

Agenda Item #8.A.8.



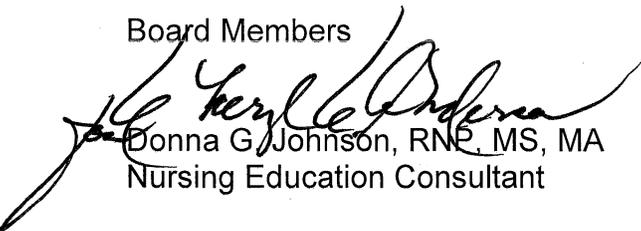
BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY • GOVERNOR EDMUND G. BROWN JR.

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DATE: January 30, 2015

TO: Board Members

FROM:  Donna G. Johnson, RNE, MS, MA
Nursing Education Consultant

SUBJECT: Preferred College of Nursing, Los Angeles, Vocational Nursing Program – Reconsideration of Provisional Approval; Consideration of Report of Unannounced Program Survey Visit (Director: Bernard Sanchez, Los Angeles, Los Angeles County - Private)

On September 12, 2014, the Board placed Preferred College of Nursing, Los Angeles, on provisional approval for the two – year period from September 12, 2014 through September 30, 2016, and issued a notice to the program to identify specific areas of non-compliance and requirements for correction as referenced in section 2526.1 (e) of the California Code of Regulations. That action was taken due to the program's noncompliance with section 2530 (l) of the Vocational Nursing Rules and Regulations, which 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 approved vocational nursing schools for the same period.”

On October 29 and 30, 2014, Board representatives conducted an unannounced program inspection. On November 13, 2014, the Board sent, via certified mail, written notice, to the program director, regarding the violations identified and the required corrective actions.

On December 16, 2014, the Board received the program's response to the Notice of Violations.

The program is presented for consideration of findings of the unannounced program inspection survey visit and for reconsideration of its Provisional Approval status.

History of Prior Board Actions

(See Attachment A, History of Prior Board Actions)

Enrollment

Currently, the program must obtain Board approval prior to the admission of all classes. The program offers part-time and full-time classes. The current full-time class is 47 weeks in length and the current part-time class is 75 weeks in length.

The following table represents **current and projected** student enrollment based on current and proposed class starts and completions. The table indicates a **maximum enrollment of 121 students** for the period from **January 2011 through October 2015**.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
1/11 (PT Eve Class)		26	24	24
1/11 (FT Day Class)		20	16	24 + 16 = 40
4/11 (PT Eve Class)		15	13	40 + 13 = 53
4/11 (FT Day Class)		15	10	53 + 10 = 63
7/11 (FT Eve Class)		20	14	63 + 14 = 77
10/11 (FT Eve Class)		22	17	77 + 17 = 94
1/12 (PT Day Class)		26	21	94 + 21 = 115
	1/12 (1/11 FT Day)		-16	115 - 16 = 99
1/12 (FT Day Class)		25	22	99 + 22 = 121
	4/12 (4/11 FT Day)		-10	121 - 10 = 111
	6/12 (7/11 FT Eve)		-14	111 - 14 = 97
	7/12 (1/11 PT Eve)		-24	97 - 24 = 73
	11/12 (4/11 PT Eve)		-13	73 - 13 = 60
	10/12 (10/11 FT Eve)		-17	60 - 17 = 43
	1/13 (1/12 FT Day)		-22	43 - 22 = 21
3/13 (PT Eve Class)		27	24	21 + 24 = 45
4/13 (FT Day Class)		26	21	45 + 21 = 66
	7/13 (1/12 PT Day)		-21	66 - 21 = 45
9/13 (FT Day Class)		22	15	45 + 15 = 60

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Complete			
	5/14 (4/13 FT Day)		-21	60 - 21 = 39
	9/14 (9/13 FT Day)		-15	39 - 15 = 24
	9/14 (3/13 PT Eve)		-24	24 - 24 = 0
9/14 (FT Day Class)		16	14	0 + 14 = 14
	10/15 (9/14 Day Class)		-14	14 - 0 = 0

Licensing Examination Statistics

The following statistics, furnished by 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 July 2011 through December 2014, specify the pass percentage rates for graduates of the Preferred College of Nursing, Los Angeles, Vocational Nursing Program on the National Council Licensure Examination for Practical/Vocational Nurses (NCLEX-PN®) and the variance from state average annual pass rates.

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR 2530(I)]	Variance from State Average Annual Pass Rate
Jul-Sep 2011	17	9	53%	74%	67%	75%	-8
Oct-Dec 2011	9	4	44%	74%	56%	75%	-19
Jan-Mar 2012	19	15	79%	77%	60%	74%	-14
Apr-Jun 2012	12	7	58%	72%	61%	74%	-13
Jul-Sep 2012	28	20	71%	74%	68%	74%	-6
Oct-Dec 2012	17	10	59%	70%	68%	74%	-6
Jan-Mar 2013	22	10	45%	75%	59%	73%	-14
Apr-Jun 2013	18	8	44%	78%	56%	73%	-17
Jul-Sep 2013	19	13	68%	75%	54%	74%	-20
Oct-Dec 2013	6	4	67%	76%	54%	76%	-22
Jan-Mar 2014	29	17	59%	74%	58%	76%	-18

NCLEX-PN® Licensure Examination Data							
Quarterly Statistics					Annual Statistics*		
Quarter	# Candidates	# Passed	% Passed	State Quarterly Pass Rate	Program Average Annual Pass Rate	State Average Annual Pass Rate [CCR 2530(I)]	Variance from State Average Annual Pass Rate
April-Jun 2014	11	6	55%	66%	62%	73%	-11
Jul-Sep 2014	22	13	59%	72%	59%	73%	-14
Oct-Dec 2014	17	11	65%	72%	59%	72%	-13

*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.

California Code of Regulations section 2530(I) 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 approved vocational nursing schools for the same period.”

This data substantiates the program's noncompliance with regulatory requirements for the past **eight (8)** consecutive quarters and for a total of **11** of the last **14** quarters.

Based on the most recent data available (October through December 2014), the program's average annual pass rate is **59%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® Licensure Examination for the first time during the same period is **72%**. The average annual pass rate for the Preferred College of Nursing, Los Angeles, Vocational Nursing Program is **13** 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."

Information submitted electronically by the director on December 18, 2014 specifies a total of 13 faculty, 12 of whom, including the director, are approved to teach in clinical settings. The director reports 80% administrative responsibility and 20% teaching duties.

Based on the Board's prior decision requiring the program to provide no less than one (1) instructor for every ten (10) students in all clinical experiences and the program's maximum enrollment of 121 students, twelve (12) instructors are needed. Therefore, the program's faculty is **adequate** to support the current students.

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

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

The program **lacks** sufficient clinical facilities to afford the number, type, and variety of patients that will provide clinical experience consistent with competency-based objectives and theory. Specifically, the program has not provided clinical experience in Maternity Nursing and Pediatric Nursing.

Other Considerations

Beginning in July, 2013, the program presented ideas to address problems identified, including low pass rates on the licensing examination. Revisions were reported in the areas of criteria for the admission, screening and selection of students. As reported, the program determined it was necessary to revise the curriculum.

In February 2014, the director reported a revision of its screening and selection criteria to include a requirement completion of a CNA program prior to entry into the VN program. Additionally, the director reported the institution of NCLEX-PN review sessions, updated lectures and lesson plans, use of ATI materials, and the dismissal of students “deemed not ready to graduate” as soon as identified.

Program Survey Visit

On October 29 – 30, 2014, Board representatives conducted an unannounced onsite inspection of the program. During the two (2) day inspection, Board representatives assessed the program’s physical resources, examined records, including files of currently enrolled and recently graduated students, and, in the absence of the director, interviewed program staff. Board representatives also interviewed recently graduated students.

An assessment of program resources follows.

➤ Classroom Space.

The main vocational nursing program classroom seats 35 students and includes a computer, projector, lectern, and white board. Posters, a skeleton, and body part models were noted. A demonstration classroom contained a mannequin and intravenous therapy supplies, a white board and 24 chairs. A third classroom contained 24 chairs, white board, and monitor.

➤ Computer Lab and Library.

The small library holds books, DVDs, and texts. The computer lab contains 15 computer stations.

Based on observation and analysis of program documents and materials provided during and continuing after the program survey visit, **16** violations were identified. On November 13, 2014, A Notice of Violations was sent to the Program. (See Attachment B). On December 15 and 18, 2014, the program's response was received by the Board. (See Attachment C).

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

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
... (7) Instructional Plan"

Violation #1: Based on an analysis of documents provided during the program inspection and an interview with a faculty member, Board representatives confirmed that the school is not using the approved instructional plan.

The document called the Instructional Plan and given to Board representatives during the survey visit is a lesson plan and does not include clinical objectives.

Status: This violation is **corrected**. The program submitted a flash drive with a curriculum as approved in 2013 and a proposed curriculum. The proposed curriculum is under review and not to be implemented until Board – approval is obtained.

Section 2526(a)(8) of the Vocational Nursing Rules and Regulations states:

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
... (8) Evaluation methodology for curriculum."

Violation #2: Board files confirm that the program has a methodology and procedure for evaluation of the curriculum. However, program representatives were unable to produce documentation confirming that the curriculum had been evaluated to determine its currency, effectiveness, consistency with the NCLEX/PN® test plan, or need for revision.

Status: This violation is **not corrected**. However, the program submitted a planned approach to curriculum evaluation, which, if implemented as presented, will prevent future occurrences of this violation.

Section 2526(a)(11) of the Vocational Nursing Rules and Regulations states:

"The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
... (11) Evaluation methodology for clinical facilities."

Violation #3: Board files confirm that the program has a methodology and procedure for evaluation of clinical facilities. However, program representatives were unable to produce documentation confirming that clinical facilities had been evaluated.

Status: This violation is **not corrected**. However, the program submitted a plan, which if implemented as presented, will prevent future occurrences of this violation.

The program presented two typed notes of interactions with two clinical facilities in 2013. The unsigned notes were primarily related to maintaining relations with the facilities and orientating new students to the facilities. (See Attachment D). The program also presented a plan for evaluation of clinical facilities.

Section 2526(a)(16) of the Vocational Nursing Rules and Regulations states:

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

... (16) List of resources for provision of counseling and tutoring services for students.”

Violation #4: No list of resources was found on campus or in the Student Catalog. The School Catalog lists that tutoring is available at the school by appointment but does not list other resources. The School Catalog further states that “faculty and staff are available to advise and assist” and also states that “Problems beyond the scope of the staff will be referred to various agencies specializing in that area.” A list of resources for counseling, such as for mental health problems or other life crises, was not provided.

Status: This violation is **corrected**. The program submitted a list of resources available to students for counseling and tutoring services.

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

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

Violation #5: The program has failed to notify the Board of the termination of program faculty as prescribed by regulation. According to a program representative listed as School Director/Financial Aid Director in the School Catalog, **seventeen (17)** of the faculty listed on the program’s 2014 Annual Report have not taught in the program over the past year.

Status: This violation is **not corrected**. On December 15, 2014, the director submitted a list titled “Faculty List as of 12-15-14.” On December 18, 2014, the program submitted its response to identified violations. Included therein was a list of current instructors with assignments. (See Attachment E). The lists are different, with varying names and numbers of faculty.

Section 2529(a) of the Vocational Nursing Rules and Regulations states:

“A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment.”

Violation #6: A program representative supplied files of all current faculty members. Neither the program files nor Board files contain approval for one instructor. Program documents examined and interviews with students by Board representatives during the survey confirm that this individual is a current instructor for the program. That particular instructor has not been reported on the program's submitted Annual Reports, including the 2013-2014 Annual Report.

Status: This violation is **not corrected**. The program submitted an unapproved copy of a faculty application for the unapproved instructor as proof of compliance with regulatory requirements. (See Attachment F) However, Board records do not substantiate receipt of a faculty application nor notice of termination for this individual.

Note: While Board records **do not** contain evidence of approval of this individual as faculty at Preferred College of Nursing, Los Angeles, Board records do substantiate that the individual was approved in 2008 as an instructor at Preferred College of Nursing, Carson. It is further noted that the unapproved 2012 application submitted by Preferred College of Nursing, Los Angeles, lists a start date of 2007 for the Carson program.

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

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

Violation #7: Based on observation and analysis of program resources, including supplies and equipment, Board representatives identified that the program lacks sufficient resources for the current or maximum enrollment. Such resources are critical for achievement of the program’s educational objectives.

In September 2014, the program requested approval to admit a total of **60** students, attesting possession of the required resources. The Board approved the program’s admission of 20 students.

There are **15** computer stations in the computer lab. The program appeared to have adequate classroom space and seating.

Board representatives observed that the Skills Laboratory consisted of a room with four (4) beds and three (3) mannequins. The room was crowded with 22 student desks. The lab contained crutches and two (2) each of wheel chairs, walkers, and commodes. Personal care equipment was noted, as were scales, and body part and wound models. There were some isolation gowns but no masks or other personal protective attire or equipment. Sterile supplies consisted of a pack of 2x2 gauze pads and a

bottle of wound packing gauze. No sterile gloves or other dressing supplies were found.

Further, Board representatives observed that supplies in the Skills Laboratory were unorganized, in disarray, and in poor condition. Examples included opened and incomplete tracheostomy care kits, no complete catheter insertion kits, a few catheter drainage bags in a cabinet with unrelated materials, and empty medication bubble packs in a cabinet with basic care/daily hygiene care supplies. Supplies related to practicing medication administration were placed in disarray in a plastic tub and included a capped needle which was visibly dirty. No method of record-keeping for mock medication administration could be identified.

Status: This violation is **not** corrected. However the program submitted a plan which, if implemented as presented, will prevent future occurrences of this violation. As noted in the required action, the program is to provide verification of purchases as they are made.

Subsequent to the inspection, the program submitted nine (9) photos of neatly organized cabinets with supplies in a skills lab. The program submitted a list of skills lab supplies, by Term of study. Not all of the supplies from the list are identified in the photos. According to the program, "This same list will have things to be purchased before students reach the subsequent terms where the supplies are to be utilized." The program also submitted a plan whereby an instructor will be assigned to track inventory of the supplies.

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

"Regular faculty meetings shall be held. Minutes shall be available to the Board's representative."

Violation #8: The program was unable to produce evidence of faculty meetings during the program survey visit.

Status: This violation is **corrected**. The program submitted agendas for faculty meetings to be held in December 2014 and January and February 2015. The program also submitted meeting minutes and signed attendance sheets for faculty meetings in 2014.

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

"The program's instructional plan shall be available to all faculty."

Violation #9: The program failed to provide an instructional plan that was available for all faculty. (See Violation #1)

Status: This violation is **corrected**. The program submitted a plan for dissemination of the instructional plan to all faculty members. The program also submitted copies of emails to instructors with the instructional plan attached.

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

“Each school shall have on file proof that each enrolled student has completed a general education course of study through the 12th grade or evidence of completion of the equivalent thereof. Equivalency is determined by the Department of Education in any of the United States or by a nationally-recognized regional accrediting body. “

Violation #10: Board representatives reviewed files of all current students and recently graduated students. One (1) file contained a high school transcript without a graduation date.

Status: This violation is **corrected**. The program submitted proof of high school graduation for the identified student.

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

“The school shall evaluate student performance to determine the need for remediation or removal from the program.”

Violation #11: The program failed to evaluate student performance to determine the need for remediation or termination from the program, establish a remediation plan and timeline to correct identified deficiencies, and complete reevaluation of students to ensure resolution.

During the survey visit, Board representatives reviewed files of all current students and the most recent graduates. The program’s grade books and remediation files, kept separately from student files, were also examined.

Remediation records consisted of a sign-up list to request tutoring. There was no documentation of the requested tutoring, no specific remediation plans, no documentation of outcome, results of remediation, or follow-up.

Status: This violation is **not corrected**. However, on January 20, 2015, the program director submitted a Remediation Policy and Remediation Form. (See Attachment G)

The program was requested to provide a detailed written proposal, including timeline for implementation, for a remediation plan that includes appropriate follow-up with students. As submitted, the policy and form do not indicate oversight or involvement of the program director or follow – up with the student following completion of a remediation test.

Section 2530(j)(4) of the Vocational Nursing Rules and Regulations states:

“Each school shall advise students, in writing, of the following:
(4) List of Board approved clinical facilities.”

Violation #12: No evidence that the program had informed students of Board – approved clinical facilities where students would be assigned was identified either posted onsite or in the program’s student handbook.

Status: This violation is **withdrawn**. Subsequent to the survey visit, a list of approved clinical facilities was found in the student handbook.

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

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

Violation #13: The program’s average annual pass rate has been greater than ten (10) percentage points **below** the state average annual pass rate for ten (10) of the thirteen (13) quarters for which examination data were examined. Over the last eight (8) consecutive quarters, the program’s average annual pass rates have been 11 to 22 percentage points **below** state average annual pass rates.

Status: This violation is **not** corrected. The program’s pass rate remains noncompliant with prescribed requirements. The violation will be corrected when compliance with prescribed requirements is demonstrated.

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

“Vocational nursing programs shall include theory and correlated clinical experience.”

Violation #14: The Board - approved curriculum includes theory and correlated clinical experience. However, based on interviews with recently graduated students and an analysis of clinical rotations as provided by a program representative, the program failed to provide clinical experience that correlated with presented didactic content in Maternity Nursing and Pediatric Nursing.

Status: This violation is **not corrected**. The program failed to submit a plan to provide all currently enrolled students with clinical experience in Maternity Nursing and Pediatric Nursing. Further, to date, the program has failed to submit clinical facility applications requesting Board approval of sites that would provide those experiences to students. See Violation #15, below.

Section 2882 of the Vocational Nurse Practice Act states:

“The course of instruction of an approved school of vocational nursing shall consist of not less than the required number of hours of instruction in such subjects as the board may from time to time by regulation determine, together with the required number of hours in the care of medical, surgical, obstetrical patients,

sick children, and such other clinical experience as from time to time may be determined by the board.”

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

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

Violation #15: Based on an analysis of the program’s reported utilization of clinical facilities, the program failed to secure clinical facilities adequate as to number, type, and variety of clients consistent with the curriculum. Specifically, the program lacks adequate clinical facilities that provide clinical experiences in Maternity Nursing and Pediatric Nursing for the enrolled student population.

Further, interviews with recently graduated students confirmed that a skilled nursing facility utilized in the last two (2) terms of the program offered observation-only experiences for clinical rotations. In general, the students described a lack of hands-on training; being paired with certified nursing assistants (CNA), including later in their course of study; minimal opportunities for medication administration on more than one patient; minimal opportunities to engage in wound care and the provision of treatments; and students reported that use of some of the facilities by other schools interfered with clinical learning opportunities.

Status: This violation is **not corrected**. As noted above, the program failed to submit a plan to provide all currently enrolled students with clinical experience in Maternity Nursing and Pediatric Nursing. The program has failed to submit for Board approval clinical facility applications for sites that would provide those experiences to students.

Further, the program failed to address the lack of clinical objectives being posted in clinical facilities, training of instructors regarding correlation of theory and clinical, and how to accomplish clinical objectives in an approved clinical facility.

The program reported that the proposed curriculum will more precisely correlate theory and clinical objectives. The program further reported, “...we have initiated a curriculum committee that includes the facility’s Director of Nursing and/or Director of Education and/or designee’s input related to the appropriate term and objectives that the students are in. This step shall be performed before the beginning of each term.”

The proposed plan **does not** adequately address the lack of experiences consistent with competency based objectives for students, the posting of clinical objectives in the facility, nor the training of instructors.

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

“Schools are responsible for the continuous review of clinical facilities to determine if the student’s clinical objectives for each facility are being met.”

Violation #16: As noted in Violation #3, program representatives failed to provide documentation substantiating the evaluation of clinical facilities.

Status: This violation is **not** corrected. However, if implemented as presented, this plan will prevent future occurrences of this violation.

As noted under Violation #3, the program presented two typed notes of interactions with two clinical facilities in 2013. The unsigned notes were primarily related to maintaining relations with the facilities and orientating new students to the facilities. The program also presented a plan for evaluation of clinical facilities.

Summary

Board records substantiate that Preferred Nursing College, Los Angeles, Vocational Nursing Program has been non-compliant with requirements prescribed in section 2530(l) of the Vocational Nursing Rules and Regulations for the last **eight (8) consecutive quarters**. While a number of efforts to improve student achievement have been reported, the program’s average annual pass rates remain noncompliant.

In addition, the unannounced program inspection on October 29 and 30, 2014 identified 16 violations, with one (1) violation withdrawn. Of the 15 violations identified, five (5) violations have been corrected. The program director has submitted plans that, if implemented as described, will correct an additional four (4) violations. A total of **six (6) violations** remain **uncorrected**, including violations related to licensing exam pass rates, reporting of faculty terminations, the use of an unapproved instructor, lack of correlation between presented theory content and clinical experience, and inadequate clinical facilities such that all students are afforded opportunities to accomplish competency – based clinical objectives.

Recommendations:

1. Require the Preferred College of Nursing, Los Angeles, Vocational Nursing Program to correct program deficiencies identified during the onsite inspection and submit a report identifying implemented interventions to include the following no later than **March 1, 2015**.
 - a. List of current faculty, dates of employment, teaching assignment.
 - b. Evaluation of clinical facilities.
 - c. Sufficiency of program resources.
 - d. Methods of facilitating accomplishment of competency – based clinical objectives in currently utilized clinical facilities.

- e. Revised remediation policy that includes appropriate follow – up of students and oversight by the program director.
2. Require the program to submit previously requested documentation of faculty assignments and clinical placements as directed on the Faculty/Student Clinical Assignment form, on the Maternity Faculty/Student Clinical Assignment form, and on the Pediatric Faculty/Student Clinical Assignment form, no later than **March 1, 2015**.
3. Require the program to submit either a Faculty Approval form or a notice of termination for the unapproved instructor, no later than **March 1, 2015**.
4. Require the program to submit Clinical Facility Applications for intended facilities no later than **March 1, 2015**.
5. Require the program director to submit, under penalty of perjury, the names of all enrolled students, dates of admission, placement in the curriculum, and expected dates of graduation by **March 1, 2015**.
6. Require the program to continue to comply with all previously issued corrections.
7. Failure by the program to complete any of the required actions will result in placement of the program on a subsequent Board agenda for Reconsideration of Provisional Approval.
8. Direct Board staff to issue a revised Notice of Required Corrections identifying specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.

Rationale: Board records substantiate eight (8) consecutive quarters of non-compliant pass rates on the licensing examination. The recent program survey visit uncovered additional violations with five (5) violations corrected, four (4) violations with plans likely to prevent future occurrences. To date, six (6) violations remain uncorrected.

The program is in process of revising its curriculum and reports that the addition of clinical facilities is in process. Board staff will continue to closely monitor the program, including pass rates on the licensure examination and documentation of clinical experiences of the students.

- Attachment A: History of Previous Board Action
- Attachment B: Notice of Violation dated 11.13.14
- Attachment C: Program Correspondence Dated 12.15.14
- Attachment D: Unsigned Program Notes of 2013
- Attachment E: Program Submission: Faculty List as of 12-15-14
- Attachment F: Program Submission: Unapproved Faculty Application
- Attachment G: Program Submission: Remediation Policy
- Attachment H: Board Correspondence dated 11.26.14

Agenda Item #8.A.8., Attachment A

PREFERRED COLLEGE OF NURSING, LOS ANGELES VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- On April 11, 2003, the Board approved the Preferred College of Nursing, Los Angeles, Vocational Nursing Program's request to begin a 75-week part-time class of 30 students in Los Angeles, California with a projected graduation date of October 17, 2004. The Board also approved the program's curriculum for 1550 hours, including 590 theory and 960 clinical hours.
- On September 10, 2004, the Board approved the initial full accreditation for the Preferred College of Nursing, Los Angeles, Vocational Nursing Program for the period September 10, 2004, through September 9, 2008, and issued a certificate accordingly.

The Board also approved the program's request to admit 30 students in the part-time Tuesday, Thursday, Saturday and Sunday class schedule starting October 5, 2004, only, to **replace** students graduating October 17, 2004, with a projected completion date of April 5, 2006; approved the program's request to admit 30 students into a second 75-week part-time Monday, Wednesday, Saturday and Sunday class schedule starting October 4, 2004, only, with a projected completion date of April 4, 2006; and approved the program's request to admit 30 students into a 48-week full-time Monday to Friday class schedule starting January 10, 2005, only, with a projected completion date of January 14, 2006.

- On August 17, 2005, the Board approved the Preferred College of Nursing, Los Angeles, Vocational Nursing Program's request to admit 30 students into a part-time Friday, Saturday, and Sunday class starting on August 19, 2005, with a completion date of January 7, 2007. The Board also approved ongoing admissions to **replace** graduating classes, only, for the Preferred College of Nursing, Los Angeles, Vocational Nursing Program with the following stipulations.
 - a. No additional classes are added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes one full-time class admission every 12 months and three part-time programs which admit every 18 months.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On April 12, 2007, the Board approved the Preferred College of Nursing, Los Angeles, Vocational Nursing Program's request to admit 30 students into a second full-time Monday through Friday evening class starting on June 19, 2007, with a completion date of June 27, 2008.
- On July 2, 2008, the Executive Officer approved continued full accreditation of the Preferred College of Nursing, Los Angeles, Vocational Nursing Program be approved for a four-year

period, from September 9, 2008, through September 8, 2012, and issued a certificate accordingly.

- **On October 23, 2009, a new director was approved.**
- On April 27, 2010, the Executive Officer approved the program's request to admit a part-time class of 30 students on April 11, 2010. The anticipated graduation date of the class is September 16, 2011; and approved the program's request to admit a full-time class of 30 students on April 26, 2010. The anticipated graduation date of the class is April 29, 2011; and approved the program's request to change its pattern of admissions from three (3) part-time and three (3) full-time classes of 30 students per year, to four (4) part-time and four (4) full-time classes of 30 students per year, with the following stipulations:
 - a. No additional classes are added to the program's current pattern of admissions without prior Board approval. The program's current pattern of admissions includes one full-time class admission every 12 months and three part-time programs which admit every 18 months.
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On August 14, 2012, the Executive Officer continued approval of the Preferred College of Nursing, Los Angeles, Vocational Nursing Program for a four-year period from September 8, 2012 through September 7, 2016, and the Board issued a certificate accordingly; and required the program to obtain Board approval prior to the admission of each class.
- On February 13, 2013, the Executive officer approved the following recommendations:
 - a. Approve the program's request to admit a part-time class of 30 students on March 2, 2013, to **replace** students who graduated on November 3, 2012. The requested class would graduate on September 30, 2014.
 - b. Approve the program's request to admit a full-time class of 30 students on April 29, 2013, to replace students who graduated on October 2, 2012. The requested class would graduate on May 15, 2014.
 - c. **Deny** the program's request to admit a full-time class of 30 students on July 17, 2013, to replace students who graduated on January 15, 2013. That class would graduate on July 30, 2014.
 - d. Continue to require the program to obtain Board approval prior to the admission of each class.
- On September 19, 2013, the Executive Officer approved the following recommendations:
 - a. Approve Preferred College of Nursing, Los Angeles, Vocational Nursing Program's request to admit a full-time class of 30 students on September 23, 2013, to **replace** students who graduated on June 6, 2013. The requested class would graduate on September 5, 2014.
 - b. **Deny** the program's request to admit a part-time evening class of 30 students on October 14, 2013, to **replace** students who graduated on July 21, 2013.

- c. Continue to require the program to obtain Board approval prior to the admission of each class.
- On February 6, 2014, the Executive Officer **denied** the program's request to admit a part-time class of 30 students to start on February 14, 2014 that would have **replaced** the class that graduated on July 21, 2013; **and**, required the program to submit a follow-up report no later than **March 1, 2014**, to include a review of the submitted comprehensive analysis including the effect of employed interventions, identification of required revisions of the plan of correction, and a timeline for implementation; **and**, continued to require the program to obtain Board approval prior to the admission of each class.
 - On February 12, 2014, via electronic communication, the Board notified the program of four (4) consecutive quarters of non-compliance with Section 2530(l) of the Vocational Nursing Rules and Regulations, relative to low passing scores.
 - On February 26, 2014, the Board received the required follow-up report from the director.
 - On May 9, 2014, via certified mail, the Board notified the program of five (5) consecutive quarters of non-compliance with Section 2530(l) of the Vocational Nursing Rules and Regulations, relative to low passing scores.
 - On July 14, 2014, the director forwarded correspondence requesting approval to admit students.
 - On September 12, 2014, the Board rendered the following decisions:
 1. Place Preferred College of Nursing, Los Angeles, Vocational Nursing Program on provisional approval for the two year period from September 12, 2014 through September 30, 2016, and issue a notice to the program to identify specific areas of non-compliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.
 2. Deny the request to admit thirty (30) students to a full-time class commencing September 15, 2014, graduating September 30, 2015 to **replace** a class that graduated on May 15, 2014, only.
 3. Approve the admission of a class of twenty (20) students to a full-time class commencing on a date to be determined in September, 2014, graduating September (exact date to be determined), 2015 to replace a class that graduated on May 15, 2014, only.
 4. Deny the request to admit a part-time class of thirty (30) students September 19, 2014, graduating March 4, 2016 to replace a class that graduated July 21, 2013.
 5. Require the program to provide no less than one (1) instructor for every ten (10) students in clinical experiences.
 6. Require the program to admit no additional classes without prior approval by the full Board.

7. Require the director to submit complete curriculum revisions no later than **by the end of December, 2014**.
8. Require the program to submit follow up reports in nine (9) months, but no later than June 1, 2015, and 21 months, but no later than June 1, 2016. The reports must include a comprehensive analysis of the program, specific actions taken to improve 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
9. Require the program to bring its average annual pass rate to no more than (10) ten percentage points below the State average annual pass rate.
10. Require the program to demonstrate incremental progress in correcting the violations. If the program fails to satisfactorily demonstrate incremental progress the full Board may revoke the program's approval.
11. Require the program to comply with all approval 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.
12. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
13. Place the program on the Board's **February 2015** agenda for a progress report.
14. Place the program on the Board's **September 2016** agenda for reconsideration of provisional approval.
- On October 29 and 30 Board representatives conducted an unannounced program survey visit.
- On November 13, 2014, the Board sent, via certified mail, Notice of Violations.

- On November 26, 2014, the Board sent correspondence informing the program of placement on the February 2015 Board agenda and requesting documentation from the program.
- On December 16, 2014, the Board received program correspondence regarding the program's response to violations.
- On December 31, 2014, the Board sent correspondence to the program regarding outstanding documentation that was requested November 26, 2014.

Agenda Item #8.A.8., Attachment B



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

Board of Vocational Nursing and 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

November 13, 2014

Bernard Sanchez, Director
Vocational Nursing Program
Preferred College of Nursing, Los Angeles
3424 Wilshire Blvd # 1100
Los Angeles, CA 90010

Subject: Vocational Nursing Program Notice of Violation

Dear Mr. Sanchez,

On October 29 and 30, 2014, the Board of Vocational Nursing and Psychiatric Technicians (Board) made an unannounced survey visit to Preferred College of Nursing, Los Angeles. Based on the survey visit, the following violations were identified:

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

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

... (7) Instructional Plan"

Violation #1:

Based upon review of documents provided by the program during the survey visit and based upon interview with a faculty member, the school is not using an instructional plan. The document called the Instructional plan and given to Board representatives during the survey visit is a lesson plan and does not include clinical objectives.

Required Action:

Provide the Board with a copy of the Board approved Instructional Plan.

Due no later than December 15, 2014.

Section 2526(a)(8) of the Vocational Nursing Rules and Regulations states:

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

... (8) Evaluation methodology for curriculum.

Violation #2: Board files confirm that the program has a methodology and procedure for evaluation of the curriculum. However, program representatives were not able to produce documentation confirming that the curriculum had been evaluated to determine its currency, effectiveness, consistency with the NCLEX/PN® test plan, or need for revision.

Required Action: Provide a plan for evaluation of the curriculum and a timeline in which curriculum evaluation will be accomplished.
Due no later than December 15, 2014.

Section 2526(a)(11) of the Vocational Nursing Rules and Regulations states:

“The institution shall apply to the Board for approval. Written documentation shall be prepared by the director and shall include:
... (11) Evaluation methodology for clinical facilities.”

Violation #3: Board files confirm that the program has a methodology and procedure for evaluation of clinical facilities. However, program representatives were not able to produce documentation confirming that clinical facilities had been evaluated.

Required Action: Provide documentation of evaluation of clinical facilities and a proposed timeline for ongoing evaluation of clinical facilities. Evaluation of clinical facilities should include, but not be limited to:

- 1) When in the program the facility is utilized by students;
- 2) Describe the types of experience available as related to the ability of the students to meet the program's stated clinical objectives;
- 3) Description of observed evidence of correlation of theory to clinical;
- 4) Description of evidence of correlation of theory to clinical;
- 5) Dates students are in the clinical site;
- 6) Identified problems;
- 7) Plan to correct problems.

Due no later than December 15, 2014.

Section 2526(a)(16) of the Vocational Nursing Rules and Regulations states:

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

- ... (16) List of resources for provision of counseling and tutoring services for students.

Violation #4: No list of resources was found on campus or in the Student Catalog. The School Catalog lists that tutoring is available at the school by appointment but does not list other resources. The School Catalog further states that "faculty and staff are available to advise and assist" and also states that "Problems beyond the scope of the staff will be referred to various agencies specializing in that area." A list of resources for counseling, such as for mental health problems or other life crises, was not provided.

Required Action: Provide a list of resources in the community for other tutoring and counseling services. Provide evidence of how a list of resources is made available to students.
Due no later than December 15, 2014.

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

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

Violation #5: According to a program representative, **seventeen (17)** of the faculty listed on the program's 2014 Annual Report have not taught in the program over the past year. The program has failed to notify the Board of the termination of program faculty as prescribed by regulation.

Required Action: Provide termination dates of all faculty not utilized within the past twelve (12) months. Provide a list of current faculty and all assignments through the completion of all currently enrolled students.
Due no later than December 15, 2014.

Section 2529(a) of the Vocational Nursing Rules and Regulations states:

“A school shall submit qualifications of the proposed faculty members for approval by the Board prior to employment.”

Violation #6: A program representative supplied the files of all current faculty members. Neither the program files nor Board files contain approval for one instructor. Program documents examined and interviews with students by Board representatives during the survey visit confirm that this individual is a current instructor for the program. That particular instructor has not been listed on Annual Reports submitted by the program, including the 2013-2014 Annual Report.

Required Action: Submit a complete Faculty Application for the individual.
Due immediately upon receipt of this letter.

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

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

Violation #7: The program requested to admit a total of **sixty** students and was approved to admit **twenty** students in September, 2014. Based on survey observations and an analysis of supplies and equipment required to accommodate the maximum or current enrollment, Board representatives determined that the program lacks sufficient resources to achieve its objectives.

There are **fifteen (15)** computer stations in the computer lab. The program appeared to have adequate classroom space and seating.

Board representatives observed that the skills lab consisted of a room with four (4) beds and three (3) mannequins. The room was crowded with student desks. Supplies in the skills lab were unorganized and well used. There were some isolation gowns but no masks or other personal protective

attire or equipment. Sterile supplies consisted of a pack of 2x2 gauze pads and a bottle of wound packing gauze. No sterile gloves or other dressing supplies were found. Supplies in the skills lab were unorganized, in disarray, and in poor condition. Examples include opened and incomplete tracheotomy care kits, no complete catheter insertion kits, a few catheter drainage bags in a cabinet with unrelated materials, and empty medication bubble packs in a cabinet with basic care/daily hygiene care supplies. Skills lab supplies related to practicing medication administration were placed in disarray in a plastic tub and included a capped needle which was visibly dirty. No method of record-keeping for mock medication administration could be identified.

Required Action: Provide a detailed plan and timeline for improving resources sufficient to achieve the program's objectives.
Provide a list of resources and supplies to be purchased.
Due no later than December 15, 2014.
Provide verification of the purchases as they are made.

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

"Regular faculty meetings shall be held. Minutes shall be available to the Board's representative."

Violation #8: The program was unable to produce evidence of faculty meetings.

Required Action: Provide minutes for any faculty meetings held within the last eighteen (18) months. Provide a plan for frequency of faculty meetings. Provide a schedule and an agenda for the next three (3) faculty meetings.
Due no later than December 15, 2014.

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

"The program's instructional plan shall be available to all faculty."

Violation #9: The program failed to provide an instructional plan that was available for all faculty. (See Violation #1)

Required Action: Provide documentation that each faculty member has received a copy of the Board approved Instructional Plan.
Due no later than December 15, 2014.

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

"Each school shall have on file proof that each enrolled student has completed a general education course of study through the 12th grade or evidence of completion of the equivalent thereof. Equivalency is determined by the Department of Education in any of the United States or by a nationally-recognized regional accrediting body. "

Violation #10: Board representatives reviewed files of all current students and recently graduated students. One (1) file contained a high school transcript without a graduation date.

Required Action: Provide verification that each currently enrolled student has proof of high school graduation or the equivalent in the student file. Provide a specific plan to eliminate the possibility of this violation in the future and provide a timeline and method of implementation of this plan.
Due no later than December 15, 2014.

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

"The school shall evaluate student performance to determine the need for remediation or removal from the program."

Violation #11: During the survey visit, Board representatives reviewed files of all current students and the most recent graduates. The program's grade books and remediation files, kept separately from student files, were also examined.

Remediation records consisted of a sign-up list to request tutoring. There was no documentation of the requested tutoring, no specific remediation plans, no documentation of outcome, results of remediation, or follow-up.

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Required Action: Provide a detailed written proposal, including timeline for implementation, for a remediation plan that includes appropriate follow-up with students.
Due no later than December 15, 2014.

Section 2530(j)(4) of the Vocational Nursing Rules and Regulations states:

"Each school shall advise students, in writing, of the following:
(4) List of Board approved clinical facilities.

Violation #12: No evidence that the program had informed students of Board – approved clinical facilities where students would be assigned was identified either posted onsite or in the program's student handbook.

Required Action: Provide verification that students are provided a list of approved clinical sites currently in use by the program.
Due no later than December 15, 2014.

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

"The Board 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 approved vocational nursing schools for the same period."

Violation #13: The program's average annual pass rate has been greater than ten (10) percentage points **below** the state average annual pass rate for ten (10) of the thirteen (13) quarters for which examination data were examined. **Over the last seven (7) consecutive quarters, the program's average annual pass rates have been 14 to 22 percentage points below state average annual pass rates.**

Required Action: Provide an update to the written action plan to improve pass rates on the licensing examination.
Due no later than December 15, 2014.

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

“Vocational nursing programs shall include theory and correlated clinical experience.”

Violation #14: The Board - approved curriculum includes theory and correlated clinical experience. However, based on interviews with recently graduated students and an analysis of clinical rotations as provided by a program representative, the program failed to provide clinical experience that correlated with presented didactic content in Maternity and Pediatric Nursing.

Required Action: Provide a specific plan to provide all currently enrolled students with clinical experience, as is specified in the program’s Board approved Instructional plan, for Maternity and Pediatric Nursing before graduation from the program.
Due no later than December 15, 2014.

Section 2882 of the Vocational Nurse Practice Act states:

“The course of instruction of an approved school of vocational nursing shall consist of not less than the required number of hours of instruction in such subjects as the board may from time to time by regulation determine, together with the required number of hours in the care of medical, surgical, obstetrical patients, sick children, and such other clinical experience as from time to time may be determined by the board.”

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

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

Violation #15: Based on an analysis of the reported utilization of clinical facilities, the program failed to secure clinical facilities adequate as to number, type, and variety of clients

consistent with the curriculum. Specifically, the program lacks clinical facilities that provide clinical experience in Maternity and Pediatric Nursing for the enrolled student population.

Further, interviews with recently graduated students confirmed that a skilled nursing facility utilized in the last two (2) terms of the program offered observation-only experiences for clinical rotations. In general, the students described a lack of hands-on training; being paired with CNAs, including later in their course of study; minimal opportunities for medication administration on more than one patient; minimal opportunities to engage in wound care and the provision of treatments; and the students noted that use of some of the facilities by other schools interfered with clinical learning opportunities. This indicates that competency-based objectives are not being accomplished and it is also an indication that theory and clinical practice are not correlated.

Required Action: Submit clinical facility applications for Maternity and Pediatric nursing experience by **December 1, 2014**.
Provide documentation of the listing of clinical objectives for facility staff in all clinical facilities currently being used.
Provide documentation of training of clinical instructors regarding correlation of theory and clinical, terminal objectives of the program, and how to accomplish clinical objectives in an approved clinical facility.
Due no later than December 15, 2014.

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

"Schools are responsible for the continuous review of clinical facilities to determine if the student's clinical objectives for each facility are being met."

Violation #16: As noted in Violation #3, program representatives were unable to provide documentation substantiating the evaluation of clinical facilities.

Required Action: Provide documentation of evaluation of clinical facilities and a proposed timeline for ongoing evaluation of clinical

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facilities. Evaluation of clinical facilities should include, but not be limited to:

- 1) When in the program the facility is utilized by students;
- 2) Describe the types of experience available as related to the ability of the students to meet the program's stated clinical objectives;
- 3) Description of observed evidence of correlation of theory to clinical;
- 4) Description of evidence of correlation of theory to clinical;
- 5) Dates students are in the clinical site;
- 6) Identified problems;
- 7) Plan to correct problems.

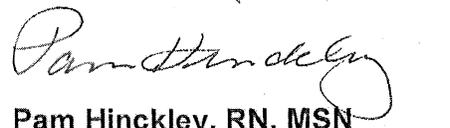
Due no later than December 15, 2014.

Be advised that the continuation of such violations jeopardizes your program's approval.

Should further information be needed, please feel free to contact us at (916) 263-7843

Sincerely,


Donna G. Johnson, RNP, MS, MA
Nursing Education Consultant


Pam Hinckley, RN, MSN
Nursing Education Consultant



Agenda Item #8.A.8., Attachment C

Preferred College of Nursing, Los Angeles

3424 Wilshire Blvd., Suite 1100 Los Angeles, CA 90010

Phone: (323) 857 – 5000 Fax: (323) 857 – 5010

www.pcsla.com

**BVNPT RECD EDU
ON 12/15/14 WITH DJ, NEC**

December 15, 2014.

Ms. Donna Johnson
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technician
2535 Capitol Oaks Drive Ste 205
Sacramento, CA 95833

Re.: Submission of PCNLA Instructional Plan

Dear Ms. Johnson,

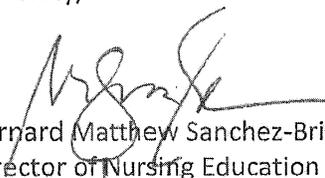
Please accept my apologies for not having inserted this cover letter with the USB Flash drive that I have sent overnight via FEDEX.

Do know that there were two instructional plans submitted on 12-15-16 via overnight FEDEX saved in a USB Flash Drive (64GB). Additionally, the flash drive contains the following items (from the top to bottom of the list inside the USB):

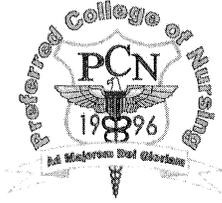
- a) e-Folder: Instructor Applicant – Mr. Johnny Johnson – whose application was sent July 9th, 2012;
- b) e-Folder: LVN Current Curriculum 2012-2013;
- c) e-Folder: LVN Curriculum Revision as of 11-14-2014;
- d) e-Folder: PCNLA Meeting Minutes from June 2013 – November 2014 (December is scheduled after Christmas – before the New Year (12-27-14, Saturday);
- e) e-Folder: Pictures after reorganization of the skills lab, and a list of current skills lab supplies;
- f) Clinical Observation – form;
- g) Evaluation of facility – form;
- h) Faculty List as of 12-15-14;
- i) Faculty meeting Agenda for the next 3 months;
- j) Student: Joshua Vargas proof of High School Graduation date;
- k) List of Resources – Counseling

Thank you again for all your guidance and Happy Holidays to you and your family.

Sincerely,



Bernard Matthew Sanchez-Brindley, MBA, MSN, RN, PHN
Director of Nursing Education



Preferred College of Nursing, Los Angeles

3424 Wilshire Blvd., Suite 1100 Los Angeles, CA 90010

Phone: (323) 857 – 5000 Fax: (323) 857 – 5010

www.pcnla.com

December 11, 2014.

Ms. Donna Johnson
Nursing Education Consultant
Board of Vocational Nursing and Psychiatric Technician
2535 Capitol Oaks Drive Ste 205
Sacramento, CA 95833

Re.: Notice of Violation

Dear Ms. Johnson,

Reference is made to the notice of violation correspondence dated 11/13/2014. As requested, please find below our actions to address such violations properly.

Violation 1: Instructional Plan

There are two instructional plans submitted on 12-15-16 via overnight FEDEX saved in a USB Flash Drive (64GB) with additional attachments. The USB contains the current instructional plan and the one with revision dated as of 11-14-14.

Violation 2: Plan for evaluation of curriculum and timeline

The curriculum will be evaluated by the following means:

- a) As the SAP policies are being revised along with the curriculum, the division of content is much closer to the ATI format, allowing the school to replace its self-developed final tests for ATI exams. Knowing that ATI maintains a strong correlation between its tests and the NCLEX test plan, at the end of each content area, the school will be able to determine if the curriculum/instructional plan properly addresses all components on the area tested. Timeline: at the end of each ATI tested area (Fundamentals, Medical-Surgical, Mental Health, Maternity, Pediatric, and Pharmacology). For the current cohort, the evaluation of curriculum timeline is as follows:
 1. January 2015
 2. April 2015
 3. July 2015
 4. October 2015
 5. December 2015 for the end of the program (cohort)

- b) The school shall initiate contract with NCSBN to obtain their Biannual reports that inform the school the performance of the test takers.
- c) Areas of weaknesses (as pointed by the ATI Tests or the NCSBN report) will be promptly addressed, by means of updating the content of the instructional plan (IP) and method of delivery.
- d) Proof of IP delivery to the respective faculty are attached herewith. These IPs are for terms 2 Pharmacology and Medical-Surgical Nursing I.

Violation 3: Evaluation of clinical facilities

Evaluation of clinical facilities is performed in multiple steps:

- a) Prior to assignment, the program director determines what are the skills that the students need to practice based on the instructional plan and the clinical facilities available;
- b) When assigning an instructor – who typically has experience in the facility, the program director discusses with him/her what to expect in the facility and how to ensure the students are exposed to skills to be performed during the rotation;
- c) The program director then visits the clinical site during a rotation to observe the interaction of students/instructors and their patients;
- d) The program director discusses with the instructor the findings of the visit;
- e) Analysis of the clinical packet to assess what skills were practiced to determine whether the facility addresses the need of the assigned term or if it must serve as a rotation at another point within the program.

For the proposed timeline of ongoing evaluation, the program director shall for the next 4 quarters of the current cohort, take the steps above to assure that assignments to the students be appropriately provided. Also, when problems arise, the program director shall correct the issues within the following week or two to ensure that no disruption occurs while the students are in mid-rotation of clinicals.

The previous facility visits were completed by the Director of Nursing and designee. Attached are the documents that go with these i.e. 2 - November 7 documents, and 1 April 29, 2013 document.

Violation 4: List of Resources for tutoring and counseling services

The school has created the attached List of resources in the community for tutoring and counseling services. Such list will be delivered to the students upon enrollment (delivered along with the catalog and other enrollment documents electronically). Current students will receive such list electronically before the end of the year.

Such list complements the current school catalog, which on pages 56/57 and 61 lists some resources available to address issues with drug and alcohol abuse.

Violation 5: Termination of instructors

The school had not notified the Board of the termination of some instructors because due to decrease in enrollment, there had been no assignments for some of them. Nonetheless, they were qualified and very good instructors that would accept to teach whenever a class would be scheduled. PCNLA would respectfully disagree with the misconception that an instructor waiting for an assignment is terminated, and therefore the lack of notification should be considered justified.

However, should the Board disagree with that understanding below is a list of instructors and across their names their assignments through completion of the current class.

<u>Current instructors:</u>	<u>Assignments:</u>
Balatico, Warren, LVN	Terms 3, 4
Caniete, Edwin, LVN, BS, MBA	Terms 1 – 4
Cuyco, Fleurdeliza, CPhT, BS, MD	Term 1 Anatomy and Physiology
Dalida, Ruth Agnes, LVN, BS	Terms 1, 2
Goodrich, Priscilla, RN	Terms 3, 4
Johnson, Johnnie, LVN	Terms 1, 2
Johnson, Renee, RN, MSN	Term 3
Mathews, Julie RN, MSN, PHN	Terms 1 – 4
Nicolas, Vanessa, RN, MSN	Term 4
Resurreccion, Lena, BSN	Terms 1 – 4
Sanchez, Bernard M, RN, PHN, MSN, MBA	Terms 1 – 4
San Luis, Romeo, RN, BS	Terms 1 – 4
Yu, Christian, LVN, BS	Terms 1 – 4

The issue of instructors who have not taught in 12 months was addressed in the attached “Faculty List as of 12-15-14” found in the USB drive.

Violation 6: Lack of application for one instructor (Johnnie Johnson)

An application for this instructor was submitted on July 9th, 2012. See copy in e-Folder “Instructor Applicant – Johnny Johnson” in the USB drive.

Violation 7: Lack of organization and supplies

To address this violation, the school reorganized the lab and all lab supplies that were worn out have been disposed of. The lab now has cabinets and shelves labeled to indicate the place of storage of equipment. New expandable supplies that were in the Program Director’s office during the visit are now properly stored in the lab.

Attached is a list of current resources available found in the USB drive e-Folder: Reorganized Skills Lab December 2014. This same list will have things to be purchased before students reach the subsequent terms where the supplies are to be utilized.

The program director will assign an instructor to track the inventory of the lab supplies. Every other month, during faculty meetings, or sooner if necessary, the lab keeper will inform him of supplies that must be purchased, and orders will be placed accordingly.

Violation 8: Faculty Meetings

PCNLA faculty meetings are held monthly. Attached are the minutes of meetings held over the last 18 months, which were in the Program Director's office at the time of the visit. An agenda for the next meetings is also provided (see e-Folder PCNLA Meeting Minutes attached in the USB drive.)

Violation 9: Instructional Plan availability for instructors

During the orientation process of each new faculty member, and subsequently before each term, he/she is assigned to teach, the individual will be provided his/her own copy of the instructional plan. The program director will personally ensure that this is done as part of orientation process with the new instructor, and/or during the beginning of each term. The transaction of ensuring that the faculty receives the appropriate instructional plan for the class he/she teaches, the program director shall email the appropriate IP to the instructor teaching the course. Evidence of this shall be in form of email correspondence between the program director and the instructor assigned to the course. See sample PDF files of emails attached sent to the next instructors teaching Term 2 that starts January 12, 2015.

Violation 10: Proof that one student had graduated from high school and equivalent

The Board indicated that a file for one student - Joshua Vargas- did not contain proof that he graduated from High School or equivalent. It has been indicated that the file had the transcripts, but no evidence of graduation.

We've reviewed the file and the date of graduation is on the transcripts on the left side corner in the bottom of the document. A copy of that transcript is attached hereto for easy reference.

The school has a policy of only admitting students who graduated from High School or equivalent. It is fully described in the Catalog, and it is stringently observed.

Violation 11: Remediation policy

Here is a proposed policy to address this violation # 11. This process as intended should provide the school an organized means of monitoring, implementing any and all remediation as well as follow-ups with students and then, documenting the process as it occurs. All documents shall be filed in the Remediation logbook in the Director of Nursing's office. (see attached Remediation policy).

As the new curriculum will have only one course per term, a student who fails the course will not be entitled to remediate but would be allowed to repeat the entire course with a subsequent class.

We are maintaining the position taken as of February 2014, limiting the times a student can remediate within the program.

Violation 12: Notification to students of approved Clinical Sites

The violation cites that there is no evidence that the program informed students of approved clinical facilities where students would be assigned, as they were not posted online or in the handbook.

Page 10 of the school catalog contains a list of facilities approved by the Board. It has been updated to remove the facilities that have not been utilized over the last 12 months, and will be published with the new catalog (beginning of the year).

To further address this violation, we've created a list of the facilities that the current students will be attending for their rotations, and emailed it to the students (see attached proof of submission of this email).

Violation 13: Plan of improvement

The Board requested an update to the action plan to improve the pass rates. This plan was submitted in 2013 and revisited in early 2014. For the areas not addressed herein below (admissions, evaluations of clinical sites/instructors, and attendance) the updates provided in Feb 2014 still correspond to our current practices, so to avoid repetition, we've omitted them from this narrative, providing you with the revisions we felt necessary to that previous plan.

Area of intervention	students affected	Summary	Expected outcome
Terminal Objectives Curriculum Objectives/ Instructional Plan/ Theory and Clinical Objectives/ Lesson Plans for each course	Next approved class	The school created a new curriculum with revised objectives and fresh lesson plans that will promote better correlation of theory and clinical objectives.	There new class is expected to have opportunities to apply in clinical setting the skills learned in class.

Textbooks	Next approved class and current class	Implementation of additional Medical Surgical Nursing as required textbook	<p>The last 2 classes admitted have ATI materials incorporated within the curriculum and students receive books and online access to the tools at the beginning of term 1. The students are guided via syllabi to learn where/when to access specific resources.</p> <p>In addition to those, the new class will avail of a new book specifically for Medical Surgical Nursing, as it has been determined that the level of skills presented by Rosdahl's book is not as detailed as the current NCLEX Test plan.</p> <p>As the current class will be starting Medical Surgical Nursing by February, the more detailed concepts found in the new book will be shared with the students through lecture and handouts.</p>
Remediation Policy	Next approved class	The school will eliminate the remediation option for students that fail a course.	<p>See attached current Remediation policy as of 11-14-14.</p> <p>As the new curriculum will have only one course per term, a student who fails the course will not be entitled to remediate but would be allowed to repeat the entire course with a subsequent class.</p> <p>We are maintaining the position taken as of February 2014, limiting the times a student can remediate within the program.</p>
New clinical sites	Current and next approved class	The school is seeking affiliation with new clinical sites for different specialties	<p>As of the date of submission of this report, the school received confirmation that a sub-acute facility is open to negotiate a contract so our students can rotate in their facilities. A follow-up meeting is scheduled for the week of December 29, to discuss the proposed dates of rotation.</p> <p>The school is confident that a post-acute facility will promote a better opportunity for the students to practice Medical Surgical nursing skills. Contracts and Board Approval application is currently being completed.</p>

			As we are very aware of our task to find facility for maternity and pediatric clinical sites for the current class, we have continually seek out within the LA Greater area starting with over a dozen cold phone calls, and letters of intent for affiliation were sent. We will continue this action until we suffice it.
Evaluation of Student Achievement	Current and next approved class	Utilization of standardized exams (ATI) throughout the program	Final exams will no longer be developed in-house, and instead, the school will replace those with ATI proctored assessments to ensure that they are proficient in the areas required to pass the NCLEX.

Violation 14: Correlation of theory and clinical – correlation plan

The revised instructional plan dated 11-14-14, shall have a more precise correlation of theories and clinical objectives. To ensure that the theory and clinical instructional plan and objectives correlate appropriately, we have initiated a curriculum committee that includes the facility's Director of Nursing and/or Director of Education and/or designee's input related to the appropriate term and objectives that the students are in. This step shall be performed before the beginning of each term.

Violation 15: Clinical facility for Maternity and Pediatric

As we are very aware of our task to find facility for maternity and pediatric clinical sites for the current class, we have continually seek out within the LA Greater area starting with over a dozen cold phone calls, and letters of intent for affiliation were sent. We will continue this action and have a remedy for it before the current class reaches term 4 – Maternity and Pediatric nursing courses.

Currently, we have affiliation with Totally Kids Specialty Care and looking into this further, I realized that the reason why the cohort interviewed did not get to go there was a conflict of schedule. The Director of Education at Totally Kids had two schools already going there at that same time. After speaking to the Director last week, we looked into doing the annual schedule together in January 2015 when he completes his 2015 clinical affiliation schedules. This step shall secure the current cohort's clinical rotation come Term 4 Pediatric Nursing course.

Violation 16: Evaluation of clinical facilities

Evaluation of clinical facilities is performed by multiple steps:

- f) Prior to assignment, the program director determines what are the skills that the students need to practice based on the instructional plan and the clinical facilities available;
- g) When assigning an instructor – who typically has experience in the facility, the program director discusses with him/her what to expect in the facility and how to ensure the students are exposed to skills to be performed during the rotation;
- h) The program director then visits the clinical site during a rotation to observe the interaction of students/instructors and their patients;
- i) The program director discusses with the instructor the findings of the visit;
- j) Analysis of the clinical packet to assess what skills were practiced to determine whether the facility addresses the need of the assigned term or if it must serve as a rotation at another point within the program.

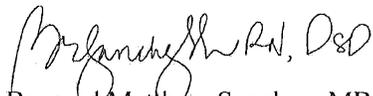
The attached forms i.e. Evaluation of Facility and Clinical Observation shall be utilized for the purpose of evaluating the clinical sites, identifying problems and document what has transpired to fix the problems identified.

For the proposed timeline of ongoing evaluation, the program director shall for the next 4 quarters of the current cohort, take the steps above to assure that assignments to the students be appropriately provided. Also, when problems arise, the program director shall correct the issues within the following week or two to ensure that no disruption occurs while the students are in mid-rotation of clinicals.

The previous facility visits were completed by the Director of Nursing and designee. Attached are the documents that go with these i.e. 2 - November 7 documents, and 1 April 29, 2013 document.

This concludes our response to the Board's notice of violation. If you have any questions, please let me know.

Sincerely,



Bernard Matthew Sanchez, MBA, MSN, RN, PHN
Director of Nursing Education

Agenda Item #8.A.8., Attachment D

Name of Facility: Hancock Park Rehabilitation Center

Time: 9:00am to 11:00am

Accompanied by: Rizza Bandong

- arrived at the facility at 9:00am
- met with Ms. Linda (DSD) and Mr. Ray (Asst. DSD)
- 17 students from VN 35 Term 5 were oriented
 - o Topics: Policy and Procedure manual
 - o Topics: Expectations of the facility
 - o Topics: Objectives to be met
 - o Topics: Patients Rights, Dementia, Safe Medication Administration, Client Safety, and Reporting; post-test given after orientation
 - o
- had a tour to the Sub-Acute Unit given by Mr. Marlon
- at 10:00am, met with Ms. Flor Pascual (DON)
- gave DON updated Clinical Affiliation Packet and Profile
- invited HPRC to Nurses Week/Open House on May 10, 2013; (2) posters and program were given to DON for display at facility
- will give CEUs to RNs and LVNs for Nurses Week; Rizza will follow up with Ms. Linda for the names, license number, contact information
- requested for Saturday and Sunday clinical hour – will follow up this week
- snacks served

Prepared by: Arvid

November 7, 2013

Brier Oak on Sunset

- Met with Delsa Manila, DON
- VN42 is approved to rotate Wed, Thu, Fri PM
- Discussed Policy and Procedure
- Discussed Objectives
- 8-10 students allowed
- Will hand deliver physical clearances and roster
- Will allow NA program to rotate
 - o Contract agreement to follow

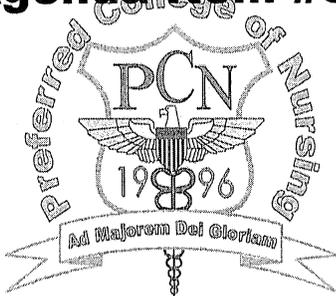
Agenda Item #8.A.8., Attachment E

FACULTY at PCNLA	BVNPT	Date last taught	Employee Status		
	Approval Date			Other	
Aluyi, Florence	06/14/2011	1/9/2013	To remove		
Aspiras, Mary Jane	07/11/2011	3/23/2013	To remove		
Balatico, Warren	07/24/2013	7/21/2014	Current	Teaching CNA Program	
Cabigon, Mark	06/27/2006	3/11/2011	To remove		
Caniete, Edwin	04/27/2010	12/15/2014	Current		
Chapman, William Robert	12/20/2002	10/23/2013	Current		
Cuyco, Fleurdeliza	01/29/2008	11/1/2014	Current		
Dalida, Ruth Agnes	09/15/2008	12/14/2014	Current		
Dela Cruz, Mariesol	03/25/2013	1/1/2014	Current	Teaching CNA Program	
Galagar, Peter	05/18/2007	10/6/2011	To remove		
Goodrich, Priscilla	07/14/2011	3/18/2014	Current		
Gundry, Adrienne	04/29/2011	4/19/2012	To remove		
Johnson, Renee C.	08/28/2006	10/5/2014	Current		
Johnson, Renee M.	06/14/2011	9/5/2013	Current		
Kreuter, Debra	08/02/2011	5/6/2012	To remove		
Luzadas, Jose Rommel	03/01/2013	8/8/2013	Current	Teaching CNA Program	
Macalaguim, Maria	12/22/2010	1/31/2014	Current	Teaching CNA Program	
Mathews, Julie	04/27/2012	8/27/2014	Current		
Miclat, Winfield	07/01/2013	10/31/2013	Not resigned	Medical leave	
Nicolas, Vanessa	05/18/2004	7/14/2014	Current		
Poloquit, Elmer	02/15/2008	1/25/2010	To remove		
Relosa, Maria	02/23/2011	4/23/2013	To remove		
Resurreccion, Lena	08/04/2009	11/16/2014	Current		
Sanchez, Bernard Matthe	12/20/2002		Current		
San Luis, Romeo	12/20/2002	8/30/2014	Current		
Simmonds, Teresita	02/27/2004	7/14/2013	Current	On call	
Taboclaon, Gay Alonzo	02/09/2010	2/23/2013	Current	On call	
Tolentino, Rafael	10/27/2004		To remove	Consultant	
Ultra, Kristina	12/07/2005	10/6/2011	Current	On call and Teach Continuing Education	

Valdez, Adrin	09/30/2004	12/16/2013	Current	On call and Teach Continuing Education	
Villafuerte, Arturo	08/28/2009	10/109/14	Current		
Villanueva, Arcelyn	04/02/2013	2/25/2014	Current		
Wang, Shu Fang	02/142007	10/8/2009	To remove		
Williams, Shirlene Y.	07/04/2011	6/30/2012	To remove		
Yu, Christian E.	08/05/2013	8/23/2014	Current		
Yu, Jie	07/01/2013	8/20/2013	To remove		
Zoughi, Janice	08/06/2009	12/12/2011	To remove		

Agenda Item #8.A.8., Attachment F

**BVNPT RECD EDU
ON 7/7/12 WITH MC**



LOS ANGELES CAMPUS
3424 Wilshire Blvd., Suite 1100
Los Angeles, California 90010
Office (323) 857 – 5000
Fax (323) 857 – 5010
www.pcnla.com

July 6, 2012

Ms. Linda Elkins
Department of Consumer Affairs
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205
Sacramento, California 95833-2945

RE: APPLICATION FOR INSTRUCTOR

Dear Ms. Elkins:

I am submitting an Instructor Applicant, Mr. Johnnie F. Johnson. I strongly believe that as an experienced Vocational Nurse in the healthcare field, he possesses the right qualification to teach our VN program.

Enclosed are the following:

Johnnie Johnson, LVN

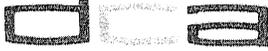
- 2 sets of Completed Faculty Approval Applications;
- Copy of Current VN License;
- Copy of Teaching Course Certificate;
- Copy of Previous BVNPT Faculty Approval

I hope and trust that everything is in order. If you have any question, please call me.

Sincerely,


Bernard Matthew Sanchez, RN, MSN, MBA
Director of Nursing Education
bsanchez@pcnla.com

cc: HR



BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
 Phone (916) 263-7800 Fax (916) 263-7866 | Web www.bvnpt.ca.gov



FACULTY APPROVAL APPLICATION

SUBMIT FORM IN **DUPLICATE** PRIOR TO DATE OF APPOINTMENT. This information is required under Business and Professions Code, Division 2. All information requested is mandatory. Failure to provide this information will result in the application being rejected as incomplete. Submit a separate form for faculty members teaching in both the Vocational Nurse (VN) and Psychiatric Technician (PT) Programs (if applicable).

FOR BOARD USE ONLY	
Date Approved	
Approved By	
Section	

PRINT OR TYPE (DO NOT USE PENCIL)

LOS ANGELES CAMPUS

1. NAME OF SCHOOL <i>Preferred College of Nursing</i>	2. TYPE OF PROGRAM: <input checked="" type="checkbox"/> VN Program <input type="checkbox"/> PT Program
3. NAME OF FACULTY APPLICANT: <i>Johnnie F Johnson</i>	4. POSITION TITLE: <input type="checkbox"/> Director <input checked="" type="checkbox"/> Instructor <input type="checkbox"/> Teacher Asst. <input type="checkbox"/> Asst. Director <input type="checkbox"/> Additional Faculty
5. EMPLOYMENT STATUS: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	6. TEACHING ASSIGNMENT: <input type="checkbox"/> Teaching "Theory" Content Only <input checked="" type="checkbox"/> Teaching "Clinical" Content Only <i>skills</i> <input type="checkbox"/> Teaching "Both" Theory/Clinical Content <input type="checkbox"/> Substitute for <input type="checkbox"/> Theory <input type="checkbox"/> Clinical
7. CALIFORNIA LICENSE NUMBER INFORMATION: <input type="checkbox"/> RN License#: _____ <input checked="" type="checkbox"/> LVN License#: <i>VN 193898</i> <input type="checkbox"/> PT License#: _____ Expiration Date: _____ Expiration Date: <i>5/31/13</i> Expiration Date: _____	
8. TEACHING COURSE: <i>For faculty positions which require a teaching course, please submit evidence of completion or current attendance (for instructors only) in a teaching course. A copy of a certificate of completion or transcript from an accredited institution must be submitted. If the course content in teaching is not clear, please submit a copy of the catalog course description.</i>	
9. SUBMIT A COPY OF THE FOLLOWING DOCUMENTS: {See California Code of Regulations (CCR), Sections 2529(c)(3) faculty qualifications (VN Program); Sections 2584 (c)(3) faculty qualifications (PT Program)}. <input checked="" type="checkbox"/> Current, Active California Professional License: <input type="checkbox"/> Baccalaureate degree from accredited school, university or college (attach school transcript which shows date degree conferred OR copy of college or university diploma); <input type="checkbox"/> Teaching credential (attach copy) OR <input type="checkbox"/> Check here if applicant meets community college or state university teaching requirements.	

NOTE: Do NOT submit copies of driver's license, social security card, passport or other personal information.

10. PROFESSIONAL EXPERIENCE: (Add additional sheet if necessary).

FROM	TO	EMPLOYER	POSITION	DUTIES
1986	1991	USN	Medic	Hospital, GR, Ambulance
1991	2000	Torrance Memorial Medical Center	EMT, EKL	A'dress, Cast, I&O, Hem vac
2000	Current	Home Health	LVN	meds, vents, I&O, Dreatm
2007	Current	Preferred College of Nursing	Instructor	skills / Clinic

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

Faculty Applicant's Signature: *Johnnie F. Johnson* Date: *6-8-12*

Program Director's Signature: *Bernard Sanchez, MD, DO* Date: *6/8/12*

11. TEACHING EXPERIENCE: (FOR DIRECTORS, ASSISTANT DIRECTORS AND NURSING INSTRUCTORS ONLY. List experience within the past five years in an accredited/approved school of vocational/practical nursing, psychiatric technician program, or registered nursing program).

FROM	TO	NAME OF AGENCY & LOCATION	POSITION	DUTIES
2007	Current	Preferred College of Nursing CARSON CAMPUS	LVN, CNA Instructor	Skills / clinic

12. FOR DIRECTORS OR ASSISTANT DIRECTORS ONLY:

Verification of completion of the following courses:

- ADMINISTRATION
 TEACHING
 CURRICULUM DEVELOPMENT

ADDITIONAL REQUIREMENTS: Copy of Certificate or Applicant's transcript from an accredited institution. If the course content cannot be clearly identified, please submit a copy of a catalog course description. {California Code of Regulations (CCR), Section 2529 (c)(1) - Director qualifications; Section 2529 (c)(2) - Assistant Director qualifications (VN Program); Section 2584 (c)(1) - Director qualifications; Section 2584(c)(2) - Assistant Director qualifications (PT Program)}

13. FOR TEACHING ASSISTANTS ONLY:

Identify the proposed teaching responsibilities within the program:

14. FOR ADDITIONAL FACULTY ONLY:

The Program Director, by completing this section, has verified that the applicant's qualification meets the Board's regulatory requirements for additional faculty (see notation below). The courses which will be taught by the additional faculty are:

- Anatomy & Physiology
 Pharmacology
 Normal Growth & Development
 Psychology
 Nutrition

The additional faculty applicant is not required to sign this form. However, the PROGRAM DIRECTOR ***MUST*** ensure that the applicant meets the requirements specified under Item 8, Teaching Credential information.

NOTE: Persons who have the qualifications to teach in a community college or a state university in California or hold a baccalaureate degree in the field related to the curriculum content taught, or meet the requirements for a vocational education credential may teach curriculum content as specified in the California Code of Regulations, Section 2533 (e) of the VN Practice Act and Section 2587 (e) of the PT Law {CCR, Section 2529(c)(4) and Section 2584(c)(4)}.



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FOR BOARD USE ONLY	
Date Approved	
Approved By	
Section	

FACULTY APPROVAL APPLICATION

SUBMIT FORM IN DUPLICATE PRIOR TO DATE OF APPOINTMENT. This information is required under Business and Professions Code, Division 2. All information requested is mandatory. Failure to provide this information will result in the application being rejected as incomplete. Submit a separate form for faculty members teaching in both the Vocational Nurse (VN) and Psychiatric Technician (PT) Programs (if applicable).

PRINT OR TYPE (DO NOT USE PENCIL)

1. NAME OF SCHOOL <i>Preferred College of Nursing</i>	2. TYPE OF PROGRAM: <input checked="" type="checkbox"/> VN Program <input type="checkbox"/> PT Program
3. NAME OF FACULTY APPLICANT: <i>Johnnie F Johnson</i>	4. POSITION TITLE: <input type="checkbox"/> Director <input checked="" type="checkbox"/> Instructor <input type="checkbox"/> Teacher Asst. <input type="checkbox"/> Asst. Director <input type="checkbox"/> Additional Faculty
5. EMPLOYMENT STATUS: <input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time	6. TEACHING ASSIGNMENT: <input type="checkbox"/> Teaching "Theory" Content Only <input checked="" type="checkbox"/> Teaching "Clinical" Content Only <i>skills</i> <input type="checkbox"/> Teaching "Both" Theory/Clinical Content <input type="checkbox"/> Substitute for <input type="checkbox"/> Theory <input type="checkbox"/> Clinical
7. CALIFORNIA LICENSE NUMBER INFORMATION: <input type="checkbox"/> RN License#: _____ <input checked="" type="checkbox"/> LVN License#: <i>VN 193898</i> <input type="checkbox"/> PT License#: _____ Expiration Date: _____ Expiration Date: <i>5/31/13</i> Expiration Date: _____	
8. TEACHING COURSE: <i>For faculty positions which require a teaching course, please submit evidence of completion or current attendance (for instructors only) in a teaching course. A copy of a certificate of completion or transcript from an accredited institution must be submitted. If the course content in teaching is not clear, please submit a copy of the catalog course description.</i>	
9. SUBMIT A COPY OF THE FOLLOWING DOCUMENTS: {See California Code of Regulations (CCR), Sections 2529(c)(3) faculty qualifications (VN Program); Sections 2584 (c)(3) faculty qualifications (PT Program)}. <input checked="" type="checkbox"/> Current, Active California Professional License: <input type="checkbox"/> Baccalaureate degree from accredited school, university or college (attach school transcript which shows date degree conferred OR copy of college or university diploma); <input type="checkbox"/> Teaching credential (attach copy) OR <input type="checkbox"/> Check here if applicant meets community college or state university teaching requirements.	

NOTE: Do NOT submit copies of driver's license, social security card, passport or other personal information.

10. PROFESSIONAL EXPERIENCE: (Add additional sheet if necessary).

FROM	TO	EMPLOYER	POSITION	DUTIES
1986	1991	USN	Medic	Hospital, ER, Ambulance
1991	2000	Torrance Memorial Medical Center	EMT, EKG	A'dress, Cast, I&O, Hem Vase
2000	Current	Home Health	LVN	meds, vents, I&O, Breathing
2007	Current	Preferred College of Nursing	Instructor	Skills / Clinic

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

Faculty Applicant's Signature: *Johnnie F. Johnson* Date: *6-8-12*
 Program Director's Signature: *Bernardo Sanchez, RN, DON* Date: *6/8/12*



Agenda Item #8.A.8., Attachment G

PREFERRED COLLEGE OF NURSING, LOS ANGELES
3424 Wilshire Blvd., Suite 1100 Los Angeles, California 90010
Phone: (323) 857 – 5000 Fax (323) 857 – 5010
www.pcnla.com

VN PROGRAM

REMEDIATION POLICY (EXTRACTED FROM SCHOOL CATALOG Fall/Winter 2015)

Remediation Policy

A student who fails to achieve the minimum satisfactory grade of 75% in a course will be required to take a remedial test. However, in order to be authorized to test, the student must demonstrate that s/he completed the assignments determined by the instructor to address the weaknesses in the subjects to be remediated. The date of the remedial test is determined by the Education Department (usually approximately one week after the grade has been released), but it is the student's responsibility to follow-up with that Department to obtain the precise date when the test will take place. There is no remediation for the clinical portion of the courses.

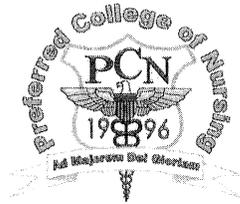
The maximum score a student may obtain in a remedial test is 75%. In other words, if a student scores above 75%, the grade will still be capped at 75%.

If the result of the remedial test is lower than 75, and therefore, lower than the original grade, the higher of the two grades will prevail. Both the original and remediation grades would be reflected on student's transcript of records

For VN Students only:

Students are only allowed to take a limited number of remedial tests per term, as it follows:

- Terms I and IV – 2 remedials per term
- Terms II and III – 1 remedial per term



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www.pcnla.com

VN FORM REMEDATION FORM

Student: _____ Class: _____ Date: _____

Course to be remediated: _____ Score received: _____

Activities required to allow student to take the remediation test (to be completed by instructor):

Remediation Test Scheduled Date: _____

Instructor's signature: _____

Agenda Item #8.A.8., Attachment H



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

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7800 Fax (916) 263-7855 Web www.bvnpt.ca.gov



November 26, 2014

Bernard Sanchez, Director
Vocational Nursing Program
Preferred College of Nursing, Los Angeles
3424 Wilshire Blvd # 1100
Los Angeles, CA 90010

Subject: Program Approval Status

Dear Mr. Sanchez,

The Board of Vocational Nursing and Psychiatric Technicians (Board) is scheduled to consider the following elements relative to the **Preferred College of Nursing, Los Angeles, Vocational Nursing Program on February 13, 2015**:

- Reconsideration of Provisional Approval Based on Report of Unannounced Survey Visit

In preparation for that meeting, information is requested relative to the program's enrollment, approved faculty, clinical resources, and other critical program resources. Please complete and submit the attached forms by **December 15, 2014**.

Any other materials you wish the Board to consider are also due **no later than December 15, 2014**.

Should you have questions, please do not hesitate to contact me at (916) 263-7842.

Sincerely,

Donna G. Johnson

Donna G. Johnson, RNP, MS, MA
Nursing Education Consultant

Attachments:

1. Blank Enrollment Data Table.
2. Blank Faculty and Facility Forms (list **ONLY CURRENT** faculty and facilities)
3. Blank Faculty/Student Clinical Assignment Form
4. Blank Maternity Faculty/Student Clinical Assignment Form
5. Blank Pediatric Faculty/Student Clinical Assignment Form



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

Board of Vocational Nursing and Psychiatric Technicians
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 Phone 916-263-7800 Fax 916-263-7855 Web www.bvnpt.ca.gov



Faculty/Student Clinical Assignments

Complete for all currently enrolled and all proposed students.

Extend this table as necessary to allow for all clinical experiences for all students in a given class.

PROGRAM: _____

BOARD APPROVED CLINICAL HOURS for this TERM _____ DATE of APPROVAL _____ # of TERMS in PROGRAM _____
 PROVIDE CLASS CALENDARS FOR ALL ROTATIONS LISTED.

<u>CLASS:</u> Student (List numerically-do not list names)	Dates of Experience	Assigned Faculty	Assigned Facility	# of Students Allowed / Instructor	# of Students Actually in Facility	Level / Terms	Days of Week	Time of Day	# of Hours Per Rotation	# of Weeks In Facility	Total Hours / Facility



Board of Vocational Nursing and Psychiatric Technicians
 2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945
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Maternity – Faculty / Student Clinical Assignments

Complete for all currently enrolled and all proposed students.

Extend this table as necessary to allow for all Maternity clinical experiences for all students in a given class.

PROGRAM: _____

NUMBER OF BOARD APPROVED CLINICAL HOURS FOR MATERNITY _____ DATE OF APPROVAL _____ TERM _____
 NUMBER OF THEORY HOURS for MATERNITY _____ PROVIDE CLASS CALENDARS FOR MATERNITY

<u>CLASS:</u> Individual Student (list numerically-do not list names)	Dates of Experience	Assigned Faculty	Assigned Facility	# of Students Allowed / Instructor	# of Students Actually in Class	Days of Week	Time of Day	# of Hours Per Rotation	# of Weeks In Facility	Total Hours / Facility



Board of Vocational Nursing and 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



Pediatric – Faculty/Student Clinical Assignments

Complete for all currently enrolled and all proposed students.

Extend this table as necessary to allow for all Pediatric clinical experiences for all students in a given class.

PROGRAM: _____

OF BOARD APPROVED CLINICAL HOURS FOR PEDIATRICS _____ DATE OF APPROVAL _____ TERM _____
 # OF BOARD APPROVED THEORY HOURS FOR PEDIATRICS _____ PROVIDE CLASS CALENDARS FOR PEDIATRICS

<u>CLASS:</u> Individual Student (list numerically-do not list names)	Dates of Experience	Assigned Faculty	Assigned Facility	# of Students Allowed / Instructor	# of Students Actually in Class	Days of Week	Time of Day	# of Hours Per Rotation	# of Weeks in Facility

