

**Report of Survey Visit
 Concorde Career Institute
 Vocational Nursing Education Program**

SUMMARY OF REQUEST:

Consider the survey visit report conducted on June 20, 2006 to Concorde Career Institute Vocational Nursing Education Program.

HISTORICAL PERSPECTIVE:

Year	Approval Status	Enrollment	NCLEX-PN® Pass Rate	Number of First-Time Candidates (Passed/Total)
2005	Full	307	88.69%	149/168
2004	Full	169	88%	144/164
2003	Full	96	89%	72/81

- A routine survey visit was conducted on October 25, 2005.
- This was the first visit to the program after Concorde Career Institute (CCI) purchased the program from Extended Health Education.
- Multiple recommendations and requirements were issued to be met as a result of findings during the visit.
- The current program director was appointed in June 2004.
- Student enrollment has more than tripled in a two-year period.
- The progress reports submitted in March and May, 2006 reflected that recommendations and requirements were fully met, or in progress, as appropriate.

Summary of Survey Visit (See Attachment #1):

- A survey visit was conducted to CCI Vocational Nursing Education Program on June 20, 2006.
- The visit was a Board required follow-up visit resulting from requirements issued from the survey visit in October 2005.
- Board staff interviewed the program director and the assistant directors of the day and evening programs, the librarian and staff from institutional research.
- Faculty evaluations and program survey data was reviewed.
- A tour of the facility was conducted to determine if requirements had been met regarding physical space, record storage and acquisition of appropriate technology.
- A summary meeting with the program director, assistant program directors, corporate nursing director, campus dean, and the campus president.

Pros:

- Faculty evaluations have been completed by the program director.
- A part-time assistant program director has been hired to assist with the coordination of the evening program and the day program.
- A full-time administrative assistant has been hired to assist with duties related to the nursing program.
- Construction has been completed to assist in meeting requirements. (Attachment #2A Photographs and #2B Schematic drawing of office space.)

- Previously, the program had no area specifically designated for private counseling for nursing students. Two rooms that were previous office spaces have been converted to provide areas for individual student counseling.
 - Although the faculty offices/work area remains in the common work area, a portion of this large room has been re-designed to include additional office space that is adjacent to other nursing faculty work space.
 - Nursing faculty work areas are now organized in the end rows, rather than being dispersed among the other disciplines.
 - This redesign has improved the sense of openness and provides a more work-compatible area.
 - Previously there were four computers located in the commons area that were dedicated for all faculty.
 - Twenty-four laptop computers have been purchased for use by nursing faculty and each nursing faculty office space has electrical connections to accommodate the use of wireless laptop computers.
 - Faculty have the ability to access a central test bank via the laptops.
 - Security is strict with passwords being changed monthly.
 - The computers are maintained in a locked cabinet and are accessible to faculty at all times.
 - Twenty-four laptop computers have been purchased for student use.
 - They are maintained in a locked cabinet and are used in the classroom, which is also equipped for wireless access.
 - Nursing software is loaded onto these computers for use in the classroom.
 - The library area now has ten computers (eight new laptops) available for student use. Prior to this there were only two computers available.
 - Students now have access to the virtual library which provides access to a variety of nursing data sources. Research may be done by topic, or by journal selection, etc.
 - A variety of nursing software is now accessible on these computers, as compared to two at the time of the previous visit.
 - Old resources in the library have been removed, thus providing additional area for updates and the additional computer stations.
 - Classrooms are appropriate for the numbers of students.
 - Nursing classrooms are equipped for students to use the laptop computers in the classroom.
 - Classroom instruction may now include students accessing nursing software to enhance theoretical learning.
 - Nursing classrooms are equipped for presentations via power point.
 - The data from program survey of graduates and employees are presented in a timely manner and are shared with the nursing advisory committee to elicit any suggestions for change.
 - Assistance with technical problems is readily available on the campus.
 - Student drop files and old exams have been removed from non-secured file cabinets.
- (See Attachment #3 Itemized Spending.)

Cons:

- Faculty office space remains limited to the cubicles as shown in the photographs. However, due to the construction of the two conference room, the rule has been met.
- Faculty telephone access on the CCI floor remains limited to two in the commons area, however, faculty were noted to have cell phones.

STAFF RECOMMENDATION:

Move to accept the Concorde Career Institute Vocational Nursing Education Program survey visit report and issue the commendations, recommendation and requirement as referenced in the attached letter (Attachment #4).

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
 DIRECTOR OR COORDINATOR: Anna Dye, MSN, RN

DATE APPOINTED: June 1, 2004

REASON FOR BNE SURVEY: Board Issued Requirement

DATE of SURVEY: June 20, 2006

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

DATE OF LAST SURVEY VISIT: October 25, 2005

BNE APPROVAL STATUS: Full

OTHER (Name of Accrediting Agency): ABHES

VOLUNTARY ACCREDITATION: NO

NLNAC: YES _____ NO PERIOD OF ACCREDITATION: From _____ to _____

Note: The gray shaded areas were the focus for the visit.

STANDARD/CRITERIA	EVIDENCE	COMMENTS
§214.1 General Requirements		Commendations: 1. The controlling agency provided substantial funds to assist the nursing program in meeting requirements.
(a) The Director or Coordinator and faculty are accountable for complying with the Board's rules and regulations and the Nursing Practice Act.		
§ 214.4 Approval		
(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.		

§ 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 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.		
§ 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.		
(c) The program shall have comparable status with other educational units within the institution (controlling agency).		

<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>	<ul style="list-style-type: none"> •A full-time staff person is available to assist faculty and students with any technical difficulties with equipment. •Corrective construction has improved the physical lay out. •A total of \$72, 915.35 was used to purchase 54 laptops, the virtual Library, and for construction on re-designing the physical space to improve faculty work space and to create two student counseling rooms. <p>A full-time administrative assistant for the nursing program is now employed</p> <p>A full-time administrative assistant for the nursing program is now employed</p>	<p>Requirement met.</p> <p>Recommendation met.</p>
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<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 assistant program director was appointed last year. An assistant program director for the evening program was hired in May 2006 to assist with administrative duties and to assure consistency between the day and evening programs.</p>	<p>Criteria 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 (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>§ 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 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>(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>		

<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>(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>(3) Faculty shall be responsible for:</p> <p>(A) supervision of students in clinical learning experiences;</p> <p>(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;</p> <p>(C) developing, implementing, and evaluating curriculum; and</p> <p>(D) participating in the development of standards for admission, progression, probation, dismissal of students, and participation in academic guidance and counseling.</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>(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>(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>(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>(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>(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.</p>		
<p>§214.8 Students</p>		
<p>(a) The program shall have well defined student policies based upon statutory and Board requirements.</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>(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.</p>		
<p>(d) Reasons for dismissal shall be stated in student policies.</p>		
<p>(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.</p>		
<p>(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.</p>		
<p>(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.</p>		
<p>(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.</p>		
<p>(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.</p>		
<p>(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.</p>		

<p>(k) Students shall have the opportunity to evaluate faculty, courses, and learning resources and these evaluations shall be documented.</p>		
<p>§ 214.9 Program of Study</p>		
<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>		

(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 *Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs, Vocational (VN), Diploma/Associate degree (Dip/ADN), Baccalaureate (BSN), September 2002*. 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>(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>		
<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>		

(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.		
§ 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.		
(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.		

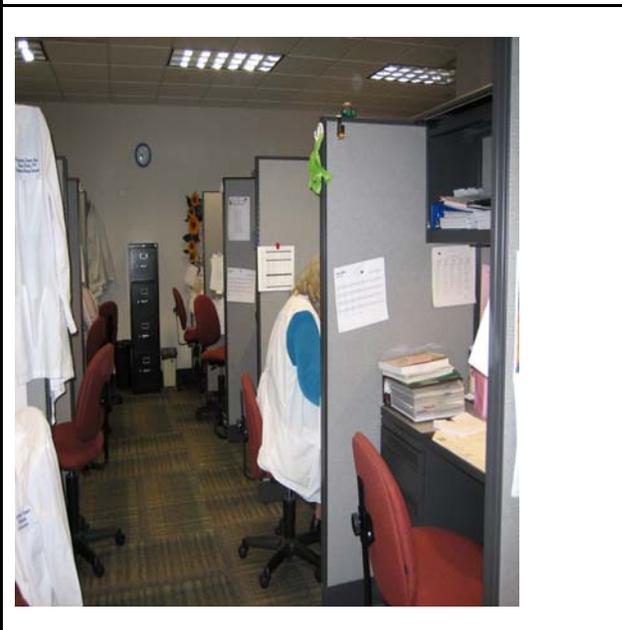
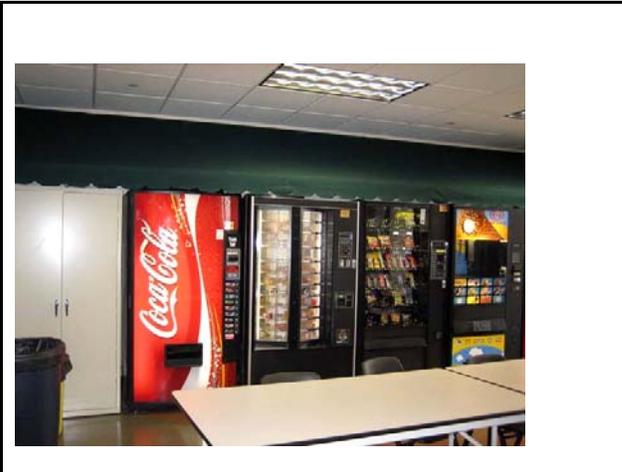
<p>(e) The student's daily client assignment shall be made in accordance with clinical objectives/outcomes and learning needs of the students. The total number of daily assignments shall not exceed five clients.</p>		
<p>(f) Consideration of selection of a clinical site shall include: (1) client census 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>		
<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>		
<p>(h) Affiliation agreements are optional for those clinical experiences which are observation only.</p>		
<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>		

<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>		

<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>§ 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>	<p>The nursing program has six classrooms reserved for nursing. Four of the classrooms are equipped for wireless connectivity for students and faculty.</p>	<p>Criteria met.</p>

<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>(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>	<ul style="list-style-type: none"> •The program director and the assistant director have a separate office with a common opening between the two office. •Although the faculty offices/work area remains in the large common work area, a portion of this room has been re-designed to include additional office space that is adjacent to other nursing faculty work space. •Nursing faculty work areas are now organized in the end rows, rather than being dispersed among the other disciplines. •This re-design has improved the sense of openness and provides a more work-compatible area. 	<p><u>Recommendation 1:</u> The CCI administration and the program director are encouraged to consider an alternative site that will allow for program expansion.</p>

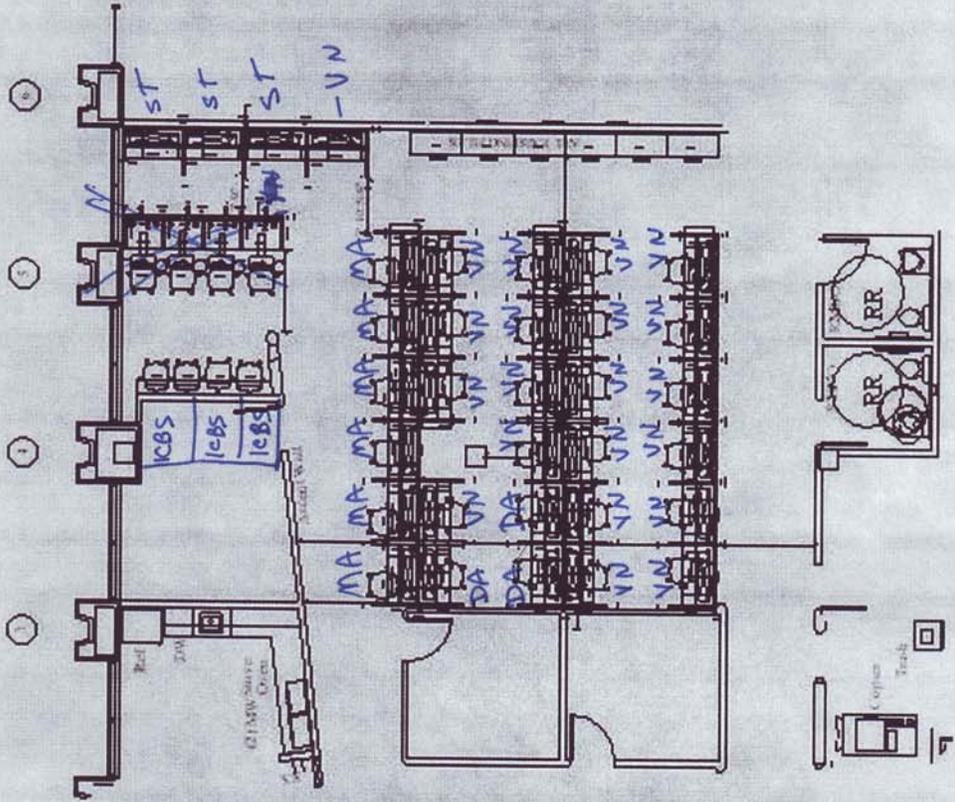
<p>(b) Required Student Forms - The required student forms are the student application, evidence of student's ability to meet objectives/outcomes of the program, clinical practice evaluation, transcript, signed receipt of written student policies, evidence of student receipt of eligibility information, and statement of withdrawal.</p>		
<p>(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.</p>	<ul style="list-style-type: none"> • Current student records are located in a secure room in locked files. • Old student drop files and outdated exams have either been removed, or are in locked file cabinets. 	<p>Criteria met.</p>
<p>(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.</p>		
<p>§ 214.13 Total Program Evaluation</p>		
<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> <ol style="list-style-type: none"> (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. 	<p>The Total Program Evaluation Plan is well developed. Surveys from graduates and employers were reviewed.</p>	<p><u>Requirement 1:</u> The program director shall submit the analysis of data collected from graduate and employer surveys with rationale for faculty decisions regarding any changes to the program as a results of this analysis. This report is to be submitted with the 2006 Annual Report.</p>
<p>(b) All evaluation methods and instruments shall be periodically reviewed for appropriateness.</p>		
<p>(c) Implementation of the plan for total program evaluation shall be documented in the minutes.</p>		
<p>(d) Major changes in the nursing education program shall be evidence-based and supported by rationale.</p>		





Concorde Career Institute
Arlington, Texas
June 20, 2006

Attachment #2, B
Agenda Item: 3.2.4.c



6	MA
3	ST
3	ICBS
3	DA
21	VN
<hr/>	
	36 cubicles

Attachment #2B

DESCRIPTION	COST
Laptops(24) & Mobile Cart for Teacher Prep	\$20,220
Construction of Consultation Space	\$11,428
Furnish Consultation Space	\$ 2,964.15
Cost to add additional workstations in Teacher Prep	\$3,058.20
Laptops(30) & Mobile Cart for VN Computer Lab	\$25,963
Move Student Services Coordinator to create 1st Consultation Room	\$4,930.00
Thomson/ABHES Virtual Library	\$4,352.00
TOTAL	\$ 72,915.35

July 24, 2006

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

Dear Ms. Dye:

At the July 20, 2006 meeting, members of the Board of Nurse Examiners discussed the findings of the survey visit conducted on June 20, 2006. The members of the Board wish to thank you, Ms. Hughes, MNM, RN and Ms. Zielinski, RN for being present to answer questions.

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

Commendation:

1. The controlling agency provided substantial funds to assist the nursing program in meeting requirements.

Recommendation:

1. Concorde Career Institute administration and the program director are encouraged to consider an alternative site that will allow for program expansion.

Requirement:

1. Rule 214.13(a). Total Program Evaluation states in part that "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....". Although the program evaluation plan has been developed, all aspects of the program have not been consistently evaluated. **Therefore**, the program director shall submit the analysis of data collected from graduate and employer surveys with rationale for faculty decisions regarding any changes to the program as a results of this analysis. This report is to be submitted with the 2006 Annual Report.

Please contact the board office at 512/305-6813 if there are any questions, or if we may be of assistance in anyway.

Sincerely,

Linda R. Rounds, PhD, RN, FNP

Virginia Holmes, MSN, RN
Nursing Consultant for Education

cc: Rebecca Zielinski, Campus President