

Agenda Item #14.A.2.



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

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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DATE: February 6, 2012

TO: Board Members

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

SUBJECT: West Med College, Merced, Vocational Nursing Program – Consideration of Placement on Provisional Accreditation and Request to Admit Students
(Director: Tracey Jensen, Merced, Santa Clara County, Private)

West Med College, Merced, Vocational Nursing Program is presented to the Board for consideration of placement on provisional accreditation.

In accordance with Section 2526.1(c) of the Vocational Nursing Rules and Regulations,

“The Board may place any program on provisional accreditation when a program does not meet all requirements as set forth in this chapter and in Section 2526...”

Section 2530(l) of the Vocational Nursing Rules and Regulations states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

- (1) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation.”

The following table shows the variance of the program’s pass rates from the state average annual pass rates of first time graduates of accredited vocational nursing programs over the past sixteen (16) quarters. This data substantiates the program’s noncompliance with Section 2530(l) of the Vocational Nursing Rules and Regulations.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2008	76%	74%	-2
Apr – Jun 2008	75%	75%	-0
Jul – Sep 2008	74%	77%	+3
Oct – Dec 2008	73%	79%	+6
Jan – Mar 2009	72%	63%	-9
Apr – Jun 2009	70%	62%	-8
Jul – Sep 2009	72%	62%	-10
Oct – Dec 2009	73%	56%	-17
Jan – Mar 2010	74%	63%	-11
Apr – Jun 2010	75%	65%	-10
Jul – Sep 2010	75%	70%	-5
Oct – Dec 2010	76%	70%	-6
Jan – Mar 2011	77%	64%	-13
Apr – Jun 2011	76%	62%	-14
Jul – Sep 2011	76%	49%	-27
Oct – Dec 2011	75%	50%	-25

West Med College, Merced Vocational Nursing Program requests approval to admit a day class of 30 full-time students on April 19, 2012, graduating on April 19, 2013, to **replace** a class that graduated November 23, 2011.

Additionally, the program requests approval to admit an evening class of 30 full-time students on April 30, 2012, graduating May 31, 2013, to **replace** a class that will graduate on March 28, 2012.

History of Prior Board Actions

- On August 9, 2006, the Executive Officer approved the West Med College, Merced Vocational Nursing Program's request to begin a vocational nursing program with an initial full-time class of 30 students commencing September 25, 2006, **only**; and approved the program curriculum for 1544 hours, including 590 theory, and 954 clinical hours.

The Executive Officer directed that the program director consult weekly with the assigned Nursing Education Consultant and, if necessary, meet at the Board's Sacramento office to prevent non-compliance issues as occurred at the West Med - San Jose Vocational Nursing Program.

- On January 25, 2007, the program notified the Board that West Med College had become an affiliate of National University.
- **On August 6, 2007, a new program director was approved.**
- On August 7, 2007, the program admitted a class of 30 students plus three (3) alternates **without prior Board approval.**

- On October 2-3, 2007, the program was inspected to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Five (5) violations were identified. Those violations were corrected after the visit.
- On November 8, 2007, the Executive Officer approved initial full accreditation for the West Med College, Merced, Vocational Nursing Program for the period from October 3, 2007, through October 2, 2011, and issued a certificate accordingly; **and**, approved the program's request to admit a full-time class of 25 students on January 14, 2008 **only**, graduating February 15, 2009
- **On January 11, 2011, a new director was approved.**
- On November 3, 2011, the Executive Officer deferred action on the program's request for reaccreditation by the Board at its February 24, 2011 meeting. That decision was based on the program's noncompliance with California Code of Regulations Sections 2530(k), 2530 (l), 2527(c) and 2533(f). Additionally, the Executive Officer **denied** the program's request to admit a class of 30 students commencing on November 28, 2011 and graduating December 20, 2012, to **replace** students graduating on November 23, 2011, at this time, **and**,

Approved the program's major curriculum revision as follows:

Decrease overall program hours from 1544 to 1536.

Decrease theory hours from 590 to 576.

Increase clinical hours from 954 to 960, **and**,

The director was required to submit a revised Instructional Plan by November 30, 2011.

- On November 30, 2011, the Board received the program's revised instructional plan
- On January 19, 2012, the assigned consultant forwarded correspondence requesting submission of fifteen (15) copies of pertinent documents, plan, and subsequent actions taken to correct identified problems that they desire Board members to consider.
- On January 25, 2012, the Board received correspondence from the program director and fifteen (15) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire the Board members to consider.

Enrollment

The program offers full – time classes that are 51-weeks in length. The program requires Board approval prior to the admission of each class. The pattern of admissions for proposed classes is seen in the enrollment table below.

The following table represents **past, current and projected** student enrollment based on current and projected class starts and completions. The table indicates a **maximum enrollment of 119 students** during the period **September 2006 through June 2012**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
9/06		30	26	26
9/07 (Unapproved)		31	29	26 + 29 = 55
	10/07 (9/06 Class)		-26	55 - 26 = 29
3/08		22	20	29 + 20 = 49
	9/08 (9/07 Class)		-29	49 - 29 = 20
10/08 (Unapproved)		30	29	20 + 29 = 49
	3/09 (3/08 Class)		-20	49 - 20 = 29
3/09 (Unapproved)		25	22	29 + 22 = 51
6/09 (Unapproved)		29	31	51 + 31 = 82
	10/09 (10/08 Class)		-29	82 - 29 = 53
11/09 (Unapproved)		37	31	53 + 31 = 84
	3/10 (3/09 Class)		-22	84 - 22 = 62
4/10 (Unapproved)		29	28	62 + 28 = 90
	6/10 (6/09 Class)		-31	90 - 31 = 59
7/10 (Unapproved)		33	33	59 + 33 = 92
	11/10 (11/09 Class)		-31	92 - 31 = 61
11/10 (Unapproved)		29	27	61 + 27 = 88
3/11 (Unapproved)		29	29	88 + 29 = 117
	4/11 (4/10 Class)		-28	117 - 28 = 89
7/11 (Unapproved)		35	30	89 + 30 = 119
	7/11 (7/10 Class)		-33	119 - 33 = 86
	11/11 (11/10 Class)		-27	86 - 27 = 59
3/12 (Day) Proposed	4/13	30		59 + 30 = 89
4/12 (Eve) Proposed	5/13	30		89 + 30 = 119
	3/12 (3/11 Class)		-29	119 - 29 = 90

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
	6/12 (7/11 Class)		-30	90 - 30 = 60

Licensing Examination Statistics

The following statistics, furnished by the Pearson Vue published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction," for the period January 2008 through December 2011, specify the pass percentage rates for graduates of the West Med College, Merced, Vocational Nursing Program on the National Council Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data						
Quarterly Statistics					Annual Statistics*	
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate
Jan-Mar 2008	23	17	74%	76%	74%	76%
Apr- Jun 2008	1	1	100%	75%	75%	75%
Jul-Sep 2008	2	2	100%	70%	77%	74%
Oct - Dec 2008	3	3	100%	73%	79%	73%
Jan - Mar 2009	21	11	52%	70%	63%	72%
Apr - Jun 2009	8	5	63%	71%	62%	70%
Jul - Sep 2009	13	9	69%	74%	62%	72%
Oct - Dec 2009	3	0	0%	76%	56%	73%
Jan - Mar 2010	22	15	68%	76%	63%	74%
Apr - Jun 2010	10	7	70%	74%	65%	75%
Jul - Sep 2010	25	20	80%	76%	70%	75%
Oct - Dec 2010	9	4	44%	77%	70%	76%
Jan - Mar 2011	28	15	54%	80%	64%	77%
Apr - Jun 2011	9	5	56%	71%	62%	76%
Jul - Sep 2011	23	10	44%	74%	49%	76%
Oct - Dec 2011	28	14	50%	74%	50%	75%

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three-quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

Based on the most current data available (October – December 2011), the program's average annual pass rate is **50%**. The California average annual pass rate for graduates from accredited vocational nursing programs who took the NCLEX-PN® for the first time is 75%. The average annual pass rate for the West Med College, San Jose, Vocational Nursing Program is **25** percentage points **below** the state average annual pass rate.

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 current number of Board-approved faculty totals ten (10), including the program director. The director has 80% administrative and 20% teaching duties. Of the total faculty, nine (9) instructors teach clinical.

Based upon a maximum enrollment of 119 students, eight (8) instructors are required for clinical supervision. Therefore, the current number of faculty is adequate for the current enrollment.

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.”

The program has clinical facilities that are adequate as to type and variety of patients treated to enable current and proposed students to meet clinical objectives in accordance with Section 2534 (b) of the Vocational Nursing Rules and Regulations. This information has been verified by the consultant.

Other Considerations

The program has a significant history of disregard for the California Rules and Regulations. Submitted documents confirm the program has admitted twelve (12) classes since it began in September 25, 2006. Of the total admitted, ten (10) classes were admitted **without** prior Board approval. The first unapproved class was identified during the program's 2007 onsite survey visit for initial accreditation. At that time, the program stated they had received “misguided information”. The program affirmed they would not admit any further classes without prior Board approval. Since that time, nine (9) additional classes were started **without** prior Board approval.

Additionally, the program initiated and implemented a major curriculum revision **without** prior approval by the Board, as required by existing regulations. Further, the program failed to notify the Board of the terminations of ten (10) faculty members.

On November 3, 2011 the Executive Officer deferred action on the programs request for continued accreditation for consideration by the full Board. Additionally, the Executive Officer approved the program's revised curriculum and directed a notice of violation be issued related to the three (3) violations. The program was required to submit a plan to correct the violations by November 30, 2011 (see Attachment A).

Based on submitted information and the performance of program graduates on the NCLEX-PN® from January 2008 through December 2011, the following violations of the California Rules and Regulations are identified.

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

“A school shall report to the Board within 10 days of the termination of a faculty member.”

Violation #1: The program failed to notify the Board of the terminations of ten (10) faculty members from January 2009, through July 2011, as required by existing regulations.

Correction #1: The violation has been **corrected**. On November 30, 2011, the program submitted a plan to prevent future reoccurrences of the violation (see attachment B).

Section 2530(k) of the Vocational Nursing Rules and Regulations states:

“The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admissions of classes...”

Violation #2: Submitted documents confirm the program has admitted twelve (12) classes since it began in September 25, 2006. Of the total admitted, ten (10) classes were admitted **without** prior Board approval. The first unapproved class was identified during the program's 2007 onsite survey visit for initial accreditation. At that time, the program stated they had received “misguided information”. The program affirmed they would not admit any further classes without prior Board approval. Since that time, nine (9) additional classes were started **without** prior Board approval.

Correction #2: The violation has **not** been **corrected**. On November 30, 2011, the program submitted a plan to prevent future reoccurrences of the violation. (See Attachment B) Although a plan has been submitted to correct the violation, it is important to note, the program violated this regulation in 2007 and assured the Board that the violation was due to “misguided information”. At that time, the program assured the Board that they would not do this again; however, since that time, the program admitted an additional nine (9) unapproved classes. The violation will be corrected

when the program demonstrates compliance with the above stated regulation.

Section 2530(l) of the Vocational Nursing Rules and Regulations states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period.

- (1) Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation.”**

Violation #3: The program’s average annual pass rates of first time graduates have been noncompliant with regulatory requirements for eight (8) of the past sixteen (16) quarters. For the past four (4) consecutive quarters, the program’s average annual pass rate has been more than ten (10) percentage points below the State average annual pass rate.

Plan of Correction #3: This violation is **not corrected**. The violation will be corrected when the program’s pass rates improve consistent with regulatory requirements.

Section 2533(f) of the Vocational Nursing Rules and Regulations states:

“All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in Section 2526, shall be approved by the Board prior to implementation...”

Violation #4: On November 8, 2007, the program was approved for initial accreditation for the four year period, October 3, 2007, through October 2, 2011. At that time, the program curriculum contained 1544 hours of instruction, including 590 hours of theory and 954 hours of clinical.

Information and documents submitted with the program’s Program Records Survey for reaccreditation confirm that the program had initiated and implemented a major revision of the curriculum without prior approval of the Board as required by regulation.

Correction #4: This violation has been **corrected**. On November 30, 2011, the program submitted correspondence in response to the Notice of Noncompliance cited on November 3, 2011. The submitted plan indicates the director’s assurance to the Board that “No future changes will be made without proper approvals from the Board...” Additionally, the director has initiated policies to prevent future reoccurrences. All changes in the curriculum

must go through the administrator of the school, creation of a “centralized” process for record keeping and any other significant program changes.

On January 19, 2012, the assigned consultant forwarded correspondence requesting submission of fifteen (15) copies of pertinent documents, plan, and subsequent actions taken to correct identified problems that they desire Board members to consider (see Attachment C).

On January 25, 2012, the program director submitted fifteen (15) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire the Board members to consider. (See Attachment D) The following elements were included:

- A detailed explanation of how the violations occurred.
- Replaced the previously Board approved curriculum with a new curriculum and focuses on simple-to-complex nursing content.
- Revised the end-of-term exams for standardization and correlated with the NCLEX test plan.
- Revised the exit exam so it is aligned with the NCLEX test plan.
- Offered a free NCLEX review course for graduates.
- ATI manuals for review and practice are available for student checkout.
- Revised the remediation process to include ongoing tutoring based on exam scores.
- Selection criteria are under review at this time. Areas being evaluated are related to the inclusion of a potential student interviews and increasing entrance exam scores.

Recommendations:

1. Deny West Med College, Merced, Vocational Nursing Program's request to admit a day class of 30 full-time students on April 19, 2012, graduating on April 19, 2013, to **replace** a class that graduated November 23, 2011, at this time.
2. Deny the program's request to admit an evening class of 30 full-time students on April 30, 2012, graduating May 31, 2013, to replace a class that will graduate on March 28, 2012, at this time.
3. Place West Med College, Merced, Vocational Nursing Program on provisional accreditation for the two-year period from February 24, 2012, through February 28, 2014, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations (see Attachment E).
4. Require the program to admit no additional students unless approved by the full Board.
5. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate by **January 2, 2014**.

6. Require the program to submit follow-up reports in nine months, but no later than **November 1, 2012**, and 21 months, but no later than **November 1, 2013**. The reports must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.
 - j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
7. Require the program to comply with all accreditation standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
8. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's accreditation.
9. Failure to take any of these corrective actions may cause the full Board to revoke the program's accreditation.
10. Place the program on the **February 2014** Board agenda for reconsideration of provisional accreditation.

Rationale: Since its inception, the program has admitted ten (10) of the twelve (12) classes **without** prior Board approval. Although a plan has been submitted to correct the unapproved admission of classes, it is important to note, the program violated Board of Rules and Regulations, Section 2530 (k) in 2007 and assured the Board that the violation was due to "misguided information". At that time, the program assured the Board that they would not do this again; however, submitted documents and information substantiate that the program has admitted an additional nine (9) unapproved classes since that time. Such egregious disregard for existing regulations causes hesitancy in believing what the program reports it will do to correct violations.

Additionally, the program implemented a major revision of curriculum without prior Board approval. Further, the program failed to notify the Board of terminated faculty members within the required time period. The program was issued violations for these actions and has submitted a plan to correct the deficiencies.

To date, three (3) of the four (4) violations have been corrected and the program has implemented a revised curriculum in an attempt to correct the program's low licensure pass rates. The remaining outstanding violation is relative to the program's low licensure pass rates and this will be corrected when the program brings its licensure pass rates to within ten (10) percentage points of the state average annual pass rate.

The program has enrolled 359 students and graduated 267. Of the 276 graduates, 228 have taken the licensure examination. As such, 48 graduates have not yet tested. Currently, fifty-nine (59) students are enrolled in the program.

Since inception, there is a total of sixteen (16) quarters of licensure data available for the program. For two (2) of the sixteen (16) quarters, the program's average annual pass rates exceeded state average annual pass rates. Five (5) of the sixteen (16) quarters were marginally within ten (10) percentage points of the state average annual pass rate. Nine (9) of the sixteen (16) quarters are more than ten (10) percentage points **below** the state average annual passing rate. The program has experienced a significant drop in licensure pass rates over the last four (4) consecutive quarters. The program's current average annual pass rate is 50%. As such, it is 25 percentage points **below** the state average annual pass rate.

It is noted that the new director recently revised the curriculum, implemented tutoring in conjunction with remediation, revised exams to be consistent with the NCLEX-PN[®] test plan and NCLEX style questions and put in place a non-mandatory NCLEX review course for graduates.

However, based on graduate's lack of achievement on licensure exam, denial of the replacement class is warranted, at this time. Denying approval will allow the director time required to focus on the currently enrolled 59 students, perform the in-depth comprehensive analysis and evaluation in order to identify deficiencies in students' knowledge, and implement relevant corrective action. As previously stated, there are currently 48 graduates that have yet to take the licensure examination. It behooves the program to focus on the currently enrolled students, and aggressively prepare them to take the NCLEX-PN[®] before adding additional students.

Board staff will continue to monitor the program closely by tracking by tracking class admissions, the program's licensure examination pass rate

quarterly, reviewing the program's Annual Reports, and performing accreditation surveys every four years.

Attachment A: Board Report dated November 3, 2011.

Attachment B: Program Correspondence dated November 28, 2011, received November 30, 2011.

Attachment C: Board Correspondence dated January 19, 2012.

Attachment D: Program Correspondence dated January 25, 2012, received January 25, 2012.

Attachment E: Draft Notice of Change in Accreditation Status.

Agenda Item #14.2. Attachment A



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
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DATE: November 3, 2011

TO: Board Members

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

SUBJECT: West Med College, Merced, Vocational Nursing Program –Continued Accreditation; Request Major Curriculum Revisions; Request to Admit Students (Director: Tracey Jensen, Merced, Santa Clara County, Private)

In accordance with Section 2883 of the Vocational Nursing Practice Act, it is the Board's duty, through an official representative, to inspect all schools of vocational nursing in California. Written reports of the representatives' visits shall be made to the Board. Such inspections determine program compliance with Article 5 of the Vocational Nursing Rules and Regulations.

A Program Records Survey was submitted by the West Med, Merced, Vocational Nursing Program on June 15, 2011. The program was reviewed to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Three (3) 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
(g)	12th Grade Completion		X

ARTICLE 5 – SCHOOLS OF VOCATIONAL NURSING:	VIOLATIONS	
	YES	NO
(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

West Med College, Merced, Vocational Nursing Program is requesting approval of a major curriculum revision. The revision is proposed to provide consistency in theory and clinical content, provide a pre-determined number of weeks for all content areas and improve simple to complex presentation of curriculum. Additionally, edits were made to the programs philosophy and conceptual framework (see Attachment A). On August 9, 2006, the program was approved for 1544 total curriculum hours, including 590 theory and 954 clinical. The proposed curriculum revision would change the hours of instruction to 1536 total curriculum hours, including 576 theory and 960 clinical.

Additionally, the program is requesting to admit a class of 30 students commencing on November 28, 2011 and graduating December 20, 2012, to **replace** students graduating on November 23, 2011.

History of Prior Board Actions

- On August 9, 2006, the Board approved the program's request to begin a vocational nursing program with an initial full-time class of 30 students commencing September 25, 2006, **only**; and approved the program curriculum for 1544 hours; including 590 theory, and 954 clinical hours.

The Board directed that the program director consult weekly with the assigned Nursing Education Consultant and, if necessary, meet at the Board's Sacramento office to prevent non-compliance issues as occurred at the West Med - San Jose Vocational Nursing Program.

- On January 25, 2007, the program notified the Board that West Med College had become an affiliate of National University.

- On August 6, 2007, a new program director was approved.
- On August 7, 2007, the program admitted a class of 30 students plus three (3) alternates **without prior Board approval.**
- On October 2-3, 2007, the program was inspected to determine compliance with Article 5 of the Vocational Nursing Rules and Regulations. Five (5) violations were identified. Those violations were corrected after the visit.
- On November 8, 2007, the Executive Officer approved initial full accreditation for West Med College, Merced, Vocational Nursing Program for the period from October 3, 2007, through October 2, 2011, and issued a certificate accordingly; **and**, the Board approved the program's request to admit a full-time class of 25 students on January 14, 2008 **only**, graduating February 15, 2009
- On January 11, 2011, a new director was approved.
- On September 23, 2011, the program was cited for three (3) violations, 2530(k), 2527(c) and 2533(f). Required **response due September 23, 2011.**

Enrollment

The program offers full – time classes that are 51-weeks in length. The program requires Board approval prior to the admission of each class. The pattern of admissions for proposed classes is seen in the enrollment table below.

The following table represents **past, current and projected** student enrollment based on current and projected class starts and completions. The table indicates a **maximum enrollment of 123 students** during the period September 2006 through December 2012.

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	9/08 (9/07 Class)		-29	49 - 29 = 20
10/08 (Unapproved)		30	29	20 + 29 = 49
	3/09 (3/08 Class)		-20	49 - 20 = 29
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ENROLLMENT DATA				
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	6/10 (6/09 Class)		-31	90 - 31 = 59
7/10 (Unapproved)		33	33	59 + 33 = 92
	11/10 (11/09 Class)		-31	92 - 31 = 61
11/10 (Unapproved)		29	28	61 + 28 = 89
3/11 (Unapproved)		29	29	89 + 29 = 118
	4/11 (4/10 Class)		-28	118 - 28 = 90
7/11 (Unapproved)		35	33	90 + 33 = 123
	7/11 (7/10 Class)		-33	123 - 33 = 90
	11/11 (11/10 Class)		-28	90 - 28 = 62
11/11 Proposed	12/12	30		62 + 30 = 92
1/12 Projected	2/13	30		92 + 30 = 122
	3/12 (3/11 Class)		-29	122 - 29 = 93
5/12 Projected	6/13	30		93 + 30 = 123
	6/12 (7/11 Class)		-33	123 - 33 = 90
8/12 Projected	9/13	30		90 + 30 = 120
	12/12 (11/11 Class)		-30	120 - 30 = 90

Licensing Examination Statistics

The following statistics, furnished by the Pearson Vue published by the National Council of State Boards of Nursing as "Jurisdictional Summary of All First-Time Candidates Educated in Member Board Jurisdiction," for the period October 2009 through September 2011, specify the pass percentage rates for graduates of the West Med College, Merced, Vocational Nursing

Program on the National Council Licensure Examination for Practical (Vocational) Nurses (NCLEX-PN®).

NCLEX-PN® Licensure Examination Data						
Quarterly Statistics					Annual Statistics*	
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate
Oct – Dec 2009	3	0	0%	76%	56%	73%
Jan – Mar 2010	22	15	68%	76%	63%	74%
Apr – Jun 2010	10	7	70%	74%	65%	75%
Jul – Sep 2010	25	20	80%	76%	70%	75%
Oct – Dec 2010	9	4	44%	77%	70%	76%
Jan – Mar 2011	28	15	54%	80%	64%	77%
Apr – Jun 2011	9	5	56%	71%	62%	76%
Jul – Sep 2011	23	10	44%	74%	49%	76%

*The Annual Pass Rate changes every quarter. It is calculated by dividing the number of candidates who passed during the current and previous three-quarters by the number of candidates who tested during the same period. If no data is available for the relevant period, the statistic is carried over from the last quarter for which data is available.

Based on the most current data available (July – September 2011), the program's average annual pass rate is 49%. The California average annual pass rate for graduates from accredited vocational nursing programs who took the NCLEX-PN® for the first time is 76%. The average annual pass rate for the West Med College, San Jose, Vocational Nursing Program is 27 percentage points **below** the state average annual pass rate.

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 current number of Board-approved faculty totals ten (10), including the program director. The director has 80% administrative and 20% teaching duties. Of the total faculty, nine (9) instructors teach clinical.

Based upon a maximum enrollment of 123 students, nine (9) instructors are required for clinical supervision. Therefore, the current number of faculty is adequate for the current enrollment.

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.”

The program has clinical facilities that are adequate as to type and variety of patients treated to enable current and proposed students to meet clinical objectives in accordance with Section 2534 (b) of the Vocational Nursing Rules and Regulations. This information has been verified by the consultant.

Program Records Survey

On June 15, 2011, the Board received the completed Program Records Survey requesting continued accreditation. The following Board actions were approved for West Med, Merced campus to date.

1. On August 6, 2006, the Executive Officer approved the program's request to begin a vocational nursing program with an initial full-time class of 30 students commencing September 25, 2006, only; and approved the program curriculum for 1544 hours, including 590 theory, and 954 clinical hours.
2. On November 8, 2007, the program was approved to admit a class of 25 students on January 14, 2008, only.

The program admitted ten (10) classes without prior Board approval. During the program's initial survey for accreditation, five (5) violations were issued, one (1) of which was for admitting a class without prior Board approval. Since that time, the program admitted nine (9) additional classes without requesting Board approval.

Based on submitted information, the following violations were identified.

Section 2527(c) 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 #1: The program failed to notify the Board of the termination of ten (10) faculty members within the ten (10) day notification period.

Plan to Correct #1: This violation has **not** been corrected. The program director is required to submit a plan to prevent a reoccurrence of this violation by November 30, 2011.

Section 2530(k) of the Vocational Nursing Rules and Regulations states:

“The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school’s request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to:

- (1) Sufficient program resources as specified in section 2530 (a).**
- (2) Adequacy of clinical experience as specified in section 2534.**
- (3) Licensure examination pass rates as specified in section 2530 (l).**

Violation #2: The program admitted ten (10) out of twelve (12) classes without prior Board approval.

Plan of Correction #2: This violation is **not** corrected. The program is required to submit a plan to prevent a future reoccurrence of unapproved admission of classes November 30, 2011.

Section 2533 (f) of the Vocational Nursing Rules and Regulations states:

“All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in section 2526, shall be approved by the Board prior to implementation...”

Violation #3: The program was approved for 1544 hours, including 590 theory and 954 clinical. During a review of program hours, it was identified that the program had increased the hours to 1595, including 640 theory and 955 clinical without prior Board approval.

Plan of Correction #3: This violation has **not** been corrected. The director is required to submit a plan to prevent a future reoccurrence of this violation by November 30, 2011.

Recommendations:

1. Defer action on full accreditation for West Med College, Merced, Vocational Nursing Program to the February 24, 2011 (tentative date) Board Meeting for Consideration of Placement on Provisional Accreditation.
2. Deny West Med College, Merced, Vocational Nursing Program’s request to admit a class of 30 students commencing on November 28, 2011 and graduating December 20, 2012, to **replace** students graduating on November 23, 2011, at this time.
3. Approve the programs curriculum revision as follows:
Decrease overall program hours from 1544 to 1536.
Decrease theory hours from 590 to 576.
Increase clinical hours from 954 to 960.

4. Require the program to submit a new Instructional Plan by **November 30, 2011**.

Rationale: During a review of submitted documents, the NEC identified the program admitted ten (10) unapproved classes out of twelve (12) classes the program has had since it began. When the program underwent a survey for initial accreditation in 2007, it was identified that the program had admitted one (1) unapproved class admission. At that time, the program stated they had received "misguided information". The program affirmed they would not admit any further classes without prior Board approval. Since that time, nine (9) additional classes were started without prior Board approval. Such egregious disregard for the California Rules and Regulations warrants denial of the currently requested class.

Additionally, the program failed to notify the Board of the terminations of ten (10) faculty members and implemented unapproved curriculum hours. As such, the program was issued a notice of three (3) violations. The program is required to submit a plan to prevent future reoccurrences by November 30, 2011. It must be noted that the curriculum hours the program is currently requesting are different than those implemented previously that warranted the issuance of a violation. The revision of the curriculum is being submitted to increase the program's licensure pass rates and to provide a consistency of content minimizing inconsistencies and progressing in a simple to complex format.

Board staff will continue to closely monitor the program's effectiveness by tracking class admissions, the effectiveness of employed interventions, and the program's licensure examination pass rates quarterly, reviewing Annual Reports submitted by the program, and performing accreditation surveys every four (4) years.

Attachment A: Program's new Philosophy and Conceptual Framework



CERTIFIED MAIL

November 3, 2011

Tracey Jensen
Director, Vocational Nursing Program
WestMed College, Merced
330 E. Yosemite Avenue
Merced, CA 95340

Subjects: Notice of Violations

Dear Ms. Jensen:

The Board of Vocational Nursing and Psychiatric Technicians (Board) acknowledges receipt of your recent correspondence. Specifically, the program requests revision of the curriculum for the ***WestMed College, Merced Vocational Nursing Program***.

Information submitted in support of the request substantiates the program's noncompliance with regulatory requirements. The Board identified that the program had significantly revised its current curriculum without prior Board approval. Additionally, the program admitted students without prior approval by the Board. The program also failed to notify the Board of the terminations of 10 faculty members. As such, the program is in violation of the following regulations.

➤ **California Code of Regulations Section 2527 (b)**, which states:

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

➤ **California Code of Regulations Section 2530 (k)**, which states:

"The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school's request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to:

- (1) Sufficient program resources as specified in section 2530 (a).
- (2) Adequacy of clinical experience as specified in section 2534.
- (3) Licensure examination pass rates as specified in section 2530 (l).

- **California Code of Regulations Section 2533 (f)**, which states:

“All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in section 2526, shall be approved by the Board prior to implementation...”

You are advised that the program’s admission of unapproved classes, failure to notify the Board of the termination of faculty within the prescribed time, and significantly changing the curriculum without prior Board approval constitute grave violations of the California Code of Regulations. Those violations jeopardize your program’s accreditation.

The Board is mandated to ensure the protection of the health, safety, and welfare of California consumers. The program is required to comply with Article 4 of the Vocational Nursing Practice Act and Article 5 of the California Code of Regulations. Students in your program are consumers. Further violations of this nature will result in your program’s placement on the full Board agenda to address the continued noncompliance.

Please submit the following information no later than **Wednesday, November 30, 2011**.

- A detailed explanation relative to why the violations occurred.
- Actions you will take to prevent future reoccurrences of these violations.
- Current list of faculty and termination dates for former faculty.
- List of currently used facilities.

Should further clarification be needed, please feel free to contact the Board at (916) 263-7840.

Sincerely,

TERESA BELLO-JONES, J.D., M.S.N., R.N.
Executive Officer

Attachments

- Faculty Spreadsheet
- Facility Spreadsheet



**WestMed
College**

Agenda Item #14.A.2. Attachment B

BVNPT
2011 NOV 30 PM 1:51

An affiliate of the National University System

330 East Yosemite Avenue, Merced, CA 95324
Phone: (209) 386-6300 • Fax: (209) 386-6322 • www.westmedcollege.edu

November 28, 2011

cds
BVNPT Received
on 11-30-11 with KR

Teresa Bello-Jones, JD, MSN, RN
Executive Officer
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Sacramento, CA 95833

RE: Notice of Violations Report

Dear Ms. Bello-Jones,

WestMed College is committed to meeting the expectations of the Board of Vocational Nursing and Psychiatric Technicians in running a fully compliant program. Much of the history of the Vocational Nursing Program at the Merced Branch Campus is not available due to the school's purchase in 2007 and the departure of its most recent VN Program Merced VN Program Director, Julie Ann Craven in December 2010. The Merced Branch of WestMed College began operation in 2006. The College was acquired by the National University System in 2007 and was converted to a California non-profit entity. It subsequently relocated its physical location to a more modern building in 2009. At some point prior to December 2010, much of the documentation related to the program's approval and its correspondence with the Board was destroyed while under the care of a departed Merced VN Program Director. The current Merced VN Program Director, Ms. Jensen, started in January 2011 and has been working diligently with Ms. Hinckley to move forward to ensure compliance with all standards. WestMed College made immediate corrections to any processes which may have hindered the College in fulfilling these expectations. A brief history of these actions is listed below as it relates to the listed violations. Each violation identified in prior correspondence is addressed below.

Noncompliance to California Code of Regulations Section 2527(b) – "A school shall report to the Board within ten days of the termination of a faculty member."

The current Merced VN Program Director discovered a problem with faculty record keeping and immediately contacted the Board for guidance on January 27, 2011. During a change in ownership and later leadership of the VN Program in Merced, crucial documents and communications between the Board and the College were destroyed. WestMed College took the following immediate steps to resolve the deficiency by communicating the problem with the Board and seeking guidance.

Board Communications:

1/27/11 After a brief period to orient to the position and become acquainted with the organization, the current Merced VN Program Director noted a lack of documentation related to the program and contacted Ms. Anderson by phone. Ms Anderson advised the Merced VN Program Director to contact Ms. Collins to reconcile records. The Merced VN Program Director contacted Ms. Collins by

- email to request a reconciliation of faculty.
- 2/23/11 The Merced VN Program Director contacted Ms. Elkins regarding approved faculty after a discrepancy was noted with faculty member Delorise McClindon.
- 2/25/11 The Merced VN Program Director contacted Ms. Elkins regarding Penny Sawyer's missing faculty application (submitted December 2010) and questions about faculty member Kamaljit Hayer. Ms. Sawyer's application was not in the Board's files and WestMed resubmitted the application. Ms. Elkins indicated she would research the request on Ms. Hayer.
- 3/1/11 Ms. Elkins contacted the Merced VN Program Director after researching Kamaljit Hayer. No paperwork existed with the Board for this individual. A copy of an approval was discovered on campus and sent to the Board. She was consequently listed as resigned.
- 5/16/11 Ms. Collins responded to the January 27, 2011 request for reconciling faculty which contained only one faculty member on the list that was not currently working (Susan Fenderson) but had not yet resigned. A number of faculty members were in the database but no records were present. For each of these, a copy of the Board approval was retrieved by the Merced VN Program Director and sent to Ms. Collins for the Board's records. (Attachment A – Email with Ms. Collins). These records differed substantially from those presented later by Ms. Hinckley as being on record.
- 6/28/11 Ms. Hinckley sent a faculty and facilities list for both the Merced and San Jose Campuses requesting each be updated. These lists differed from the initial list provided by Ms. Collins in May and reflected a number of faculty members having left the College or having never started employment (Attachment B – Faculty list from Ms. Hinckley).
- 6/28/11 The Merced VN Program Director sent an email to Ms. Elkins to update the faculty list to remove a number of faculty members who had recently resigned or were planning to resign in the next month (Attachment C – Email to Ms. Elkins).

The Board communications above reflect a diligent effort to be in compliance with the Board and to ensure all records reflect these activities. A summary appears below:

- Coordinated with Ms. Elkins at the Board to ensure all currently working faculty had approvals in place. WestMed reconciled its own Vocational Nursing files with those of the Board.
- Conducted an audit with Ms. Hinckley to compare all faculty found listed with the Board since the program's implementation. A final copy was updated and submitted with the accreditation report. The latest list identifying all faculty dispositions is attached to this document (Attachment B – Faculty List from Ms. Hinckley).
- A central repository for programmatic and accreditation documents was created on the WestMed server with editing rights available only to the Dean of Nursing and the President. All documents sent and received between WestMed College and the Board are scanned and maintained on the server for historical review.

Noncompliance to California Code of Regulations Section 2527(k) – “The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school’s request to increase the number of students per class and/or increase the frequency of class admissions include but are not limited to:

- (1) Sufficient program resources as specified in section 2530 (2).
- (2) Adequacy of clinical experience as specified in section 2534.
- (3) Licensure examination pass rates as specified in section 2530.”

The Merced VN Program Director noted a problem in the number of students and frequency of class admissions during the accreditation process. The previous annual report (October 2010) indicated the frequency of admissions was three times per year and the number of students admitted was increased to 35 (Attachment E – Annual Report 2010). The Merced VN Program Director contacted Ms. Anderson with the discrepancy and was advised to revise the report to reflect the current numbers. An email communication between the previous Merced VN Program Director, Ms. Craven and Ms. Anderson indicated the number of starts and students in September 2010 (Attachment F – Email to Ms. Anderson). Other documentation was not available. As previously stated, a change in the organization led to disrupted communication and other forms of documentation designating the number of admissions and students were destroyed. Later, after submitting the accreditation documents, Ms. Hinckley informed the Merced VN Program Director of the discrepancy between WestMed College’s admissions and those officially approved. The Merced VN Program Director immediately sought guidance by the Board. The communications concerning this topic are below.

Communications with the Board:

- | | |
|---------|--|
| 3/7/11 | The Merced VN Program Director communicated with Ms. Anderson about cohort starts for March and May. |
| 5/25/11 | The Merced VN Program Director noted a discrepancy on the accreditation report concerning the number of starts and students. Ms. Anderson was contacted and advised the Merced VN Program Director to change the document to reflect the College’s records. |
| 6/27/11 | Ms. Hinckley notified the Merced VN Program Director of documentation that showed the Merced Campus had been approved for a class of 25 students for 1/14/2008 to end 2/15/2009. Ms. Hinckley stated no other approvals had been given to the Merced Campus. A request to complete the history of all starts for both the San Jose Campus and Merced Campus was given and completed on the same day and returned. Ms. Hinckley was made aware of a class start for 7/1/11 for which 35 students had been already registered and had completed prerequisites. Ms. Hinckley advised the Merced VN Program Director to allow the class to move forward and to cancel the class start scheduled for 8/3/11. This was done immediately and a formal request for a new class start was sent to the Board and later rejected. |
| 6/27/11 | The Merced VN Program Director forwarded to Ms. Hinckley a copy of an email sent by the previous Merced VN Program Director to Ms. Anderson. The email |

addressed class starts for the Merced Campus and indicated three starts per year and up to 35 students in each class (dated 9/1/2010) (Attachment E – Email to Ms. Anderson).

The Board communications above reflect a diligent effort to be in compliance with the Board and to ensure all records reflect these activities. A summary appears below:

- The Merced VN Program Director cancelled all future planned admissions to the VN Program at the Merced Campus Branch.
- WestMed College will request all future classes through the Board until further notice. The next class request will coincide with the Board agenda requirements for the February 2012 meeting. A current list of all faculty and facilities is attached (Attachments F and G respectively).
- As noted above, the College has implemented a process to ensure all documents related to the VN Program are maintained in both electronic and hard copy format to maintain its historical record and provide a means to ensure compliance to Board requirements.

Noncompliance to California Code of Regulations Section 2533 (f) – “All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in section 2526, shall be approved by the Board prior to implementation...”

One of the first initiatives identified for the current Merced VN Program Director by the WestMed College President was to update the curriculum. It was noted through assessments from students and NCLEX-PN pass rates that a change in curriculum was necessary. The Merced VN Program Director began communication with Ms. Anderson to properly identify the mechanism for submitting changes. The Merced VN Program Director was notified of a problem in ongoing curricular changes during the process of submitting a request to change its instructional plan. At that time, Ms. Hinckley informed the Merced VN Program Director that the approved curriculum differed from the one currently being used. An official notice of approval for the curriculum being used was not available. The curriculum at that time was developed by the previous Merced VN Program Director, Ms. Craven. The most recent curriculum was developed in January 2011 and submitted to the Board in February 2011 for review. In May 2011, Ms. Hinckley notified the Merced VN Program Director she would be working with her to complete the approval of the new curriculum. The new curriculum was approved to begin use with the July 2011 cohort and officially approved for general use in September 2011.

Once notified of the discrepancy, the Merced VN Program Director sought immediate guidance to rectify the problem. A record of communications with the Board during the most recent curriculum change reflects a diligent effort to be in compliance with the process of curricular changes.

Communications with the Board:

- | | |
|--------|---|
| 2/2/11 | The Merced VN Program Director sent proposed curricular changes to Ms. Cheryl Anderson. |
| 2/3/11 | A hard copy of curricular changes was sent to Ms. Anderson following the email |

communication.

2/28/11 An update to the new curriculum was sent to Ms. Anderson.

3/7/11 The Merced VN Program Director communicated with Ms. Anderson about cohort starts for March and May with the hope of implementing the new curriculum. At this point, the curriculum had not been assigned to anyone for review and the Merced VN Program Director was advised to use the existing curriculum for the March cohort.

3/24/11 The Merced VN Program Director engaged in an email discussion with Ms. Anderson about the curriculum. It was not yet assigned to a staff member for review.

4/8/11 Ms. Hinckley contacted the Merced VN Program Director about the new curriculum. The process for its review was discussed.

4/28/11 Ms. Hinckley notified the Merced VN Program Director that the curriculum approval and review would coincide with the program's accreditation. All accreditation documents were sent to the Merced VN Program Director and she was advised to complete them before any further review of the curriculum would move forward.

5/9/11 The Merced VN Program Director communicated with Ms. Hinckley through email about areas of the curriculum as they related to the accreditation process.

5/17/11 The Merced VN Program Director sent updated curriculum files to Ms. Hinckley as requested.

5/24/11 The Merced VN Program Director sent updated curriculum files to Ms. Hinckley as requested.

5/30/11 The Merced VN Program Director noted the number of curriculum hours on the accreditation report differed from the number of hours of the existing curriculum. Ms. Anderson was notified by email. Ms. Anderson advised the Merced VN Program Director to change the hours on the report to reflect the existing hours.

6/7/11 – During this time frame, the Merced VN Program Director and Ms. Hinckley
7/12/11 engaged in frequent email and phone communications about curriculum changes.

6/10/11 The Merced VN Program Director sent the accreditation report to Board including all documents related to the latest curriculum and the curriculum currently being used.

6/16/11 During a phone conversation between the Merced VN Program Director and Ms. Hinckley, Ms. Hinckley approved the use of the updated curriculum for both Merced and San Jose campuses with the July 1, 2011 class starts. Some additional revisions continued between the Merced VN Program Director and Ms. Hinckley.

6/23/11 Based on discrepancies noted in the accreditation report, the Merced VN Program Director was required to complete additional forms for the September Board report. These were completed and returned to Ms. Hinckley the same day.

7/12/11 The final instructional plan was sent to Ms. Hinckley.

9/2011 Some additional changes took place after this date with regard to the last few weeks of the curriculum. The curriculum was officially approved for general use by Ms. Hinckley.

The communications above reflect a diligent effort to be in compliance with the Board and to ensure all records reflect these activities. WestMed College desires to be in compliance in all areas and has taken steps to ensure all future actions reflect this commitment. A summary of these steps appears below:

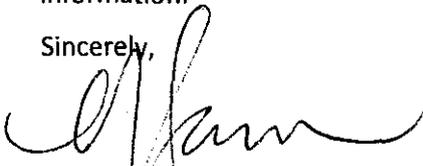
- Created a centralized process for curriculum changes and record-keeping. Full-time faculty are involved in the revision of curriculum and changes require authorization of the President.
- Developed a process to coordinate program review of curriculum through faculty in faculty meetings.
- Updated faculty of approved curricular changes in faculty meetings.
- All requests for changes for all substantial changes as indicated in this section will be sent to the BVNPT.
- A process for maintaining a record of the history of curricular changes and their approvals.

The most recent instructional plan is attached for your review (Attachment 1 – Instructional Plan).

As a result of these changes, all requests for changes to the program, including changes in hours and curriculum to the assigned nursing consultant, will be forwarded to the Board and appropriate accrediting agencies through the Office of the President. No future changes will be made without proper approvals from the Board to the Office of the President. Additionally, all documents will be stored in electronic and hardcopy formats on the College shared drive with regular backup procedures so that documents can be maintained for the history of the program.

WestMed College appreciates the opportunity to present our plans to meet these requirements and look forward to the continued guidance of the Board and its Staff. Please do not hesitate to contact me by phone or email if you have any further questions or require additional information.

Sincerely,



Tracey Jensen, RN, MSN
Merced VN Program Director
WestMed College
Merced Branch Campus
330 E. Yosemite Ave
Merced, CA 95340

Attachments

- A – Email to Ms. Collins
- B – Faculty list by Ms. Hinckley
- C – Email with Ms. Elkins
- D – Annual Report 2010
- E – Email to Ms. Anderson
- F – Current Faculty List
- G – Current Facility List
- H – Instructional Plan

cc: Dr. Powell, President and CEO
Ms. Rowe-Henry, Campus Director
Ms. Hinckley, Nursing Consultant, BVNPT
File



Agenda Item #14.A.2. Attachment 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



CERTIFIED MAIL

January 19, 2012

Tracey Jensen
West Med College, Merced
Vocational Nursing Program
330 East Yosemite Avenue, Suite 201
Merced, CA 91765

Re: Consideration of Placement on Provisional Accreditation

Dear Ms. Jensen:

On February 24, 2012, the Board is scheduled to hear the consultants' report relative to **West Med College, Merced, Vocational Nursing Program's** for consideration of placement on Provisional Accreditation. The Board is scheduled to consider the report at its meeting scheduled February 24, 2012. That meeting will be held at the Radisson Hotel LAX, in Los Angeles, California.

To ensure dissemination and review by individual Board members and relevant staff for timely consideration prior to the February Board meeting, please submit the following written information by **Wednesday, January 25, 2012:**

- Fifteen (15) copies of pertinent documents related to subsequent actions taken by the program to correct identified problems ***that you desire Board members to consider.*** Please remember existing statutes require that any document considered by the Board will become a public record. Accordingly, please redact all names of students.
- In addition, please provide information on a compact disc (CD) for Board use. Again, please remember to redact any student names prior to copying information onto the CD.

Although the primary purpose of this letter is to convey the Board's need for the copies, please be assured that, if timely submitted, any correspondence and attachments will be reviewed and, if appropriate, information submitted may be included in the report of the assigned consultant.

The Board strongly recommends that you plan to attend the meeting and be prepared to respond to questions from Board members relative to your program.

Please contact the Board at (916) 263-7843 should further clarification be needed.

Sincerely,

PAM HINCKLEY, RN, MSN

Nursing Education Consultant

Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833

(916) 263-7843 Phone

(916) 263-7866 Fax

Pam_hinckley@dca.ca.gov



**WestMed
College**

Agenda Item #14.A.2. Attachment D

An affiliate of the National University System

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BVNPT

2012 JAN 25 PM 4:25

BVNPT Received edw
on 1/25/12 with mc

January 25, 2012

Pam Hinckley, RN, MSN
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Sacramento, CA 95833

RE: Consideration of Provisional Accreditation – Board Documentation

Dear Ms. Hinckley,

WestMed College is committed to meeting the expectations of the Board of Vocational Nursing and Psychiatric Technicians in running a fully compliant program. During the course of the accreditation renewal process, a number of discrepancies were discovered by WestMed's Merced current Vocational Nursing Program Director and the BVNPT's Consultant assigned to WestMed. This document reviews some of the program's relevant history, areas of noncompliance, remedies to address identified deficiencies, and evidence to support the long-term success of WestMed's Vocational Nursing Program.

Program History

The Merced Branch of WestMed College began operation in 2006. In 2007, West Med College was acquired by the National University System. The same year the application process was initiated to convert WestMed College to a California non-profit entity which was approved in 2008. Much of the history of the Vocational Nursing Program at the Merced Branch Campus is not available due to the school's purchase and the departure of its most recent VN Program Director, Julie Ann Craven, in December 2010. After it was acquired by the National University System, the Merced Campus was relocated to a modern building in 2009. At some point prior to December 2010, much of the documentation related to the program's approval and its correspondence with the Board was misplaced or destroyed. In January 2011, an exhaustive search of the College's and Ms. Craven's electronic and paper files was conducted but did not turn up the missing correspondence and documentation from the Board. The current Merced VN Program Director, Ms. Tracey Jensen, was approved on January 11, 2011 and began working with the BVNPT Consultant assigned to the College to gather required documents and ensure compliance with all BVNPT and accreditation standards. WestMed College made immediate corrections to any processes which may have hindered the College in fulfilling BVNPT standards and a brief history of these actions is listed below.

Noncompliance to California Code of Regulations Section 2527(b) – "A school shall report to the Board within ten days of the termination of a faculty member."

The current Merced VN Program Director discovered a problem with faculty record keeping and immediately contacted the Board for guidance on January 27, 2011. During a change in

ownership and later leadership of the VN Program in Merced, crucial documents and communications between the Board and the College were misplaced or destroyed. WestMed College took the following immediate steps to resolve the deficiency by communicating the problem with the Board and seeking guidance.

Board Communications:

dance	<p>1/27/11 After a brief period to orient to the position and become acquainted with the organization, the current Merced VN Program Director noted a lack of documentation related to the program and contacted Ms. Anderson by phone. Ms Anderson advised the Merced VN Program Director to contact Ms. Collins to reconcile records. The Merced VN Program Director contacted Ms. Collins by email to request a reconciliation of faculty.</p> <p>2/23/11 The Merced VN Program Director contacted Ms. Elkins regarding approved faculty after a discrepancy was noted with faculty member Delorise McClindon.</p> <p>2/25/11 The Merced VN Program Director contacted Ms. Elkins regarding Penny Sawyer's missing faculty application (submitted December 2010) and questions about faculty member Kamaljit Hayer. Ms. Sawyer's application was not in the Board's files and WestMed resubmitted the application. Ms. Elkins indicated she would research the request on Ms. Hayer.</p> <p>3/1/11 Ms. Elkins contacted the Merced VN Program Director after researching Kamaljit Hayer. No paperwork existed with the Board for this individual. A copy of a BVNPT approval was discovered on campus and sent to the Board. Following this, Ms. Hayer was reported as having resigned.</p> <p>5/16/11 Ms. Collins responded to the January 27, 2011 request for reconciling faculty which contained only one faculty member on the list that was not currently working (Susan Fenderson) but had not yet resigned. A number of faculty members were in the database but no records were present. For each of these, a copy of the Board approval was retrieved by the Merced VN Program Director and sent to Ms. Collins for the Board's records. (Attachment A – Email with Ms. Collins). These records differed substantially from those presented later by Ms. Hinckley as being on record.</p> <p>6/28/11 Ms. Hinckley sent a faculty and facilities list for both the Merced and San Jose Campuses requesting each be updated. These lists differed from the initial list provided by Ms. Collins in May and reflected a number of faculty members having left the College or having never started employment (Attachment B – Faculty list from Ms. Hinckley).</p> <p>6/28/11 The Merced VN Program Director sent an email to Ms. Elkins to update the faculty list to remove a number of faculty members who had recently resigned or were planning to resign in the next month (Attachment C – Email to Ms. Elkins).</p>
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The Board communications above reflect a diligent effort to be in compliance with the Board and to ensure all records reflect these activities. A summary appears below:

- Coordinated with Ms. Elkins at the Board to ensure all currently working faculty had approvals in place. WestMed reconciled its own Vocational Nursing files with those of the Board.
- Conducted an audit with Ms. Hinckley to compare all faculty found listed with the Board since the program's implementation. A final copy was updated and submitted with the

accreditation report. The latest list identifying all faculty dispositions is attached to this document (Attachment B – Faculty List from Ms. Hinckley).

- A central repository for programmatic and accreditation documents was created on the WestMed server with editing rights available only to the Dean of Nursing and the President. All documents sent and received between WestMed College and the Board are scanned and maintained on the server for historical review.

Noncompliance to California Code of Regulations Section 2527(k) – “The program shall have prior Board approval to increase the number of students per class and/or increase the frequency of admission of classes. Criteria to evaluate a school’s request to increase the number of students per class and/or increase the frequency of class admissions...”

The Merced VN Program Director noted a problem in the number of students and frequency of class admissions during the accreditation process. The previous annual report (October 2010) indicated the frequency of admissions was three times per year and the number of students admitted was increased to 35 (Attachment D – Annual Report 2010). The Merced VN Program Director contacted Ms. Anderson with the discrepancy and was advised to revise the report to reflect the current numbers. An email communication between the previous Merced VN Program Director, Ms. Craven and Ms. Anderson indicated the number of starts and students in September 2010 (Attachment F – Email to Ms. Anderson). Other documentation was not available. As previously stated, a change in the organization led to disrupted communication and other forms of documentation designating the number of admissions and students were destroyed. Later, after submitting the accreditation documents, Ms. Hinckley informed the Merced VN Program Director of the discrepancy between WestMed College’s admissions and those officially approved. The Merced VN Program Director immediately sought guidance by the Board. The communications concerning this topic are below.

Communications with the Board:

- | | |
|---------|---|
| 3/7/11 | The Merced VN Program Director communicated with Ms. Anderson about cohort starts for March and May. |
| 5/25/11 | The Merced VN Program Director noted a discrepancy on the accreditation report concerning the number of starts and students. Ms. Anderson was contacted and advised the Merced VN Program Director to change the document to reflect the College’s records. |
| 6/27/11 | Ms. Hinckley notified the Merced VN Program Director of documentation that showed the Merced Campus had been approved for a class of 25 students for 1/14/2008 to end 2/15/2009. Ms. Hinckley stated no other approvals had been given to the Merced Campus. A request to complete the history of all starts for both the San Jose Campus and Merced Campus was given and completed on the same day and returned. Ms. Hinckley was made aware of a class start for 7/1/11 for which 35 students had been already registered and had completed prerequisites. Ms. Hinckley advised the Merced VN Program Director to allow the class to move forward and to cancel the class start scheduled for 8/3/11. This was done immediately and a formal request for a new class start was sent to the Board and subsequently rejected. |
| 6/27/11 | The Merced VN Program Director forwarded to Ms. Hinckley a copy of an email sent by the previous Merced VN Program Director to Ms. Anderson. The email addressed class starts for the Merced Campus and indicated three starts per year and up to 35 students in each class (dated 9/1/2010) (Attachment E – Email to Ms. |

Anderson).

The Board communications above reflect a diligent effort to be in compliance with the Board and to ensure all records reflect these activities. A summary appears below:

- The Merced VN Program Director cancelled all future planned admissions to the VN Program at the Merced Campus Branch.
- WestMed College will request all future classes through the Board. The next class request coincides with the Board agenda requirements for the February 2012 meeting. A current list of all faculty and facilities is attached (Attachments F and G respectively).
- As noted above, the College has implemented a process to ensure all documents related to the VN Program are maintained in both electronic and hard copy format to maintain its historical record and provide a means to ensure compliance to Board requirements.

Noncompliance to California Code of Regulations Section 2533 (f) – “All curricular changes that significantly alter the program philosophy, conceptual framework, content, objectives, or other written documentation as required in section 2526, shall be approved by the Board prior to implementation...”

One of the first initiatives identified for the current Merced VN Program Director by the WestMed College President was to update the curriculum. It was noted through assessments from students and NCLEX-PN pass rates that a change in curriculum was necessary. The Merced VN Program Director began communication with Ms. Anderson to properly identify the mechanism for submitting changes. The Merced VN Program Director was notified of a problem in ongoing curricular changes during the process of submitting a request to change its instructional plan. At that time, Ms. Hinckley informed the Merced VN Program Director that the approved curriculum differed from the one currently being used. An official notice of approval for the curriculum being used was not available. The curriculum at that time was developed by the previous Merced VN Program Director, Ms. Craven. The most recent curriculum was developed in January 2011 and submitted to the Board in February 2011 for review. In May 2011, Ms. Hinckley notified the Merced VN Program Director she would be working with her to complete the approval of the new curriculum. The new curriculum was approved to begin use with the July 2011 cohort and officially approved for general use in September 2011.

Once notified of the discrepancy, the Merced VN Program Director sought immediate guidance to rectify the problem. A record of communications with the Board during the most recent curriculum change reflects a diligent effort to be in compliance with the process of curricular changes.

Communications with the Board:

- | | |
|---------|--|
| 2/2/11 | The Merced VN Program Director sent proposed curricular changes to Ms. Cheryl Anderson. |
| 2/3/11 | A hard copy of curricular changes was sent to Ms. Anderson following the email communication. |
| 2/28/11 | An update to the new curriculum was sent to Ms. Anderson. |
| 3/7/11 | The Merced VN Program Director communicated with Ms. Anderson about cohort starts for March and May with the hope of implementing the new curriculum. At this point, the curriculum had not been assigned to anyone for review and the Merced VN Program Director was advised to use the existing curriculum for the |

- March cohort.
- 3/24/11 The Merced VN Program Director engaged in an email discussion with Ms. Anderson about the curriculum. It was not yet assigned to a staff member for review.
- 4/8/11 Ms. Hinckley contacted the Merced VN Program Director about the new curriculum. The process for its review was discussed.
- 4/28/11 Ms. Hinckley notified the Merced VN Program Director that the curriculum approval and review would coincide with the program's accreditation. All accreditation documents were sent to the Merced VN Program Director and she was advised to complete them before any further review of the curriculum would move forward.
- 5/9/11 The Merced VN Program Director communicated with Ms. Hinckley through email about areas of the curriculum as they related to the accreditation process.
- 5/17/11 The Merced VN Program Director sent updated curriculum files to Ms. Hinckley as requested.
- 5/24/11 The Merced VN Program Director sent updated curriculum files to Ms. Hinckley as requested.
- 5/30/11 The Merced VN Program Director noted the number of curriculum hours on the accreditation report differed from the number of hours of the existing curriculum. Ms. Anderson was notified by email. Ms. Anderson advised the Merced VN Program Director to change the hours on the report to reflect the existing hours.
- 6/7/11 – During this time frame, the Merced VN Program Director and Ms. Hinckley engaged in frequent email and phone communications about curriculum changes.
- 7/12/11
- 6/10/11 The Merced VN Program Director sent the accreditation report to Board including all documents related to the latest curriculum and the curriculum currently being used.
- 6/16/11 During a phone conversation between the Merced VN Program Director and Ms. Hinckley, Ms. Hinckley approved the use of the updated curriculum for both Merced and San Jose campuses with the July 1, 2011 class starts. Some additional revisions continued between the Merced VN Program Director and Ms. Hinckley.
- 6/23/11 Based on discrepancies noted in the accreditation report, the Merced VN Program Director was required to complete additional forms for the September Board report. These were completed and returned to Ms. Hinckley the same day.
- 7/12/11 The final instructional plan was sent to Ms. Hinckley.
- 9/2011 Some additional changes took place after this date with regard to the last few weeks of the curriculum. The curriculum was officially approved for general use by Ms. Hinckley (Attachment H).
- 12/9/11 After noticing a discrepancy in hours listed as approved with hours in the new curriculum, Ms. Jensen requested an official letter acknowledging the correct hours in the program curriculum. Ms. Hinckley replied with the updated program hours (Attachment I).

Noncompliance to California Code of Regulations Section 2530 (I)(1) – “The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average...” “Failure to maintain the required yearly average minimum pass rate for two years or eight consecutive quarters may be cause to place a program on provisional accreditation.”

As previously indicated, one of the first initiatives for the current Merced VN Program Director was to update the curriculum. While the program's annual pass rate for 2010 was sufficient (69.7%), it was considered unacceptable by the College's standards and the quarterly pass rates continued to decline through the year 2011. The new curriculum focuses on simple to complex nursing content. It includes a six week period of foundation courses. These foundation courses are designed to allow time for the student to assimilate into the program. In addition, new textbooks were added to allow for more depth and variety and include a textbook for practicing NCLEX-PN style questions. Beginning with the second term of the program, the NCLEX-PN questions become a regular part of the curriculum. As noted above, the new curriculum started with the 7/2011 cohort start.

To address cohorts operating under the older curriculum, WestMed College began offering a free NCLEX-PN program review in April 2011. This review includes practicing NCLEX-PN style questions and analyzing student deficiencies. The review was offered after the conclusion of two of the cohorts starting under the previous curriculum (April 2011, August 2011). Unfortunately, this free review was not well attended. After August 2011, student feedback was used to restructure the review.

Beginning January 2012, the NCLEX-PN review was developed into a 30 hour course over a six-week period. Again, it remains a free offering to students and includes the follow topics:

- Overview of NCLEX-PN exam
- Deconstructing test questions
- Fundamentals
- Med/Surg
- Pharmacology
- Maternity
- Pediatrics
- Mental Health
- Putting it all together

Each topic includes practice tests which are administered electronically independently followed by group testing designed to broaden the student's ability to comprehend questions. Students are provided access to the testing site to practice questions between classes. Students were notified by email twice before the course began and asked to register weekly to ensure adequate materials. The first class for this review graduated in November 2011 under the previous curriculum. After its initial class, the course will be restructured with feedback from students into a quarterly offering. Only one class remains under the previous curriculum and will graduate in March 2012.

In addition to the review course, students may check out a complete set of ATI manuals for review and practice. A number of other study materials are available for check out. Finally, students are encouraged to schedule time with an instructor for tutoring as needed.

WestMed College also applies an exit exam as a measure of recommending students to the Board. Currently, students are allotted three retakes of this exam to secure the recommendation. A formal process of remediation between reviews had not been established. At this writing, the number of retakes is being reduced to one and students will be required to attend a review course prior to the retake. The exit exam has been revised to follow NCLEX-PN style questions and formats. During their last term, students engage in a review of the program in preparation for this exit exam and the NCLEX-PN.

Further, as part of the curriculum changes, WestMed College is developing standardized end-of-term exams. These will provide the student with additional support for taking both the exit exam and the NCLEX-PN.

Remediation was conducted after a course failure under the older curriculum. The new curriculum includes procedures for remediation following each failed exam. Remediation is designed to provide tutoring for success but does not replace a student's failing test grade. In this way, students must work to improve their future scores to achieve a passing grade. Previous curriculum and policies allowed failing grades to be replaced with passing grades thereby progressing students without ensuring behavioral changes.

Selection criteria is under evaluation and to include an interview process and potential increase in the entrance exam score. Other items under consideration include ranking students according to entrance exam score and applying a point system based achievement of criteria.

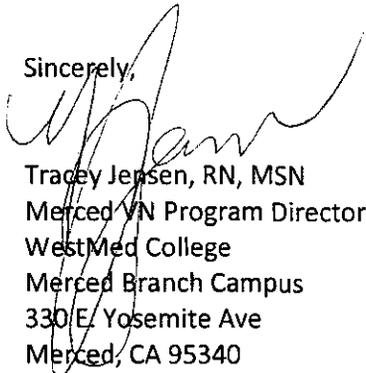
These actions reflect a diligent effort to be in compliance with the Board's NCLEX-PN pass rates. WestMed College desires to be in compliance in all areas and has take steps to ensure all future actions reflect this commitment. A summary of these actions appears below:

- Restructured curriculum to provide greater depth and develop from simple to complex. (Attachment H – Instructional Plan)
- NCLEX-PN Review Course offered regularly and communicated to all students.
- ATI and other NCLEX-PN study materials are available for student use at no cost.
- Revised exit exam to follow NCLEX-PN test plan.
- Revised exit exam process to reduce the number of retakes and to apply a standard process for remediation between retakes.
- Revised remediation process to ongoing tutoring based on exam scores.
- Revising end-of-term exams for standardization and in accordance with NCLEX-PN style questions.
- Revising selection criteria.

As part of the Program's quality review process, these actions will be monitored and evaluated for success.

WestMed College appreciates the opportunity to present the College's plans to meet these requirements and looks forward to the continued guidance of the Board and its Staff. We look forward to the opportunity to appear before the Board to answer any questions.

Sincerely,



Tracey Jensen, RN, MSN
Merced VN Program Director
WestMed College
Merced Branch Campus
330 E. Yosemite Ave
Merced, CA 95340

Attachments

- A – Email to Ms. Collins
- B – Faculty list by Ms. Hinckley
- C – Email with Ms. Elkins
- D – Annual Report 2010
- E – Email to Ms. Anderson
- F – Current Faculty List
- G – Current Facility List
- H – Instructional Plan
- I – Letter from Ms. Hinckley

cc: Dr. Powell, President and CEO
Ms. Rowe-Henry, Campus Director
File

Tracey Jensen

From: Collins, Melinda@DCA [Melinda.Collins@dca.ca.gov]
Sent: Monday, May 16, 2011 1:20 PM
To: Tracey Jensen
Subject: RE: Faculty

Thank you. I've printed them and put them in the program file.

From: Tracey Jensen [mailto:tjensen@westmedcollege.edu]
Sent: Monday, May 16, 2011 11:13 AM
To: Collins, Melinda@DCA
Subject: RE: Faculty

Thank you for your assistance in this matter. Attached are the files noted as missing for your records.

Tracey Jensen, MSN, MMIS, MBA, RN
Dean of Nursing/Director of Education
WestMed College
330 E. Yosemite Ave, Suite 201
Merced, CA 95340

From: Collins, Melinda@DCA [mailto:Melinda.Collins@dca.ca.gov]
Sent: Friday, May 13, 2011 10:43 AM
To: Tracey Jensen
Subject: Faculty

Hi Tracey,
We received an email Jan 27 asking to reconcile the faculty approvals with our records.
Sorry for the length of time it took. The results are listed below:

Faculty that is on our database and application is on file:

Ebner, Kathy
Hassett, Heather
Jensen, Tracey
Land, Debbie
Marania, Alexander
Neely, Crystal
Sabao, Elbio

Faculty that is on database, but no application on file:

Cope, Charity
Fenderson, Susan
McClincon, Delorise
Roseland, Tom
Sawyer, Penny

Faculty that is not on database and has no application on file:

Mattmiller, Carrie

Faculty Name	Type of License			Degree				Tchg. Cred./Equiv.		Position Code						FT; PT; Substitute		Teaches Theory and or Clinical			Board Approval Date	Employee Termination Date (If Applicable)
	RN	VN	PT	A	B	M	D	C	E	D	AD	I	TA	AF	FT	PT	S	T	C	Both		
WESTMED COLLEGE- MERCED																						
Barragan, Simonie	1			1				1			1				1				1	4/22/11		
Booth, Jeanette		1		1							1				1			1		10/20/09	06/29/10	
Betschart, Rhonda		1		1				1			1				1			1		3/5/08	12/01/10	
Chin, Donna	1			1	1						1				1				1	5/24/11		
Cope, Charity		1		1							1				1				1	7/30/10		
Craven, Julieann	4			4	4	4		4	4						4				4	4/18/08	06/28/11	
Ebner, Kathy	1										1				1			1		6/23/09		
Fenderson, Susan	4			4							4				4			4		5/25/10	02/01/11	
Fox, Dana Sue	1							1			1				1			1		9/9/09	01/07/10	
Hayer, Kamaljit	1			1							1				1			1		3/27/09	11/10/10	
Hassett, Heather		1		1								1			1					5/20/10		
Howard, Sandra	1			1	1						1				1				1	7/15/10	Never Hired	
Jensen, Tracey	1			1				1	1						1				1	1/11/11		
Land, Debbie	1			1	1						1				1				1	6/2/10		
Luna, Florante	1			1	1					1					1				1	12/29/09	Employed in San Jose	
Marania, Alexander				1									1		1		1			6/23/09		
Marshall, Charley		1									1				1			1		7/10/08	01/20/09	
McClindon, Delorise		1		1				1			1				1			1		3/5/08	Still employed	
Munoz, Rebecca		1		1								1			1					7/30/10	Never Hired	
Neely, Crystal	4			4				-		4	-			4	-				4	4/13/11	07/15/11	
Rocco, Vera	1			1	1			1			1				1				1	2/22/11		
Reseland, Tom	4			4				4			4			4					4	10/11/10	07/01/11	
Rouse, Mary Kathryn	1							1			1			1	1				1	7/9/07	03/01/08	
Sabao, Elbie				4									4		4		4			6/4/10	05/01/11	
Sawyer, Penny	1			1	1			1			1				1				1	3/9/11		
Turney, Connie	1							1			1				1				1	7/5/06	06/28/10	

Tracey Jensen

From: Tracey Jensen
Sent: Tuesday, June 28, 2011 6:51 PM
To: Linda Elkins
Subject: Faculty Terminations for WestMed College 04-045

Ms. Elkins,

The following individuals are no longer employed with WestMed College:

Julie Ann Craven (12/30/10)
Susan Fenderson (2/1/11)
Crystal Neely (7/15/11)
Warren Roseland (7/1/11)
Elbio Sabao (5/1/11)

Thank you,

Tracey Jensen, MSN, MMIS, MBA, RN
Dean of Nursing/Director of Education/VN Program Director
WestMed College
an Affiliate of National University
330 E. Yosemite Ave, Suite 201
Merced, CA 95340



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



DUE DATE: OCTOBER 15, 2010

ANNUAL REPORT

July 1, 2009 – June 30, 2010

Vocational Nurse Program

Psychiatric Technician Program

SCHOOL NAME: West Med College-Merced

Check All Appropriate Boxes: Full Time Part Time

Official Mailing Address: 330 E. Yosemite Ave. #201 Merced, CA. 95340

Program Director: Julieann Craven

Director's Office Telephone: (209) 386-6306 Fax: (209) 386-6335 Email Address: jcraven@westmedcollege.edu

Administrator: Dr. Charles "MAC" Powell

PROGRAM ACCREDITATION

BVNPT Accreditation:

Initial Approval Date: 08-07-06 Last Accreditation Date: 10-03-07 Date of Expiration: 10-02-11

Other Accreditations: Yes Please Specify: Accrediting Commission of Career Schools and Colleges No

CLASS DATA

- Board approved number of students per class: Full-Time: _____ Part-Time: 30 Date of Board Approval: 10-03-07
- Board approved frequency of admissions: Full-Time: _____ Part-Time: 3 Date of Board Approval: 10-03-07
- Was an increase in class size or frequency requested during this reporting period? Yes No
 If so, please specify the date and amount of increase. Date: 5-28-2010 Amt. of Increase: 5
- For the period July 1, 2009 through June 30, 2010:
 - # Applications Received: Full-Time: _____ Part-Time: 207
 - # Students Admitted: Full-Time: _____ Part-Time: 67
 - # Students Graduated: Full-Time: _____ Part-Time: 78
- Does the program conduct classes year round? Full Time Part Time

CAREER MOBILITY

Relative to career mobility, please check all types of nursing and related programs offered.

H.H.A. to L.V.N.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	L.V.N. to A.D.N.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
C.N.A. to L.V.N.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	P.T. to L.V.N.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
P.T. to L.V.N.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	Other (Please Specify: _____)		

CURRICULUM INFORMATION

Upon which of the following nursing theories is the program's conceptual framework based.

Maslow

Orem

Roy

Other (Please Specify): _____

Please provide the number of hours/units for every content area. Integrated content should be reflected by enclosing the hours in parentheses. Please use an asterisk () to indicate prerequisite hours/units.*

Vocational Nursing Programs Only:	Theory	Clinical
	Hours	Hours
A. Anatomy & Physiology	50	
B. Nutrition	30	
C. Psychology	30	
D. Normal Growth & Development	30	
E. Nursing Fundamentals	162	
F. Nursing Process	24	
G. Communication	8	
H. Patient Education	6	
I. Pharmacology	54	Lab 56
J. Medical-Surgical Nursing	96	Lab 47
K. Communicable Diseases	18	Clinical 284
L. Gerontological Nursing	12	Clinical 284
M. Rehabilitation Nursing	12	Clinical 284
N. Maternity Nursing	36	
O. Pediatric Nursing	18	
P. Leadership	6	
Q. Supervision	In P. Leadership	
R. Ethics & Unethical Conduct	In E. Nursing Fund.	
S. Critical Thinking	In E. Nursing Fund. & F. Nursing Process	
T. Culturally Congruent Care	In B. Nutrition & G. Comm.	
U. End-of Life Care	In D. Normal G&D & L. Geront. Nursing	
TOTAL HOURS/UNITS	640	956
TOTAL PROGRAM HOURS/UNITS: 1,595		

Psychiatric Technician Programs Only:	Theory	Clinical
	Hours	Hours
A. Anatomy & Physiology		
B. Nutrition		
C. Psychology		
D. Normal Growth & Development		
E. Nursing Process		
F. Communication		
G. Nursing Science:		
1. Nursing Fundamentals		
2. Med/Surg Nursing		
3. Communicable Diseases		
4. Gerontological Nursing		
H. Patient Education		
I. Pharmacology		
J. Classifications of Developmental Disabilities		
K. Classifications of Mental Disorders		
L. Leadership		
M. Supervision		
N. Ethics & Unethical Conduct		
O. Critical Thinking		
P. Culturally Congruent Care		
Q. End-of Life Care		
TOTAL HOURS/UNITS		
TOTAL PROGRAM HOURS/UNITS:		

TIME BASE

Please indicate type (full-time, part-time, or weekend) and length of classes offered.

Type: PT How is the program divided? Quarters Semesters Other (Please Specify): Terms

Length of Program: 52 Weeks Number of Weeks Per Term: Term 1 (13) Term 2 (14) Term 3 (12) Term 4 (13)

Does the program include a Preceptorship? Yes No

Number of Hours: _____ Date of Board Approval: _____

Type: _____ How is the program divided? Quarters Semesters Other (Please Specify): _____

Length of Program: _____ Weeks/Quarters/Semesters Number of Weeks Per Term: _____

Does the program include a Preceptorship? Yes No

Number of Hours: _____ Date of Board Approval: _____

IF ADDITIONAL SPACE IS REQUIRED, PLEASE PROVIDE INFORMATION ON A SEPARATE PAGE.

ADMISSION, SCREENING & SELECTION PROCESS

1. Please check all **admission criteria** applicable to your program.

12th Grade Completion or Equivalent. Is documented proof required prior to admission? Yes No

Completion of specific admissions test Yes (Please specify): Wonderlic No

Certification (Check all applicable): HHA CNA CPR Other (Please Specify): _____

Course prerequisites in addition to those listed on Page 2. (Please Specify):

Provisional Admissions Course (Anatomy and Physiology)

2. Please check all **screening and selection criteria** applicable to your program.

Random Selection Yes No

Grade Point Average (Please specify): _____ Yes No

Screening Instrument Used Yes No

Assessment Technology Institute (ATI)

California Proficiency Achievement Test (CPAT)

Health Education Systems, Inc. (HESI)

Test of Adult Basic Education (TABE)

Wonderlic

Other (Please specify): _____

Please specify minimal score required: 17

Other (Please Specify): _____ Yes No

ASSESSMENT TESTS

1. Does the program require completion of assessment tests? Yes No
2. Please indicate the assessment instrument utilized. *Check All Appropriate Boxes*
- | | | | |
|--|------------------------------------|---|--|
| a. <input type="checkbox"/> Assessment Technology Institute (ATI) | <input type="checkbox"/> Admission | <input type="checkbox"/> Specialty Exam | <input type="checkbox"/> Exit |
| b. <input type="checkbox"/> Health Education Systems, Inc., (HESI) | <input type="checkbox"/> Admission | <input type="checkbox"/> Specialty Exam | <input type="checkbox"/> Exit |
| c. <input checked="" type="checkbox"/> Other (<i>Please Specify</i>): <u>WestMed</u> | <input type="checkbox"/> Admission | <input type="checkbox"/> Specialty Exam | <input checked="" type="checkbox"/> Exit |
3. Is successful completion of an assessment test required for program graduation? Yes No
- a. If yes, are students notified of the requirement upon admission? Yes No
- b. **PLEASE ATTACH A COPY OF THE NOTIFICATION. Admissions-Exhibit A**
4. Other Uses.
- a. Do you utilize assessment tests to evaluate the effectiveness of the program curriculum? Yes No
- ◆ If yes, how are results measured? Program Review pass rate adequate-75%
 - ◆ If no, how is the effectiveness of the curriculum measured? _____
 - ◆ **PLEASE ATTACH A COPY OF THE INSTRUMENT USED. VN Courses Syllabi-Exhibit B**
- b. Do you utilize assessment tests to evaluate student achievement? Yes No
- ◆ If yes, how are results measured? Program Review pass rate adequate -75%
 - ◆ If no, what instrument is used to measure student achievement? _____
 - ◆ **PLEASE ATTACH A COPY OF THE INSTRUMENT USED. Program Review Syllabus-Exhibit C**

EXAMINATION REVIEW COURSES

1. Does the program offer review courses? *Check all applicable.* NCLEX/PN CAPTLE Other: Program Review
2. Is enrollment restricted to enrolled students? Yes No
3. If no, are there any specific requirements for admissions? Yes No
4. Is successful completion of a review course required for program completion? Yes No
5. If yes, are students notified of the requirement upon admission? Yes No
6. **PLEASE ATTACH A COPY OF THE NOTIFICATION. VN Catalog Pgs.37-39-Exhibit D**

REFRESHER COURSES

1. Does the program offer refresher courses? *Check all applicable.* VN PT
2. Please indicate enrollment requirements. *Check all applicable.*
- a. Prior Failure of NCLEX/PN or CAPTLE. Yes No

b. Current Inactive Licensure.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
c. Other (Please Specify): _____	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
3. Have you requested placement of your refresher course on the Board's website?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

FACULTY MEETINGS

Please indicate the following information relative to your program's faculty meetings.

1. Meeting Frequency: Weekly Monthly Quarterly Other (Please Specify): _____

2. Meeting Content (Please specify frequency per content area):

- ◆ Curriculum Evaluation/Revision: Weekly Monthly Quarterly Other (Please Specify): Term
- ◆ Student Achievement: Weekly Monthly Quarterly Other (Please Specify): _____
- ◆ Effectiveness of Remediation: Weekly Monthly Quarterly Other (Please Specify): _____
- ◆ Criteria for Academic Probation: Weekly Monthly Quarterly Other (Please Specify): Test Scores, Attendance, Behavior
- ◆ Program Evaluation: Weekly Monthly Quarterly Other (Please Specify): Term
- ◆ Clinical Facility Evaluation: Weekly Monthly Quarterly Other (Please Specify): Term
- ◆ Other (Please Specify): _____

CULTURAL DIVERSITY OF STUDENT POPULATION (OPTIONAL)

During the crisis in health care and nursing shortage, the Board is frequently asked by the Legislature and the Governor's office to provide data relative to the cultural diversity of California's workforce. For that reason, the following data is requested. **Please note, that only aggregate data will be reported; individual programs will not be identified.**

Please complete the table below by listing the number of students in each category for all enrolled classes starting or graduating during the reporting period **July 1, 2009 through June 30, 2010.**

Example

Class Start Date	Projected Graduation Date	African-American	Asian/Pacific Islander	Caucasian	Hispanic	Native American	Other
06/06/08	12/15/09 (Class graduated in this reporting period)	10	10	10	10	10	10
09/05/09 (Class started in this reporting period)	12/15/10	12	5	15	8	1	3

Class Start Date	Projected Graduation Date	African-American	Asian/Pacific Islander	Caucasian	Hispanic	Native American	Other
11/02/09	11/04/10	0	10	12	14	0	2

04/05/10	04/07/11	0	10	8	10	0	1
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Submit additional page if necessary.

I hereby certify under penalty of perjury under the laws of the State of California that the information contained in this Annual Report is true and correct.

Program Director's Signature: Julieann Craven

Date: July 7, 2010

DUE DATE: OCTOBER 15, 2010

Attachment A: Faculty Information

Attachment A is to reflect all Board-approved faculty for your program. Please list but mark through the names of faculty who no longer teach for your program and vacated the position within the period of this report. The legend for Attachment A follows:

**** Degree:** A = Associate Degree; B = Bachelors Degree; M = Masters Degree; D = Doctoral Degree

***** Position Codes:** D = Director; AD = Asst. Director; I = Instructor or Substitute (nursing);
AF = Additional Faculty; TA = Teacher Assistant

****** Work Schedule:** FT = Full-Time PT = Part-Time S = Substitute

Attachment B: Clinical Facility Information

Attachment B is to reflect all Board-approved clinical facilities in which you have indicated that your program's students received clinical experience during the last 24 months. Facilities not utilized within that time frame will be deleted from your program's list of approved clinical facilities. Future use will necessitate the completion of a new Clinical Facility Approval form. Please list but mark through any names of facilities you stopped using during the period of this report. The legend for Attachment B follows:

*** Non Use:** Please place a check in this column if the designated facility was not utilized for clinical experience during the last 24 months.

**** Facility Codes:** AC = Acute Care; AS = Ambulatory Surgery; COM = Community Care;
COR = Corrections; DC = Day Care; GH = Group Homes; HH = Home Health; IC = Intermediate Care; LTC = Long Term Care; OP = Outpatient;
PO = Physician's Office; P = Preschool; R = Rehabilitation;
SNF = Skilled Nursing Facility; STP = Specialty Treatment Programs;
SS = Special Schools; TC = Transitional Care; O = Other (**Please Specify**)

PT Programs Only - CDU = Chemical Dependency Unit;
MHC = Mental Health Clinics; PH = Psychiatric Hospitals;

VE = Vocational Education & Training Centers;

***** Clinical Use Codes:** **Fun** = Fundamentals/Nursing Science; **M/S** = Medical/Surgical;
C. Dis. = Communicable Diseases; **Geron** = Gerontological Nursing;
Rehab = Rehabilitation Nursing; **Matern** = Maternity Nursing;
Ped = Pediatric Nursing; **L/S** = Leadership & Supervision.

PT Programs Only - MD = Mental Disorders

From: Julie Ann Craven
Sent: Friday, May 28, 2010 5:08 PM
To: 'Cheryl_Anderson@dca.ca.gov'
Subject: 2010 Cohort start and end Dates for WestMed College

Dear Cheryl,
 I would like to inform you of the 2010 (3 Cohorts a year) start and end dates for WestMed College, thus far.

San Jose Campus

Cohort Start Date Currently Enrolled	Cohort End Date	Number Enrolled/Projected
February 1, 2010 29	December 16, 2010	30
September 27, 2010	September 29, 2010	30

Merced Campus

Cohort Start Date Currently Enrolled	Cohort End Date	Number Enrolled/Projected
April 5, 2010 29	April 7, 2011 29	
July 12, 2010	July 14, 2011	35

Thank you,
 Julieann Craven
 Dean of Nursing/Program Director
 330 E. Yosemite Ave. #201
 Merced, CA. 95340
 #1-209-386-6306

VN Program Instructional Plan

Revised 9/2011

Available on CD



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDUARDO RUIZ
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



December 9, 2011

Tracey Jensen
West Med College, Merced
Vocational Nursing Program
330 Ease Yosemite Avenue, Suite 201
Merced, CA 95340

Re: Curriculum Approval

Dear Ms. Jensen,

The Board of Vocational Nursing and Psychiatric Technicians has received and approved of the revisions to the West Med College curriculum.

Approve the programs curriculum revision as follows:

- Decrease overall program hours from 1544 to 1536.
- Decrease theory hours from 590 to 576.
- Increase clinical hours from 954 to 960.

If you have any questions, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script that reads "Pam Hinckley, R.N., M.S.N." followed by a flourish.

Pam Hinckley, RN, MSN
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 #14.A.2. Attachment E



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



February XX, 2012

Tracey Jensen
Vocational Nursing Director
West Med College, Merced
330 East Yosemite Avenue, Suite 201
Merced, CA 95340

Subject: Notice of Change in Accreditation Status

Dear Ms. Jensen:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on February 24, 2012, the status of the West Med College, Merced, Vocational Nursing Program has been changed from full accreditation to provisional accreditation for the two – year period from February 24, 2012 through February 28, 2014. Please sign and return the enclosed “Acknowledgement of Change in Accreditation Status” form by **Friday, March 16, 2012**.

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

In accordance with Section 2526.1(c) of title 16 of the California Code of Regulations,

“The Board may place any program on provisional accreditation when that program does not meet all requirements as set forth in this chapter and in Section 2526...”

Section 2530(l) of title 16 of the California Code of Regulations states:

“The program shall maintain a yearly average minimum pass rate on the licensure examination that does not fall below 10 percentage points of the state average pass rate for first time candidates of accredited vocational nursing schools for the same period...”

The program pass rates of the West Med College, Merced, Vocational Nursing Program for the past sixteen (16) quarters are set forth in the following table.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2008	76%	74%	-2
Apr – Jun 2008	75%	75%	-0
Jul – Sep 2008	74%	77%	+3
Oct – Dec 2008	73%	79%	+6
Jan – Mar 2009	72%	63%	-9
Apr – Jun 2009	70%	62%	-8
Jul – Sep 2009	72%	62%	-10
Oct – Dec 2009	73%	56%	-17
Jan – Mar 2010	74%	63%	-11
Apr – Jun 2010	75%	65%	-10
Jul – Sep 2010	75%	70%	-5
Oct – Dec 2010	76%	70%	-6
Jan – Mar 2011	77%	64%	-13
Apr – Jun 2011	76%	62%	-14
Jul – Sep 2011	76%	49%	-27
Oct – Dec 2011	75%	50%	-25

Based on this data, the program failed to meet the average annual pass rate requirement.

REQUIRED CORRECTION(S)

1. Place West Med College, Merced, Vocational Nursing Program on provisional accreditation for the two-year period from February 24, 2012, through February 28, 2014, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.
2. Require the program to admit no additional students unless approved by the full Board.
3. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate by **January 2, 2014**.
4. Require the program to submit follow-up reports in nine months, but no later than **November 1, 2012**, and 21 months, but no later than **November 1, 2013**. The reports must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis.
 - a. Admission Criteria.
 - b. Screening and Selection Criteria.
 - c. Terminal Objectives.
 - d. Curriculum Objectives.
 - e. Instructional Plan.
 - f. Theory and Clinical Objectives for Each Course.
 - g. Lesson Plans for Each Course.
 - h. Textbooks.
 - i. Attendance Policy.

- j. Remediation Policy.
 - k. Evaluations of Theory and Clinical Faculty.
 - l. Evaluations of Theory Presentations.
 - m. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - n. Evaluation of Student Achievement.
 - o. Current Enrollment.
5. Require the program to comply with all accreditation standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
 6. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's accreditation.
 7. Failure to take any of these corrective actions may cause the full Board to revoke the program's accreditation.

FUTURE BOARD ACTION

Your program will be placed on the **February 2014** Board Meeting agenda for reconsideration of your accreditation status. The nursing education consultant assigned to your program will ask you to submit documentation of the correction of your violation(s) by the fifteenth day of the second month prior to that Board meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: Prior Board approval is required to admit classes.

In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to 2527 of the Board's regulations.

The program may no longer advertise that it has full accreditation, and should take steps to correct any ongoing advertisements or publications in that regard.

A copy of title 16, California Code of Regulations, section 2526.1, regarding provisional accreditation is attached for your reference. A complete copy of the Board's laws and regulations can be found on the Board's web site at www.bvnpt.ca.gov.

Should you have questions, please do not hesitate to contact the Board.

Sincerely,

TERESA BELLO-JONES, J.D., M.S.N., R.N.
Executive Officer

Enclosure
TBJ/ph
cc: Board Members

DRAFT