

**Report of Routine Survey Visit
 Lone Star College – Kingwood in Kingwood, Texas
 Vocational Nursing Education Program**

Summary of Request:

Consider the report of the routine survey visit to Lone Star College – Kingwood in Kingwood, Texas Vocational Nursing Education Program (VN). The visit was conducted on August 29, 2013 by LeAnn Wagner, MSN, RN, Contract Program Evaluator (See Attachment #1).

Historical Perspective:

- The VN program at Lone Star-Kingwood began in 1974.
- The VN program is delivered in twelve (12) months and admits forty (40) students annually.
- Donna Spivey, MSN, RN is the program director.
- The NCLEX examination pass rate for the past five (5) years is presented in the table:

Examination Year	NCLEX-PN® Examination Rate	Pass	Number of First-Time Candidates (Passed/Total)	BON Status	Approval
2012	91.43%		32/35	Full	
2011	96.30%		26/27	Full	
2010	100%		23/23	Full	
2009	96.88%		31/32	Full	
2008	100%		26/26	Full	

Summary of the Survey Visit:

- Lone Star College – Kingwood is a part of a system-wide community college district that combines the advantages of using the knowledge and experience of all campus sites and yet allowing individualization of the separate campuses.
- The program provides a wide variety of clinical learning experiences and a modern learning environment on campus.

Pros and Cons:

Pros

- Lone Star Kingwood VN Program is a well-established program with a long history of high NCLEX-PN pass rates.
- The physical facilities for the VN Program provide a very pleasant learning environment with up-to-date equipment and technology.
- A knowledgeable and committed program director and faculty prepared at the MSN level teach the program.
- There is a collegial atmosphere in the nursing department and excellent rapport with and support from all levels of college administration.
- A variety of clinical sites for student learning experiences that prepare students well for practice as Licensed Vocational Nurses are utilized. Graduates are well prepared and able to secure employment in a very competitive job market for LVNs.
- Strong support from the college for professional development activities for the faculty is present.

- College Faculty Handbook, Nursing Faculty Handbook, Nursing Student Handbook are well organized, readable, and contain all required information in clear language.
- The program is housed in a beautiful new building that provides a positive learning environment with state of the art classrooms, labs, and equipment

Cons

- VN Program decisions have not been documented in written faculty minutes.
- A formalized mechanism for students to participate in program governance is not evident.

Rationale for Staff Recommendation:

The VN program at Lone Star College – Kingwood was found to be in compliance with Rule 214 except for the absence of faculty minutes documenting that program decisions were made during faculty meetings with sound rationales.

Staff Recommendation:

Move to accept the report of findings from the survey visit to Lone Star – Kingwood Vocational Nursing Education Program in Kingwood, Texas, and issue the following requirement:

Requirement

The Program Director shall provide samples of faculty minutes indicating that faculty decisions were made during faculty meetings and that rationales were provided in the minutes. Sample minutes shall be submitted to Board Staff not later than February 1, 2014.

(See draft letter in Attachment #2.)

**Summary of Survey Visit
Lone Star College – Kingwood in Kingwood, Texas
Vocational Nursing Program**

Purpose of Visit: routine survey visit

Date of Visit: August 29, 2013

Board Surveyor: LeAnn Wagner, MSN, RN

Board Surveyor met with:

- Katherine B. Persson, PhD, President
- Rebecca Riley, MF, EdD, Vice President of Instruction
- Linda Luehrs Wolfe, EdD, Dean, Math, Science, and Healthcare
- Donna Spivey, MSN, CEN, RN, Nursing Programs Director
- Mattie McCowen, MSN, RN, Vocational Nursing Program Coordinator
- Terri Currie, MSN, RN, Vocational Nursing Instructor
- VN Students

Board Surveyor:

- Reviewed the curriculum materials including all syllabi
- Reviewed the Student and Faculty Handbooks
- Reviewed the clinical evaluation tools
- Reviewed the total program evaluation plan and committee minutes
- Reviewed student assignments and tests
- Toured the Lone Star College Kingwood Campus
- Toured the nursing offices, classrooms, and skills labs, and
- Conducted exit conference

Summary of Findings

Philosophy/Mission and Objectives/Outcomes

- The Philosophy/Mission and Program Objectives were recently reviewed as documented in the Curriculum Minutes.
- There is a crosswalk of where each DEC is taught in the curriculum; this is being reviewed right now since they are making a minor change in their curriculum beginning in the fall of 2013 by increasing the credit hours for Professional Development from one (1) credit hour (VNSG 1119) to two (2) credit hours (VNSG 1219.)
- The curriculum conceptual framework is discussed in the faculty handbook.

Administration and Organization

- The organizational chart demonstrates lines of communication, authority, and responsibility between the nursing program and the college administration.
- This VN Program is part of a multi-campus system that is organized at the campus, system, and discipline level. The Nursing Faculty Handbook does a very good job explaining which committees function at the system level organized by discipline (nursing) and program (ADN or

VN) and which committees are local campus committees that address unique needs of each campus. Faculty and administrators indicate this type of organization works well for their system. Board Staff contacted the Program Director to learn more about this organizational structure and to ensure that the local nursing programs maintain control over their curricula. The Program director clarified that the major curriculum, admissions, rules, and evaluations are handled as a system with their campus having equal representation. Individual campuses have faculty meetings for the same committee functions. Students have input through a student affairs committee and meet with the Program Director and faculty regularly. Students also attend the readmissions committee. The Program Director stated that the organizational structure works well for the program and that faculty have ownership of the curriculum.

- There is very good communication between all levels of the VN Program and the college administration and there is very strong support for the policies and decisions of the VN Program Director and Faculty.
- The Program Director has the authority to direct the program in all phases. There is very strong support from the administration for the Program Director and the VN Coordinator.
- The Program Director and Program Coordinator receive release time for administrative responsibilities per the college faculty handbook. The Program Director does not teach in the VN Program but the VN Coordinator does teach both theory and clinical. Although the workload seems heavy it is in line with the college policies and the faculty indicate that it is not burdensome.

Faculty

- Faculty policies regarding qualifications, responsibilities, performance evaluation criteria, and terms of employment are generally stated in the College Faculty Handbook or the Nursing Faculty Handbook.
- There were no Kingwood VN Program Faculty minutes for 2011-2012 or 2012-2013 to document issues and decisions of the Kingwood campus faculty. The Program Coordinator assured the evaluator that minutes will be kept from now on.
- There are two (2) full-time VN faculty members for the Lone Star Kingwood campus and these individuals teach all the theory and meet informally every week with notes kept regarding student issues. Four (4) to six (6) adjunct faculty members are used to provide additional program support.
- There was evidence of a very positive learning environment throughout the program.
- The two (2) full-time faculty collaborate to determine their teaching assignments which are then approved by the program director. Since all ADN and VN faculty are prepared at the MSN level they are all able to teach in both programs particularly as guest lecturers in specific content areas. Adjunct faculty are used in campus lab and in clinical specialty areas. If there is a need to change the assignments this is done cooperatively with the Program Director, the VN Coordinator and the faculty member.
- The college provides funds for the VN faculty to attend TAVNE each year. Recently the college sent the Simulation Coordinator to a professional development activity out of state. The Laerdal representative visits the campus frequently to keep the faculty updated on their high fidelity manikins. The college is also willing to fund other professional development activities upon request from the faculty member.
- Licenses are validated by the Program Director and her administrative assistant. This documentation is kept in the faculty member's file.

- No faculty members are waived. The VN Coordinator and full time faculty member both have an MSN. Three (3) of the six (6) adjuncts have their MSN, two (2) have a BSN, and one (1) has an AAS.
- There is a Lab Coordinator for all the nursing labs; this individual is an RN with a BSN. Scheduling is done so that the VN students have very good access to use of the nursing labs. There is also a simulation coordinator who also assists both VN and ADN faculty and students.
- Faculty supervise all direct patient care having ten (10) students or less in a group. There are two (2) full-time faculty and four (4) to six (6) adjuncts, depending on the number of students.

Students

- The admission process is clearly described in the catalog, in the student information packet, and in a power point that is presented at the mandatory information session.
- Readmission, dismissal, progression, and graduation policies are clearly stated in the Nursing Student Handbook.
- Currently there are twenty-nine (29) students enrolled; a maximum of forty (40) students can be admitted every fall if there are sufficient faculty and clinical placements. The Program Director and Coordinator are able to determine the number of students to be admitted based on the availability of the faculty and clinical spaces.
- BON criminal background checks are done prior to registration; if an eligibility issue is found the student is not able to register.
- The information regarding licensure eligibility issues is found in the student handbook; students sign a receipt that they have received this information and the receipt is placed in their file.

Program of Study

- The curriculum is organized in a logical fashion based on the program's conceptual framework. Requiring that students complete Anatomy & Physiology successfully before they enter the program helps them to be successful in the nursing courses.
- No courses are taught completely on line but nearly every course is enhanced through the use of the internet.

Clinical Learning Experiences

- The program uses clinical sites that provide clinical opportunities for students, meet their learning needs, and are welcoming to VN students. Currently the program uses acute rehabilitation facilities, acute care facilities, clinics, long term acute care facilities, psychiatric agencies, and independent school districts for clinical learning experiences. These facilities provide sufficient numbers of patients with complex needs for student learning.
- Patient assignments are made the morning of the clinical experience with a concerted effort to assign a patient with a medical diagnosis that is currently being discussed in class. There is strong collaboration between the instructor and the staff nurse in making the student's patient assignment.
- Simulation is used to supplement experiences that are difficult to find in the clinical setting. Each student participates in a total of twelve (12) simulation scenarios during the second and third semesters of the program.
- Each clinical faculty member has ten (10) students or less in the clinical setting.
- Preceptors are not used by the program.
- The Program Evaluator reviewed the clinical evaluation tools and suggested that they more clearly demonstrate the progression of nursing knowledge and skills. Several suggestions were

discussed with the faculty to make this progression clearer. Students must pass a calculations test each semester with a 90% proficiency; three attempts are allowed to pass the test.

Facilities, Resources, and Services

- The VN Program is housed in a beautiful new building with state of the art classrooms and equipment that create a very positive and inviting learning environment.
- Students on the Kingwood campus have access to a well-equipped skills lab with nineteen (19) beds, two (2) high fidelity manikins, and twelve (12) vital sims. Nursing labs are well stocked with adequate supplies.
- There are two (2) administrative assistants for both the Nursing Division and the VN Program; this is adequate for the number of students and faculty served.

Records and Reports

- All confidential files are kept in a locked filing cabinet. Records are kept four (4) to five (5) years.
- Student files contain all the required documents including the signed student receipt of TBON license eligibility information.
- Faculty letters of employment and evaluations are kept in the Lone Star system office and were not available for the surveyor to review. Immunization records and CPR documents are verified by the program director and from now in will be placed in the faculty folder. All other required documents were in the faculty folders.
- Minutes of the Deans and Directors Committee and all other nursing committees are found on the electronic college shared drive.
- Clinical affiliation agreements appear to be up-to-date.

Total Program Evaluation

- The Total Program Evaluation (TPE) contains all the required elements. The Program Evaluator suggested that the benchmarks are data specific and objective rather than general and open to interpretation.

DRAFT LETTER

Donna Spivey, MSN, RN
Director of Nursing Program
Vocational Nursing Education Program
Lone Star College Kingwood
20000 Kingwood Dr., HSB 118B
Kingwood, Texas 77339

Dear Ms. Spivey:

At the October 17-18, 2013 meeting, the members of the Texas Board of Nursing discussed the report of the August 29, 2013 survey visit to Lone Star College Kingwood Vocational Nursing Education Program in Kingwood, Texas. Based upon the discussion and review of the survey report, it was the decision of the Board to accept the findings from the survey visit and to issue the requirement below:

Requirement

The Program Director shall provide samples of faculty minutes indicating that faculty decisions were made during faculty meetings and that rationales were provided in the minutes. Sample minutes shall be submitted to Board Staff not later than February 1, 2014.

A requirement is a mandatory criterion based on program assessment directly related to the rules that must be addressed in the manner prescribed.

If the Board Staff may assist in any way or if you have questions, please do not hesitate to contact Janice.hooper@bon.texas.gov.

Sincerely,

Kathy Shipp, MSN, RN, FNP
President of the Board

Janice I. Hooper, PhD, RN, FRE
Nursing Consultant for Education

Copy: Katherine B. Persson, PhD, President