
<th>African</th>
<th>Asian/Pacific Islander</th>
<th>Caucasian</th>
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<tr>
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<th>12. End Date</th>
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<th>16. Teacher(s)</th>
<th>17. Topic(s)/Courses</th>
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<tbody>
<tr>
<td>Linda Stubblefield BSN</td>
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<tr>
<td>Linda Stubblefield BSN, Christine Mellon MSN</td>
<td>Linda Stubblefield BSN, Christine Mellon MSN</td>
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6/25/2015
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<th>15. Clinical Hrs.</th>
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<tr>
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<td>W/Thurs Wks.</td>
<td>238.5 Days</td>
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<th>17. Topic(s)/Courses</th>
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<td>20</td>
<td>Wks.</td>
<td></td>
<td></td>
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</tr>
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</table>

<table>
<thead>
<tr>
<th>16. Teacher(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Amaro RN, MSN</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Maternity</th>
<th>17. Topic(s)/Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical/Surgical</td>
<td>Pediatrics</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Clinical Site(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kaiser SJ, Coastal Kids, Pathway Health &amp; Hospice, Ingham School, Kindergarten</td>
</tr>
</tbody>
</table>

Signature: Debra Amaro RNC, MSN | Title: Director | Date: 9/30/15

6/25/2015
<table>
<thead>
<tr>
<th>Faculty Name</th>
<th>Type of License</th>
<th>Degree</th>
<th>Tchg. Cred./ Equiv.</th>
<th>Position Code</th>
<th>FT; PT; Substitute</th>
<th>Teaches Theory and or Clinical</th>
<th>Board Approval Date</th>
<th>Employee Termination Date (If Applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debra Amaro</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>09/16/1</td>
<td></td>
</tr>
<tr>
<td>Holly Dane</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>01/04/2</td>
<td></td>
</tr>
<tr>
<td>Linda Stubblefield</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>01/21/2</td>
<td></td>
</tr>
<tr>
<td>Ian Hopkins</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>01/28/2</td>
<td></td>
</tr>
<tr>
<td>Magdalena Gutierrez</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>07/10/2</td>
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</tr>
<tr>
<td>Christine Mellon</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>03/01/2</td>
<td></td>
</tr>
<tr>
<td>Courtney Parinello</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>02/05/2</td>
<td></td>
</tr>
<tr>
<td>Mandy Lopez</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>02/05/2</td>
<td></td>
</tr>
<tr>
<td>Diane Pierce</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>04/03/2</td>
<td></td>
</tr>
<tr>
<td>Heidi Lopez</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>08/25/1</td>
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<tr>
<td>Nancy McDonald</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>03/15/2</td>
<td></td>
</tr>
<tr>
<td>Bret Barker</td>
<td>✓</td>
<td></td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>08/29/2</td>
<td></td>
</tr>
<tr>
<td>Facility Name</td>
<td>City Location</td>
<td>Date of Board Approval</td>
<td>Type of Facility</td>
<td>Clinical Use</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>---------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>--------------</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*AC = Acute Care; AS = Ambulatory Surgery; COM = Community Care; COR = Corrections; DC = Day Care; GH = Group Homes; HH = Home Health; IG = Intermediate Care; LTC = Long Term Care; OP = Outpatient; PO = Physician's Office; P = Preschool; R = Rehabilitation; SNF = Skilled Nursing Facility; STP = Specialty Treatment Programs; SS = Special Schools; TC = Transitional Care; O = Other (Please Specify)*

*PT Programs Only* - CDU = Chemical Dependency Unit; MHC = Mental Health Clinics; PH = Psychiatric Hospitals; VE = Vocational Education & Training Centers;

Fun = Fundamentals/Nursing Science; M/S = Medical/Surgical; C.Dis. = Communicable Diseases; Geront = Gerontological Nursing; Rehab = Rehabilitation Nursing;

Matern = Maternity Nursing; Ped = Pediatric Nursing; LS = Leadership & Supervision

*PT Programs Only* - MD = Mental Disorders; DD = Developmental Disabilities.
IMPORTANT INFORMATION FOR PROSPECTIVE NURSING STUDENTS

California Senate Bill 1309 was implemented in academic year 2007-2008. All students meeting the established prerequisites and selection criteria for enrollment will be required to complete an assessment/readiness test. Those students that do not meet the minimum score will be referred to appropriate remediation. Students will be allowed one year to remediate and successfully retake the assessment/readiness test. Any student not meeting the remediation requirements will be required to restart the application process as a new student.

Thank you.

D. Amaro, RNC, MSN
Interim Director, Allied Health Programs


**PROGRAM APPROVAL**

**SCHOOL/CAMPUS NAME:** Gavilan College

Check Appropriate Box(es):  ■ Community College  □ Adult School  □ R.O.P. □ Private □ Other

Official Mailing Address: 5055 Santa Teresa Blvd

Program Director: Debra Amaro, RN, BSN, MSN, Assistant Director (if Any):

Director’s Office Telephone: (408) 843-4866  Fax: (408) 848-4769  Email Address: damaro@gavilan.edu

BVNPT Approval Dates: Initial Approval:  □  Last Approval:  □  Expiration:

Bureau of Private Postsecondary Education Approval:  □ Yes  Expiration Date:  □ No  □ Exempt

Other Accreditations:  ■ Yes (Please specify):  □  Expiration Date(s):

**CLASS DATA**

1. Board-approved # of students/class:  
   - Full-Time: 25  Date: 08/2016  Part-Time: N/A  Date: N/A

2. Approved frequency of admissions:  
   - Full-Time: 1  Date: 08/2016  Part-Time: N/A  Date: N/A

3. Was an increase in class size or frequency requested during this reporting period?  □ Yes  □ No

   If yes, please provide the following information:
   - Date of Request: N/A  # Requested: N/A  Date of Approval: N/A  # Approved: N/A

4. Does the program conduct classes year round?  
   - Full-Time:  □ Yes  □ No  Part-Time:  □ Yes  □ No

5. For the period July 1, 2016 through June 30, 2017, please provide the following information per class:

   - # Applications Received:  
     1) Full-Time: 77  
     2) Part-Time: 0

   - # Students Admitted:  
     1) Full-Time: 8/29/16-5/26/17-25  
     2) Part-Time: N/A

   - # Students Completing Program Requirements:  
     1) Full-Time: 03/29/16-5/26/17-17  
     2) Part-Time: N/A

6. When did you graduate your last class? May 2017  When is the next class admission? August 2017
Please specify the nursing theory on which your program's conceptual framework is based, e.g. Orem, Henderson, Orem.

Please specify the format of classes in your curriculum. □ Block* □ Integrated* □ Other (Please specify):

*For example:
- Block Format: A Nutrition course would include only Nutrition content.
- Integrated Format: A Cardiovascular Nursing course would include integrated content related to clients with Cardiovascular deficits, including, but not limited to, Anatomy & Physiology, Nutrition, Growth & Development, Critical Thinking, Nursing Process, Patient Education, Nursing Care or Interventions, etc. Integrated content hours should be designated by parentheses.

Please provide the number of Board-approved hours/units for every content area below and the date of Board approval. Integrated content should be reflected by enclosing the hours in parentheses. Total program hours should include the sum of all theory and clinical hours. Please use an asterisk (*) to indicate prerequisite hours/units.

**CURRICULUM INFORMATION**

<table>
<thead>
<tr>
<th>Vocational Nursing Programs Only:</th>
<th>Hours/Units</th>
<th>Psychiatric Technician Programs Only:</th>
<th>Hours/Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Anatomy &amp; Physiology</td>
<td>12 (41) (84)</td>
<td>A. Anatomy &amp; Physiology</td>
<td></td>
</tr>
<tr>
<td>B. Nutrition</td>
<td>48 (3)</td>
<td>B. Nutrition</td>
<td></td>
</tr>
<tr>
<td>C. Psychology</td>
<td>48 (3)</td>
<td>C. Psychology</td>
<td></td>
</tr>
<tr>
<td>D. Normal Growth &amp; Development</td>
<td>48 (3)</td>
<td>D. Normal Growth &amp; Development</td>
<td></td>
</tr>
<tr>
<td>E. Nursing Fundamentals</td>
<td>10 (11) (48)</td>
<td>E. Nursing Process</td>
<td></td>
</tr>
<tr>
<td>F. Nursing Process</td>
<td>10 (11) (48)</td>
<td>F. Communication</td>
<td></td>
</tr>
<tr>
<td>G. Communication</td>
<td>10 (11) (48)</td>
<td>G. Nursing Science</td>
<td></td>
</tr>
<tr>
<td>H. Patient Education</td>
<td>10 (11) (48)</td>
<td>1. Nursing Fundamentals</td>
<td></td>
</tr>
<tr>
<td>J. Medical-Surgical Nursing</td>
<td>10 (11) (48)</td>
<td>3. Communicable Diseases</td>
<td></td>
</tr>
<tr>
<td>K. Communicable Diseases</td>
<td>10 (11) (48)</td>
<td>4. Gerontological Nursing</td>
<td></td>
</tr>
<tr>
<td>L. Gerontological Nursing</td>
<td>10 (11) (48)</td>
<td>H. Patient Education</td>
<td></td>
</tr>
<tr>
<td>M. Rehabilitation Nursing</td>
<td>10 (11) (48)</td>
<td>I. Pharmacology</td>
<td></td>
</tr>
<tr>
<td>N. Maternity Nursing</td>
<td>10 (11) (48)</td>
<td>J. Classifications of Developmental Disabilities</td>
<td></td>
</tr>
<tr>
<td>O. Pediatric Nursing</td>
<td>10 (11) (48)</td>
<td>K. Classifications of Mental Disorders</td>
<td></td>
</tr>
<tr>
<td>P. Leadership</td>
<td>10 (11) (48)</td>
<td>L. Leadership</td>
<td></td>
</tr>
<tr>
<td>Q. Supervision</td>
<td>10 (11) (48)</td>
<td>M. Supervision</td>
<td></td>
</tr>
<tr>
<td>R. Ethics &amp; Unethical Conduct</td>
<td>10 (11) (48)</td>
<td>N. Ethics &amp; Unethical Conduct</td>
<td></td>
</tr>
<tr>
<td>S. Critical Thinking</td>
<td>10 (11) (48)</td>
<td>O. Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>T. Culturally Congruent Care</td>
<td>10 (11) (48)</td>
<td>P. Culturally Congruent Care</td>
<td></td>
</tr>
<tr>
<td>U. End-of-Life Care</td>
<td>10 (11) (48)</td>
<td>Q. End-of-Life Care</td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL HOURS/UNITS</strong></td>
<td>(576) (44) (560)</td>
<td><strong>TOTAL HOURS/UNITS</strong></td>
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</tr>
<tr>
<td><strong>TOTAL PROGRAM HOURS/UNITS:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ADMISSION, SCREENING & SELECTION PROCESS

1. Please check all admission criteria applicable to your program:

- 12th Grade Completion or Equivalent. Is documented proof required prior to admission? □ Yes □ No
- Completion of specific admissions test? □ Yes (Please specify): HESI □ No
- Certification (check all applicable): □ HHA □ CNA □ CPR □ Other (Please specify): ____________
- Course prerequisites in addition to those listed on Page 2. (Please specify): ENGLISH COMPOSITION, INTERMEDIATE ALGEBRA
- Are applicants required to demonstrate proficiency in the following? Select all that apply.
  - Language Proficiency □ Mathematics □ Medical Terminology □ Reading Comprehension
  - Other (Please specify): __________________________

2. Please check all screening and selection criteria applicable to your program:

- Random Selection □ Interview □ Grade Point Average (Please specify): 2.5
- Screening Instrument Used:
  - Assessment Technology Institute (ATI) □ Career Program Assessment Test (CPAT)
  - Health Education Systems, Inc. (HESI) □ Kaplan
  - National League for Nursing (NLN) Pre Admission □ Test of Adult Basic Education (TABE)
  - Wonderlic □ Other (Please specify): ____________
  - Please specify minimal score required for admission: 70
  - Other (Please specify): __________________________

## TIME BASE

Please indicate type (FT=Full-Time, PT=Part-Time, D=Day, E=Evening, or WE=Weekend) and length of all classes offered.

<table>
<thead>
<tr>
<th>Type: FT</th>
<th>How is the program divided?</th>
<th>□ Quarters □ Semesters □ Modules □ Other (Please specify):</th>
<th># Weeks per Quarter/Semester/Module: 16</th>
<th>Total Length of Program: 4 Weeks/Quarters/Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is a Preceptorship included?</td>
<td>□ Yes □ No</td>
<td>Number of Hours:</td>
<td>Date of Board Approval:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type:</th>
<th>How is the program divided?</th>
<th>□ Quarters □ Semesters □ Modules □ Other (Please specify):</th>
<th># Weeks per Quarter/Semester/Module:</th>
<th>Total Length of Program: Weeks/Quarters/Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Is a Preceptorship included?</td>
<td>□ Yes □ No</td>
<td>Number of Hours:</td>
<td>Date of Board Approval:</td>
</tr>
</tbody>
</table>

**IF ADDITIONAL SPACE IS NEEDED, PLEASE PROVIDE INFORMATION ON A SEPARATE PAGE.**
## INSTRUCTIONAL METHODS

1. Does your program utilize **Distance Education/Learning** as an instructional method?  
   - Yes  
   - No

2. Does your program use self-guided learning modules?  
   - Yes  
   - No

   If yes, please specify: Assignments for virtual excursions-ATI modules

3. Does your curriculum include courses that are taught **online or via distance learning**?  
   - Yes  
   - No

   If yes:
   a. In which term/level are online or distance learning courses presented?  
      - Term I  
      - Term II  
      - Term III  
      - Term IV  
      - Other (Please specify):

   b. Which classes are presented online?  
      1) Anatomy & Physiology  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: Basic skills

      2) Nutrition  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: M/S technical skills & meds

      3) Psychology  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: L&D, FP, NSG Assessment & Technical Skills

      4) Normal Growth & Development  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: Assessment, technical skills & meds

      5) Other: (Please Specify)  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area:

4. Does your curriculum include **self-guided learning modules**?  
   - Yes  
   - No

5. Do your courses include **clinical simulation**?  
   - Yes  
   - No

   a. Is utilization specific to unit content (for example: Patient Safety)?  
      - Yes  
      - No

   b. Which courses include clinical simulation?  
      1) Fundamentals of Nursing  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: Basic skills

      2) Medical/Surgical  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: M/S technical skills & meds

      3) Obstetrical Nursing  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: L&D, FP, NSG Assessment & Technical Skills

      4) Pediatric Nursing  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area: Assessment, technical skills & meds

   (Psychiatric Technician Programs Only)

      1) Mental Disorders  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area:

      2) Developmental Disabilities  
         - Yes  
         - No
         - # Theory Hrs:  
         - # Clinical Hrs:  
         - # Simulation Hrs:  
         - Content Area:

   c. Do instructors hold current certification in clinical simulation?  
      - Yes  
      - No

   d. Is specialized equipment used?  
      - Yes  
      - No

   Please Specify:
**EVALUATION OF INSTRUCTIONAL EFFECTIVENESS**

1. What criteria do you use to evaluate the effectiveness of your instructional program?
   
   Please specify: Student learning outcomes, program learning outcomes, and faculty meetings

2. How frequently do you evaluate your curriculum?
   
   - Quarterly
   - Annually
   - Change in Test Plan
   - Change in Texts
   - Other (Please Specify):

3. How frequently do you evaluate your instructional methodologies?
   
   - Quarterly
   - Annually
   - Change in Test Plan
   - Change in Texts
   - Other (Please Specify):

4. How frequently do you evaluate your clinical facilities and rotations?
   
   - Quarterly
   - Annually
   - Change in Test Plan
   - Change in Texts
   - Other (Please Specify):

5. How frequently do you evaluate the correlation of clinical rotations to presented theory content?
   
   - Quarterly
   - Annually
   - Change in Test Plan
   - Change in Texts
   - Other (Please Specify):

6. How frequently do you evaluate the effectiveness of faculty in teaching assigned curricular content?
   
   - Monthly
   - Quarterly
   - Annually
   - Biannually
   - Other (Please Specify):

7. How frequently do you evaluate the performance of program graduates on licensure examinations?
   
   - Monthly
   - Quarterly
   - Annually
   - Biannually
   - Other (Please Specify):

8. How frequently do you revise your curriculum?
   
   - Quarterly
   - Annually
   - Change in Test Plan
   - Change in Texts
   - Other (Please Specify):

**ASSESSMENT TESTS**

1. Does the program require students' completion of assessment tests?
   
   - Yes
   - No

   - If yes, please indicate the assessment instrument utilized. (Check all that apply)
     - Assessment Technology Institute (ATI)
     - Health Education Systems, Inc. (HESI)
     - National League for Nursing (NLN)
     - Other (Please Specify):

   - How many times are students allowed to test?
     - Once
     - Twice
     - Unlimited
     - Other:

   *PLEASE ATTACH A COPY OF THE INSTRUMENT USED, UNLESS RESTRICTED BY COPYRIGHT.*

2. Prior to program completion, are students required to complete: (Check all that apply)
   
   - Comprehensive Examination
   - Predictor Examination
   - Other Please Specify: HESI

   - Is the exam utilized to:
     - Evaluate students' level of achievement after completing your curriculum?
     - Evaluate students' readiness to complete the licensure examination?

   - When is the exam administered?
     - Specialty/Level
     - Completion of Term
     - After Course Completion

   - Is a minimum passing score required for program completion?

   If yes, what is the required passing score?

   *PLEASE ATTACH A COPY OF STUDENTS' NOTIFICATION.*

3. Do you utilize students' assessment scores to determine curricular modifications?
   
   - Yes
   - No
### EXAMINATION REVIEW COURSES

1. Does the program offer review courses?  □ Yes  □ No

   If yes, check all that apply:  □ NCLEX/PN®  □ CAPTLE  □ Other (Please specify): _______________________

2. What is the length of the review course?  □ 3 Days - 1 Wk.  □ 2 Wks. - 3 Wks.  □ Other (Please specify): _______________________

3. Are students required to pass the review course in order to complete the program?  □ Yes  □ No

4. Are students notified of the requirement prior to admission?  □ Yes  □ No

5. Is enrollment restricted to your program’s enrolled students or graduates?  □ Yes  □ No

### CAREER MOBILITY

Relative to career mobility, please check all types of nursing and related programs offered by your institution.

□ CNA to LVN  □ LVN to PT  □ PT to LVN  □ LVN to ADN  □ Other (Please specify): _______________________

### FACULTY MEETINGS

Please indicate the following information regarding your program’s faculty meetings.

1. MEETING FREQUENCY:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________

2. MEETING CONTENT: (Please specify frequency per content area):

   ♦ Attendance:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________

   ♦ Curriculum Effectiveness:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________

   ♦ Curriculum Evaluation/Revision:
      - Theory-to-Clinical Correlation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Per semester
      - Instructional Methods & Materials:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Per semester

   ♦ Instructor Performance:
      - Faculty - Faculty Communication:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________
      - Student Concerns:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________

   ♦ Student Achievement:
      - Grading:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Per semester
      - Readiness for Progression:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Per semester

   ♦ Effectiveness of Remediation:
      - Remediation Plans:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Per event/student
      - Status of Followup Evaluations:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Per event/student

   ♦ Criteria for Academic Probation:
      - # of Students on Probation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________
      - Areas of Student Deficit:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________
      - Student Progress:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): _______________________

   ♦ Program Evaluation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Yearly

   ♦ Clinical Facility Evaluation:  □ Weekly  □ Monthly  □ Quarterly  □ Other (Please specify): Yearly

   ♦ Other (Please specify): _______________________

Given the crisis in health care and nursing shortage, the Board is frequently asked by the Legislature and the Governor's office to provide data regarding the cultural diversity of California's workforce. For that reason, the following data is requested. Please note, that only aggregate data will be reported, individual programs will not be identified.

Please complete the table below by listing the number of students in each category for all enrolled classes starting or graduating during the reporting period July 1, 2016 through June 30, 2017.

<table>
<thead>
<tr>
<th>Class Start Date</th>
<th>Projected Graduation Date</th>
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I HEREBY CERTIFY under penalty of perjury under the laws of the State of California that the information contained in this Annual Report is true and correct.

Program Director's Name: (Print): DEBRA AMARO RN BSN MSN

Program Director's Signature: DEBRA AMARO RN BSN MSN

Date: 9/14/2017

RETURN COMPLETED FORM TO YOUR ASSIGNED NEC NO LATER THAN SEPTEMBER 30, 2017
Attachment A: Faculty Information

Complete Attachment A & B on the Web Link Below This Document

Attachment A should reflect all Board-approved faculty for your program. Please mark through the names of faculty who no longer teach for your program or who vacated the position within the period of this report. The legend for Attachment B is as follows:

** Degree:
A = Associate Degree; B = Bachelors Degree; M = Masters Degree; D = Doctoral Degree

*** Position Codes:
D = Director; AD = Asst. Director; I = Instructor or Substitute (nursing); AF = Additional Faculty; TA = Teacher Assistant

**** Work Schedule:
FT = Full-Time  PT = Part-Time  S = Substitute

Attachment B: Clinical Facility Information

Attachment B should reflect all Board-approved clinical facilities in which you have indicated that your program's students received clinical experience during the last 24 months. Facilities not utilized within that period will be deleted from your program's list of approved clinical facilities. Future use will necessitate the completion of a new Clinical Facility Approval Application. Please mark through any names of facilities you stopped using during this reporting period. The legend for Attachment C is as follows:

* Non-Use:
Please place a check in this column if the designated facility was not utilized for clinical experience during the last 24 months.

** Facility Codes:
AC = Acute Care; AS = Ambulatory Surgery; COM = Community Care; COR = Corrections; DC = Day Care; GH = Group Homes; HH = Home Health; IC = Intermediate Care; SC = Sub Acute Care; LTC = Long Term Care; OP = Outpatient; PO = Physician's Office; P = Preschool; PH = Public Health; R = Rehabilitation; SNF = Skilled Nursing Facility; STP = Specialty Treatment Programs; SS = Special Schools; TC = Transitional Care; O = Other (Please specify).

PT Programs Only - CDU = Chemical Dependency Unit; MHC = Mental Health Clinics; PHOSP = Psychiatric Hospitals; VE = Vocational Education & Training Centers

*** Clinical Use Codes:
Fun = Fundamentals/Nursing Science; M/S = Medical/Surgical; C Dis = Communicable Diseases; GERON = Gerontological Nursing; REHAB = Rehabilitation Nursing; MATERN = Maternity Nursing; PED = Pediatric Nursing; L/S = Leadership & Supervision.

PT Programs Only - MD = Mental Disorders; DD = Developmental Disabilities
<table>
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<th>Degree</th>
<th>Tchg. Cred./ Equiv.</th>
<th>Position Code</th>
<th>FT; PT; Substitute</th>
<th>Teaches Theory and or Clinical</th>
<th>Board Approval Date</th>
<th>Employee Termination Date (if Applicable)</th>
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<td>Ian Hopkins</td>
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**Legend:**

- **AC** = Acute Care; **AS** = Ambulatory Surgery; **COM** = Community Care; **COR** = Corrections; **DC** = Day Care; **GH** = Group Homes; **HH** = Home Health; **IC** = Intermediate Care; **LTC** = Long Term Care; **OP** = Outpatient; **PO** = Physician's Office; **P** = Preschool; **R** = Rehabilitation; **SNF** = Skilled Nursing Facility; **STP** = Specialty Treatment Programs; **SS** = Special Schools; **TC** = Transitional Care; **O** = Other (Please Specify)

**PT Programs Only:**

- **CDU** = Chemical Dependency Unit; **MHC** = Mental Health Clinics; **PH** = Psychiatric Hospitals; **VE** = Vocational Education & Training Centers;

- **Fun** = Fundamentals/Nursing Science; **M/S** = Medical/Surgical; **C.Dls.** = Communicable Diseases; **Geron** = Gerontological Nursing; **Rehab** = Rehabilitation Nursing; **Matern** = Maternity Nursing; **Ped** = Pediatric Nursing; **L/S** = Leadership & Supervision

**PT Programs Only:**

- **MD** = Mental Disorders; **DD** = Developmental Disabilities.
October 10, 2017

Debra Amaro, Director
Vocational Nursing Program
Gavilan College
5055 Santa Teresa Blvd.
Gilroy, CA 95020

SUBJECT: Vocational Nursing Program – Notice of Violations

Dear Ms. Amaro:

On October 4 and 5, 2017, a representative of the Board of Vocational Nursing and Psychiatric technicians (Board) made an announced site visit to Gavilan College, Vocational Nursing Program. During the two-day program inspection, the representative assessed the physical resources for the program, inspected records of currently enrolled students, and facilitated discussions with the program director, faculty, students and the Dean of Career Technical Education.

The following are the violations identified during the program inspection. Required corrective actions are listed with each 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 regulation in Chapter 1, Article 5 (commencing with Section 2525 et seq.)."

Violation #1: Based upon observation, analysis of program documents, and interviews with students, faculty, and director, the approved program director has failed to actively administer the vocational nursing program, evidenced by:
1. Changing the Board-approved curriculum without Board notification or approval.
2. Failing to provide the Board with requested information regarding the program's current hours for each course taught in the program.
3. Failing to provide faculty access to the program Board approved instructional plan.
4. Lacking knowledge regarding the number of students actively attending the program and the program's Board-approved policies.
5. Failure to obtain Board approval for clinical facilities prior to student placement at clinical site.
6. Failed to evaluate student performance as evidenced by her failure to:
   a. Ensure evaluation of students to determine deficiencies in nursing theory knowledge.
   b. Establish a remediation plan to correct identified deficiencies.
   c. Develop a plan for reassessment of student performance.
   d. Implement a plan of evaluation and reassessment of student progress.

   Required Action: Develop and submit to the Board an action plan with timeline for correction that demonstrates steps that will be taken to ensure active administration of the program by the approved director.

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

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

   Violation #2: The director failed to provide the Board representative with a copy of the Board-approved instructional plan. Interviews conducted with the program director and current faculty confirmed the program is not using the Board-approved instructional plan. The program uses a syllabus developed by the college staff and faculty for student and faculty use for each course.

   Required Actions:

   1. Develop, submit and obtain Board approval of an Instructional Plan for the vocational nursing program,
   2. Submit a plan with timeline to orient each current faculty member to the instructional plan,
   3. Submit a plan and timeline to orient all newly hired faculty members to the instructional plan,
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."

Violation #3: The school failed to provide evidence of remediation or tutoring of students currently enrolled in the program. Evaluation of student files identified currently enrolled students with mid-term and final course grades lower than the program policy of 75%. No evidence of tutoring or remediation was identified for students failing or struggling with didactic learning.

Required Actions:

1. Provide proof of current academic status for each enrolled student.
2. Provide evidence of student evaluation and remediation as needed.

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..."

Violation #4: The program failed to provide 54 hours of pharmacology hours. On September 11, 2017, the program submitted the required Annual Report. The report identified the program’s pharmacology theory hours as 11, with 10 hours integrated within the program. During interviews with the director and staff it was identified that the program only integrates the pharmacology hours through the program. The director or instructors were unable to specify the number of hours the pharmacology content is being taught.

According to Board records the most recent Board-approved curriculum was approved in 2005. That curriculum contained a pharmacology course consisting of 54 hours. The program submitted the 2014-2015 Annual Report documenting 54 hours of Pharmacology. The submitted 2016-2017 Annual Report documents the pharmacology course as 11 hours with 10 integrated hours.
Required Action:

1. Submit to the Board documentation identifying the number of hours in the Pharmacology course that is currently being taught.
2. Revise the current curriculum to include the required 54 hours of pharmacology content and submit to the Board for approval.
3. Develop a plan for all current students to meet the required 54 hours of pharmacology content and provide evidence of completion.

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. Proposed curricular changes must be submitted to the Board in final form by the fifteenth day of the second month preceding the month of the Board meeting at which the changes will be considered. Revisions should include:

(1) Explanation of changes;
(2) Rationale for proposed revision;
(3) Description of revised curriculum materials; and
(4) Changes to behavioral objectives, if applicable.

Violation #5: The program failed to submit a request for a curriculum change. According to interviews with the director and the Dean of Career Technical Education, the program made several changes to the curriculum over the last four (4) years.

According to the directors of the Gavilan College VN program and RN program, the college was attempting to develop a three-year Associate Degree Nursing Program by providing curriculum in the two-year VN program that would lead directly into the third and final year of RN content. The college was relying on Board of Registered Nursing (BRN) curriculum regulations and did not follow VN Regulations.

The program director was unable to produce a current program instructional plan for the VN program. The RN program does have an instructional plan.
Required Action:

1. Develop and submit for Board approval a curriculum for the Vocational nursing program that contains a minimum of 576 theory hours which includes 54 hours of hours in pharmacology, and a minimum of 954 clinical hours.
2. Develop and submit a timeline for implementation and evaluation of the approved curriculum.

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

"Schools shall apply on a form provided by the Board for approval of each clinical facility."

Violation #6: The program failed to obtain approval for the Kaiser San Jose clinical site. The site is the only currently-used maternity nursing clinical site and is also used for medical surgical clinical experience.

Required Action:

Develop and submit a plan to prevent the reoccurrence of the violation.

Be advised that the continuation of such violations jeopardizes your program's continued approval. Please submit a response to the required actions no later than **Friday October 27, 2017**. Completion of a new instructional plan must be submitted no later than **November 10, 2017**.

Should further information be needed, please feel free to contact me at (916) 263-7839.

Sincerely,

Jessica Gomez MSN, RN
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians