

**PROPOSAL TO ESTABLISH A NEW VOCATIONAL NURSING EDUCATION PROGRAM  
ANAMARC EDUCATIONAL INSTITUTE  
VOCATIONAL NURSING PROGRAM**

**SUMMARY OF REQUEST:**

Consider Anamarc Educational Institute (Anamarc) proposal to establish a new vocational nursing education program and the report of a survey visit to the proposed vocational nursing education program. The final revised proposal was sent to members of the Board from the program under separate cover. A notice of public hearing has been posted (See Attachment Three).

**HISTORICAL PERSPECTIVE:**

- Anamarc Educational Institute's proposal for a vocational nursing education program was first presented to the Board in July, 2005.
- The Board voted to deny initial approval of the vocational nursing education program and subsequent enrollment of students until all identified deficiencies were resolved, a satisfactory proposal was submitted and a satisfactory site visit conducted.
- Anamarc Educational Institute has re-submitted it's proposal and in accordance with Rule 214, a survey visit was conducted by board staff on December 16, 2005 (See Attachment One).

**SUMMARY OF THE PROPOSAL:**

Overview of the Proposal:

- Anamarc currently offers vocational and technical instruction in: Childcare Worker, Medical Billing and Coding, Medical Assistant, Phlebotomy Technician, Nursing Assistant, Office Technology Assistant and English as a Second Language.
- Anamarc is requesting approval to begin a vocational nursing education program with an enrollment of 30 students in April 2006.

Rationale and Needs Assessment

- The proposal includes the results of approximately 20 surveys completed by community organizations and healthcare facilities, in addition to approximately 92 surveys completed by potential students. The proposal is supported by data obtained from the Texas Workforce Commission regarding the nursing shortage.
- Surveys of 14 local healthcare facilities indicate a current LVN vacancy rate of 42 positions and a projected two year vacancy rate of 129 positions.

Applicant Pool

- The proposal indicates that there are about 400 names of interested individuals on a waiting list that is maintained by Anamarc. This is in addition to the 92 students who are currently attending other classes at Anamarc.
- Other sources of potential students includes: high school graduates, general public of the El Paso community, Workforce Development Board referrals, and employees of the local healthcare institutions.

Impact on Existing Programs

- There are two vocational nursing programs within a 25-mile radius of El Paso. Each program has indicated to Anamarc that they have not been able to admit all qualified applicants to their nursing programs.
- There is also an Associate Degree Nursing Education Program in New Mexico (40 miles from Anamarc) that has also indicated that a new vocational nursing education program in El Paso will not have an impact on their enrollment.

#### Budget

- The proposed budget includes salaries for the program director, 1 full time instructor, and 2 part time instructors, secretarial support, supplies, equipment rental and repair, and continuing education and professional development.
- There is an adequate budget line item allocated for the purchase of additional resources for the program - such as: journals, nursing skills lab supplies and equipment and other multimedia equipment and resources.

#### Classroom and Nursing Skills Laboratory

- The proposal includes a floor plan for the vocational nursing suite. The floor plan indicates three classrooms dedicated to vocational nursing. Additionally the proposal indicates that other classrooms in the facility are available to meet the learning needs of vocational nursing students.
- There are two clinical laboratories in vocational nursing suite.

#### Program Resources

- The proposal indicates that there will be 15 computers with internet access available to the vocational nursing students. The program officials provided a list of books, journals and other audiovisual equipment that will be in the inventory of the vocational nursing education program library.

#### Clinical Affiliations

- Program officials have on file a number of signed affiliation agreements with both acute care and long term care facilities. Several facilities have provided written letters of agreement to extend their current contracts to include the vocational nursing education program students.
- Sample letters from directors of nursing at affiliating agencies indicating their support of Anamarc's proposal to establish a new vocational nursing education program are included in the proposal.

#### Faculty Policies

- The program officials have employed a program director and have identified several potential nursing faculty members. Faculty qualification forms have been provided for each proposed faculty member. Four of the seven potential faculty members have BSNs, two has an MSN and three are currently in an MSN program.
- The proposal includes a letter of agreement from a vocational nursing instructor/program coordinator to act as a mentor to the proposed program director for Anamarc.
- An agency personnel handbook, as well as a vocational nursing personnel handbook are included in the proposal.

#### Student Policies

- An agency student handbook and a vocational nursing student handbook are included in the proposal.
- The vocational nursing student handbook meets all the requirements of Rule 214.8

#### Curriculum Plan

- The curriculum is designed to deliver 560 classroom hours and 975 clinical hours - totaling 1535 hours over a 12-month period.
- The overall curriculum and program objectives identify the knowledge behaviors for graduates of the program as defined in *Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs (2002)*.

### **SUMMARY OF SURVEY VISIT:**

The school is located at 3210 Dyer St, El Paso, Texas. Anamarc has been providing technical and vocational courses since April 2000. The agency is well established with a number of student services available, including but not limited to: financial aid, job placement, and academic and personal counseling. Anamarc operates a large child daycare center, which will be available to the vocational nursing students.

The president, Mrs. Ana Maria Pina Houde, the agency director, Ms. Lory Helmick, program director, and Mr. Pablo Fuentes, were present during the survey visit and provided additional information to board staff. See attachment one for complete survey findings and photos.

**Classrooms:**

- The Vocational Nursing suite contains one classroom with tables/chairs to accommodate 30 students and one large class/conference room with table/chair which will accommodate 30+students. Video screens are available for the classrooms, but have not yet been mounted.

**Skills Laboratories:**

- There are two labs in the vocational nursing suite. Each laboratory contains a large bathroom with large sink and shelving for storage of equipment ( see photo page at end of survey tool)
- There are a total of four functional electrical beds in lab one and two functional electrical beds (one bed requires a mattress) and a stretcher in lab two.
- Several equipment items such as an electronic blood pressure monitor, EKG machine, and weight scale are available. Smaller equipment items for all basic, and some advanced skills are available. There is one multi-use manikin currently in the lab. However, the program director is maintaining a "wish list" of other equipment, including manikins, to be purchased upon Board approval of the vocational nursing program. A two year budgetary allocation of \$100,000 per year is indicated to support purchases.

**Computer Laboratory:**

- The vocational nursing areas has a computer room with table, chairs and thirty computers with internet access.

**Faculty Offices:**

- The program director and faculty have offices located within the vocational nursing suite. There is a shared office for part-time faculty.

**Library:**

- The program will utilize EBSCO as an online text and journal source. Students will have internal and external access to EBSCO. There is a small collection of current textbooks in the room allocated for the library. The room also includes two computers with internet access.

**PROS AND CONS:**

PROS:

- All requirements and recommendations previously placed by the Board have been met.
- Anamarc is a well established educational agency with adequate support services.
- There is a large documented applicant pool.
- Physical and fiscal resources are adequate to operate a vocational nursing education program.
- Qualified faculty for the program have been identified.
- The program director is an active participant in developing the curriculum and designing the vocational nursing suite.

CONS:

- There needs to be a clearly developed plan for sharing clinical resources with other nursing programs.

**STAFF RECOMMENDATION:**

(1) Move to approve a vocational nursing education program operated by Anamarc Educational Institute, and issue the requirements to be met prior to student enrollment as indicated in the attached letter (See Attachment Two.

## Attachment One

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

NAME OF **POTENTIAL** NURSING PROGRAM: ANAMARC EDUCATIONAL INSTITUTE

DEAN OR DIRECTOR: Lory Helmick, RN, MSN

REASON FOR SURVEY: PRE-BOARD PRESENTATION

DATES: DECEMBER 16, 2005

SURVEY VISITOR(S): B.SIMS, RN, MSN

VOLUNTARY ACCREDITATION: N/A

NLNAC: YES \_\_\_\_\_ NO \_\_\_\_ PERIOD OF ACCREDITATION: NA

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

Other: NAME OF ACCREDITATION AGENCY \_\_TWC\_\_\_\_\_

\*\*\*UNSHADED AREAS ARE ITEMS SURVEYED\*\*\*

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<b>§ 214.4 Approval</b>		
(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.		
<b>§ 214.5 Philosophy/Mission and Objectives/Outcomes</b>		
(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 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>		
(c) Clinical objectives/outcomes shall be stated in behavioral terms and shall serve as a mechanism for evaluating student progression.		
(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.		
(e) The faculty shall periodically review the philosophy/mission and objectives/outcomes and shall make appropriate revisions to maintain currency.		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<p><b>§ 214.6 Administration and Organization</b></p>		
<p>(a) The controlling agency shall be licensed or accredited by a Board-recognized agency.</p> <p>(b) There shall be an organizational chart indicating lines of authority between the vocational nursing education program and the controlling agency.</p>	<p>The current TWC Certificate of Approval, valid until May 10, 2006 is included in the proposal. The original was available for inspection by the surveyor.</p> <p>Concerns regarding program director's evaluation of the faculty and congruency with the organizational chart were addressed during the survey. The Evaluation process has been re-written to clearly reflect the reporting lines identified in the organizational chart. Copies of this updated procedure will be included in the revised proposal received by Board members.</p>	
<p>(c) The program shall have comparable status with other educational units within the institution (controlling agency).</p>		
<p>(d) The controlling agency shall:</p> <p>(1) be responsible for satisfactory operation of the vocational nursing program;</p> <p>(2) meet rules and regulations as stated in this chapter;</p> <p>(3) provide the number of faculty necessary to meet minimum standards set by the Board and to insure a sound educational program;</p> <p>(4) provide for suitable classroom and clinical facilities;</p> <p>(5) provide secretarial assistance;</p> <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>The original budget presented for review does not adequately portray sufficient clinical instructors to support 30 students. The allocations listed included Full time Director( no teaching responsibilities), Full time instructor and 1 part time instructor.</p> <p>The controlling agency has identified sufficient potential faculty.</p>	<p>Requirement1:</p> <p>Rule 214.6 <u>Administration and Organization</u>, states that " (d) The controlling agency shall:...provide the number of faculty necessary to meet minimum standards set by the Board and to insure a sound educational program". The budgetary allocations do not reflect adequate clinical teaching personnel for thirty students. Therefore, prior to enrollment of students, the controlling agency shall provide board staff budgetary evidence of appropriate clinical teaching instructors.</p>

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<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>(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 (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>(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><b>§ 214.7 Faculty Qualifications and Faculty Organization</b></p>		
<p>(a) There shall be written personnel policies for nursing faculty that are in keeping with accepted educational 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>		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
(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.		
(c) Faculty Qualifications and Responsibilities. (1) Documentation of faculty qualifications shall be included in the official files of the program. Each faculty member shall: (A) hold a current license or privilege to practice nursing in the State of Texas; (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 (C) have had three years varied nursing experiences since graduation.		
(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.		
(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.		
(4) Non-nursing faculty are exempt from meeting the faculty qualifications as long as the teaching assignments are not nursing didactic or clinical courses.		
(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).		
(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).		
(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.		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
(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.		
(d) The faculty shall meet regularly and 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.		
<b>§214.8 Students</b>		
(a) The program shall have well defined student policies based upon statutory and Board requirements.		
(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).		
(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 and mathematical ability.		
(d) Reasons for dismissal shall be stated in student policies.		
(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.		
(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.		
(g) Students shall be allocated at least 18 days leave for vacation and/or holidays. 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.		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
(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.		
(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.		
(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.		
(k) Students shall have the opportunity to evaluate faculty, courses, and learning resources and these evaluations shall be documented.		
<b>§ 214.9 Program of Study</b>		
<p>(a) The program of study shall be:</p> <p>(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;</p> <p>(2) scheduled with the placement of courses or course content throughout the entire length of the program;</p> <p>(3) organized by subject and content to meet the needs of the program;</p> <p>(4) based on the philosophy/mission and objectives/outcomes;</p> <p>(5) based on sound educational principles;</p> <p>(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 pertain to various practice settings;</p> <p>(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</p> <p>(8) designed to teach students to use a systematic approach to clinical decision making.</p>		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<p>(b) The faculty shall be responsible for the development, implementation and evaluation of the curriculum based upon the following guidelines:</p> <p>(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.</p> <p>(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>		
<p>(3) Specific Provisions. Instruction shall be provided in biological, physical, social, behavioral, and nursing sciences, 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>		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<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>		
<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>		
<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 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.</p>		
<p>(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.</p>		
<p>(c) Classroom instruction shall include organized student/faculty interactive learning activities, formal lecture, audiovisual presentations, and simulated laboratory instruction.</p>		
<p>(d) The curriculum plan, including course outlines, shall be kept current and available to faculty and Board representatives.</p>		
<p>(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.</p>		
<p>(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.</p>		
<p>(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.</p>		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
(h) There shall be provision for continuous development, implementation, and evaluation of the curriculum.		
(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.		
(j) Adaptation to the calendar in the college catalog is permissible.		
(k) Programs shall apprise the Board office of any program changes.		
<b>§ 214.10 Management of Clinical Learning Experiences and Resources</b>		
(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.		
(b) Clinical practice shall include actual hours of practice in clinical areas, clinical conferences, and/or simulated lab experiences.		
(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.		
(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.		
(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.		
(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.		
(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.		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
(h) Affiliation agreements are optional for those clinical experiences which are observation only.		
<p>(i) The affiliating agency shall:</p> <p>(1) provide clinical facilities for student experiences;</p> <p>(2) provide space for conducting clinical conferences for use by the school if classrooms are located elsewhere;</p> <p>(3) provide assistance with clinical supervision of students, including preceptorships, by mutual agreement between the affiliating agency and controlling agency; and</p> <p>(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>		
<p>(j) The faculty member shall be responsible for the supervision of students in clinical learning experiences.</p> <p>(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.</p> <p>(2) Direct faculty supervision is not required for an observational experience. Observational experiences may be used to supplement, but not replace patient 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>		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<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 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>		
<p>(n) Programs shall not permit utilization of students for health care facility staffing.</p>		
<p><b>§ 214.11 Facilities, Resources, and Services</b></p>		
<p>(a) Classrooms and nursing skills laboratory facilities shall be provided to accommodate the learning needs of the students.</p>	<p>The vocational nursing suite has one classroom adequate for 30 students and a second large class/conference room suitable for 30+ students( see photo page). The program officials indicate that the class/conference room will be used for testing .</p>	

STANDARD/CRITERIA	EVIDENCE	COMMENTS
<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>	<p>There are two labs in the vocational nursing suite. Each laboratory contains: a. a large bathroom with large sink. b. shelving for storage of equipment ( see photo page) There are a total of four functional electrical beds in lab one and two functional electrical beds ( one bed requires a mattress) and one stretcher in lab two. Several equipment items such as an electronic blood pressure monitor, EKG machine, and weight scale are available. Smaller equipment items for all basic and some advanced skills are available. There is one  The program director is maintaining a "wish list" of other equipment to be purchased upon approval.</p>	<p>Requirement 2: Rule 214.11 <u>Facilities, Resources, and Services</u> , states that " An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program". The laboratory is not equipped to meet the needs of 30 students. Therefore, the program director shall submit evidence of purchase and placement of necessary equipment prior to enrollment of students.</p>
<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>The program director and faculty have offices located within the vocational nursing suite. There is a shared office for part-time faculty.</p>	<p>Criteria met</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>	<p>The program will utilize EBSCO as an online text and journal source. There is a small collection of current textbooks in the room allocated for the library. The room also includes two computers with internet access ( see photo page at end of survey tool.).  The vocational nursing suite includes a computer lab equipped with 30 computers.( see photo page at end of survey tool).  The program provided proof of ADA accessibility.</p>	<p>Criteria met</p>
<p>(e) Teaching aids shall be provided to meet the objectives of the program.</p>	<p>See comments at 214.11(b)</p>	
<p>(f) Adequate restrooms and lounges shall be provided convenient to the classroom.</p>	<p>A kitchen/breakroom with table and chairs and vending machines is available in the vocational nursing suite. A separate lounge area is available(see photo page at end of survey tool).</p>	<p>Criteria met</p>
<p><b>§ 214.12 Records and Reports</b></p>		
<p>(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.</p>		
<p>(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.</p>		

STANDARD/CRITERIA	EVIDENCE	COMMENTS
(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.		
(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.		
<b>§ 214.13 Total Program Evaluation</b>		
(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: (1) organization and administration of the program; (2) philosophy/mission and objectives/outcomes; (3) program of study, curriculum, and instructional techniques; (4) educational facilities, resources, and services; (5) affiliating agencies and clinical learning activities; (6) students' achievement; (7) graduates' performance on the licensing examination; (8) graduates' nursing competence; (9) faculty members; performance; and (10) extension programs.		
(b) All evaluation methods and instruments shall be periodically reviewed for appropriateness.		
(c) Implementation of the plan for total program evaluation shall be documented in the minutes.		
(d) Major changes in the nursing education program shall be evidence-based and supported by rationale.		

Class/conference room



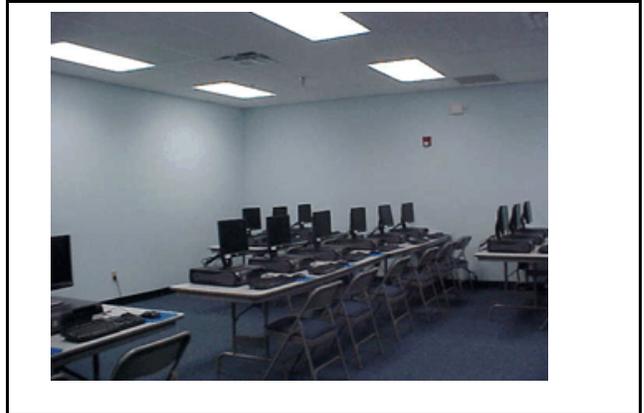
Shelving in Labs



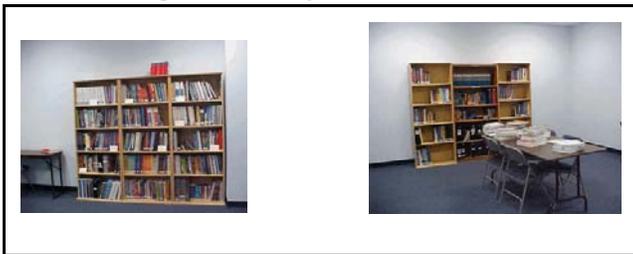
Beds, TV/VCR in Lab



Computer Room



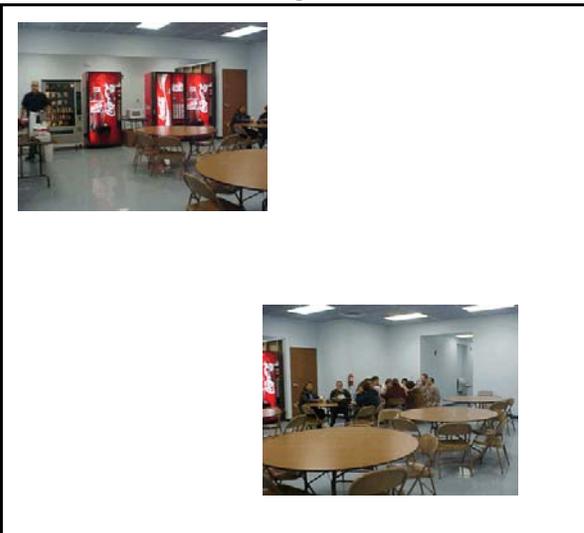
Text Holdings in Library



Computers in Library



Break area and Vending machines



## ATTACHMENT 2

January 25, 2006

Ms. Ana Maria Pina Houde  
Chief Executive Officer  
Anamarc Educational Institute  
3210 Dyer St.  
El Paso, Texas 79930

Dear Ms. Houde:

At the January 19-20, 2006 meeting, members of the Board of Nurse Examiners discussed the Anamarc Educational Institute proposal to establish a new vocational nursing education program and board staff report of the December 16, 2005 survey visit. The members of the board wish to thank you and Ms. Lory Helmick for being available to answer questions.

Based on the discussion and review of documents, the board moved to approve a vocational nursing education program operated by Anamarc Educational Institute, issue the requirements to be met prior to student enrollment as indicated.

### Requirements:

1. Rule 214.6 Administration and Organization, states that “ (d) The controlling agency shall:...provide the number of faculty necessary to meet minimum standards set by the Board and to insure a sound educational program”. The budgetary allocations do not reflect adequate clinical teaching personnel for thirty students. **Therefore**, prior to enrollment of students, the controlling agency shall provide board staff budgetary evidence of appropriate clinical teaching instructors
2. Rule 214.11 Facilities, Resources, and Services, states that “ An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program”. The laboratory is not equipped to meet the needs of 30 students. **Therefore**, the program director shall submit evidence of purchase and placement of necessary equipment prior to enrollment of students.

Requirements are mandatory criterion which must be addressed in the manner indicated.. If you have questions or we may be of assistance, please contact board staff at (512) 305-7660.

Sincerely,

Linda R. Rounds, PhD, RN, FNP  
President

Betty Sims MSN, RN  
Nurse Consultant, Education

**Board of Nurse Examiners  
333 Guadalupe Street, Suite 3-460  
Austin, Texas 78701-3942**

BEFORE THE BOARD OF NURSE EXAMINERS  
IN AND FOR THE STATE OF TEXAS

In the matter of the proposal of Anamarc Educational Institute

For approval to implement a Vocational Nursing Education Program

ORDER OF THE BOARD

TO: Anamarc Educational Institute

The Board of Nurse Examiners in and for the State of Texas in a regularly scheduled meeting, held on the 19<sup>th</sup> day of January 2006, considered the proposal for authority to implement a Vocational Nursing Education Program and obtain Approval from the Board, pursuant to Section 301.157, Texas Occupations Code.

At the meeting, Linda R. Rounds, PhD, RN, FNP, President of the Board, presided and the following members were present:

George Buchenau, Jr., RN, BSN, Representing Practice  
Deborah Hughes Bell, CLU, ChFC, Consumer Member  
Virginia M.. Campbell, RN, AND, BSN, CNOR, Representing Practice  
Brenda S. Jackson, PhD, RN, Representing BSN Programs  
Richard Robert Gibbs, LVN, Representing Practice  
Rachel Gomez, LVN, Representing Practice  
Beverly Jean Nutall, LVN, Representing Practice  
Anita Palmer, Consumer Member  
Frank D. Sandoval, Jr., Consumer Member  
Joyce M. Adams, PhD, RN, Representing LVN programs  
Blanca Rosa Garcia, PhD, RN Representing ADN programs  
Phyllis Caves-Rawley, Consumer Member

The Board reviewed the proposal of the above school and after having discussed the proposal in an open public meeting, the Board makes the following findings:

FINDINGS

1. That a written proposal has been filed with said Board.
2. That a public meeting on said proposal was held to take testimony and evidence by the Board.
3. That the written proposal does meet the minimum requirements for proceeding with the development of an approved program offering a Vocational Nursing certificate.

ORDER

NOW THEREFORE, IT IS ORDERED THAT, the proposal of Anamarc Educational Institute is approved, having been found to comply with minimum requirements for developing a Vocational Nursing Education Program to prepare vocational nurses.

IT IS FURTHER ORDERED THAT THE aforementioned school is authorized to proceed to implement an vocational nursing education program and prior to admission of students all requirements of Chapter 214 Vocational Nursing Education shall be met.

Specifically, the Board requires the following conditions as described below to be met prior to admission of students to the Anamarc Educational Institute, Vocational Nursing Education Program. The controlling agency, and the nursing program director will provide board staff:

1. The controlling agency shall provide board staff budgetary evidence of appropriate clinical teaching instructors.
2. Evidence of purchase and placement of necessary equipment prior to enrollment of students.

DATED THIS 19<sup>th</sup> day of January, 2006.

THE BOARD OF NURSE EXAMINERS IN AND  
FOR THE STATE OF TEXAS

Seal

By : \_\_\_\_\_  
Linda R. Rounds, PhD, RN, FNP  
President

**BOARD OF NURSE EXAMINERS FOR THE STATE OF TEXAS**  
**333 Guadalupe Street, Suite 3-460**  
**Austin, Texas 78701-3942**

NOTICE OF PUBLIC HEARING

for

Consideration of a Proposal from Anamarc Educational Institute

To Establish A

Vocational Nursing Education Program

at

El Paso, Texas

Date and Time: January 19, 2006 at 10:00 a.m.

Location:

Hobby Building  
333 Guadalupe Street  
Tower 2, Room 225  
Austin, Texas

The Board will hear testimony from individuals who wish to present information concerning the proposal. Written testimony will also be considered and should be received in the Board's office by January 10, 2006

Address written testimony to:

Katherine Thomas, MN, RN, Executive Director  
Board of Nurse Examiners  
333 Guadalupe Street, Suite 3-460  
Austin, Texas 78701-3942



# The Senate of the State of Texas

## COMMITTEES:

Finance  
 Veterans Affairs & Military Installations  
 Subcommittee on Base Realignment  
 and Closure - Chair  
 International Relations and Trade - Vice Chair  
 Infrastructure Development and Security

**Senator Eliot Shapleigh**  
 District 29

January 6, 2006

MAIN DISTRICT OFFICE  
 800 Wyoming Ave., Suite A  
 El Paso, Texas 79902  
 915/544-1990  
 Fax: 915/544-1998

EASTSIDE DISTRICT OFFICE:  
 1801 N. Zaragoza, Suite C  
 El Paso, Texas 79936  
 915/857-4800  
 Fax: 915/857-4854

CAPITOL OFFICE:  
 P.O. Box 12068  
 Austin, Texas 78711  
 512/463-0129  
 Fax: 512/463-0218  
 Dial 711 For Relay Calls  
 e-mail: [eliot.shapleigh@senate.state.tx.us](mailto:eliot.shapleigh@senate.state.tx.us)

Katherine Thomas, MN, RN  
 Executive Director  
 Board of Nurse Examiners  
 333 Guadalupe Street 3-460  
 Austin, Texas 78701

Dear Ms. Thomas:

Our office is committed to better matching the core skills and competency levels of the existing workforce to those required by existing and future business and industry in the El Paso area. The City of El Paso has long been a supporter of the innovative programs of Anamarc Educational Institute.

In their latest endeavors to provide high quality educational programs to individuals in the El Paso area, our office supports Anamarc Educational Institute in their efforts to implement a new Vocational Nursing program due to the great need and demand in this area. The necessity for trained registered nurses and licensed practical nurses in the Southwest area is evident and displays the need for quality training programs, like those displayed at Anamarc.

We appreciate their proactive approach to the need for vocational nursing graduates in the Southwest area. These occupational areas are in great need of skilled workers and we are positive that Anamarc Educational Institute will be able to make a significant contribution to the need for more nurses with the trained individuals who complete their programs.

Very truly yours,

Eliot Shapleigh

ES/se

X:04-05Correspondence/Administration/LettersofSupport/AnamarcEducationalInstituteLtr.wpd





*El Paso, Texas*  
*The International City*

**JOHN F. COOK**  
MAYOR

December 14, 2005

Katherine Thomas, MN, RN  
Executive Director  
Board of Nurse Examiners  
333 Guadalupe Street 3-460  
Austin, TX 78701

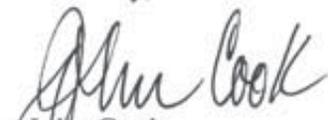
Dear Ms. Thomas:

The Office of the Mayor in the City of El Paso is committed to better matching the core skills and competency levels of the existing workforce to those required by existing and future business and industry in the El Paso area. The City of El Paso has long been a supporter of the innovative programs of Anamarc Educational Institute.

In their latest endeavors to provide high quality educational programs to individuals in the El Paso area, the City of El Paso supports Anamarc Educational Institute in their efforts to implement a new Vocational Nursing program due to the great need and demand in this area. The necessity for trained registered nurses and licensed practical nurses in the Southwest area is evident and displays the need for quality training programs, like those displayed at Anamarc.

We appreciate their proactive approach to the need for vocational nursing graduates in the Southwest area. These occupational areas are in great need of skilled workers and we are positive that Anamarc Educational Institute will be able to make a significant contribution to the need for more nurses with the trained individuals who complete their programs. If you need any other assistance, please feel free to contact me at (915) 541-4015 or at [mayor@elpasotexas.gov](mailto:mayor@elpasotexas.gov).

Sincerely,

  
John Cook  
Mayor of El Paso  
City of El Paso



**TEXAS WORKFORCE COMMISSION**  
101 E. 15TH STREET, ROOM 624  
AUSTIN, TEXAS 78778-0001

RON LEHMAN  
Commissioner  
Representing Employers  
(512) 463-2826  
1-800-832-9394  
FAX: (512) 463-3196

RICK PERRY  
Governor

January 5, 2006

Ms. Katherine Thomas, MN, RN  
Executive Director  
Board of Nurse Examiners  
333 Guadalupe Street 3-460  
Austin, TX 78701

Dear Ms. Thomas,

One of the most important aspects of the workforce system today is the commitment to understanding and responding to the skill demands of existing and future employers in Texas, as well as developing a workforce that possesses such skills. As you are likely aware, the health care industry continues to demand a workforce with nursing skills not only nationally, but also here in Texas. The demand is especially critical in places such as the El Paso region, as recognized by local officials such as the City of El Paso in their support of innovative programs to create a skilled nursing workforce in response to local health care industry demands.

Anamarc Educational Institute (Anamarc) is seeking to implement a new vocational nursing program in response to demands from employers for a workforce with nursing skills in the El Paso region. Anamarc's proactive approach in training and graduating a skilled workforce in the El Paso region is valued. New programs tailored to meet the demands of the health care industry assists these employers in obtaining the skilled nurses needed. This is a benefit not only to the employers of the region, but also the workforce and the health care industry, and should be supported and encouraged to succeed.

Sincerely,

A handwritten signature in cursive script that reads "Ron Lehman".

Ron Lehman  
Commissioner Representing Employers  
Texas Workforce Commission