

State of California
Department of Consumer Affairs

**Board of Vocational Nursing and
Psychiatric Technicians**

2015 Strategic Plan



September 5, 2014

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The Board of Vocational Nursing & Psychiatric Technicians

The Board of Vocational Nursing was established in 1951 and, in 1959, merged with the Psychiatric Technician program to become the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT). The jurisdiction of the Board is mandated by the Vocational Nursing Practice Act (Business and Professions Code (B&PC), Division 2, Chapter 6.5, Sections 2840-2895.5) and Psychiatric Technician Law B&PC Division 2, Chapter 10, Sections 4500-4548] which are implemented and enforced by the BVNPT.

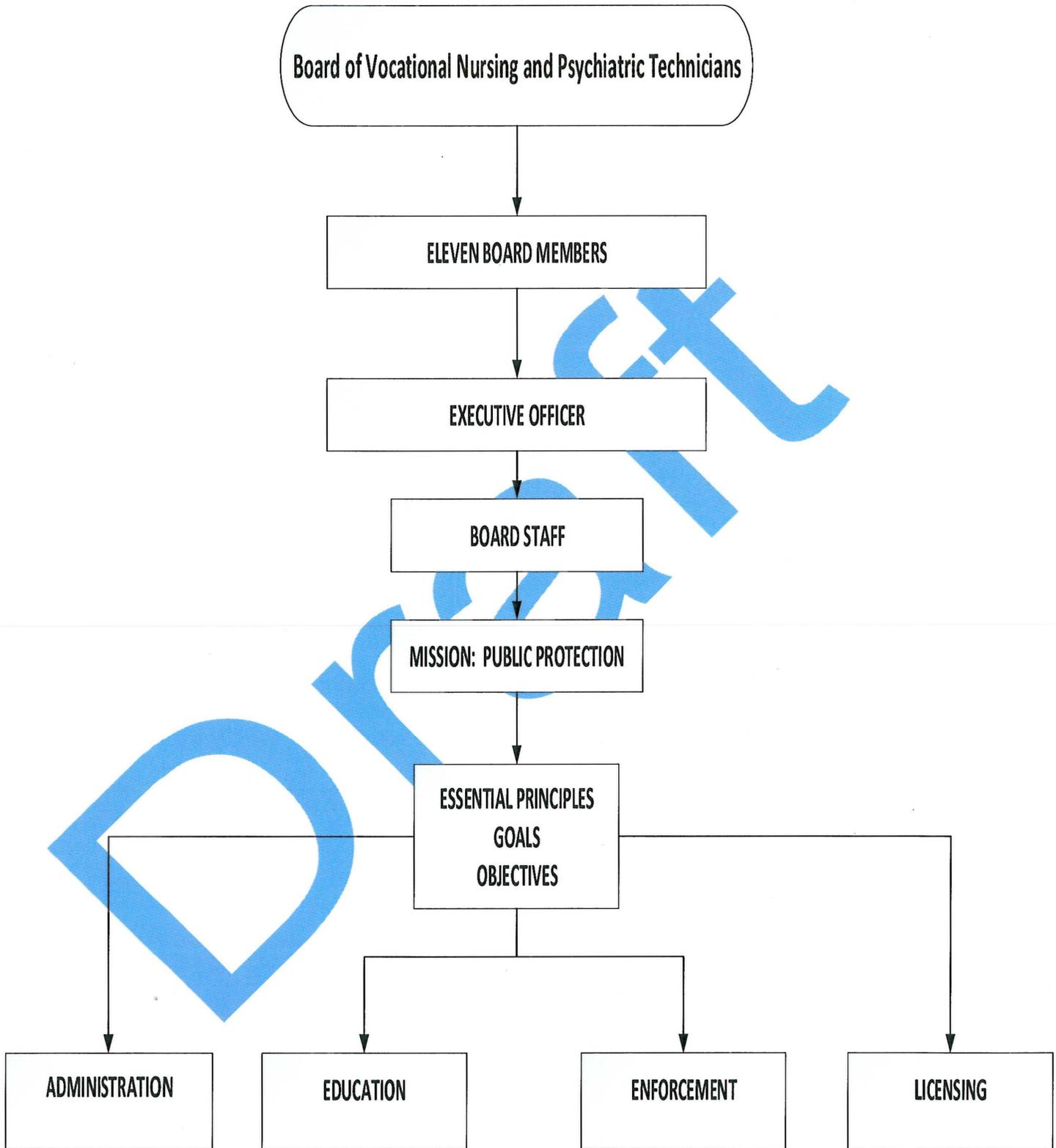
The BVNPT regulates 127,299 licensed vocational nurses (LVNs) and 13,305 psychiatric technicians (PTs); 240 vocational nursing (VN) programs and 27 PT programs. LVNs and PTs care for the very young to the very old in a variety of settings. These include hospitals, clinics, nursing homes, home care, licensed community care homes, state and community based psychiatric facilities and prisons. PTs also care for the developmentally challenged and mentally disordered clients/patients found in the above settings.

The Board is a special fund agency. It derives all of its operating revenue from its licensees and applicants. No money is received from the General Fund. The Board has 67.9 authorized positions (57.5 VN Program; 10.4 PT Program) and a total budget of \$12.5 million (\$10.4 million VN Program; \$2.1 million PT program).

Board Members

Eleven members make up the Board: six public; two licensed PTs; two LVNs; and one LVN or registered nurse (RN). Specific requirements are two LVNs licensed for a period of not less than two years; one LVN or RN with no less than five years' experience as a teacher or administrator in an approved school of vocational nursing; two PTs who have had not less than five years of experience in a psychiatric hospital, or in a psychiatric unit of a hospital licensed by the State or, a private institution licensed by the State, and six non-licentiate public members of the BVNPT or any other boards. Four public members and all licentiate members are appointed by the governor. One public member is appointed by the Senate Rules Committee and one by the Speaker of the Assembly. Terms are four years. No one is permitted to serve more than two consecutive terms.

Board members establish public protection policies and render final decisions that are the foundation of all Board programs and their activities. Disciplinary final decisions are based on facts, the applicable law, and only after assurance that the licensee or respondent received due process.



The Board's Mission

To accomplish the Board's priority and mission of public protection, the Board regulates VN and PT programs located throughout the State; LVNs and PTs who are employed in hospitals, long term care facilities, home health, correctional facilities, outpatient, clinic and school settings, military facilities, and the Board's educational programs.

Essential Principles

1. Public protection is the highest priority.
2. Fair and legal enforcement of our laws enhances consumer protection and swift justice.
3. Our licensure examinations legally and equitably measure entry level competence of our licensees.
4. Assessment of staff skills, requisite staff development and, training, facilitates implementation of the Board's business processes and successful interaction with our diverse constituency, serving the public interest.
5. Creative and visionary leadership promotes best practices, effective Board governance, and influences organizational changes.
6. Transparent and meaningful interaction with the public, government entities and stakeholders fosters awareness of the Board, its mission and activities and creates opportunities for their engagement.
7. Budgetary prudence assures responsible utilization of resources.
8. Ethical, honest, factually and legally based decisions are in the best interest of all stakeholders.

Goals and Objectives

To achieve its mission, the Board established six major goals to realize within the next three to five years. Time required for the Board's analysis and preparation of the Sunset Review Report, development of the new online system called BreEZe, and sustaining Board operations will impact the realization of these goals within the projected time frame.

- A. **Enforcement** – Consumer protection priority is maintained through timely completion of the complaint, investigation and disciplinary processes.
- B. **Legislation & Regulation** – The Board's legislation strengthens its consumer protection priority by enhancing the Board's regulatory power, assuring budgetary integrity, and facilitating the Board's ability to act swiftly and effectively.
- C. **Education** – Consumer protection principles, quality educational and practice standards, and due process are evident in the approval and removal procedures of the Board's proposed and approved programs.
- D. **Administration** – The Board's public protection priority is validated through vigilant oversight of its programs, inspired problem solving, visionary leadership, budgetary integrity and maintaining important partnerships with DCA, governmental agencies and stakeholders.
- E. **Examinations and Licensing** – The Board's application, licensure, and renewal processes are consumer friendly, timely completed; and VN and PT Licensure Examinations are psychometrically sound and consistent with current VN and PT practice.
- F. **BreEZe/Information Technology** – The Board "goes live" with BreEZe in April 2015 and continues, as resources permit, to provide staff with technology, equipment, and training that enhances their capability in using the new system and maintaining the system's requirements.

A. ENFORCEMENT

Consumer protection priority is maintained through timely completion of the complaint, investigation and disciplinary processes as projected in the Consumer Protection Enforcement Initiative (CPEI) goals. This is an ongoing goal.

Objectives:

1. Dependent on the addition of staff resources, prioritize 5,000 plus complaints in order of importance based on the criticality and nature of the complaint and complete their review within 30 days.
2. Dependent on the addition of staff resources, investigate 5,000 plus complaints in an objective, timely and cost-effective manner to be completed in 12 months.
3. Take administrative and disciplinary action as warranted by law and by prescribed timelines.
4. Strengthen collaborative relationships with other State and law enforcement agencies to enhance our field investigations and support legislation that enhances our consumer protection priority.
5. Collaborate with the Office of the Attorney General, Office of Administrative Hearings, and DCA to establish mutual goals for efficiency, effectiveness, and expeditious processing of actions.
6. Utilize innovative disciplinary techniques designed to protect the public from unprofessional, incompetent and negligent practitioners.
7. Ensure public disciplinary information is reported to the Healthcare Integrity and Protection Data Bank, the National Council of State Boards of Nursing's Nursys, and on the Board's web site.
8. Expand the Board's Expert Witness Program by recruiting and training at least 10 additional experts to review enforcement cases, provide quality expert opinions, and testify at administrative hearings.
9. Seek and utilize creative solutions to mitigate an increasing workload exceeding 5,000 cases received per year.
10. Establish procedures for actions based on managerial analysis and assessment.
11. Provide staff training to enhance knowledge, skills, and awareness of the Board's consumer protection priority.

B. LEGISLATION AND REGULATION

The Board proposes and implements legislation that strengthens its consumer protection priority to enhance the Board's regulatory power, assure budgetary integrity, and facilitate the Board's ability to act fairly, swiftly and effectively. This is projected to be completed in three years.

Objectives:

1. Regulatory Proposals – Exercise the Board's authority [Business and Professions Code sections 2854 (VN) and 4504 (PT)] to adopt, amend, or repeal the following regulations:
 - a. Permissive Site Visits – Implement regulations authorizing the Board to conduct an inspection or review of a pre-approved program prior to graduation of the initial class and determine the compliance of approved VN and PT programs with prescribed education requirements and standards. The goal is to implement these regulations during 2014.
 - b. Waiver of Renewal Requirements for Licensees on Active Duty – Implement regulations to waive the renewal requirements for a licensee, including renewal fees, continuing education, and other requirements determined by the Board, if the licensee is serving on active duty in the Armed Forces or California National Guard. The goal is to implement these regulations during 2014.
 - c. Disclosure Requirements for Renewal of License – Adopt and implement regulations to increase the level of reportable infraction fine amounts, at the time of license renewal, from \$300 to \$1,000. The goal is to obtain approval from the Office of Administrative Law during 2014 to implement these regulations.

C. EDUCATION

Consumer protection principles, quality educational and practice standards, and due process are evident in the approval, removal and oversight procedures of the Board's proposed and approved programs. This is an ongoing goal.

Objectives:

1. Conduct onsite surveys of 19 VN programs to determine program compliance with statutory and regulatory requirements and Board decisions by May 31, 2015.
2. Complete surveys of 44 VN and PT programs to determine program compliance with statutory and regulatory requirements by December 31, 2015.
3. Complete the initial, detailed analysis of 48 proposed VN and PT programs, communicate deficiencies and required corrections by May 31, 2015.
4. Interpret VN and PT statutes and regulations for programs, health care practitioners, educators, consumers, governmental agencies, and other stakeholders.
5. Facilitate development and administration of VN and PT licensure examinations that are consistent with current practice, established psychometric standards, and existing statutes and regulations.
6. Continue to evaluate and refine Education Division processes to improve efficiency, eliminate redundancy, and maximize utilization of available human and physical resources.
7. Continue to optimize and expand the use of information technology for data collection and analysis relative to the education and practice of LVNs and PTs.
8. Educate program directors relative to Board expectations and responsibilities specified in the statutes and regulations when they are approved, when the need is identified by the NEC and during Director Forums.
9. Conduct annual stakeholder surveys to identify trends and issues that significantly impact the education, practice, supply, and employability of LVNs and PTs.
10. Propose revisions of existing VN and PT regulatory language by May 31, 2015 to address the following:
 - a. Provisional Approval: Admission of Additional Students; Reapplication for Approval after Revocation.
 - b. Curriculum Hours: Instructor–student ratio for theory classes in VN and PT programs; Number of clinical hours in satellite facilities for VN and PT programs; Number of clinical hours in skills laboratory for VN and PT programs.

D. ADMINISTRATION

The Board upholds and achieves its consumer protection mandate through transparent, vigilant oversight of its programs, creative problem solving, visionary leadership, and by maintaining important partnerships with DCA, governmental agencies, and stakeholders. This is an ongoing goal.

Objectives:

1. Assure that the consumer protection priority of the Board is present in all programs by assessing Board programs and activities before legislative proposals are due to DCA.
2. As resources permit, promote general consumer education/patient rights awareness and consumer protection through regular Board meetings, our website, brochures, and stakeholder contact opportunities, such as graduations, professional conferences and meetings (as travel restrictions permit).
3. Evaluate the Strategic Plan annually and assess progress of objectives to attain goals and revise as necessary.
4. Identify, develop, and implement the best practices for staff achievement of goals.
5. Evaluate and follow-up on the Board's performance of its regulatory functions through the use of targeted surveys, and feedback from professional, health care, and consumer organizations.
6. Continue to follow-up with the DCA Office of Human Resources to assure our need for filling vacancies, including the difficult to fill NEC positions.
7. Network with our stakeholders, DCA and other agencies to discern future for VN and PT education and practice and the direction of health care.
8. Maintain communication with relevant legislative committees and staff to alert them about Board issues, solutions, provide input for proposed legislation and to remain abreast with legislation impacting the Board.
9. Fill vacancies quickly by immediately initiating the process with the DCA Office of Human Resources when vacancies arise, utilizing resources to identify potential staff and working closely with our Personnel Specialist.

E. EXAMINATIONS AND LICENSING

The Board's application, licensure, and renewal processes are timely reviewed and completed; and VN and PT Licensure Examinations are psychometrically sound and consistent with current VN and PT practice. This is an ongoing goal.

Examination Objectives:

1. Provide input to the National Council of State Boards of Nursing, Inc. (NCSBN) regarding California's VN statutory requirements and to assure scope of practice compliance in our contract for examination development and implementation by semi-annually reviewing past examinations and future test plans as permitted by NCSBN and Pearson View.
2. Assure that a new occupational analysis and test plan are completed every three to five years for NCLEX-VN and every five to seven years for the PT Licensure Examination.
3. Assess as necessary or at least every three years the NCLEX-PN examination testing centers by asking our programs for documentation if they are experiencing any problems in the accomodation of our 11,000 and increasing examinees.
4. Educate and inform our approved program directors of the Board's examination application requirements and procedures through director forums, our website, and Board meetings.

Licensing Objectives:

1. Review application procedures and staff resources to maintain the Board's goal of the four to six week timeline for completion.
2. Utilize creative workforce solutions to mitigate unexpected backlogs.
3. Keep staff trained in BreZE functions for licensing processes.
4. Assure that the successful candidates meet all requirments for licensure.
5. Licensing staff assures the accuracy of the numbers of Board eligible examinees that tested compared to the numbers the vendor reports.

F. BreEZe/INFORMATION TECHNOLOGY

The Board “goes live” with BreEZe in April 2015 and continues, as resources permit, to provide staff with technology and equipment and training that will enhance their capabilities in the new system and to maintain the system’s requirements. This is an ongoing goal.

Objectives:

1. “Go Live” with BreEZe implementation as designed with no major problems in the timeliness of licensing and enforcement processes.
2. Set up planning meetings to efficiently communicate specific issues to the Department of Consumer Affairs’ BreEZe team and vendor toward the elimination or ‘work through’ of problems with the system or unwanted media attention.
3. Select required staff who thoroughly understand the Board’s business processes and can translate that knowledge into the required design of the system as mandated by the vendor and DCA to insure a quality product.
4. Collaborate with DCA to provide quality training of staff as measured by their understanding of BreEZe functions and ability to implement the system.
5. Support DCA’s effort to provide staff with the tools to facilitate their understanding of the dynamics of the radical change required to initiate online the Board’s business processes and the resultant disruption of their comfort zone.