

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

SUMMARY OF REQUEST:

Consider the Career Point Institute proposal to establish a vocational nursing educational program in San Antonio, Texas and results of the survey visit conducted by board staff. The final revised version of the proposal was sent to members of the Board under a separate cover. A Notice of Public Hearing has been posted (See Attachment One).

HISTORICAL PERSPECTIVE:

- Career Point Institute began the proposal process on August 6, 2007 when the first draft of a proposal to establish a vocational nursing educational program was received in the Board office.
- Board staff completed the first review of the proposal and during the survey visit that was conducted on March 7, 2007 (See Attachment Two), a face-to-face proposal consultation was conducted and necessary revisions to the proposal and the program area at the facility were discussed.
- Revisions of the proposal were received via email on March 13, 2008. Board staff reviewed these revisions and communicated suggested additional revisions to the author of the proposal via email on March 18, 2008.
- A final version of the proposal was received in the Board office on March 28, 2008. Board staff noted that the comments provided in the written reviews and the face-to-face consultation, during the March 6, 2008 survey visit, have been addressed in the final version of the proposal with the exception of some minor suggestions.

SUMMARY OF THE PROPOSAL:

Overview:

- Career Point Institute (CPI), a proprietary institution located in San Antonio, Texas with a branch campus in Tulsa, Oklahoma, is requesting to establish a traditional vocational nursing educational program.
- CPI is licensed by the Texas Workforce Commission (TWC), accredited nationally by the Accrediting Council for Independent Colleges and Schools (ACICS), and in August 2007, the Texas Higher Education Coordinating Board (THECB) approved CPI to grant applied associate degrees in Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Assistant and Network Support Specialist.
- The program proposes an initial enrollment in the vocational nursing educational program of two (2) cohorts of thirty (30) students each during the first year of operations. The first cohort would be enrolled in September 2008, with anticipated graduation in August 2009, and the second cohort would be enrolled in January 2009, with an anticipated graduation in December 2009.

Present and Anticipated Need for Program:

- Proposal included current and future evidence of numerous current and projected job openings for Licensed Vocational Nurses (LVNs) in the San Antonio area.
- Results from surveys of health care agencies in the area indicate a consistent need for LVNs.

Potential Student Population:

- The proposal lists various sources of potential students, including area high schools, under served areas, waiting lists from other programs, and CPI's current and previous medical assistant students.
- One hundred and thirty-one (131) recently surveyed individuals currently enrolled in the three (3) CPI medical programs expressed interest in attending the proposed program.

Impact on Existing Programs:

- Proposal states that there are currently four (4) vocational nursing educational programs in San Antonio area.
- The program has selected and contacted clinical sites not currently in high demand by other nursing programs.

- CPI will cooperate with the San Antonio Clinical Liaison group and other programs in the usage of clinical sites. CPI will employ a Clinical Site Coordinator to act as a liaison to all clinical sites and to actively seek out new sites.
- Community health care facilities were surveyed and indicated a willingness to serve as clinical affiliates for the proposed program. The proposal included letters from various health care facilities indicating the number of CPI students that could be accommodated at the facility.
- Copies of signed agreements/contracts will need to be obtained and provided to board staff prior to the implementation of the program.
- The proposed program will provide clinical learning experiences in a wide variety of health care facilities, including acute care, long term care, and day care.

Director/Faculty:

- The proposal identifies a prospective program director and five (5) prospective registered nurse faculty members, and one (1) prospective licensed vocational nurse faculty member.
- All seven (7) individuals have the required qualifications.

Budget:

- Proposed budget includes salaries, secretarial and support staff, consulting fees, professional development costs, library subscriptions, computers, audiovisuals, durable and non-durable medical equipment for the skills laboratory, and liability insurance.
- The budget projections address the required elements of Rule 214.

Students:

- CPI provides the following student support services: developmental learning programs, learning assessment programs, counseling programs, and resources to promote retention of students.
- CPI provides other unique student services to appear to positively impact the retention rates, completion/graduation rates (80%), and employment rates of the students.
- Information in the Student Handbook, regarding eligibility for licensure includes all the required information as cited in Rule 214.8(b) and a receipt specifically listing the Board's eligibility information as cited in Rule 214.8(b) for students to sign acknowledging receipt of said eligibility information is present.
- CPI is compliant with The Americans With Disabilities Act.

Program of Study:

- The proposed curriculum is well-developed and includes all required elements.
- The proposed program curriculum includes 560 hours for classroom instruction, and 896 hours for clinical practice (lab and clinical).
- The clinical evaluation tools submitted with the proposal for the clinical courses have been revised, but still do not clearly demonstrate leveling and progression throughout the curriculum. Additionally, the clinical objectives/outcomes are not all stated in behavioral terms and are not measurable.
- The CPI campus has wireless internet access for student use. Computers are available for student use in four (4) computer labs and the library.
- All VN graduates will have the opportunity to participate in the ATI NCLEX-PN® review course.
- CPI is the first school in the United States to use e-books in all current programs through a pilot program with McGraw Hill, Inc. The e-book program eliminates the need for hard copies of text books. Classrooms are equipped with computers for student access to e-books during class with projectors for instructor use to project text content. The VN program will consider using e-books when the pilot program is ended and the results of the pilot program are available.

Total Program Evaluation:

- All of the required nine (9) applicable board areas are represented in the Plan for Total Program Evaluation included in the proposal.
- Numerical benchmarks are not present for all areas of evaluation in the Master Program Evaluation Plan.
- Numerical benchmarks will need to be included/revised as data is collected.

SUMMARY OF SURVEY VISIT:

- Larry Earle, President of CPI, the prospective program director, Sheila Savell, PhD©, RN, and several other CPI staff conducted the tour of the site and provided additional information to the Board visitors. A face-to-face proposal consultation was conducted by board staff with the prospective program director during the survey visit.
- A report of the survey visit is included in this document (See Attachment Two).
- Concerns from the survey visit include the following:
 - While the proposed educational resources, including four (4) complete outfitted beds/stations, mannequins, and laboratory equipment and supplies have been included in the proposal, the actual educational resources were not in place during the survey visit. Copies of Purchase Orders have been provided, but the actual equipment and supplies must be in place prior to enrollment of students and implementation of the program.
 - Purchase orders for only three (3) complete outfitted beds/stations were provided in the proposal. Three (3) beds/stations are not sufficient for the anticipated number of students. At least four (4) beds/stations will be required and one (1) additional bed/station would be ideal.

PROS AND CONS:

Pros:

- Career Point Institute has been diligent in its efforts to formulate a satisfactory proposal to establish a new vocational nursing educational program addressing all requirements and receive approval from the Board. The school has responded almost immediately to all suggestions by board staff for improvements to the facility and the proposal document.
- CPI is licensed by the TWC, accredited nationally by ACICS, and approved by the THECB to grant applied associate degrees in Administrative Assistant, Legal Administrative Assistant, Medical Administrative Assistant, Medical Assistant and Network Support Specialist.
- A qualified director and six (6) qualified, prospective faculty members have been identified for the proposed program.
- The proposed program of study/curriculum is well-developed and addresses all required elements.
- Adequate clinical facilities for clinical learning experiences have been identified for the first year of the program.
- Adequate budget projections to operate the program and acquire the necessary facilities, resources and services were included.

Cons:

- While existing and the listed additional equipment, meet the minimum requirements of Rule 214, these additional planned purchases should be in place prior to enrollment of students and implementation of the program. There is a concern that the proposed program does not have sufficient mannequins, including an infant mannequin, for student learning needs.
- The program does not have instructional software for the students to use other than the CD's provided with student textbooks.
- The clinical evaluation tools for all the clinical courses need additional revisions as the tools still do not clearly demonstrate leveling and progression throughout the curriculum and all the outcomes/objectives are not stated in behavioral terms and are not measurable.

STAFF RECOMMENDATION:

Move to approve a vocational nursing educational program to be established by Career Point Institute in San Antonio, Texas, and grant the program Initial Approval status and issue the commendations and requirements to be met, as indicated in the attached letter (See Attachment Three).

TEXAS BOARD OF NURSING
333 Guadalupe Street, Suite 3-460
Austin, Texas 78701-3942

NOTICE OF PUBLIC HEARING

for

Consideration of a Proposal from Career Point Institute

To Establish A

Vocational Nursing Educational Program

in

San Antonio, Texas

Date and Time: April 17, 2008 at 10:30 a.m.

Place:

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 April 4, 2008.

Address written testimony to:

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

**TEXAS BOARD OF NURSING
SURVEY VISIT REPORT**

NAME OF PROPOSED NURSING PROGRAM: Career Point Institute, Proposed Vocational Nursing Educational Program

PROPOSED DIRECTOR: Sheila Savell, PhD(c), RN

DATE OF PROPOSED APPOINTMENT: After the program obtains Texas Board of Nursing (BON) approval.

REASON FOR BNE SURVEY: Visit of the site to determine adequacy of facilities, resources, and services.

DATE: March 6, 2008 SURVEY VISITOR(S): Robbin Wilson, MSN, RN and Karen Neighbors, BSN, RN

BON APPROVAL STATUS: NA

ACCREDITATION: Texas Workforce Commission; Accrediting Council for Independent Colleges and Schools

The following survey tool includes only the standard/criteria related to 214.11, Facilities, Resources, and Services which were the focus of the survey visit. No other standard/criteria were evaluated during the site visit.

STANDARD/CRITERIA	EVIDENCE	COMMENTS
§ 214.11 Facilities, Resources, and Services		
(a) Classrooms and nursing skills laboratory facilities shall be provided to accommodate the learning needs of the students.	The program area has two designated classrooms for the proposed program and a designated room for the nursing skills laboratory area.	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.	There is a designated room for the nursing skills laboratory that is adequate in size and contains a sink with hot and cold running water and cabinets for storage of equipment. While the proposed educational resources, including four (4) complete outfitted beds/stations, mannequins, and laboratory equipment and supplies have been included in the proposal, the actual educational resources were not in place during the survey visit. Copies of Purchase Orders have been provided, but the actual equipment and supplies must be in place prior to enrollment of students and implementation of the program. Additionally, purchase orders for only three (3) complete outfitted beds/stations were provided in the proposal. Three (3) beds/stations are not sufficient for the anticipated number of students. At least four (4) beds/stations will be required and one (1) additional bed/station would be ideal.	Criteria partially met. <u>Requirement:</u> The program shall have all the resources and equipment listed in the proposal in place, including a total of four (4) beds/stations, prior to enrollment of students and implementation of the program.

<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 facility has currently allotted private office space for the director and cubicles for faculty. There are designated areas for the faculty's use that will provide privacy for counseling of students.</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>Career Point Institute is in the process of developing its college level library. Set-up funds of \$20,000.00 were spent last year and additional \$20,000-\$30,000 will be spent over the next 12 months for book acquisitions.</p> <p>Students will have access to an electronic library resource network, including several data bases.</p> <p>The VN program will consider moving to e-books pending the results of the college's pilot program with McGraw Hill is completed and evaluated.</p> <p>Two specific instructional software sets will be purchased and available for student use. Additional instructional software will be purchased as needed in the future.</p>	<p>Criteria met.</p>
<p>(e) Teaching aids shall be provided to meet the objectives of the program.</p>	<p>Televisions, video recorders, overhead projectors are available for use in the classroom and a projector and computer have been ordered for use in the nursing classroom.</p> <p>Computers are readily available for student use. Currently there are four (4) computer labs on campus with 150 computers.</p>	<p>Criteria met.</p>
<p>(f) Adequate restrooms and lounges shall be provided convenient to the classroom.</p>	<p>There are adequate restrooms and lounge/rest areas for the planned number of students.</p>	<p>Criteria met.</p>

DRAFT LETTER

April 28, 2008

Larry Earle, President
Career Point Institute
485 Spencer Lane
San Antonio, Texas 78201

Dear Mr. Earle:

At the April 17-18, 2008 meeting, members of the Texas Board of Nursing discussed the Career Point Institute proposal to establish a new vocational nursing educational program in San Antonio, Texas and the board staff report of the March 6, 2008 survey visit. The members of the Board wish to thank you and [] for being available to answer questions.

As indicated by the enclosed order, the Board is please to inform you that based upon the discussion and review of documents, it was the decision of the Board to grant Initial Approval status to the Career Point Institute Vocational Nursing Educational Program and issue the following commendations and requirements to be met. The program has Board approval to implement the program with initial enrollments of two (2) cohorts of students of thirty (30) students each during the first year of the program.

Commendations:

1. The school administration is commended for the excellent support of the proposed program and the commitment of financial resources for the development and implementation of the proposed program.
2. The school and the author of the proposal are commended for the well-written proposal and the timely response to all suggestions by board staff for improvements to the facility and the proposal document.

Requirements:

1. Rule 214.9 related to *Program of Study*, requires in pertinent part that "(a) The program of study shall be: . . . (5) based on sound educational principles; . . . (b)(1) . . . Clinical and course objectives/outcomes shall be stated in behavioral terms and shall serve as the mechanism for students progression." The clinical evaluation tools submitted with the proposal for the clinical courses contain objectives/outcomes that are exactly the same in each level and therefore, do not clearly demonstrate leveling and progression throughout the curriculum. Additionally, the clinical objectives/outcomes are not stated in behavioral terms and are not measurable. **Therefore**, the program shall revise the clinical evaluation tools for all the clinical courses to clearly demonstrate leveling and progression throughout the curriculum and revise the objectives/outcomes to be stated in behavioral terms and measurable. The program shall submit each revised clinical evaluation tool to board staff for approval prior to implementation of program.
2. Rule 214.11 related to *Facilities, Resources, and Services*, requires in pertinent part that "(b) An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program; . . ." The survey visit conducted by board staff on March 6, 2008 revealed that while the proposed educational resources, including four (4) complete outfitted beds/stations, mannequins, and laboratory equipment and supplies have been included in the proposal, the actual educational resources were not in place during the survey visit. Additionally, copies of Purchase Orders have been provided for only three (3) complete outfitted beds/stations were provided in the proposal. Three (3) beds/stations are not sufficient for the anticipated number of students. At least four (4) beds/stations will be required and one (1) additional bed/station would be ideal. **Therefore**, the program shall have all the resources and equipment listed in the proposal in place, including a total of four (4) beds/stations, prior to enrollment of students and implementation of the program. The program shall submit

pictorial documentation to board staff substantiating that the listed equipment is in place.

Requirements are mandatory criteria based on program assessment directly related to the rule that shall be addressed in the manner prescribed. If you have any questions, or if we may be of any assistance, please contact board staff at (512) 305-6815 or by email at robbin.wilson@bne.state.tx.us.

Sincerely,

Linda R. Rounds, PhD, RN, FNP
President

Robbin Wilson, MSN, RN
Nursing Consultant for Education

xc: Texas Workforce Commission
Texas Higher Education Coordinating Board
Accrediting Council for Independent Colleges and Schools
Sheila Savell, PhD(c), RN, Career Point Institute

Enclosure

DRAFT BOARD ORDER

BEFORE THE TEXAS BOARD OF NURSING

In the matter of the proposal of

Career Point Institute in San Antonio, Texas

For approval to establish a Vocational Nursing Educational Program

ORDER OF THE BOARD

TO: Career Point Institute

The Texas Board of Nursing in and for the State of Texas in a regularly scheduled meeting, held on the 17th day of April 2008, considered the proposal for authority to establish a Vocational Nursing Educational Program by 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., BSN, RN, Representing Practice
Deborah Hughes Bell, CLU, ChFC, Consumer Member
Kristin K. Benton, MSN, RN, Representing VN Programs
Sheri Denise Crosby, JD, Consumer Member
Marilyn J. Davis, BSN, RN, Representing Practice
Brenda S. Jackson, PhD, RN, Representing BSN Programs
Richard Robert Gibbs, LVN, Representing Practice
Rachel Gomez, LVN, Representing Practice
Blanca Rosa Garcia, PhD, RN Representing ADN programs
Beverly Jean Nutall, LVN, Representing Practice
Mary Jane Salgado, MEd, Consumer Member
Frank D. Sandoval, Jr., 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

That a written proposal has been filed with said Board.

That a public meeting on said proposal was held to take testimony and evidence by the Board.

That the written proposal does meet the minimum requirements for proceeding with the establishment of an approved program offering a certificate in Vocational Nursing.

ORDER

NOW THEREFORE, IT IS ORDERED THAT, the proposal of Career Point Institute is contingently approved, having been found to comply with minimum requirements and standards for establishing a Vocational Nursing Educational Program to prepare vocational nurses.

IT IS FURTHER ORDERED THAT THE aforementioned entity is authorized to proceed to meet all requirements of the Board for Initial Approval, and that prior to the admission of any students that all requirements issued by the Board must be met. In no event will the program admit students until the legal requirements and standards for vocational nursing education as described in Rules and Regulations Relating to Vocational Nursing Education, §214.1-§214.13 (effective 02/17/05) are met.

Specifically, the Board requires the following conditions as described in the above rule to be met by August 31, 2008 if students are to be admitted to the Career Point Institute, Vocational Nursing Education Program:

1. The program shall have all the resources and equipment listed in the proposal in place, including a total of four (4) beds/stations, prior to enrollment of students and implementation of the program; and
2. The program director shall further revise the clinical evaluation tools for all the clinical courses to clearly demonstrate leveling and progression throughout the curriculum and the outcomes/objectives to be stated in behavioral terms that are measurable.

DATED THIS 28h day of April 2008.

THE TEXAS BOARD OF NURSING

Seal

By: _____

Linda R. Rounds, PhD, RN, FNP, President