

Agenda Item #15.C.



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN, JR.

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945

Phone (916) 263-7800 Fax (916) 263-7859 Web www.bvnpt.ca.gov



DATE: February 9, 2011

TO: Board Members

FROM: 
Pam Hinckley R.N., M.S.N.
Nursing Education Consultant

SUBJECT: Computer Institute of Technology, Vocational Nursing Program –
Reconsideration of Denial of Accreditation (Director: Marie Magpantay, North
Hollywood, Los Angeles County, Private)

On May 20, 2010, the Board considered the Computer Institute of Technology Vocational Nursing Program's application for accreditation and a report of the consultant's unannounced program inspection, completed March 31, 2010 (see Attachment A). That inspection was prompted by a rapid turnover of program directors and prolonged periods during which there was no director for the vocational nursing program. Additionally, directors had reported a lack of access to critical program reports, materials, students, and faculty. The program director was not present at the May 20, 2010 meeting. The program was represented by the owner. The Board deferred action on the program's application to the September 16, 2010, Board Meeting to allow the director sufficient time to respond to violations identified during the March 31, 2010, unannounced program visit.

On September 16, 2010, the Board considered the program's application for accreditation. (See Attachment B) The program director presented documentation to Board Members relative to the correction of violations cited in the report presented on May 20, 2010. (See Attachment C) Based on several areas of substantial noncompliance with regulatory requirements, the Board denied accreditation of the Computer Institute of Technology, North Hollywood, Vocational Nursing Program and directed that the program be removed from the *List of Approved Programs*. Correspondence notifying the program of the Board's actions was forwarded on September 29, 2010 (see Attachment D).

On October 6, 2010, the Board received correspondence from the program director requesting reconsideration of the Board's decisions of September 16, 2010, and placement on the February 2011 Board agenda. Specifically, the program requested a closer review of submitted documentation, alleging that materials verifying the correction of all violations had been forwarded to the assigned consultant and that those documents had not been forwarded to Board members (see Attachment E).

On October 16, 2010, the Supervising Nursing Education Consultant forwarded correspondence to the director advising that the program had been placed on the February 25, 2011 Board agenda, pursuant to the submitted request. Additionally, the

director was advised that final decisions relative to the status of the program will be rendered by the Board. (See Attachment F)

On November 24, 2010, the Board received an eleven (11) page report (see Attachment G) and approximately 10,000 pages of documents. The director indicated that she had submitted the documents to support the program's contention that all violations had been corrected.

On January 28, 2011, additional documents were received for dissemination to Board members. This included 65 pages of information. (See Attachment H)

The assigned consultant reviewed each page of the submitted documents. The program's responses were compared to previously submitted documents.

Based on the consultant's reviews, the submitted documents and materials generally substantiate **continued noncompliance**. Most of the responses were identical to those received July 16, 2010. Further, numerous documents were submitted in duplicate. Others contained information inconsistent with the program's previously submitted documents and materials. In some cases, documents had been revised to reflect different dates of the clinical experience, in particular Maternity and Pediatrics.

The consultant reviewed the program's submission as it relates to the specific areas of deficiency referenced and reviewed at the September 16, 2010, Board meeting. The consultant's analysis follows.

Violation #1: Failure to comply with section 2526 (a) (7) of the Vocational Nursing Rules and Regulations, in that the program failed to provide theory and clinical instruction consistent with the approved instructional plan.

Based on observations by Board representatives during the unannounced visit and subsequent information provided by directors, the program failed to present instruction consistent with the approved instructional plan.

As detailed in the consultant's written report dated September 1, 2010, and presented orally on September 16, 2010, the Board approved the Computer Institute of Technology, North Hollywood, Vocational Nursing Program's request to commence a vocational nursing program on May 14, 2008. The program curriculum was approved for **1,560 hours, including 600 theory hours and 960 clinical hours presented over 60 weeks**. Classes were scheduled to commence on May 19, 2008 and conclude August 10, 2009. (See Attachment B, Violation #1)

During the March 31, 2010 unannounced visit, the owner informed Board representatives that the enrolled class had graduated in August 2009. This information was inconsistent with correspondence received on March 4, 2010, from the program director, Verancy Poitier. Specifically, Ms. Poitier confirmed that students' were receiving academic instruction

(review) on November 12, 2009, January 15, 2010, and would be completed in February 2010.

Further inconsistencies were identified in comparison to information submitted by the newly approved director, Marie Magpantay. On May 12, 2010, the director submitted to the Board an instructional calendar for the enrolled class. As presented therein, each enrolled student would complete clinical hours (skills laboratory; clinical experience) totaling **840** hours. In comparison to the Board – approved total clinical hours, **a deficit of 120 overall clinical hours was identified.**

On July 16, 2010, the Board received documentation from the program director, stating that students were attending clinical rotations on February 19, 2010. Additionally, the director stated that she “directed the program to re – start classes on July 12, 2010, and to follow the Board approved curriculum starting at Week 58 finishing with Week 60 on August 1, 2010.”

Subsequent to the September 16, 2010 meeting, additional information was submitted to the Board regarding presented instruction. On November 24, 2010, the Board received documents of student attendance dated May 19, 2008 through August 10, 2009. These documents indicated that each enrolled student completed **870** hours of clinical instruction, including skills laboratory and clinical experience. **Based on the newly submitted documents, a deficit of 90 overall hours of clinical instruction was identified.**

On January 28, 2011, the Board received the program's specific attachment in support of the request for reconsideration. As specified therein, the director alleged that “...The instructional plan was followed in its entirety from May 2008 until August 2009. Other sessions of instruction were given for review pending Accreditation of the program. Accreditation was revoked in May of 2010...Because of the violation letter dated June 4, 2009, accreditation was up in the air. It was decided to have review sessions with the students to keep knowledge fresh and current for NCLEX. That's why instructional sessions were held in November, January and February as reported by Ms. Poitier.”

Additionally, the program submitted documents titled, “Externship Sign - In Hour Sheets.” Ten (10) sheets were submitted for Group I, dated May 22, 2008 through August 7, 2009; ten (10) sheets were submitted for Group II, dated May 24, 2008 through August 9, 2009. It is noted, these documents did not contain the names or initials of students. Each sheet contained initials representing an instructor. It is further noted that students' clinical instruction, as represented on these sheets, totals **944** hours. In comparison to the Board – approved total clinical hours, **a deficit of 16 overall clinical hours is identified.**

Consultant's Conclusion:

Information submitted and verified by Board representatives substantiates that the program failed to comply with section 2526 (a) (7) of the Vocational Nursing Rules and Regulations, in that the program failed to provide theory and clinical instruction consistent with the approved instructional plan. To date, the program has submitted three (3) different sets of documents, each reportedly confirming student completion of the Board – approved curriculum as presented on the approved Instructional Plan. Each set is inconsistent with the Board - approved curriculum.

As noted previously, the Board – approved curriculum specifies a total of 1,560 hours, including 600 theory hours and 960 clinical hours. The instructional calendar received on **May 12, 2010**, stated that each enrolled student had completed clinical hours (skills laboratory; clinical experience) totaling **840** hours. In comparison to the Board – approved total clinical hours, **a deficit of 120 overall clinical hours was identified.**

On **November 24, 2010**, the Board received records, dated May 19, 2008 through August 10, 2009, reporting hours of instruction. These documents indicated that each enrolled student completed **870** hours of clinical instruction, including skills laboratory and clinical experience. Based on documents received November 24, 2010, **a deficit of 90 overall hours of clinical instruction was identified.**

On **January 28, 2011**, the program submitted documents titled, "Externship Sign - In Hour Sheets." The program had reported a class enrollment of 29 students. Ten (10) sheets were submitted for Group I, dated May 22, 2008 through August 7, 2009; ten (10) sheets were submitted for Group II, dated May 24, 2008 through August 9, 2009. These documents indicated that each enrolled student completed **944** hours of clinical instruction. In comparison to the Board – approved total clinical hours, **a deficit of 16 overall clinical hours is identified.**

In summary, submitted documents substantiates a deficit in the hours of clinical instruction for each student. **Based on submitted documents that deficit totals 16 – 120 overall clinical hours of instruction.**

Moreover, information provided by program directors substantiates that students were provided theory and clinical instruction in November 2009, January 2010, and February 2010. The current director stated that she "directed the program to re – start classes on July 12, 2010, and to follow the Board approved curriculum starting at Week 58 finishing with Week 60 on August 1, 2010."

Given the foregoing, the submitted information confirms the program's failure to present instruction consistent with the Board - approved instructional plan. As such, the program's noncompliance is

substantiated.

Violation #2: Failure to comply with section 2527 (b) of the Vocational Nursing Rules and Regulations, in that the program failed to report to the Board within 10 days of the termination of a faculty member.

As detailed in the consultant's written report dated September 1, 2010, and presented orally on September 16, 2010, the program failed to notify the Board within ten (10) days of the termination of a faculty member as required by existing regulations. On June 3, 2009, the program director of record, Ms. Israel, informed the Board that she had resigned, effective March 17, 2009. Between March 17, 2009 and June 3, 2009, the program failed to notify the Board of the resignation of the director.

A new director, Ms. Poitier, was approved October 20, 2009. On March 4, 2010 the new director notified the Board that she was no longer employed by the school, effective February 28, 2010. The program again failed to submit the required notification. (See Attachment B, Violation #2)

Subsequent to the September 2010 Board meeting, additional information was submitted to the Board regarding this violation. On November 24, 2010, the director submitted a statement reiterating information received on July 16, 2010 and September 15, 2010, and presented at the September 16, 2010 Board meeting. Specifically, the director reported that the program had developed a hiring and termination policy including a checklist of tasks to be performed when a director/instructor is hired and also tasks to be performed upon termination.

Documents received on January 28, 2011, state that the owner "was aware that notification of any resignation by the Director/Instructor needed to be made to the Board within 10 days." The owner continued that the director had informed him that she had notified the Board of her resignation and that "...This communication was considered sufficient as notification requirement requested by the Board..."

Consultant's Conclusion:

Information submitted and verified by Board representatives confirms the program's noncompliance. Previously reported information and information presented by the director at the September 16, 2010 Board meeting substantiate that the program failed to notify the Board within ten (10) days of the termination of its director.

On June 3, 2009, the assigned consultant contacted the director of record, Lovely Israel regarding scheduling of the program's onsite survey. Ms. Israel informed the Board that she had resigned as director effective March 17, 2009.

Given the foregoing, the submitted information confirms the program's failure to notify the Board within ten (10) days of the termination of faculty as required by regulation. As such, the program's noncompliance is substantiated.

Violation #3: Failure to comply with section 2529 (b) of the Vocational Nursing Rules and Regulations, in that the program failed to comply with regulatory requirements relative to program administration.

As detailed in the consultant's written report dated September 1, 2010, and presented orally on September 16, 2010, the Computer Institute of Technology, North Hollywood's request to begin a vocational nursing program was approved on May 14, 2008. As presented, an initial class of 30 students was to commence May 19, 2008.

On June 3, 2009, the assigned consultant forwarded correspondence to the program director relative to the required initial program survey. On June 4, 2009, the Board received correspondence from the approved director stating that she had resigned effective March 17, 2009. Board records indicate that a new director had not been requested or approved.

On June 4, 2009, the consultant forwarded correspondence to Rene' Aguero, owner, per United States certified and regular mail expressing the Board's concerns relative to the following issues.

1. The program's non-compliance with the California Code of Regulations regarding program administration.
2. The currently enrolled students are not receiving instruction necessary to pass the licensure examination and practice safely and competently.

Mr. Aguero was advised that the program's noncompliance may jeopardize the Board's issuance of initial accreditation. The consultant recommended suspension of classes until a director was hired and approved by the Board. Mr. Aguero was requested to notify the Board by June 12, 2009, relative to his plans for program administration and intentions relative to suspension of classes. The requested information was not received.

On October 20, 2009, a new director was approved. Correspondence from the director, Ms. Poitier, confirmed students' continued to receive academic instruction (review) and were assigned clinical rotations at Consultorio Medico Latino Clinic from November 2009 through February 2010. Additionally, the director reported that her access to student records, including grades, evaluations, communication with instructors and other critical program documents was denied by the owner.

On March 4, 2010, the director notified the Board that, "I am no longer employed as program director at CIT nursing college," effective February 28, 2010.

On March 22, 2010, the program submitted an application requesting approval of a new director. On April 8, 2010, the Board approved Maria Magpantay as the program's new director.

On March 31, 2010, the assigned consultant and Board representatives conducted an unannounced onsite visit. The owner, Rene' Aguero, confirmed to Board representatives that classes had continued from March 17, 2009 and that students graduated in August 2009.

Subsequent to the September 2010 Board meeting, additional information was submitted to the board regarding this issue. On November 24, 2010, the director submitted information stating that the program director had resigned and that the program was "actively recruiting to fill the director position and in August 2009 did submit an application for director by Ms. June Cochran RN, PhD. Ms. Cochran did not meet the required qualifications. Mr. Aguero advertised in Star News. Unfortunately, it was not until October 30th, 2009 that Ms. Poitier was approved as the new director for CIT. CIT has learned that a director absolutely must be in place and if not the Board will be immediately notified by the administrator and CIT..."

On January 28, 2011, the Board received the program's documents for dissemination to Board members. The statement contained therein was identical to that received November 24, 2010.

Consultant's Conclusion:

Information submitted and verified by Board representatives confirms that the program continued to hold classes without a Board – approved director between March 17, 2009 and October 19, 2009. Information and documents submitted by the program on September 15, 2010, state, "...the school continued classes from March 17, 2009 until August 9, 2009, week 42 to 60 without a Program Director."

In summary, the program operated for **minimally** seven (7) months without an approved director. As such the program's noncompliance is substantiated.

Violation #4: Failure to comply with section 2530 (a) of the Vocational Nursing Rules and Regulations, in that the program failed to have sufficient resources, faculty, clinical facilities, library, staff, and support services, physical space, skills laboratory, and equipment to achieve the program's objectives.

As reported in the consultant's report dated September 1, 2010, and presented orally on September 16, 2010, Board representatives conducted an unannounced onsite inspection of the program on March 31, 2010. A tour of the school classroom, skills laboratory, and computer laboratory revealed minimal supplies. Additionally, the classroom and skills laboratory were unclean. Linen and materials were soiled and stacked haphazardly in the cupboard. A small computer lab was observed that had a maximum capacity of 5 students. Some of the computers were broken and inoperable.

The skills laboratory was dimly lit and in disarray. The laboratory contained two beds, one of which appeared to be in pieces. Supplies and materials were not observed that would allow vocational nursing students to demonstrate competence and proficiency in the performance of basic, intermediate, and advanced nursing skills. (See Attachment B, Violation #4)

Subsequent to the September 2010 Board meeting, additional information was submitted to the board regarding this issue. On November 24, 2010, the director submitted photographs showing the skills laboratory to be tidier and lighting improved. An itemized supply list was provided. Additionally, a list of library books, journals, DVDs, and photographs of two bookshelves and wrapped articles were submitted. The director reported that the reason the skills lab was in disarray was that the air conditioning was in disrepair and being worked on. Further, the director reported that the building was legally inaccessible to tenants.

Information received January 28, 2011, included photographs of the skills laboratory with bins, computer laboratory, and classroom. Additionally, pictures of a small monitor and overhead projector were included. The previously submitted list of library books, journals, DVDs, and photographs of two bookshelves and wrapped articles were not submitted.

Consultant's Conclusion:

Information submitted and verified by Board representatives confirms that the program failed to have sufficient resources to achieve the program's objectives. An itemized list of laboratory supplies was provided on November 24, 2010; however, upon review, approximately 66% of the items listed were for use in a nursing assistant program or Fundamentals of Nursing. A list of procedures, that accompanied the photographs and supply list, were deemed appropriate for nursing assistant or Fundamentals of Nursing only. Intermediate and advanced nursing skills were **not** included. It must be noted that the assigned consultant was unable to determine the contents of the containers or operational status of the equipment, as presented.

The director also submitted a list of library books, journals, DVDs, and photographs of two (2) bookshelves, and wrapped articles on November 24, 2010. It is important to note that Board representatives did **not** observe the presence of the bookshelves, library books, or other newly reported instructional aides at the time of the March 31, 2010 onsite visit. Further, these bookshelves, library books, or other previously reported instructional aides were not specified in the information received on January 28, 2011.

At the September 16, 2010 Board Meeting, program representatives reported that the reason the skills lab was in disarray was that the air conditioning was in disrepair and being worked on. On November 24, 2010, documents from the director restated this information. The director reported that the building was legally inaccessible to tenants. It is important to note, that this information is inconsistent with observations at the time of the site visit. Board representatives observed students in the computer lab and the secretary at her desk on March 31, 2010. When the secretary showed the consultants the skills lab, she stated it was a mess because the nursing assistant class had used it earlier.

In summary, previously reported information presented by the director at the September 16, 2010 Board meeting, and information received subsequent to the Board meeting substantiates that the program failed to have sufficient resources to achieve the objectives of the vocational nursing program. As such, the program's noncompliance is substantiated.

Violation #5: Failure to comply with section 2534 (b) of the Vocational Nursing Rules and Regulations, in that the program failed to have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught.

As presented in the consultant's written report dated September 1, 2010, and reported orally on September 16, 2010, Board records substantiate approval of sufficient clinical sites for the maximum enrolled student population consistent with statutory and regulatory requirements. The following facilities were approved:

1. Consultorio Medico Latino Clinic:
2. Monterey Park Hospital:
3. Golden State Colonial Convalescent:
4. San Fernando Hospital.

Consultorio Medico Latino Clinic offered clinical experience in Obstetrical and Pediatric Nursing. Monterey Park Hospital offered Obstetrical Nursing only.

The Board - approved instructional plan specifies that each student was to receive 40 hours of clinical instruction in Obstetrical Nursing and 40 hours in Pediatric Nursing, a combined total of 80 hours. On May 12, 2010, the director, Marie Magpantay, submitted a clinical rotation schedule that specified the students were assigned to Consultorio Medico Latino Clinic for 5 days from 8:00 A.M. to 4:00 P.M. Allowing 1 hour for lunch each day, the maximum instruction that could have been provided for Obstetrical Nursing and Pediatric Nursing, was seven (7) hours per day. Therefore for five (5) days, the maximum instruction students could have received in Obstetrical Nursing and Pediatric Nursing was 35 hours. Monterey Park Hospital was not used.

In summary, as presented on the program's clinical rotation calendar received May 12, 2010, students received 35 hours of Obstetrical Nursing and Pediatric Nursing clinical instruction **combined**. As such, students received 45 hours **less** than the number of hours required in the approved curriculum.

Subsequent to the September 2010 Board meeting, additional information was submitted to the Board regarding this issue. On November 24, 2010, the program submitted documentation stating that "...the May 12, 2010 document contained a clerical error in calendar; the error occurred correlating the attendance sheets with the calendar format."

Information received January 28, 2011, was identical to that received November 24, 2010.

Consultant's Conclusion:

Information submitted and verified by Board representatives confirms that the program failed to provide clinical experience consistent with the Board – approved curriculum including competency – based objectives and theory being taught. Based on documents submitted May 12, 2010, July 16, 2010, November 24, 2010, and January 28, 2011, the director submitted **three (3) different versions of the Maternity and Pediatric clinical rotations for enrolled students.**

On May 12, 2010, the director submitted Clinical Rotation Verification (**CRV#1**) (see Attachment I). This document indicated students completed **five (5) days** of instruction for a **combined 35** hours of clinical instruction in Obstetrical Nursing and Pediatric Nursing.

CRV #2 was submitted on July 16, 2010. A duplicate of this information was also submitted on November 24, 2010 (see Attachment J). This document stated that students received **twelve (12) days** of clinical instruction in Obstetrical Nursing and Pediatric Nursing. As presented, students in **Group I** received clinical instruction from **April 30, 2009**

through July 15, 2009; students in **Group II** reportedly received clinical instruction from **May 1, 2009 through July 16, 2009**. This document indicated students completed a combined 84 hours of clinical instruction in Obstetrical Nursing and Pediatric Nursing.

CRV #3 was submitted on July 16, 2010. A duplicate of this information was also submitted on November 24, 2010 (see Attachment K). This document also stated that students received **twelve (12) days** of clinical instruction in Obstetrical Nursing and Pediatric Nursing. As presented, students in **Group I** received clinical instruction in Obstetrical Nursing and Pediatric Nursing from **November 19, 2009 through February 18, 2010**; students in **Group II** reportedly received clinical instruction from **November 20, 2009 through February 19, 2010**. This document indicated students completed a combined 84 hours of clinical instruction in Obstetrical Nursing and Pediatric Nursing.

Program attendance sheets initialed by each student were submitted with **CRV #2** and **CRV #3**. These attendance sheets were inconsistent with the accompanying clinical facility verification documents. Specifically, a **CRV#3** was submitted for 29 students. Each document contained the student's name, dates of rotations, and clinical facility assignment. Each date was signed by a facility representative of the Consultorio Medico Latino Medical Center. Clinical attendance sheets were submitted for 29 students. These documents contained the signature of each enrolled student based on the dates of attendance. **For 29 out of 29 students, the dates verified on the two (2) documents differed.** (See Attachment L)

The **CRV#1**, provided on **May 12, 2010**, indicated students completed a combined 35 hours of clinical instruction in Obstetrical Nursing and Pediatric Nursing. **CRV #2**, submitted on **July 16, 2010**, and **November 24, 2010**, specified that students completed an **additional 49 hours** of clinical instruction in Obstetrical Nursing and Pediatric Nursing. Therefore, **CRV#2**, reports students completed a combined 84 hours of clinical instruction in Obstetrical Nursing and Pediatric Nursing. **CRV #3** submitted **July 16, 2010**, and **November 24, 2010**, included a third (3rd) Obstetrical Nursing and Pediatric Nursing clinical rotation for an **additional 84 hours**.

In summary, the submitted clinical rotation verification documents and attendance records substantiate that the program failed to provide clinical experience consistent with the Board – approved curriculum including competency – based objectives and theory being taught for Obstetrical Nursing and Pediatric Nursing. As such, the program's noncompliance is substantiated.

Recommendation:

Deny reconsideration of the accreditation of the Computer Institute of Technology Vocational Nursing Program.

Rationale: Denying reconsideration will uphold the Board's September 16, 2010 decisions to:

- a. Deny accreditation of the Computer Institute of Technology Vocational Nursing Program, effective September 16, 2010; and
- b. Remove the Computer Institute of Technology Vocational Nursing Program from the *List of Approved Programs*.

Documents submitted May 12, 2010, July 16, 2010, November 24, 2010, and January 28, 2011, failed to substantiate correction of identified deficiencies. Submitted information substantiates that the program was not administered by an approved director for minimally seven (7) months. During that time, students continued to receive theory and clinical instruction. Such lack of administrative oversight placed in jeopardy the education of the enrolled students. Further, instructors were without critical supervision by a Board – approved director.

In an attempt to correct some violations, the response by the program corroborated another violation. In an attempt to correct violation number 1, as listed in the May 20, 2010 report, the director has admitted and provided documentation that the program **did** have students attending classes from May 19, 2008 through August 1, 2010. As such, the program did **not** follow the approved instructional plan. Moreover, since three (3) different versions of the Maternity and Pediatric clinical rotations have been submitted, it is difficult to assess which one is accurate.

Supplies and function of the skills lab and equipment, as presented by the program, are insufficient to verify content and operational status. During the unannounced onsite visit, Board representatives observed equipment and supplies consistent with nursing assistant or Fundamentals of Nursing content only. Supplies and equipment consistent with Intermediate and Advanced Medical/Surgical Nursing were not identified.

The program –has demonstrated egregious and repeated errors in judgment and blatant disregard for the California Business and Professions Code, Division 2, Chapter 6.5, Article 4 and California Code of Regulations, Division 25, Chapter 1, Article 5. Such conduct supports the recommendation to deny the program's accreditation and removal of the program from the *List of Accredited Schools*.

Attachment A: Consultants Report to the Board May 20, 2010

Attachment B: Consultant's Report to the Board September 16, 2010

Attachment C: Program Correspondence Received September 15, 2010
Attachment D: Board Correspondence-Notification of Board Actions September 29, 2010
Attachment E: Program's Request for Reconsideration of Board Decisions Board October 6, 2010
Attachment F: Board Correspondence dated October 16, 2010
Attachment G: Program Correspondence dated November 24, 2010
Attachment H: Program Correspondence Received January 28, 2011
Attachment I: Program Calendar Clinical Rotation Verification (CRV#1) May 12, 2010
Attachment J: Program CRV # 2 April 30, 2009 through July 16, 2009
Attachment K: Program CRV # 3 November 19, 2009 through February 19, 2010
Attachment L: Attendance Sheets November 24, 2010

Agenda Item #15.C. – Attachment A



STATE AND CONSUMER SERVICES AGENCY • ARNOLD SCHWARZENEGGER, GOVERNOR
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
 Phone (916) 263-7800 Fax (916) 263-7866 | Web www.bvnpt.ca.gov



DATE: May 4, 2010

TO: Board Members

FROM: Pam Hinckley, RN, MSN
 Nursing Education Consultant

SUBJECT: Computer Institute of Technology Vocational Nursing Program –
 Consideration of Application for Accreditation (Director: Marie Magpantay, North
 Hollywood, Los Angeles County, Private)

The Computer Institute of Technology, North Hollywood, Vocational Nursing Program was visited by Board representatives March 31, 2010. The unannounced inspection was prompted by a rapid turnover of program directors and prolonged periods during which there was no director for the vocational nursing program. Additionally, the director had reported a lack of access to critical program reports, materials, students, and faculty.

The program was reviewed to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Based on the visit, five (5) violations were identified.

ARTICLE 5 – SCHOOLS OF VOCATIONAL NURSING:		VIOLATIONS	
		YES	NO
2526(a)	Procedure for Accreditation	X	
2527.	Reports	X	
2529.	Faculty Qualifications	X	
2530.	General Requirements	<input type="checkbox"/>	<input type="checkbox"/>
	(a) Resources	X	
	(b) Faculty Meetings		X
	(c) Clinical Faculty		X
	(d) Teacher Assistant		X
	(e) Lesson Plan		X
	(f) Instructional Plan		X

ARTICLE 5 – SCHOOLS OF VOCATIONAL NURSING:	VIOLATIONS	
	YES	NO
(g) 12th Grade Completion		X
(h) Attendance Policy		X
(i) Remediation		X
(j) Posting of Required Information		X
(k) Prior Board Approval to Increase Enrollment		X
(l) Maintenance of Minimum Pass Rate		X
2532. Curriculum Hours		X
2533. Curriculum Content		X
2534. Clinical Experience	X	
2534.1 Clinical Preceptorships		X
2535. Credit for Previous Education and Experience		X

History of Prior Board Actions

- On April 12, 2007, prior to Board approval, the school administrator was asked to cease and desist advertising the existence of the Computer Institute of Technology Vocational Nursing program in a career magazine (see Attachment A).
- On May 14, 2008, the Executive Officer approved Computer Institute of Technology, North Hollywood, to begin a vocational nursing program with an initial class of 30 students on May 19, 2008 only, with a projected graduation date of August 10, 2009; and approved the program curriculum for 1560 hours, including 600 theory and 960 clinical hours.
- In March 17, 2009, the program director (Lovely Israel) resigned.
- On June 4, 2009, the assigned consultant forwarded to the owner a Notice of Violation per U. S. certified and regular mail relative to noncompliance with California Code of Regulations Section 2529 (b). The owner was requested to provide information relative to program administration and the suspension of classes by June 12, 2009 (see Attachment B).
- On August 10, 2009, a new director application was submitted by the owner. Approval was denied due to the applicant's failure to meet requirements specified in California Code of Regulations Section 2529 (c) (1) (see Attachment C)

- On October 20, 2009, a new director (Verancy Poitier) was approved. The assigned consultant forwarded the Self - Directed New Director Orientation.
- On November 12, 2009, the director forwarded electronic correspondence to the assigned consultant verifying completion of the orientation and evaluation of enrolled students.
- On January 15, 2010, the director forwarded electronic correspondence to the assigned consultant relative to the status of enrolled students. The director stated the students were in "review and will be until the middle of February" (see Attachment D).
- On March 4, 2010 the director (Verancy Poitier) notified the Board that she was no longer employed by the program, effective February 28, 2010.
- On March 31, 2010, Board representatives made an unannounced site visit.
- On April 8, 2010, a new director (Marie Magpantay) was approved.
- On May 10, 2010, the Board's representative requested theory and clinical schedules to include specific dates, times, specific content and instructor assigned.
- On May 12, 2010, the Board's representative received the requested documents.

Enrollment

The following table represents current student enrollment based on the initial class start and completion information provided by the program. The table indicates a maximum enrollment of 29 students for the period May 19, 2008 through August 10, 2009.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
05/08		30	29	29
	08/09 (05/08 Class)		- 29	29 - 29 = 0

Licensing Examination Statistics

Based on information from the owner, the initial class graduated August 10, 2009. To date, no licensure examination data has been reported by Pearson VUE and published by the National Council of State Boards of Nursing.

Faculty and Facilities

Section 2534(d) of the Vocational Nursing Rules and Regulations states:

"For supervision of clinical experience, there shall be a maximum of 15 students for each instructor."

The total number of Board-approved faculty is six (6), including the program director. Of the total faculty, five (5) are approved to teach in the clinical area.

Based on a maximum enrollment of 29 students, two (2) instructors are needed. Therefore, the number of approved faculty is adequate for the enrolled student population.

Section 2534 (b) of the Vocational Nursing Rules and Regulations states:

"Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught."

Board records substantiate approval of sufficient clinical facilities to afford the number, type, and variety of clients consistent with competency-based objectives and theory included in the instructional plan. This information was verified by the consultant.

Other Considerations

On June 3, 2009, the assigned consultant forwarded correspondence to the approved director, Lovely Israel, relative to initial program accreditation. The director was requested to complete and return the Program Records Survey and required curricular materials by July 15, 2009. Ms. Israel responded per email that she had resigned from the program, effective March 17, 2009.

As noted previously, on June 4, 2009, the assigned consultant forwarded correspondence to Rene' Aguero, owner, per United States certified and regular mail. The correspondence expressed the Board's concerns relative to the following issues:

1. The program's non-compliance with the California Code of Regulations regarding program administration.
2. The currently enrolled students are not receiving instruction necessary to pass the licensure examination and practice safely and competently.

Mr. Aguero was advised that the program's non-compliance may jeopardize the Board's issuance of initial accreditation. The consultant recommended suspension of classes

until a director is hired and approved by the Board. Mr. Aguero was requested to notify the Board by June 12, 2009, relative to his plans for program administration and intentions relative to suspension of classes. The requested information was not received.

On August 10, 2009, the consultant forwarded correspondence denying the program's request for approval of a new director. Based upon submitted information, the program failed to substantiate that the applicant met qualifications specified in California Code of Regulations, section 2529(c) (1).

On October 20, 2009, the consultant forwarded electronic correspondence to the owner specifying the approval of Verancy Poitier as new program director. The owner was requested to provide an email address and telephone number for the new director for dissemination of critical information relative to regulatory requirements for program administration and curricular instruction. Upon receipt, the Board's Self – Directed New Director Orientation, critical documents, and materials were forwarded to the director. On November 12, 2009, the director confirmed completion of the orientation and evaluation of enrolled students.

On January 15, 2010, the director, Ms. Poitier, forwarded electronic correspondence to the assigned consultant relative to the status of enrolled students. The director stated the students were in "review and will be until the middle of February"

On March 4, 2010, Ms. Poitier notified the assigned consultant that "I am no longer employed as program director at CIT nursing college", effective February 28, 2010 (see Attachment E). Subsequently, the director reported orally that she had been hired to administer the program only 50 percent of the time. Additionally, she reported classes continued; however, her access to student records, including grades, evaluations, communication with the instructors and other critical program documents was denied by the owner. This information was confirmed in Ms. Poitier's electronic correspondence dated April 28, 2010 (see Attachment F).

Visit Findings

As noted previously, an unannounced visit was conducted to the program on March 31, 2010. Upon arrival, Mr. Aguero, the owner was not on site. Board representatives contacted the owner by telephone. When asked if any vocational nursing students were currently in the program, Mr. Aguero answered "no". The representative also asked if he had suspended classes when the Board suggested he do so in its June 4, 2009 letter. Mr. Aguero responded that he had not suspended classes.

Board representatives informed the owner of serious concerns relative to the continuation of the program without active administration by an approved director and the quality of academic instruction. The consultant requested to see program administration documents, videos and/or DVD's, the library and other required program

resources. The secretary informed Board representatives that the requested materials were locked in Mr. Agüero's office and inaccessible.

Based on information provided and findings observed during the visit, the following violations were identified.

Section 2526 (a) (7) of the Vocational Nursing Rules and Regulations states,

“The institution shall apply to the Board for accreditation. Written documentation shall be prepared by the director and shall include:

...

(7) Instructional plan

Violation #1: The program failed to present instruction consistent with the approved instructional plan. On March 31, 2010, the owner informed Board representatives that the enrolled class graduated in August 2009. According to the approved instructional plan, the curriculum consists of 60 weeks of theory and clinical instruction. Week 60 of the approved instructional plan specifies that all theory hours (10) and clinical hours (16) were allocated to NCLEX review.

Correspondence from the program director, Ms. Poitier, confirmed students' were receiving academic instruction (review) on November 12, 2009, January 15, 2010, and would be completed in February 2010.

Correction #1: This violation has not been corrected.

Section 2527 (b) of the Vocational Nursing Rules and Regulations states,

“A school shall report to the board within ten days of the termination of a faculty member.”

Violation #2: The program did not notify the Board within ten (10) days of the termination of a faculty member as required by existing regulations. On June 3, 2009, the program director of record, Ms. Israel, informed the Board that she had resigned, effective March 17, 2009. Between March 17, 2009 and June 3, 2009, the program failed to notify the Board of the resignation of the director. A new director, Ms. Poitier, was approved October 20, 2009. On March 4, 2010 the new director notified the Board that she was no longer employed by the school, effective February 28, 2010. The program again failed to submit the required notification.

Correction #2: This violation has not been corrected.

Section 2529 (b) of the Vocational Nursing Rules and Regulations states,

“Each vocational program shall have one faculty member, designated as director who meets the requirements of subsection (c) (1) herein, who shall actively administer the program.”

Violation #3: As noted previously, the program was without a director from March 17, 2009 through October 19, 2009. On June 3, 2009, the director of record, Lovely Israel, notified the Board she had resigned effective March 17, 2009. A new director, Ms. Poitier, was approved October 20, 2009. On March 31st, the owner, Rene' Aguerro, confirmed to Board representatives that classes continued from March 17, 2009 through October 19, 2009. As such, minimally seven (7) months of instruction were provided without the program administration required by existing regulations.

Correction #3: This violation has not been corrected.

Section 2530 (a) of the Vocational Nursing Rules and Regulations states,

“The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipment to achieve the program’s objectives.”

Violation #4: A tour of the school classroom and skills and computer laboratories revealed minimal supplies. Additionally, the classroom and skills laboratory were unclean. Linen and materials were soiled and stacked haphazardly in the cupboard. A small computer lab was observed that had a maximum capacity of 5 students. Some of the computers were broken and inoperable.

The skills laboratory was dimly lit and in disarray. The laboratory contained two beds, one of which appeared to be in pieces. Supplies and materials were not observed that would allow vocational nursing students to demonstrate competence and proficiency in the performance of basic, intermediate, and advanced nursing skills.

Correction #4: This violation has not been corrected.

Section 2534 (b) of the Vocational Nursing Rules and Regulations states,

“Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a

variety of clinical experiences consistent with competency-based objectives and theory being taught...”

Violation #5: Board records substantiate approval of sufficient clinical sites consistent with statutory and regulatory requirements. As specified in Attachment G, the following facilities were approved:

1. Consultorio Medico Latino Clinic;
2. Monterey Park Hospital;
3. Golden State Colonial Convalescent;
4. San Fernando Hospital.

Consultorio Medico Latino Clinic offered clinical experience in Obstetrical and Pediatric Nursing. Monterey Park Hospital offered Obstetrical Nursing only (see Attachment G).

The approved instructional plan specifies that each student was to receive 40 hours of clinical instruction in Obstetrical Nursing and 40 hours in Pediatric Nursing, a combined total of 80 hours. The clinical rotation schedule provided by the new director, Marie Magpantay, specifies that the students were assigned to Consultorio Medico Latino Clinic for 5 days from 8:00 A.M. to 4:00 P.M. Allowing 1 hour for lunch each day, the maximum instruction that could have been provided for Obstetrical and Pediatric Nursing, was seven (7) hours per day. Therefore for five (5) days, the maximum instruction students could have received in Obstetrical and Pediatric Nursing was 35 hours. Monterey Park Hospital was not used.

In summary, as presented on the program's clinical rotation calendar, students received 35 hours of Obstetrical and Pediatric Nursing clinical instruction combined. As such, students received 45 hours less than the number of hours required in the approved curriculum.

Although not cited as a violation, it is noted that the Board approved instructional plan contained an error that would have to be corrected should the program continue.

Correction #5: This violation has not been corrected.

Recommendation:

Accreditation be denied and the Computer Institute of Technology, North Hollywood, Vocational Nursing Program be removed from the Board's list of approved programs.

Rationale: The program is not in compliance with Article 5 of the Vocational Nursing Rules and Regulations or section 2882 of the Business and Professions

Code. Further, the school owner has not shown a good faith effort to optimize the learning experience for the students enrolled in the initial class. He failed to provide adequate space or resources for the students. His efforts to recruit and retain a program director to actively administer the program appeared to be minimal. He failed to communicate with the Board regarding his efforts in this regard

Given this information, it does not appear that the owner intended to follow the Board's laws and regulations when allowing the director position to be vacant for eight of the 15 months the program was in session. This lack of oversight has severely jeopardized the students' education and eligibility for the licensure examination. His actions in advertising the existence of a vocational nursing program before the Board approved the proposal were deceptive. This prompts the questioning of his overall intentions and willingness to comply with the rules and regulations in managing the program.

If the Board adopts the recommendations, the following options are available for these students.

1. Students may apply for admission to other programs, requesting transfer credit for previously completed theory and clinical instruction.
2. Students with prior paid work experience may apply for vocational nurse licensure based on equivalent education and experience.

Attachment A: Board's correspondence dated April 12, 2007

Attachment B: Board's correspondence dated June 4, 2009.

Attachment C: Board electronic correspondence dated August 10, 2009.

Attachment D: Program electronic correspondence dated 1/15/10.

Attachment E: Program electronic correspondence dated 3/4/10.

Attachment F: Program electronic correspondence dated 4/28/10.

Attachment G: Summary of Program's Approved Clinical Facilities.

Agenda Item #15.C. – Attachment B



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
 Phone (916) 263-7800 Fax (916) 263-7859 | Web www.bvnpt.ca.gov



DATE: September 1, 2010

TO: Board Members

FROM: Pam Hinckley, RN, MSN
 Nursing Education Consultant

SUBJECT: Computer Institute of Technology Vocational Nursing Program –
 Re- Consideration of Application for Accreditation
 (Director: Marie Magpantay, North Hollywood, Los Angeles County, Private)

On May 20, 2010, the Board considered the application of the Computer Institute of Technology, North Hollywood, Vocational Nursing Program. The Board deferred action on the program's application to the September 16, 2010, Board Meeting to allow the program to respond to violations identified during the March 31, 2010 unannounced program visit.

As reported, the unannounced inspection of the program was prompted by a rapid turnover of program directors and prolonged periods during which there was no director for the vocational nursing program. Additionally, the director had reported a lack of access to critical program reports, materials, students, and faculty.

The program was reviewed to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Based on the visit, five (5) violations were identified.

ARTICLE 5 – SCHOOLS OF VOCATIONAL NURSING:	VIOLATIONS	
	YES	NO
2526(a) Procedure for Accreditation	X	
2527. Reports	X	
2529. Faculty Qualifications	X	
2530. General Requirements	<input type="checkbox"/>	<input type="checkbox"/>
(a) Resources	X	
(b) Faculty Meetings		X
(c) Clinical Faculty		X

ARTICLE 5 – SCHOOLS OF VOCATIONAL NURSING:		VIOLATIONS	
		YES	NO
(d)	Teacher Assistant		X
(e)	Lesson Plan		X
(f)	Instructional Plan		X
(g)	12th Grade Completion		X
(h)	Attendance Policy		X
(i)	Remediation		X
(j)	Posting of Required Information		X
(k)	Prior Board Approval to Increase Enrollment		X
(l)	Maintenance of Minimum Pass Rate		X
2532	Curriculum Hours		X
2533	Curriculum Content		X
2534	Clinical Experience	X	
2534.1	Clinical Preceptorships		X
2535	Credit for Previous Education and Experience		X

History of Prior Board Actions

- On April 12, 2007, prior to Board approval, the school administrator was asked to cease and desist advertising the existence of the Computer Institute of Technology Vocational Nursing program in a career magazine (see Attachment A).
- On May 14, 2008, the Executive Officer approved Computer Institute of Technology, North Hollywood, to begin a vocational nursing program with an initial class of 30 students on May 19, 2008 only, with a projected graduation date of August 10, 2009; and approved the program curriculum for 1560 hours, including 600 theory and 960 clinical hours.
- On June 3, 2009, the assigned consultant forwarded correspondence to the approved director, Lovely Israel, relative to the initial program accreditation. The director was requested to complete and return the Program Records Survey and required curricular materials by July 15, 2009.

The director responded per electronic correspondence that she had resigned from the program effective March 17, 2009.

- On June 4, 2009, the assigned consultant forwarded to the owner a Notice of Violation per U. S. certified and regular mail relative to noncompliance with California Code of Regulations Section 2529 (b). The owner was requested to provide information relative to program administration and the suspension of classes by June 12, 2009.
- On August 10, 2009, a new director application was submitted by the owner. Approval was denied due to the applicant's failure to meet requirements specified in California Code of Regulations Section 2529 (c) (1).
- On October 20, 2009, a new director (Beverly Verancy Poitier) was approved. The assigned consultant forwarded the Self - Directed New Director Orientation.
- On November 12, 2009, the director forwarded electronic correspondence to the assigned consultant verifying completion of the orientation and evaluation of enrolled students.
- On January 15, 2010, the director forwarded electronic correspondence to the assigned consultant relative to the status of enrolled students. The director stated the students were in "review and will be until the middle of February."
- On March 4, 2010 the director (Ms. Poitier) notified the Board that she was no longer employed by the program, effective February 28, 2010.
- On March 31, 2010, Board representatives made an unannounced site visit.
- On April 8, 2010, a new director (Marie Magpantay) was approved.
- On May 10, 2010, the Board's representative requested theory and clinical schedules to include specific dates, times, specific content and instructor assigned.
- On May 12, 2010, the Board's representative received the requested documents.
- On May 20, 2010, the Board deferred action on the program's application for accreditation to the September 16, 2010, Board meeting allowing time for the program to review the Board representative's report. The program's application for initial accreditation was scheduled for presentation at the September 16, 2010 Board meeting.
- On June 11, 2010, the program submitted correspondence to the Board's representative related to the cited violations. The violations and the wording utilized by the Board's representative were cited verbatim.
- On June 22, 2010, the assigned consultant mailed, per certified and regular mail, a list of the programs violations identified during the March 31, 2010 onsite visit. The

director was requested to submit specific program materials to address each violation prior to July 15, 2010.

- On July 16, 2010, the Board received the requested program information.

Enrollment

The following table represents current student enrollment based on the initial class start and completion information provided by the program. The table indicates a maximum enrollment of 29 students for the period May 19, 2008 through August 10, 2009.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
05/08		30	29	29
	08/09 (05/08 Class)		- 29	29 - 29 = 0

Licensing Examination Statistics

Based on information provided by the owner at the time of the visit, the initial class graduated August 10, 2009. To date, no licensure examination data has been reported by Pearson VUE and published by the National Council of State Boards of Nursing.

Faculty and Facilities

Section 2534(d) of the Vocational Nursing Rules and Regulations states:

"For supervision of clinical experience, there shall be a maximum of 15 students for each instructor."

The total number of Board-approved faculty is six (6), including the program director. Of the total faculty, five (5) are approved to teach in the clinical area.

Based on a maximum enrollment of 29 students, two (2) instructors are needed. Therefore, the number of approved faculty is adequate for the enrolled student population.

Section 2534 (b) of the Vocational Nursing Rules and Regulations states:

"Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical

experiences consistent with competency-based objectives and theory being taught.”

Board records substantiate approval of sufficient clinical facilities to afford the number, type, and variety of clients consistent with competency-based objectives and theory included in the instructional plan. This information was verified by the consultant.

Other Considerations

On June 3, 2009, the assigned consultant forwarded correspondence to the approved director, Lovely Israel, relative to initial program accreditation. The director was requested to complete and return the Program Records Survey and required curricular materials by July 15, 2009. Ms. Israel responded per email that she had resigned from the program, effective March 17, 2009.

As noted previously, on June 4, 2009, the assigned consultant forwarded correspondence to Rene' Aguero, owner, per United States certified and regular mail. The correspondence expressed the Board's concerns relative to the following issues:

1. The program's non-compliance with the California Code of Regulations regarding program administration.
2. The currently enrolled students are not receiving instruction necessary to pass the licensure examination and practice safely and competently.

Mr. Aguero was advised that the program's non-compliance may jeopardize the Board's issuance of initial accreditation. The consultant recommended suspension of classes until a director is hired and approved by the Board. Mr. Aguero was requested to notify the Board by June 12, 2009, relative to his plans for program administration and intentions relative to suspension of classes. (See Attachment B) The requested information was not received.

On August 10, 2009, the consultant forwarded correspondence denying the program's request for approval of a new director. Based upon submitted information, the program failed to substantiate that the applicant met qualifications specified in California Code of Regulations, section 2529(c) (1). (See Attachment C)

On October 20, 2009, the consultant forwarded electronic correspondence to the owner specifying the approval of Beverly Verancy Poitier as new program director. The owner was requested to provide an email address and telephone number for the new director for dissemination of critical information relative to regulatory requirements for program administration and curricular instruction. Upon receipt, the Board's Self – Directed New Director Orientation, critical documents, and materials were forwarded to the director. On November 12, 2009, the director confirmed completion of the orientation and evaluation of enrolled students.

On January 15, 2010, the director, Ms. Poitier, forwarded electronic correspondence to the assigned consultant relative to the status of enrolled students (see Attachment D). The director stated the students were in "review and will be until the middle of February"

On March 4, 2010, Ms. Poitier notified the assigned consultant that "I am no longer employed as program director at CIT nursing college", effective February 28, 2010 (see Attachment E). Subsequently, the director reported orally that she had been hired to administer the program only 50 percent of the time. Additionally, she reported classes continued; however, her access to student records, including grades, evaluations, communication with the instructors and other critical program documents was denied by the owner. This information was confirmed in Ms. Poitier's electronic correspondence dated April 28, 2010 (see Attachment F).

In response to the foregoing areas of concern, an unannounced visit was conducted to the program on March 31, 2010. Upon arrival, Mr. Aguero, the owner was not on site. Board representatives contacted the owner by telephone. When asked if any vocational nursing students were currently in the program, Mr. Aguero answered "no". The representative also asked if he had suspended classes when the Board suggested he do so in its June 4, 2009 letter. Mr. Aguero responded that he had not suspended classes.

Board representatives informed the owner of serious concerns relative to the continuation of the program without active administration by an approved director and the quality of academic instruction. The consultant requested to see program administration documents, videos and/or DVD's, the library and other required program resources. The secretary informed Board representatives that the requested materials were locked in Mr. Aguero's office and inaccessible. Five (5) violations were identified.

As noted previously, a report relative to the program's application for accreditation was presented at the May 20, 2010 Board meeting. Findings of the survey visit were presented. The Board - approved program director was not in attendance. The program was represented by the owner. The owner represented that he had not been provided a copy of the report and allowed to submit information relative to each violation. In addition, he stated that 29 students had completed the program. The Board deferred action on the program's application to the September 16, 2010 Board meeting to allow the program to respond to each violation. (See Attachment G)

On June 11, 2010, the program submitted correspondence to the Board's representative related to the violations cited at the May 20, 2010 Board meeting. The violations and the wording utilized by the Board's representative were cited verbatim (see Attachment H). It is important to note that at the May 20, 2010, Board meeting, Mr. Aguero denied receipt of the report listing the violations prior to the meeting.

On June 22, 2010, the Board's representative mailed, per certified and regular mail, a list of the program's violations presented at the May 20, 2010 Board meeting and

requested specific program materials be submitted prior to July 15, 2010 (see Attachment I).

On July 16, 2010, the Board received correspondence from the director relative to the program's response to the identified violations. Additionally, the director submitted a 13" X 18" X 9" box of documents. (See Attachment J)

The following violations were observed during the March 31, 2010, visit and identified from documents submitted subsequent to the visit. Responses as provided by the program follow.

Section 2526 (a) (7) of the Vocational Nursing Rules and Regulations states,

"The institution shall apply to the Board for accreditation. Written documentation shall be prepared by the director and shall include:

...

(7) Instructional plan

Violation #1: The program failed to present instruction consistent with the approved instructional plan. On March 31, 2010, the owner informed Board representatives that the enrolled class graduated in August 2009. According to the approved instructional plan, the curriculum consists of 60 weeks of theory and clinical instruction. Week 60 of the approved instructional plan specifies that all theory hours (10) and clinical hours (16) were allocated to NCLEX review.

Correspondence from the program director, Ms. Poitier, confirmed students' were receiving academic instruction (review) on November 12, 2009, January 15, 2010, and would be completed in February 2010.

Correction #1: This violation has not been corrected. The approved instructional plan specified August 10, 2009 as the date instruction concluded. Documentation received from the program director on July 16, 2010, states that students were attending clinical rotations on February 19, 2010. Additionally, the director stated that she "directed the program to re – start classes on July 12, 2010 and to follow the Board approved curriculum starting at Week 58 finishing with Week 60 on August 1, 2010."

Given the foregoing, the submitted information substantiates the program's failure to present instruction consistent with the approved instructional plan.

Section 2527 (b) of the Vocational Nursing Rules and Regulations states,

“A school shall report to the board within ten days of the termination of a faculty member.”

Violation #2: The program did not notify the Board within ten (10) days of the termination of a faculty member as required by existing regulations. On June 3, 2009, the program director of record, Ms. Israel, informed the Board that she had resigned, effective March 17, 2009. Between March 17, 2009 and June 3, 2009, the program failed to notify the Board of the resignation of the director. A new director, Ms. Poitier, was approved October 20, 2009. On March 4, 2010 the new director notified the Board that she was no longer employed by the school, effective February 28, 2010. The program again failed to submit the required notification.

Correction #2: This violation has not been corrected. Documentation received from the director on July 16, 2010, stated, “The school felt that the program director had reported the resignation and that was sufficient for the BVNPT.” (See Attachment J)

Additionally, the director reported that a new procedure titled “Termination of Faculty Member – Procedure to Report Termination of Faculty Member, would be implemented. As specified therein, “Computer Institute of Technology instructs the staff of the school that in compliance with the Vocational Nursing Practice with rules and regulation Section 2527b: Computer Institute of Technology will report to the board within ten days of the termination of a faculty member...The letter notifying the Board will be submitted and signed by the Program Director and/or the School Administrator.”

Section 2529 (b) of the Vocational Nursing Rules and Regulations states,

“Each vocational program shall have one faculty member, designated as director who meets the requirements of subsection (c) (1) herein, who shall actively administer the program.”

Violation #3: As noted previously, the program was without a director from March 17, 2009 through October 19, 2009. On June 3, 2009, the director of record, Lovely Israel, notified the Board she had resigned effective March 17, 2009. A new director, Ms. Poitier, was approved October 20, 2009. On March 31st, the owner, Rene' Aguero, confirmed to Board representatives that classes continued from March 17, 2009 through October 19, 2009. As such, minimally seven (7) months of instruction were provided without the program administration required by existing regulations.

Correction #3: This violation has not been corrected. On July 16, 2010, the Board received correspondence from the director confirming that instruction was provided for enrolled students for approximately seven (7) months without a program director. The director reported a new procedure titled, "Procedure to Operate Program When the Director Resigns." Included therein, "the school will also stop instruction until a new director is approved." (See Attachment J)

The director reported, "The school is pursuing to get an assistant director approved in case the current director is terminated."

Section 2530 (a) of the Vocational Nursing Rules and Regulations states,

"The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipment to achieve the program's objectives."

Violation #4: A tour of the school classroom and skills and computer laboratories revealed minimal supplies. Additionally, the classroom and skills laboratory were unclean. Linen and materials were soiled and stacked haphazardly in the cupboard. A small computer lab was observed that had a maximum capacity of 5 students. Some of the computers were broken and inoperable.

The skills laboratory was dimly lit and in disarray. The laboratory contained two beds, one of which appeared to be in pieces. Supplies and materials were not observed that would allow vocational nursing students to demonstrate competence and proficiency in the performance of basic, intermediate, and advanced nursing skills.

Correction #4: This violation has not been corrected. On July 16, 2010, the director submitted pictures to represent the current condition of classrooms, computer laboratory, and skills laboratory. However, as provided, the documents and pictures do not verify specific contents of the skills laboratory or the function of required equipment.

Section 2534 (b) of the Vocational Nursing Rules and Regulations states,

"Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught..."

Violation #5: Board records substantiate approval of sufficient clinical sites consistent with statutory and regulatory requirements. The following facilities were approved:

1. Consultorio Medico Latino Clinic;
2. Monterey Park Hospital;
3. Golden State Colonial Convalescent;
4. San Fernando Hospital.

Consultorio Medico Latino Clinic offered clinical experience in Obstetrical and Pediatric Nursing. Monterey Park Hospital offered Obstetrical Nursing only (see Attachment K).

The approved instructional plan specifies that each student was to receive 40 hours of clinical instruction in Obstetrical Nursing and 40 hours in Pediatric Nursing, a combined total of 80 hours. The clinical rotation schedule provided by the new director, Marie Magpantay, specifies that the students were assigned to Consultorio Medico Latino Clinic for 5 days from 8:00 A.M. to 4:00 P.M. Allowing 1 hour for lunch each day, the maximum instruction that could have been provided for Obstetrical and Pediatric Nursing, was seven (7) hours per day. Therefore for five (5) days, the maximum instruction students could have received in Obstetrical and Pediatric Nursing was 35 hours. Monterey Park Hospital was not used.

In summary, as presented on the program's clinical rotation calendar, students received 35 hours of Obstetrical and Pediatric Nursing clinical instruction combined. As such, students received 45 hours less than the number of hours required in the approved curriculum.

Although not cited as a violation, it is noted that the Board approved instructional plan contained an error that would have to be corrected should the program continue.

Correction #5: This violation has not been corrected. On July 16, 2010, the current director submitted documentation verifying the completion of clinical hours in Obstetrics and Pediatrics for each student. As presented therein, each student completed 84 total clinical hours at Consultorio Medico Latino Clinic from November 2009 through February 2010. A facility stamp is affixed to documentation for each student.

The submitted information does not confirm students' completion of the 40 hours of clinical instruction in Obstetrical Nursing and the 40 hours in Pediatric Nursing listed in the approved instructional plan. However, it is noted that documentation submitted relative to this violation substantiates Violation #1

Recommendation:

1. Deny accreditation of the Computer Institute of Technology, North Hollywood, Vocational Nursing Program.
2. Remove the program from the Board's *List of Approved Programs*.

Rationale: The program is not in compliance with Article 5 of the Vocational Nursing Rules and Regulations or section 2882 of the Business and Professions Code. Most significantly, the program continued to operate in the absence of an approved director for a seven (7) month period, continuing classes even after notification by the Board that it should stop classes until a Board – approved director was in place. This lack of oversight has severely jeopardized the students' education and eligibility for the licensure examination.

Further, Computer Institute of Technology has failed to demonstrate a good faith effort to provide the Board – approved learning experience for the students enrolled in the initial class. The school failed to provide adequate space or resources for the students.

While it is noted that the program provided a response to each violation, those responses were insufficient to correct Violations 1, 2, 3, 4, and 5, for reasons previously stated. The program has not shown a good faith effort to provide the Board – approved learning experience for the enrolled students. Further, the program has failed to demonstrate an ongoing intent to follow the Board's rules and regulations.

If the Board adopts the recommendations, the following options are available for these students.

1. Students may apply for admission to other programs, requesting transfer credit for previously completed theory and clinical instruction.
2. Students with prior paid work experience may apply for vocational nurse licensure based on equivalent education and experience.

Attachment A: Board's correspondence dated April 12, 2007.

Attachment B: Board's correspondence dated June 4, 2009.

Attachment C: Board electronic correspondence dated August 10, 2009.

Attachment D: Program electronic correspondence dated January 15, 2010.

Attachment E: Program electronic correspondence dated March 4, 2010.

Attachment F: Program electronic correspondence dated April 28, 2010.

Attachment G: Partial transcript from the May 20, 2010 Board meeting.

Attachment H: Program correspondence dated June 11, 2010.

Attachment I: Board's correspondence dated June 22, 2010.

Attachment J: Program correspondence dated July 8, 2010, and received July 16, 2010

Attachment K: Summary of Program's Approved Clinical Facilities.

Agenda Item #15.C. – Attachment C

COMPUTER INSTITUTE OF TECHNOLOGY

11631 Victory Blvd Suite 205, North Hollywood CA 91606 (818) 980 0415 Fax (818) 980 0289

John
B/NPT Received

on 9-15-10 with CR

TO: Pam Hinckley, RN, MSN, Nursing Education Consultant
Cheryl Anderson, RN, MSN, Supervising Nursing Education Consultant

FROM: Marie Magpantay, RN
Vocational Program Director

SUBJECT: Plan of Corrections- Computer Institute of Technology Program –
Consideration of Application for Accreditation

Dear Ms. Hinckley and Ms. Anderson:

In response to your letter dated September 1st, 2010. I am presenting to you a plan correction for violations #1 through #5. I hope you find this satisfactory and any feedback or suggestions are welcome. Please accept the explanation provided in the following paragraphs as a good faith effort on the part of the school to provide oversight and quality training in order to prepare the students for the licensure examination.

PLAN OF CORRECTION – VIOLATION # 1

The following correction is provided to the Board in response to Violation #1.

The Computer Institute of Technology Vocational Nurse Program classes started on May 19th, 2008. On March 17th, 2009; at the end of week 41 of the approved instructional plan the Program Director Lovely Israel RN resigned. During her tenure the program followed the Board approved program curriculum. The school continued classes from March 17th, 2009 until August 9th, 2009, week 42 to week 60, without a Program Director.

Since Ms Israel resigned at the end of week 41. Ms. Poitier, the newly approved Program Director directed the program to start with week 42 to complete the program. Classes resumed November 2nd, 2009 and followed the board approved instructional plan starting at Week 42 from 11/02/2009 until the completion of Week 57 on 02/28/2010. Classes were interrupted when Ms Poitier resigned on 02/28/2010.

→ Ms. Magpantay - The newly approved Program Director- directed the program to complete classes during the period 07/12/2010 – 08/01/2010 corresponding to Weeks 58- 60 of the board approved instructional plan (Refer to Attachment I).

Although the students had completed the approved instructional plan on August 9th, 2009, the school did not have a Program Director during the period from week 42 to week 60. In order to correct this issue and provide training under the oversight of an approved program director for that period, additional training was provided to the students. The required repeated training was provided to the students at the school's expense. Training was provided again to the students following the approved instructional plan from week 42 to week 57, and from week 58 to week 60 as presented in Attachment I.

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In doing so, students revisited the theory and clinical curricular material and the school complied with the Vocational Nursing Practice Act 2529 (b). Specifically, week 60 of the approved instructional plan was taught the week ending on August 9th, 2009. Ms. Magpantay was hired on 04/08/2010 and repeated weeks 58, 59, 60 with final completion of program on 08/01/2010.

PLAN OF CORRECTION – VIOLATION # 2

The following correction is provided to the Board in response to Violation #2

Attached, you will find the BVNPT approved Policy: Termination or Resignation of Faculty Member

Going forward, Computer Institute of Technology will report to the board within ten days of termination of a faculty member as per CIT policy. Attachment 2.

The letter notifying the Board will be submitted and signed by the Program Director and/or School Administrator in the event of Director Resignation or termination.

PLAN OF CORRECTION – VIOLATION # 3

The following correction is provided to the Board in response to Violation #3

With the purpose to provide an effective plan of correction, the following Directive is being implemented as plan of correction for violation #3.

Please refer to Attachment #1, which clearly shows the history of the Directors throughout the program. With the purpose of complying with Section 2529 (b), Please refer to Attachment 2A Policy: Termination or Resignation of Faculty Member which has been implemented.

PLAN OF CORRECTION - VIOLATION # 4

The following correction is provided to the Board in response to Violation #4

CIT is presenting to the Board documentation that shows that it has sufficient resources to provide skills laboratory training and equipment to achieve the program's objectives.

Unfortunately at the time of the BVNPT unannounced visit, repair to the building was in progress, and the skills lab was under construction and equipment had to be moved to allow work to be done. Upon completion of the construction and repairs, the skills lab was returned to working condition.

Documentation in the form of a letter from the contractor in which it is indicated that repair work was scheduled during the week of March 29th, 2010 – April 4th, 2010 is presented to the Board in an effort to explain the disarray in the skills lab. The offices, skills lab and computer lab had to move equipment out of the work area. (Attachment 4A)

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Attachment 2

PLAN OF CORRECTION VIOLATION #2

POLICY: TERMINATION OR RESIGNATION OF FACULTY MEMBER

Hereby Computer Institute of Technology instructs the Director that in compliance with the Vocational Nursing Practice Act with rules and regulations Section 2527b.:

Computer Institute of Technology shall report to the Board within ten days of the termination of a faculty member.

The letter notifying the Board will be submitted and signed by the Program Director or School Administrator specifically in the event of termination or resignation of the Program Director

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ATTACHMENT 3: REFER TO ATTACHMENT 1, AND ATTACHMENT 2

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Zodiac Air Conditioning & Heating, Inc.

14411 Gilmore St. Van Nuys, CA 91401-1430, 818-785-3699

March 23th 2010

Dear Computer Institute of Technology:

On the week of March 29th, 2010- April 4th, 2010 we will be working on the air conditioning system in the building to repair leakage, please put away your equipment to avoid damage. Any questions please call us.

Eli Balousian
Owner

Attachment 4A

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VIOLATION #4
ATTACHMENT 4 B
VOCATIONAL NURSE PROGRAM
CLINICAL INSTRUCTIONAL EQUIPMENT

DESCRIPTION	QUANTITY
Beds. Electric (G)	3
Linen: Sheets, pillowcases, towels, washcloths, bedspreads (G)	6
Curtains (G)	2
Admission setups: basin, water pitcher, emesis basin (G)	6
Chux (G)	3
Syringes: 3cc, insulin, tuberculin, piston	Box
Needles all sizes	Box
Vials, ampules	Box
Sterile saline bottles	6
Bandages, binders, slings, TED hose (G)	Several of each
Tape: several widths (G)	Box
Hot and Cols Packs (G)	Box
Crutches, walkers, wheelchairs (G)	1 of each
24 hour clock	1
KY lubricant in individual package	Box
Glycerin Suppositories	Pkg
Gloves	Several Boxes
Gowns, masks, boots	Several Boxes
Container for placing syringes when discarded	1
Locked cabinet for syringes (and other supplies)	1
Restraints	4 pair
Linen Hampers	2
Tables	6
Overbed	3
Bedside	3
Thermometer	15
electronic	5
regular	10
Sphygmomanometers	4
Stethoscopes	5
Patient feeding trays	3
Tubes for tube feeding	Box
IV poles, tubing, bags	3. Boxes

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Patient gowns	8
Catheter setups	6
Foley	3
Straight	3
Play telephones	3
Specimen collection containers	Box
Scales	1
upright	1
portable	1
baby	0
Tongue Blades	Box
Glucometers	3
Tape measures	6
Carts:	2
a Crash	1
b Medication	1
Ambu Bags	2
Oxygen cannula and masks	6
Ostomy supplies	2
Tracheotomy supplies	2
Oral dosage cups (plastic 30 cc)	Pkg
Injectable buttocks and arm	1 each
Manikin (both sexes)	3
Morgue Pack	1
Suction equipment	2
a Tubing	1
b Machine	
Enema Equipment	1
Bedpans	3
a Fracture	1
b regular	1
Urinals	3

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Attachment 4C

MEASURES AND RECORDS BLOOD PRESSURE

	PROCEDURES	S	U
1	Explain procedure. speaking clearly, slowly and directly, maintaining face to face whenever possible		
2	Before using stethoscope, wipes bell/diaphragm and earpieces of stethoscope with alcohol		
3	Client's arm is positioned with palm up And upper arm, at bend of elbow		
4	Feels for brachial artery on inner aspect of arm, at bend of elbow		
5	Places blood pressure cuff snugly on client's upper arm, with sensor/arrow over brachial artery site		
6	Earpieces of stethoscope are in ears and bell/diaphragm is over brachial artery site.		
7	Candidate does one of the following: a. Inflates cuff between 160mm Hg to 180 mm Hg (If beat heard) OR b. Inflates cuff 30 mm Hg beyond where radial or brachial pulse was last heard or left		
8	Deflates cuff slowly and notes the first sound (systolic reading), and last sound (diastolic reading)(If rounding needed, measurements are rounded UP to the nearest 2mm of mercury)		
9	Removes cuff		
10	Signaling device is within reach		
11	Washes hands		
12	After obtaining reading using BP cuff and stethoscope, records both systolic and diastolic pressures each within plus or minus 8 mm of evaluator's reading.		

COUNTS AND RECORDS RESPIRATIONS

	PROCEDURES	S	U
1	Explains procedure (for testing purposes), speaking clearly, slowly, and directly maintaining face to face contact whenever possible.		
2	Counts respirations for one full minute		
3	Signaling device is within reach		
4	Washes hands		
5	Records respiration rate within plus or minus 2 breaths of evaluator's reading		

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COUNT AND RECORDS RADIAL PULSE

	PROCEDURES	S	U
1	Explain procedure, speaking clearly ,slowly and directly maintaining face to face contact whenever possible		
2	Places fingertips on thumb side of client's wrist to locate radial pulse		
3	Count beats for one full minute		
4	Signaling device is within reach		
5	Washes hands		
6	After obtaining pulse by palpating in radial artery position, records pulse rate within plus or minus 4 beats of evaluator's reading *Count for one full minute		

ATTACHMENT J



miorlife2005@aol.com
04/28/2010 04:59 PM

To: Cheryl Anderson@state.us.gov

cc

bcc

Subject: MY TIME LINE

History:

This message has been forwarded

Ms. Anderson, R.N.
Nursing Consultant

I am having immense problems with my computer. It will not allow me to go on the internet, except in a limited capacity. It does not allow me to open all my saved mail that I have sent to Rene at the nursing college.

However, I was able to open some and those I have sent.

Additionally, for the time being, I will give you a general time line, for now. However, a friend of mine is going to open his computer and see if he can pull my screen to his computer. We will be working on that tomorrow. Needless to say, I have not a clue as to how to do that. So this general time line is to give you something now, while I work on my computer.

I accepted the position at C.J.T. Nursing College in October 2009. Rene Aguero told me I had to wait for approval from you and that we would then talk.

After the approval came from you, Rene and I met again and talked. At that time Rene told me he only needed a part time program director as the student were finished with both theory and clinical. That they only needed to review because he wanted to be sure that they were ready for testing.

I arranged for a visit to the school in November. I was given a tour and met some of the office staff. I informed Rene that I needed to see (1) the student's complete file, (2) their final grades, (3) their clinical hours, and (4) their progress reports. I also asked for him to have the student and the nursing staff there so that I could meet them. I was told by Rene, that all materials would be there and a date would be set up for me to meet the student and the staff. (I have, to this date, never met any of the nursing staff.)

My second visit to the school, again in November. I met the students and I met another nurse named Ron. I was told that Ron would be doing an NCLEX REVIEW-weekly, for all the student. It would start in November, interrupt for Thanksgiving, interrupt for Christmas and New Years, finishing in February. At that time I stated to Rene that the review should not be weekly. That the review should follow closely to their original schedule. That they should be reviewed on Monday and Tuesday. That one of the regular staff should be brought back so that they could have lab time on Thursday and Friday, and that Wednesday should be left open for practice or the computer or for additional tutoring. Ron said he could not do a review on two days. I informed Rene that I have done NCLEX REVIEW and that I could do this instead of Ron, but was told no. I then told Rene that as the student tested, and graded, I should be given those grades. Rene said he would set up an email at the office for me because, it would be too over-welming for my computer to receive all the paper work that Ron would be sending.

I then suggested that the review should be done daily. That the class should move ahead according to their abilities. And that too, was vetoed.

On that day that I was there, I did not get to see the student's complete file, their final grades, their clinical hours or their progress reports. In fact, I was told that they had not done progress report on the students at all. Rene told me

he would gather the information that I had requested and email it to me.

In December, Rene and I met three times at my home. Each time he was supposed to be bringing me the paperwork and grades that I had requested. Each time, he brought the wrong papers. On December 15th, He had the attendance records of the students with him, but told me he could not leave them with me as they were the original-it was a notepad page with check marks. I took notes and you will see in one of the emails that I have sent to you that I addressed the issue of attendance with Rene. That some of the students were not attending at all. Rene told me it was their choice whether they attend and that we could not insist. Afterward, he and I spoke by phone on two separate occasions and I was adamant that it was not a choice for the students to attend or not attend.

In January, I attempted several times to reach Rene by phone over a span of two weeks. He was unavailable to me. He later told me he had been ill. I again, reiterated that this situation with the students could not continue. I told him that since December 15th I had no further attendance records of the students and absolutely no grades. That I still did not know their status theory-wise and clinically. I told him he needed to upgrade me to full time program director so that we could resolve this issue. I reminded him that a majority of his student did not speak english that well and we must evaluate their ability to comprehend what they have been taught. Rene informed me that Ron was almost finished with the review and at that time, he would bring me in to calculate what was still needed.

In February, I heard nothing from Rene.

I have not mention this before, but will mention it now, that receiving pay from Rene throughout this period was always a problem, however. In February, I received no pay at all. I would send Rene emails about my salary- that would go unanswered. Also he was unavailable to me by phone. So in March, I sent an email to you with a copy to Rene, saying I was resigning my position, effective February 28th. I also left a voice mail on his cell phone with the same information.

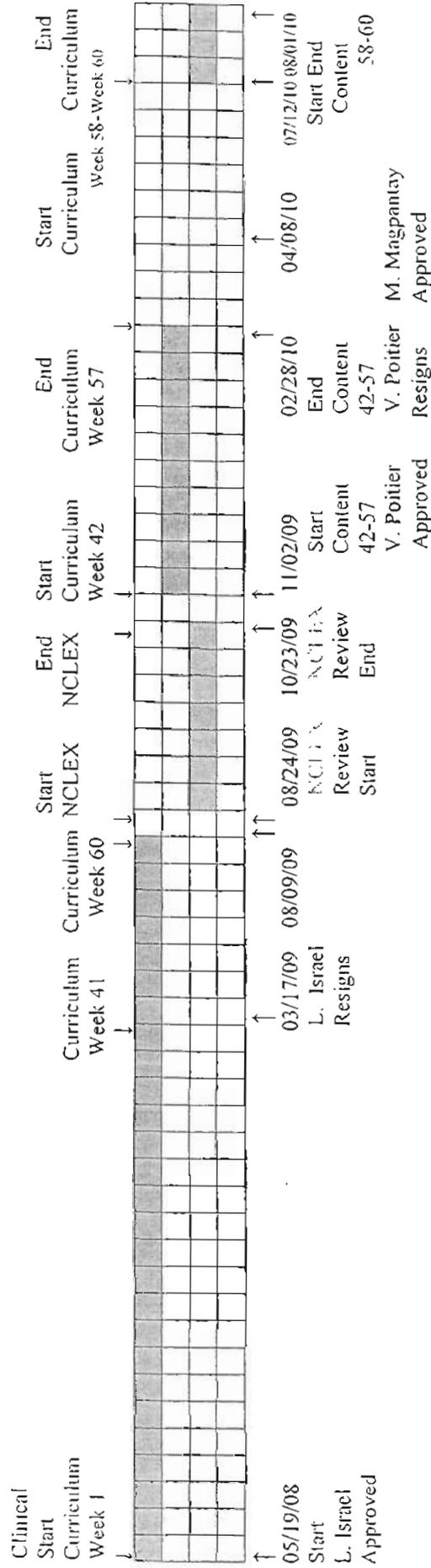
Rene did not respond to that email or to the voice mail.

In March, you called me one morning and spoke with me and I mention to you that Rene had just called me. You informed me that he probably called me because you had just called to the office and asked for me. Rene called a second time and asked me to meet with him again and we did meet. Rene asked me to come to the office and help him prepare for your visit and to make contact with you and find out when you were coming. I mention to him that he had never paid me for February. Paying me for February became contingent on me helping him to prepare for you. I told him I would think about it and I left the meeting. There has been no further contact between us.

Veraney Poitier, R.N.
562 226 2498 (land)
562 254 7750 (cell)
RNF@RLIFE2005@a AOL.COM

CORRECTION TO VIOLATION #5 ATTACHMENT 5A TIMELINE LVN GROUP 2008-2010

CLINICAL SCHEDULE



Maternity and Pediatrics No Director Instruction Provided by BVNPT approved Clinical Instructors		Maternity and Pediatrics Instruction Provided by BVNPT approved Clinical Instructors	Present Director

ATTACHMENT 5B

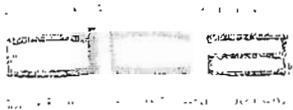
MATERNITY AND PEDIATRICS NURSING CLINICAL EXPERIENCE SCHEDULE

	GROUP I Hours	GROUP II Hours	GROUP I Dates	GROUP II Dates	DIRECTOR	GROUP I Hours	GROUP II Hours	GROUP I Dates	GROUP II Dates	DIRECTOR
MATERNITY	7	7	4/30/2009	5/1/2009	No Director	7	7	11/19/2009	11/20/2009	V. Pottier
MATERNITY	7	7	5/7/2009	5/8/2009	No Director	7	7	11/26/2009	11/27/2009	V. Pottier
MATERNITY	7	7	5/14/2009	5/15/2009	No Director	7	7	12/3/2009	12/4/2009	V. Pottier
PEDIATRICS	7	7	5/21/2009	5/22/2009	No Director	7	7	12/10/2009	12/11/2009	V. Pottier
PEDIATRICS	7	7	5/28/2009	5/29/2009	No Director	7	7	12/17/2009	12/18/2009	V. Pottier
PEDIATRICS	7	7	6/4/2009	6/5/2009	No Director	7	7	1/7/2010	1/8/2010	V. Pottier
MATERNITY	7	7	6/11/2009	6/12/2009	No Director	7	7	1/14/2010	1/15/2010	V. Pottier
MATERNITY	7	7	6/18/2009	6/19/2009	No Director	7	7	1/21/2010	1/22/2010	V. Pottier
MATERNITY	7	7	6/25/2009	6/26/2009	No Director	7	7	1/28/2010	1/28/2010	V. Pottier
PEDIATRICS	7	7	7/1/2009	7/2/2009	No Director	7	7	2/4/2010	2/5/2010	M. Magpanlay
PEDIATRICS	7	7	7/8/2009	7/9/2009	No Director	7	7	2/11/2010	2/12/2010	M. Magpanlay
PEDIATRICS	7	7	7/15/2009	7/16/2009	No Director	7	7	2/18/2010	2/19/2010	M. Magpanlay
Total	84	84				84	84			

MATERNITY HOURS PER GROUP =42
 PEDIATRICS HOURS PER GROUP =42

Total
 Number of
 Pediatrics
 Clinical
 Hours per
 Group=84

Total Number
 of Maternity
 Clinical
 Hours per
 Group=84



Agenda Item #15.C. – Attachment D

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7859 Web www.bvnpt.ca.gov



September 29, 2010

CERTIFIED MAIL

Marie Magpantay, B.S., R.N. Director
Vocational Nursing Program
Computer Institute of Technology
11631 Victory Blvd, Suite 205
North Hollywood, CA 91606

Dear Ms. Magpantay:

The Board at its September 16, 2010 meeting considered the consultant's report regarding Re-Consideration of Application for Accreditation for Computer Institute of Technology, vocational nursing program.

The Board adopted the following recommendations:

1. Deny accreditation of the Computer Institute of Technology, North Hollywood, Vocational Nursing Program.
2. Remove the program from the Board's *List of Approved Programs*.

Please contact me if further clarification is needed.

Sincerely,

PAM HINCKLEY, R.N., M.S.N.
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833
(916) 263-7840 Phone
(916) 263-7866 Fax
Pam_hinckley@dca.ca.gov

Agenda Item #15.C. – Attachment E

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2010.09.28

2010.09.28 14:12:26

September 28, 2010

TO: Teresa Bello-Jones RN, MSN
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945

FROM: Marie Magpantay, RN
Vocational Program Director

SUBJECT: Request for Reconsideration to appear on the February, 2011 meeting of the Board of Vocational Nurses and Psychiatric Technicians

Dear Ms. Bello-Jones:

Please accept this letter as a request for Reconsideration to appear on the February, 2011 meeting of the Board of Vocational Nurses and Psychiatric Technicians. We are requesting a closer review of the documentation submitted to the Board with the purpose of identifying the facts that indicate that CIT corrected all violations in good faith

On September 10th, 2010, CIT submitted documentation to the Nursing Educational Consultant via email and Certified mail specifically addressed to the Nursing Education Consultants and Board Members with the sole purpose of having it reviewed by the Board prior to the September 16th, 2010 meeting.

Copies of the above mentioned documentation were provided to the Board members during the September 16th, 2010 meeting, based on the statement of the President of the Board referring to CIT's expectation that the Board reviewing the documentation in such a short time it was clear that the above mention paperwork had not been forwarded to the Board by the Nursing Educational Consultant.

The submitted documents detailed and showed:

- Corrections of violations
- Policies implemented at the school
- Timeline from start until completion of the class
- Specific days of delivery of contents under the supervision of a program Director.
- Corrected plan showing correction of Violations 1 through 5.

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Response to Violation #1:

CIT students began class on May 19th of 2008 and finished the scheduled curriculum in August 9th, 2009 following the Board approved instructional Plan. Even though Ms. Lovely Israel, Program Director; resigned on March 17, 2009, classes continued and the instructional plan of curriculum was followed. The correspondence from Ms. Poitier is true as she states that students did additional review classes on November 12, 2009, January 15, 2010, and also on February 2010. These review classes were additional study sessions. Therefore the instructional plan was followed in its entirety from May 2008 until August 2009. Other sessions of instruction were given for review pending Accreditation of the program. Accreditation was revoked in May of 2010.

On August 8, 2009, Cheryl Anderson NEC acknowledged via email that the application for the director position for June Belyea-Cochran was denied. Therefore, an application for a new director after Lovely Israel RN resignation had been submitted. CIT was unable to recruit a new director until October 30th, 2009 when Verancy Poitier RN was approved. Because of the violation letter dated June 4, 2009, accreditation was up in the air. It was decided to have review sessions with the students to keep their knowledge fresh and current for NCLEX. That's why instructional sessions were held in November, January and February as reported by Ms. Poitier. In March of 2010 Ms. Poitier resigned and on April 8, 2010, Maria Magpantay was approved as director and remains the director of record to date.

Summary: The instructional Plan was followed in its entirety from May 2008 until August 2009. Other sessions of instruction were given for review pending Accreditation

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Section 2527 (b) of the Vocational Nursing Rules and Regulations states,

"A school shall report to the Board within ten days of the termination of faculty member".

Violation #2: The program did not notify the Board within ten (10) days of the termination of a faculty member as required by existing regulations. On June 3, 2009, the program director of record Ms. Israel informed the Board that she had resigned, effective March 17, 2009. Between March 17, 2009 and June 3, 2009, the program failed to notify the Board of the resignation of the director. A new director, Ms. Poitier was approved October 20, 2009. On March 4, 2009, 2010, the new director notified the Board that she was no longer reemployed by the school effective February 28, 2010. The program again failed to submit the required notification.

Response to Violation #2:

Mr. Aguero was aware that notification of any resignation by the Director/instructor needed to be made to the Board within ten days. It was his understanding that the director was the contact person to the Board. Mr. Aguero was notified by the director that she had informed the Board of her resignation. This communication was considered sufficient as notification requirement requested by the Board, this is why Mr. Aguero did not send an additional notification of resignation to the Board.

CIT developed a hiring and termination policy: (viewed in attachment A) which includes a checklist of tasks to be performed when a director /instructor is hired and also tasks to be performed when they terminate. Added to the list is the notification to the Board within 10 days of termination, regardless of notification by the employee. As a consequence of this violation, CIT obtained a clear and unequivocal understanding of the notification process. CIT is certain this checklist will avoid notification omission from occurring in the future.

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Section 2529 (b) of the Vocational Nursing Rules and Regulations states,

"Each vocational program shall have one faculty member, designated as director who meets the requirements of subsection © (1) herein, who shall actively administer the program."

Violation #3: As noted previously, the program was out a director from March 17, 2009, through October 19, 2009. On June 3, 2009, the director of record, Lovely Israel, notified the Board that she had resigned effective March 17, 2009. A new director, Ms. Poitier was approved October 20, 2009. On March 31, 2009, the owner Rene Agüero confirmed to the Board representatives that classes continued from March 17, 2009 through October 19, 2009. As such, minimally seven (7) months of instructions were provided with the program administration required by existing regulations.

Response to Violation #3:

After Ms. Lovely Israel RN, MSN resigned Mr. Agüero was actively recruiting to fill the director position and in August 2009 did submit an application for director by Ms. June Cochran RN, PhD. Ms. Cochran did not meet the required qualifications. Mr. Agüero advertised in Star News. Unfortunately, it was not until October 30th, 2009 that Ms. Poitier was approved as the new director for CIT. CIT has learned that a director absolutely must be in place and if not the Board will be immediately notified by the administrator and CIT will follow the guidelines of the NEC.

CIT's goal is to approve an assistant director to step in if ever the director must suddenly leave or be absent.

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Section 2530 (a) of the Vocational nursing Rules and Regulations states:

" The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipment to achieve the program's objectives. "

Violation #4: A tour of the school classroom and skills and computer laboratories revealed minimal supplies. Additionally, the classroom and skills laboratory were unclean. Linen and materials were soiled and stacked haphazardly in the cupboard. A small computer lab was observed that had a maximum capacity for 5 students. Some of the computers were broken and inoperable.

The skills laboratory was dimly lit and in disarray. The laboratory contained two beds, one of which appeared to be in pieces. Supplies and materials were not observed that would allow vocational nursing students to demonstrate competence and proficiency in the performance of basic, intermediate and advanced nursing skills.

Response to Violation #4:

The new owners of the facility were CIT operates, needed to do repairs and upgrades. New ownership asked CIT of a favorable time to do this work. Since the LVN students were not in session on March 30th, 2010 CIT felt it was an ideal time to get renovations done. As verified by the air conditioning contractor, (attachment B); the repairs were finished on April 4th, 2010. As a consequence of the ongoing repairs, at the time of the Board visit equipment and skills lab were in disarray.

During the May 20, 2010 meeting; a statement from one of the Board members was presented, specifically Mr. Baucom who literally stated "*...having an investment like you have, in your area, wasn't somebody in charge to make sure everything is in order, that you had somebody coming in to do the work?*".

Due to the insurance liability issues involved with construction in or close to a building, the area became legally inaccessible to tenants due to the possibility of injury because of the nature of the work, which involved air conditioning repair and removing of old tubing in order to upgrade the AC system.

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Furthermore, a question of Mr. Aguero's integrity was brought up during the September 2010 meeting. Mr. Aguero was victim of slander in front of the other Board Members, and the public.

Mr. Aguero presented a letter to the Board sent to him by the air conditioning contractor. Mr. Aguero copied / pasted the contractor's letter on the school's letterhead to include it in the packet to the Board. The letter from Zodiac Air Conditioning & Heating, Inc. letterhead on CIT's letterhead was, for presentation purposes. Mr. Baucom; Board member; offended Mr. Aguero and the School in the setting of a public forum questioning his integrity. The above insinuation by Mr. Baucom was false, offensive and defamatory. CIT requests that his statement is not taken into consideration during the decision process of reconsideration for accreditation.

Please see attached photos of how our lab is presented now and how the computer lab has been updated to include 11 functioning computers with internet access. Please note that our library has been moved to a larger dedicated area.

We're very pleased with the improvements and A/C work upgrade and how they provide our students with a better facility and training environment.

Attached are a list of the equipment categorized as to their function and also a reference sheet of all materials stored in the library. CIT has, at all times; sufficient resources, including faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipments to achieve the program's objectives.

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Section 2534 (b) of the Vocational nursing Rules and Regulations states:

“Schools shall have clinical facilities adequate as to number, type, and variety of patients treated, to provide clinical experience for all students in the areas specified by Section 2533. There must be available for student assignment, an adequate daily census of patients to afford a variety of clinical experiences consistent with competency-based objectives and theory being taught”

Violation #5: Board records substantiate approval of sufficient clinical sites consistent with statutory and regulatory requirements. As specified in Attachment G; the following facilities were approved:

1. Consultorio Medico Latino Clinic;
2. Monterey Park Hospital
3. Golden State Colonial Convalescent
4. San Fernando Hospital

Both Consultorio Medical Latino Clinic and Monterey Park Hospital offered clinical experience in obstetrics and Consultorio Medical Latino Clinic also offered Pediatric clinical experience.

The approved instructional plan specifies that each student was to receive 40 hours of clinical instruction in OB and PEDS with a combined total of 80 hours. The clinical rotation schedule provided by the new director, Marie Magpantay specifies that the students were assigned to Consultorio Medico Latino each day, the maximum instruction that could have been provided for Obstetrical and Pediatric Nursing was seven (7) hours per day. Therefore five (5) days, the maximum instruction students could have received in obstetrical and Pediatric Nursing was 35 hours. Monterey Park Hospital was not used.

In summary, as presented on program's clinical rotation calendar, students received 35 hours of Obstetrical and Pediatric nursing clinical instruction combined. As such, students received 5 hours less than the number of hours required in the approved curriculum. Although not cited as a violation, it is noted that the Board approved instructional plan contained an error that would have to be corrected should the program continued.

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Response to violation #5:

The clinical rotation presented to the Board on May 12, 2010 contained a clerical error in the calendar; the error occurred correlating the attendance sheets with the calendar format. The calendar format presented showed clinical experience for 5 days from 0800 to 1600 for Group #1 and Group #2. The attendance sheets and the corrected calendar format shows 12 days of clinical which amount to 84 hours received in Obstetrical and Pediatric Nursing at as a total of hours or 42 hours of clinical for each specialty.

CONCLUSION:

The violations have been explained, answered and corrected. Corrections have been made for the future. Miscommunication between the administrator and the NEC resulted in the Board not being notified by the administrator when Ms. Israel terminated. It occurred again when Ms. Poitier terminated since the administrator was unaware that he had to notify the Board beyond the resignation letters sent to the NEC by the resigning Director. It was always Mr. Aguero's belief that the director was the contact person to the Board and that her notification to the Board would be sufficient.

Policy and a checklist have been developed to prevent the miscommunication from occurring again. The current director is aware of the VN Practice Act and Rules and Regulations and is earnestly striving and desires to have CIT VN program be totally in compliance if given the opportunity. CIT is requesting Accreditation or Provisional Accreditation to be given the chance to operate their program again. Provisional Accreditation would give CIT an opportunity to prove that they can provide the faculty, facilities and all the resources for a VN program and diligently follow the rules and regulations and stay in compliance. We respectfully submit this request along with documented validation of attendance to theory classes and clinical and updated policy.

Sincerely

Marie Magpantay RN

Vocational Nurse Program Director

Cc. Barry Cohen. Esq.

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ATTACHMENT A

POLICY: HIRING OF FACULTY MEMBER

Computer Institute of Technology will submit qualifications (2529) of the proposed faculty member for by the Board prior to employment. Upon approval, the Director will go through the orientation process by the Board Nurse Education Consultant.

The Director and the Instructor will review the approved curriculum.

POLICY: TERMINATION OR RESIGNATION OF FACULTY MEMBER

Hereby Computer Institute of Technology instructs the Director that in compliance with the Vocational Nursing Practice Act with rules and regulations Section 2527b:

Computer Institute of Technology shall report to the Board within ten days of the termination of a faculty member.

The letter notifying the Board will be submitted and signed by the Program Director or School Administrator specifically in the event of termination or resignation of the Program Director.

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HIRING OF FACULTY MEMBER CHECKLIST

FACULTY MEMBER NAME	
Date of Submission of Application of Faculty Member	
Date of Board Approval	
Date of Hiring	
Date of Review of Approved Curriculum	
Signature of Program Director	
Signature of School Administrator	

TERMINATION OR RESIGNATION OF FACULTY MEMBER CHECKLIST

FACULTY MEMBER NAME	
Date of Resignation / Termination	
Date of Letter Notifying the Board by Program Director	
Date of letter Notifying the Board by School Administrator	
Signature of Program Director	
Signature of School Administrator	

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ATTACHMENT B

CONTRACTOR LETTER



BOARD OF BUILDING OFFICIALS

14411 Gilmore St. Van Nuys, CA 91401-1430 818-787-3699

March 23rd 2010

Dear Computer Institute of Technology:

On the week of March 29th, 2010- April 4th, 2010 we will be working on the air conditioning system in the building to repair leakage, please put away your equipment to avoid damage. Any questions please call us.

Eli Balousian
Owner

Agenda Item #15.C. – Attachment F



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2545
Phone (916) 283-7800 Fax (916) 283-7856 Web: www.bvnp.ca.gov



October 15, 2010

Marie Magpantay, B.S., R.N.
Computer Institute of Technology
11631 Victory Boulevard, Suite 205
North Hollywood, CA 91606

Subject: Reconsideration of Board Decisions

Dear Ms. Magpantay:

The Board of Vocational Nursing and Psychiatric Technicians (Board) acknowledges receipt of your correspondence dated September 26, 2010, and received October 6, 2010. Specifically, you request reconsideration of the Board's decisions of September 16, 2010, relative to the *Computer Institute of Technology Vocational Nursing Program*.

Your request for reconsideration has been forwarded to Board Members. The Board is scheduled to consider a report relative to that request on February 25, 2011. Final decision(s) relative to the status of the program will be rendered by the Board. Please be advised that the Board's decisions may not be different, even if reconsideration is granted.

Please forward any additional information you wish considered no later than Wednesday, December 1, 2010.

Should further information be needed, please contact the Board.

Sincerely,

Cheryl C. Anderson

CHERYL C. ANDERSON, M.S., R.N.
Supervising Nursing Education Consultant

cc Rene Aguero, Owner
Campus Director

Agenda Item #15.C – Attachment G
COMPUTER INSTITUTE OF TECHNOLOGY
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2011 04 14 9:30

TO: Pam Hinckley, RN, MSN, and Nursing Education Consultant

Cheryl Anderson, RN, MSN, Supervising Nursing Education Consultant

FROM: Marie Magpantay, RN, BSN

Vocational Nursing Program Director

SUBJECT: Corrections Implemented - Reconsideration of Board Decisions: Computer Institute of Technology Vocational Nursing Program – Consideration of Application for Accreditation

Computer Institute of Technology (CIT) Vocational Nursing Program requests reconsideration by the Board for Provisional or Full Accreditation with a class start of 30 students on March 14, 2011 with a projected graduation date of May 25, 2012. CIT hereby submits a revised Plan of Correction for the 5 violations cited from the May 20, 2010 Board Meeting.

Section 2526 (a) (7) of the Vocational Nursing Rules and Regulations states:

Section 2526 (a) (7) of the Vocational Nursing Rules and Regulations states: (7) Instructional Plan: Board approved document in current use that correlates theory and clinical content and hours on a weekly basis; provides an overview of the teaching schedule; and identifies that theory precedes clinical

Violation #1: The program failed to present instruction consistent with the approved instructional plan. On March 31, 2010, the owner informed the Board representatives that the enrolled class graduated in August 2009. According to the approved instructional plan, the curriculum consisted of 60 weeks of theory and clinical instruction. Week 60 of the approved instructional plan specifies that all theory hours (10) and clinical hours (16) were allocated to the NCLEX review.

Correspondence from the program director, Ms. Poitier, confirmed students' were receiving academic review instruction on November 12, 2009, January 15, 2010, and would be completed in February 2010.

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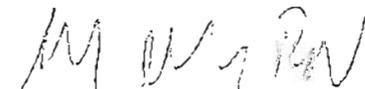
- Improvement to the clinical lab.
- Improvement to the computer lab.
- The approved curriculum was followed.
- Theory and clinical hours were delivered in some cases twice, as a good faith effort in order to provide the oversight of an approved Program Director.
- NCLEX review classes provided to the students at the school's expense.
- CIT showed good faith persevering effort in their desire to help the students.
- Corrective measures were applied.
- Violations were corrected.

Please allow me to respectfully bring to the attention of the Board that during the September 16th, 2010 board meeting a significantly short amount of time was allocated to CIT for the document presentation. In contrast, the school prior to CIT's presentation was allowed to speak for a time frame exceeding thirty minutes, during the time stated the prior school displayed a serious lack of respect toward the Board's request of concluding their presentation; furthermore; the public was amazed to see how the Board accommodated that school despite the fact that it committed serious breaches of privacy, such as contacting the Board President at home, and having their attorney attempt a deal with the Board President outside of the Boards regular meeting forum. The lengthy presentation of that school, resulted as the Board stated it; in a short time for the remaining schools. In my view, an injustice was committed by not pushing the prior school to the end of the meeting, therefore; allocating an equitable amount of time to the remaining schools.

We are certain that this group of students will pass the NCLEX exam and will become good nurses.

Please accept this request to present the above mentioned facts during at the February 2011 meeting.

Sincerely,



Marie Magpantay RN

Agenda Item #15.C. – Attachment H
COMPUTER INSTITUTE OF TECHNOLOGY
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January 18, 2011

TO: Cheryl Anderson, RN, MSN, NEC
Board Members

FROM: Marie Magpantay, RN, BSN
Vocational Nursing Program Director

edie
BVNPT Received
on 6.28.11 with KR

SUBJECT: Reconsideration of Board Decision

- Computer Institute of Technology (CIT) Vocational Nursing Program requests reconsideration by the Board for Provisional or Full Accreditation with a class start of 30 students on March 14, 2011 with a projected graduation date of May 25, 2012. CIT hereby submits revised Corrections for the 5 violations cited from the May 20, 2010 Board Meeting.

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VIOLATION #1

The program failed to present instruction consistent with the approved instructional plan. On March 31, 2010, the owner informed the Board representatives that the enrolled class graduated in August 2009. According to the approved instructional plan, the curriculum consisted of 60 weeks of theory and clinical instruction. Week 60 of the approved instructional plan specifies that all theory hours (10) and clinical hours (16) were allocated to the NCLEX review.

Correspondence from the program director, Ms. Poitier, confirmed students' were receiving academic review instruction on November 12, 2009, January 15, 2010, and would be completed in February 2010.

RESPONSE TO VIOLATION #1

- CIT students began class on May 19th of 2008 and finished the scheduled curriculum in August 9th, 2009 following the Board approved instructional Plan.

Even though Ms. Lovely Israel, Program Director; resigned on March 17, 2009, classes continued and the instructional plan of curriculum was followed. The correspondence from Ms. Poitier is true as she states that students did additional review classes on November 12, 2009, January 15, 2010, and also on February 2010. These review classes were additional study sessions.

- The instructional plan was followed in its entirety from May 2008 until August 2009. Other session of instruction were given for review pending Accreditation of the program. Accreditation was revoked in May of 2010.

On August 8, 2009, Cheryl Anderson NEC acknowledged via email that the application for the director position for June Belyea-Cochran was denied. Therefore, an application for a new director after Lovely Israel RN resignation had been submitted. CIT was unable to recruit a new director until October 30th, 2009 when Verancy Poitier RN was approved. Because of the violation letter dated June 4, 2009, accreditation was up in the air. It was decided to have review sessions with the students to keep their knowledge fresh and current for NCLEX. That's why instructional sessions were held in November, January and February as reported by Ms. Poitier. In March of 2010 Ms.

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Poitier resigned and on April 8, 2010, Maria Magpantay was approved as director and remains the director of record to date.

SUMMARY TO VIOLATION #1

- The instructional Plan was followed in its entirety from May 2008 until August 2009.
- Other sessions of instruction were given for review pending Accreditation.

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VIOLATION #2

Section 2527 (b) of the Vocational Nursing Rules and Regulations states,

"A school shall report to the Board within ten days of the termination of faculty member".

The program did not notify the Board within ten (10) days of the termination of a faculty member as required by existing regulations. On June 3, 2009, the program director of record Ms. Israel informed the Board that she had resigned, effective March 17, 2009. Between March 17, 2009 and June 3, 2009, the program failed to notify the Board of the resignation of the director. A new director, Ms. Poitier was approved October 20, 2009. On March 4, 2009, 2010, the new director notified the Board that she was no longer reemployed by the school effective February 28, 2010. The program again failed to submit the required notification.

RESPONSE TO VIOLATION #2

Mr. Aguero was aware that notification of any resignation by the Director/instructor needed to be made to the Board within ten days. It was his understanding that the director was the contact person to the Board. Mr. Aguero was notified by the director that she had informed the Board of her resignation. This communication was considered sufficient as notification requirement requested by the Board, this is why Mr. Aguero did not send an additional notification of resignation to the Board.

- CIT developed a hiring and termination policy: (viewed in attachment A) which includes a checklist of tasks to be performed when a director /instructor is hired and also tasks to be performed when they terminate.
- Added to the list is the notification to the Board within 10 days of termination, regardless of notification by the employee.
- As a consequence of this violation, CIT obtained a clear and unequivocal understanding of the notification process. CIT is certain this checklist will avoid notification omission from occurring in the future.

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VIOLATION #3

Section 2529 (b) of the Vocational Nursing Rules and Regulations states,

“Each vocational program shall have one faculty member, designated as director who meets the requirements of subsection © (1) herein, who shall actively administer the program.”

As noted previously, the program was out a director from March 17, 2009, through October 19, 2009. On June 3, 2009, the director of record, Lovely Israel, notified the Board that she had resigned effective March 17, 2009. A new director, Ms. Poitier was approved October 20, 2009. On March 31, 2009, the owner Rene Aguero confirmed to the Board representatives that classes continued from March 17, 2009 through October 19, 2009. As such, minimally seven (7) months of instructions were provided with the program administration required by existing regulations.

RESPONSE TO VIOLATION #3

After Ms. Lovely Israel RN, MSN resigned Mr. Aguero was actively recruiting to fill the director position and in August 2009 did submit an application for director by Ms. June Cochran RN, PhD. Ms. Cochran did not meet the required qualifications. Mr. Aguero advertised in Star News. Unfortunately, it was not until October 30th, 2009 that Ms. Poitier was approved as the new director for CIT. CIT has learned that a director absolutely must be in place and if not the Board will be immediately notified by the administrator and CIT will follow the guidelines of the NEC.

- CIT's goal is to approve an assistant director to step in if ever the director must suddenly leave or be absent.

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VIOLATION #4

Section 2530 (a) of the Vocational nursing Rules and Regulations states:

“ The program shall have sufficient resources, faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipment to achieve the program’s objectives. “

A tour of the school classroom and skills and computer laboratories revealed minimal supplies. Additionally, the classroom and skills laboratory were unclean. Linen and materials were soiled and stacked haphazardly in the cupboard. A small computer lab was observed that had a maximum capacity for 5 students. Some of the computers were broken and inoperable.

The skills laboratory was dimly lit and in disarray. The laboratory contained two beds, one of which appeared to be in pieces. Supplies and materials were not observed that would allow vocational nursing students to demonstrate competence and proficiency in the performance of basic, intermediate and advanced nursing skills.

RESPONSE TO VIOLATION #4

The new owners of the facility were CIT operates, needed to do repairs and upgrades. New ownership asked CIT of a favorable time to do this work. Since the LVN students were not in session on March 30th, 2010 CIT felt it was an ideal time to get renovations done. As verified by the air conditioning contractor, (attachment B); the repairs were finished on April 4th, 2010. As a consequence of the ongoing repairs, at the time of the Board visit equipment and skills lab were in disarray.

During the May 20, 2010 meeting; a statement from one of the Board members was presented, specifically Mr. Baucom who literally stated “...*having an investment like you have, in your area, wasn't somebody in charge to make sure everything is in order, that you had somebody coming in to do the work?*”.

Due to the insurance liability issues involved with construction in or close to a building, the area became legally inaccessible to tenants due to the possibility of injury because of the nature of the work, which involved air conditioning repair and removing of old tubing in order to upgrade the AC system.

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Furthermore, a question of Mr. Aguero's integrity was brought up during the September 2010 meeting. Mr. Aguero was victim of slander in front of the other Board Members, and the public.

Mr. Aguero presented a letter to the Board sent to him by the air conditioning contractor. Mr. Aguero copied / pasted the contractor's letter on the school's letterhead to include it in the packet to the Board. The letter from Zodiac Air Conditioning & Heating, Inc. letterhead on CIT's letterhead was for presentation purposes. Mr. Baucom; Board member; offended Mr. Aguero and the School in the setting of a public forum questioning his integrity. The above insinuation by Mr. Baucom was false, offensive and defamatory. CIT requests that his statement is not taken into consideration during the decision process of reconsideration for accreditation.

- Please see attached photos of how our lab is presented now and how the computer lab has been updated to include 11 functioning computers with internet access. Please note that our library has been moved to a larger dedicated area.
- We're very pleased with the improvements and A/C work upgrade and how they provide our students with a better facility and training environment.
- Attached are a list of the equipment categorized as to their function and also a reference sheet of all materials stored in the library. CIT has, at all times; sufficient resources, including faculty, clinical facilities, library, staff and support services, physical space, skills laboratory, and equipments to achieve the program's objectives.

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VIOLATION #5

Section 2534 (b) of the Vocational nursing Rules and Regulations states:

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RESPONSE TO VIOLATION #5

The clinical rotation presented to the Board on May 12, 2010 contained a clerical error in the calendar; the error occurred correlating the attendance sheets with the calendar format. The calendar format presented showed clinical experience for 5 days from 0800 to 1600 for Group #1 and Group #2.

- The attendance sheets and the corrected calendar format shows 12 days of clinical which amount to 84 hours received in Obstetrical and Pediatric Nursing at as a total of hours or 42 hours of clinical for each specialty.

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CONCLUSION

- The violations have been explained, answered and corrected.
- Corrections have been made for the future.
- Miscommunication between the administrator and the NEC resulted in the Board not being notified by the administrator when Ms. Israel terminated. It occurred again when Ms. Poitier terminated since the administrator was unaware that he had to notify the Board beyond the resignation letters sent to the NEC by the resigning Director. It was always Mr. Aguero's belief that the director was the contact person to the Board and that her notification to the Board would be sufficient.
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Sincerely

Marie Magpantay RN

Vocational Nurse Program Director

Cc. Barry Cohen. Esq.

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HIRING OF FACULTY MEMBER CHECKLIST

FACULTY MEMBER NAME	
Date of Submission of Application of Faculty Member	
Date of Board Approval	
Date of Hiring	
Date of Review of Approved Curriculum	
Signature of Program Director	
Signature of School Administrator	

TERMINATION OR RESIGNATION OF FACULTY MEMBER CHECKLIST

FACULTY MEMBER NAME	
Date of Resignation / Termination	
Date of Letter Notifying the Board by Program Director	
Date of letter Notifying the Board by School Administrator	
Signature of Program Director	
Signature of School Administrator	

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ATTACHMENTS

Attachments:

- Curriculum calendar schedule
- Copy of attendance - Due to the existing statutes that require that documents considered by the Board become a public record the name of the student on the sample Group I, and Group II clinical sign-in sheets has been redacted. Also for the same reason we have not included the daily attendance but a copy has been mailed to Ms. Cheryl Anderson , NEC
- Clinical Sign- In Sheet
- Pictures of lab/supplies
- Contractor's letter

May 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1		2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
	Week 1 Fundamentals of nursing-History- Philosophy- Nursing Profession- Ethics- Terminology N. Barb LVN 8:00 AM-1:00 PM	Fundamentals of nursing-History Philosophy- Nursing Profession- Ethics- Terminology N. Barb LVN 8:00 AM-1:00 PM		Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
25	26	27	28	29	30	31
Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	Week 2 Memorial Day	Nursing Defined- Fundamentals of nursing-Infection Control Asepsis- Safety-Patient Safety, Restraints, Vital Signs N. Barb LVN 8:00 AM-1:00 PM	Nursing Defined- Fundamentals of nursing-Infection Control Asepsis- Safety-Patient Safety, Restraints, Vital Signs N. Barb LVN 8:00 AM-1:00 PM	Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM

June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	2 Week 3 Maslow Communication- Orem's Framework N. Barb LVN 8:00 AM-1:00 PM	3 Maslow Communication- Orem's Framework N. Barb LVN 8:00 AM-1:00 PM	4	5 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	6 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	7 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
8 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	9 Week 4 Fundamentals of nursing- Anatomy Physical Assessment, Asepsis- Safety-Patient Safety, Restraints, Vital Signs- Patient Hygiene. Documentation. N. Barb LVN 8:00 AM-1:00 PM	10 Fundamentals of nursing- Anatomy Physical Assessment, Asepsis- Safety-Patient Safety, Restraints, Vital Signs- Patient Hygiene. Documentation. N. Barb LVN 8:00 AM-1:00 PM	11	12 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	13 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	14 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
15 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	16 Week 5 Patient Chart Documentation. Fluid Balance N. Barb LVN 8:00 AM-1:00 PM	17 Patient Chart Documentation. Fluid Balance N. Barb LVN 8:00 AM-1:00 PM	18	19 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	20 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	21 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
22 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	23 Week 6 Nutrition / Diet Therapy Intake and Output elimination. Role of Nurse N. Barb LVN 8:00 AM-1:00 PM	24 Nutrition / Diet Therapy Intake and Output elimination. Role of Nurse N. Barb LVN 8:00 AM-1:00 PM	25	26 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	27 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	28 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
29 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM Theory and Clinical Schedule	30 Week 7 Skin Care, Pressure Sores, Bandages, TED Hose First aid, Infection control/Surgical Asepsis N. Barb LVN 8:00 AM-1:00 PM					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Week 7-Cont Skin Care, Pressure Sores, Bandages, Diagnostics Tests, Specimen Collection, Normal and abnormal ranges N. Barb LVN 8:00 AM-1:00 PM	2 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	3 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	4 Independence Day	5 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
6 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	7 Week 8 Fundamentals of Nursing Urinary Catheterization. Catheter care Anatomy/Physiology/Disease System/CPR, Admission, Transfer. Hot and cold applications. N. Barb LVN 8:00 AM-1:00 PM	8 Fundamentals of Nursing Urinary Catheterization. Catheter care Anatomy/Physiology/Disease System/CPR, Admission, Transfer. Hot and cold applications. N. Barb LVN 8:00 AM-1:00 PM	9	10 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	11 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	12 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
13 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	14 Week 9 Fundamentals of nursing CPR Code Procedures N. Barb LVN 8:00 AM-1:00 PM	15 Fundamentals of nursing CPR Code Procedures N. Barb LVN 8:00 AM-1:00 PM	16	17 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	18 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	19 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
20 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	21 Week 10 Fundamentals of nursing. Growth and development, Gerontology. The family. The aging individual N. Barb LVN 8:00 AM-1:00 PM	22 Fundamentals of nursing. Psychosocial problems of aging, Personality, Intelligence. Orem's self care, and Maslow's Hierarchy N. Barb LVN 8:00 AM-1:00 PM	23	24 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	25 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	26 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
27 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	28 Week 11 Fundamentals of Nursing. Psychology. Key Terminology. Mental health. Factors influencing individual behavior N. Barb LVN 8:00 AM-1:00 PM	29 Fundamentals of Nursing. Psychology. Barriers to change, emotional problems, Long term and rehabilitation care. N. Barb LVN 8:00 AM-1:00 PM	30	31 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM		

August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
3 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	4 Week 12 Fundamentals of Nursing / Pain Comfort/Rest & Sleep/Spiritual Care / Death and Dying N. Barb LVN 8:00 AM-1:00 PM	5 Fundamentals of Nursing / Pain Loss, Dying, Spiritual care, Death and Dying issues. N. Barb LVN 8:00 AM-1:00 PM	6 Clinical CIT Skills lab	7 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	8 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	9 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
10 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	11 Week 13 Fundamentals of nursing. Review of fundamentals N. Barb LVN 8:00 AM-1:00 PM	12 Fundamentals of nursing. Review of fundamentals. N. Barb LVN 8:00 AM-1:00 PM	13 Clinical CIT Skills lab	14 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	15 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	16 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
17 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	18 Week 14 Pharmacology Terms, Abbreviations, Nursing process. N. Barb LVN 8:00 AM-1:00 PM	19 Pharmacology Terms, Abbreviations, Nursing process. N. Barb LVN 8:00 AM-1:00 PM	20 Clinical CIT Skills lab	21 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	22 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	23 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
24 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	25 Week 15 Pharmacology. Drug Dosages. Measuring Systems. Calculating Dosages. N. Barb LVN 8:00 AM-1:00 PM	26 Pharmacology. Drug Dosages. Measuring Systems. Calculating Dosages N. Barb LVN 8:00 AM-1:00 PM	27 Clinical CIT Skills lab	28 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	29 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	30 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
31 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM						

September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Labor Day	2 WEEK 16 Define pain Physiology of pain Assessment tools N. Barb LVN 8:00 AM-1:00 PM	3 Care of patients experiencing pain. Pre op, Post op assessment. Role of nurse in control of pain. Complications N. Barb LVN 8:00 AM-1:00 PM	4	5	6 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	
7 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	8 WEEK 17 Anatomy Physiology / Overview of Body Systems N. Barb LVN 8:00 AM-1:00 PM	9 Anatomy Physiology / Overview of Body Systems N. Barb LVN 8:00 AM-1:00 PM	10	11	12 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	
14 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	15 WEEK 18 Forms of Medications- Pharmacology, Terms, Abbreviations, Drugs, Names and Generic Names Nursing Process N. Barb LVN 8:00 AM-1:00 PM	16 Forms of Medications- Pharmacology, Terms, Drug classifications and actions, Controlled substances, Administration N. Barb LVN 8:00 AM-1:00 PM	17	18	19 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	
21 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	22 WEEK 19 Anatomy Physiology. Introduction to Microbiology. Microorganisms. Infectious diseases. Public health. Bacteria. Universal precautions. Fluids and electrolytes. N. Barb LVN 8:00 AM-1:00 PM	23 Anatomy Physiology. Introduction to Microbiology. Fluids and Electrolytes Regulation and balance. Ph balance, Acidosis, Alkalosis N. Barb LVN 8:00 AM-1:00 PM	24	25	26 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	
28 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	29 WEEK 20 Anatomy Physiology Integumentary Skin layers, functions, wound healing N. Barb LVN 8:00 AM-1:00 PM	30 Anatomy Physiology Integumentary System- Wound Healing. Skin disorders, Nursing management, emotional needs, skin pathogens. N. Barb LVN 8:00 AM-1:00 PM				

October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	6 WEEK 21 Anatomy and Physiology of Endocrine System. Disorders. Diseases, Pituitary Disorders. N. Barb LVN 8:00 AM-1:00 PM	7 Anatomy and Physiology of Endocrine System. Disorders. Diseases, Pituitary Disorders N. Barb LVN 8:00 AM-1:00 PM	1 1	2	3	4 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
12 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	13 WEEK 22 Disorders of endocrine system. Pancreas and diabetes. Amputations Hypo and hyperglycemia N. Barb LVN 8:00 AM-1:00 PM	14 Disorders of endocrine system. Endocrine drugs. Insulin. Oral Hypoglycemics N. Barb LVN 8:00 AM-1:00 PM	8 15	9 16	10 17	11 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
19 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	20 WEEK 23 Pharmacology Endocrine Drugs and Hyperglycemia N. Barb LVN 8:00 AM-1:00 PM	21 Pharmacology Endocrine Drugs and Hyperglycemia N. Barb LVN 8:00 AM-1:00 PM	22 23	23 24	24 25	18 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
26 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	27 WEEK 24 Anatomy and Physiology. Red blood, and white blood cells. Blood forming organs and the lymphatic system N. Barb LVN	28 Anatomy and Physiology. Blood. Blood forming organs and the lymphatic system. The Spleen N. Barb LVN 8:00 AM-1:00 PM	29 30	30 31	31	25 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM

NOVEMBER 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	3 WEEK 25 Anatomy and Physiology. Blood, Blood forming organs and the lymphatic system N. Barb LVN 8:00 AM-1:00 PM	4 Anatomy and Physiology. Blood forming organs and the lymphatic system N. Barb LVN 8:00 AM-1:00 PM	5	6	7	1 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
9 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	10 WEEK 26 Anatomy and Physiology. Cardiovascular System. Dx Tests. Nursing Care. Pre-disposing factors. Heart Disorders N. Barb LVN 8:00 AM-1:00 PM	11 Anatomy and Physiology. Disorders. Angina Pectoris, Myocardial infarction, Medical Surgi Management N. Barb LVN 8:00 AM-1:00 PM	12	13	14	15 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
16 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	17 WEEK 27 Anatomy and Physiology. Cardiovascular System. Disorders. Inflammatory diseases, Congestive heart failure. N. Barb LVN 8:00 AM-1:00 PM	18 Anatomy and Physiology. Cardiovascular System. Disorders. Pulmonary edema, open heart surgery, Cardiac enzymes, heart transplants. N. Barb LVN 8:00 AM-1:00 PM	19	20	21	22 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
23 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	24	25	26	27 Thanksgiving Day	28	29

December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 WEEK 28 Cardiovascular System- Peripheral vascular disorders N. Barb LVN 8:00 AM-1:00 PM	2 Cardiovascular System- Peripheral vascular disorders N. Barb LVN 8:00 AM-1:00 PM	3	4	5
	7 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	8 WEEK 29 Cardiovascular System- Peripheral vascular disorders N. Barb LVN 8:00 AM-1:00 PM	9 Cardiovascular System- Peripheral vascular disorders N. Barb LVN 8:00 AM-1:00 PM	10	11	12
	15 WEEK 30 Review of all subjects-Exam Pharmacology, Anatomy Physiology N. Barb LVN 8:00 AM-1:00 PM	16 Review of all subjects. Review of all subjects- Exam Pharmacology, Anatomy Physiology N. Barb LVN 8:00 AM-1:00 PM	17	18	19	20 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
	22 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	23	24	25 Christmas Day	26	27
21 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	29	30	31			
28						

January 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4	5 WEEK 31 Pharmacology. IV Methods, Blood Drawing, Drug Management, Monitoring and Documentation N. Barb LVN 8:00 AM-1:00 PM	6 Pharmacology. IV Methods, Blood Drawing, Drug Management, Monitoring and Documentation N. Barb LVN 8:00 AM-1:00 PM	7	8	9	10 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
11 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	12 WEEK 32 Anatomy and Physiology. The respiratory System. Respiratory System N. Barb LVN 8:00 AM-1:00 PM	13 Anatomy and Physiology. Care of the respiratory System. Oxygen transport, regulation of respirations. Assessment, Function tests. N. Barb LVN 8:00 AM-1:00 PM	14	15	16	17 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
18 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	19 WEEK 33 Medical Surgical Care of Respiratory System Disorders, Tuberculosis, Drugs, Compliance issues N. Barb LVN 8:00 AM-1:00 PM	20 Medical Surgical Care of Respiratory System Disorders, Tuberculosis, Drugs, Compliance issues N. Barb LVN 8:00 AM-1:00 PM	21	22	23	24 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
25 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	26 WEEK 34 Anatomy and Physiology. Organs, Glomerular filtration N. Barb LVN 8:00 AM-1:00 PM	27 The Kidney, Internal Structure, renal corpuscle, Dx tests to determine renal function, catheters. N. Barb LVN 8:00 AM-1:00 PM	28	29	30	31 Theory and Clinical Schedule

February 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 WEEK 35 Anatomy-Physiology. The Gastrointestinal System. Disorders of Digestion N. Barb LVN 8:00 AM-1:00 PM	3 Anatomy-Physiology. The Gastrointestinal System. Disorders of Digestion. Nursing care, procedures. Drugs used in treatment. Nutritional changes and patient teaching N. Barb LVN	4	5	6	7 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
8 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	9 WEEK 36 Neurological System. Senses N. Barb LVN 8:00 AM-1:00 PM	10 Neurological Problems. Spinal cord, pParkinson's, Multiple Sclerosis, eye disorders, ear disorders. N. Barb LVN 8:00 AM-1:00 PM	11	12	13	14 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
15 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	16 WEEK 37 Neurovascular Problems. Transient Ischemic attacks, cerebro vascular attacks N. Barb LVN 8:00 AM-1:00 PM	17 Neurovascular Problems. Drugs, Nursing care, rehabilitation N. Barb LVN 8:00 AM-1:00 PM	18	19	20	21 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
22 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	23 WEEK 38 Anatomy-Physiology. Musculoskeletal System Problems. Fractures, Spinal cord problems N. Barb LVN 8:00 AM-1:00 PM	24 Anatomy-Physiology. Musculoskeletal System Problems. Muscular dystrophy, Myotonias, sprains and strains, athletic injuries. Nursing care, drugs used. N. Barb LVN 8:00 AM-1:00 PM	25	26	27	28 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM

March 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>1 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>2 WEEK 39 Care of Patient Experiencing Pain. Problems of immobility. Skin disorders N. Barb LVN 8:00 AM-1:00 PM</p>	<p>3 Care of Patient Experiencing Pain. Problems of immobility. Skin disorders N. Barb LVN 8:00 AM-1:00 PM</p>	4	5	6	<p>7 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>8 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>9 WEEK 40 Oncology Nursing N. Barb LVN 8:00 AM-1:00 PM</p>	<p>10 Oncology Nursing N. Barb LVN 8:00 AM-1:00 PM</p>	11	12	13	<p>14 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>15 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>16 WEEK 41 Anatomy Physiology. Blood. Blood forming organs and the lymphatics N. Barb LVN 8:00 AM-1:00 PM</p>	<p>17 Anatomy Physiology. Blood. Blood forming organs and the lymphatics N. Barb LVN 8:00 AM-1:00 PM</p>	18	19	20	<p>21 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>22 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>23 WEEK 42 Oncology, Leukemias N. Barb LVN 8:00 AM-1:00 PM N. Barb LVN 8:00 AM-1:00 PM</p>	<p>24 Oncology, Diagnostic Tests, Psychosocial Aspects of malignancies N. Barb LVN 8:00 AM-1:00 PM</p>	25	26	27	<p>28 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>29 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>30 WEEK 43 Pharmacology, Drugs for Endocrine Disorders. Steroids N. Barb LVN 8:00 AM-1:00 PM</p>	<p>31 Pharmacology, Drugs for Endocrine Disorders. Thyroid replacement hormones, Antithyroid Medications N. Barb LVN 8:00 AM-1:00 PM</p>				<p style="text-align: center;">Theory and Clinical Schedule</p>

April 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
4 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM			1 2	3		
5 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	6 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	7 8	9	10		11 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
12 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	13 WEEK 44 Medical Surgery-Home Health-Hospice N. Barb LVN 8:00 AM-1:00 PM	14 15 Medical Surgery- Home Health-Hospice N. Barb LVN 8:00 AM-1:00 PM	16	17		18 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
19 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	20 WEEK 45 Review of Subjects Exam	21 22 Review of Subjects Exam-Pharmacology, Anatomy, Physiology, Med Surgery N. Barb LVN 8:00 AM-1:00 PM	23	24		25 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
26 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	27 WEEK 46 Maternity Nursing. Early childhood assessment. Female Hormonal and Reproductive cycle. Sexuality and reproduction.Pregnancy planning N. Barb LVN 8:00 AM-1:00 PM	28 29 Maternity Nursing. Early childhood assessment. Female Hormonal and Reproductive cycle. Sexuality and reproduction. Pregnancy planning N. Barb LVN 8:00 AM-1:00 PM	30 31 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>7 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>1 WEEK 51 Mental Health. Intervention modes. Theoretical basis for Psych Nursing</p>	<p>2 Mental Health. Intervention modes. Theoretical basis for Psych Nursing</p>	<p>3</p>	<p>4 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>5 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>6 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>8 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>8 WEEK 52 Mental Health. Theoretical basis for Psych Nursing. Process for clinical practice in psych nursing N. Barb LVN 8:00 AM-1:00 PM</p>	<p>9 Mental Health. Theoretical basis for Psych Nursing. Process for clinical practice in psych nursing. Substance disorders. Psychiatric Disorders N. Barb LVN 8:00 AM-1:00 PM</p>	<p>10</p>	<p>11 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>12 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>13 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>14 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>15 WEEK 53 Mental Health. Human responses to distress and disorders. Paranoia N. Barb LVN 8:00 AM-1:00 PM</p>	<p>16 Mental Health. Human responses to distress and disorders. Paranoia N. Barb LVN 8:00 AM-1:00 PM</p>	<p>17</p>	<p>18 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>19 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>20 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>21 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>22 WEEK 54 Leadership. Hierarchy of needs. Legal implications LVN. Self actualization. N. Barb LVN 8:00 AM-1:00 PM</p>	<p>23 VN entry level competencies, ethics, safety. Planning and organizing. Documentation, Roles. Communication. Legal and ethical limitations</p>	<p>24</p>	<p>25 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>26 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM</p>	<p>27 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>
<p>28 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM</p>	<p>29 WEEK 55 Leadership, planning and organizing N. Barb LVN 8:00 AM-1:00 PM</p>	<p>30 Leadership, planning and organizing N. Barb LVN 8:00 AM-1:00 PM</p>				

JULY 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM	2 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	3 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	4 Independence Day
5	6 WEEK 56 The Psychology of care. Clinical skills in communication. Therapeutic relationships N. Barb LVN 8:00 AM-1:00 PM	7 The Psychology of care. Clinical skills in communication. Working with others Teams. Managing teams. Privacy N. Barb LVN 8:00 AM-1:00 PM	8 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM	9 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	10 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	11 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
12	13 WEEK 57 Clinical practice, legal issues. Role Clarity, Changes, Practice Act. Delegation, Negligence N. Barb LVN 8:00 AM-1:00 PM	14 Clinical practice, legal issues. Care of complex patients N. Barb LVN 8:00 AM-1:00 PM	15 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM	16 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	17 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	18 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
19	20 WEEK 58 Clinical practice. Evaluation. Clinical skills list, Process list, plan for continuing education N. Barb LVN 8:00 AM-1:00 PM	21 Clinical practice. Evaluation. Clinical skills list, Process list, plan for continuing education N. Barb LVN 8:00 AM-1:00 PM	22 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM	23 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	24 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	25 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
26	27 WEEK 59 The life span. Growth and development N. Barb LVN 8:00 AM-1:00 PM	28 The life span. Growth and development N. Barb LVN 8:00 AM-1:00 PM	29 Consultorio Medico Latino Group I Erica Wong LVN 8:00 AM- 4:00 PM	30 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	31 Consultorio Medico Latino Group II Erica Wong LVN 8:00 AM- 4:00 PM	

August 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM
2 San Fernando P. Acute Group I Erica Wong LVN 7:00 AM-3:00 PM San Fernando P. Acute Group II C. Rivera LVN 3:00 AM-11:00 PM	3 WEEK 60 Clinical Practice. Evaluation. NCLEX Review N. Barb LVN 8:00 AM-1:00 PM	4 Clinical Practice. Evaluation. NCLEX Review N. Barb LVN 8:00 AM-1:00 PM	5	6 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	7 Clinical CIT Skills lab Group I Erica Wong LVN 7:00 AM-3:00 PM	8 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM
9 Clinical CIT Skills lab Group II Erica Wong LVN 7:00 AM-3:00 PM	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

GROUP I

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
05/22/2008	CLINICAL CIT SKILLS LAB	8	F. W.
05/23/2008	CLINICAL CIT SKILLS LAB	8	F. W.
05/29/2008	CLINICAL CIT SKILLS LAB	8	F. W.
05/30/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/05/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/06/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/12/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/13/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/19/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/20/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/26/2008	CLINICAL CIT SKILLS LAB	8	F. W.
06/27/2008	CLINICAL CIT SKILLS LAB	8	F. W.

FACILITY REPRESENTATIVE FW

DATE 06/27/08

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
07/03/2008	CLINICAL PIT SKILLS LAB	8	E.W.
07/04/2008	CLINICAL CIT SKILLS LAB	8	E.W.
07/10/2008	CLINICAL CIT SKILLS LAB	8	E.W.
07/11/2008	CLINICAL CIT SKILLS LAB	8	E.W.
07/17/2008	CLINICAL CIT SKILLS LAB	8	E.W.
07/18/2008	CLINICAL CIT SKILLS LAB	8	E.W.
07/24/2008	CLINICAL CIT SKILLS LAB	8	E.W.
07/25/2008	CLINICAL CIT SKILLS LAB	8	E.W.
07/31/2008	CLINICAL PIT SKILLS LAB	8	E.W.
08/01/2008	CLINICAL CIT SKILLS LAB	8	E.W.
08/07/2008	CLINICAL CIT SKILLS LAB	8	E.W.
08/08/2008	CLINICAL CIT SKILLS LAB	8	E.W.

FACILITY REPRESENTATIVE EW

DATE 08/04/08

STUDENT SIGNATURE _____

DATE _____

GROUP I

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
08/14/2008	CLINICAL CIT SKILLS LAB	8	F. W.
08/15/2008	CLINICAL CIT SKILLS LAB	8	F. W.
08/21/2008	CLINICAL CIT SKILLS LAB	8	F. W.
08/22/2008	CLINICAL CIT SKILLS LAB	8	F. W.
08/28/2008	CLINICAL CIT SKILLS LAB	8	F. W.
08/29/2008	CLINICAL CIT SKILLS LAB	8	F. W.
09/06/2008	San Fernando	8	F. W.
09/07/2008	San Fernando	8	F. W.
09/13/2008	San Fernando	8	F. W.
09/14/2008	San Fernando	8	F. W.
09/20/2008	San Fernando	8	F. W.
09/21/2008	San Fernando	8	F. W.

FACILITY REPRESENTATIVE 

DATE 09/21/2008

STUDENT SIGNATURE _____

DATE 09/21/2008

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
09/27/2008	San Fernando	8	F. W.
09/28/2008	San Fernando	8	F. W.
10/04/2008	San Fernando	8	F. W.
10/05/2008	San Fernando	8	F. W.
10/11/2008	San Fernando	8	F. W.
10/12/2008	San Fernando	8	F. W.
10/18/2008	San Fernando	8	F. W.
10/19/2008	San Fernando	8	F. W.
10/25/2008	San Fernando	8	F. W.
10/26/2008	San Fernando	8	F. W.
11/01/2008	San Fernando	8	F. W.
11/02/2008	San Fernando	8	F. W.

FACILITY REPRESENTATIVE  _____

DATE 11/2/08

STUDENT SIGNATURE _____

DATE 11/2/08

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 **GRADUATION DATE:** 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
11/08/2008	San Fernando	8	J. W.
11/09/2008	San Fernando	8	J. W.
11/15/2008	San Fernando	8	J. W.
11/16/2008	San Fernando	8	J. W.
11/22/2008	San Fernando	8	J. W.
11/23/2008	San Fernando	8	J. W.
12/07/2008	San Fernando	8	J. W.
12/14/2008	San Fernando	8	J. W.
12/20/2008	San Fernando	8	J. W.
12/21/2008	San Fernando	8	J. W.
01/10/2009	San Fernando	8	J. W.
01/11/2009	San Fernando	8	J. W.

FACILITY REPRESENTATIVE  _____

DATE 01/14/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
01/17/2009	San Fernando	8	E. W.
01/18/2009	San Fernando	8	E. W.
01/24/2009	San Fernando	8	E. W.
01/25/2009	San Fernando	8	E. W.
02/07/2009	San Fernando	8	E. W.
02/08/2009	San Fernando	8	E. W.
02/14/2009	San Fernando	8	E. W.
02/15/2009	San Fernando	8	E. W.
02/21/2009	San Fernando	8	E. W.
02/22/2009	San Fernando	8	E. W.
02/28/2009	San Fernando	8	E. W.
03/01/2009	San Fernando	8	E. W.

FACILITY REPRESENTATIVE _____

DATE 03/01/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
03/07/2009	San Fernando	8	E.W.
03/08/2009	San Fernando	8	E.W.
03/14/2009	San Fernando	8	E.W.
03/15/2009	San Fernando	8	E.W.
03/21/2009	San Fernando	8	E.W.
03/22/2009	San Fernando	8	E.W.
03/28/2009	San Fernando	8	E.W.
03/29/2009	San Fernando	8	E.W.
04/04/2009	San Fernando	8	E.W.
04/05/2009	San Fernando	8	E.W.
04/11/2009	San Fernando	8	E.W.
04/12/2009	San Fernando	8	E.W.

FACILITY REPRESENTATIVE 

DATE 04/12/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 **GRADUATION DATE:** 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
04/18/2009	San Fernando	8	F. W.
04/19/2009	San Fernando	8	F. W.
04/25/2009	San Fernando	8	F. W.
04/26/2009	San Fernando	8	F. W.
04/30/2009	CONSULTORIO MED. LATINO (I)	8	F. W.
05/07/2009	CML (I)	8	F. W.
05/14/2009	CML (I)	8	F. W.
05/21/2009	CML (I)	8	F. W.
05/28/2009	CML (I)	8	F. W.
06/04/2009	CML (I)	8	F. W.
06/06/2009	San Fernando	8	F. W.
06/07/2009	San Fernando	8	F. W.

FACILITY REPRESENTATIVE  DATE _____

STUDENT SIGNATURE _____ DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
06/11/2009	CML (I)	8	E. W.
06/13/2009	San Fernando	8	E. W.
06/14/2009	San Fernando	8	E. W.
06/18/2009	CML (I)	8	E. W.
06/20/2009	San Fernando	8	E. W.
06/21/2009	San Fernando	8	E. W.
06/25/2009	CML (I)	8	E. W.
06/27/2009	San Fernando	8	E. W.
06/28/2009	San Fernando	8	E. W.
07/01/2009	CML (I)	8	E. W.
07/08/2009	CML (I)	8	E. W.
07/11/2009	San Fernando	8	E. W.

FACILITY REPRESENTATIVE _____

DATE 07/11/09

STUDENT SIGNATURE _____

DATE _____

GROUP I

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
07/12/2009	San Fernando	8	E. W.
07/15/2009	CML (I)	8	E. W.
07/18/2009	San Fernando	8	E. W.
07/19/2009	San Fernando	8	E. W.
07/25/2009	San Fernando	8	E. W.
07/26/2009	San Fernando	8	E. W.
08/01/2009	San Fernando	8	E. W.
08/02/2009	San Fernando	8	E. W.
08/06/2009	CLINICAL CBT SKILLS LAB	8	E. W.
08/07/2009	CLINICAL CBT SKILLS LAB	8	E. W.

FACILITY REPRESENTATIVE 

DATE 08/07/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
05/24/2008	CLINICAL CIT SKILLS LAB	8	E. W.
05/25/2008	CLINICAL CIT SKILLS LAB	8	E. W.
05/30/2008	CLINICAL CIT SKILLS LAB	8	E. W.
05/31/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/07/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/08/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/14/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/15/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/21/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/22/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/28/2008	CLINICAL CIT SKILLS LAB	8	E. W.
06/29/2008	CLINICAL CIT SKILLS LAB	8	E. W.

FACILITY REPRESENTATIVE EW

DATE 06/29/08

STUDENT SIGNATURE _____

DATE _____

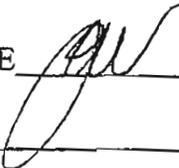
EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
07/05/2008	CLINICAL CPT SKILLS LAB	8	F.W.
07/06/2008	CLINICAL CPT SKILLS LAB	8	F.W.
07/12/2008	CLINICAL CPT SKILLS LAB	8	F.W.
07/13/2008	CLINICAL CPT SKILLS LAB	8	F.W.
07/19/2008	CLINICAL CPT SKILLS LAB	8	F.W.
07/20/2008	CLINICAL CPT SKILLS LAB	8	F.W.
07/26/2008	CLINICAL CPT SKILLS LAB	8	F.W.
07/27/2008	CLINICAL CPT SKILLS LAB	8	F.W.
08/02/2008	CLINICAL CPT SKILLS LAB	8	F.W.
08/03/2008	CLINICAL CPT SKILLS LAB	8	F.W.
08/09/2008	CLINICAL CPT SKILLS LAB	8	F.W.
08/10/2008	CLINICAL CPT SKILLS LAB	8	F.W.

FACILITY REPRESENTATIVE 
 STUDENT SIGNATURE _____

DATE 08/10/08
 DATE _____

GROUP II

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
08/16/2008	CLINICAL CITSKILLS LAB	8	E. W.
08/17/2008	CLINICAL CITSKILLS LAB	8	E. W.
08/23/2008	CLINICAL CITSKILLS LAB	8	E. W.
08/24/2008	CLINICAL CITSKILLS LAB	8	E. W.
08/30/2008	CLINICAL CITSKILLS LAB	8	E. W.
08/31/2008	CLINICAL CITSKILLS LAB	8	E. W.
09/06/2008	San Fernando	8	CR
09/07/2008	San Fernando	8	CR
09/13/2008	San Fernando	8	CR
09/14/2008	San Fernando	8	CR
09/20/2008	San Fernando	8	CR
09/21/2008	San Fernando	8	CR

FACILITY REPRESENTATIVE 

DATE 09/21/08

STUDENT SIGNATURE _____

DATE 05/21/08

GROUP II

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
09/27/2008	San Fernando	8	CR
09/28/2008	San Fernando	8	CR
10/04/2008	San Fernando	8	CR
10/05/2008	San Fernando	8	CR
10/11/2008	San Fernando	8	CR
10/12/2008	San Fernando	8	CR
10/18/2008	San Fernando	8	CR
10/19/2008	San Fernando	8	CR
10/25/2008	San Fernando	8	CR
10/26/2008	San Fernando	8	CR
11/01/2008	San Fernando	8	CR
11/02/2008	San Fernando	8	CR

FACILITY REPRESENTATIVE 

DATE 11/2/08

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
11/08/2008	San Fernando	8	CP
11/09/2008	San Fernando	8	CP
11/15/2008	San Fernando	8	CP
11/16/2008	San Fernando	8	CP
11/22/2008	San Fernando	8	CP
11/23/2008	San Fernando	8	CP
12/07/2008	San Fernando	8	CP
12/14/2008	San Fernando	8	CP
12/20/2008	San Fernando	8	CP
12/21/2008	San Fernando	8	CP
01/10/2009	San Fernando	8	CP
01/11/2009	San Fernando	8	CP

FACILITY REPRESENTATIVE 

DATE 01/11/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
01/17/2009	San Fernando	8	CR
01/18/2009	San Fernando	8	CR
01/24/2009	San Fernando	8	CR
01/25/2009	San Fernando	8	CR
02/07/2009	San Fernando	8	CR
02/08/2009	San Fernando	8	CR
02/14/2009	San Fernando	8	CR
02/15/2009	San Fernando	8	CR
02/21/2009	San Fernando	8	CR
02/22/2009	San Fernando	8	CR
02/28/2009	San Fernando	8	CR
03/01/2009	San Fernando	8	CR

FACILITY REPRESENTATIVE 

DATE 03/01/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
03/07/2009	San Fernando	8	CR
03/08/2009	San Fernando	8	CR
03/14/2009	San Fernando	8	CR
03/15/2009	San Fernando	8	CR
03/21/2009	San Fernando	8	CR
03/22/2009	San Fernando	8	CR
03/28/2009	San Fernando	8	CR
03/29/2009	San Fernando	8	CR
04/04/2009	San Fernando	8	CR
04/05/2009	San Fernando	8	CR
04/11/2009	San Fernando	8	CR
04/12/2009	San Fernando	8	CR

FACILITY REPRESENTATIVE 

DATE 04/12/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
04/18/2009	San Fernando	8	CR
04/19/2009	San Fernando	8	CR
04/25/2009	San Fernando	8	CR
04/26/2009	San Fernando	8	CR
05/01/2009	CONSULTORIO MEDICO LATINO	8	E. W.
05/08/2009	CML (I)	8	E. W.
05/15/2009	CML (I)	8	E. W.
05/23/2009	CML (I)	8	E. W.
05/29/2009	CML (I)	8	E. W.
06/05/2009	CML (I)	8	E. W.
06/06/2009	San Fernando	8	CR
06/07/2009	San Fernando	8	CR

FACILITY REPRESENTATIVE  DATE _____

STUDENT SIGNATURE _____ DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
06/12/2009	CML (I)	8	F. W.
06/13/2009	San Fernando	8	CR
06/14/2009	San Fernando	8	CR
06/19/2009	CML (I)	8	F. W.
06/20/2009	San Fernando	8	CR
06/21/2009	San Fernando	8	CR
06/26/2009	CML (I)	8	F. W.
06/27/2009	San Fernando	8	CR
06/28/2009	San Fernando	8	CR
07/02/2009	CML (I)	8	F. W.
07/09/2009	CML (I)	8	F. W.
07/11/2009	San Fernando	8	CR

FACILITY REPRESENTATIVE



DATE 07/11/09

STUDENT SIGNATURE _____

DATE _____

EXTERNSHIP SIGN-IN HOURS SHEET

STUDENT NAME: _____

PROGRAM TITLE: VOCATIONAL NURSE

START DATE: 05/19/2008 GRADUATION DATE: 08/09/2009

DATE OF ATTENDANCE	FACILITY NAME	HOURS ATTENDED	INSTRUCTOR'S SIGNATURE
07/12/2009	San Fernando	8	EW
07/16/2009	CML (F)	8	F.W.
07/18/2009	San Fernando	8	EW
07/19/2009	San Fernando	8	EW
07/25/2009	San Fernando	8	EW
07/26/2009	San Fernando	8	EW
08/01/2009	San Fernando	8	EW
08/02/2009	San Fernando	8	EW
08/08/2009	CLINICAL (IT SKILLS) LAB	8	F.W.
08/09/2009	CLINICAL (IT SKILLS) LAB	8	F.W.

FACILITY REPRESENTATIVE 

DATE 08/07/09

STUDENT SIGNATURE _____

DATE _____



Zodiac Air Conditioning & Heating, Inc.

14411 Gilmore St. Van Nuys, CA 91401-1430, 818-785-3699

March 23th 2010

Dear Computer Institute of Technology:

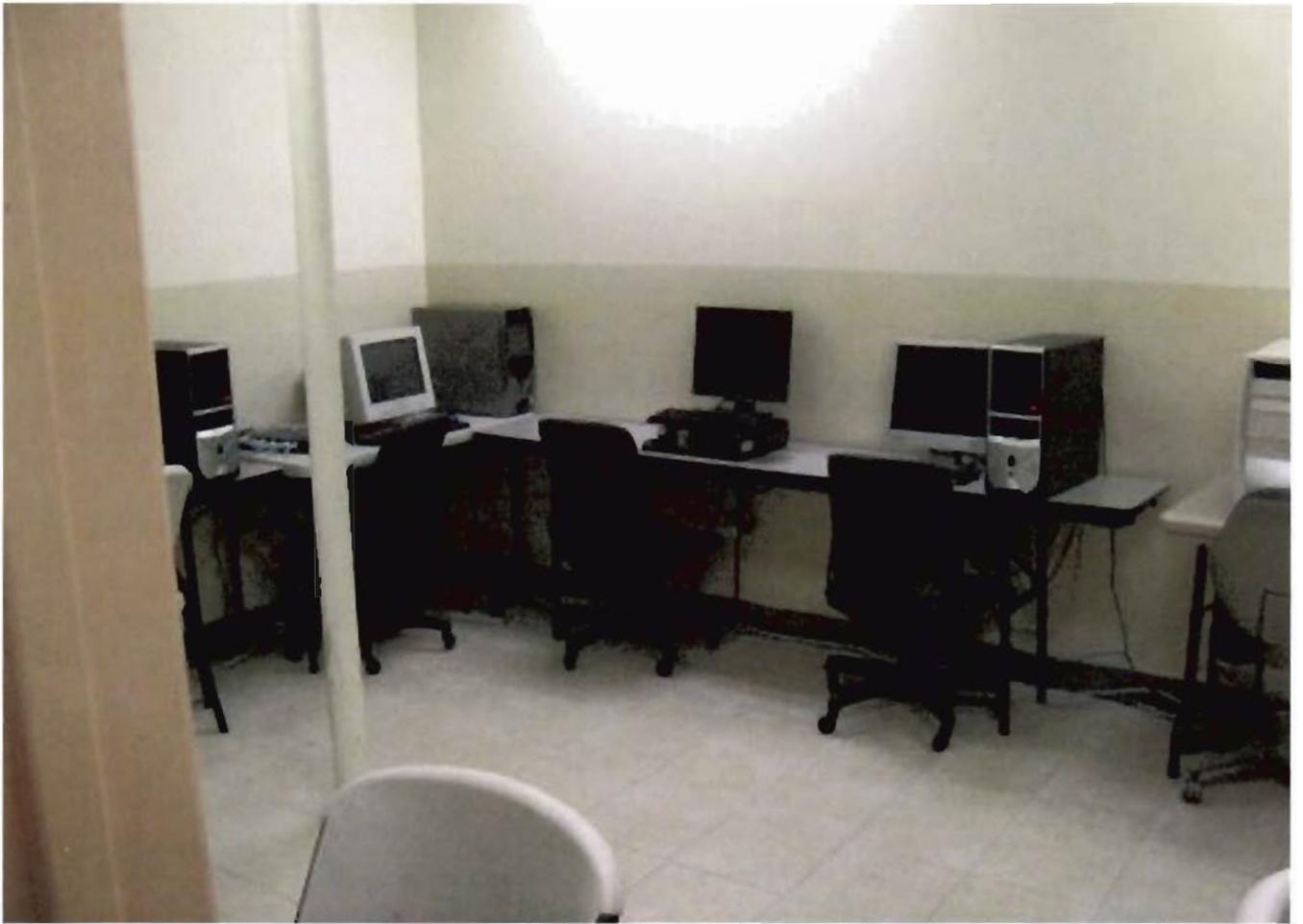
On the week of March 29th, 2010- April 4th, 2010 we will be working on the air conditioning system in the building to repair leakage, please put away your equipment to avoid damage. Any questions please call us.

Eli Balousian
Owner





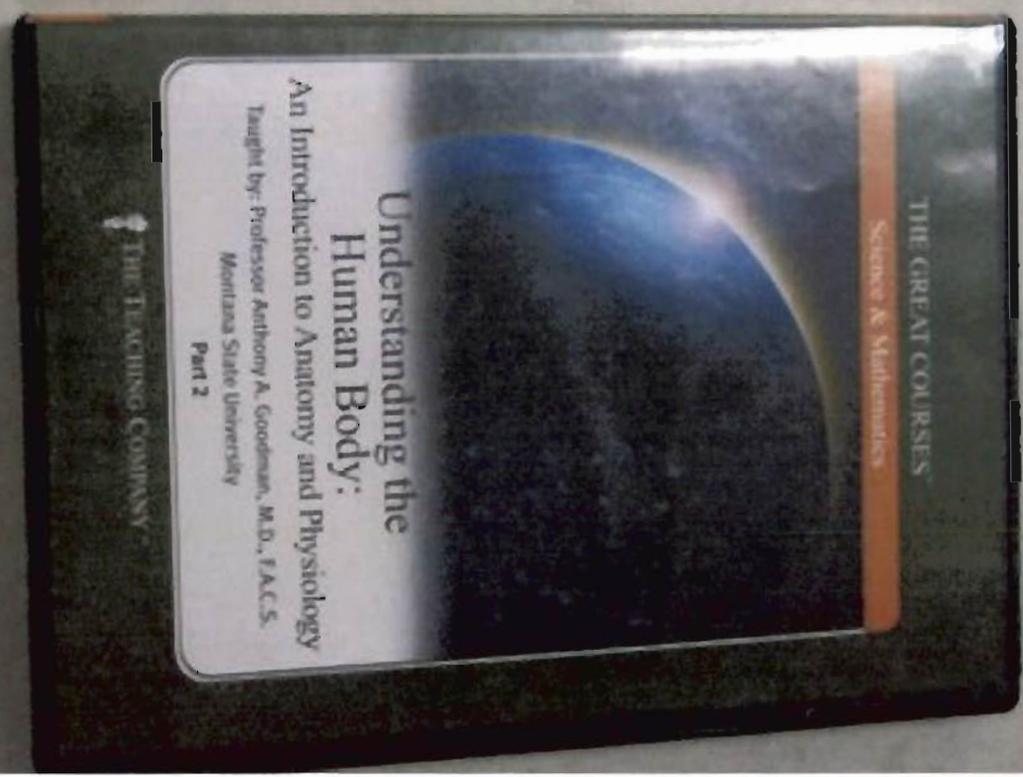
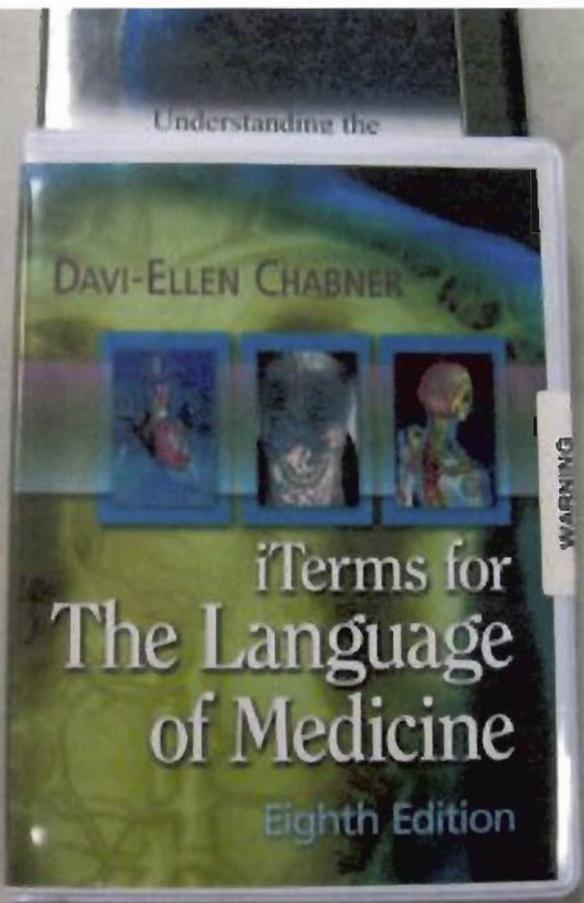












THE GREAT COURSES

Science & Mathematics

Understanding the Human Body:

An Introduction to Anatomy and Physiology

Taught by: Professor Anthony A. Goodman, M.D., F.A.C.S.

Montana State University

Part 4

THE TEACHING COMPANY

THE GREAT COURSES

Science & Mathematics

Understanding the

Human Body:

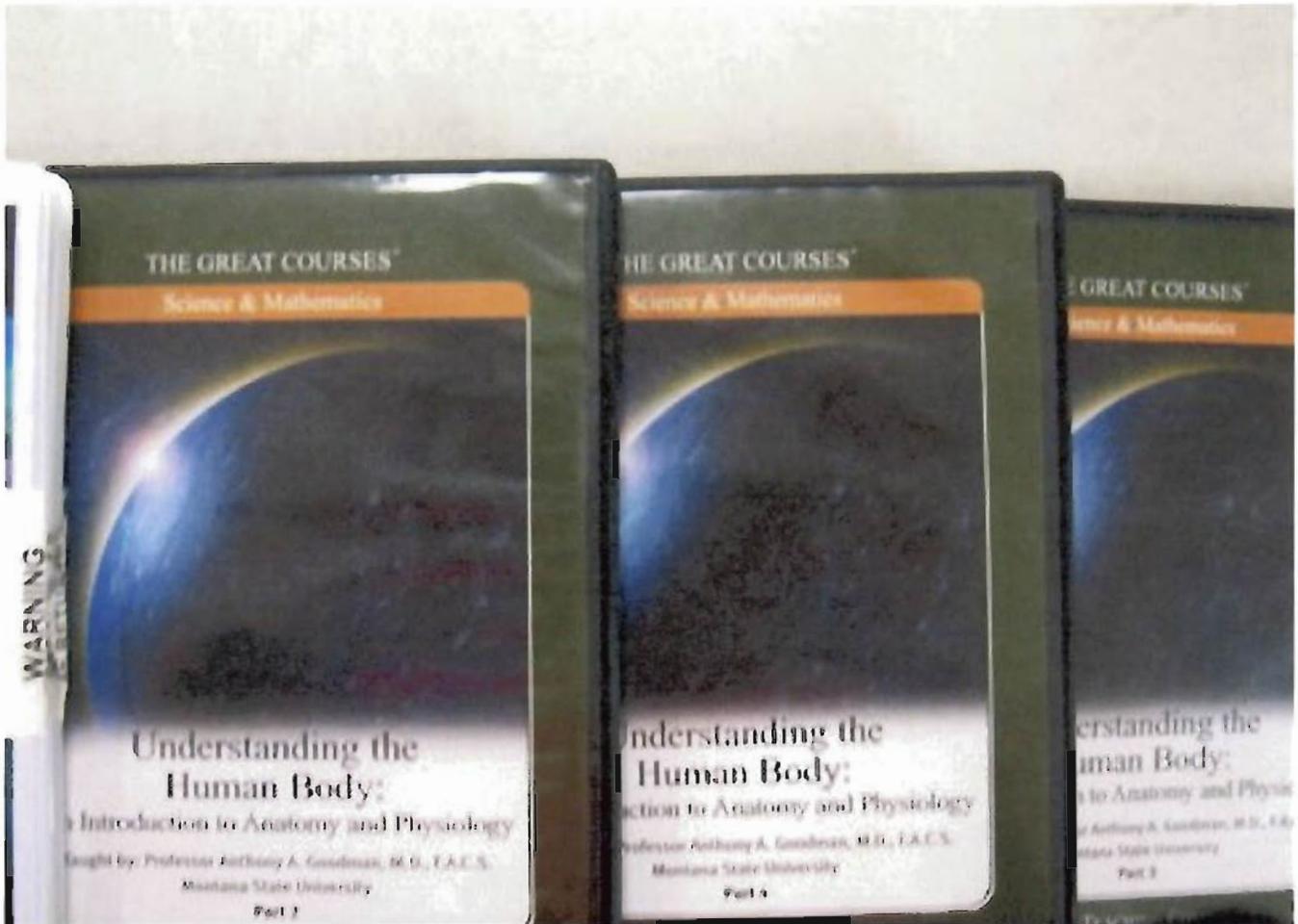
An Introduction to Anatomy and Physiology

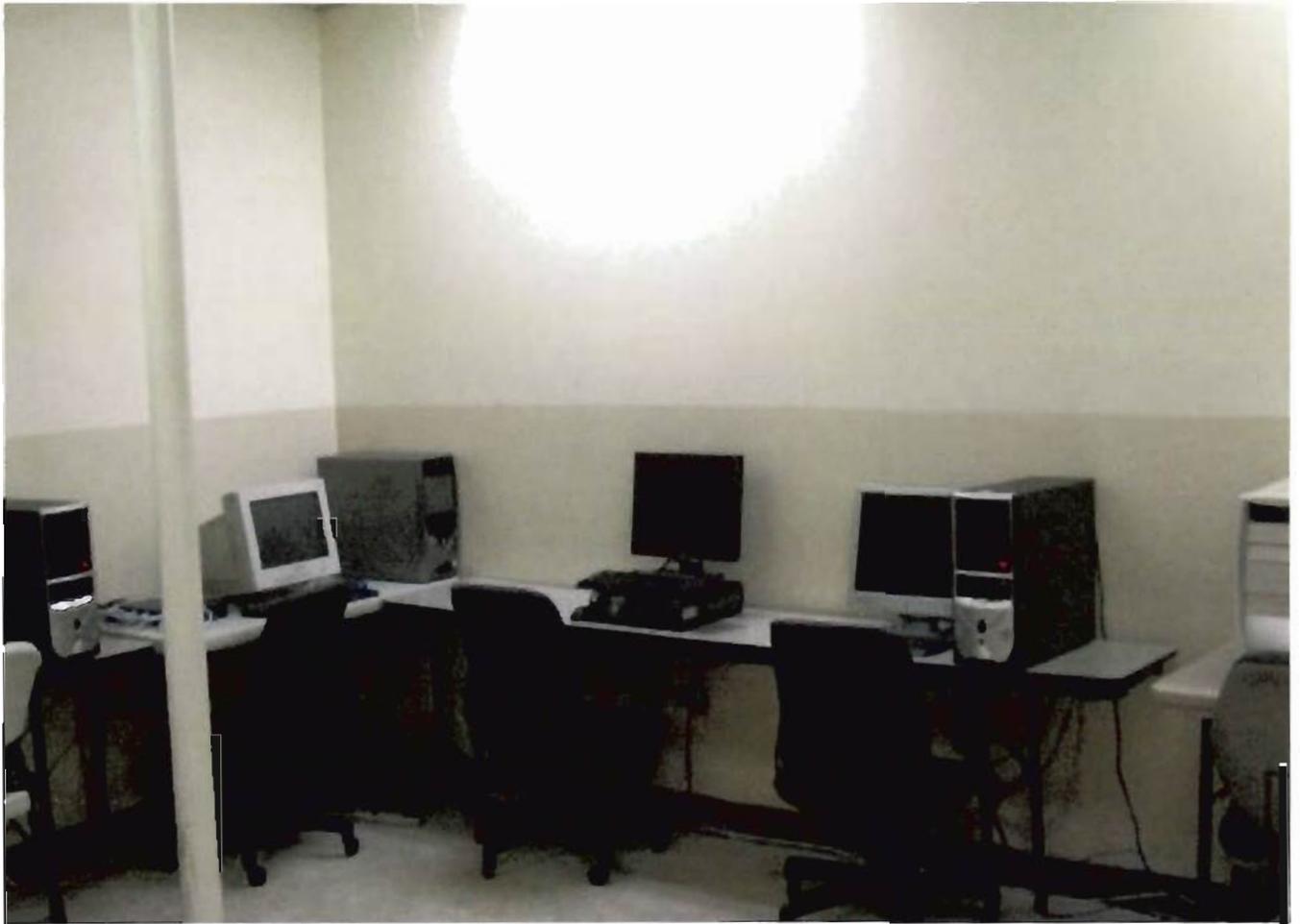
Taught by: Professor Anthony A. Goodman, M.D., F.A.C.S.

Montana State University

Part 4

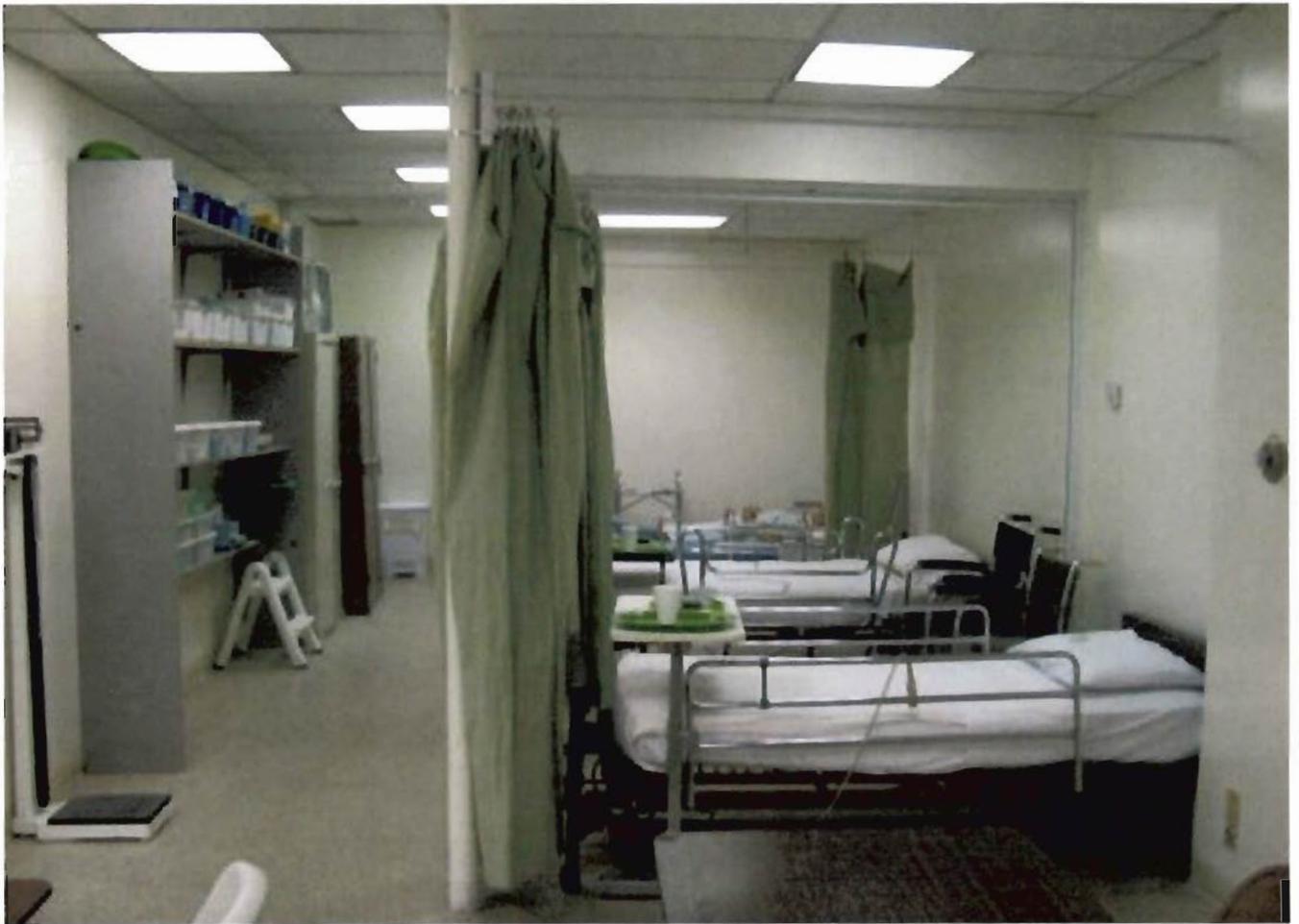
THE TEACHING COMPANY















Agenda Item #15.C. – Attachment I

Computer Institute of Technology Vocational Nursing Program

Maternity Nursing and Pediatric Nursing

Clinical Rotation Verification #1

Clinical Rotation Verification (CRV) #1, as reported by the director on May 12, 2010, specified that students received 35 hours of Maternity and Pediatric Nursing clinical instruction combined - five (5) days, each day seven (7) hours in length.

Group I Clinical Instruction			Group II Clinical Instruction		
Day	Date	# Hours/Day	Day	Date	# Hours/Day
Day #1	April 30, 2009	7	Day #1	May 1, 2009	7
Day #2	May 7, 2009	7	Day #2	May 8, 2009	7
Day #3	May 14, 2009	7	Day #3	May 15, 2009	7
Day #4	May 21, 2009	7	Day #4	May 22, 2009	7
Day #5	May 28, 2009	7	Day #5	May 29, 2009	7
TOTAL HOURS		35	TOTAL HOURS		35

As such, students received 45 hours LESS than the number of hours required in the Board - approved curriculum.

Computer Institute of Technology Vocational Nursing Program
Maternity Nursing and Pediatric Nursing
Clinical Rotation Verification #2

Clinical Rotation Verification (CRV) #2, as reported by the director on July 16, 2010 and November 24, 2010 stated that the May 12, 2009, schedule was submitted in error. This new documentation specified that students completed “12 days of clinical which amounts to 84 hours received in Obstetrical and Pediatric Nursing for each group, therefore following the approved instructional plan.” Accompanying the schedule were attendance sheets that were signed by Consultorio Medico Latino Clinic staff.

Group I Clinical Instruction			Group II Clinical Instruction		
Day	Date	# Hours/Day	Day	Date	# Hours/Day
Day #1	April 30, 2009	7	Day #1	May 1, 2009	7
Day #2	May 7, 2009	7	Day #2	May 8, 2009	7
Day #3	May 14, 2009	7	Day #3	May 15, 2009	7
Day #4	May 21, 2009	7	Day #4	May 22, 2009	7
Day #5	May 28, 2009	7	Day #5	May 29, 2009	7
Day #6	June 4, 2009	7	Day #6	June 5, 2009	7
Day #7	June 11, 2009	7	Day #7	June 12, 2009	7
Day #8	June 18, 2009	7	Day #8	June 19, 2009	7
Day #9	June 25, 2009	7	Day #9	June 26, 2009	7
Day #10	July 1, 2009	7	Day #10	July 2, 2009	7
Day #11	July 8, 2009	7	Day #11	July 9, 2009	7
Day #12	July 15, 2009	7	Day #12	July 16, 2009	7
TOTAL HOURS		84	TOTAL HOURS		84

As presented, this schedule included **seven (7) additional days** of clinical instruction in Maternity Nursing and Pediatric Nursing **per student**. The dates of the additional clinical instruction are **bolded**. As reported, **students received two (2) clinical hours of Maternity Nursing and two (2) clinical hours of Pediatric Nursing in excess of that included in the Board – approved curriculum.**

Computer Institute of Technology Vocational Nursing Program
Maternity Nursing and Pediatric Nursing
Clinical Rotation Verification #3

Clinical Rotation Verification (CRV) #3, as reported by the director on July 16, 2010 and November 24, 2010, specified that students received clinical instruction in Maternity Nursing and Pediatric Nursing on twelve (12) different dates.

Group I Clinical Instruction				Group II Clinical Instruction			
Day	Date	# Hours/Day		Day	Date	# Hours/Day	
Day #1	November 19, 2009	7		Day #1	November 20, 2009	7	
Day #2	November 26, 2009	7		Day #2	November 27, 2009	7	
Day #3	December 3, 2009	7		Day #3	December 4, 2009	7	
Day #4	December 10, 2009	7		Day #4	December 11, 2009	7	
Day #5	December 17, 2009	7		Day #5	December 18, 2009	7	
Day #6	January 7, 2010	7		Day #6	January 8, 2010	7	
Day #7	January 14, 2010	7		Day #7	January 15, 2010	7	
Day #8	January 21, 2010	7		Day #8	January 22, 2010	7	
Day #9	January 28, 2010	7		Day #9	January 29, 2010	7	
Day #10	February 4, 2009	7		Day #10	February 5, 2010	7	
Day #11	February 11, 2010	7		Day #11	February 12, 2010	7	
Day #12	February 18, 2010	7		Day #12	February 19, 2010	7	
TOTAL HOURS			84	TOTAL HOURS			84

This schedule included twelve (12) different dates of clinical instruction in Maternity Nursing and Pediatric Nursing totaling 84 clinical hours per student. As reported, students received 42 clinical hours of Maternity Nursing and 42 clinical hours of Pediatric Nursing in excess of that included in the Board – approved curriculum.

Agenda Item #15.C. – Attachment L

COMPUTER INSTITUTE OF TECHNOLOGY

ATTENDANCE RECORD

MORNING Gp 1

STUDENT NAME:
 START DATE : 05/19/08
 SHIFT : MORNING
 MONTH : : JANUARY 2010

IN	OUT	STUDENT SIGNATURE	COMENTS
1			
2	SATURDAY	x <i>AE</i>	
3	SUNDAY	x <i>AE</i>	
4			
5			
6			
7			
8			
9	SATURDAY	x <i>AE</i>	
10	SUNDAY	x <i>AE</i>	
11			
12			
13			
14			
15			
16	SATURDAY	x <i>AE</i>	
17	SUNDAY	x <i>AE</i>	
18			
19			
20			
21			
22			
23	SATURDAY	x <i>AE</i>	
24	SUNDAY	x <i>AE</i>	
25			
26			
27			
28			
29			
30	SATURDAY	x <i>AE</i>	
31	SUNDAY	x <i>AE</i>	



 Instructor Signature



 Registrar Signature

COMPUTER INSTITUTE OF TECHNOLOGY

ATTENDANCE RECORD

MORNING

STUDENT NAME:
 START DATE : 05/19/08
 SHIFT : MORNING
 MONTH : : NOVEMBER 2009

	IN	OUT	STUDENT SIGNATURE	COMENTS
1				
2				
3				
4				
5				
6				
7	SATURDAY	X	<i>[Signature]</i>	
8	SUNDAY	X	<i>[Signature]</i>	
9				
10				
11				
12				
13				
14	SATURDAY	X	<i>[Signature]</i>	
15	SUNDAY	X	<i>[Signature]</i>	
16				
17				
18				
19				
20				
21	SATURDAY	X	<i>[Signature]</i>	
22	SUNDAY	X	<i>[Signature]</i>	
23				
24				
25				
26				
27				
28	SATURDAY	X	<i>[Signature]</i>	
29	SUNDAY	X	<i>[Signature]</i>	
30				

[Signature]

 Instructor Signature

[Signature]

 Registrar Signature

COMPUTER INSTITUTE OF TECHNOLOGY

ATTENDANCE RECORD

MORNING

STUDENT NAME:
 START DATE : 05/19/08
 SHIFT : MORNING
 MONTH : : DECEMBER 2009

	IN	OUT	STUDENT SIGNATURE	COMENTS
1				
2				
3				
4				
5	SATURDAY		y <i>[Signature]</i>	
6	SUNDAY		y <i>[Signature]</i>	
7				
8				
9				
10				
11				
12	SATURDAY		x <i>[Signature]</i>	
13	SUNDAY		x <i>[Signature]</i>	
14				
15				
16				
17				
18				
19	SATURDAY		x <i>[Signature]</i>	
20	SUNDAY		x <i>[Signature]</i>	
21				
22				
23				
24				
25				
26	SATURDAY		x <i>[Signature]</i>	
27	SUNDAY		x <i>[Signature]</i>	
28				
29				
30				
31				

[Signature]

 Instructor Signature

[Signature]

 Registrar Signature

COMPUTER INSTITUTE OF TECHNOLOGY

ATTENDANCE RECORD

MORNING

STUDENT NAME:
 START DATE : 05/19/08
 SHIFT : MORNING
 MONTH : FEBRUARY 2010

	IN	OUT	STUDENT SIGNATURE	COMENTS
1				
2				
3				
4				
5				
6	SATURDAY		x <i>ed</i>	
7	SUNDAY		y <i>ed</i>	
8				
9				
10				
11				
12				
13	SATURDAY		x <i>ed</i>	
14	SUNDAY		y <i>ed</i>	
15				
16				
17				
18				
19				
20	SATURDAY		x <i>ed</i>	
21	SUNDAY		y <i>ed</i>	
22				
23				
24				
25				
26				
27	SATURDAY		x <i>ed</i>	
28	SUNDAY		y <i>ed</i>	



 Instructor Signature



 Registrar Signature