

Agenda Item #12.B.5.



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



DATE: April 25, 2012

TO: Board Members

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

SUBJECT: Southern California Medical College, Vocational Nursing Program –
Consideration of Request to Admit Students (Director: Nomar Tongco, Bakersfield,
Kern County, Private)

On November 10, 2011, the Board placed the Southern California Medical College Vocational Nursing Program on Provisional Accreditation for a two (2) year period from November 10, 2011 through November 30, 2013 due to low licensure pass rates.

Additionally, the Board **denied** the program's request approval¹ to admit a class of 30 full-time students on November 14, 2011, graduating on December 2, 2012, to **replace** a class that graduated August 26, 2011. The program was required to admit no additional students unless approved by the full Board.

The program requests Board approval to admit a class of 20 full-time students on June 11, 2012, graduating on July 1, 2013.

History of Prior Board Actions

- On June 4, 2009, the Executive Officer approved the Southern California Medical College's request to begin a vocational nursing program, with an initial class of 30 students on June 22, 2009, only, and an anticipated graduation date of July 23, 2010; **and** approved the program curriculum of 1550 hours, including 590 theory and 960 clinical hours.
- On March 3, 2010, the Board received the program's completed Program Records Survey for initial accreditation and required supporting documents.
- On June 24 - 25, 2010, the program was surveyed to determine compliance with regulatory requirements.

¹ Prior to January 1, 2012, references in article 4 of the Vocational Nursing Practice Act and article 4 of the Psychiatric Technicians Law provided that the Board accredits all vocational nursing and psychiatric technicians programs. Pursuant to Business and Professions Code Sections 2883 and 4532 (Senate Bill 539, Chapter 338, Statutes of 2011), **accredit** was changed to **approve**. There was no change to the Board's authority or jurisdiction.

- On July 20, 2010, the Executive Officer approved initial full accreditation for Southern California Medical College, Vocational Nursing Program for the period July 16, 2010 through July 15, 2014, and directed staff to issue a certificate accordingly; **and**, **approved** the program's request to start a class of 30 students on August 4, 2010 with a projected completion date of August 26, 2011; **and**, required the program to request Board approval prior to the admission of each class.

Additionally, the program was required to revise the instructional plan to encompass the presentation of theory and correlated clinical experience for each term to demonstrate progressive mastery of knowledge, skills and abilities.

- On August 15, 2011, the revised instructional plan was received and approved.
- On August 26, 2011, the Executive Officer **denied** the program's request to admit a class of **30** students with three (3) alternates on August 29, 2011, graduating September 7, 2012, to **replace** students scheduled to graduate August 26, 2011. The EO directed the program to submit a written report by **September 30, 2011**. The report shall include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timelines for expected results, and the effectiveness of corrective actions taken to address the following elements:

- a. Current Student Enrollment.
- b. Admission Criteria.
- c. Screening and Selection Criteria.
- d. Terminal Objectives.
- e. Curriculum Objectives.
- f. Instructional Plan.
- g. Theory and Clinical Objectives for Each Course.
- h. Lesson Plans for Each Course.
- i. Textbooks.
- j. Attendance Policy.
- k. Grading Policy
- l. Remediation Policy.
- m. Evaluations of Theory and Clinical Faculty.
- n. Evaluations of Theory Presentations.
- o. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
- p. Evaluation of Student Achievement.

The program is required to continue obtaining Board approval prior to the admission of each class.

- On August 26, 2011, the assigned consultant forwarded electronic correspondence advising the director of the EO's decisions relative to the program's request.
- On August 29, 2011, the NEC and SNEC met with the program director and administrator relative to their request for reconsideration of the EO's decisions.

- On July 20, 2010, the Executive Officer approved initial full accreditation for Southern California Medical College, Vocational Nursing Program for the period July 16, 2010 through July 15, 2014, and directed staff to issue a certificate accordingly; **and**, **approved** the program's request to start a class of 30 students on August 4, 2010 with a projected completion date of August 26, 2011; **and**, required the program to request Board approval prior to the admission of each class.

Additionally, the program was required to revise the instructional plan to encompass the presentation of theory and correlated clinical experience for each term to demonstrate progressive mastery of knowledge, skills and abilities.

- On August 15, 2011, the revised instructional plan was received and approved.
- On August 26, 2011, the Executive Officer **denied** the program's request to admit a class of **30** students with three (3) alternates on August 29, 2011, graduating September 7, 2012, to **replace** students scheduled to graduate August 26, 2011. The EO directed the program to submit a written report by **September 30, 2011**. The report shall include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timelines for expected results, and the effectiveness of corrective actions taken to address the following elements:

- a. Current Student Enrollment.
- b. Admission Criteria.
- c. Screening and Selection Criteria.
- d. Terminal Objectives.
- e. Curriculum Objectives.
- f. Instructional Plan.
- g. Theory and Clinical Objectives for Each Course.
- h. Lesson Plans for Each Course.
- i. Textbooks.
- j. Attendance Policy.
- k. Grading Policy
- l. Remediation Policy.
- m. Evaluations of Theory and Clinical Faculty.
- n. Evaluations of Theory Presentations.
- o. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
- p. Evaluation of Student Achievement.

The program is required to continue obtaining Board approval prior to the admission of each class.

- On August 26, 2011, the assigned consultant forwarded electronic correspondence advising the director of the EO's decisions relative to the program's request.
- On August 29, 2011, the NEC and SNEC met with the program director and administrator relative to their request for reconsideration of the EO's decisions.

- On October 7, 2011, 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 November 10, 2011, the Board placed Southern California Medical College Vocational Nursing Program on provisional accreditation for the two-year period from November 10, 2011 through November 30, 2013, 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; **and, denied** the program's request approval to admit a class of 30 full-time students on November 14, 2011, graduating on December 2, 2012, to **replace** a class that graduated August 26, 2011; **and,** approved the program's admission of a class of 15 full-time, evening, students on November 14, 2011, graduating on December 2, 2012, only, to **replace** the class that graduated August 26, 2011; **and,** required the program to admit no additional students unless approved by the full Board.

Additionally, required 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 **September 1, 2013; and,** required the program to submit follow-up reports in 9 months, but no later than **August 1, 2012,** and 21 months, but no later than **August 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; **and,**

The program must 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 2525; **and,** placed the program on the **November 2013** Board agenda.

- On November 22, 2011, the Board forwarded to the director the Notice of Change in Accreditation Status.

- On December 27, 2011, the Board received the program's signed Acknowledgement of Change in Accreditation Status. The document was signed by the program director on December 20, 2011.
- On April 4, 2012, the assigned consultant forwarded correspondence requesting submission of eighteen (18) copies of pertinent documents, plan, and subsequent actions taken to correct identified problems that they desire Board members to consider.
- On April 9, 2012, the Board received correspondence from the program director and eighteen (18) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire the Board members to consider.

Enrollment

The program offers a 53.5 week full-time course of instruction, consisting of four (4) terms for a total of 1698 hours. Board approval is required prior to the admission of each class.

The following table represents **current and proposed** student enrollment based on class starts and completions. The table indicates a **maximum enrollment of 35 students** for the period **June 2009 through June 2012**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
6/09		19	16	16
	7/10 (6/09 Class)		-16	16 - 16 = 0
8/10		30	25	0 + 25 = 25
	8/11 (8/10 Class)		-25	25 - 25 = 0
11/11		15		0 + 15 = 15
6/12 (Proposed)		20		15 + 20 = 35
	12/12 (11/11 Class)		-15	35 - 15 = 20

Licensing Examination Statistics

The following statistics, furnished by the Pearson Vue and 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 2010 through March 2012, specify the pass percentage rate for graduates of the Southern California Medical College

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 Average Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate
Oct – Dec 2010	6	2	33%	77%	33%	76%
Jan – Mar 2011	4	1	25%	80%	30%	77%
Apr – Jun 2011	2	0	0%	71%	25%	76%
Jul – Sep 2011	3	0	0%	74%	20%	76%
Oct – Dec 2011	7	6	86%	74%	44%	75%
Jan – Mar 2012	9	5	56%	77%	52%	74%

*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 (January to March 2012), the program's average annual pass rate is **52%**. The California average annual pass rate for graduates from accredited vocational nursing programs who took the NCLEX-PN® for the first time is 74%. The average annual pass rate for the Southern California Medical College Vocational Nursing program is **22 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 number of Board-approved faculty totals eight (8) including the director. The director has 60% administrative and 40% teaching duties. Of the total faculty, seven (7) instructors, including the director are approved to teach clinical.

Based on a maximum enrollment of 35 students, three (3) instructors are needed. Therefore, the number of current faculty is adequate for the current and proposed enrollment.

Other Considerations

The program has enrolled students into three (3) classes since it first began June 22, 2009. The **first** class graduated 16 students July 2010. Fifteen (15) of the 16 students have

taken the licensure examination. Therefore, one (1) graduate from the first class has not tested, to date. The average annual pass rate based on this group of graduates is **20%**.

The **second** class of students graduated August 26, 2011. Of the 25 students that graduated August 26, 2011, seven (7) have taken the NCLEX-PN®. Licensure data for these seven (7) graduates is **86%**. Eighteen (**18**) graduates from the second class **have not tested, to date**.

The program's **third** class began November 14, 2011 and is not expected to graduate until December 2, 2012. Fifteen (15) students remain enrolled in this class.

Available licensure data for the program is based on two (2) graduated classes. On November 10, 2011, the Board placed the program on provisional approval. On November 22, 2011, the Board forwarded to the director the Notice of Change in Accreditation Status (see Attachment A). On December 22, 2011, the Board received the program's signed Acknowledgement of Change in Accreditation Status. The document was signed by the program director on December 20, 2011.

At that time, the program's quarterly pass rate was 0% and its average annual pass rate was 20%, 56 percentage points below the state average annual pass rate. Currently, the program's average annual pass rate is 52%, 22 percentage points below the state average annual pass rate. Although the average annual pass rate is still extremely low, it is noted that the program's average annual pass rate increased 32 percentage points from the time the program was placed on Provisional Approval.

On April 4, 2012, the assigned consultant forwarded correspondence requesting submission of eighteen (18) copies of pertinent documents, plan, and subsequent actions taken to correct identified problems that they desire Board members to consider (see Attachment B).

On April 9, 2012, the Board received correspondence from the program director and eighteen (18) copies of pertinent documents and subsequent actions taken to correct identified problems that they desire the Board members to consider (see Attachment C).

Included in the plan are the following elements:

- ATI entrance exam, major content area, and exit exams.
- Utilizing the new curriculum, previously approved by the Board.
- Grading system revised, allowing only those students with final grades of 70 to 74 to remediate and take a remedial examination. Additionally, only three (3) final exams may be remediated in only three content areas.
- Director meets with staff weekly to identify areas of concern and makes weekly clinical site visits.

Recommendation:

1. Approve the Southern California Medical College Vocational Nursing Program's request to admit a class of 20 full-time students on June 11, 2012, graduating on July 1, 2013.
2. Continue to obtain approval by the full Board prior to the admission of additional classes.

Rationale: The program was placed on Provisional Approval on November 10, 2011. At that time, the program's quarterly pass rate was **0%** and its average annual pass rate was **20%**, **56 percentage points below** the state average annual pass rate.

Currently, the program's average annual pass rate is **52%**, **22 percentage points below the state average annual pass rate.** Although the average annual pass rate is still extremely low, it is noted that the program's average annual pass rate **increased 32 percentage points** from the time the program was placed on Provisional Approval. Based on this statistic the class of 20 students is recommended.

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, analyzing Annual Reports submitted by the program, and performing accreditation surveys every four (4) years.

Attachment A: Notice of Change in Accreditation Status Dated November 22, 2011.

Attachment B: Board Correspondence Dated April 4, 2012.

Attachment C: Program Correspondence Dated March 29, 2012, Received April 9, 2012.



Agenda Item #12.B.5. Attachment A

CERTIFIED MAIL

November 22, 2011

Nomar Tongco
Director, Vocational Nursing Program
Southern California Medical College
3611 Stockdale Highway, Suite 1-2
Bakersfield, CA 93309

Subject: Notice of Change in Accreditation Status

Dear Mr. Tongco:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on November 10, 2011, the provisional accreditation status of the Southern California Medical College Vocational Nursing Program has been changed from full accreditation to provisional accreditation for the two – year period from November 10, 2011 through November 30, 2013. The purpose of this letter is to explain the areas of non-compliance found and the corrections required of your program to avoid losing accreditation completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Accreditation Status" form by **Friday, December 2, 2011**.

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(k) of title 16 of the California Code of Regulations,

"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)."

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.

- (l) 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 program pass rates of the Southern California Medical College Vocational Nursing Program for the past four (4) 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
Oct – Dec 2010	76%	33%	-43
Jan – Mar 2011	77%	30%	-47
Apr – Jun 2011	76%	25%	-51
Jul – Sep 2011	76%	20%	-56

Based on this data, the program failed to comply with regulatory requirements relative to the admission of students. Further, the program failed to maintain the annual average pass rate requirement.

REQUIRED CORRECTION(S)

1. The Southern California Medical College, Vocational Nursing Program shall obtain full Board approval prior to the admission of additional students.
2. 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 **September 1, 2013**.
3. The program shall submit a follow-up report in 9 months, but no later than **August 1, 2012**, and 21 months, but no later than **August 1, 2013**. The report 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 Student Enrollment.
4. The program shall 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.
 5. The program shall 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.
 6. Failure to take any of these corrective actions may cause the full Board to revoke the program's accreditation.

In the event additional violations of the accreditation standards are identified, such violations may result in further corrective action or revocation of provisional accreditation.

FUTURE BOARD ACTION

Your program will be placed on the **November 2013** Board Meeting agenda, at which point the Board may revoke or extend the program's accreditation. If you have additional information that you wish considered beyond the required corrections listed on page 3 and 4, you must submit this documentation 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: **Based on the above corrections, the full Board's permission will be required for each future class admission.**

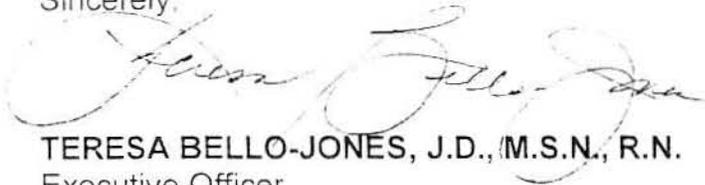
In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to 2527 of the Board's regulations.

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

Enclosures

cc: Board Members

TBJ:cca



TITLE 16 CALIFORNIA CODE OF REGULATIONS

Section 2526.1

2526.1. Provisional Accreditation.

- (a) Provisional accreditation means a program has not met all requirements as set forth in this chapter and in Chapter 6.5, Division 2 of the Business and Professions Code.
- (b) Provisional accreditation shall be granted for a period determined by the Board.
- (c) 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. If the program has not met all requirements at the end of the initial provisional accreditation period, provisional accreditation may be extended if the program demonstrates to the satisfaction of the Board a good faith effort to correct all deficiencies.
- (d) Any program holding provisional accreditation may not admit "new" classes beyond the established pattern of admissions previously approved by the Board. The admission pattern is defined by the number of students per class and the frequency of admissions for the six class admissions that immediately precede the Board action to consider provisional accreditation.
- (e) A program placed on provisional accreditation shall receive written notification from the Board. The notification to the program shall include specific areas of noncompliance and requirements for correction. A program's failure to correct delineated areas of noncompliance is cause for revocation of provisional accreditation.
- (f) A material misrepresentation of fact by a vocational nursing program in any information submitted to the Board is cause for revocation of provisional accreditation.
- (g) A program whose provisional accreditation has been revoked shall be removed from the Board's list of accredited programs. The status of students as potential applicants for licensure will be determined by the Board.
- (h) A program that is removed from the Board's list of accredited programs subsequent to Board action based on the program's non-compliance with applicable regulations shall not reapply to establish a vocational nursing program for a minimum period of one calendar year.



Acknowledgement of Change in Accreditation Status

I, Nomar Tongco, director of Southern California Medical College Vocational
(Director's Name) Name of Program)

Nursing Program, hereby acknowledge that this program's status has been changed from full accreditation to provisional accreditation. I understand that in accordance with Section 2526.1 (f) of the Vocational Nursing Rules and Regulations and Section 2581.1 (f) of the Psychiatric Technician Rules and Regulations, the Board will consider any advertisement of full accreditation while on provisional accreditation as "material misrepresentation of fact". "Material misrepresentation of fact" may lead to revocation of the program's accreditation. Further, I understand the program's provisional accreditation status will be reflected on the Board's internet website.

Please complete and return this form to the Board by December 2, 2011.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

(Signature of Director)

(Date)



STATE AGENCY FOR PROFESSIONAL SERVICES AGENCY • GOVERNMENT CONTRACTING • PERSONNEL
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



2011 DEC. 22 PM 2: 55

BVNPT Received 2011-12-22
on 12/22/11 with 1110

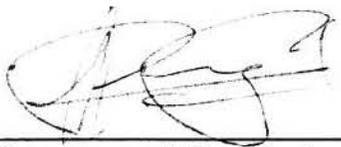
Acknowledgement of Change in Accreditation Status

I, Nomar Tongco, director of Southern California Medical College Vocational
(Director's Name) Name of Program)

Nursing Program, hereby acknowledge that this program's status has been changed from full accreditation to provisional accreditation. I understand that in accordance with Section 2526.1 (f) of the Vocational Nursing Rules and Regulations and Section 2581.1 (f) of the Psychiatric Technician Rules and Regulations, the Board will consider any advertisement of full accreditation while on provisional accreditation as "material misrepresentation of fact". "Material misrepresentation of fact" may lead to revocation of the program's accreditation. Further, I understand the program's provisional accreditation status will be reflected on the Board's internet website.

Please complete and return this form to the Board by December 2, 2011.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.



(Signature of Director)

Dec. 20, 2011

(Date)

Agenda Item #12.B.5. Attachment E



STATE AND EDUCATION SERVICES AGENCY • EDUCACIÓN PARA TODOS LOS CALIFORNIESES
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov



CERTIFIED MAIL

April 4, 2012

Nomar Tongco
Southern California Medical College
Vocational Nursing Program
3611 Stockdale Highway, Suite 1-2
Bakersfield, CA 93309

Re: Consideration of Provisional Approval

Dear Mr. Tongco

The Board is scheduled to consider **Southern California Medical College, Vocational Nursing Program's** relative to consideration of placement on provisional approval at its meeting scheduled May 11, 2012. That meeting will be held at the Embassy Suites Milpitas – Silicon Valley, in Milpitas, California.

To ensure dissemination and review by individual Board members and relevant staff for timely consideration prior to the May Board meeting, please submit the following written information by **Wednesday, April 11, 2012:**

- Eighteen (18) 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,

A handwritten signature in cursive script that reads "Pam Hinckley".

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

Agenda Item #12.B.5. Attachment C



BVNPT
2012 APR -9 AM 11:04

3611 Stockdale Highway Suite I-2, Bakersfield CA 93309
Telephone Number (661) 832-2786/Fax Number (661) 832-5848

April 6, 2012

[Handwritten signature]
BVNPT Board Meeting
On 4/11/12 with ER

Ms. Pam Hinckley, RN, MSN
Nursing Education Consultant
2325 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833

Dear Pam,

I am sending the eighteen (18) copies of pertinent documents related to the comprehensive VN program analysis including the changes implemented to current class since last November' 2011 BVNPT Board Meeting.

Thank you so very much for the opportunity to be included in the agenda for the forthcoming May 2012 Board Meeting. God Bless.

Respectfully yours,

A handwritten signature in black ink, appearing to read 'Nomar Tongco', written over a large, stylized circular flourish.

Nomar Tongco, RN
Director, VN Program
Southern California Medical College
3611 Stockdale Highway, Suite I-2
Bakersfield CA 93309

April 5, 2012

Southern California Medical College - VNP

Changes implemented since last November' 2011 BVNPT Board meeting:

1. ATI's TEASV[®] is currently being used for the school's entrance examination
2. The revised admission and screening/selection criteria are now in effect, which include ATI's TEASV[®] entrance examination, applicants' academic high school and college performances, written and oral English communication ability, employment status whether full-time or part-time, family support
3. Included in the signed enrollment agreement that all students are required to pass the ATI exit exam and NCLEX-PN review classes prior to graduation.

4. Lecture hours for key subjects were extended, namely:

Subjects	From (hrs)	To (hrs)
A&P	54	96
FUN	54	96
Pharm	96	128

5. Also, students spent more days in the FUN and Pharma skills lab prior to going to actual clinical rotations.

Competencies	From (days)	To (days)
FUN	5	9
Pharm	1	8

6. With regard to grading system, only those with final grades of 70-74 are allowed to take remedial examination. Students with final grade less than 70 are not allowed to take remedial examination and they are only allowed to have three fail final grades in any three subjects.
7. After each major nursing subject, students are now taking, and must pass, the ATI competency evaluation exams.
8. Currently, the DON is conducting weekly meeting with clinical instructors for direction and clinical objectives clarification. Also, the DON is in the clinical sites weekly for further coordination.
9. Students who are lagging behind are being met after school for tutorials.

Prepared by:

Nomar M. Tongco, RN

Director, VN Program

Southern California Medical College

September 26, 2011

Comprehensive Analysis of the Program – SCMC VNP

Problem: Poor pass rates of the first batch

Problem areas in the Program and actions taken:

A. Current Student Enrollment:

1. The school is approved to only conduct one full-time class at a time with 30 students and 10% alternate students.
 - a. *Problem:* the first batch of FT class had only 22 students to start with and only 16 graduated.
 - b. *Action taken:* for the incoming replacement class, the school will only admit 25 students with 10% alternate students (2-3 students).
 - c. *Rationale for the action taken:* more concentrated efforts and closer monitoring and supervision.
 - d. *Timelines for expected results:* starts with the incoming class requested to start in November, 2011.
 - e. *Effective of corrective actions:* Evaluation to be done in 1.5 to 2 years.

B. Admission Criteria:

1. The school requires high school diploma or a GED from an accredited school. Foreign graduates must submit a foreign transcript evaluation report demonstrating equivalency of a 12th grade education in the US.
 - a. *Problem:* a copy of official transcript with subject and grade/GPA listing is not required.
 - b. *Action taken:* It is required for all applicants to submit a copy of official transcript with subject and grade/GPA listing.
 - c. *Rationale for the action taken:* Applicants with higher GPAs or grade average will have priority in the selection process. Students with higher GPAs mean better study habits and higher chance of passing the licensure exam.
 - d. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN[®]
 - e. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
2. The school uses the Test for Adult Basic Education (TABE) as tool for entrance examination.
 - a. *Problem:* TABE is a marginal tool to be used for entrance examination to the nursing program.
 - b. *Action taken:* The school adopted ATI's **Test of Essential Academic Skills V** (TEASV[®]).
 - c. *Rationale for the action taken:* It is an excellent predictor of early academic success in a nursing program and helps select and retain the right nursing students for the program.

- d. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
- e. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
- 3. Enrollment Agreement / General Terms
 - a. *Problem:* Exit examination is not mentioned and more so, not a requirement for graduation in the Enrollment Agreement / General Terms; NCLEX-PN® review classes are not mandatory following completion or end of the program.
 - b. *Action taken:* Students must pass the exit examination/s as a requirement/s for graduation (completion of the program). Attendance to NCLEX-PN review classes is mandatory following completion or end of the program. The school adopted ATI's review materials for NCLEX-PN examination, including Comprehensive Predictor and Virtual ATI NCLEX Review.
 - c. *Rationale for the action taken:* ATI has the review materials that cover essential nursing content that aligns with the NCLEX test plan. ATI's format reviews all content areas and include test-taking strategies, critical thinking exercises and Q&A practice.
 - d. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - e. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

C. Screening and Selection Criteria

- 1. One-paragraph essay composition
 - a. *Problem:* Applicants were asked to submit a one-paragraph essay composition (at least 400 words) describing why they want to become a licensed vocational nurse. On the day of the interview, they submit the composition, but we cannot know if the composition was done by the applicants or someone else.
 - b. *Action taken:* The composition must be done at the office while waiting for the interview with the DON.
 - c. *Rationale for the action taken:* It is important that the essay composition is written by the applicants themselves. Their command of written English and ability to express ideas will be considered in the selection process.
 - d. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - e. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
- 2. TEAS V® (ATI) Entrance Exam score
 - a. *Problem:* Previously, SCMC uses TABE entrance examination tool.
 - b. *Action taken:* Now, the school adopted TEAS V® (ATI) Entrance Exam. A minimum passing score of 64% is required for prospective students to be eligible for the program. Applicants with higher score will have the priority for admission.

- c. *Rationale for the action taken:* TEAS V® (ATI) Entrance Exam is an excellent predictor of early academic success in a nursing program and helps select and retain the right nursing students for the program.
 - d. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - e. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
3. Other factors considered for selection process
- a. *Problem:* Previously, no other factors considered for selection process except interview and essay composition.
 - b. *Action taken:* Now, the school considered these other factors for selection process, namely:
 - 1) High-school over-all Grade/GPAs; applicants with higher Grade/GPA has the priority for admission
 - 2) College or university degrees in related fields; applicants with a degree has the priority for admission
 - 3) Any academic and/or extra-curricular merits or awards received.
 - 4) Part-time or full-time jobs; applicants who have no job or working part-time will have the priority.
 - 5) Presence or absence of any physical and/or mental illnesses or limitations that may compromise the health and safety of clients.
 - c. *Rationale for the actions taken:* The school wants to attract the right nursing students who not only can stay in the program but also pass the licensure exam.
 - d. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - e. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

D. Terminal Objectives:

- 1. *Problems:* The original terminal objectives were not measurable as evidenced by presence of words like competently, effectively, harmoniously.
- 2. *Action taken and rationales:* These words were deleted and objectives were rephrased in such a way that they are measurable. Also, the terminal objectives now are reflective of what kind or quality of nurses we want to produce as a school; and with emphasis on NCLEX-PN preparation.
- 3. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
- 4. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

E. Curriculum Objectives:

- 1. *Problems:* The original curriculum objectives were broad, not measurable, and with not much emphasis on application.

2. *Action taken and rationales:* The curriculum objectives were rewritten in such a way that they are more specific, measurable, and with emphasis on application. Also, students must pass all proctored assessment examinations by ATI after each subject completion.
3. *Timelines for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
4. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

F. Instructional Plan:

1. Lecture and clinical days
 - a. *Problem:* In the original IP, lectures were done in Term 3 and the students did not meet for classroom lectures in Term 4 until the end of the program.
 - b. *Action taken and rationale:* Schedule was changed in such a way that classroom lectures stretch until the end of the program (Term 4) together with clinical days. It is important to continuously meet with students for classroom instructions and case discussions.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
2. Lecture /clinical hours
 - a. *Problem:* Lecture days for some Term 1 & Term 2 subjects were too short for the course materials to be covered.
 - b. *Action taken and rationale:* Days/hours for some Term 1 & 2 subjects were increased to reasonably cover the materials included. The increase and/or changes are summarized as follows:

Term	Course	Lecture (Hrs)			Clinical (Hrs)		
		From	To	Change	From	To	Change
1	A&P	54	96	↑ 42	---	---	---
	FUN	54	96	↑ 42	128	136	↑ 8
	COMM	8	16	↑ 8	---	---	---
	NP	8	24	↑ 16	---	---	---
	NUT	24	24	none	---	---	---
2	Pharm	96	128	↑ 32	120	120	none
	Med/Surg	128	128	none	400	400	none
3	G&D	38	38	none	40	40	none
	GER	14	14	none	32	48	↑ 16
	MAT	32	32	none	40	32	↓ 8
	PEDS	32	32	none	56	40	↓ 16
4	Psy	54	54	none	16	40	↑ 24
	CDIS	24	24	none	32	48	↑ 16
	Reh	8	8	none	48	32	↓ 16
	Ldr/Sup	16	16	none	48	32	↓ 16
Total		590h	730h	↑ 140h	960h	968h	↑ 8h

- c. *Timeliness for expected results*: 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
- d. *Effectiveness of corrective actions*: Evaluation to be done in 1.5 to 2 years

G. Theory and Clinical Objectives for Each Course:

1. Clinical Objectives:
 - a. *Problems*: The original clinical objectives were not measurable as evidenced by presence of words or phrases like demonstrate the ability; demonstrate accuracy, properly, safely, clearly, etc.
 - b. *Action taken and rationale*: The above mentioned descriptive terms which are not measurable were deleted from clinical objective phrases. The clinical objectives were all rephrased in all term 1-4.
 - c. *Timeliness for expected results*: 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions*: Evaluation to be done in 1.5 to 2 years
2. Fundamental Skills Laboratory training:
 - a. *Problem*: The skills laboratory training for Fundamentals of Nursing was scheduled randomly without regard to conduct of training students to acquire nursing skills from simple to more complex.
 - b. *Action taken and rationale*: The schedule of skills laboratory training for Fundamentals of nursing was rearrange in such a way that students acquire the simple nursing skills first and move on to more complex. Now, the first skill introduced is hand hygiene and related skills on infection control, medical and surgical asepsis. This is followed by body mechanics, etc.
 - c. *Timeliness for expected results*: 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions*: Evaluation to be done in 1.5 to 2 years
3. Days spent in Skills Laboratory.
 - a. *Problem*: In the original approved IP, there were only 4 days (32 h) allotted for Fundamentals Skills Lab and only 1 day (8 h) for Pharmacology Skills Lab. These are not enough to teach students the necessary nursing skills prior to clinical rotation.
 - b. *Action taken and rationale*: The Fundamental skills lab days are now increased to 9 days (72 h) and the Pharmacology skills lab days are now increased to 8 days (64h). There is now adequate time in the skills lab for students to develop Fundamentals of nursing and pharmacology skills and for evaluation of student performances.
 - c. *Timeliness for expected results*: 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions*: Evaluation to be done in 1.5 to 2 years

4. Mannequin available in the skills lab
 - a. *Problem:* In the first batch, there is only one mannequin available in the skills lab.
 - b. *Action taken and rationale:* Three more mannequins were added (total of 4): 2 adult mannequin, one pediatric, and one for maternity. Now, students can enhance their nursing skills' training with availability of more mannequins.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

H. Lesson Plans for Each Course

1. *Problem:* Lesson plans for each course are available; however, any additional materials actually used during lectures like slides, video clippings, class and small group discussions are to be documented and included in the lesson plans.
2. *Action taken and rationale:* Document all additional materials actually used during lectures and post-conferences and update lesson plans. These new teaching materials can be used to enhance effectiveness of teaching and learning environment.
3. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
4. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

I. Textbooks

The textbooks used are:

1. Structure and Function of the Body, 13th Ed., by Thibodeau and Patton. Published by Mosby/Elsevier.
2. Roach's Introductory Clinical Pharmacology, 9th Ed., by Roach and Ford. Published by Lippincott, Williams & Wilkins.
3. Textbook of Basic Nursing, 9th Ed., by Rosdahl and Kowalski. Published by Lippincott, Williams & Wilkins.
4. 2011 Lippincott's Nursing Drug Guide
5. NCLEX-PN® Comprehensive Reviewer by MaryAnne Hogan
 - a. *Problems:* The NCLEX-PN® Comprehensive Reviewer by MaryAnne Hogan is too hard for the student to comprehend. It was introduced to the first batch and only one got the passing score of 85%. The students were not motivated to use it.
 - b. *Action taken and rationale:* The school has adopted the ATI program for the students' preparation for the licensure exam. Evaluation will be conducted by ATI after completion of each subject and remediation will be conducted when necessary. The school uses ATI comprehensive predictor test to evaluate student readiness for the actual exam. Exit exam will be based on this predictor test.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

J. Attendance Policy

1. For theory lectures:

- a. *Problems:* The original attendance policy allows 3 *unexcused* absences per term and no limit for excused absences. The first batch took advantage of the laxity and many were absent from lectures with excuses and the make-ups were not that stiff. They were only required to submit outlines and summaries of the lectures they missed in 1 to 2 pages.
 - b. *Actions taken and rationale:* Now the school allows only 3 absences excused or not per term and make-ups are stiffer (see proposed Revision of Attendance policy). Coming in late and leaving early are discouraged. Three tardy marks constitute one day absence. In the same way, leaving the classroom or clinical sites 15 minutes earlier for 3 times constitute one day absence.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
2. For Clinical Sessions:
 - a. *Problem:* With the original policy, students are given 30 minutes to arrive in the clinical sites before being sent home and marked absent.
 - b. *Action taken and rationale:* Now students must be at the clinical sites one minute before the time and will be sent home after 15 minutes. Three tardy marks constitute 1 day absence. In the same way, leaving the facility 15 minutes before the scheduled dismissal for three times constitute 1 day absence.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

K. Grading and Remediation Policies

1. Grading system
 - a. *Problem:* In the original grading policy, a student with final grade less than 75 in any subject are allowed to take remedial examination even if the final grade was very low, e.g. less than 65.
 - b. *Action taken and rationale:* Now, the school will only allow students with final grades 70 to 74 to take remedial examination. Students with final grade less than 70 are not allowed to take remedial examination and are terminated from the program.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
2. Remediation
 - a. *Problem:* In the original remediation policy, students can take remedial examinations after getting fail final grade in any subject. They can fail all subjects and still can take remediation exam, pass it, and continue into the program.
 - b. *Action taken and rationale:* The school now only allows three remedial examinations for three fail final grades for three subjects. Students who get another (fourth) fail grade from another (fourth) subject will be terminated.

- c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
 3. Competency exam after finishing each subject
 - a. *Problem:* In the past, no competency exam is given after finishing one subject. The students are at risk of forgetting what they learned and the risk of inability to integrate what they just learned to their past competencies and knowledge.
 - b. *Action taken and rationale:* Now the school has adopted the ATI program to help the students review and integrate the current competencies with what they already know. Students must pass the proctored competency evaluation exams from ATI every after finishing a course.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
 4. Exit examination
 - a. *Problem:* With the first batch, there was no exit examination as a requirement for graduation. There were not objective criteria to determine the students' preparedness for the licensure examination.
 - b. *Action taken and rationale:* Now, the school will adopt the ATI comprehensive predictor tests and other tests as a form of exit examinations. Students must pass the exit examinations as a requirement for graduation.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years
 5. NCLEX-PN® Review classes
 - a. *Problem:* The first batch was not required to attend review classes after the end of the program. Students were not coming back to school for the review classes.
 - b. *Action taken and rationale:* All students are required to attend review classes towards the end of the program. This is a requirement for graduation.
 - c. *Timeliness for expected results:* 1.5 to 2 years - when this incoming batch takes the NCLEX-PN®
 - d. *Effectiveness of corrective actions:* Evaluation to be done in 1.5 to 2 years

L. Evaluations of Theory and Clinical Faculty

1. Communication and supervision
 - a. *Problems:* There was a failure on the part of the DON to communicate and closely supervise theory and clinical instructors. No regular monthly direction and evaluation meetings.

- b. *Action taken and rationale:* Monthly direction meetings will be scheduled for communication and coordination.
 - c. *Timeliness for expected results:* 6 months after start of incoming class and implementation.
 - d. *Effectiveness of corrective actions:* Evaluation to be done every 6 months
2. Evaluation of theory and clinical instructors
- a. *Problems:* Evaluation of theory and clinical instructors was not done on a consistent basis.
 - b. *Action taken and rationale:* all theory and clinical instructors must be evaluated both by the DON and students every after completion of a theory course and clinical rotation. The DON must sit in classroom and visit clinical sites regularly. Results must be communicated to instructors on a one-on-one basis. Any actions taken must be followed and evaluated.
 - c. *Timeliness for expected results:* 6 months after start of incoming class and implementation.
 - d. *Effectiveness of corrective actions:* Evaluation to be done every 6 months

M. Evaluations of Theory Presentations

1. *Problem:* Evaluation of theory materials and presentations was not done consistently.
2. *Action taken and rationale:* The DON will sit in classroom lectures and must evaluate the instructors conduct lecture. Students will also be asked to evaluate both the theory instructor and theory content. Results shall be evaluated by the DON and will become basis for any necessary curriculum revision.
3. *Timeliness for expected results:* 6 months after start of incoming class and implementation.
4. *Effectiveness of corrective actions:* Evaluation to be done every 6 months

N. Evaluations of Clinical Rotations and their correlation to Theory Presentations

1. Monthly direction meetings
 - a. *Problem:* No monthly direction meetings to determine correlations of clinical rotations with theory presentations
 - b. *Action taken and rationale:* Monthly direction meetings will be scheduled without fail. Clinical instructors will be instructed on clinical objectives that correlate to the theory objectives. Lessons plans must be submitted by clinical instructors.
 - c. *Timeliness for expected results:* 6 months after start of incoming class and implementation.
 - d. *Effectiveness of corrective actions:* Evaluation to be done every 6 months
2. Evaluations of clinical rotations and their correlation to theory presentations
 - a. *Problem:* Irregular clinical site visits done by the DON
 - b. *Action taken and rationale:* The DON must conduct clinical site visits regular (at least twice a month) and observe how the clinical rotations are being conducted and determine their correlation to theory presentations. Students and instructors will be asked also to evaluate the clinical instructor and the clinical content as well as the facility.

- c. *Timeliness for expected results*: 6 months after start of incoming class and implementation.
- d. *Effectiveness of corrective actions*: Evaluation to be done every 6 months

O. Evaluation of Student Achievement.

- Students' progress are evaluated based on their classroom and clinical performances.
- 1. Students' theory performances:
 - a. *Problem*: The past grading and remediation policies have two problems, namely:
 - 1) There was no limit as to the number of times a student can fail courses or subjects and take remedial examinations. Many of the students in the first batch failed in several subjects and still in the program because they managed to pass the remedial examinations.
 - 2) There was no cut-off course final grade as to when they are not qualified to take remedial examinations. Some students have a course final grade in the 60's and still allowed to take remedial examinations.
 - b. *Action taken and rationale*: The school now proposed that a student is only allowed to fail in three subjects and allowed to take only three remedial examinations. Also, the school proposed that remedial examinations are only given to students who got final grades between 70 and 74. Students who get a course final grade below 70 are terminated and not allowed remediation.
 - c. *Timeliness for expected results*: 6 months after start of incoming class and implementation.
 - d. *Effectiveness of corrective actions*: Evaluation to be done every 6 months
- 2. Students' clinical performances:
 - a. *Problem*: The Student's Clinical Performance Evaluation was not strictly implemented; the clinical instructors were not properly oriented and instructed as to how to grade students in their clinical performances.
 - b. *Action taken and rationale*: The Students will be strictly evaluated in their clinical performances using the SCPE tool. A student must get 186 points out of 248 (which is 75%) to be able to pass the clinical rotation.
 - c. *Timeliness for expected results*: 6 months after start of incoming class and implementation.
 - d. *Effectiveness of corrective actions*: Evaluation to be done every 6 months
- 3. The Student Clinical Performance Evaluation tool
 - a. *Problem*: The minimum points required to pass the clinical rotation was 124 out of 186 (67%), which was very low.
 - b. *Action taken and rationale*: Now the scoring system was modified and the minimum score to pass the clinical rotation is 186 out of 248 (75%).
 - c. *Timeliness for expected results*: 6 months after start of incoming class and implementation.
 - d. *Effectiveness of corrective actions*: Evaluation to be done every 6 months

Southern California Medical College
Vocational Nursing Program
ADMISSION REQUIREMENTS POLICY

Prior to admission for the Vocational Nursing Program, SCMC requires that applicants:

1. Must be at least 17 years of age. Applicants are required to provide proof of age such as a valid California ID, Driver's license, or a Birth Certificate.
2. Must have a high school diploma or a GED from an accredited school. Foreign graduates must submit a foreign transcript evaluation report demonstrating equivalency of a 12th grade education in the US. A copy of official transcript with subject and grade/GPA listing is required for all applicants.
3. Must pass the Admission Test TEAS Pre-Entrance Exam given by the Assessment Technological Institute (ATI). The test will be administered at the SCMC administration office and is a proctored test. The Admissions Director will notify the applicants of their scheduled test date. In preparation for the entrance test, the applicants may purchase the reviewer from ATI. The maximum time for the test is 4 hours. A minimum passing score of at least 64% is required to be eligible for the Vocational Nursing program. Applicants who fail the test on the first attempt will be given one more chance to retake the admission test after 2 weeks.
4. Must submit a record of immunization that includes Hepatitis B series, a current TB test or chest x-ray (done within one year prior to application), Measles, Mumps, Rubella, Tetanus, and Varicella zoster.
5. Must submit a current BLS/HCP, CPR card.
6. Must complete a registration form and submit with non-refundable registration fee as stated on the tuition and fee schedule.
7. Not be subject to denial of licensure under section 480 of the Business and Professions Code.

Fulfillment of the above admission requirements does not guarantee enrollment into the program.

Southern California Medical College
VOCATIONAL NURSING PROGRAM

SCREENING AND SELECTION POLICY

A maximum of 30 students per class will be accepted into the Vocational Nursing Program. Upon completion of the admission requirements as stated in the admission requirements policy, the Director of Nursing will conduct a screening and selection process. The Director of Nursing will schedule one-on-one interview with the applicant and will require him/her to compose an essay at the office prior to the interview. The Director of Nursing will consider several factors as basis for accepting students to the Vocational Nursing Program. These factors include:

1. A one-paragraph essay composition (at least 100 words) describing why he or she wants to become a licensed vocational nurse (LVN). This must be done while waiting for interview with the DON at the office. The applicants' command of written English and ability to express ideas are considered.
2. An interview with the Director of Nursing that includes questions such as:
 - a. The reason/s for wanting to pursue a licensed vocational nurse career
 - b. Positive traits that can help him/her succeed in the program
 - c. Career goal(s) in 3 years
 - d. The reason/s why he/she deserves to be accepted in the program
3. TEAS V® (ATI) Entrance Exam score. A minimum passing score of 64% is required for prospective students to be eligible for the program. Applicants with higher score will have the priority for admission.
4. Number of times TEAS V® (ATI) Pre-Entrance Exam was taken. Applicants with a passing score on the first attempt will have the priority for admission over those applicants who passed the exam on the second attempt regardless of the score. If two or more applicants have similar TEAS V® Pre-Entrance Exam score on the same attempt (first or second attempt), other factors will be considered as stated in number 5 below.
5. Other factors considered for selection process include:
 - a. High-school over-all Grade/GPAs; applicants with higher Grade/GPA has the priority for admission

- b. College or university degrees in related fields; applicants with a degree has the priority for admission
- c. Any academic and/or extra-curricular merits or awards received.
- d. Part-time or full-time jobs; applicants who have no job or working part-time will have the priority.
- e. Presence or absence of any physical and/or mental illnesses or limitations that may compromise the health and safety of clients.

After careful considerations of the factors mentioned above, the Director of Nursing will notify successful applicants by phone or email. The Admissions Director will also mail an acceptance letter to the applicants with further instructions for finalizing the enrollment process.

Upon notice of conditional acceptance, applicants may proceed with the enrollment process and are required to submit the following:

1. Completed Enrollment Agreement Form. A parent or guardian can sign the form if the applicant is under 18 years of age.
2. Finalized payment plan/arrangement with the Financial Services Department.
3. Recent physical examination from a physician and Immunization Records that show evidence of vaccinations for measles, mumps, rubella, chicken pox, Tdap (as an adult), annual seasonal flu vaccine, and hepatitis B.
4. Background screening for felonies, misdemeanors, fraud and abuse, sexual crimes, and drug screening.
5. Personal liability insurance.

Any students who wish to transfer from other accredited RN or vocational nursing programs must meet all admission and selection requirements. They must meet the minimum score of 64% in the TEAS V test by ATI. They must have a grade of B or higher for nursing subjects for credit and must pass the assessment test conducted by ATI for the subjects.

Southern California Medical College

VOCATIONAL NURSING PROGRAM

PROSPECTIVE STUDENT INTERVIEW FORM

Student's Name: _____ Date: _____
DON's Name: _____ DON's Signature: _____
TEAS-V Entrance Exam score: _____ (1st, 2nd, or 3rd attempt)

The reason for wanting to pursue an LVN career:

Positive traits that can help you succeed in the program:

Career goal(s) in 3 years:

The reason why you are deserving to be accepted in the program:

Comments: _____

Southern California Medical College – Vocational Nursing Program
Rubric for Screening and Selection Criteria

Criteria	1	2	3	4	Rating
Essay Composition	<ul style="list-style-type: none"> • the use of language is not readily comprehensible • many lapses in grammar, spelling and sentence construction • may be undeveloped 	<ul style="list-style-type: none"> • adequately clear and coherent use of language • only a few significant lapses in grammar, spelling and sentence construction • Is adequately developed, with some detail 	<ul style="list-style-type: none"> • clear, varied and precise use of language • no significant lapses in grammar, spelling and sentence construction • Is well-developed with supporting detail 	<ul style="list-style-type: none"> • clear, varied, precise and concise use of language • no significant lapses in grammar, spelling and sentence construction • Is fully developed and detailed 	
One-on-one Interview: Verbal Communication and Personal Demeanor	<ul style="list-style-type: none"> • Difficulty in articulation & not so clear in responses to most interview questions • Does not sufficiently responds to all questions • Does not appear generally comfortable, at ease, and personable • Not so good interpersonal skills and interactions • Does not appear enthusiastic regarding prospects for enrollment in the program 	<ul style="list-style-type: none"> • Articulate & clear in responses to most interview questions • Sufficiently responds to all questions • Appears generally comfortable, at ease, and personable • Good interpersonal skills and interactions • Appears enthusiastic regarding prospects for enrollment in the program 	<ul style="list-style-type: none"> • Articulate and clear in responses to all interview questions • Responds fully and effectively to all questions • Comfortable, at ease, and personable • Excellent interpersonal skills and interactions • Shows great enthusiasm and energy throughout interview 	<ul style="list-style-type: none"> • Extremely articulate and clear in responses to all interview questions • Responds fully and effectively to all questions and provides additional relevant information • Extremely comfortable, at ease, personable • Exceptional interpersonal skills and interactions • Extremely enthusiastic and energetic throughout interview 	
TEAS V Assessment	Low Score: < 64% Or passed on second try	Moderate Score: 64-77%	High Score: 78-89%	Very High Score: ≥ 90%	
Overall GPA (all transcripts - degree applicable)	2.5 - 2.9	3.0 – 3.4	3.5 – 3.9	4.0	
GPA in English	2.5 - 2.9	3.0 – 3.4	3.5 – 3.9	4.0	
GPA in Math	2.5 - 2.9	3.0 – 3.4	3.5 – 3.9	4.0	
GPA in Science	2.5 - 2.9	3.0 – 3.4	3.5 – 3.9	4.0	
Scholastic achievement/s prior to application	High school graduate or GED	High School Graduate and college credits	Associate Degree to Bachelor's Degree	Master's degree to PhDs	
Work Status	Working two full-time jobs	Working one full-time Job	Working Part-Time Job	No job and will study Full-Time	
				Total	

SOUTHERN CALIFORNIA MEDICAL COLLEGE

TERM 1	THEORY HOURS	CLINICAL HOURS
Anatomy and Physiology	96	136 (72 Skills lab; 64 clinical)
Fundamentals of Nursing	96	
Communication	16	
Nursing Process	24	
Patient Education	(8)	
Nutrition	<u>24</u>	
Total for Term 1	256	<u>136</u>
TERM 2	THEORY HOURS	CLINICAL HOURS
Pharmacology	128	120 (64 Skills lab; 56 clinical)
Medical-Surgical Nursing	(128)	128
Integumentary/Musculoskeletal	16	
Neurosensory	16	
Endocrine	16	
Cardiovascular/Blood/Lymphatics	24	
Respiratory	24	
Gastrointestinal	16	
Urinary	8	
Reproductive	<u>8</u>	
Total for Term 2	256	<u>248</u>
TERM 3	THEORY HOURS	CLINICAL HOURS
Normal Growth and Development	38	40
Gerontological Nursing	14	48
Maternity Nursing	32	32
Pediatric Nursing	32	40
Medical-Surgical Nursing (clinical)	<u> </u>	<u>104</u>
Total for Term 3	116	<u>264</u>
TERM 4	THEORY HOURS	CLINICAL HOURS
Psychiatric Nursing	54	40
Communicable Diseases	24	48
Rehabilitation Nursing	8	32
Leadership and Supervision	16	32
Medical-Surgical Nursing (clinical)	<u> </u>	<u>168</u>
Total for Term 4	102	<u>320</u>
Total Program Hours: 1,698	Total Theory Hours: 730	Total Clinical Hours: 968
From:		
Total Program Hours: 1,550	Total Theory Hours: 590	Total Clinical Hours: 960

Southern California Medical College

Vocational Nursing Program

ATTENDANCE POLICY

Only students who have been admitted to the vocational nursing program and are in approved active status may attend classes. Class attendance and consistent study are the two factors which contribute most to success in the program and to passing the NCLEX-PN®. Students must attend all lecture and clinical classes. The state law requires 1530 hours of class and clinical experience for eligibility for licensure.

Definition of Terms:

1. An **absence** is defined as a state of being away or not being present within 15 minutes of the start of scheduled class lecture and clinical session.
2. A **tardy** is defined as arrival ten (10) minutes after a scheduled class lecture or five (5) minutes after a scheduled clinical session.

For Theory Lectures:

1. A student is only allowed a maximum of 3 theory lecture absences per term (excused or unexcused).
2. The Director of Nursing shall serve Attendance Probation to a student who already incurred two absences at any given term.
3. Tardiness is not acceptable. The Director of Nursing shall serve Attendance Probation to a student who incurred 3 tardy marks. Three tardy marks constitute one day absence.
4. It is also not acceptable to leave the classroom and clinical sites earlier than scheduled or earlier than what the instructor set as time of dismissal. Leaving the classroom after lunch break constitutes one-half day absence. Leaving the classroom 15 minutes earlier for 3 times constitute one day absence.
5. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation will be terminated from the program.
6. To satisfy required theory hours, a student, who incurred absences, must do the following activities for make-up after instructor approval:
 - a. Type written thorough disease/s analysis and/or case study reports, at least 20 pages, related to the topic/s missed. Mere copying and pasting of whole articles/materials from textbook and/or internet are not allowed. The student is required to indicate references. The report shall include pathophysiology, signs and symptoms, laboratory and ancillary diagnostic procedures, complications and signs and symptoms of complications, management including medical and/or surgical, nursing care plans, nursing interventions, and client teachings.
 - b. Class report/discussion of disease/s analysis and/or case study reports mentioned in 6a using power point presentation
 - c. Submit at least 20 NCLEX-PN®-type questions on diseases or case studies in which the student is making report on.
 - d. Attend related seminar/workshop or make-up classes. The student is responsible for instructional fees or seminar fees.

For Clinical Sessions:

1. A student must attend all clinical sessions. Any absences in the clinical sessions must be made-up at the end of the program. Students are responsible for paying instructional fees for clinical make-ups.
2. A student is allowed no more than 5 absences (excused or unexcused) for the entire program.
3. A student will be sent home and marked absent when he or she arrives to clinical sites 15 minutes after the start of clinical session.
4. The Director of Nursing shall serve Attendance Probation to a student who already incurred three absences at any given time.
5. Tardiness is not acceptable. The Director of Nursing shall serve Attendance Probation to a student who incurred 3 tardy marks. Three tardy marks constitute one day of absence.
6. Leaving the clinical sites after lunch break constitutes one-half day absence.
7. Leaving the clinical site 15 minutes earlier than the scheduled dismissal for 3 times constitute one day absence.
8. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation will be terminated from the program.

General Attendance Policies:

1. The following are grounds for termination from the program on the basis of unsatisfactory attendance:
 - a. More than 3 absences per term in lecture classes.
 - b. More than 5 absences in clinical sessions for the entire program.
 - c. Non-compliance with the conditions/criteria set forth in the Attendance Probation.
 - d. Inability to meet the minimum hours required by the state to be eligible for licensure.
2. A student terminated for unsatisfactory attendance may be allowed to re-enter the selection pool again for the next school year.
3. A student is allowed to appeal the termination for unsatisfactory attendance. The student must request the appeal in writing addressed to the Director of Nursing. The appeal must include:
 - a. An explanation as to why satisfactory attendance was not maintained with proofs or documents backing up the explanation.
 - b. Include proposed corrective measures that will prevent the student from acquiring another unsatisfactory attendance.
 - c. Include reasons why the student feel he/she should be allowed reinstatement.
 - d. The appeal letter must be received **within 7 business days** following notification of termination. The Director of Nursing retains the authority to terminate the educational contract with the student who does not comply with the policies of the school, or to permit the student to continue with the program with or without additional probationary provisions.
4. In cases of an illness, a student must provide the school with a full medical certificate/clearance from the physician before returning to school. Any restrictions

related to the student's health condition must also be stated clearly.

5. A Leave of Absence may be granted by the Director of Nursing. The student may request a leave of absence for personal emergencies or those reasons included in the family medical leave act or military service. The student will join the next class and continue where he/she left off. A Student who does not return after a leave of absence will be terminated from the program.
6. A student who perceives and/or plans to be late or be absent must call the assigned instructor at least thirty (30) minutes prior to the start of the class/clinical session. However, a student coming in 15 minutes after the start of class/clinical session is considered absent.
7. A student is responsible in checking with the assigned instructor as soon as possible regarding completion of missed works, assignments, projects, and take of missed examinations. Deadline for completion of missed works, assignments, and projects is within 7 days from the day of absence from lecture, and within 4 days after missing an examination.
8. The student will be required to review contents of the subject matter or test on any content of the topics missed or may be required to attend make-up tutorial classes.
9. Make-up work, tests, and hours cannot be made up during regular class schedules.
10. Students are responsible for paying instructional fees for make-ups requiring special tutorial classes or clinical supervisions.
11. There is no make-up for quizzes. A student who missed a quiz will not get a grade credit for that quiz.
12. A student is responsible to complete the make-up log sheet confirming attendance and submit the sheet to the office.
13. Attendance is taken on a daily basis and an exact record of attendance will be part of the student's permanent record.

Southern California Medical College
Vocational Nursing Program

GRADING and REMEDIATION POLICIES (THEORY)

A student's progress in the classroom shall be closely monitored and his or her understanding of the subject matter and the learning objectives in each course shall be the basis of the evaluation. All teaching materials including examinations and homework shall be carefully and continuously evaluated by the Director of Nursing to effectively reflect the understanding of all learning objectives in each subject.

The school shall utilize the following grading system:

Points	Grade
95 +	= A
90 – 94	= A –
87 – 89	= B +
84 – 86	= B
80 – 83	= B –
75 – 79	= C
< 75	= Fail (grade of 70-74 remediation needed; grade <70 no remediation needed, student terminated)

Partial points will be rounded to the nearest full point; for example, 89.5 = 90 leads to a grade of A – (minus) and 89.4 = 89 leads to a grade of B +. A minimum grade of C is required to continue in the program.

A student with a final theory grade of 70-74 will be put on academic probation and may take remedial examination. A score of at least 75% in the remedial examination is required to pass the exam and pass the subject. The highest theory grade a student can get after passing the remedial examination is C or 75. The instructor, with the approval of the Director of Nursing, shall formulate the content of the remedial examination. If a student fails the remedial examination, he or she gets a final grade of F. Fail grade means the student will be terminated from the program. A student is allowed only three remedial examinations for a fail final course grades of any subjects throughout the entire program.

A student must pass the first subject before he or she is allowed to take the next subject. In the same way, a student must pass term one before he or she is allowed to move on to the next term. Instructors must submit to the office all final grades of students within two days after the final examination. An academic probation shall be issued by the Director of Nursing to all who fail the subject and a remedial examination will be given to the student. Counseling and tutorial classes shall be extended to the student as well.

The breakdown of final theory grade is as follows:

Midterm examination	35%
Final examination	35%
Attendance	5%
Participation (reports, role plays, class discussion, homework)	10%
Quizzes	15%
Total	<u>100%</u>

Note: Reports may include individual and/or group reports; class discussion includes active participation of students in class, asking and responding to questions, contributing significant ideas. Active discussion is encouraged in the classroom.

A student must take the missed test or examination within 4 days. Failure to do so means the student gets zero for that examination. He/she must contact the instructor for the date of examination. The highest score a student can get for taking missed test or examination is 75%. There is no make-up for missed quizzes.

A student who fails the midterm examination must take the remedial examination and must have a score of 75% or higher to continue into the program. If the student fails the first remedial examination, he/she must attend a tutorial class and will be allowed to take another remedial examination. The highest score a student can get for taking remedial examinations for midterm is 75%. Failure to pass the two remedial examinations means termination from the program. The student is responsible for tutorial or instructional fees.

Grading of quizzes and examinations is based on an absolute grading system and not based on a curve.

All test questions are considered school property and shall not be returned to students. However, ample time shall be allotted to students for review of examination papers.

Southern California Medical College shall strictly adhere to its grading system. The school shall provide all help and services to students to ensure quality education and training. The school shall use ATI services for evaluation of students' competencies in a particular course. The students must pass the proctored competency exams after finishing a course. Students who fail the ATI competency exams will be asked to study ATI materials and/or attend tutorial classes. Students are responsible for tutorial or instructional fees. However, for whatever reason that the student is unable to meet the required knowledge and competencies to go on with the program, he or she will be terminated from the program.