

**PROPOSAL TO ESTABLISH A NEW NURSING EDUCATIONAL PROGRAM
CAREER QUEST IN SAN ANTONIO, TEXAS
VOCATIONAL NURSING EDUCATIONAL PROGRAM**

SUMMARY OF REQUEST:

Consider the *Career Quest* in San Antonio, Texas proposal to establish a new Vocational Nursing (VN) Educational Program and the report of a survey visit (See Attachment #1). The final revised proposal was sent to members of the Texas Board of Nursing (BON or Board) under separate cover. A notice of public hearing has been posted (See Attachment #2).

HISTORICAL PERSPECTIVE:

- Syllan Careers, Inc., doing business as *Career Quest* was founded in 1996.
- *Career Quest* provides educational preparation in Nurse Aide, Medical Assistant, Medical Information Management, Medical Office Specialist, Phlebotomy/EKG Technician/Specialist, Business Administration, and Hospitality, Travel and Tourism.
- *Career Quest* is accredited by the Council on Occupational Education (COE).
- Students at *Career Quest* are eligible to participate in the Federal Student Loan program.
- Following several communications with BON staff, *Career Quest* submitted a proposal on May 28, 2009.
- BON staff have provided consultation to *Career Quest* representatives.
- A revised proposal was received on December 8, 2009.
- A site visit was conducted on December 8, 2009 by Board staff Virginia D. Ayars and Robin Caldwell.

SUMMARY OF PROPOSAL:

Overview of the Proposal:

- Approval from the Texas Workforce Commission was received in October, 1996.
- The program is proposing to begin in February 2010 after Board approval with an enrollment of thirty (30) students every six (6) months.
- The fifty-eight (58) semester credit hour program is designed to be completed in twelve (12) months.

Rationale and Need for the Program:

- Surveys of health care institutions, agencies, and clinics in the San Antonio community indicate a growing need in multiple settings for licensed vocational nurses.
- The proposed program has community support from community leaders and health care institutions in the area.

Availability of Clinical Sites:

- Clinical facilities have indicated their ability to provide clinical experiences for students enrolled in this program.
- A sample signed clinical agreement is included in the proposal.

Availability of Faculty:

- Two (2) qualified full-time faculty are named to begin the program.
- Three (3) additional prospective applicants have expressed an interest in faculty positions and have been successfully interviewed for future positions.

Financial Support and Resources:

- A projected budget for the first two (2) years of operation includes salaries, secretarial/clerical support, and supplies/equipment and materials.
- The budget projections address the required elements of Rule 214.

Applicant Pool:

- The potential student population consists of current students in the nurse aide program and other allied health programs, as well as alumni.
- Potential student survey indicates that over thirty (30) individuals are interested in beginning the program.

Faculty and Student Handbooks:

- A faculty handbook and a student handbook for the new program have been developed and reviewed by board staff.

Curriculum:

- The curriculum has been appropriately developed for a vocational nursing educational program.
- Required clinical learning experiences have been planned to meet clinical objectives.

Student Support Services:

- Student support services are available for students on the campus.

Records and Reports:

- Adequate provisions for records and reports have been included.

Total Evaluation Plan:

- The Total Evaluation Plan provides all required elements.
- Numerical benchmarks will need to be included/revised as data is collected after the program is implemented.

SUMMARY OF SITE VISIT:

- An in-depth discussion of the proposed facility, including review of detailed blueprints, was presented by Ms. A. Miley, Ms. J. Martin (Owner/Administrator), and Mr. R. Herbert (Director of Operations). Board staff's questions were discussed and answered by Ms. Miley and the other *Career Quest* representatives to the satisfaction of Board staff.
- Board staff were able to tour the current *Career Quest* campus and view the proposed site. The tour of the current classrooms and administrative offices provided additional information to Board staff.
- A report of the survey visit is included in this document.

PROS AND CONS:

Pros:

- *Career Quest* 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 in a timely manner to all suggestions by Board staff for improvements to the proposal document.
- *Career Quest* is licensed by the Texas Workforce Commission (TWC).
- A qualified director and at least two (2) core nursing faculty have been identified for the proposed program.
- The proposed program of study/curriculum meets the requirements of Rule 214.
- Adequate clinical facilities for clinical learning experiences have been secured for the program.
- Adequate budget projections to operation the program and acquire the necessary facilities, resources and services were included in the proposal along with inventory lists of existing equipment and supplies. Board staff reviewed purchase orders for additional equipment and supplies needed for implementation of the program.

Cons:

- Identified faculty do not have teaching experience in a nursing educational program.
- The vocational nursing educational facility located on the *Career Quest* campus is not currently completed. Construction is in progress and is scheduled to be completed by the middle of January 2010.
- Due to facility construction being in progress, Board staff are unable to visually verify that the proposed nursing resources meet the requirements of Rule 214.11 related to Facilities, Resources, and Services.

STAFF RECOMMENDATION:

Move to grant initial approval for Career *Quest* Vocational Nursing Educational Program in San Antonio, Texas to establish a new vocational nursing educational program based upon the proposal and findings from the survey visit and issue the following commendation, recommendation, and requirement, as indicated in the attached letter (Attachment #3).

TEXAS BOARD OF NURSING
SURVEY VISIT PROGRAM REPORT
(Vocational Nursing Educational Programs)

NAME OF NURSING PROGRAM: Career Quest, San Antonio, Texas

DEAN OR DIRECTOR: Proposed Director: Angela Wiley, MS, BSN, RN

REASON FOR SURVEY: New Program Survey

DATE: December 8, 2009

SURVEY VISITOR(S): Virginia D. Ayars, MS, RN; Robin Caldwell, PhD, RN

In this report the nursing program met standards and criteria unless otherwise indicated by narrative. Narrative in the Evidence column documents findings of pertinent data, outstanding performance, or deficiencies. Narrative in the Comments column includes recommendations or requirements to be met based on analysis of the survey visit

STANDARD/CRITERIA	EVIDENCE	COMMENTS
§214.11 Facilities, Resources, and Services		
(a) The controlling agency/governing institution shall be responsible for providing: (1) educational facilities, (2) resources, and (3) services which support the effective development and implementation of the nursing education program.	Strong administrative support was evident during the survey visit.	Criteria met.
(b) An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program (1) The laboratory shall be equipped with hot and cold running water. (2) The laboratory shall have adequate storage for equipment.	During the presentation of the facility blueprints, the details and location of the skills laboratory was depicted with size capacities detailed. Presence and location of sinks and storage cabinets were included in the schematic. Visitors toured the proposed skills laboratory space.	Criteria partially met.
(c) The director/coordinator and faculty shall have adequate secretarial and clerical assistance to meet the needs of the program.	Secretarial and clerical staff identified.	Criteria met.

<p>(d) The physical facilities shall be adequate to meet the needs of the program in relation to the size of the faculty and the student body.</p> <p>(1) The director/coordinator shall have a private office.</p> <p>(2) Faculty offices shall be conveniently located and adequate in number and size to provide faculty with privacy for conferences with students and uninterrupted work.</p> <p>(3) Space for clerical staff, records, files, and equipment shall be adequate.</p> <p>(4) There shall be mechanisms which provide for the security of sensitive materials, such as examinations and health records.</p> <p>(5) Classrooms, laboratories, and conference rooms shall be conducive to learning and adequate in number, size, and type for the number of students and the educational purposes for which the rooms are used.</p> <p>(6) Teaching aids shall be provided to meet the objectives/outcomes of the program.</p> <p>(7) Adequate restrooms and lounges shall be provided convenient to the classroom.</p>	<p>During the presentation of the facility blueprints, locations of the director, faculty and clerical staff offices were discussed and identified.</p> <p>The details and locations of classrooms, laboratories and conference rooms were also depicted on the schematics with actual dimensions provided.</p> <p>Visitors were able to walk the construction site and discuss the proposed design of the future vocational nursing educational facility. Construction activity was visible.</p>	<p>Criteria partially met.</p>
<p>(e) 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.</p> <p>(1) Provisions shall be made for accessibility, availability, and timely delivery of information resources.</p> <p>(2) Facilities and policies shall promote effective use, i.e. environment, accessibility, and hours of operation.</p>	<p>Visitors reviewed library holdings that are appropriate for the vocational nursing educational program. There is internet access available to students.</p>	<p>Criteria met.</p>

§214.12 Records and Reports		
<p>(a) Accurate and current records shall be maintained for a minimum of two (2) years in a confidential manner and be accessible to appropriate parties, including Board representatives. These records shall include, but are not limited to:</p> <ul style="list-style-type: none"> (1) records of current students; (2) faculty records; (3) administrative records, which include minutes of faculty meetings for the past three years, and school catalogs; (4) the current program of study and curriculum including mission and goals (philosophy and outcomes), and course outlines; (5) agreements with affiliating agencies; and (6) the master plan of evaluation with most recent data collection. 	<p>Plans were provided for a separate storage room with locked cabinets for storage of student records.</p>	<p>Criteria partially met.</p>
<p>(b) Record forms may be developed by an individual school.</p>	<p>Record forms are developed for the school. Forms will contain data prescribed by the Texas BON, the Texas Workforce Commission Career Colleges and Schools, the Council on Occupational Education, and the Department of Education.</p>	<p>Criteria met.</p>
<p>(c) Hospital employment forms are not to be used for student records.</p>	<p>Discussed during survey visit.</p>	<p>Criteria met.</p>
<p>(d) Records shall be safely stored to prevent loss, destruction, or unauthorized use.</p>	<p>See (a) above.</p>	<p>Criteria met.</p>
<p>(e) Copies of the program's Texas Board of Nursing Educational Program Information Survey (NEPIS), Compliance Audit of the Nursing Educational Program (CANEP), and important Board communication shall be maintained as appropriate.</p>	<p>Discussed during survey visit.</p>	<p>Criteria met.</p>

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

NOTICE OF PUBLIC HEARING
for
Consideration of a Proposal from *Career Quest*
To Establish A
Vocational Nursing Educational Program
in San Antonio, Texas

Date and Time: January 21, 2010 at 10 AM
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 January 8, 2010.

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

DRAFT LETTER

January 25, 2010

Angela Miley, MS, BSN, RN
Career Quest
5430 Fredericksburg Rd., Suite 310
San Antonio, Texas 78229

Dear Ms. Miley:

At the January 21-22, 2010 meeting, members of the Texas Board of Nursing (BON or Board) discussed the Career Quest Proposal to Establish a New Vocational Nursing Educational Program in San Antonio, Texas, and the report of the December 8, 2009 survey visit. The members of the Board wish to thank you and Ms. Jeanie Riojas Martin for being present to answer questions.

As indicated by the enclosed order, the Board takes pleasure in informing you that based upon the discussion and review of documents, it was the Board's decision to grant Initial Approval status to Career Quest in San Antonio, Texas, and allow admission of students beginning in February 2010, and issue the following commendation, recommendation and requirement to be met. The program has Board approval to implement the program with the initial enrollment of two (2) cohorts of students of thirty (30) students each during the first year of the program.

Commendation:

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.

Recommendation:

It is recommended that the director and faculty become involved with the Texas Association of Vocational Nurse Educators and develop a plan for faculty development in vocational nursing educational instruction.

Requirement:

The director of the vocational nursing educational program shall provide photographic evidence to Board staff verifying completion of the physical facility and furnishing of the facility in accordance with the requirements outlined in Rule 214. At that time, the program may begin enrolling the first cohort of thirty (30) students. Additionally, the Board authorizes Board staff to conduct survey visits as necessary until the program is moved to Full program approval status.

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.

We wish you success with the program. If you have questions, or if we may be of assistance, please contact board staff at (512) 305-7660.

Sincerely,

Linda R. Rounds, PhD, RN, FNP
President

Virginia D. Ayars, MS, RN
Nursing Consultant for Education

copy: Jeanne Riojas Martin, President, Career Quest
Virginia Bosman, Program Specialist, Texas Workforce Commission
Council on Occupational Education

enclosure

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

BEFORE THE BOARD OF NURSING
IN AND FOR THE STATE OF TEXAS

In the matter of the proposal of *Career Quest*

For approval to implement a Vocational Nursing Educational Program

ORDER OF THE BOARD

TO: *Career Quest* in San Antonio, Texas

The Board of Nursing in and for the State of Texas in a regularly scheduled meeting, held on the 21st day of January 2010, considered the proposal for authority to implement a Vocational Nursing Educational Program and obtain Approval from the Board, pursuant to Section 301.157, Texas Occupations Code.

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

Deborah Hughes Bell, CLU, ChFC, Consumer Member
Kristin K. Benton, RN, MSN, Representing LVN Education
Patricia "Patti" Clapp, BA, Consumer Member
Tamara Cowen, MSN, RN, Representing RN Practice
Sheri Denise Crosby, JD, SPHR, Consumer Member
Marilyn J. Davis, RN, BSN, MPA, Representing RN Practice
Blanca Rosa Garcia, PhD, RN, Representing ADN Programs
Richard Robert Gibbs, LVN, Representing LVN Practice
Kathy Leader-Horn, LVN, Representing LVN Practice
Josefina Lujan, PhD, RN, Representing BSN Programs
Beverly Jean Nutall, LVN, Representing LVN Practice
Mary Jane Salgado, MEd, Consumer Member

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

FINDINGS

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

ORDER

NOW THEREFORE, IT IS ORDERED THAT, the proposal of *Career Quest* in San Antonio, Texas, is approved, having been found to comply with minimum requirements 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, Chapter 214.1 - 214.13, are met.

Specifically, the Board requires the following conditions as described in the above rule to be met prior to the admission of students to the Career *Quest* Vocational Nursing Educational Program:

1. The program shall have all facilities, resources and equipment in place, including classrooms and skills laboratory, prior to enrollment of students and implementation of the program.

DATED THIS 21st day of January, 2010.

THE BOARD OF NURSING IN AND
FOR THE STATE OF TEXAS

Seal

By: _____

Linda R. Rounds, PhD, RN, FNP

President