

**SURVEY VISIT REPORT
 COMPUTER CAREER CENTER
 VOCATIONAL NURSING EDUCATION PROGRAM**

SUMMARY OF REQUEST:

Consider staff recommendation based on findings of the focused survey visit to Computer Career Center conducted on May 22, 2007.

HISTORICAL PERSPECTIVE:

YEAR	Approval Status	NCLEX-PN® Pass Rate	Number of First-Time Candidates (Passed/Total)
2005	Initial	70%	14/20
2006	Full Approval granted at April 2007 meeting.	95.24%	20/21

- Computer Career Center Vocational Nursing Program was granted Full Approval by the Board of Nurse Examiners in April, 2007 following graduation of a second cohort of students who achieved 95.24% NCLEX-PN® examination results.
- The program relocated from the site of its initial approval in late 2006.
- Board staff conducted a survey visit on May 22, 2007.
- Since Initial Approval of the program (2004) there have been five program directors. It is of note that the program director with the most longevity (two years) resigned the position during the week prior to the survey visit.

Summary of Survey Visit (See attachment 1 for complete survey report)

214.1 General Requirements

- There was a general awareness of Rule 214. This awareness did not extend to the Education Guidelines.

214.3 Program Development, Expansion, and Closure-The program is considering enrolling a second cohort of students.

214.4 Approval -

- There was little difference in the program director and the lead instructor job descriptions.
- The program is considering enrollment of a second cycle of students.

214.5 Philosophy/Mission and Objectives/Outcomes -Criteria Met

214.6 Administration and Organization-

- The faculty hand book indicates that the School Director evaluates faculty. However the verbalized process differed.
- There were no clearly recognized vocational nurse employers on the list of Advisory Board members.

214.7 Faculty Qualifications and Faculty Organization -

- Although the program has a faculty evaluation process, the evaluation appears to not be used for faculty development purposes.

214.8 Students

- Interview with students indicate a concern related to cheating on tests and faculty awareness of the problem.
- Students are divided into two instructional groups. Both groups are represented on program committees. However, there is no process for committee information to be communicated to the general student body.
- Eligibility information is excluded from the student handbook.
- The admission process includes an interview process. However the process is informal and inconsistent from student to student.

214.9 Program of Study -

- Syllabi were inconsistent in format and content. Essential information such as grading criteria was missing from several of the reviewed documents.
- The grading scale within the syllabi differs from the printed grading scale in the student handbook.

214.10 Management of Clinical Learning Experiences and Resources -

- There are concerns that the mandatory study groups violates **214.10(m)** related to no two consecutive days off per week.
- The program is commended for the clinical evaluation tools which are leveled, progressive and addresses specific client populations
- The program is commended for use of the YWCA as a creative pediatric clinical site

214.11 Facilities, Resources and Services

- Classroom is adequate.
- The learning lab does not have hot water.
- Utilizing EBSCO Host as internet library.
- Program policy indicates that nursing texts would be separated from other holdings. This has not occurred at the new location.

214.12 Records and Reports-Criteria met**214.13 Total Program -Criteria Met****STAFF RECOMMENDATION:**

Staff recommends that the Board, accept the report of the survey visit and issue the commendations, recommendations and, requirements to be met 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 NURSING PROGRAM: Computer Career Center Vocational Nursing Program

DIRECTOR OR COORDINATOR: Cynthia Chizen, BSN, RN

REASON FOR BNE SURVEY: Move to new location, first successful graduation class DATES: May 22, 2007

SURVEY VISITOR(S): Betty Sims, RN, MSN, Dorothy Joy, RN, MSN

BNE APPROVAL STATUS: Initial DATE OF LAST BNE SURVEY VISIT: May 2006
 OTHER (Name of Accrediting Agency):TWC License expiring May, 2007

VOLUNTARY ACCREDITATION: N/A

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

TYPE OF ACCREDITATION (Initial, Full, Warning, etc.)

DATE OF MOST RECENT VISIT:

STANDARD/CRITERIA	EVIDENCE	COMMENTS
§214.1 General Requirements		
(a) The Director or Coordinator and faculty are accountable for complying with the Board's rules and regulations and the Nursing Practice Act.	The interim program director and faculty were generally familiar with Rule 214. However, there was no awareness of the Education Guidelines.	Recommendation 1 Utilize the online Dean, Director, Faculty course to review the Education Guidelines and applicable education rules.
§214.3 Program Development, Expansion and Closure	The program is considering a second enrollment cycle.	Recommendation 2 Evaluate fiscal, physical and human resources carefully prior to enrolling an additional cohort of students.
§ 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.	2006 NCLEX-PN PASS RATE 95.24% Program was placed on Full Approval at the April 2007 board meeting. The program director with the most longevity resigned from the program the week before the survey visit. An interim director has been named. The job description for the program director and the lead instructor are very similar.	Recommendation 3 Acquire a mentor for the program director, who has knowledge of vocational nursing education . Recommendation 4 Review and revise the job descriptions for the program director and lead instructor to provide clarity and eliminate redundancy.

§ 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.		Criteria Met
(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>		Criteria Met
(c) Clinical objectives/outcomes shall be stated in behavioral terms and shall serve as a mechanism for evaluating student progression.	The clinical DELC competencies are the basis of the clinical evaluation tool	Criteria Met
(d) The conceptual framework shall provide the organization of major concepts from the philosophy/mission of the program that provides the underlying structure or theme of the curriculum and facilitates the achievement of program objectives/outcomes.		Criteria met
(e) The faculty shall periodically review the philosophy/mission and objectives/outcomes and shall make appropriate revisions to maintain currency.		Criteria met
§ 214.6 Administration and Organization		
(a) The controlling agency shall be licensed or accredited by a Board-recognized agency. (b) There shall be an organizational chart indicating lines of authority between the vocational nursing education program and the controlling agency.		Criteria met Criteria met
(c) The program shall have comparable status with other educational units within the institution (controlling agency).		Criteria met

<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>(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>Board staff was notified of the resignation of Mr. Martinez and the selection of the Interim Director, Cynthia Chizen.</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>Criteria met</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>See comment Recommendation 1</p>

<p>(h) The director or coordinator shall have the authority to direct the program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, and dismissal of students. Additional responsibilities include but are not limited to:</p> <p>(1) providing evidence of faculty expertise and knowledge to teach curriculum content;</p> <p>(2) acting as agent of the Board and issuing temporary permits to eligible graduates, upon completion of the program;</p> <p>(3) verifying student's completion of program requirements on the Affidavit of Graduation; and</p> <p>(4) completing and submitting the Annual Report to the Board office by the required date.</p>	<p>The process of faculty evaluation verbalized by the School Director and Interim Program Director differs from the written policy. The written policy removes the program director from the faculty evaluation process.</p>	<p>Requirement 1 Rule 214. 6(h) Administration and Organization states , “ The director or coordinator shall have the authority to direct the program in all its phases....” The written faculty evaluation plan indicates the School Director as the person evaluating faculty. Therefore, The program director shall review and revise the faculty evaluation policy to reflect verbalized process, where the program director has the responsibility for faculty evaluation.</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>Criteria met</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>Criteria met</p>

<p>(c) Faculty Qualifications and Responsibilities.</p> <p>(1) Documentation of faculty qualifications shall be included in the official files of the program. Each faculty member shall:</p> <p>(A) hold a current license or privilege to practice nursing in the State of Texas;</p> <p>(B) have been actively employed in nursing for the past three years. If the instructor has not been actively employed in nursing for the past three years, the instructor's advanced preparation in nursing, nursing education, and nursing administration, and prior relevant nursing employment may be taken into consideration in evaluating qualifications for the position; and</p> <p>(C) have had three years varied nursing experiences since graduation.</p>		Criteria met
<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>		Criteria met
<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>©) 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>		Criteria met
<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>		N/A

<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>N/A</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>N/A</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>Criteria met</p>
<p>(8) Military faculty - Federal laws and regulations regarding licensure of military nursing personnel shall apply to Texas based military faculty members functioning within vocational nursing programs.</p>		<p>N/A</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>Criteria Met</p>
<p>§214.8 Students</p>		
<p>(a) The program shall have well defined student policies based upon statutory and Board requirements.</p>	<p>The syllabi contain a reference to a remediation plan which allows academic dismissal of the student prior to completion of the course and calculation of the final course grade.</p>	<p>Recommendation 5 Revise the remediation plan so that dismissal does not occur until calculation of final course grade.</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>The eligibility information is not included in the student handbook. Receipt of eligibility information was not in student file.</p>	<p>Requirement 2 Rule 214.8(b) states, “ 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”. Eligibility information is not included in the student handbook and a receipt of eligibility is not in student files. Therefore, the program director shall, place the eligibility information in the student hand book and place a receipt in student files.</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>The program utilizes an interview process which is included in the student selection process. The interview process does not include a standardized set of questions not is there a formal process for scoring the interview.</p>	<p>Recommendation 6 Standardize the interview questions so that all applicants receive the same questions. Develop a scoring system for the interview.</p>
<p>(d) Reasons for dismissal shall be stated in student policies.</p>		<p>Criteria met</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>Criteria met</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>Criteria met See comments Recommendation 2</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>Criteria met</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>Criteria met</p>
<p>(l) 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>Criteria met</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>Criteria met</p>
<p>(k) Students shall have the opportunity to evaluate faculty, courses, and learning resources and these evaluations shall be documented.</p>	<p>During interview with students, concern was voiced about the mandatory remediation which occurs on Wednesdays. The students stated the sessions were not of value to them.</p> <p>Students verbalized a concern regarding the clinical groups. The program has a strategy of dividing student body into four clinical groups. Each of the groups receive basic skills instruction from four different instructors. The student concern is that the levels of instruction , content and acquisition of skills vary from group to group.</p> <p>Students are divided into two instructional groups. There is committee representation from each group. However , no mechanisms have been devised to relay the information to the entire student body.</p> <p>Note: even though there are only 30 students in the program, the school elects to maintain the didactic faculty :student ratio at 1:15 to meet the requirements of the accrediting body.</p>	<p>Recommendation 7 Evaluate the effectiveness of the mandatory remediation sessions which have limited value to students.</p> <p>Recommendation 8 Evaluate the student concerns related to inequality in basic skills instruction. Devise methods to deliver comparable instruction and skills evaluation to all groups.</p> <p>Recommendation 9 Devise methods to insure all of the student body receive appropriate information from the faculty committee meetings.</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>	<p>The syllabi and the curriculum plan for the program contains contradictory information related to clinical and didactic hours. Most syllabi reviewed did not contain information related to course content. The grading scale varied across syllabi and differed from the scale published in the student hand book.</p>	<p>Requirement 3</p> <p>Rule 214. 9, states, the program of study shall be:</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>The syllabi for the program contains contradictory information related to clinical and didactic hours. Most syllabi reviewed did not contain information related to course content. The grading scale varied across syllabi and differed from the scale published in the student hand book. Therefore, the program director and faculty shall review and revise all syllable and the curriculum plan to reflect appropriate clinical and didactic hours, methods of delivery and to eliminate redundancy of content across courses.</p> <p>The revised syllabi for the next level shall be presented to board staff for review, prior to the start of the level.</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>Criteria met</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>The faculty are using the YWCA, which has a residential facility for displaced mothers and children for a clinical site.</p>	<p>Criteria met</p> <p>Commendation 2 The program is commended for the use of a creative pediatric clinical setting.</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>Criteria met</p>

<p>©) 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>		Criteria met
<p>(D) Nursing Care of Adults. Opportunities shall be provided to the student through the use of various resources to care for adults who have health deviations. Resources used shall include learning 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>		Criteria met
<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>		Criteria met
<p>©) Classroom instruction shall include organized student/faculty interactive learning activities, formal lecture, audiovisual presentations, and simulated laboratory instruction.</p>		Criteria met
<p>(d) The curriculum plan, including course outlines, shall be kept current and available to faculty and Board representatives.</p>		See comment at Requirement 3
<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>		Criteria met

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

<p>©) 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.</p>		Criteria met
<p>(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>		Criteria met
<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>		Criteria met
<p>(f) Consideration of selection of a clinical site shall include: (1) client census in sufficient numbers to meet the clinical objectives/outcomes of the program; and (2) evidence of collaborative arrangements in those facilities, which support multiple nursing programs.</p>		Criteria met
<p>(g) There shall be a written affiliation agreement between the controlling agency and the affiliating agency before the affiliation begins. The agreement shall outline the responsibilities of each agency entering the agreement. The agreement shall contain a withdrawal of participation clause indicating a minimum period of time to be given for notice of such withdrawal.</p>	<p>There are several facilities listed in program documents which are not utilized as clinical sites. One affiliation agreement reviewed (Regent Care Center) did not include an expiration of term.</p>	<p>Recommendation 10 Review all affiliation agreements for completeness of data.</p>
<p>(h) Affiliation agreements are optional for those clinical experiences which are observation only.</p>		Criteria met

<p>(l) 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>Criteria met</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>Criteria met</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>Criteria met</p>
--	--	---------------------

<p>(l) Clinical preceptors may be used to enhance clinical learning experiences after a student has received clinical and didactic instruction in all basic areas of nursing or within a course after a student has received clinical and didactic instruction in the basic areas of nursing for that course or specific learning experience.</p> <p>(1) In courses which use clinical preceptors for a portion of clinical learning experiences, faculty shall have no more than 12 students in a clinical group.</p> <p>(2) In a course which uses clinical preceptors as the sole method of student instruction and supervision in clinical settings, faculty shall coordinate the preceptorship for no more than 24 students.</p> <p>(3) the preceptor may supervise student clinical learning experiences without the physical presence of the faculty member in the affiliating agency or clinical practice setting.</p> <p>(4) The preceptor shall be responsible for the clinical learning experiences of no more than two students per clinical day.</p> <p>(5) The preceptor shall be accountable for 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>©) current licensure or privilege to practice nursing in the State of Texas.</p>		<p>Criteria met</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>Students are scheduled for clinical rotations on either Thursday and Friday or Friday and Saturday. The program conducts a mandatory remediation /open lab session on Wednesday. The group of students in the Friday/Saturday rotation do not have an opportunity to have two consecutive non class days off.</p>	<p>Requirement 4 Rule 214.10(m) states, "Students shall be assigned two consecutive non-class days off each week". Students in the Friday/Saturday clinical rotation do not have and opportunity of two consecutive days off. Therefore, the program director and faculty shall devise a clinical rotation schedule which reflects the requirements of the rule. See comment at Recommendation 6.</p>

(n) Programs shall not permit utilization of students for health care facility staffing.		Criteria met
§ 214.11 Facilities, Resources, and Services		
(a) Classrooms and nursing skills laboratory facilities shall be provided to accommodate the learning needs of the students.		Criteria met
(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.	The skills lab is located in a renovated medical technology lab. The space is adequate. However only cold water is available for hand washing.	Requirement 5 Rule 214.11 states, "The laboratory shall be equipped with hot and cold running water". There is no hot water in the skills lab. Therefore, the school director and program director shall provide for installation of hot water in the skills lab.
©) The director or coordinator and faculty shall have office space provided , other than the classroom. There shall be privacy for counseling of students.		Criteria met
(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.	Utilizing EBSCO Host as online library. Text holdings for nursing have not been completed relocated from main campus site. Nursing texts have not been separated from other texts as indicated in policy.	Criteria met Recommendation 11 Complete the process of text relocation and separation prior to start of next level.
(e) Teaching aids shall be provided to meet the objectives of the program.		Criteria met
(f) Adequate restrooms and lounges shall be provided convenient to the classroom.		Criteria met
§ 214.12 Records and Reports		
(a) Student Forms - Student records shall be maintained on all students and shall be accessible to all faculty members and to Board representatives. Record forms may be developed by an individual school. Hospital employment forms are not to be used for student records.		Criteria met

<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>See comment at Requirement 2</p>
<p>©) 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>		<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>Criteria met</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: (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>		<p>Criteria met</p>
<p>(b) All evaluation methods and instruments shall be periodically reviewed for appropriateness.</p>		<p>Criteria met</p>

©) Implementation of the plan for total program evaluation shall be documented in the minutes.		Criteria met
(d) Major changes in the nursing education program shall be evidence-based and supported by rationale.		Criteria met



Figure 1 Skills lab



Figure 2 Skills Lab



Figure 3 Sinks and storage cabinets



Figure 4 Classroom 1



Figure 6 Classroom 2



Figure 5 Director's office

July 25, 2007

Cynthia Chizen, RN. BSN
Interim Program Director
Vocational Nursing
Computer Career Center
6101 Montana Avenue
El Paso, TX 79925

Dear Ms. Chizen:

At the July 19-20, 2007 meeting, the members of the Board of Nurse Examiners considered the report of the focused survey visit to the Computer Career Center Vocational Nursing Program. It was the decision of the Board accept the findings of the survey visit and issue the following Commendation, Recommendations and Requirements:

Commendations

1. The program is commended for the well designed clinical evaluation tools.
2. The program is commended for the use of a creative pediatric clinical setting

Recommendations

1. Utilize the online Dean, Director, Faculty course to review the Education Guidelines and applicable education rules.
2. Evaluate fiscal, physical and human resources carefully prior to enrolling an additional cohort of students.
3. Acquire a mentor for the program director, who has knowledge of vocational nursing education .
4. Review and revise the job descriptions for the program director and lead instructor to provide clarity and eliminate redundancy.
5. Revise the remediation plan so that dismissal does not occur until calculation of final course grade.
6. Standardize the interview questions so that all applicants receive the same questions. Develop a scoring system for the interview.
7. Evaluate the effectiveness of the mandatory remediation sessions which have limited value to students.
8. Evaluate the student concerns related to inequality in basic skills instruction. Devise methods to deliver comparable instruction and skills evaluation to all groups.
9. Devise methods to insure all of the student body receive information from the faculty committee meetings.
10. Review all affiliation agreements for completeness of data.
11. Complete the process of text relocation and separation prior to start of next level.

Requirements

1. Rule 214. 6(h) Administration and Organization states , “ The director or coordinator shall have the authority to direct the program in all its phases...” The written faculty evaluation plan indicates the School Director as the person evaluating faculty. **Therefore**, The program director shall review and revise the faculty evaluation policy to reflect verbalized process, where the program director has the responsibility for faculty evaluation.
2. Rule 214.8(b) states, “ 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”. Eligibility information is not included in the student handbook and a receipt of eligibility is not in student files. **Therefore**, the program director shall, place the eligibility information in the student hand book and place a receipt in student files.
3. Rule 214. 9, states, the program of study shall be: (3) organized by subject and content to meet the needs of the program;
(4) based on the philosophy/mission and objectives/outcomes; (5) based on sound educational principles”. The syllabi for the program contains contradictory information related to clinical and didactic hours. Most syllabi reviewed did not contain information related to course content. The grading scale varied across syllabi and differed from the scale published in the student hand book. **Therefore**, the program director and faculty shall review and revise all syllable and the curriculum plan to reflect appropriate clinical and didactic hours, methods of delivery and to eliminate redundancy of content across courses.
The revised syllabi for the next level shall be presented to board staff for review, prior to the start of the level.
4. Rule 214.10(m) states, “Students shall be assigned two consecutive non-class days off each week”. Students in the Friday/Saturday clinical rotation do not have an opportunity of two consecutive days off. **Therefore**, the program director and faculty shall devise a clinical rotation schedule which reflects the requirements of the rule.

5. Rule 214.11 states, "The laboratory shall be equipped with hot and cold running water". There is no hot water in the skills lab. **Therefore**, the school director and program director shall provide for installation of hot water in the skills lab.

Recommendations are suggestions based upon program assessment indirectly related to the rule. The program must respond in a method of the program's choice. Requirements are mandatory criterion based on program assessment directly related to the rule that shall be addressed in the manner prescribed. Please provide a complete response to findings no later than October 31, 2007. Board staff is available to address questions and concerns and may be contacted at (512) 305-7658.

Linda R. Rounds, PhD, RN, FNP
President

Dorothy Joy RN, MSN,
Nurse Consultant