

**REPORT OF SURVEY VISIT
 CONCORDE CAREER INSTITUTE
 VOCATIONAL NURSING EDUCATION PROGRAM**

SUMMARY OF REQUEST:

Consider the report for the October 25, 2005 survey visit to Concorde Career Institute Vocational Nursing Program and the commendations, recommendations and requirements to be met based on the findings from the visit (Attachment #1).

HISTORICAL PERSPECTIVE

Year	Approval Status	Enrollment	NCLEX-PN® Pass Rate	Number of First-Time Candidates (Passed/Total)
2005	Full	307	Unofficial pass rate on 12/29/05 is 88.69%; 168 tested and 149 passed; 12/31/05 will be the end of the final quarter.	___/175
2004	Full	169	88%	144/164
2003	Full	96	89 %	72/81

- Concorde Career Institute is located on the second floor in a modern building. The nursing program and other health related technical programs, such as a surgical technician program are housed on this floor.
- The last survey visit to the program was conducted in October 2003. At that time the program existed as Extended Health Education. Since that time and prior to the merger of the two nursing boards, the program was purchased by Concorde Career Institute (CCI).
- The current director was appointed in June 2004.
- The nursing program director attends an annual nursing program director meeting of the 7 corporate owned nursing programs.
 - Decisions regarding curriculum, textbook adoption and policies and procedures are jointly decided at this meeting for implementation in each program, apparently for the purpose of ensuring consistency among these programs across the nation.
 - These decisions must be approved at the corporate level.
- After CCI purchased the program, the student enrollment has more than tripled and admission times have increased from 3 to 6 times per year.
 - These numbers include approval for the program to implement an evening program and a weekend program.
 - The program director stated that it was her decision to increase the enrollment.

PROS:

- The program has been very successful in securing qualified faculty to meet the rapid growth in student enrollment.
- The program currently has 26 full-time faculty and 11 part-time faculty. Sixteen of these faculty

have been hired since May 2005. All expressed satisfaction with the orientation process and faculty mentoring.

- An assistant director position has been filled with a well-experienced faculty to assist the director due to the rapid growth of the program.
- Faculty teaching in the weekend program and the evening programs are in communication with faculty in the day program, however there is no formalized plan to assure that communication occurs in a timely manner to ensure consistency among the classes. The new assistant director maintains oversight of the evening programs.
- The controlling agency has developed excellent guides for instruction, such as how to conduct a test review and how to manage student complaints regarding grade disputes, etc.
- Students were complimentary of faculty and the program in general.
- The program has a well-developed remediation process for students who are not progressing as expected.
- During the survey visit summary meeting, the executive campus director stated that plans were being formulated to increase the number of computers that would be available for student access (discussed below in more detail).

CONS:

- The program director and faculty have limited autonomy regarding decisions that affect the program. This information was obtained during conversation with the program director, executive director and faculty.
- Decisions regarding textbook selection, curriculum development, and policies are made at a corporate-sponsored annual meeting of nursing program directors. A program director who has an opinion that varies from the group's decision is required/allowed to make a special request to the corporate office to determine the feasibility of allowing any variation from the group decision.
 - This process provides an impediment for faculty having sufficient voice in decisions impacting the program.
 - The corporate director of nurses was present during the survey visit and explained that her role was to serve as an "intermediary" for program directors desiring to go outside the corporate-approved decisions
 - The program was allowed to implement DELC which is specific to Texas and the program received BNE approval to convert from clock to credit hours.
 - Additionally, the program received BNE approval to start an evening program.
 - It was not made clear if these two latter changes were decisions originating with the nursing faculty, or if the changes were directed from the corporate office.
- One set of faculty minutes reflected that the executive campus director, who was the previous director of the program, made a unilateral decision related to a scheduling issue. No rationale for the decision was documented, again raising the question of how much autonomy the current program director might have.
- The program's operating budget is generous, however, the program director is required to submit a request for approval prior to allocating any funds. Although this is not entirely unusual, it was difficult to determine what freedom was granted the program director and the time limitations for receiving approval for spending.
- The graduate services personnel is responsible for sending surveys to employers of graduates to determine the effectiveness of the program. The program director stated that the collated data is not returned in a timely manner, nor does it capture data that would be pertinent to the nursing program. There are future plans to correct this problem.
- During the meeting with administration, the program director stated that she has not been responsible for evaluating faculty and that the results is frequently not received until several months later, which delayed working with faculty to correct identified instructional problems. The executive campus director stated that this would now become a function of the program director.
- Faculty offices consist of lines of open carousel-type spaces which are approximately 3- 4 feet wide with no partitions between adjacent faculty stalls. These spaces are located in an open commons area, or room, occupied by faculty from other disciplines. These stalls do contain a small overhead file drawer that can be locked.
- Four computers located in the commons area are shared by all CCI faculty and are not always

- available when needed. Additionally, nursing faculty must place confidential information, such as exams, on these computers. The security of these files is questionable.
- Two telephones are located by the computers. Incoming calls for faculty and staff are announced over an intercom. Any discussion between faculty and a student caller can be easily overheard by anyone working at the computers.
 - A student survey reflected that 43% of the students viewed the classrooms as being too crowded, that the campus lab was not always accessible to students and learning materials could be improved.
 - Students and faculty stated that the computers located in the library are not always available for students who are assigned 8 hours of make-up work for missed clinical experiences. However, administration stated that plans were currently in process to purchase computers at desks in at least one classroom.
 - Faculty minutes reflected activities of the program, however, decisions and actions taken were not substantiated with rationale, or data.
 - The program has no standing committees, however, faculty minutes did reflect that an ad hoc committee was assigned a task.
 - Filing cabinets containing old exams and student drop files are located in the commons area, are not locked and are accessible to those outside the nursing program.
 - The program director and faculty stated that secretarial assistance was minimal, but administration has now budgeted for sufficient secretarial assistance.
 - The program director stated that technical support is available, however, it is not clear if support is adequate. During the visit to the classroom, the power point presentation was interrupted due to a technical problem, but no technical assistance was sought. The faculty had provided copies of slides for students, therefore instruction was not detained.
 - A visit to the library area revealed that teaching/learning materials are outdated and the library staff and program director could only identify two nursing software programs.
 - Students and faculty voiced a request for additional restrooms and a quiet area for study; the classroom that was visited was very crowded.

Board staff were informed by the corporate director of nurses that the findings would be disputed at the Board meeting. (See Attachment 2 - Copy of e-mail correspondence from the program director, dated November 21, 2005.)

STAFF RECOMMENDATION:

Move to accept the survey visit report to Concorde Career Institute Vocational Nursing Program and issue commendations, recommendations and requirements as referenced in the attached letter (Attachment 3).

**BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS
SURVEY VISIT REPORT
(VN Education Programs)**

NAME OF NURSING PROGRAM: Concorde Career Institute Vocational Nursing Program

DEAN OR DIRECTOR: Anna Dye, MSN, RN

DATE APPOINTED: June 01, 2004

REASON FOR SURVEY: Scheduled six-year survey visit

DATES OF SURVEY: October 25, 2005

SURVEY VISITOR(S): Virginia Holmes, MSN, RN
Betty Sims, MSN, RN

VOLUNTARY ACCREDITATION: NA

NLNAC: YES ___ NO ___ PERIOD OF ACCREDITATION: NA

TYPE OF BNE APPROVAL
(Initial, **Full**, Warning, etc.)

DATE OF MOST RECENT VISIT: ___ 10/00 _____

Other: NAME OF ACCREDITATION AGENCY: ABHES, TWC

STANDARD/CRITERIA	EVIDENCE	COMMENTS
§ 214.4 Approval		Commendations: 1. CCI provides excellent in-service/workshops for faculty. 2. Students were very complimentary of the program.
(c)(2)(A) Eighty percent (80%) of first-time candidates who complete the program of study are required to achieve a passing score on the NCLEX-PN examination.		The 2004 NCLEX-PN ® pass rate was 88% with 164 graduates testing. On 12/29/05, 168 had tested and 149 had passed = 88.69% pass rate.
§ 214.5 Philosophy/Mission and Objectives/Outcomes		
(a) The philosophy/mission and objectives/outcomes of the vocational nursing education program shall be consistent with the philosophy/mission of the controlling agency. They shall reflect		Met

the diversity of the community served and

shall be consistent with professional, educational, and ethical standards of nursing.		
(b) Program objectives/outcomes derived from the philosophy/mission shall reflect the <i>Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate Degree (Dip/ADN), Baccalaureate (BSN), September 2002.</i>		Met
(c) Clinical objectives/outcomes shall be stated in behavioral terms and shall serve as a mechanism for evaluating student progression.		Met
(d) The conceptual framework shall provide the organization of major concepts from the philosophy/mission of the program that provides the underlying structure or theme of the curriculum and facilitates the achievement of program objectives/outcomes.		Met
(e) The faculty shall periodically review the philosophy/mission and objectives/outcomes and shall make appropriate revisions to maintain currency.		Met
§ 214.6 Administration and Organization		
(a) The controlling agency shall be licensed or accredited by a Board-recognized agency. (b) There shall be an organizational chart indicating lines of authority between the vocational nursing education program and the controlling agency.	The organizational chart defines the lines of communication between the program director and administration.	Met
(c) The program shall have comparable status with other educational units within the institution (controlling agency).		Met
(d) The controlling agency shall: (1) be responsible for satisfactory operation of the vocational nursing program; (2) meet rules and regulations as stated in this chapter; (3) provide the number of faculty necessary to meet minimum standards set by the Board and to insure a sound educational program; (4) provide for suitable classroom and clinical facilities; (5) provide secretarial assistance;	Currently, secretarial assistance is minimal, however, administration stated that the	Met <u>Recommendation 1:</u> Administration is encouraged to complete plans to provide

<p>(6) provide sufficient funds for operation and maintenance of the program to meet requirements set by the Board; and</p> <p>(7) select and appoint a qualified registered nurse director or coordinator for the program who meets the requirements of the Board. The director shall:</p> <p>(A) hold a current license or privilege to practice as a registered nurse in the state of Texas;</p> <p>(B) have been actively employed in nursing for the past five years, preferably in supervision or teaching. If the director has not been actively employed in nursing for the past five years, the director's advanced preparation in nursing, nursing education, and nursing administration and prior relevant nursing employment may be taken into consideration by the Board staff in evaluating qualifications for the position;</p> <p>(C) have a degree or equivalent experience that will demonstrate competency and advanced preparation in nursing, education, and administration; and</p> <p>(D) have had five years of varied nursing experience since graduation from a professional nursing education program.</p>	<p>budget was set to provide adequate secretarial assistance.</p>	<p>sufficient secretarial assistance to meet the needs of the program.</p>
<p>(e) When the director or coordinator of the program changes, the director or coordinator shall submit to the Board office written notification of the change indicating the final date of employment. The controlling agency shall ensure that:</p> <p>(1) a new director or coordinator qualification form is submitted to the Board office for approval prior to being hired at an existing program or a new program;</p> <p>(2) the director may have responsibilities other than the program provided that an assistant program coordinator/lead instructor is designated to assist with the program management;</p> <p>(3) a director with responsibilities other than the program shall not have major teaching responsibilities; and</p> <p>(4) written job descriptions exist which clearly delineate responsibilities of the director, coordinator and lead instructor, as appropriate.</p>	<p>An experienced faculty member has recently been named Assistant Director to assist with the additional responsibilities associated with the rapid growth in the program, to include oversight of the weekend clinical and evening program.</p> <p>See Requirement 5 below.</p>	<p>NA</p> <p>Met</p>
<p>(f) In a fully approved vocational nursing education program, if the individual to be appointed as director or coordinator does not meet the requirements for director or coordinator as specified in subsection</p>		<p>Met</p>

<p>(d)(7) of this section, the administration is permitted to petition for a waiver of the Board's requirements, according to Board guidelines, prior to the appointment of said individual.</p>		
<p>(g) A newly appointed director or coordinator of a vocational nursing education program shall attend the next scheduled orientation provided by the board staff.</p>		<p>Met</p>
<p>(h) The director or coordinator shall have the authority to direct the program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, and dismissal of students. Additional responsibilities include but are not limited to:</p> <p>(1) providing evidence of faculty expertise and knowledge to teach curriculum content;</p> <p>(2) acting as agent of the Board and issuing temporary permits to eligible graduates, upon completion of the program;</p> <p>(3) verifying student's completion of program requirements on the Affidavit of Graduation; and</p> <p>(4) completing and submitting the Annual Report to the Board office by the required date.</p>	<p>The program director and faculty have limited autonomy regarding decisions that affect the program.</p> <ul style="list-style-type: none"> • One set of faculty minutes reflected that the executive campus director, who was the previous director of the program, made a class scheduling decision without evidence of input from the director or faculty. • Decisions regarding textbooks, curriculum, and admission policies are made at a corporate-sponsored annual meeting of CCI nursing program directors. • Any program director who has an opinion that varies from the group's decision is required to make a special request to the corporate office to determine the feasibility of allowing any variation from the group's decision. • The national director of nurses from the corporate office stated that she acts as an intermediary for nursing programs. • Additionally, the program director has not been given authority to evaluate faculty and findings have not been shared for months, resulting in delayed remediation when needed. Prior to the visit, the program director did evaluate one faculty member and administration stated that this practice would now continue. • The budget for the program is generous, however, the director is required to submit a request for approval prior to spending. 	<p>Requirement 1:</p> <ul style="list-style-type: none"> • The governing institution shall ensure that the program director has authority to direct the program in textbook selection, curriculum development, development of policies and procedures specific to the program of study, budgetary spending, faculty evaluation and all other pertinent aspects of the program. • A job description describing adherence to the rule is to be submitted to the board office by March 1, 2006.
<p>§ 214.7 Faculty Qualifications and Faculty Organization</p>		
<p>(a) There shall be written personnel policies for nursing faculty that are in keeping with accepted educational</p>	<p>Written policies related to interrater-reliability and test development have not been</p>	<p>Recommendation 2: Faculty are encouraged to develop written policies that will guide</p>

<p>standards and are consistent with the policies of the controlling agency. Faculty policies shall include, but not be limited to: qualifications, responsibilities, performance evaluation criteria, and terms of employment.</p> <p>(1) Policies concerning workload for faculty and the director or coordinator shall be in writing.</p> <p>(2) There shall be written plans for faculty orientation, development and evaluation.</p> <p>(3) There shall be orientation of new faculty members at the onset of employment.</p> <p>(4) A variety of means shall be used to evaluate faculty performance such as self, student, peer and administrative evaluation.</p>	<p>formalized, although faculty were conversant on the subjects.</p>	<p>the faculty in completing responsibilities related to the program of study.</p>
<p>(b) Minimum Teaching Personnel - there shall be a minimum of one full-time nursing instructor for the program A director/coordinator without major teaching or clinical responsibilities shall not be considered a full-time instructor. Use of part-time instructors is permissible.</p>	<ul style="list-style-type: none"> • The 2004 Annual Report reflected 24 full-time teaching faculty and no part-time faculty. • Due to the increase in student admissions, the program has been very fortunate to increase the number of qualified faculty to 26 full-time faculty and 11 part-time faculty. 	<p>Met</p>
<p>(c) Faculty Qualifications and Responsibilities.</p> <p>(1) Documentation of faculty qualifications shall be included in the official files of the program. Each faculty member shall:</p> <p>(A) hold a current license or privilege to practice nursing in the State of Texas;</p> <p>(B) have been actively employed in nursing for the past three years. If the instructor has not been actively employed in nursing for the past three years, the instructor's advanced preparation in nursing, nursing education, and nursing administration, and prior relevant nursing employment may be taken into consideration in evaluating qualifications for the position; and</p> <p>(C) have had three years varied nursing experiences since graduation.</p>		<p>Met</p>
<p>(2) In fully approved programs, if an individual to be appointed as faculty member does not meet the requirements for faculty as specified in subsection (c) of this section, the director or coordinator is permitted to petition for a waiver of the Board's requirements, according to Board guidelines, prior to the appointment of said individual.</p>		<p>NA</p>

<p>(3) Faculty shall be responsible for: (A) supervision of students in clinical learning experiences; (B) all initial nursing procedures in the clinical area and ascertain that the student is competent before allowing the student to perform an actual nursing procedure independently; (C) developing, implementing, and evaluating curriculum; and (D) participating in the development of standards for admission, progression, probation, dismissal of students, and participation in academic guidance and counseling.</p>	<p>According to the program director, the corporate office directs decisions regarding curriculum development, admission requirements, and other factors related to all programs, including the VN program.</p> <ul style="list-style-type: none"> • An example of this oversight was documented in the program's Total Program Evaluation Plan, which reflected that a "visual" framework (conceptual framework) was <i>developed</i> and approved by the parent organization and the CCI nursing faculty in 9/05. • The degree of input allowed faculty is questionable, particularly since the conceptual framework should evolve from the faculty's belief in nursing, as well as address the particular needs of the community served. 	<p><u>Requirement 2</u>: The program director shall ensure that faculty will have a voice in decisions related to development of curriculum, student and faculty policies and other relevant aspects of the program of study.</p>
<p>(4) Non-nursing faculty are exempt from meeting the faculty qualifications as long as the teaching assignments are not nursing didactic or clinical courses.</p>		<p>NA</p>
<p>(5) Clinical preceptors shall be responsible for providing clinical instruction and/or supervision when a program faculty member is unavailable in clinical sites. The clinical preceptor shall meet the requirements of Rule 214.10(k)(1).</p>		<p>Met</p>
<p>(6) Substitute faculty may be employed to meet emergent program needs. Substitute faculty beyond ten consecutive working days and/or on an interim basis shall meet qualifications as specified in Rule 214.7(c)(1).</p>		<p>NA</p>
<p>(7) Part-time faculty may participate in all aspects of the program. Clear lines of communication of program policies, objectives and evaluative criteria shall be included in policies for part-time faculty.</p>		<p>Met</p>
<p>(8) Military faculty - Federal laws and regulations regarding licensure of military nursing personnel shall apply to Texas based military faculty members functioning within vocational nursing programs.</p>		<p>NA</p>
<p>(d) The faculty shall meet regularly and</p>	<p>Faculty meet regularly to discuss</p>	<p><u>Requirement 3</u>: The program</p>

<p>function in such a manner that all members participate in planning, implementing and evaluating the nursing program. Such participation includes, but is not limited to the initiation and/or change in program policies, personnel policies, curriculum, utilization of affiliating agencies, and program evaluation. Minutes of faculty organization and meetings shall document the reasons for actions and the decisions of the faculty and shall be available for reference.</p>	<p>program issues, as reflected in organization minutes. Although the minutes provide a synopsis of program activities, the supporting data and rationale for decisions are not provided.</p> <ul style="list-style-type: none"> • The program is running 6 separate classes: <ul style="list-style-type: none"> ▫ 4 day classes, with some clinicals occurring on the weekend; and ▫ two evening classes. • Communication appears to be occurring among the faculty who are teaching the different levels. • However, there is no organized plan to assure that effective communication will occur in a timely manner, or as the need arises. 	<p>director and faculty are to ensure that minutes of faculty meetings provide rationale and associated data to support decisions that impact the program of study.</p> <p><u>Recommendation 3</u> : The program director is encouraged to consider appointing a faculty “team leader” for the day and evening classes to ensure that communication and continuity of instruction occurs among the various levels.</p>
<p>§214.8 Students</p>		
<p>(a) The program shall have well defined student policies based upon statutory and Board requirements.</p>		<p>Met</p>
<p>(b) Individuals enrolled in approved vocational nursing education programs preparing students for licensure shall be provided verbal and written information regarding conditions that may disqualify graduates from licensure and of their rights to petition the Board for a Declaratory Order of Eligibility. Required eligibility information includes: (1) Texas Occupations Code §§ 301.252, 301.257, and 301.452-469; and (2) Sections §§213.27-213.30 of the Texas Administration Code (relating to Good Professional Character, Licensure of Persons with Criminal Convictions, Criteria and Procedure Regarding Intemperate Use and Lack of Fitness in Eligibility and Disciplinary Matters, and Declaratory Order of Eligibility for Licensure).</p>		<p>Met</p>
<p>(c) Admission requirements shall be stated in the student policies. Programs shall set reasonable educational requirements for admission. Applicants shall present evidence of being able to meet objectives/outcomes of the program. All students shall be pretested. Tests shall measure reading comprehension</p>		<p>Met</p>

and mathematical ability.		
(d) Reasons for dismissal shall be stated in student policies.		Met
(e) Copies of the student policies shall be furnished to all students at the beginning of the school year. The school shall maintain a signed receipt of student policies in all students' records. It is the school's responsibility to define and enforce student policies.		Met
(f) The number of students admitted to the program shall be determined by the number of qualified faculty, adequate educational facilities and resources, and the availability of appropriate clinical learning experiences for students. Programs shall not accept admissions after the third day of class.	<ul style="list-style-type: none"> • Student enrollment has increased from 96 in 2003 to 307 in 2005 and admission cycles have increased from 4 to 6 times per year. This rapid increase has outgrown the present facility. • Faculty offices consist of lines of carousel-type spaces which are approximately 3- 4 feet wide with no partitions between adjacent faculty stalls. This space is shared with other nursing faculty who teach in the evening program. Other faculty spaces are lined up directly across/behind these faculty spaces. These spaces are located in an open commons area, or room, occupied by faculty from other disciplines. These stalls do contain a small overhead file drawer that can be locked. • Four computers located in the commons area are shared by all CCI faculty and are not always available when needed. Additionally, nursing faculty must file confidential information, such as exams, on these computers. The security of these files is questionable. • Two telephones are located by these computers. Incoming calls are announced over an intercom and any discussion occurring between faculty and a student caller can easily be overheard by others who are using the computers. 	<p><u>Requirement 4:</u> The executive campus director and program director shall take measures to improve the faculty work environment, which includes:</p> <ul style="list-style-type: none"> • appropriate faculty office facilities; • designated computers that are securely located and appropriate in number to assure availability as needed; and • designated areas to accommodate faculty and student needs when private counseling is needed. <p>•Further, the program director shall not increase student enrollment until these deficiencies are met.</p>
(g) Students shall be allocated at least 18 days leave for vacation and/or holidays.		Met

All scheduled holidays are to be observed on the holidays designated by the controlling agency. Vacation time shall be scheduled at the same time or all students.		
(h) Students shall meet the requirements of Rule 214.9(e) related to Program of Study to be eligible for graduation from an approved vocational nursing education program.		Met
(i) Acceptance of transfer students and evaluation of allowable credit for advanced placement remains at the discretion of the coordinator or director of the program and the controlling agency. Upon completing the program's requirements, the individual is considered to be a graduate of the school.		Met
(j) Records of student conferences shall be kept and made available to the student involved and all faculty members. Students shall be provided written documentation of all conferences.		Met
(k) Students shall have the opportunity to evaluate faculty, courses, and learning resources and these evaluations shall be documented.		Met
§ 214.9 Program of Study		
(a) The program of study shall be: (1) a minimum of 1,398 clock hours; 558 hours for classroom instruction and 840 hours for clinical practice. Class hours shall include actual hours of classroom instruction in nursing and non-nursing Board-required courses/content. Clinical practice shall include actual hours of practice in clinical areas, clinical conferences, and/or simulated lab experiences; (2) scheduled with the placement of courses or course content throughout the entire length of the program; (3) organized by subject and content to meet the needs of the program; (4) based on the philosophy/mission and objectives/outcomes; (5) based on sound educational principles; (6) designed to prepare graduates to practice according to The Nursing Practice Act, Standards of Nursing Practice, Unprofessional Conduct Rules, and other laws and regulations which		Met

<p>pertain to various practice settings; (7) designed and implemented to prepare students to demonstrate the <i>Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate Degree (Dip/ADN), Baccalaureate (BSN), September 2002</i>; and (8) designed to teach students to use a systematic approach to clinical decision making.</p>		
<p>(b) The faculty shall be responsible for the development, implementation and evaluation of the curriculum based upon the following guidelines: (1) Framework. The philosophy/mission shall be the basis for curriculum development and shall reflect the purpose of the organization, faculty beliefs, and education concepts. Clinical learning objectives/outcomes derived from the philosophy/mission shall be representative of the Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate Degree (Dip/ADN), Baccalaureate (BSN), September 2002 for preparation of a vocational nurse graduate. Clinical and course objectives/outcomes shall be stated in behavioral terms and shall serve as the mechanism for student progression. The conceptual framework shall define the internal and external influences impacting vocational nursing education and shall identify the educational method and focus. (2) Design and Implementation. The curriculum shall be designed and implemented to prepare students to demonstrate the <i>Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate degree (Dip/ADN), Baccalaureate (BSN), September 2002</i>. The curriculum design shall allow for flexibility to incorporate current nursing education theories and the implications of current developments in health care and health care delivery to assist graduates in meeting professional, legal, and societal expectations. Educational mobility shall also be a consideration in curriculum design.</p>	<ul style="list-style-type: none"> • According to discussion with administration and the program director, the curriculum was developed at the corporate level. • Any major change in the curriculum must come from a joint decision of all of the program directors of the corporate-owned VN programs and must be approved at the corporate level. • Individual programs may implement minor revisions, an example being the inclusion of DELC at the Arlington campus. • Additionally, the program was approved to implement an evening class in 2/05 and approval to convert the program from clock hours to credit hours. 	<p><u>Requirement 5:</u></p> <ul style="list-style-type: none"> • Administration and the program director shall ensure that faculty are included and have a voice in the development, implementation and evaluation of the curriculum. • Faculty minutes shall reflect these activities. • Additionally, faculty job descriptions shall clearly delineate these responsibilities.
<p>(3) Specific Provisions. Instruction shall be provided in biological, physical, social, behavioral, and nursing sciences,</p>		<p>Met.</p>

<p>including body structure and function, microbiology, pharmacology, and nutrition; signs of emotional health; and human growth and development. Vocational adjustments and nursing skills shall also be included. Courses may be integrated or separate. The selection and organization of the learning experiences in the curriculum shall provide continuity, sequence, and integration of learning. Didactic and skills laboratory experiences shall be concurrent. Correlated didactic and clinical practice shall be provided in the following areas, but not necessarily in separate courses:</p>		
<p>(A) Nursing Care of Children. Experiences shall include care of children and meeting their needs in a variety of age groups in both the acute and non-acute care setting. Day care and clinic settings may be utilized as supplementary experience. Common health deviations, physical, psychological, and neurological handicaps, and nutritional needs shall be emphasized. Students shall have opportunities to develop understanding of normal growth and development and the influences of the family, home, church, school, and community. Student practice in caring for and understanding the needs of newborn infants shall also be included.</p>		Met
<p>(B) Maternity Nursing. Opportunities shall be provided for students to gain an understanding of the psychological and physiological aspects of pregnancy, labor, and puerperium. Assisting mothers in the care of their infants shall be emphasized. A variety of settings, including clinics, organized maternity units, and maternity cases in non-segregated units, may be utilized for provision of maternity nursing experience.</p>		Met
<p>(C) Nursing Care of the Aged. Opportunities shall be included for the care of individuals experiencing specific changes related to the aging process. Students shall develop an understanding of the physical and mental changes associated with aging and the implications of aging in planning nursing care.</p>		Met
<p>(D) Nursing Care of Adults. Opportunities shall be provided to the student through the use of various resources to care for adults who have health deviations. Resources used shall include learning</p>		Met

experiences to illustrate the individual as a member of the family, the responsibilities and functions of the community in the provision of nursing care, and the types of agencies where nursing is practiced. Preventive, therapeutic, and rehabilitative aspects shall be provided. Experiences shall also include the physical, psychological, and spiritual components of health and disease. Experience shall include, but not be limited to, the acute care settings.		
(E) Nursing Care of Individuals With Mental Health Problems. Learning opportunities shall include an understanding of personality development, human needs, common mental mechanisms, and factors influencing mental health and mental illness. Common mental disorders and related therapy shall be included. Clinical experience in a unit or facility specifically designed for psychiatric care is optional.		Met
(c) Classroom instruction shall include organized student/faculty interactive learning activities, formal lecture, audiovisual presentations, and simulated laboratory instruction.		Met
(d) The curriculum plan, including course outlines, shall be kept current and available to faculty and Board representatives.		Met
(e) A system of grading shall be in place which does not allow grades of less than a "C" on any subject area required for licensure eligibility listed in this chapter.		Met
(f) Major revisions to the curriculum must be submitted to the Board office following Board guidelines for review and approval prior to implementation. Major revisions include: (1) changes in philosophy/mission; (2) revisions in program hours; and (3) addition/reduction of courses in the program of study.		NA
(g) All programs implementing a curriculum change shall provide an evaluation of the outcomes of these changes and submit them with the Annual Report through the first graduating class.	The program implemented a minor curriculum change in Spring 2005 and received approval to begin an evening program.	
(h) There shall be provision for continuous development, implementation, and evaluation of the curriculum.		Met

(i) Programs may allow individuals to challenge the vocational nursing education curriculum, and shall develop and define such policies to meet theory and practice requirements for challenging credit.		Met
(j) Adaptation to the calendar in the college catalog is permissible.		NA
(k) Programs shall apprise the Board office of any program changes.		Met
§ 214.10 Management of Clinical Learning Experiences and Resources		
(a) Faculty shall be responsible for student clinical practice evaluations. Clinical practice evaluations shall be correlated with level and/or course objectives including formative and summative evaluation. Students shall receive a minimum of three clinical evaluations during the program.		Met
(b) Clinical practice shall include actual hours of practice in clinical areas, clinical conferences, and/or simulated lab experiences.		Met
(c) Clinical experiences shall include the administration of medications, health promotion and preventive aspects, nursing care of persons throughout the life span with acute and chronic illnesses, and rehabilitative care. Students shall participate in instructor supervised patient teaching. Students shall also be provided opportunities for participation in clinical conferences. The focus of clinical conferences shall be student experiences in the clinical setting. Simulated laboratory experiences may also be utilized as a teaching strategy in classroom and clinical settings to meet objectives.		Met
(d) Scheduling of student time and clinical rotations shall be made by the program faculty. Selected clinical learning experiences will remain unchanged unless a client's condition demands reassignment. Reassignment must be approved with prior consent of faculty.		Met
(e) The student's daily client assignment shall be made in accordance with clinical objectives/outcomes and learning needs of the students. The total number of daily assignments shall not exceed five clients.		Met

<p>(f) Consideration of selection of a clinical site shall include: (1) client census in sufficient numbers to meet the clinical objectives/outcomes of the program; and (2) evidence of collaborative arrangements in those facilities, which support multiple nursing programs.</p>		Met
<p>(g) There shall be a written affiliation agreement between the controlling agency and the affiliating agency before the affiliation begins. The agreement shall outline the responsibilities of each agency entering the agreement. The agreement shall contain a withdrawal of participation clause indicating a minimum period of time to be given for notice of such withdrawal.</p>		Met
<p>(h) Affiliation agreements are optional for those clinical experiences which are observation only.</p>		Met
<p>(i) The affiliating agency shall: (1) provide clinical facilities for student experiences; (2) provide space for conducting clinical conferences for use by the school if classrooms are located elsewhere; (3) provide assistance with clinical supervision of students, including preceptorships, by mutual agreement between the affiliating agency and controlling agency; and (4) have no authority to dismiss faculty or students. Should the affiliating agency wish to recommend dismissal of faculty or students, such recommendation(s) shall be in writing.</p>		Met
<p>(j) The faculty member shall be responsible for the supervision of students in clinical learning experiences. (1) When a faculty member is the only person officially responsible for a clinical group, then the group shall total no more than ten (10) students. Patient safety shall be a priority and may mandate lower ratios, as appropriate. The faculty member shall supervise that group in only one facility at a time, unless some portion or all of the clinical group are assigned to observational experiences in additional settings. (2) Direct faculty supervision is not required for an observational experience. Observational experiences may be used to supplement, but not replace patient</p>		Met

<p>care experiences, and must serve the purpose of student attainment of clinical objectives.</p>		
<p>(k) Faculty may use clinical preceptors to enhance clinical learning experiences and to assist faculty in the clinical supervision of students.</p> <p>(1) Faculty shall develop written criteria for the selection of clinical preceptors.</p> <p>(2) When clinical preceptors are used, written agreements between the vocational nursing education program, clinical preceptor, and the affiliating agency, when applicable, shall delineate the functions and responsibilities of the parties involved.</p> <p>(3) Faculty shall be readily available to students and clinical preceptors during clinical learning experiences.</p> <p>(4) The designated faculty member shall meet periodically with the clinical preceptors and student(s) for the purpose of monitoring and evaluating learning experiences.</p> <p>(5) Written clinical objectives, evaluation criteria, and written description of expectations shall be shared with the clinical preceptors prior to or concurrent with the experience.</p>		<p>Met</p>
<p>(l) Clinical preceptors may be used to enhance clinical learning experiences after a student has received clinical and didactic instruction in all basic areas of nursing or within a course after a student has received clinical and didactic instruction in the basic areas of nursing for that course or specific learning experience.</p> <p>(1) In courses which use clinical preceptors for a portion of clinical learning experiences, faculty shall have no more than 12 students in a clinical group.</p> <p>(2) In a course which uses clinical preceptors as the sole method of student instruction and supervision in clinical settings, faculty shall coordinate the preceptorship for no more than 24 students.</p> <p>(3) the preceptor may supervise student clinical learning experiences without the physical presence of the faculty member in the affiliating agency or clinical practice setting.</p> <p>(4) The preceptor shall be responsible for the clinical learning experiences of no more than two students per clinical day.</p> <p>(5) The preceptor shall be accountable for</p>		<p>Met</p>

<p>evaluating the student using clinical objectives developed by vocational nursing faculty.</p> <p>(6) Clinical preceptors shall have the following qualifications:</p> <p>(A) competence in designated areas of practice;</p> <p>(B) philosophy of health care congruent with that of the nursing program; and</p> <p>(C) current licensure or privilege to practice nursing in the State of Texas.</p>		
<p>(m) The total weekly schedule throughout the length of the program shall not exceed 40 hours per week including both class and clinical practice hours. Class and clinical practice hours shall be continuous. Students shall be assigned two consecutive non-class days off each week.</p>		Met
<p>(n) Programs shall not permit utilization of students for health care facility staffing.</p>		Met
<p>§ 214.11 Facilities, Resources, and Services</p>		
<p>(a) Classrooms and nursing skills laboratory facilities shall be provided to accommodate the learning needs of the students.</p>	<ul style="list-style-type: none"> • During the visit to the classroom, a technical problem occurred with the computer and the power point presentation was interrupted. • However, students had copies of the power point slides and these were used to complete the lecture. • A technical assistant was stated to be available for trouble-shooting. • The classroom accommodated approximately 60 students, however, seating was somewhat crowded. • Security during exams would be difficult to control due to the close proximity of students. 	<p><u>Recommendation 4:</u></p> <ul style="list-style-type: none"> • CCI administration and the program director are to ensure that faculty receive timely assistance for correction of technical problems related to instructional responsibilities. • The program director and faculty are encouraged to seek alternative arrangements/location for students during testing periods to improve security during testing.
<p>(b) An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program. The laboratory shall be equipped with hot and cold running water. The laboratory shall have cabinets for storage of equipment.</p>		Met
<p>(c) The director or coordinator and faculty shall have office space provided, other than the classroom. There shall be privacy for counseling of students.</p>	<p>Faculty offices as described under Rule 214.8(f) provides no privacy for counseling. CCI has experienced rapid growth and</p>	See <u>Requirement 4.</u>

	<p>space is at a premium. On an average day there are approximately 200 nursing students in class, in addition to students from other disciplines.</p>	
<p>(d) The learning resources, library, and departmental holdings shall be current, use contemporary technology appropriate for the level of the curriculum, and be sufficient for the size of the student body and the needs of the faculty. (1) Provisions shall be made for accessibility, availability, and timely delivery of information resources. (2) Facilities and policies shall promote effective use, i.e. environment, accessibility, and hours of operation.</p>	<ul style="list-style-type: none"> •The program has two nursing software programs and nursing journals are not sufficient (ie, no journal related to geriatric nursing, a major focus in VN programs). • Many of the library holdings are outdated. •The library has two computers available for all students. The two nursing CAI software are located on these computers for students who are making up a missed clinical day. The make-up generally lasts about 8 hours. Frequently the computers are being used by students in other disciplines. •The executive campus director stated that plans were already underway to purchase computers for one of the nursing classrooms. Additionally: <ul style="list-style-type: none"> • Students stated that it would be helpful for the library to be open on Sundays and earlier than 8AM, prior to class. • A student survey reflected that 43% of students believed that the skills lab and classrooms are not adequate to meet student needs. 	<p><u>Requirement 6:</u></p> <ul style="list-style-type: none"> • The program director and faculty are to purchase additional teaching/learning aides such as a variety of current software programs and videos to meet the teaching/learning needs of the faculty and students. A list of new purchases, which includes the copyright date is to be submitted to the board office by March 1, 2006. • Administration and the program director are strongly encouraged to examine the feasibility of the library acquiring on-line access to nursing data base and other sources of current nursing literature. • Additionally, the faculty are to develop a process to assure that nursing literature remains current and holdings more than 5 years old are either removed or identified as such. <p>The process for meeting this requirement is to be submitted to the board office by March 1, 2006.</p> <ul style="list-style-type: none"> • CCI administration shall ensure that students have access to computers in order to meet educational needs. <p><u>Recommendation 5:</u></p> <ul style="list-style-type: none"> •The program director and the executive campus director are encouraged to examine the feasibility of meeting students' request regarding increasing access time to the library. •The program director is encouraged to investigate student input from the survey to determine ways in which to improve the campus lab and classrooms.
<p>(e) Teaching aids shall be provided to</p>		<p>Met</p>

meet the objectives of the program.		
(f) Adequate restrooms and lounges shall be provided convenient to the classroom.	<ul style="list-style-type: none"> • Students stated that the student lounge is noisy and requested that a quiet study area be provided. • Students and faculty requested additional restrooms. The student restroom has 5 stalls and is located on the CCI floor. Students were seen waiting in line between classes. At any one time as many as 200 nursing students may be in class as well as students in the other disciplines. • Two single restrooms are available for all faculty and staff. • Restrooms are available on other floors. 	<u>Recommendation 6:</u> The executive director and program director are encouraged to consider available options for: <ul style="list-style-type: none"> • providing a quiet study area for students; and • increasing student and faculty access to additional restrooms.
§ 214.12 Records and Reports		
(a) Student Forms - Student records shall be maintained on all students and shall be accessible to all faculty members and to Board representatives. Record forms may be developed by an individual school. Hospital employment forms are not to be used for student records.		Met
(b) Required Student Forms - The required student forms are the student application, evidence of student's ability to meet objectives/outcomes of the program, clinical practice evaluation, transcript, signed receipt of written student policies, evidence of student receipt of eligibility information, and statement of withdrawal.		Met
(c) Record Storage - Records shall be safely stored to prevent loss, destruction, or unauthorized use. Records of all graduates must be complete prior to permanent storage. Records on students who withdraw from the program shall be completed up to the date of withdrawal.	<ul style="list-style-type: none"> • Current student files are stored in a secure location, however, graduate, drop files and past exams are not locked and are stored in a common area that is accessible to faculty and staff from other disciplines. • Additionally, faculty stated that although the area is identified as being restricted to personnel, the area is open and new students frequently are not aware and may enter looking for faculty, since this is the faculty office/work area. 	<u>Recommendation 7:</u> The program director is strongly encouraged to secure all program files to avoid inadvertent unauthorized use.
(d) Retention of Student Records - All records shall be maintained for two years. At minimum, a transcript shall be retained as a permanent record on all students.		Met

§ 214.13 Total Program Evaluation		
<p>(a) There shall be a written plan for the systematic evaluation of the total program. The plan shall include evaluative criteria, methodology, frequency of evaluation, assignment of responsibility, and indicators (benchmarks) of program and instructional effectiveness. The following broad areas shall be periodically evaluated:</p> <p>(1) organization and administration of the program;</p> <p>(2) philosophy/mission and objectives/outcomes;</p> <p>(3) program of study, curriculum, and instructional techniques;</p> <p>(4) educational facilities, resources, and services;</p> <p>(5) affiliating agencies and clinical learning activities;</p> <p>(6) students' achievement;</p> <p>(7) graduates' performance on the licensing examination;</p> <p>(8) graduates' nursing competence;</p> <p>(9) faculty members; performance; and</p> <p>(10) extension programs.</p>	<ul style="list-style-type: none"> •The Total Program Evaluation Plan is very comprehensive and provides a synopsis of the activities of the program and its effectiveness. • The program director stated that results of graduate survey data collated by the graduate services personnel is not provided in a timely manner, which: delays any necessary changes in the program, and the survey form does not capture pertinent information that would be beneficial when measuring program effectiveness. 	<p>Met</p> <p><u>Requirement 7:</u></p> <ul style="list-style-type: none"> •The program director shall receive, in a timely manner, the results of all surveys that would impact decisions related to the functioning of the nursing program. • Additionally, all surveys pertaining to the nursing program are to be revised as necessary, with input from nursing faculty, to assure that pertinent information is obtained regarding the effectiveness of the program.
<p>(b) All evaluation methods and instruments shall be periodically reviewed for appropriateness.</p>		<p>Met</p>
<p>(c) Implementation of the plan for total program evaluation shall be documented in the minutes.</p>		<p>See <u>Requirement 3.</u></p>
<p>(d) Major changes in the nursing education program shall be evidence-based and supported by rationale.</p>		<p>NA</p>

Attachment 2

To: Anna Dye
Date: 11/29/05

Hello Anna, Thank you for the comments regarding the survey visit. As we mentioned during the visit, the program will have the opportunity to discuss any concerns, or provide input, during the Board meeting. Additionally, the program will have the opportunity to address any progress made toward meeting recommendations and/or requirements. I will address one comment below related to your confusion re: evaluating faculty. This was addressed as a concern in the report because it was stated during the meeting with administration that due to the fact that faculty were evaluated by upper level administration, problems that were found had not been shared with you until much later. However, it was stated that you had just recently been given the opportunity to evaluate a faculty member and that this practice would probably continue - which is great. Again, the Board will make the ultimate decision regarding any recommendations or requirements that will stand. Please let me know if you have other questions. Best regards, Virginia

1.

From: Anna Dye [mailto:ADye@concorde.edu]
Sent: Monday, November 21, 2005 4:18 PM
To: VIRGINIA HOLMES
Subject: RE: Report of Survey Visit

Virginia, Thank you for your well thought out report on your visit to our nursing program. As we stated during the visit, many of the areas you pointed out to us for continued improvement have already been identified by the program and the campus and are in the process of correction and implementation. I continue to be confused and concerned at the perception concerning 1) my director autonomy and 2) the program's authority to conduct its business based on the needs identified by the faculty and me. The organizational charts provided clearly show the lines of accountability and communication. My immediate supervisor is the Academic Dean. The process and procedure is firmly in place giving me the authority to run the program. Faculty meeting minutes may have caused the confusion. the template for the faculty meeting minutes is being revisited to eliminate this confusion in the future. Requirement # 1: The campus is given authority to administer the nursing program from the board of directors of Concorde Career Colleges, Inc. The director of the nursing program clearly has autonomy based on this authority. Perhaps the minutes you reviewed were not well written, as I am the one who wrote them, I and I am not a secretary; but the executive campus director does not make scheduling decisions. Those are made by me with input from the faculty. after I make these decisions, the academic dean signs off on them. It is my responsibility to keep her well informed of what is happening in the nursing department, but the academic dean or the executive campus director in no way "run" the department by making decisions that are mine to make. The National Director of Nursing from the Corporate offices does not make decisions regarding the Arlington Nursing Department. The reference was made to the current textbooks, curriculum, and admission policies. While it is true that all the nursing directors do get together to discuss textbooks, curriculum, and policies, the decision regarding these issues may be campus specific. There are 8 nursing programs in the various Concorde campuses, however, we here in Arlington are using an entirely different textbook and deliver the approved curriculum in an entirely different format than any of the other schools based on the needs of our program as well as the requirements for the BNE. I am confused about the comment in this recommendation that I do not get to evaluate faculty. I evaluate each new employee at 30, 60, 90 days, and then I do annual reviews. The findings referred to are identified by me. The statement "findings have not been shared for months". leads me to question, shared with whom? Each of these evaluations is well documented in the employee files on a timely basis. The submission of a request for approval prior to spending money in the budget is more a professional business courtesy than a requirement. I am allotted a generous budget, as you noted, and do not have to get approval to spend it. Since all moneys spent on nursing program needs are paid from the accounts payable department out of Corporate offices, the courtesy of notifying Corporate of budgetary spending allows for the prompt payment of all receipts due, as the Corporate finance offices are then aware of from where the charges originated. The nursing director job description that I was issued when I hired on with Concorde in 2004 is very

specific regarding all the issues cited in this requirement. I am not sure which job description you reviewed, but I would be very happy to fax a copy of both my original and the revised one for you to review. Requirement # 2: The National Director of Nursing from the Corporate office does not make decisions regarding the Arlington nursing department. She is in an advisory capacity only, the same as the nursing department Advisory Committee composed of clinical and community advisors. Again, I am not a secretary, so probably didn't write the full description of the Total Program Evaluation Plan which reflected the "visual" conceptual framework. The nursing program has had a written description of the nursing philosophy since its inception prior to becoming part of the Concorde family. When I arrived, this written description had no visual to accompany it, but the philosophy was discussed and documented in the faculty minutes several times. In fact, one of my nursing instructors who is attending Masters Level Nursing Education classes at UTA volunteered to help develop the visual as part of her classroom assignment. Once she developed a draft, we (the faculty and I) approved this visual locally. After we approved it, I again did forward it to the Corporate Nursing Director so she would know what we had done at the local level. This again was more a courtesy than a requirement. As a matter of truth, it was sent to the Corporate office in pride. Again, Virginia, I admire how you were able to take so many documents and be able to visualize our program here. As previously mentioned, the other areas you identified are the issues we were working on when you arrived. We know we have some space problems, as does almost any business, but we do have plans to rectify all the issues mentioned in the body of your report. Should these issues be resolved in advance of the BNE meeting in January, will this change the requirements to a recommendation? I enjoyed working with you and Betty. Sincerely, Anna Dye

From: VIRGINIA HOLMES [mailto:VIRGINIA.HOLMES@BNE.STATE.TX.US]
Sent: Thursday, November 17, 2005 12:34 PM
To: Anna Dye
Subject: Report of Survey Visit

Hello Anna,

The survey visit report is attached for your review. Please let me know if there are any factual errors. Please remember that this report will be reviewed by the Board members and they will have the ultimate decision on approving this report as it is, deleting, or adding other recommendations or requirements. It would be great if you could respond by next Monday.

Hope that you have a great Thanksgiving!

Virginia

Attachment 3

January 24, 2006

Anna Dye, MSN, RN, Director
Concorde Career Institute
Vocational Nursing Program
601 Ryan Plaza Drive
Arlington, Texas 76011

Dear Ms. Dye:

At the January 19, 2006 meeting, members of the Board of Nurse Examiners discussed the October 25, 2005 survey visit report. The members of the Board wish to thank [] for being available to answer questions.

Based upon this discussion and review of the survey visit report, the Board has issued the following commendations, recommendations and requirements:

Commendations:

1. Concorde Career Institute provides excellent in-service and workshops for faculty.
2. Students were overall very complimentary of the program.

Recommendations:

1. Administration is encouraged to complete plans to provide sufficient secretarial assistance to meet the needs of the program.
2. Faculty are encouraged to develop written policies on test development and interrater-reliability that will guide the faculty in completing responsibilities related to the program of study.
3. The program director is encouraged to consider appointing a faculty "team leader" for the day and evening classes to ensure that communication and continuity of instruction occurs among the 6 different classes.
4. CCI administration and the program director are encouraged to develop a mechanism to ensure that faculty receive timely assistance for correction of technical problems related to instructional responsibilities. Additionally, the program director and faculty are encouraged to seek alternative arrangements/location for students during testing periods to improve security during testing.
5. The program director and the executive director are encouraged to examine the feasibility of meeting students' request regarding increasing access time to the library and the program director is encouraged to investigate student input from the survey to determine ways in which to improve the campus lab and classrooms.
6. The executive director and program director are encouraged to consider available options for providing a quiet study area for students and increasing student and faculty access to additional restrooms.
7. The program director is strongly encouraged to secure all program files to avoid inadvertent unauthorized use.

Requirements:

1. Rule 214.6(h). Administration and Organization states in part that "The director or coordinator shall have the authority to direct the program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, and dismissal of students. Additional responsibilities include but are not limited to providing evidence of faculty expertise and knowledge to teach curriculum content...".

Discussion during the survey visit revealed that the program director and faculty have limited autonomy regarding decisions that affect the program. **Therefore**, the governing institution shall ensure that the program director has authority to direct the program in textbook selection, curriculum development, development of policies and procedures specific to the program of study, budgetary spending, faculty evaluation and all other pertinent aspects of the program. A job description describing adherence to the rule is to be submitted to the board office by March 1, 2006.

2. Rule 214.7(c)(3)C-D) Faculty Qualifications and Faculty Organization states that " Faculty shall be responsible for: (C) developing, implementing, and evaluating curriculum; and (D) participating in the development of standards for admission, progression, probation, dismissal of students, and participation in academic guidance and counseling." According to the program director, the corporate office directs decisions regarding curriculum development, admission requirements, and other factors related to all

programs, including the VN program. **Therefore**, the program director shall ensure that faculty will have a voice in decisions related to development of curriculum, student and faculty policies and other relevant aspects of the program of study.

3. Rule 214.7(d) Faculty Qualifications and Organization states in pertinent part that “Minutes of faculty organization and meetings shall document the reasons for actions and the decisions of the faculty and shall be available for reference.” Faculty meet regularly to discuss program issues, as reflected in organization minutes. Although the minutes provide a synopsis of program activities, the supporting data and rationale for decisions are not provided. **Therefore**, the program director and faculty are to ensure that minutes of faculty meetings provide rationale and associated data to support decisions that impact the program of study.

4. Rule 214.8(f). Students states that “The number of students admitted to the program shall be determined by the number of qualified faculty, adequate educational facilities and resources, and the availability of appropriate clinical learning experiences for students.”

• Student enrollment has increased from 169 in 2003 to 307 in 2005 and admission cycles have increased from 4 to 6 times per year. Due to the rapid increase in student admissions, the program has outgrown the present facility. **Therefore**, the executive director and director of the program shall take measures to improve the faculty work environment, which includes:

- faculty offices that are appropriate to meet the needs of each faculty member;
- designated computers for faculty that are securely located and appropriate in number to assure ready availability to faculty;
- adequate number of computers to meet students’ needs; and
- designated areas for private counseling to accommodate faculty and students as needed.

Further, the program director shall not increase student enrollment until these deficiencies are met.

5. Rule 214.9.(b)Program of Study states in pertinent part that “The faculty shall be responsible for the development, implementation and evaluation of the curriculum ...” Any major change in the curriculum must come from a joint decision of all of the program directors of the corporate-owned VN programs and must be approved at the corporate level. **Therefore**, administration and the program director shall ensure that faculty are included and have a voice in the development, implementation and evaluation of the curriculum. Faculty minutes shall reflect these activities. Additionally, faculty job descriptions shall clearly delineate these responsibilities.

6. Rule 214.11.Facilities, Resources and Services states that “The learning resources, library, and departmental holdings shall be current, use of contemporary technology appropriate for the level of the curriculum, and be sufficient for the size of the student body and the needs of the faculty.”

- The program has two nursing software programs and the nursing journals are not sufficient (ie, no journal related to geriatric nursing, a major focus in VN programs).
- Many of the library holdings are outdated.
- The library has two computers available for all CCI students.

Therefore, the program director and faculty are to purchase additional teaching/learning aides such as a variety of current software programs and videos to meet the teaching/learning needs of the faculty and students. A list of new purchases, which includes the copyright date is to be submitted to the board office.

- Administration and the program director are strongly encouraged to examine the feasibility of the library acquiring on-line access to nursing data base and other sources of current nursing literature.
- Additionally, the faculty are to develop a process to assure that nursing literature remains current and holdings more than 5 years old are either removed or identified as such.
- CCI administration shall ensure that students have access to computers in order to meet educational needs. The process for meeting this requirement is to be submitted to the board office by March 1, 2006.

7. Rule 214.13(a)Total Program Evaluation states in part that “There shall be a written plan for the systematic evaluation of the total program. The plan shall include evaluative criteria, methodology, frequency of evaluation, assignment of responsibility, and indicators (benchmarks) of program and instructional effectiveness.” The program director stated that results of graduate survey data collated by the graduate services personnel is not provided in a timely manner, which delays any necessary changes in the program and the survey form does not capture pertinent information that would be beneficial when measuring program effectiveness. **Therefore**, the program director shall receive, in a timely manner, the results of all surveys that would impact decisions related to the functioning of the nursing program. Additionally, all surveys pertaining to the nursing program are to be revised as necessary, with input from nursing faculty, to assure that pertinent information is obtained regarding the effectiveness of the program.

A report is to be submitted by May 1, 2006 that addresses the progress that has been made regarding meeting the recommendations and requirements. Specific data is to be submitted at an earlier date as referenced within the requirements. Please contact the board office at 512/305-6813 if there are any questions, or if we may be of assistance in any way.

Sincerely,

Linda R. Rounds, PhD, RN, FNP

Virginia Holmes, MSN, RN
Consultant for Nursing Education

Betty Sims, MSN, RN
Consultant for Nursing Education

cc: Rebecca Zielinski, RN, Executive Campus Director

Board Staff Comments Relating to Concorde Career Institute Document

Survey Purpose:

- The purpose of the survey visit is to evaluate a program's compliance with the education rules and regulations. The findings at the time of the visit are the basis of the proposed commendations, recommendations and requirements.
- Board staff gather information during meetings with the controlling agency administration, program director, nursing faculty, students, and ancillary personnel. Additionally, board staff act as consultants to the program in relation to Board regulations. However, the primary role of board staff is to gather and evaluate data and to make recommendations to the Board based on these findings.

Survey Process

- A standardized survey tool that reflects each component of the education rule serves as the organizing framework for the survey visit.
- Board staff use a variety of methods to gather information regarding the program's compliance with the education rule and to validate evidence purported by the program. These include:
 - discussion with the program director, faculty, students and administration;
 - review of documents such as curricular items, budget, student policies, faculty policies, job descriptions, personnel files, library resources, clinical agency contracts, faculty minutes, total program evaluation, and student files; and
 - observation of physical resources such as faculty offices, classrooms, campus skills lab, computer lab, other technological resources, teaching/learning aides, and library holdings.
- The survey process has been strengthened by utilizing two board staff for the purpose of increasing validity of findings and increasing objectivity in the survey process.

The specific findings for Concorde Career Institute and staffs' proposed commendations, recommendations and requirements to the Board can be found in the Survey Visit Report (Attachment # 1). Concorde Career Institute has been responsive to the survey visitors' findings as evidenced in the attached document (Attachment #5). The program is to be commended for being proactive in addressing some of the issues raised during the survey visit.



January 9, 2006

Katherine Thomas, MN, RN
Executive Director
Board of Nurse Examiners for the State of Texas
333 Guadalupe; Suite 3-460
Austin, Texas 78701

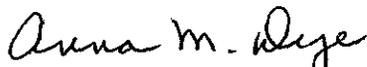
Dear Ms. Thomas:

I prepared a response to the site visit report for the board meeting on January 19, 2006. Where suggested by the site visit report the campus president (formerly executive director) assisted in this response. We are submitting fifteen (15) copies of that response to your office for distribution to the board members. It is our hope that review of these materials will be convenient to the board members as they prepare for their meeting. I will attend the meeting along with the assistant director of the nursing program and be available to answer any questions the board members may have.

We appreciate the time and consideration given to our program and look forward to continuing our standard of excellence in the education of nurses in the Arlington area.

Should you have any questions, please feel free to contact me at (817)-261-1594.

Professional Regards,


Anna M. Dye, MSN, RN
Program Director

Cc: Virginia Holmes, MSN, RN
Nursing Education Consultant

REQUIREMENTS

- #1 *The governing institution shall ensure that the program director has authority to direct the program in textbook selection, curriculum development, development of policies and procedures specific to the program of study, budgetary spending, faculty evaluation and all other pertinent aspects of the program. A job description describing adherence to the rule is to be submitted to the board office by March 1, 2006.*

(See Appendix 1 for Director of Nursing Education Job Description signed by the program director on July 5, 2004. (This document is found in the personnel file of the program director.))

The campus is given authority to administer the nursing program from the board of directors of Concorde Career Colleges, Inc. The director of the nursing program clearly has autonomy based on this authority. It is the program director's responsibility to keep her immediate supervisor, the academic dean well informed of occurrences in the nursing department, but the academic dean and the campus president do not "run" the department by making decisions that are the program director's to make.

The organizational charts clearly show the lines of accountability and communication. The program director's immediate supervisor is the Academic Dean. The process and procedure is firmly in place giving the program director the authority to run the program.

(See Appendix 1 for Organizational Charts)

The program director at the Arlington campus does not report to anyone at the corporate office. The National Director of Nursing from the corporate offices functions as a support person and does not make decisions regarding the Arlington nursing department.

While it is true that all the nursing directors convene at an annual meeting to discuss textbooks, curriculum, and policies, the decision regarding these issues is campus specific. There are 8 approved nursing programs in the various Concorde campuses, however, the Arlington campus uses an entirely different text and delivers the approved curriculum in an entirely different format than any of the other schools based on the needs of the program as well as the requirements for the BNE.

The program director evaluates each new faculty member at 30, 60, & 90 days, and then annually thereafter. The findings referred to in the site visit report are identified by the program director. The statement "findings have not been shared for months", leads the program director to question, shared with whom? Each of these evaluations is well documented in the employee files on a timely basis.

The submission of a request for approval prior to spending money in the budget is more a professional business courtesy than a requirement. The program is allotted a generous budget, as noted, and does not have to get approval to spend it. Since all moneys spent on nursing program needs are paid for from the accounts payable department out of Corporate offices, the courtesy of notifying Corporate of budgetary spending allows for the prompt payment of all receipts due, as the Corporate finance offices are then aware of where the charge originated.

- #2 *The program director shall ensure that faculty will have a voice in decisions related to development of curriculum, student and faculty policies and other relevant aspects of the program of study.*

The program director is given the authority to assure that faculty has a voice in decision making related to the program. The corporate office does not direct decisions regarding curriculum development, admission requirements, and other factors related to the nursing program. This is clearly evidenced by the fact that the Arlington campus utilizes an entirely different text book list and curriculum than other Concorde campuses.

The corporate office assures the coordination of compliance issues with all regulatory agencies including the BNE. With that goal as a focus, the National Director of Nursing serves in an advisory capacity only.

The Conceptual Framework of the program is the framework approved by the BVNE in 1996. This was well in advance of Concorde Career College's purchase and involvement with the program in August 2002. The faculty does evaluate the framework on a regular basis. During a faculty meeting in March 2005, the faculty reviewed the Philosophy, Mission, and Conceptual Framework of the program and found them to be appropriate with no revision necessary.

At the faculty meeting August 2005, the faculty reviewed the Philosophy, Mission, and Conceptual Framework and the decision was made to revise the framework by developing a visual depiction. At that meeting, a faculty member volunteered to spear head this effort. This project was one that would further enhance a course she was taking at the University of Texas Arlington toward her Masters Degree in Nursing Program. That faculty member is Anne-Gret Vera Friedrich-Cuntz, BSN, RN. This was accomplished and adopted by the faculty in September 2005.

(See Appendix 2 for copies of faculty meeting minutes)

- #3 *The program director and faculty are to ensure that minutes of faculty meetings provide rationale and associated data to support decisions that impact the program of study.*

The program director revised the template for the format to record faculty meeting minutes. Beginning January, 2006 all meeting minutes will include rationale and associated data to support faculty decisions.

(See Appendix 3 for the new format)

- #4 *The executive director and director of the program shall take measures to improve then faculty work environment, which includes:*
- *Appropriate faculty office facilities*
 - *Designated computers that are securely located and appropriate in number to assure availability as needed; and*
 - *Designated areas to accommodate faculty and student needs when private counseling is needed.*
 - *Further, the program director shall not increase student enrollment until these deficiencies are met.*

All faculty are assigned modular work areas. The areas are equipped with locked cabinets. The program director during the December 2005 faculty meeting reassigned work areas to assure maximum efficiency in their use. Modular work areas are now assigned for use by day time (0800-1700) instructors and evening instructors (1800-2200) teaching in the same term and the same course. This maximizes the use of the modular work areas and promotes easy access to resources, lesson plans, and references specific to a course. Work areas for all Concorde faculty are included in a common faculty area. The rationale and philosophy is integration of all programs into one school. This helps to promote a sense of team and sharing a wealth of experiences and ideas.

In addition to the four (4) internet accessible computers available in the faculty work area, six (6) internet accessible computers were purchased and delivered January 4, 2005 and are dedicated to nursing faculty use.

(See Appendix 4 for invoices)

A 114 square foot office is now dedicated for use of the nursing program in private advising/counseling of students. This is a private office with the ability to close and lock the door. It is furnished with a round conference table, four (4) chairs, a storage cabinet, and telephone for private conversations between faculty and students. (See Room 233 on the floor plan)

(See Appendix 4 for floor plans)

Following receipt of the site visit report, the campus, with the program director's input postponed a scheduled January part time evening class with 30 qualified applicants enrolled.

- #5 *Administration and the program director shall ensure that faculty are included and have a voice in the development, implementation, and evaluation of the curriculum.
Faculty minutes shall reflect these activities.
Additionally, faculty job descriptions shall clearly delineate these responsibilities.*

The curriculum currently delivered at the Arlington campus nursing program was originally approved by the BVNE in 1996. Concorde Career Colleges, Inc. purchased the school with this program in place in August 2002.

Administration and the program director do ensure that faculty are included and have a voice in the development, implementation and evaluation of the curriculum. This is clearly evidenced in faculty meeting minutes.

(See Appendix 5 for samples of faculty meeting minutes)

Any major change in the curriculum is a result of faculty input, needs of the healthcare community in the area, advisory committee recommendations to the faculty, and analyzing data from graduate surveys.

Concorde Career Colleges, Inc. recognizes and respects the wealth of experience in nursing education represented by the directors of all 8 nursing programs within Concorde campuses. For that reason, Concorde hosts an annual meeting where all 8 directors gather to share ideas, analyze results, and network. While curriculum may be discussed during this meeting, this in no way is a curriculum revision meeting.

Faculty job descriptions clearly delineate the responsibility for participation in development, implementation and evaluation of the curriculum.

(See Appendix 5 for Faculty Job Descriptions)

In February 2005 the BVNE approved a minor curriculum change that revised the delivery of the approved curriculum (Content and hours remained the same). This minor revision was a result of faculty input and developed by the program director before being submitted to board staff for approval. This revision was subsequently approved and presented to the faculty for implementation.

- #6 *The program director and faculty are to purchase additional teaching/learning aides such as a variety of current software programs and videos to meet the teaching/learning needs of the faculty and students. A list of new purchases which includes copyright dates is to be submitted to the board office by March 1, 2006. Administration and the program director are strongly encouraged to examine the feasibility of the library acquiring on-line access to nursing data base and other sources of current nursing literature. Additionally, the faculty is to develop a process to assure that nursing literature remains current and holdings more than 5 years old are either removed or identified as such. The process for meeting this requirement must be submitted to the board office by March 1, 2006. CCI Administration shall ensure that students have access to computers in order to meet educational needs.*

Additional teaching/learning aides were identified by the faculty and have been purchased from Concept Media (dated Dec. 19, 2005) as follows:

- Anatomy-Circulatory System
- Anatomy-Digestive System
- Anatomy-Nervous System
- Psychotropic Meds: Assessment, Intervention, and Treatment
- Psychotropic Medications-Schizophrenia
- Psychotropic Medications-Bipolar Disorder
- Psychotropic Medications-Depression
- Psychotropic Medications-Anxiety Disorders
- Pregnancy
- Labor and Delivery
- Pain Control during Labor and Delivery
- Leopold's Maneuvers

December, 2005, purchase of a software program from Medical Educational Software was approved and ordered; *Fluid, Electrolyte, & Acid Base Balance*.

(See Appendix 6 for Invoices)

Since our survey visit, the following computer software has been made available to the Texas campus vocational nursing program to expand their computerized base of study aides to vocational nursing students. The following software is currently loaded on all 92 laboratory computers and 8 LRC computers and available for use by nursing students.

#6 Continued

Virtual Clinical Excursions Medical Surgical – 2003
 Virtual Clinical Excursions – 2002
 Delmar's Heart Lung Sounds -2002
 Medical Terminology for Health Professions – 2001
 Dosage Calculations – 2004
 Computer Assisted Instruction - Advanced Spirometry
 Computer Assisted Instruction – Asthma
 Computer Assisted Instruction – Basic Spirometry
 Computer Assisted Instruction – COPD I
 Computer Assisted Instruction – C-trauma
 Computer Assisted Instruction – Flail Chest
 Computer Assisted Instruction – Hemodynamics
 Computer Assisted Instruction – Intubation
 Computer Assisted Instruction – Preme1
 Computer Assisted Instruction – ABG Interpretation
 Computer Assisted Instruction – ARDS
 Auscultation of Breath Sounds
 Computer Assisted Instruction – BSPIROD
 Computer Assisted Instruction – Ctrauma2
 Computer Assisted Instruction – Infection Control
 Computer Assisted Instruction – Overdose
 Computer Assisted Instruction – Basic Pharmacology
 Computer Assisted Instruction – Oxygen Therapy
 Arterial Blood Gas Interpretation
 Computer Assisted Instruction – EPI
 Computer Assisted Instruction – Head Trauma
 Computer Assisted Instruction – Shunt
 Basic Math Skills
 HyperClinic
 Math and Meds for Nurses
 Medical Terminology with Human Anatomy
 Panorama of Anatomy and Physiology
 Adult Asthmatic
 Hole's Essentials of Human Anatomy and Physiology – 2003
 Student Practice CD-Rom - Medical Terminology for Health Professions, 4th edition
 Computer Assisted Instruction - Structure and Function of the Body Spectrum
 Computer Assisted Instruction - Panorama of Anatomy and Physiology - Mosby
 Delmar's Study Ware – Medical Terminology for Healthcare Professions

#6 Continued

Faculty development now includes an internet based development program from Delmar publishing. This is available to all Concorde faculty @ www.delmar.com. All new and existing faculty will receive a schedule on or before January 31, 2006 for completion of these modules.

In November 2005, Concorde Career Colleges, Inc. contracted for virtual library access for all of its campuses. The virtual library is @ www.abhes.org.

Periodical holdings have been expanded and currently include:

- Journal of Practical Nursing
- Nursing 2006
- American Journal of Nursing

Periodicals ordered January, 2006:

- Nursing Educator
- Minority Nursing
- Geriatric Nursing; Mosby

(See Appendix 6 for paid purchase orders)

Total number of internet accessible computers available for student use: 100

Learning Resource Center	8	(4 of which are new)
Mobile Computer Lab	28	(new with wireless access for mobility)
2 Classroom computer labs	64	(existing at the time of site visit)

To service student needs more effectively the campus currently has an attendant available in the library from 0800 to 2100 seven days per week (Monday thru Sunday). The library is now open and available to all enrolled nursing students during these hours.

The library was purged of all outdated texts and resource materials in December, 2005. Outdated materials were given to faculty to review. Upon faculty request the materials were purged. The process in place from here forward is faculty review of resource material two (2) times per year. The faculty will recommend purging outdated materials or identifying them as such. The two times selected by the program director are summer break (first week of July) and winter break (the two weeks surrounding the New Year holiday).

- #7 *The program director shall receive, in a timely manner, the results of all surveys that would impact decisions related to the functioning of the nursing program. Additionally, all surveys pertaining to the nursing program are to be revised as necessary, with input from nursing faculty, to assure that pertinent information is obtained regarding the effectiveness of the program.*

Concorde Career Colleges, Inc. contracts with an independent third part, Datamark, Inc. to provide the services necessary to student surveys and to compile the responses for use by campus management. Each program director is able to access survey results on the internet.

The following surveys are required of each campus and each program:

- Career Success Survey completed during the enrollment process
- Course Evaluation Survey completed at the end of each course
- Clinical Survey completed at the end of each clinical course/rotation
- Student Satisfaction Survey completed at the end of each calendar quarter
- Concorde Faculty and Staff Survey completed twice per year
- Graduate Survey completed each quarter

All campus management including program directors have access to these results on the internet.

Surveys are reviewed annually and additions/deletions are made based on program input.

(See Appendix 7 for sample surveys)

Recommendations

- #1 *Administration is encouraged to complete plans to provide sufficient secretarial assistance to meet the needs of the program.*

The campus business model is one that includes shared receptionists, admission representatives, financial aid advisors, business office support, a registrar responsible for attendance, grades, permanent student records, and a graduate services department. The nursing department is provided additional clerical support.

Secretarial assistance is provided to the program in the following areas:

December 28, 2005 a second academic administrative assistant was hired and is scheduled 40 hours per week. Those 40 hours are divided among Friday, Saturday, Sunday, and Monday. This schedule assures the nursing department administrative support seven days a week.

Registrar is scheduled 40 hours per week to maintain all student records in the campus. The registrar documents attendance, grades, in the network-based student file system (CLASS). The registrar is responsible for gathering all pertinent information for the student file.

The campus president's administrative assistant is scheduled 40 hours per week and is responsible for all personnel records including but not limited to credential documentation, current licensure.

Financial Aid and Business Office personnel are scheduled 40 hours per week and are responsible for all business aspects of the student record.

- #2 *Faculty are encouraged to develop written policies that will guide the faculty in completing responsibilities related to the program of study.*

Concorde Career Colleges, Inc. maintains an Operations Training Manual (OTM) available to all associates. Policies concerning qualifications, responsibilities, performance evaluation criteria, orientation, and terms of employment are clearly defined and available.

The faculty is currently working on test development strategies based on the NCLEX blueprint. Policies will be developed and put into writing by the faculty. A policy will be developed for interrater-reliability for test items. This goal is scheduled to be complete no later than the second quarter of 2006.

- #3 *The program director is encouraged to consider appointing a faculty "team leader" for the day and evening classes to ensure that communication and continuity of instruction occurs among the various levels.*

The administration of the campus and the nursing program director carefully analyzed the needs of the program and determined the need for a second assistant director of nursing. The campus is actively searching for a qualified person to fill that position.

Once identified and hired, that position will enhance communication and training greatly among the various classes and levels. That newly created position will provide the evening and weekend classes with the support and communication they need.

The program is identifying "team leaders" for each level to improve day to day communication between classroom and clinicals. The program is developing this process and will have it in place no later than January 31, 2006.

- #4 *CCI Administration and the program director are to ensure that faculty receives timely assistance for correction of technical problems related to instructional responsibilities.
The program director and faculty are encouraged to seek alternative arrangements/location for students during testing periods to improve security during testing.*

Concorde Career Colleges, Inc. provides an IT support department fully staffed with 4 IT personnel. This is available to all Concorde associates @ 1-800-515-1007. This support department is located in the corporate office in Mission, Kansas.

Concorde Career Institute, Arlington campus has a local IT support person designated for trouble shooting and assistance. That person is Robin Williams and is available on the campus to all associates experiencing difficulty.

The program director and faculty developed a testing procedure to improve security during testing. Classes testing are divided into 2 separate classrooms to assure one empty space between each student. Each classroom is then monitored by a minimum of 2 staff persons.

- #5 *The program director and the executive director are encouraged to examine the feasibility of meeting students' request regarding increasing access time to the library. The program director is encouraged to investigate student input from the survey to determine ways in which to improve the campus lab and classrooms.*

In response to requirement #6, the program reports the library is currently open, staffed by a trained attendant, and available to students seven (7) days per week from 0800 to 2100.

Students are surveyed at the end of each course. The results are analyzed and the data available to all program directors @ www.datamark.com. This process is described in this document on page 8 in response to requirement #7.

- #6 *The executive director and the program director are encouraged to consider available options for:*
- Providing a quiet study area for students, and*
 - Increasing student and faculty access to additional restrooms.*

Quiet study areas are available to students in several areas of the building:

- Library (Learning Resource Center)
- Outdoor Common area furnished with tables and chairs
- Empty classrooms (when available)

Students and faculty have access to additional restrooms on the first floor of the building. Available on the first floor are a facility for women (5 stalls) and men (5 stations). All contain handicap accessible facilities.

- #7 *The program director is strongly encouraged to secure all program files to avoid inadvertent unauthorized use.*

All support staff are provided their work area with files and confidential information being stored in fire proof, locked cabinets in compliance with TWC, ABHES, and Department of Education regulations.

The campus utilizes a computerized, networked, system (CLASS) for student records. This system is backed-up to a master server every twenty-four (24) hours.

As of December, 2004 additional secure storage was provided by use of a locked storage room on the campus.

Administration will continue to be vigilant in the secure storage of student records.

Concorde Career Institute
Operations Training Manual

Section: Human Resources
Topic: Job Description – Director of Nursing Education (Practical/Vocational Nursing Program Director)
Effective Date: July 2, 2003
Revised from: Version dated June 6, 2002

Director of Nursing Education
(Practical/Vocational Nursing Program Director)

LOCATION: Campus

DEPARTMENT: Academic Affairs

REPORTS TO: Academic Dean

POSITION PURPOSE AND OBJECTIVES:

The Program Director manages the instructors and the educational activities of the department and all classes both day and evening. The Program Director will be responsible for meeting or exceeding all regulations and standards of the state, the accrediting commission, and program accrediting boards and bodies.

JOB FUNCTIONS:

1. Responsible for recruiting, orienting and supervising faculty members for the department.
2. During first year of employment, conduct an observation/evaluation for each new faculty member two (2) times during the first month, once during months two and three and at six months of employment.
3. Conduct an observation/evaluation at three and six month intervals for each faculty member at least twice a year and confer as necessary.
4. Ensure that student evaluations of faculty are completed at least once per grading period and summaries submitted to each faculty member.
5. Supervise scheduling and registration of returning students each period.
6. Assist with student orientations.
7. Review the student record for satisfactory progress at the end of each grading term of each prospective graduate to determine eligibility for graduation.
8. Ensure that a syllabus, in proper format, is prepared and used for each course offered by the applicable department in accordance with policy #40.S.07.
9. Assist with ongoing review and development of curricula in the department in accordance with policy #40.C.04.
10. Complete and submit assigned reports.
11. Conduct textbook evaluations for each course taught in the department and make suggestions per policy #40.T.03 for changes.
12. Assist the Academic Dean with catalog review.
13. Conduct and document regular department meetings.
14. Participate in school and/or Academic Affairs meetings as required.
15. Substitute Teach as needed.
16. Participate in advisory committee meetings.

17. Participate in self-studies for various accrediting agencies.
18. Revise and update master syllabus for each course in the department on a continuing basis per policy #40.S.07.
19. Assist in maintaining department equipment to proper working order.
20. Coordinate with the Graduate Services Director all information pertaining to the externship placement of students, job openings, potential candidates, and any placement updates.
21. Participate as directed by the Academic Dean in the supervision of clinical sites.
22. Advise students regarding academic progress in the department from enrollment to graduation.
23. Ongoing, systematic development, implementation and evaluation of the total program.
24. Participate on committees providing input on policies regarding recruitment, admissions, retention, promotion, and graduation of students.
25. Maintain student records in compliance with Concorde Career Institute policies.
26. Ensure confidentiality of student records.
27. Maintain professional competence by activities which may include nursing practice, continuing education, writing, or participation in professional associations.
28. Participate in program activities.
29. Participate in the development of departmental and institutional policies.
30. Other Duties as assigned by the Campus Director or Academic Dean.
31. Administer the budget for the Practical/Vocational Nursing Program.
32. Provide recommendations with input from faculty for the annual budget.
33. Ensure availability of academic advisement and guidance of students.

STATE SPECIFIC QUALIFICATIONS - CALIFORNIA

1. Current and active RN license in the state of California.
2. Minimum BSN degree from an accredited school.
3. One of the following:
 - Minimum of 3 years clinical experience with one year in teaching or clinical supervision.
 - Minimum of 3 years experience in nursing administration or teaching in the last 5 years.
4. Completed courses from an accredited school in administration, teaching, and curriculum development.
5. Must also meet all regulatory and corporate qualifications.

STATE SPECIFIC QUALIFICATIONS - COLORADO

1. License in good standing in the state of Colorado to practice registered nursing.
2. Minimum of BSN degree.
3. Minimum of 1 year of clinical experience in the last 5 years.
4. Minimum of 1 year of teaching and/or administration in a school of nursing.

5. Minimum of 1 year of management experience.
6. Must also meet all regulatory and corporate qualifications.

STATE SPECIFIC QUALIFICATIONS - FLORIDA

1. Current license in the state of Florida.
2. Minimum BSN degree or related field.
3. Minimum 2 years experience clinical practice.
4. Minimum 2 years experience teaching.

STATE SPECIFIC QUALIFICATIONS - MISSOURI

Included in the above 'Job Functions' section.

STATE SPECIFIC QUALIFICATIONS - TEXAS

1. Current license in the state of Texas.
2. Been actively employed in nursing for the past 5 years (preferably supervision or teaching)
3. Degree or equivalent experience that demonstrates competency and advanced preparation in nursing, education and administration.

The Program Director must have management and communication skills, and the knowledge and ability to judge instructors' competence. The position requires a strong attention to details and a positive professional attitude.

Program Director: Anna M. Dye
(Signature)

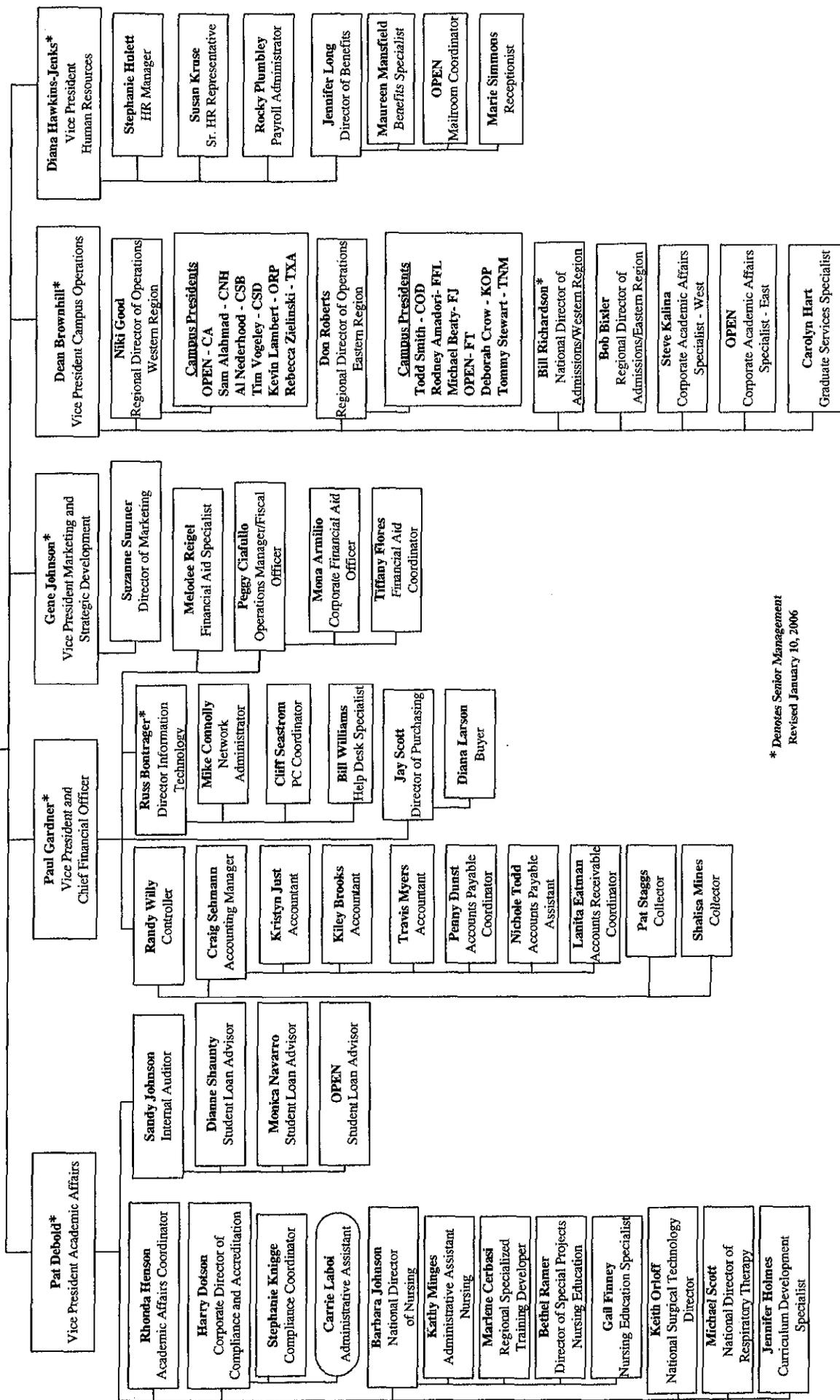
Date: 7-05-04

Corporate Office
 5800 Foxridge Drive, Suite 500
 Mission, Kansas 66202-2374
 Phone: (913) 831-9977
 Fax: (913) 831-6556

Jack L. Brozman*
 President, Chief Executive Officer, and
 Chairman of the Board

Lisa Henak
 Executive Assistant and
 Assistant Treasurer

Tracy Rose
 Administrative Assistant
 Operations

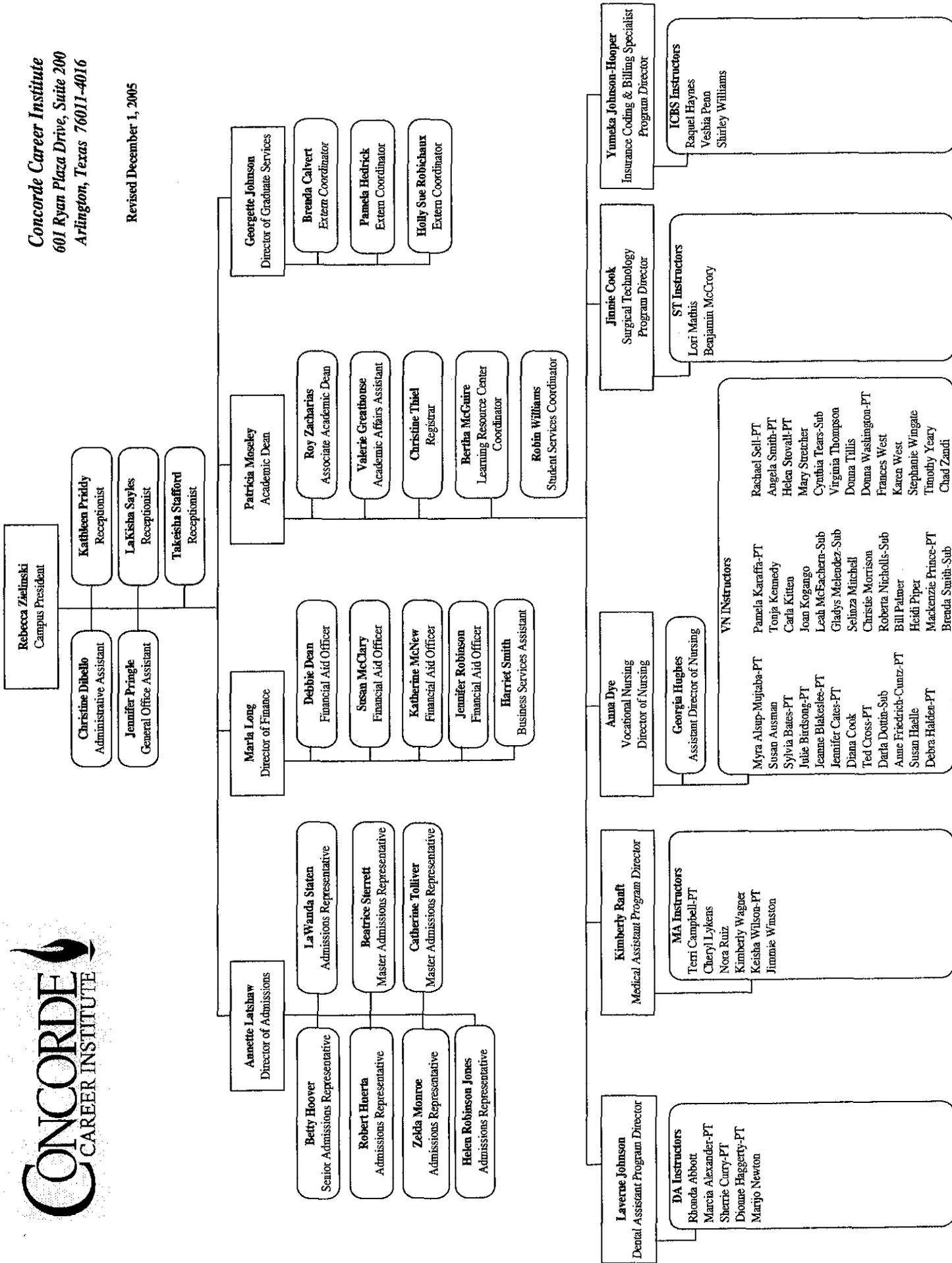


* Denotes Senior Management
 Revised January 10, 2006



Concorde Career Institute
 601 Ryan Plaza Drive, Suite 200
 Arlington, Texas 76011-4016

Revised December 1, 2005



Concorde Career Institute
Nursing Department Minutes
Arlington TX 76011

Date: August 08, 2005

Time: 1300

Place: Room 244

1. The meeting was called to order by A. Dye, Chair. Minutes of July 08, 2005 were read and approved by majority on motion by Georgia Hughes; second by Joan Kogango.
2. Anna introduced new faculty and their work assignments:
 - a. Victoria Alsup (Weekend clinical)
 - b. Sandra Ausman Daus—Level IV Pediatrics, GNP and IV Therapy I
3. Old business
 - a. Clinical make-up
 - i. Discussion: Anna informed the group that there had been several problems identified with clinical make up
 1. Only two computers for students to use in the LRC for this activity.
 2. Students are not real computer savvy, and so it is taking them longer than the allotted time. Computer shuts off in middle of program.
 3. Faculty are telling students they cannot attend clinical until make up is completed, which causes them another absence.
 4. Difficulty documenting make up completed.
 5. No known key to the assignments for grading of student work.
 6. Do students have to make a score of > 77% and if not, do they have to repeat it?
 - ii. Decision: Students will have until the beginning of the next quarter (Per Becky Zielinski) to complete make up. Make up can be done over the quarter breaks, during mandatory in-service days, or during holiday time. Students are not to be penalized by preventing them from attending clinical. Anna will find out if there is an answer section to the assignments.

All are to use the recommended form to document the assignment.
(Copy Attached)
 - iii. Responsible: All involved
 - b. Mission/Philosophy/Conceptual framework (Copy Attached)

- c.
 - i. Discussion: Anna distributed copies of the mission/philosophy/ and conceptual framework for review and discussion. CCI has a philosophy and conceptual framework, but it is difficult to visualize. Anna gave the group another from another CCI campus and asked them to review it and give her feedback at the next meeting.
 - ii. Decision: All present agreed the philosophy and conceptual framework needs revision.
 - iii. Responsible: Faculty to assist in the revision
- d. Faculty notebooks and expanded lesson plans
 - i. Discussion: Anna reminded all that as we grow, so also do our needs to be able to provide information for new instructors, as well as to be able to cover for those who might become ill or have a necessary absence for any reason. Therefore it is imperative that all classroom instructors prepare expanded lesson plans and have their class lecture notebooks readily available for anyone who might need to substitute for them.
 - ii. Decision: All agreed this needed to be done, and would comply.
 - iii. Responsible: All faculty
- e. Student handbook (guidebook) revision
 - i. Discussion: Anna stated that when the mission/philosophy and conceptual framework was revised, it would need to be placed in the guidebook for students. She also indicated there were other policies that need to be added.
 - ii. Decision: The guidebook is dynamic and will require ongoing revisions.
 - iii. Responsible: Nursing
- f. Awards
 - i. Discussion: Anna reminded all about the awards to be given to students, and for them to review the criteria in the guidebook. She requested copies of all award selections be forwarded to her so she could enter the information into CLASS.
- g. Budget, inventory, and supplies
 - i. Discussion: Anna reminded all to review their needs for the rest of this semester and for the beginning of the next one so Chad Zandi could prepare the supply order.
 - ii. Decision: All faculty using supplies are to submit their information to Chad by next week.
 - iii. Responsible: Faculty

- h. Attendance rosters
 - i. Discussion: Anna stated she still was not receiving copies of the attendance rosters from all faculty. These rosters are needed so she can record any student absences in CLASS. She also reminded them of the appropriate way to document student attendance on these forms, as they were legal documents.
 - ii. Decision: Faculty are to make copies of their daily attendance rosters and forward them to Anna
 - iii. Responsible: Faculty

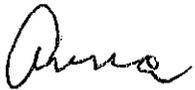
- 4. New Business
 - a. BNE NCLEX-PN results (Copy attached)
 - i. Discussion: Anna gave everyone present a copy of the quarterly report from the BNE showing our pass rate for the previous quarter to be 91.11%. She congratulated all for their hard work.

 - b. BNE pilot study (Copy attached)
 - i. Discussion: Anna gave everyone present a copy of the BNE pilot study so they could complete their license information.

 - c. Student Satisfaction Surveys: Anna Dye turned the meeting over to Rebecca Zielinski, who addressed the faculty's abilities to control student opinions in the following areas:
 - i. Reactions to being 'hot slipped' out of class
 - ii. Textbook adequacy
 - iii. Laboratory supplies.
 - iv. Admissions Department
 - v. Administration
 - vi. Reasons for attrition, etc.

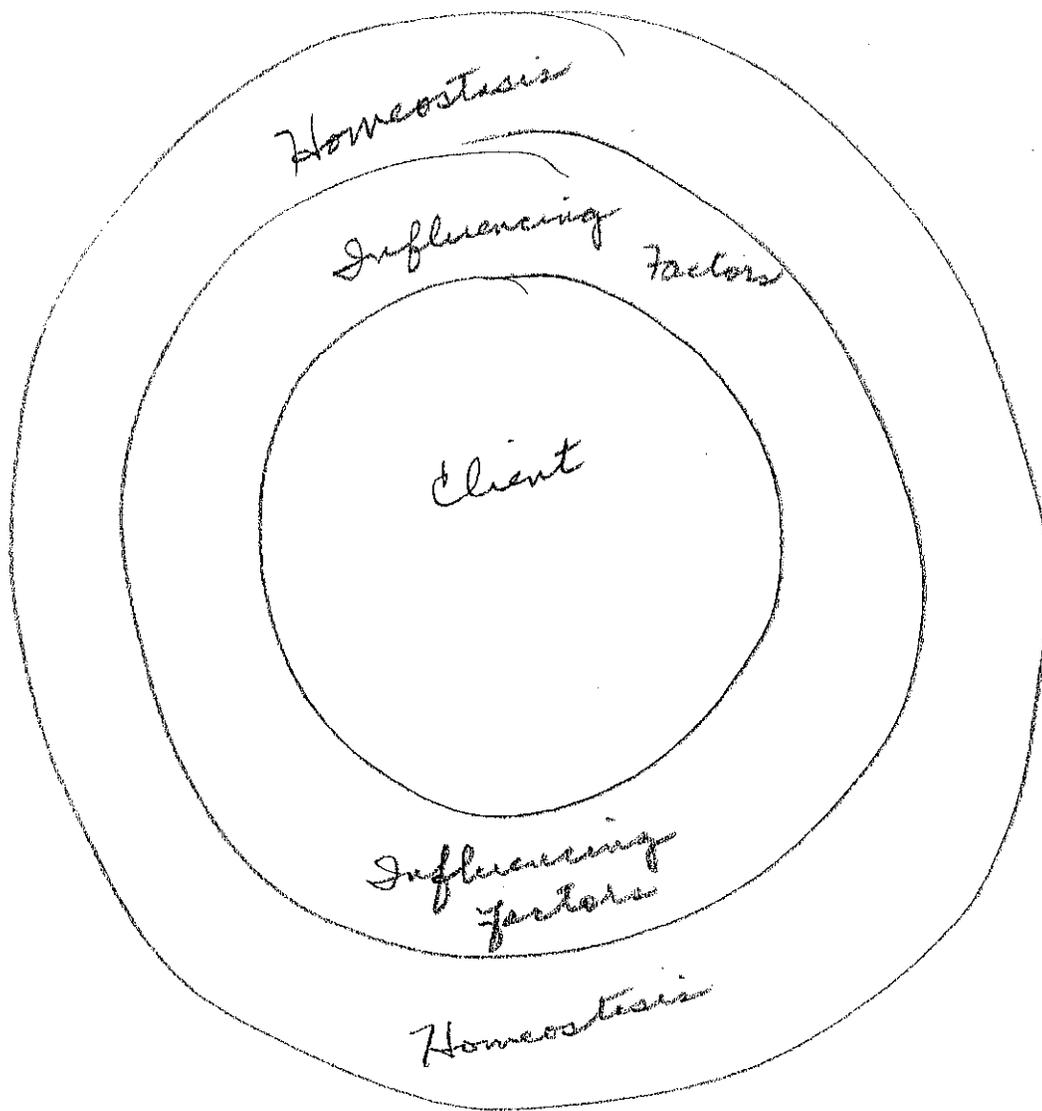
- 5. General Discussion None
- 6. Adjournment. Having no further business, the meeting adjourned at 1500.

Respectfully submitted,



Anna Dye, Recorder

Conceptual Framework



Aug 18, 2005

AD

Nursing Department
Minutes

Date: September 06, 2005

Time: 1300

Place: Room 244

1. Call to order and reading of Minutes. A. Dye, Chair, called the meeting to order at 1300. Reading of the minutes of August 08, 2005 were read and approved by majority on motion by Virginia Thompson, second by Donna Washington.
2. Anna introduced new faculty members:
 - a. McEachen, Leah (Week end sub)
 - b. Obera, Debra (Week end sub)
 - c. Piper, Heidi (Days Skills Lab)
 - d. Santiago, Gladys (Week end sub)
 - e. Smith, angela (Week end sub)
 - f. Tillis, Donna (Days Foundations)
3. Old Business
 - a. Clinical Make Up with Virtual Clinical Excursions
 - i. Discussion Marci Hamilton, LRC Coordinator presented an outline of how she perceived the weekend clinical to proceed. She explained the sign in book and explained where the make up disks would be for faculty to help the students. She encouraged the faculty to continue using the make up assignment sheet previously presented to the faculty for ease of LRC personnel knowing what textbook, disk, etc to provide for the students.
 - ii. Decision: Faculty will continue to use the form previously approved. Week end faculty will assist student to get started on the make up, and will occasionally check on the student, but is not to remain in the LRC throughout the duration of the student working on their make up.
 - iii. Responsible: Faculty
 - b. Mission/Philosophy/Conceptual Framework (Handout attached)
 - i. Discussion: Anna distributed a copy of the visual conceptual framework she had put together from the nursing program philosophy.
 - ii. Decision: All agreed this was an accurate representation and could explain the conceptual framework as depicted.
 - iii. Responsible: All

c. Cubicle space, keys

- i. Discussion: Anna stated she had placed faculty names on some of the cubicle spaces, and would be adding others as soon as they finished their orientation. She stated she had ordered file cabinets for each of the classrooms for faculty to store some of their class materials in order to make space for new instructors.

Anna also stated she needed to know the key numbers to the various desks as other instructors would need to be provided with keys to the cubicles.

- ii. Decision: Faculty is to begin preparations for sharing cubicle spaces.
 - iii. Responsible: Faculty
- d. Awards (Handout)
- i. Discussion: Anna gave the faculty the new criteria for selecting Executive Campus Director and other award information for student awards. Some faculty was concerned with the change in the criteria, as they had already selected their students using the old criteria. Anna stated she would check with administration about when this criterion was to be implemented, as the forms did not make this clear.
 - ii. Decision: Anna was to check with administration about when to implement the new award criteria for Nursing.
 - iii. Responsible: Anna to obtain information; faculty to follow guidelines given.

e. Attendance rosters

- i. Discussion: Anna informed the group that she was still not receiving copies of attendance rosters from all faculties. She reminded them this also meant their clinical attendance.
- ii. Decision: Faculty are to make copies of attendance rosters for Anna.
- iii. Responsible: Faculty

f. Hot slips

- i. Discussion: Anna reminded faculties they were not following the procedure for hot slips. When a student is sent out of the room at the request of others per use of a hot slip, the student is not allowed back in class until they turn in the signed slip. Too many students are avoiding paying their financial obligation by going home and coming back to class the next day and faculty are permitting this behavior.
- ii. Decision: Faculty is to follow the established hot slip procedure.
- iii. Responsible: Faculty

g. Textbooks

- i. Discussion: Anna gave all present a copy of an email she had received regarding a future textbook evaluation. She asked faculty to complete the form on their present textbook and explain why or why not they would like to change.
- ii. Decision: Faculty are to complete the textbook evaluation
- iii. Responsible: Faculty

h. Requesting copies from librarian

- i. Discussion: Marci Hamilton, LRC Coordinator stated she was still receiving requests from students who state their instructor sent them for copies, but there is no initial or signature on the material to e copies.
- ii. Decision: Marci is not to copy anything without instructor name or initials.
- III. Responsible: Faculty

4. New Business

a. BNE visit October 25, 2005 (handout)

- i. Discussion: Anna gave all a copy of the material received from the BNE so they would be aware of what was going to be looked at, and to prepare them to come to the meeting.
- ii. Decision: All instructors will be present for the BNE meeting. Students will be requested to participate as well. Those students who do not participate will be on pediatric rotation so the instructors can be free.
- iii. Responsible: Anna Dye and all faculties.

b. Faculty cell phone numbers

- i. Discussion: Anna asked faculty to please submit their cell phone numbers so that she could contact them if necessary during work hours at the clinical site.
- ii. Decision: That faculty who has cell phones will submit their numbers.
- iii. Responsible: Faculty

c. TAVNE scholarship (Handout)

- i. Discussion: Anna gave all faculties the TAVNE scholarship information and asked them to distribute it to their students. Anna stated that a Concorde Student won the award last year, and she would like to see it happen again.
- ii. Responsible: Faculty is to distribute the forms to students.

d. Instructor workshops (handout)

- i. Discussion: Anna gave the email correspondence from Roy Zacharias to all faculties telling them that he would be having faculty workshops in the near future.
 - ii. Decision: Faculty is to attend the workshops when offered.
 - iii. Responsible: Roy Zacharias to present in-services; faculty to attend.

- e. EMB clinic in November
 - i. Discussion: Anna informed the group that the EMB clinic for November would be later in the evening so the evening classes could attend.
 - ii. Decision: All thought this was a good thing for the students.

- f. SPE (handout)
 - i. Discussion: Anna discussed the SPE with the group, and answered questions.
 - ii. Decision: Faculty are to familiarize themselves with the SPE so they can assist with future data collection.
 - iii. Responsible: Anna & the faculty

Having no further business, the meeting adjourned at 1500.

Respectfully submitted,

Anna M. Dye, Recorder



Nursing Faculty Minutes
Date, Time, Room #

Present: See list

Guests:

Absent:

Presiding:

- I. Approval of Minutes of (date)
- II. Old or Continuing Business
- III. New Business
 - A. (Topic)
 1. Discussion:
 2. Data Available:
 3. Rationale:
 4. Decision:
 5. Person(s) responsible
 - B. (Topic)
 1. Discussion:
 2. Data Available:
 3. Rationale:
 4. Decision:
 5. Person(s) responsible

IV. Curriculum Issues

A. (Topic)

1. Discussion:
2. Data Available:
3. Rationale:
4. Decision:
5. Person(s) responsible

V. Summary of Systematic Plan Decisions

1. Discussion:
2. Data Available:
3. Rationale
4. Decision:
5. Person(s) responsible

VI. Other

(Narrative entries unless decisions are made, then use same format as above.)

VII. Adjournment

The meeting adjourned at (time)

Signature(s)

Recorder
Committee Chairperson



Angiel
 Electrical Construction Corporation
 4311 Belmont Avenue • Dallas, Texas 75204
 Phone (214) 824-6369 Fax (214) 821-9185

INVOICE

NO. 40864

INVOICE DATE:

January 9, 2006

PLEASE REMIT PAYMENT TO ABOVE ADDRESS

SOLD TO: CONCORDE CARRIER INSTITUTE
 TEXAS HEALTH RESOURCES PAVILION
 801 RYAN PLAZA DRIVE SUITE 200
 ARLINGTON, TEXAS 76011

CUSTOMER ID	PURCHASE ORDER	LOCATION	PAYMENT TERMS	
523	JAY SCOTT	ARLINGTON	NET 30 DAYS	
QUANTITY	DESCRIPTION		UNIT PRICE	EXTENSION
1	PER AECC PROPOSAL DATED NOVEMBER 21, 2005			
1	PROVIDE LABOR AND MATERIALS FOR THE ELECTRICAL WORK ASSOCIATED WITH THE WORK IN ROOM 247		1,653.00	1,653.00
1	PROVIDE LABOR AND MATERIALS FOR THE ELECTRICAL WORK ASSOCIATED WITH THE WORK IN ROOM 239		582.00	582.00
PRICES ABOVE EXCLUDED PERMIT, EXISTING ELECTRICAL, AND SALES TAX. WORK PERFORMED 12-26-05 THRU 12-30-05 ATTACHED PROPOSAL FOR REFERENCE IF SALES TAX ARE NOT PAID - AN EXEMPT/RESALE CERTIFICATE MUST BE ENCLOSED WITH CHECK OR SALES TAX WILL BE REINVOICED				
			SUBTOTAL	2,235.00
			SALES TAX	162.04
			TOTAL	\$2,397.04

**PAYMENT TERMS: 30 DAYS NET. AFTER 30 DAYS 1-1/4% PER MONTH
 REMAINING BALANCE PLUS ALL COURT AND ATTORNEY FEES CHARGED
 TEXAS ELECTRICAL CONTRACTOR LICENSE NO. 17460**

LONE STAR TECHNOLOGIES

WORK ORDER / INVOICE

413 Westover Lane
 Springtown, Texas 76082
 817-798.4877 • Fax 817.220.1944
 raleighdlong@earthlink.net

Nº 2023

L02616

TO Concord Career College
 ADDRESS 601 Ryan Plaza Dr Ste 200
Arlington, Texas 76011
 ATTENTION

DATE ORDERED 12/26/05 ORDER TAKEN BY RDL
 PHONE NO. 817-798-4877 CUSTOMER ORDER #
 JOB LOCATION Arlington
 JOB PHONE 817-26-1594 STARTING DATE
 TERMS

QTY.	MATERIAL	UNIT	AMOUNT
12	OPT 5. DATA CABLE ASSY	100 ⁰⁰	1200 00
24	SLOTTED CABLE TRAY, Cubicals	65 ⁰⁰	15744

APPROVAL [Signature]
 5727-00-01

DESCRIPTION OF WORK
1. Install 12 Data cables.
2. Program EXT 239 for page across

MISCELLANEOUS CHARGES	AMOUNT
Tap Charge 12/28	15 00
Tap Charge 12/29	15 00

WORK PERFORMED

- (12/28/05) Ran 12 DATA CABLES, Drop six in wall by cubicals & mounted slotted cable track.
- Ran SIX DATA CABLES to room 239.
- (12/29/05) Dropped & terminated 6 cables in room 239. Terminated 12 data cables on existing data patch panel. Installed 6 surface jack & boxes for 6 cubicals.
- Added page button on EXT 239.

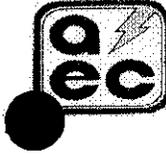
LABOR	HRS.	RATE	AMOUNT
	2.0	75	150 00

WORK ORDERED BY J. Smith
 DATE ORDERED
 DATE COMPLETED 12/29/05 TL/RDL

TOTAL LABOR	150 00
TOTAL MATERIALS	1357 44
TOTAL MISCELLANEOUS	20 00
SUBTOTAL	1537 44
TAX	126 84
GRAND TOTAL	1664 28

[Signature]

CUSTOMER SIGNATURE [Signature]
 AUTHORIZED SIGNATURE



ANGIEL ELECTRICAL CONSTRUCTION CORPORATION

4311 BELMONT AVENUE • DALLAS, TEXAS 75204

214-824-6369 • 214-821-9185(F)

TECL No. 17450

November 21, 2005

Concorde Carrier Institute
Texas Health Resources Pavilion
601 Ryan Plaza Drive, Suite 200
Arlington, Texas 76011

Attention: Rebecca Zielinski

Reference: Outlets in Rooms 247 and 239

Please find listed below two quotes for the installation of duplex receptacles in each area.

Quote # 1- Room 247..... \$1,653.00

Furnish and install two new 120-volt 20A 1-phase circuits fed from existing SQD panel.
Furnish and install sixteen new duplex receptacles.
Provide conduit and wire as needed.
Work to done during normal business hours unless noted otherwise.
Price excludes permit, sales tax and existing electrical.

Quote # 2- Room 239..... \$582.00

Furnish and install four new 120-volt duplex receptacles fed from existing electrical circuit.
Check out electrical on six cube furniture work stations
Provide conduit and wire as needed.
Work to done during normal business hours unless noted otherwise.
Price excludes permit, sales tax and existing electrical.

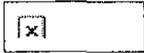
Quote valid for 30 days unless noted otherwise.

Should there be any questions, please contact this office.

Sincerely,

ANGIEL ELECTRCIAL CONSTRUCTION CORPORATION

Derrell Davis
Via fax 817/849-1848
E-mail ddavis@angielecc.com



This is your INVOICE

Electronic Certified Copy



FID Number: 74-2616805 **Customer Number:** 13618743 **Invoice Number:** K07
Sales Rep: RICHARD CIZ **Purchase Order:** 122905JS
For Sales: (800)274-1550 **Order Number:** 751504764 **Invoice Date:** 01/03
Sales Fax: (800)433-9527 DI **Order Date:** 12/29/05 **Payment Terms:** NET 1
Customer Service: (800)274-1550 **Shipped Via:** CON-
Technical Support: (800)274-1550 **73 01 O 01 01 N** **Waybill Number:** 50812
Dell Online: <http://www.dell.com/>

SOLD TO:

MR J SCOTT
 CONCORD CAREER COLLEGE
 ACCOUNTS PAYABLE
 5800 FOX RIDGE
 MISSION, KS 66202

SHIP TO:

REBECCA ZIELINSKI
 CONCORDE CAREER INST
 STE 200
 601 RYAN PLAZA
 ARLINGTON, TX 76011

PLEASE REVIEW IMPORTANT TERMS AND CONDITIONS OF SALE

Ordered	Shipped	Item Number	Description	Unit	Unit Price	Amount
10	10	221-9733	Dimension 1100 Series, Intel Celeron D Processor 325 (2.53GHz) and 256K cache	EA	509.75	5,097.50
10	10	311-5010	256MB DDR SDRAM at 400MHz	EA	0.00	0.00
10	10	310-5234	Dell USB Keyboard	EA	0.00	0.00
10	10	320-4280	15 in (15 in viewable) E153FP Flat Panel Display	EA	0.00	0.00
10	10	430-3900	Integrated Intel 3D AGP Graphics	EA	0.00	0.00
10	10	340-3274	80GB 7200 RPM Ultra ATA Hard Drive	EA	0.00	0.00
10	10	341-2759	3.5in Floppy Drive	EA	0.00	0.00
10	10	420-4834	Microsoft Windows XP Home Edition,Service Pack 2,English	EA	0.00	0.00
10	10	412-0688	Image Restore	EA	0.00	0.00
10	10	412-0721	Dimension Dell Support	EA	0.00	0.00
10	10	420-4927	Windows Media Player 10	EA	0.00	0.00
10	10	463-2282	Dell Owners Manual installed on your system,click on icon after system set-up to access	EA	0.00	0.00
10	10	420-5477	Dell Direct Download	EA	0.00	0.00

10	10	420-5769	Internet Search and Portal	EA	0.00	0.00
10	10	310-6264	Dell USB 2-button mouse	EA	0.00	0.00
10	10	430-0441	Integrated 10/100 Ethernet	EA	0.00	0.00
10	10	313-3607	No modem requested for Dell Dimension	EA	0.00	0.00
10	10	412-0705	Adobe Acrobat Reader 6.0	EA	0.00	0.00
10	10	313-3714	48X CDROM Drive	EA	0.00	0.00
10	10	313-2758	Integrated Audio	EA	0.00	0.00
10	10	313-2198	No Speaker Requested	EA	0.00	0.00
10	10	461-8389	No Virus Protection Requested	EA	0.00	0.00
10	10	412-0813	Music Match 10.1 Basic with 7 days OnDemand	EA	0.00	0.00
10	10	461-3064	No Digital Imaging Software requested	EA	0.00	0.00
10	10	412-0148	No Internet Service Provider Requested	EA	0.00	0.00
10	10	460-1716	No Productivity Software requested	EA	0.00	0.00
10	10	950-9797	*No Warranty, Year 2 and 3	EA	0.00	0.00
10	10	960-6250	*Type 6 Contract - Next Business Day Parts Delivery Initial Year	EA	0.00	0.00
10	10	960-6380	*Warranty Support,Initial Year	EA	0.00	0.00
10	10	983-2207	*Thank You for buying Dell	EA	0.00	0.00

TO MATCH SMALL??TO MATCH

System Service Tags FSTQ391, 2TTQ391, 5TTQ391, BTTQ391, GTTQ391, 1VTQ391, 4VTQ391, 7VTQ391, CVTQ391, GVTQ391

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$10 PER ITEM WI

Ship. and/or	\$550.00
--------------	----------

ALL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

Handling	
Subtotal	\$5,647.50
Taxable:	Tax:
\$5,647.50	\$465.94
ENVIRO FEE	\$0.00
Invoice Total	\$6,113.44

DETACH AT LINE AND RETURN WITH PAYMENT

MAKE CHECK
 PAYABLE/REMIT TO:
 DELL
 MARKETING L.P.
 PO BOX 676021
 C/O DELL USA L.
 DALLAS, TX
 75267-6021

Invoice Number: K07254062
 Customer Number: 13618743
 Purchase Order: 122905JS
 Order Number: 751504764

Ship. and/or Handling	\$550.00
Subtotal	\$5,647.50
Taxable:	Tax:
\$5,647.50	\$465.94
ENVIRO FEE	\$0.00
Invoice Total	\$6,113.44
Balance Due	\$6,113.44
Amount Enclosed	

Steve Tillman
Computer Services

3440 Clayton Road East
 Fort Worth, TX 76116
 Phone: 817-946-1312



January 9, 2006

2313

Concorde Career Institute

Concorde Career Institute
 601 Ryan Plaza Dr, Suite 200
 Arlington, TX 76011

Phone: 817-261-1594

DESCRIPTION

Unpacked 30 Dell Laptop Computers in classroom and loaded Windows XP,
 then placed all 30 in charging cabinet.
 Set up 10 Dell Desktop computers for Faculty and Library and loaded Windows XP.
 Powered up Network Switch and networked 6 Dell Desktops for Faculty offices.

AMOUNT

15.25 Hours at the rate of \$35.00 per hour

533.75

*APPROVED BY
 5727-00-41*

Make all checks payable to Steve Tillman. If you have any questions concerning this invoice, contact Steve Tillman at 817-946-1312 or email, eofficeit@aol.com

Due this date

THANK YOU FOR YOUR BUSINESS!

533.75	\$	533.75
44.03		8.25%
		44.03
		-
TOTAL	\$	577.78



This is your INVOICE

Electronic Certified Copy



FID Number: 74-2616805 **Customer Number:** 13618743 **Invoice Number:** K
Sales Rep: RICHARD CIZ **Purchase Order:** 123005JSTXA
For Sales: (800)274-1550 **Order Number:** 751513088 **Invoice Date:** 01.
Sales Fax: (800)433-9527 DI **Order Date:** 12/29/05 **Payment Terms:** NI
Customer Service: (800)274-1550 **Shipped Via:** CC
Technical Support: (800)274-1550 **Waybill Number:** 98
Dell Online: <http://www.dell.com/> **73 01 O 01 01 N**

SOLD TO:
 MR J SCOTT
 CONCORD CAREER COLLEGE
 ACCOUNTS PAYABLE
 5800 FOX RIDGE
 MISSION, KS 66202

SHIP TO:
 REBECCA ZIELINSKI
 CONCORDE CAREER INST
 STE 200
 601 RYAN PLAZA
 ARLINGTON, TX 76011

PLEASE REVIEW IMPORTANT TERMS AND CONDITIONS OF SALE

Ordered	Shipped	Item Number	Description	Unit	Unit Price	Amount
24	24	222-0550	Inspiron 1300, Intel Celeron M 360 (1.40GHz/1MB Cache/400MHz FSB)	EA	828.80	19,891.20
24	24	320-4499	15.4 Inch WXGA Display, for Inspiron 1300	EA	0.00	0.00
24	24	311-5480	256MB,DDR2,533MHz,1 DIMM, for Inspiron 1300	EA	0.00	0.00
24	24	320-4506	Integrated Intel Graphics Media Accelerator 900, for Inspiron 1300/B130	EA	0.00	0.00
24	24	341-2808	40GB Ultra-ATA Hard Drive, for Inspiron 1300	EA	0.00	0.00
24	24	420-4766	Microsoft Windows XP Home Service Pack 2, English, for Inspiron	EA	0.00	0.00
24	24	412-0689	Image Restore	EA	0.00	0.00
24	24	420-4830	DELL SUPPORT 3.0	EA	0.00	0.00
24	24	420-4928	Windows Media Player 10	EA	0.00	0.00
24	24	420-5460	Complimentary courses: Look for EU icon	EA	0.00	0.00
24	24	420-5477	Dell Direct Download	EA	0.00	0.00
24	24	463-2282	Dell Owners Manual installed on your system,click on icon	EA	0.00	0.00

		after system set-up to access			
24	24	420- Internet Search and Portal 5769	EA	0.00	0.00
24	24	313- Internal 56K Modem, for Inspiron 3794 B1300	EA	0.00	0.00
24	24	430- Adobe Acrobat Reader 6.0, for 1048 Inspiron	EA	0.00	0.00
24	24	313- 24X Combo CD-RW/DVD for 3792 Inspiron 1300	EA	0.00	0.00
24	24	420- CyberLink PowerDVD v5.5 5111 Decoding Software for DVD Drives	EA	0.00	0.00
24	24	430- Dell Wireless 1370 Internal 1443 Wireless (802.11b/g, 54Mbps) for Inspiron 1300	EA	0.00	0.00
24	24	412- Network Associates McAfee 7.0, 0850 English,90-day Trial	EA	0.00	0.00
24	24	412- Music Match 10.1 Basic w/ 3 0842 months OnDemand	EA	0.00	0.00
24	24	312- 29 WHr 4-cell Lithium Ion 0358 Primary Battery, for Inspiron 1300	EA	0.00	0.00
24	24	420- Broadband Icon for Inspiron 3224	EA	0.00	0.00
24	24	412- AOL 0788	EA	0.00	0.00
24	24	412- NETZERO ISP 0687	EA	0.00	0.00
24	24	412- Corel WordPerfect 12 plus Trial 0803 of Quattro Pro and Presentations	EA	0.00	0.00
24	24	412- Soft Contracts - Business 0357 Complete Care	EA	0.00	0.00
24	24	950- *Type 3 Contract - Next Business 7802 Day Parts and Labor On-Site Response, 2YR Extended	EA	0.00	0.00
24	24	960- *CompleteCare Accidental 1937 Damage Service, Inspiron, 3 Year	EA	0.00	0.00
24	24	950- *Warranty Support,2 Year Extend 5442 ed	EA	0.00	0.00
24	24	960- *Warranty Support,Initial Year 6910	EA	0.00	0.00
24	24	960- *Type 3 Contract - Next Business 6600 Day Parts and Labor On-Site Response, Initial Year	EA	0.00	0.00
24	24	983- *Thank You for buying Dell 2207	EA	0.00	0.00
24	24	983- *Please visit WWW.Dell.COM 2217	EA	0.00	0.00

System

ServiceFGHF391, GGHF391, 1HHF391,

Tags FHHF391, 3JHF391,
 DJHF391, JJHF391, 5KHF391,
 CKHF391, 3LHF391,
 FLHF391, CMHF391, 7NHF391,
 GNHF391, 7PHF391,
 34MF391, C4MF391, F4MF391,
 35MF391, 36MF391,
 46MF391, 96MF391, F6MF391,
 97MF391

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$10 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

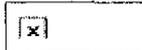
Ship. and/or Handling	\$900.00
Subtotal	\$20,791.20
Taxable: \$20,791.20	Tax: \$1,715.27
ENVIRO FEE	\$0.00
Invoice Total	\$22,506.47

DETACH AT LINE AND RETURN WITH PAYMENT

MAKE CHECK PAYABLE/REMIT TO:
 DELL MARKETING L.P.
 PO BOX 676021
 C/O DELL USA L.
 DALLAS, TX
 75267-6021

Invoice Number: K05233270
 Customer Number: 13618743
 Purchase Order: 123005JSTXA
 Order Number: 751513088

Ship. and/or Handling	\$900.00
Subtotal	\$20,791.20
Taxable: \$20,791.20	Tax: \$1,715.27
ENVIRO FEE	\$0.00
Invoice Total	\$22,506.47
Balance Due	\$22,506.47
Amount Enclosed	



This is your INVOICE

Electronic Certified Copy



FID Number: 74-2616805 **Customer Number:** 13618743 **Invoice Number:** K
Sales Rep: RICHARD CIZ **Purchase Order:** 123005JSTXA
For Sales: (800)274-1550 **Order Number:** 751640519 **Invoice Date:** 01.
Sales Fax: (800)433-9527 DI **Order Date:** 12/29/05 **Payment Terms:** NE
Customer Service: (800)274-1550 **Shipped Via:** UF
Technical Support: (800)274-1550 **73 01 O 01 01 N** **Waybill Number:** E2
Dell Online: <http://www.dell.com/>

SOLD TO:

MR J SCOTT
 CONCORD CAREER COLLEGE
 ACCOUNTS PAYABLE
 5800 FOX RIDGE
 MISSION, KS 66202

SHIP TO:

REBECCA ZIELINSKI
 CONCORDE CAREER INST
 STE 200
 601 RYAN PLAZA
 ARLINGTON, TX 76011

PLEASE REVIEW IMPORTANT TERMS AND CONDITIONS OF SALE

Ordered	Shipped	Item Number	Description	Unit	Unit Price	Amount
6	6	222-0550	Inspiron 1300, Intel Celeron M 360 (1.40GHz/1MB Cache/400MHz FSB)	EA	828.80	4,972.80
6	6	320-4499	15.4 Inch WXGA Display, for Inspiron 1300	EA	0.00	0.00
6	6	311-5480	256MB,DDR2,533MHz,1 DIMM, for Inspiron 1300	EA	0.00	0.00
6	6	320-4506	Integrated Intel Graphics Media Accelerator 900, for Inspiron 1300/B130	EA	0.00	0.00
6	6	341-2808	40GB Ultra-ATA Hard Drive, for Inspiron 1300	EA	0.00	0.00
6	6	420-4766	Microsoft Windows XP Home Service Pack 2, English, for Inspiron	EA	0.00	0.00
6	6	412-0689	Image Restore	EA	0.00	0.00
6	6	420-4830	DELL SUPPORT 3.0	EA	0.00	0.00
6	6	420-4928	Windows Media Player 10	EA	0.00	0.00
6	6	420-5460	Complimentary courses: Look for EU icon	EA	0.00	0.00
6	6	420-5477	Dell Direct Download	EA	0.00	0.00
6	6	463-2282	Dell Owners Manual installed on your system,click on icon	EA	0.00	0.00

		after system set-up to access			
6	6	420- Internet Search and Portal 5769	EA	0.00	0.00
6	6	313- Internal 56K Modem, for Inspiron 3794 B1300	EA	0.00	0.00
6	6	430- Adobe Acrobat Reader 6.0, for 1048 Inspiron	EA	0.00	0.00
6	6	313- 24X Combo CD-RW/DVD for 3792 Inspiron 1300	EA	0.00	0.00
6	6	420- CyberLink PowerDVD v5.5 5111 Decoding Software for DVD Drives	EA	0.00	0.00
6	6	430- Dell Wireless 1370 Internal 1443 Wireless (802.11b/g, 54Mbps) for Inspiron 1300	EA	0.00	0.00
6	6	412- Network Associates McAfee 7.0, 0850 English,90-day Trial	EA	0.00	0.00
6	6	412- Music Match 10.1 Basic w/ 3 0842 months OnDemand	EA	0.00	0.00
6	6	312- 29 WHr 4-cell Lithium Ion 0358 Primary Battery, for Inspiron 1300	EA	0.00	0.00
6	6	420- Broadband Icon for Inspiron 3224	EA	0.00	0.00
6	6	412- AOL 0788	EA	0.00	0.00
6	6	412- NETZERO ISP 0687	EA	0.00	0.00
6	6	412- Corel WordPerfect 12 plus Trial of 0803 Quattro Pro and Presentations	EA	0.00	0.00
6	6	412- Soft Contracts - Business 0357 Complete Care	EA	0.00	0.00
6	6	950- *Type 3 Contract - Next Business 7802 Day Parts and Labor On-Site Response, 2YR Extended	EA	0.00	0.00
6	6	960- *CompleteCare Accidental 1937 Damage Service, Inspiron, 3 Year	EA	0.00	0.00
6	6	950- *Warranty Support,2 Year Extend 5442 ed	EA	0.00	0.00
6	6	960- *Warranty Support,Initial Year 6910	EA	0.00	0.00
6	6	960- *Type 3 Contract - Next Business 6600 Day Parts and Labor On-Site Response, Initial Year	EA	0.00	0.00
6	6	983- *Thank You for buying Dell 2207	EA	0.00	0.00
6	6	983- *Please visit WWW.Dell.COM 2217	EA	0.00	0.00

System

Service5NMF391, 8NMF391, BNMF391,

Tags FNMF391, 1PMF391,
6PMF391

FOR SHIPMENTS TO CALIFORNIA, A STATE ENVIRONMENTAL FEE OF UP TO \$10 PER ITEM WILL BE ADDED TO INVOICES FOR ALL ORDERS CONTAINING A DISPLAY GREATER THAN 4 INCHES. PLEASE KEEP ORIGINAL BOX FOR ALL RETURNS. COMPREHENSIVE ONLINE CUSTOMER CARE INFORMATION AND ASSISTANCE IS A CLICK AWAY AT WWW.DELL.COM/PUBLIC-ECARE TO ANSWER A VARIETY OF QUESTIONS REGARDING YOUR DELL ORDER.

Ship. and/or Handling	\$900.00
Subtotal	\$5,872.80
Taxable: \$5,872.80	Tax: \$484.53
ENVIRO FEE	\$0.00
Invoice Total	\$6,357.33

DETACH AT LINE AND RETURN WITH PAYMENT

MAKE CHECK
PAYABLE/REMIT TO:
DELL
MARKETING
L.P.
PO BOX 676021
C/O DELL USA
L.
DALLAS, TX
75267-6021

Invoice Number: K05570536
Customer Number: 13618743
Purchase Order: 123005JSTXA
Order Number: 751640519

Ship. and/or Handling	\$900.00
Subtotal	\$5,872.80
Taxable: \$5,872.80	Tax: \$484.53
ENVIRO FEE	\$0.00
Invoice Total	\$6,357.33
Balance Due	\$6,357.33
Amount Enclosed	

Dennehy & Associates, Inc.
2727 Oak Lawn, Suite #100
Dallas, TX. 75219
214-750-7191



DENNEHY & ASSOCIATES, INC.
General Contractors

INVOICE: S-5174

DATE: 1/10/2006 0:00

JOB NO: S-5241-23

TERMS: Net 30 Days

TO:

Mr. Jay Scott
Concorde College
601 Ryan Plaza Drive
Arlington, TX. 76011

PROJECT
MANAGER: Ron Sims

JOB TITLE: Build Office in Room #272

Scope of Work:	
Build Office Approximatley 10' x 12' Include Door	
Install (3) Windows 4' x 6' Include Mini Blinds	
Tape, Bed & Paint Affected Walls	
Install Rubber Base	\$5,233.26
Amount Includes Sales Tax	\$431.74
TOTAL	\$5,665.00

A finance charge of 1.5% per month or 18% per annum added to all past due accounts.
Please reference on your check the invoice number / job number.

WAIVER OF LIEN

STATE OF TEXAS
COUNTY OF DALLAS

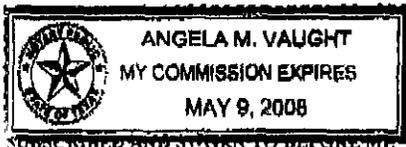
I, the undersigned, am a general contractor, sub-contractor, materialman, or other persons furnishing services, labor or material in the construction, repair and/or replacement of improvements upon real estate owned by:

OFFICE IN ROOM #272

located in Dallas County, State of Texas, and described as follows:
to wit:

TENANT/PROSPECT NAME:
CONCORDE COLLEGE

IN CONSIDERATION of the above referenced sum will hereby, waive, release and quit-claim in favor of the owner of said real estate and the lender of their assigns, all right that I may now have, for services, labor or material furnished to and including the date hereof to a lien upon the land and improvements above described; and I do warrant that I have not and will not assign any claim for payment nor any right to perfect a lien against said property, and that I have the right to execute this waiver and release of lien. THE SUBSCRIBER further warrants that no chattel mortgage, conditional sale contract, retention of titles agreement for mechanics or materialman's lien, has been given or executed by the undersigned, for or in connection with any materials, appliances or machinery placed upon said premises or installed by him, whether permanently affixed or attached to the realty or not, which has not been released.



Ron Sims
Dennehy & Associates, Inc.
Angela M. Vaught
Notary Public in and for
Dallas County, Texas

CONTINGENT UPON PAYMENT



Dennehy & Associates, Inc.
2727 Oak Lawn
Suite 100
Dallas, TX 75219

55174
~~0482~~
5-5241-23

WORK AUTHORIZATION # _____

JOB: OFFICE IN ROOM # 272

DATE: 11/21/05

CUSTOMER JAY SCOTT
CONCORDE COLLEGE

REBECCA ZIELINSKI

Dennehy & Associates, Inc. is hereby authorized to perform the following Work:

BUILD OFFICE APPROX. 10' X 12' WITH DOOR

INSTALL (3) WINDOWS 4' X 4' 6" WITH MINI BLINDS

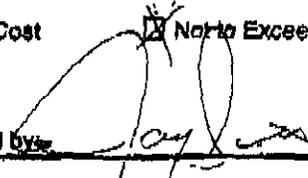
TAPE BED & PAINT AFFECTED WALLS

INSTALL RUBBER BASE

Total Add: \$ 5,665.00

(Includes sales tax)

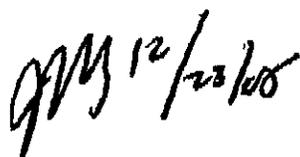
Firm Cost Not to Exceed Time and Materials

Accepted by: 

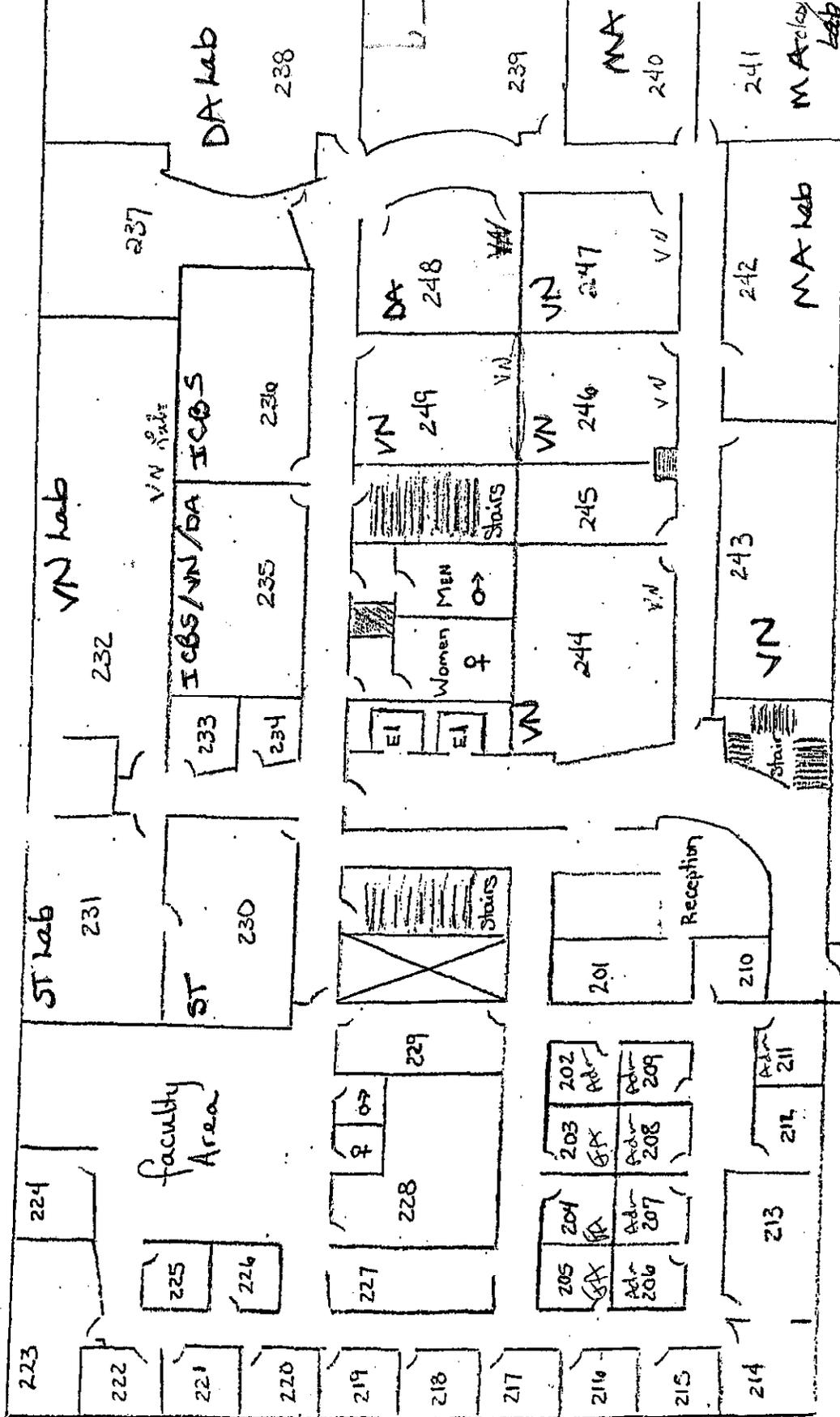
Title: Dir. of Purchasing Date: 12/23/05

If you have any questions, please contact us.

Sincerely,



Dennehy & Associates, Inc.



Sky Bridge

Reception

Stairs

Women
♀

Men
♂

Stairs

VN

243

242

M.A. Lab

241

M.A. Lab

240

M.A. Lab

239

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DA

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VN

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VN

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VN

244

VN

249

VN

237

VN Lab

232

ICBS/VN/DA

ICBS

VN Lab

VN Lab

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ICBS

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ICBS

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ST Lab

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Adm



601 Ryan Plaza Drive, Ste 200 Arlington, Texas 76011
Office (817) 261-1594 Fax (817) 461-3443

Nursing Faculty Meeting Minutes

Date: January 26, 2005

Time: 1300

Place: Room 248

1. The meeting was called to order by A. Dye, Chairperson. Minutes from December 28, 2004 were read and approved by majority on motion by C. Zandi, second by Diana Cook.
2. Old Business:
 - a. Dosage Calculations Examinations:
 - i. Discussion: Anna stated she had spent considerable amount of time on the problem of dosage calculations examination scoring. Anna stressed the importance of considering this as a skill the same as any other nursing skill, and that there needed to be progression in this topic as well as with any other nursing skill.
 - ii. Decision: In order for students to pass medications in the clinical setting, the following scores will apply at the beginning of the quarter starting on April 04, 2005:
 1. Level II must achieve a score of 80%
 2. Level III must achieve a score of 90%
 3. Level IV must achieve a score of 100%The above scoring was approved by majority on motion by C. Morrison, seconded by Fran West.
 - iii. Responsible: Anna Dye and Stephanie Randall will assure these scores are incorporated into course syllabi for next quarter.
 - b. PN Caps:
 - i. Discussion: Anna informed the group that these are still not mandatory for any level, as we are unable to schedule computer classroom time. She is working with Pat Moseley, Academic Dean to resolve the scheduling problems.
 - ii. Decision: Students who are considered at risk are to be referred to the LRC for remediation on those computers. Anna will continue to work with Pat to obtain classroom time for all levels, not just level IV.
 - iii. Responsible: Anna Dye and Pat Moseley.

c. Faculty assignments

- i. Discussion: Anna distributed a sheet of identified tasks that need to be accomplished this quarter for faculty to volunteer to work on. (See Attached.)
- ii. Decision: Faculty signed up for interested tasks. Anna is to make a master list and distribute to all faculty.
- iii. Responsible: Anna

3. New Business:

a. Curriculum changes

- i. Discussion: Anna distributed a copy of the proposed curriculum changes and the response of the BNE for all to be aware of what was occurring in the nursing curriculum. Anna pointed out that the first level will have the greatest amount of change, as several courses are combined to make one course instead of having four separate ones. The skills lab/lecture has been combined to make one class instead of two. Other changes include combining clinical hours and making it one clinical course for level II, III, and IV. Anna has written clinical syllabi for all to review and make suggestions. (Copy attached)
- ii. Decision: All are to work on implementing the changes.
- iii. Responsible: All nursing faculty and staff

b. Clinical Sites

- i. Discussion: Anna distributed a list of potential sites for all levels for faculty to sign up for their teaching preferences prior to assigning students to their rotations. This way she can know who is at what site and what hours.
- ii. Decision: All faculty appreciated having the choice of choosing their sites.
- iii. Responsible: Anna will offer sites to students to sign up now.

c. Nurse's week

- i. Discussion: Anna presented the idea of having a nurse's week celebration for all the nursing students. Faculty approved of the idea, and several volunteered to assist with this undertaking.
- ii. Decision: Anna is to request the dining room be reserved in order to provide space for vendors and students. Other faculty are to inquire at their clinical sites on which vendors might attend.
- iii. Responsible: Anna and faculty

d. Diabetes expo:

- i. Discussion: Anna distributed a copy of an e-mail she received from Jennifer Bailey-Jones at Doctor's hospital requesting volunteers to assist with this expo. (Copy attached)

- ii. Decision: Faculty are to inquire of students to find out how many would be interested in attending. This would count as a clinical day for those who participate as it would be a full day involvement.
 - iii. Responsible: Faculty to inquire of students and notify Ms Jones.
 - e. Timesheets:
 - i. Discussion: Anna reminded all that she needed their timesheets turned in on Wed. as Christine DiBello must send them to Corporate on Thursday.
 - ii. Decision: timesheets are to be turned in on Wednesday.
 - iii. Responsible: All nursing faculty
- 4. General Discussion:
 - a. E-mail
 - i. Discussion: Alana Knight inquired of the best way to communicate with faculty—e-mail or memo. Several indicated they did not access their email frequently.
 - ii. Decision: Consensus of opinion was for Alana to contact them verbally, in writing, and by e-mail
 - iii. Responsible: Alana Knight
 - b. CPR
 - i. Discussion: Selinza Mitchell inquired as to the number of faculty who are CPR certified and therefore able to assist with the classes for first level students. Beverly Phenix and Tim Yeary have taken the class to teach, and Karen Lilli needs to take the exam so she can teach. Anna encouraged all faculty to become instructors of CPR
 - ii. Decision: Karen, Beverly, and Tim are to contact Kim Whipple regarding their teaching schedules in order to be listed as CPR instructors. All who qualify are to help with first level students.
 - iii. Responsible: Faculty

Having no further business, the meeting adjourned at 1445

Respectfully submitted,



Anna M. Dye, Recorder

Anna Dye

From: VIRGINIA HOLMES [VIRGINIA.HOLMES@BNE.STATE.TX.US]

Sent: Monday, January 24, 2005 3:45 PM

To: Anna Dye

Subject: Minor Curriculum Change Approval

Dear Anna,

Earlier today I faxed an approval for the minor curriculum change. I finally found this e-mail after faxing, so am also verifying via this mode.

Virginia

Virginia Holmes, MSN, RN
Nursing Consultant
512/305-6813
Fax: 512/305-7401

This message contains thought and opinions of Virginia Holmes and does not represent the official Board of Nurse Examiner's policy.

1/25/2005



601 Ryan Plaza Drive, Ste 200 Arlington, Texas 76011
Office (817) 261-1594 Fax (817) 461-3443

FAXED
1-21-05

January 21, 2005

Virginia Holmes, MSN, RN
Nursing Consultant
Board of Nurse Examiners Texas
333 Guadalupe, Suite 3-460
Austin TX 78701-3942

Dear Ms Holmes,

Enclosed you will find my request for a minor curriculum change. I have submitted the current courses per quarter showing the class/lab/clinical contact hours for each course, along with the information reflecting the proposed changes. There will be neither actual change in curriculum content, nor changes in the actual hours of the program. All we want to do is re-arrange the content.

For **Level I** we wish to combine Anatomy & Physiology, Personal and Vocational Adjustments, Growth and Development, and Nutrition and call it **Foundations of Nursing**, instead of having four separate courses. Our Vocational Nursing Skills class has both a lecture and a lab component. Since this is a hands-on skills class conducted entirely in the skills lab, we wish to change the lecture hours to lab hours and continue calling it **Vocational Nursing Skills**. In addition, we wish to move six (6) hours from the Graduate Nurse Preparation lab component and move it to level one lab. This will allow the students to be introduced to the Educational Resources Incorporated (ERI) Standardized Web Based Testing and Remediation and prepare our students for the concept of NCLEX-PN Computer Adaptive Testing. This move would make the class/lab hours for level one a total 183 hours instead of the previous 177 hours.

For **Level II** we wish to combine the Mental Health/Mental Illness clinical component (24 hours) with the Geriatric Health Care clinical component (228 hours), and call it **Level II Clinical**. We wish to move eight (8) hours from the Graduate Nurse Preparation lab component and use it for continued ERI computer testing at this level. Moving six hours to this level will increase the clinical/lab hours to a total of 260 hours instead of the previous 252 hours.

For **Level III** we wish to combine the Medical/Surgical Nursing I Clinical component (172 hours) with the Maternal/Child (OB) Clinical component (42 hours) and call it **Level III clinical** with a total of 220 hours. We wish to add eight (8) hours from the

Graduate Nurse Preparation lab component to the lab hours at this level in order to continue with computer lab exercises. This will increase the clinical/lab hours to 228.

For **Level IV**, we wish to combine the Medical/Surgical Nursing II clinical (164 hours) with the Pediatric Nursing Clinical (40 hours) and call it **Level IV Clinical** for a total of 204 clinical hours. The remaining 8 GNP hours would be used at this level for students in the laboratory setting to take their PN-Caps and their remediation testing prior to sitting for their NCLEX-PN examination. This would decrease the clinical/lab hours for level IV from 234 to 212 hours.

We believe that these minor changes would further enhance the quality of education the students are already receiving here at Concorde Career Institute.

Thank you for your assistance in this request and for your continued support of our program.

Sincerely,



Anna M. Dye, MSN, RN
Nursing Program Director
Concorde Career Institute
601 Ryan Plaza Drive
Arlington TX 76011

Cc: File

The Vocational Nursing Program is scheduled as follows:

Identifying Number	Topic	Class Hours	Lab Hours	Clinical Hours
Level I				
VN01	Vocational Nursing Skills	55	122	
VN02	Personal and Vocational Adjustments	36		
VN03	Anatomy and Physiology	67		
VN04	Growth and Development	16		
VN05	Nutrition	16		
Level II				
VN06	Geriatric Health Care	27		228
VN07	Pharmacology	90		
VN08	Mental Health / Mental Illness	27		24
Level III				
VN09	IV Therapy I		24	
VN10	Medical / Surgical Nursing I	90		172
VN11	Maternal / Child (OB)	42		48
Level IV				
VN12	Medical / Surgical Nursing II	99		164
VN13	IV Therapy II		24	
VN14	Pediatric Nursing	42		40
VN15	Graduate Nurse Preparation	27	30	
	Subtotals	634	200	676

TOTAL HOURS: 1510

The approximate time required to complete the day Vocational Nursing Program is one year.

Vocational Nursing Program

Level I

VN01 – Vocational Skills

In this course, the student will demonstrate in skilled procedures, skilled techniques, and medication administration skills necessary to provide basic skilled care. The skilled aspects include precautions and expected outcomes for skilled procedures, OSHA / EPA rules and regulations, the administration of drugs, review of arithmetic and calculation of drug dosages, admission, transfer and discharge, taking and assessing vital signs, medical asepsis and infection control, safety, body mechanics, patient mobility, hygiene and care of the patient's environment, hygiene and the nursing process, specimen collection and diagnostic examination, physical assessment, standard nursing interventions with rationale for related skills, emergency first aid nursing, and medication administration. *Prerequisites: Admission to the Vocational Nursing Program and current enrollment in VN02. 55 Lecture hours and 122 Lab hours.*

VN02 – Personal and Vocational Adjustments

This course prepares the health care provider with a general orientation to health care. The student will understand the evolution of the nursing profession and its various assistants in care. The student will be able to identify legal, ethical, and cultural aspects of health care. The student will be able to discuss the nursing process, the foundation for future healthcare practice, the elements of communication, the criteria for documentation and OSHA / EPA rules and regulations. *Prerequisites: Admission to the Vocational Nursing Program and current enrollment in VN01. 36 Lecture Hours.*

Current**VN03 (formerly VN05) – Anatomy and Physiology**

In this course, the student will be prepared with a solid, although basic, understanding of anatomy and a basic coverage of physiology. The student will be able to identify the structure and function of body systems, as well as, have a foundation to recognize and differentiate normal body responses. The student will learn an overview of anatomy and physiology in each of the following systems: integumentary, musculoskeletal, gastrointestinal, cardiovascular, blood or lymphatic, urinary, respiratory, endocrine, reproductive, eye and ear and neurological. *Prerequisites: Completion of VN02 and current enrollment in VN01. 67 Lecture Hours.*

VN04 (formerly VN04) – Growth and Development

The student will be able to discuss the individual changes going on throughout the human life cycle. The course includes instruction about life span development with emphasis on cultural and spiritual aspects of patient care. Loss, grief, dying and death are learned with hospice care identified. The student will be able to identify the different types of families, family patterns and stages of family development. *Prerequisites: Completion of VN02 and VN03 and current enrollment in VN01. 16 Lecture Hours.*

VN05 (formerly VN03) – Nutrition

The student will be able to discuss nutrition as the total of all processes involved in the taking in and utilization of food substances for proper growth, functioning, and maintenance of health. Progressing into medical nutrition therapy and therapeutic diets, this course identifies the role nutrition plays directly or indirectly in all body processes and incorporates the healthcare provider's role. The student will also be prepared to offer liquid diets, soft and low-residue, nutrition therapy in peptic ulcer disease, high-fiber, high-kilocalorie, high-protein, kilocalorie-controlled, low-kilocalorie, eating disorders: anorexia nervosa, bulimia nervosa, and binge eating disorders. *Prerequisites: Completion of VN02, VN03, and VN04 and current enrollment in VN01. 16 Lecture Hours.*

Level II**VN06 – Geriatric Health Care**

In this course, the student will be able to list the special needs of the older adult patient. Emphasis will be placed on the role of the healthcare provider, an understanding of the student's own attitudes toward aging and the aged, and on application of select skills. Body systems, aging, and related nursing interventions, health care and the aging adult, security and safety concerns for the older adult, psychosocial care of the older adult, long term care, and loss, grief, dying and death are topics that the student will be able to discuss. *Prerequisites: Completion of VN01, VN02, VN03, VN04 and VN05 and current enrollment in VN07. 27 Lecture Hours and 228 Clinical Hours.*

VN07 – Pharmacology

The student will be able to identify the classification of drugs, where they originate, how they are made, and where information regarding drugs may be found. In addition, the student is prepared to administer medications with concern for the safety, precautions and liability adjunctive to this procedure. The actions and uses, contraindications, interactions, side effects, and toxic effects of drugs will be stressed. The student will be able to discuss the legal and ethical issues for medication administration in the home setting, long term care settings, and acute care settings. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05 and current enrollment in VN06. 90 Lecture Hours.*

VN08 – Mental Health / Mental Illness

The student will learn a basic understanding of mental health and mental illness. The student will be able to discuss the components of mental health and compare and contrast those elements to mental illness. The student will be able to integrate the biological, sociological, psychological, cultural, and spiritual factors in providing care to mentally healthy and mentally ill individuals. The student will be able to identify normal emotional responses, drug dependency, addiction, habituation and withdrawal, antianxiety drugs, antipsychotic drugs and emotional disorders. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06 and current enrollment in VN07. 27 Lecture Hours and 24 Clinical Hours.*

Level III**VN09 – IV Therapy I**

This course consists of eight 3-hour lab sessions where the student will learn and demonstrate how to monitor, maintain, and administer fluids and medications through the intravenous route. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08 and current enrollment in VN10. 24 Lab Hours.*

VN10 – Medical / Surgical Nursing I

This course studies select conditions of illness requiring medical and / or surgical treatment according to body systems preparing the student to function efficiently in the administration of nursing care. The course content includes conditions and disorders related to the immune system, surgery, integumentary system, musculoskeletal system, gastrointestinal system, accessory organs, cardiovascular system, and the blood / lymphatic system. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08 and current enrollment in VN09. 90 Lecture Hours and 172 Clinical Hours.*

VN11 – Maternal / Child (OB – Obstetrics)

This course focuses on the prenatal, intrapartum, postpartum, and newly born patients. The vocational nursing student will identify the patient needs and nursing responsibilities in caring for these individuals. The course prepares the nursing student to understand and respond to potential complications. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09 and current enrollment in VN10. 42 Lecture Hours and 48 Clinical Hours.*

Level IV**VN12 (formerly VN13) – Medical / Surgical Nursing II**

This course teaches the major disorders associated with the genitourinary system, respiratory system, endocrine system, reproductive system, the eye and ear, neurological system, HIV and cancer. The content includes a basic coverage of cancer and its effects on these systems. The student vocational nurse is trained to identify needs and common interventions for these various disorders. The clinical hours train the student to integrate the nursing process into the actual provision of care for patients with these disorders. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10, VN11 and current enrollment in VN13. 99 Lecture Hours and 164 Clinical Hours.*

VN13 (formerly VN14) – IV Therapy II

This course consists of eight 3-hour lab sessions where the student will learn and demonstrate the skills to initiate peripheral IV therapy. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10, VN11 and current enrollment in VN12. 24 Lab Hours.*

VN14 (formerly VN15) – Pediatric Nursing

This course includes the basic study of pediatrics in relation to normal growth and development, beginning with infant through adolescence. The student vocational nurse is trained to identify needs associated with biological, sociological, psychological, cultural and spiritual factors. Then, utilizing the nursing process, the student learns to integrate these factors into the provision of care to meet the total needs of the pediatric patient. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10, VN11, VN13 and current enrollment in VN12. 42 Lecture Hours and 40 Clinical Hours.*

VN15 – Graduate Nurse Preparation

This course prepares the student for the role as a graduate vocational nurse. The content will include expectations, job seeking skills, professional organizations, and career opportunities. The course includes preparatory measures for licensure examination. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10, VN11, VN13, VN14 and current enrollment in VN12. 27 Lecture Hours and 30 Lab Hours.*

The Vocational Nursing Program is scheduled as follows:

Proposed

Identifying Number	Traditional Curriculum	Theory Clock Hours	Lab Hours	Clinical/Lab Clock Hours
	Level One:			
VN01	Foundations of Nursing: (Includes Personal and Vocational Adjustments, Anatomy and Physiology, Growth and Development, and Nutrition)	135		
VN02	Vocational Nursing Skills		183	
	Level Two:			
VN03	Pharmacology	90		
VN04	Geriatric Health Care	27		
VN05	Mental Health Mental Illness	27		
VN06	Level II Clinical		8	252
	Level Three:			
VN07	IV Therapy I		24	
VN08	Medical Surgical Nursing I	90		
VN09	Maternal / Child Nursing (OB)	42		
VN10	Level III Clinicals		8	220
	Level Four:			
VN11	IV Therapy II		24	
VN12	Medical Surgical Nursing II	99		
VN13	Pediatric Nursing	42		
VN14	Graduate Nurse Preparation	27		
VN15	Level IV Clinicals		8	204
	Subtotals	579	255	676

Total Program Hours: 1510

The approximate time required to complete the day Vocational Nursing Program is one year

Vocational Nursing Program

Proposed

Level I

VN01 – Foundations of Nursing

In the first unit of this course, the student is given a general orientation to health care. The unit will focus on the evolution of the nursing profession and its various assistants in care. The student will be able to identify legal, ethical, and cultural aspects of health care. The student will be able to discuss the nursing process, the foundation for future healthcare practice, the elements of communication, the criteria for documentation and OSHA / EPA rules and regulations.

In the second unit of this course, the student will be prepared with a solid, although basic, understanding of anatomy and a basic coverage of physiology. The student will be able to identify the structure and function of body systems, as well as, have a foundation to recognize and differentiate normal body responses. The student will learn an overview of anatomy and physiology in each of the following systems: integument, musculoskeletal, gastrointestinal, cardiovascular, blood or lymphatic, urinary, respiratory, endocrine, reproductive, eye, ear and neurological.

In the third unit of this course, the student will be able to discuss the individual changes going on throughout the human life cycle. The unit includes instruction about life span development with emphasis on cultural and spiritual aspects of patient care. Loss, grief, dying and death are learned with hospice care identified. The student will be able to identify the different types of families, family patterns and stages of family development.

In the fourth unit of this course, the student will be able to discuss nutrition as the total of all processes involved in the taking in and utilization of food substances for proper growth, functioning, and maintenance of health. Progressing into medical nutrition therapy and therapeutic diets, this course identifies the role nutrition plays directly or indirectly in all body processes and incorporates the healthcare provider's role. The student will also be prepared to offer liquid diets, soft and low-residue, nutrition therapy in peptic ulcer disease, high-fiber, high-kilocalorie, high-protein, kilocalorie-controlled, low-kilocalorie, eating disorders: anorexia nervosa, bulimia nervosa, and binge eating disorders.

Prerequisites: Current enrollment in the Vocational Nursing Program. Course length – 135 Lecture hours

VN02 – Vocational Skills

In this course, the student will view, study, practice and demonstrate competence in skilled procedures, skilled techniques, and medication administration skills necessary to provide basic skilled care. The skilled aspects include precautions and expected outcomes for skilled procedures, OSHA / EPA rules and regulations, the administration of drugs, review of arithmetic and calculation of drug dosages, admission, transfer and discharge, taking and assessing vital signs, medical asepsis and infection control, safety, body mechanics, patient mobility, hygiene and care of the patient's environment, hygiene and the nursing process, specimen collection and diagnostic examination, physical assessment, standard nursing interventions with rationale for related skills, emergency first aid nursing, and medication administration. *Prerequisites: Admission to the Vocational Nursing Program and current enrollment in VN01. Course length - 183 Laboratory hours.*

Level II

VN03 – Pharmacology

The student will be able to identify the classification of drugs, where they originate, how they are made, and where information regarding drugs may be found. In addition, the student is prepared to administer medications with concern for the safety, precautions and liability adjunctive to this procedure. The actions and uses, contraindications, interactions, side effects, and toxic effects of drugs will be stressed. The student will be able to discuss the legal and ethical issues for medication administration in the home setting, long term care settings, and acute care settings. *Prerequisites: Completion of VN01, VN02 and current enrollment in VN03. Course length - 90 Lecture Hours.*

VN04 – Geriatric Health Care

In this course, the student will be able to list the special needs of the older adult patient. Emphasis will be placed on the role of the healthcare provider, an understanding of the student's own attitudes toward aging and the aged, and on application of select skills. Body systems, aging, and related nursing interventions, health care and the aging adult, security and safety concerns for the older adult, psychosocial care of the older adult, long term care, and loss, grief, dying and death are topics that the student will be able to discuss. *Prerequisites: Completion of VN01, VN02 and current enrollment in VN04. Course length - 27 Lecture Hours*

VN05 – Mental Health / Mental Illness

The student will learn a basic understanding of mental health and mental illness. The student will be able to discuss the components of mental health and compare and contrast those elements to mental illness. The student will be able to integrate the biological, sociological, psychological, cultural, and spiritual factors in providing care to mentally healthy and mentally ill individuals. The student will be able to identify normal emotional responses, drug dependency, addiction, habituation and withdrawal, anti-anxiety drugs, antipsychotic drugs and emotional disorders. *Prerequisites: Completion of VN01, VN02, VN03 and current enrollment in VN04. Course length - 27 Lecture Hours.*

VN06 – Level II Clinical

The student will apply knowledge and demonstrate competence of nursing skills, with a focus on communication, assessment, documentation, activities of daily living and medication administration. Clinical setting will include both long term care and mental health / mental illness environments. *Prerequisites: Completion of VN01, and VN02, current enrollment in VN 03, VN 04 and VN05. Course Length – 252 Clinical hours and 8 lab hors*

Level III

VN07 – IV Therapy I

This course consists of lab sessions where the student will view, study, practice and demonstrate competence on how to monitor, maintain, and administer fluids and medications through the intravenous route. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06 and current enrollment in VN08. Course length - 24 Laboratory Hours.*

VN08 – Medical / Surgical Nursing I

This course studies select conditions of illness requiring medical and / or surgical treatment according to body systems preparing the student to function efficiently in the administration of nursing care. The course content includes conditions and disorders related to the immune system, surgery, integument system, musculoskeletal system, gastrointestinal system, accessory organs, cardiovascular system, and the blood / lymphatic system. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07 and current enrollment in VN09. Course length - 90 Lecture Hours.*

VN09 – Maternal / Child (OB – Obstetrics)

This course focuses on the prenatal, intra-partum, postpartum, and newly born patients. The vocational nursing student will be able to identify the patient needs and nursing responsibilities in relation to caring for these individuals. The course prepares the nursing student to understand, anticipate and respond to potential complications. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07 and current enrollment in VN08. Course length - 42 Lecture Hours.*

VN10 – Level III Clinical

Students will apply knowledge of nursing skills with a focus on communication, assessment, documentation, medication administration, intravenous therapy and sterile procedures. Clinical settings will include both medical / surgical areas of a hospital and an obstetrical nursing environment of patient care. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07 and current enrollment in VN08 and VN09. Course length – 220 Clinical Hours and 8 lab hours.*

Level IV

VN11 – IV Therapy II

This course consists of lab sessions requiring the student to view, study, practice and demonstrate competence on initiating peripheral IV therapy and central line care. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10 and current enrollment in VN12. Course length - 24 Laboratory Hours.*

VN12 – Medical / Surgical Nursing II

This course teaches the major disorders associated with the genitourinary system, respiratory system, endocrine system, reproductive system, the eye, ear, neurological system, HIV and cancer. The content includes a basic coverage of cancer and its effects on these systems. The student vocational nurse is trained to identify needs and common interventions for these various disorders. The course prepares the student to integrate the nursing process into the actual provision of care for patients with these disorders. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10 and current enrollment in VN11. Course length - 99 Lecture Hours.*

VN13 – Pediatric Nursing

This course includes the basic study of pediatrics in relation to normal growth and development, beginning with infant through adolescence. The student vocational nurse is trained to identify needs associated with biological, sociological, psychological, cultural and spiritual factors. Then, utilizing the nursing process, the student learns to integrate these factors into the provision of care to meet the total needs of the pediatric patient. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10 and current enrollment in VN12. Course length - 42 Lecture Hours.*

VN14 – Graduate Nurse Preparation

This course prepares the student for the role as a graduate vocational nurse. The content will include expectations, job seeking skills, professional organizations, and career opportunities. The course includes preparatory measures for licensure examination. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10, VN12, VN13 and current enrollment in VN12. Course length - 27 Lecture Hours.*

VN15 – Level IV Clinical

Students will apply knowledge of nursing skills with a focus on communication, assessment, documentation, medication administration, intravenous therapy, sterile procedures and time management with prioritization. Clinical settings will include both medical / surgical areas of a hospital and pediatric environments. *Prerequisites: Completion of VN01, VN02, VN03, VN04, VN05, VN06, VN07, VN08, VN09, VN10 and current enrollment in VN11, VN12, VN13 and VN14. Course length – 204 Clinical Hours and 8 lab hours.*

Nursing Department
Minutes

Date: May 31, 2005

Time: 1300

Place: Room 244

1. Call to order and reading of Minutes. A. Dye, Chair, called the meeting to order at 1300. Minutes of March 29, 2005 were read and approved by majority vote on motion by Georgia Hughes, second by Cynthia Tears.
2. Introduction of new faculty
 - a. Julie Birdsong (Evenings)
 - b. Sylvia Bates (Evenings)
 - c. Jennifer Meyers (Evenings)
 - d. Pamela Karaffa (Evenings)
 - e. Kiesha Scroggins (Days)
 - f. Substitutes
3. Old Business
 - a. Staggered break times:
 - i. Discussion: A. Dye asked the group how the new break times were working. All agreed it was less congested in the hallways during break. A. Dye requested all to send any student laying or sitting on the floor during breaks to the break room.
 - ii. Decision: All are to send students to the break room if they are lying or sitting on the floor.
 - iii. Responsible: All faculty
 - b. Awards:
 - i. Discussion: A. Dye informed the group that several students had come to her stating they never had received their awards from one and two semesters ago. She has no way to follow up with Robin, as she does not know the students who were granted awards as faculty did not give this information to her.
 - ii. Decision: Faculty are to give Anna names of students who are eligible for clinical awards so she can follow up.
 - iii. Responsible: Faculty to give Anna names. Anna Dye to follow up with Robin.
 - c. Probations:
 - i. Discussion: Anna Dye informed the group that there were currently five students on attendance probation, and that she had placed the list with their names in the faculty boxes.
 - ii. Responsible: None. Information only

- d. Nurse Recognition week
 - i. Discussion: Anna Dye stated the nurse recognition week was a big success, with the exception of granting prizes to the students. For some reason, those responsible for handing out the prizes from the library were not precise in record keeping, so Anna and Alana will have to find out who still needs theirs.
 - ii. Responsible: Anna Dye and Alana Knight
 - e. CPR
 - i. Discussion: Anna Dye reminded all that they need to become CPR instructors so they can help with the first level students.
 - ii. Decision: All faculty are to become CPR instructors
 - iii. Responsible: All faculty
 - f. Hot slips:
 - i. Discussion: None. This was discussed earlier today in the mandatory – meeting.
 - g. Student handbook revision
 - i. Discussion: Anna Dye informed the group that the student handbook needed to be revised.
 - ii. Decision: Fran West and Stephanie Randall Wingate volunteered to help with the revision.
 - iii. Responsible: Fran and Stephanie.
 - h. Faculty clinical notebooks
 - i. Discussion: Anna Dye reminded all that the notebooks were almost all completely revised for new faculty, but some still needed to be given to Valerie Greathouse for copying.
4. New business
- a. Clinical Make-up
 - i. Discussion: Anna Dye informed the group that there was much discussion and suggestions going around from all the campuses about how to make up clinical absence days
 - ii. Decision: None
 - iii. Responsible: Anna Dye will give all a copy of the new policy when it is finalized.
 - b. Clinical Assignments
 - i. Discussion: Limited, as still in the process of being finalized.
 - c. Systematic Plan of Evaluation (SPE)
 - i. Discussion: Anna Dye gave all a copy of the SPE draft for review (Copy attached).

- ii. Decision: Several suggestions were made to the SPE
 - iii. Responsible: Anna Dye will incorporate the suggestions, and bring it back to the next meeting.

 - d. NCLEX-PN pass rate
 - i. Discussion: Anna Dye distributed the information from the board regarding the CCI pass rate (Copy attached)
 - ii. Decision: None

 - e. GNP content
 - i. Discussion: Anna Dye reminded the group that there needs to be some syllabus information regarding the GNP content
 - ii. Decision: Faculty are to add this to their syllabi
 - iii. Responsible: Faculty

 - f. Professional Development Plan
 - i. Discussion: Anna distributed copies of the CCI Professional development Plan for all to complete and return to her.
5. General Discussion
- a. Admissions representatives touring students
 - i. Discussion: There was a considerable amount of discussion about how the classes are disrupted by admissions representatives touring potential students. Anna will bring this up at the next Program Directors meeting.
6. Adjourn: Having no further business, the meeting adjourned at 1500.

Respectfully submitted,

Anna M. Dye

Concorde Career Institute
Operations Training Manual

Section: Human Resources
Topic: Job Description – Practical/Vocational Nursing Theory Instructor
Effective Date: March 11, 2002

Practical/Vocational Nursing Theory Instructor

LOCATION: Campus

DEPARTMENT: Academic Affairs

REPORTS TO: Director of Nursing

Major Responsibilities include:

1. Demonstrate expertise in specific area or course content.
2. Attend all faculty meetings.
3. Present proposed need for content or curriculum changes to administration.
4. Issue classroom orientation materials and Classroom Protocols to the students on the first day of class.
5. Establish testing procedures for the classroom and maintain record of grades.
6. Monitor and record classroom attendance.
7. Issue written Warnings or recommend Probation to Program Director for students in theory classes.
8. Preview and select appropriate audiovisual aids.
9. Work collaboratively with the Program Director and faculty to develop instructional materials, including information sheets and modules and testing materials, at an appropriate level for the semester.
10. Adhere to all State Board of Nursing regulations.
11. Ongoing, systematic development, implementation and evaluation of the total program and recommend changes to the Program Director.
12. Maintain professionalism and serve as role model to students.
13. Conduct theory presentation in an organized format based on curriculum content.
14. Adhere to the philosophy, objectives, and standards of the campus.
15. Instruct theory classes as assigned.
16. Evaluate student progress.
17. Prepare lecture materials in advance of presentation.
18. Attend graduation ceremonies.
19. Maintain classrooms in an orderly fashion.

Concorde Career Institute
Operations Training Manual

20. Maintain professional competence by activities which may include nursing practice, continuing education, writing, or participation in professional associations.
21. Participate in program activities.
22. Maintain student records in compliance with Concorde Career Institute policies.
23. Ensure confidentiality of student records.
24. Provide academic advisement, guidance and tutoring to students as needed.
25. Communicate with clinical instructors to facilitate seamless instruction.
26. Participate on committees providing input on policies regarding recruitment, admission, retention, promotion, and graduation of students.
27. Provide input to the Program Director for the annual budget.
28. Participate on committees providing input on policies regarding recruitment, admission, retention, promotion, and graduation of students.
29. To assist in clinical as needed.

STATE SPECIFIC QUALIFICATIONS – CALIFORNIA

1. Current active RN or LVN license in the state of California.
2. One of the following:
 - Baccalaureate degree from an accredited school, or
 - Valid teaching credential, or
 - Completed a minimum of 1 year full time teaching in a state accredited or approved RN or VN program, or
 - Met community college or state university teaching requirements in Calif.
3. Minimum of 3 years clinical experience as an RN or LVN in the past 5 years.
4. Must also meet all regulatory and corporate qualifications.

STATE SPECIFIC QUALIFICATIONS - COLORADO

1. License in good standing in the state of Colorado to practice registered nursing.
2. Minimum of a BSN.
3. Minimum of 3 year clinical experience in the last 5 years.
4. Must also meet all regulatory and corporate qualifications.

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STATE SPECIFIC QUALIFICATIONS – MISSOURI

1. *Current license to practice professional nursing in Missouri.*
2. *Minimum of BSN from an accredited college or university with a clinical component.*
3. *Three years of full time experience in the past 5 years or two years of part time experience within the last 5 years, and evidence of active pursuit of an advanced nursing degree.*
4. *Experience shall be in nursing education, clinical practice, or administration.*
5. *Qualified for vocational teacher certification. Current certification is to be obtained within 3 months of appointment.*
6. *Non-nurse faculty shall have professional preparation and qualifications for the specific areas in which they are involved.*
7. *Faculty must be approved by the Board of Nursing prior to approval.*
8. *Must meet all regulatory and corporate qualifications.*

STATE SPECIFIC QUALIFICATIONS – FLORIDA

1. *Current license to practice professional nursing in Florida.*
2. *Minimum of BSN from an accredited college or university with a clinical component.*
3. *Minimum of 3 years clinical experience as an PN or LPN in the past 5 years.*

STATE SPECIFIC QUALIFICATIONS – TEXAS

1. *Current license to practice professional nursing in Texas..*
2. *Minimum of BSN from an accredited college or university with a clinical component.*
3. *Minimum of 2 years clinical experience as an RN or LVN in the past 5 years.*

Concorde Career Institute
Operations Training Manual

Section: Human Resources
Topic: Job Description – Practical/Vocational Nursing Clinical Instructor
Effective Date: October 29, 2001

Practical/Vocational Nursing Clinical Instructor

LOCATION: Campus

DEPARTMENT: Academic Affairs

REPORTS TO: Director of Nursing

Major Responsibilities include:

1. Participate in a Team Conference before the start of clinical rotation.
2. Participate in the Team Summary Conference at the end of each clinical rotation.
3. Schedule and attend a Pre-Planning Conference with the clinical facility.
4. Plan and organize the clinical laboratory learning experience and select appropriately related instructional devices, procedures, or materials for the achievement of student learning.
5. Develop clinical rotations, distribute to students, and post in appropriate areas of clinical facilities.
6. Distribute and post clinical objectives in specified units.
7. Orient the students to the clinical facility.
8. Promote growth of students in the clinical setting by monitoring the successful completion of objectives.
9. Evaluate student progress.
10. Refer students to Program Director as needed.
11. Evaluate clinical written assignments.
12. Evaluate student performance in the clinical setting utilizing the appropriate semester's clinical objectives as evidenced by:
 - Making rounds with each student and discussing nursing care objectives for each patient that day.
 - Verifying student documentation.
 - Utilizing post conference to verify learning by promoting discussion of daily-achieved objectives.
13. Adhere to the philosophy, objectives, policies, and standards of the school and clinical facilities.
14. Establish and maintain effective working relationships with staff personnel in clinical facilities.
15. Attend all faculty meetings.
16. Contact the Program Director or her designee at least weekly, or more frequently if need arises, in areas such as student attendance, clinical incidence, or student progress.

October 29, 2001

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17. Provide the clinical facility with a copy of the students' current CPR cards.
18. Provide the clinical facility with any required health records.
19. Adhere to all the State Board of Nursing regulations.
20. Ongoing, systematic development, implementation and evaluation of the total program, and recommend changes to Program Director.
21. Arrive a minimum of thirty (30) minutes prior to student arrival to post assignments, prepare, and organize the day's activities.
22. Maintain professionalism and serve as a role model to students.
23. Participate on committees providing input on institutional policies regarding recruitment, admission, retention, promotion, and graduation of students.
24. Maintain professional competence by activities which may include nursing practice, continuing education, writing, or participation in professional associations.
25. Participate in program activities.
26. Maintain student records in compliance with Concorde Career Institute policies.
27. Ensure confidentiality of student records.
28. Provide academic advisement, guidance and tutoring to students as needed.
29. Provide input to the Program Director for the annual budget.
30. To assist in theory as needed.

STATE SPECIFIC QUALIFICATIONS – CALIFORNIA

1. Current active RN or LVN license in the state of California.
2. One of the following:
 - Baccalaureate degree from an accredited school, or
 - Valid teaching credential, or
 - Completed a minimum of 1 year full time teaching in a state accredited or approved RN or VN program, or
 - Met community college or state university teaching requirements in Calif.
3. Minimum of 3 years clinical experience as an RN or LVN in the past 5 years.
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Concorde Career Institute
Operations Training Manual

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STATE SPECIFIC QUALIFICATIONS - MISSOURI

1. Current license to practice professional nursing in Missouri.
2. Minimum of BSN from an accredited college or university with a clinical component.
3. Three years of full time experience in the past 5 years or two years of part time experience within the last 5 years, and evidence of active pursuit of an advanced nursing degree.
4. Experience shall be in nursing education, clinical practice, or administration.
5. Qualified for vocational teacher certification. Current certification is to be obtained within 3 months of appointment.
6. Non-nurse faculty shall have professional preparation and qualifications for the specific areas in which they are involved.
7. Faculty must be approved by the Board of Nursing prior to approval.
8. Must meet all regulatory and corporate qualifications.

STATE SPECIFIC QUALIFICATIONS – FLORIDA

1. Current license to practice professional nursing in Florida.
2. Minimum of BSN from an accredited college or university with a clinical component.
3. Minimum of 3 years clinical experience as an PN or LPN in the past 5 years.

STATE SPECIFIC QUALIFICATIONS – TEXAS

1. Current license to practice professional nursing in Texas..
2. Minimum of BSN from an accredited college or university with a clinical component.
3. Minimum of 2 years clinical experience as an RN or LVN in the past 5 years.



Quote & Order Confirmation*

Customer Information

Date	12/19/05	Quote #	000Q11232
Institution	Concorde Career Insitite	Email	adye@concorde.edu
Name of person placing order	Anna M Dye, DON	Customer ID #	817-261-1594
Title of person placing order	Director of Nursing	Contact phone #	(817)261-1594
Fax		Account Manager	Tim Clarke

Order Information

Qty	Item #	Description	List Price	Applicable Discount	Ext. Price
1	101.1V	Anatomy: Circulatory System	\$195.00	0 %	\$195.00
1	101.2V	Anatomy: Digestive System	\$195.00	0 %	\$195.00
1	101.3V	Anatomy: The Nervous System	\$195.00	0 %	\$195.00
1	644.1V	Psychotropic Meds: Assessment, Intervention and, Treatment	\$295.00	25 %	\$221.25
1	644.2V	Psychotropic Medications: Schizophrenia	\$295.00	25 %	\$221.25
1	644.3V	Psychotropic Medications: Bipolar Disorder	\$295.00	25 %	\$221.25
1	644.4V	Psychotropic Medications: Depression	\$295.00	25 %	\$221.25
1	644.5V	Psychotropic Medications: Anxiety Disorders	\$295.00	27 %	\$215.35
Subtotal:					\$1,685.35
Tax:					\$0.00
Handling:					\$15.00
Total:					\$1,700.35

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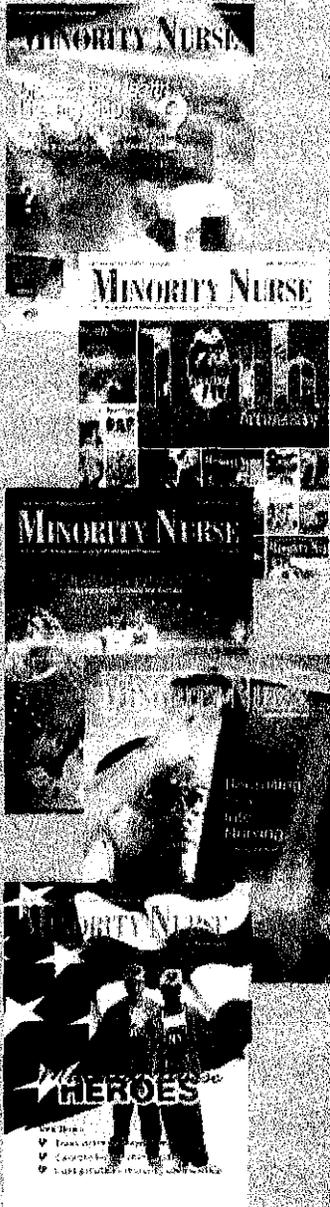
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Student Satisfaction Questionnaire



You, the student and future graduate, are *the most important element* of Concorde Career Institute. And in order for the faculty and staff to serve you the best they can, we very much need you to share your opinions and experiences regarding Concorde. This questionnaire is anonymous (your name will not be listed) and will be sent to Datamark Research in Salt Lake City, UT, so your answers are completely confidential. Please be honest and give the questions your best answer. *Thanks in advance for your cooperation in this matter.*

Instructions: Use a *blue or black ink pen only* to completely darken the circle that corresponds to your response.
Correct Incorrect

FIRST: Some Information About You

Q1 What is your age? (Select one.)

- 19 or younger 20-22 23-27 28-39
 40-55 Over 55

Q2 Which of the following describes your marital status? (Select one.)

- Single Married Widowed Divorced
 Separated Live with partner

Q3 Do you have any dependents? (Select all that apply.)

- No dependents Spouse Parent(s) Child/Children
 Other dependents

Q4 Are you financially dependent? (Select one.)

- No, I'm financially independent Yes, I'm primarily dependent on my parent(s)
 Yes, I'm primarily dependent on my spouse Yes, I'm primarily dependent on others

Q5 When you started at this institution, how many years had it been since you graduated high school or obtained a GED? (Select one.)

- Less than a year A year to two years Three years to five years
 Six years to 10 years 11 to 19 years 20 years or more

Q6 What is your ethnic identification or race? (Select all that apply.)

- Native-American Indian Asian African-American
 Hispanic Caucasian Middle Eastern
 Pacific Islander Other ethnic identification or race

Q7 What is the approximate gross annual income of your household? (Select one.)

- Less than \$24,999 per year \$25,000 to \$39,999 per year \$40,000 to \$54,999 per year
 \$55,000 to \$69,999 per year \$70,000 to \$84,999 per year \$85,000 to \$99,999 per year
 More than \$100,000 per year Don't know Do not wish to respond

Q8 What is your gender? (Select one.)

- Male Female

Q9 Which program are you studying at Concorde Career Institute? (Select one.)

- Clinical Assistant Dental Assistant Insurance Coding & Billing Specialist
 Massage Therapy Medical Assistant Medical Office Professional/Assistant
 Patient Care Technician Pharmacy Technician Radiology Technician
 Respiratory Therapy Surgical Technician Practical/Vocational Nurse
 Other

7. Approachability outside class

5 4 3 2 1
Excellent Good Poor

8. Personal appearance

5 4 3 2 1
Excellent Good Poor

9. Overall evaluation of Instructor

5 4 3 2 1
Excellent Good Poor

10. Overall evaluation of Course

5 4 3 2 1
Excellent Good Poor

11. Overall evaluation of Graduate Services, including Externship (where applicable)

5 4 3 2 1
Excellent Good Poor

What area(s) should be improved or changed in our training program that would be helpful for our graduates on the job?

What is your current employment status?

_____ Employed in the field trained for while at Concorde Career Institute

_____ Not employed

_____ Employed, but in a field unrelated to the field for which I was trained

_____ Unavailable for employment (Why?) _____

Where are you employed? (Please give name and address of employer)

May we contact your supervisor? Yes _____ No _____ If yes, please list their name and phone number: _____

What are your job duties? _____
