

Agenda Item #17.A.4.



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

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS

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COVER SHEET

SUBJECT: Bay Area College of Nursing, Daly City, Vocational Nursing Program
– *Reconsideration of Provisional Approval; Consideration of Request to Admit Students* (Director: Rachele Cagampan, Daly City, San Mateo County, Private)

The Bay Area College of Nursing, Daly City, Vocational Nursing Program is presented for reconsideration of provisional approval. In addition, the program has requested approval to admit one (1) class of **15** students beginning March 8, 2016 and graduating May 21, 2017. Extension of provisional status and denial of the request are recommended. Further, reconsideration of the program's status at the August 2016 Board meeting is also recommended.

On September 6, 2012, the Board placed the Bay Area College of Nursing, Daly City, Vocational Nursing Program on provisional approval for the two-year period from September 6, 2012, through September 30, 2014. That action was taken due to the program's noncompliance with regulations relative to licensure pass rates. The program's pass rate was **45%** at the time.

On September 12, 2014, the Board extended the program's provisional approval for the five (5) month period from October 1, 2014 through February 28, 2015. The program's pass rate was **40%** at the time.

On February 13, 2015, the Board considered the report of an unannounced program inspection that was conducted in December 2014. The Board approved admission of one (1) class of students, contingent upon documentation of adequate clinical placements; and extended the program's provisional approval for the one-year period through February 29, 2016, to allow the program time to comply with corrective actions required by the Board. The program's pass rate was **53%** at the time. The program was not able to fulfill the contingency regarding the admission of a class of students until April 15, 2015.

On November 20, 2015, following a second unannounced program inspection and the identification of further violations, the Board denied the program's request for approval to admit one (1) class of students.

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Recommendations:

1. Extend provisional approval of the Bay Area College of Nursing, Daly City, Vocational Nursing Program for the six (6) month period from March 1, 2016 through August 31, 2016. (See Attachment H)
2. Place the program on the **August 2016** Board agenda for reconsideration of provisional approval.
3. **Deny** the program's request for approval to admit one (1) class of 15 students beginning March 8, 2016 and graduating May 21, 2017.
4. Continue to require the program to maintain its average annual pass rate at no more than ten percentage points below the state average annual pass rates.
5. Continue to require the program to admit no additional students unless approved by the full Board.
6. Require the program to provide no less than one (1) clinical instructor for every 10 (ten) students in all clinical experiences.
7. Continue to 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.

8. Continue to 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.
9. Failure to take these corrective actions may cause the full Board to revoke the program's approval.

Rationale: The Bay Area College of Nursing, Daly City, Vocational Nursing Program has struggled with pass rates before and since placement on provisional approval in 2012. As noted by the program's current pass rate of **50%**, which is **22** percentage points **below** the state average annual pass rate, any past progress has been inconsistent. In fact, the program's average annual pass rate has been non-compliant with regulations **71%** of the time since placement on provisional approval.

The program has continued to demonstrate violations of Vocational Nursing Rules and Regulations despite ongoing consultation with the program. A total of 11 violations were identified in December 2014. While the program presented plans that, if consistently implemented, would correct violations identified in 2014, the second unannounced program inspection, conducted in late 2015, identified a total of six (6) violations that indicate the program's plans were not consistently implemented.

Further, documentation submitted in support of the current request for approval to admit students did not indicate adequate resources to support the total number of students requested. While the program did present resources to support a total of 10 students, it is of significant concern that the program has had only one (1) quarter of compliant pass rates in the past two (2) years. Therefore, the recommendation to deny the request for approval to admit students is offered at this time.

With four (4) non-consecutive quarters of compliant pass rates since placement on provisional approval and with one (1) class of students still enrolled, extension of provisional approval through August 2016 would provide an additional two (2) quarters of pass rate scores and time for the enrolled students to complete the program. Therefore, the recommendation to extend provisional approval for a period of six (6) months is offered.

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Board of Vocational Nursing and Psychiatric Technicians
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DATE: January 25, 2016

TO: Board Members

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

SUBJECT: Bay Area College of Nursing, Daly City, Vocational Nursing Program –
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Students (Director: Rachele Cagampan, Daly City, San Mateo County, Private)

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History of Prior Board Actions

(See Attachment A for History of Prior Board Actions)

Enrollment

The program currently offers classes that are 30 hours per week and 58 weeks in length. Theory classes are held in the evenings and clinical classes are conducted on weekends. The program is required to obtain approval by the full Board prior to the admission of each class.

The following table represents **projected** student enrollment based on current and proposed class starts and completions. The table indicates a **maximum enrollment of 34 students** for the period from **October 2010 through March 2016**. Currently, **eight (8)** students are enrolled and due to graduate in July 2016.

ENROLLMENT DATA				
CLASS DATES		#Students Admitted	#Students Current or Completed	Total Enrolled
Start	Completed			
10/10		19	12	12
7/11		15	12	12 + 12 = 24
	12/11 (10/10 Class)		-12	24 - 12 = 12
9/11		18	14	12 + 14 = 26
	9/12 (7/11 Class)		-12	26 - 12 = 14
1/13		14	20	14 + 20 = 34
	12/12 (9/11 Class)		-14	34 - 14 = 20
11/13		11	8	20 + 8 = 28
	3/14 (1/13 Class)		-20	28 - 20 = 8
4/15	7/16	8	8	8 + 8 = 16
	2/15 (11/13 Class)		-8	16 - 8 = 8
3/16 (Proposed)	5/17	15		8 + 15 = 23

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 2008 through December 2015, specify the pass percentage rates for graduates of the Bay Area College of Nursing, Daly City, 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(l)]	Variance From State Average Annual Pass Rate
Jul – Sep 2008	3	2	68%	74%	68%	74%	-6
Oct – Dec 2008	20	11	55%	73%	57%	73%	-16
Jan – Mar 2009	3	1	33%	70%	54%	72%	-18
Apr – Jun 2009	1	0	0%	71%	52%	70%	-18
Jul – Sep 2009	No Candidates Tested			74%	50%	72%	-22
Oct – Dec 2009	No Candidates Tested			76%	25%	73%	-48
Jan - Mar 2010	12	8	67%	76%	62%	74%	-12
Apr - Jun 2010	9	7	78%	74%	71%	74%	-3
Jul - Sep 2010	5	1	20%	76%	62%	75%	-13
Oct - Dec 2010	5	3	60%	77%	61%	76%	-15
Jan - Mar 2011	9	6	67%	80%	61%	77%	-16
Apr - Jun 2011	4	3	75%	71%	57%	76%	-19
Jul - Sep 2011	5	3	60%	74%	65%	76%	-11
Oct - Dec 2011	8	2	25%	74%	54%	75%	-21
Jan - Mar 2012	14	8	57%	77%	52%	74%	-22
Apr - Jun 2012	13	5	38%	72%	45%	74%	-29
Jul - Sep 2012	7	4	57%	74%	45%	74%	-29
Oct - Dec 2012	5	3	60%	70%	51%	74%	-23
Jan - Mar 2013	1	1	100%	75%	50%	73%	-23
Apr - Jun 2013	6	6	100%	78%	74%	73%	+1
July - Sept 2013	6	4	67%	75%	78%	74%	+4
Oct –Dec 2013	5	2	40%	76%	72%	76%	-4
Jan - Mar 2014	4	1	25%	74%	62%	76%	-14
Apr - Jun 2014	5	1	20%	66%	40%	73%	-33
Jul – Sep 2014	7	6	86%	72%	48%	73%	-25
Oct – Dec 2014	3	2	67%	72%	53%	72%	-19
Jan – Mar 2015	No Candidates Tested			73%	60%	71%	-11
Apr – Jun 2015	1	0	0%	69%	73%	72%	+1
Jul – Sep 2015	6	4	67%	73%	60%	72%	-12
Oct – Dec 2015	3	1	33%	75%	50%	72%	-22

*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(l) 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.”

Since placement on provisional approval in September 2012, **14** quarters of licensing examination data are available for the program. The data substantiates the program's compliance with regulatory requirements in Quarter 2 of this year. The data further substantiates that, since placement on provisional approval through the fourth quarter of 2015, the program has been **non-compliant** with regulations related to pass rates for **10 out of 14 quarters, or 71% of the time.**

Based on the most recent data available (October through December 2015), the program's average annual pass rate is **50%**. The California average annual pass rate for graduates from approved vocational nursing programs who took the NCLEX-PN® for the first time during the same period is 72%. The average annual pass rate for the Bay Area College of Nursing Daly City, Vocational Nursing Program is **22** percentage points **below** the state average annual pass rate.

Faculty and Facilities

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

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

The number of Board-approved faculty totals 18, including the director and one (1) Additional Faculty. The director has 90% administrative and 10% teaching duties. Of the total faculty, 17 instructors, including the director, are approved to teach clinical. All instructors are part – time.

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 **34** students, **four (4)** instructors are needed. Therefore, the number of current faculty is **adequate** for the current and proposed enrollment.

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

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

The program **lacks** sufficient clinical facilities to provide clinical experiences of like character and quality, and consistent with the approved curriculum, for the current and proposed student enrollment. Specifically, the program has provided documentation that reflects adequate facilities to support **10** students in both maternity and pediatric experience, rather than the 15 students requested by the program.

Other Considerations

With a long history of poor performance on the licensing examination, the program's first improvement plans were submitted in 2011. A July 2012 improvement plan referred to increasing admission standards to 12th grade level from 8th grade level, implementing use of the Assessment Technology Institute's (ATI) predictor examination, and increasing minimum passing rate for each course from 70% to 75%. A major curriculum revision was implemented with the class that was admitted in January 2013. That class graduated in March 2014.

A May 2013 comprehensive analysis referred to faculty in-service, requiring faculty to obtain continuing education credits (which is a licensing requirement of all LVNs and RNs), and the use of ATI proctored examinations and predictor exams.

The June 1, 2014 comprehensive analysis again noted the use of ATI examinations and requiring students to achieve a 90% or higher on a comprehensive exam prior to the program submitting documents for the student to apply for the licensing examination. Steps previously identified and implemented were discussed in the report.

As noted, when initially placed on provisional approval on September 6, 2012, the program's average annual pass rate was **45%**. On September 19, 2012, a *Notice of Change in Approval Status* was forwarded advising the director of identified violations and required corrections, including the requirement of maintaining the program's average annual pass rate at no more than ten (10) percentage points below the state average annual pass rates. (See Attachment B).

On September 12, 2014, with the offered rationale that the program demonstrated some incremental, but inconsistent, progress in attempts to improve licensure pass rates, the Board extended provisional approval until February 2015 and denied a request to admit students due to low passing rates on the licensing examination. At that time, the program's average annual pass rate was **40%**. On October 23, 2014, the *Notice of Change in Approval Status* was forwarded advising the director of identified violations and required corrections. Acknowledgement by the director of that notice was received on November 3, 2014. (See Attachment C).

An unannounced program inspection on December 15 and 16, 2014 identified a total of **11** violations. As reported to the Board in February 2015, based on documentation submitted by the program and attached to the report at that time, a total of **two (2)** violations (providing a list of resources for counseling and tutoring to students and providing students with information regarding the right to contact the Board) were **corrected**.

A total of **five (5)** violations were listed as being corrected, ***should the plans the program proposed be implemented***. Those violations included:

- No documentation of the program's evaluation of the curriculum
- No documentation of the program having evaluated clinical facilities (two violations)
- Inadequate resources to support accomplishment of the program's objectives
- Lack of documentation of faculty meetings specific to the Daly City Vocational Nursing program.

A total of **four (4)** violations were **uncorrected**. Those included:

- Failure to follow the Board-approved policies related to admission, screening, and selection criteria
- Failure to provide documentation of make-up of missed hours and specific course objectives for which make-up time is required
- Failure to provide documentation of follow-up for students on remediation or probation.
- Program pass rates on the licensure examination that remained non-compliant with regulations.

On February 13, 2015, the Board extended the program's provisional approval for one more year. A *Notice of Extension of Provisional Approval* was forwarded advising the director of identified violations, required corrections, and timeline for implementation. (See Attachment D).

According to the decision of the Board on February 13, 2015, the program was approved to admit one (1) class of 20 students **contingent** upon the program securing and obtaining adequate clinical facilities such that Maternity and Pediatric Nursing clinical objectives could be accomplished. The program had difficulty providing documentation of verifiable placements for students. A sample of correspondence regarding problems with submitted documentation is summarized below:

- 1) Letter from the Board dated February 23, 2015, outlining problems with clinical facility applications and the need for accuracy in submitted documentation.
- 2) Letter from the Board dated March 9, 2015, outlining problems with proposed placement plans and the following statement: "Clinical placement plans such as you have submitted are, at best, inaccurate and may be considered a misrepresentation."
- 3) Letter from the Board dated March 26, 2015, outlining problems with submitted clinical facility applications and placement plans.
- 4) Letter from the Board dated April 10, 2015, outlining problems with submitted placement plans.

Notice of adequate clinical facilities and satisfactory meeting of all contingencies was sent to the program on April 15, 2015.

During the course of the past year, the assigned consultant has provided numerous phone consultations to the program director. In addition, a total of four (4) meetings were held at Board headquarters during 2015. On August 27, 2015, in support of a request to admit students to be considered by the Board in November 2015, the program submitted documentation that was **not** consistent with adequate resources to meet the objectives of the program. On September 15, 2015, the fourth draft of proposed placements in support of the request for approval to admit students was received by the Board.

On September 22 and 23, 2015, two (2) representatives of the Board conducted an unannounced, follow-up program inspection of the Bay Area College of Nursing, Daly City, Vocational Nursing Program. During the two-day inspection, Board representatives assessed the physical resources for the program, inspected records for recently graduated and currently-enrolled students, and facilitated discussions with the program director. A total of **six (6)**

violations were identified. A *Notice of Violations* was sent, via certified mail, to the program on September 25, 2015. (See Attachment E). The identified violations included:

- The program did not produce documentation that the program director had evaluated the curriculum to determine its currency, effectiveness, consistency with the NCLEX/PN® test plan, or need for revision.
- Program representatives failed to produce documentation confirming that the director was evaluating clinical facilities or reviewing student evaluations.
- The program failed to follow its Board approved admission, screening, and selection policies.
- The program lacked sufficient resources to achieve its objectives.
- The program failed to follow its plan for quarterly faculty meetings.
- The program did not produce documentation consistent with the policies for evaluation of student progress and remediation. It was identified that some students failed final examinations yet passed the course and there was no indication of remediation in the remediation files offered by the program.

Of significant concern is the program's failure to correct all violations identified in December 2014 and/or ***failure to follow plans the program proposed in response to the violations*** identified in 2014, as noted by the violations identified in September 2015.

As reported in the November 20, 2015 Addendum to the report to the Board, the program's initial response to violations identified in September 2015 was received by the Board on October 30, 2015.

The assigned consultant initiated another consultation with the program director, scheduled for December 1, 2015. To assist in preparing for the meeting, a letter summarizing outstanding violations was sent to the program director on November 25, 2015. (See Attachment F).

On December 15, 2015, the program provided an updated response to the identified violations. (See Attachment G).

Based on the documentation submitted by the program on December 15, 2015 and found in Attachment F, the status of violations identified in September 2015 follows.

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 #1: Board files confirm that the program has a methodology and procedure for evaluation of the curriculum. The program provided documentation of evaluation of the program by recent graduates who noted deficits in: supplies; organization; support "supplies, counselors, accountant, etc" . . . "like PA main campus"; and the need for more follow-up with students. Other positive and negative experiences were also noted. The program did not produce evidence of review by the program director.

Documentation provided by the program as evidence of evaluation of the curriculum consisted of a total of seven (7) "Q3Y14 Faculty Curriculum Evaluation" forms. Only two (2) forms were dated (both dated December 30, 2014 and submitted with the report from the Daly City program in 2014). With the exception of a single faculty curriculum evaluation form signed by the director on December 30, 2014, the program did not produce documentation that the program director had evaluated the curriculum to determine its currency, effectiveness, consistency with the NCLEX/PN® test plan, or need for revision.

Required Action: Provide a timeline in which curriculum evaluation, including by the program director and including evaluation for consistency with the NCLEX-PN®, will be accomplished.

Current Status: The program has submitted a detailed plan for curriculum evaluation, including involvement and oversight by the director, which will include several indicators, quarterly and annual review, and input from students, faculty, facilities, and employers.

Should the program follow this plan, the violation will be **corrected**.

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."

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 #2: Board files confirm that the program has a methodology and procedure for evaluation of clinical facilities. The program produced copies of student evaluations of clinical facilities. However, program representatives failed to produce documentation confirming that the director was evaluating clinical facilities or reviewing student evaluations.

Required Action: Provide documentation of evaluation of clinical facilities and a proposed timeline for ongoing evaluation of clinical facilities, including by the program director. It was recommended that the evaluation of clinical facilities include, but not be limited to, the following:

- 1) Which term(s) in the program the facility is utilized by students;
- 2) Describe the types of experiences available and the ability of the students to meet the program's stated clinical objectives in the facility;
- 3) Description of observed evidence of correlation of theory to clinical;
- 4) Dates students are in the clinical site;
- 5) Identified problems;

- 6) Plan to correct problems; and
- 7) Participation and/or oversight by the program director.

Current Status: In the program response of October 30, 2015, the program provided some copies of evaluations of some clinical facilities. More recently, the program has submitted a plan for quarterly director review of clinical facility evaluations by faculty and students. Program director, faculty, and students are to complete the same questionnaire regarding the facilities and the director will "periodically visit clinical sites informally."

Should the program follow this plan, the violation will be **corrected**.

Section 2526(a)(12) 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:
... (12) Admission criteria.

Section 2526(a)(13) 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:
... (13) Screening and selection criteria.

Violation #3: Based on review of current and recently graduated student files (16 files reviewed), the program failed to follow its Board approved admission, screening, and selection policies. The program provided documentation of interviews with five (5) of the eight (8) students admitted in April 2015 and none of the recently graduated students. Interviews were conducted by a staff member, consisted of few questions, and the documentation provided no evidence of involvement of the director, as is specified in the school catalog.

Required Action: Provide a plan for correction that describes how the program will follow and/or improve the policies for admission, screening and selection of applicants to the program. Provide verification of training, of all individuals associated with the school, regarding admission, screening and selection policies.

Current Status: The program has presented a plan that includes an admission panel to conduct interviews (comprised of the program director, education director, a senior faculty member, and the office manager), an interview rubric and signature form for the interviews, plan for the office manager to be responsible for documentation of high school completion or its equivalent, and the program reported that admission training was held.

Should the program follow this plan, the violation will be **corrected**.

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

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

Violation #4: Based on inspection observations and an analysis of supplies, equipment, and physical space required to accommodate the current enrollment of eight (8) students and an additional ten (10) proposed students, Board representatives identified that the program lacks sufficient resources to achieve its objectives.

The classroom for the vocational nursing program is located on the third floor of the building and contains fifteen (15) student desks. Projector, monitor screen, and white board are in the classroom. The classroom lacks any visual learning aids. No DVDs, videos, or other instructional aides were present on site.

Copies of student records are now kept at the Daly City site. A total of six (6) computers are available in a small room with computers and chairs in close proximity to each other. None of the computers were connected to power or set up for use. The site is staffed by a single office coordinator and no other student services are provided.

The skills laboratory for the vocational nursing students, which is on the third floor, contains four (4) beds, three (3) mannequins (one that allows for tracheostomy and colostomy care), one folding screen, one scale, two (2) over-bed tables, and two (2) wheelchairs. The spacing in the room and between beds and walls is such that it is possible to imagine approximately twelve (12) students could crowd around the beds, leaving very little room for movement. An empty medication cart was nearby. Off the skills lab is a small room with a sink but no supplies for instruction on asepsis. The room would accommodate few individuals at one time. The only other sink available is in a small bathroom.

Supplies for the skills lab were located in cabinets on the first floor and in boxes on the first floor. One box of unorganized pill bottles was presented as equipment for medication administration. The supply cabinets were more organized and better stocked than found at the December 2014 inspection, but the program continues to lack some basic equipment such as oxygen set up, sterile catheter kits, sterile gloves (one package found), or equipment to practice care of continuous tube feedings, insertion of nasogastric tubes, pediatric medication administration, or care of an obstetric patient.

Pediatric supplies, including two (2) children’s dolls, were all unopened and still in the box in which they were delivered, after the December 2014 inspection. They consisted of materials purchased at retail stores for normal baby use and gifts. On the second day of inspection, the director brought a newly purchased birthing abdomen. No other maternity care supplies were located at the site. The program claims 18 hours of skills

lab time for Pediatric Nursing and 18 hours of skills lab time for Maternity Nursing.

Required Action: Provide a detailed plan and timeline for improving resources sufficient to achieve the program's objectives.

Current Status: The program has presented a plan for office staff to maintain the skills lab based on a submitted inventory list that includes specific quantities of equipment. The list covers equipment commonly utilized in skills labs for Vocational Nursing students. The program notes the office manager will ensure the lab is ready for use at the start of each business day. With the October 30, 2015 response from the program, the Board received photos taken of the Daly City campus showing computers set up and turned on, rearrangement of patient beds in the skills lab, and the reorganization of supplies in cabinets.

Should the program follow this plan, the violation will be **corrected**.

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 #5: Program representatives produced a binder with minutes from Bay Area College of Nursing meetings relative to the Palo Alto and Daly City (combined) Vocational Nursing Programs. According to documents provided by the program, faculty meetings this year were held on January 30, 2015 and June 19, 2015. A notation in the meeting minutes of 2014 stated that faculty meetings would be held quarterly. Previous documentation submitted by Bay Area College of Nursing to the Board stated meetings would be held quarterly.

Required Action: Provide a schedule of faculty meetings relative to the Daly City Vocational Nursing Program.

Submit copies of meeting minutes within one (1) week after each meeting.

Current Status: The program has submitted a quarterly meeting schedule, agenda items, and template for recording minutes.

Should the program follow this plan, the violation will be **corrected**.

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 #6: Board files confirm that the program has a methodology and procedure for evaluation of student progress and for remediation. However, the program did not produce documentation consistent with the

remediation policy. While records of regular progress reports were offered for currently enrolled students, only one record of remediation was offered for recent graduates.

Board representatives reviewed the grades of all current students and the most recent graduates. Grades were viewed in digital records with program staff providing the access and navigation through the files. In multiple instances, students failed final examinations yet passed the course and there was no indication of remediation in the remediation files offered by the program. In some cases, the grade records noted a "remediated" exam but remediation files could not be produced for that student. For some students, the "remediation final exam" was **below** the stated passing minimum grade, no remediation files were located, and students passed the course with the minimum passing grade of 75%.

Required Action: Provide a detailed written proposal, including timeline for implementation, for revision of the policies for evaluation of student progress and remediation, including minimum passing rate on examinations and appropriate follow-up with students.

Current Status: The program has submitted a revised policy for the evaluation of student progress that includes a minimum passing grade of 75% on final examinations and course grades, monthly progress reports on students, and one (1) remediation within 10 days in the event of failure on a final examination

Should the program follow this plan, the violation will be **corrected**.

On December 15, 2015, the program submitted documentation in support of the request to admit one (1) class of 15 students. According to that documentation, a total of five (5) students would be without instructor-led clinical experience in both maternity and pediatric clinical rotations. Those five (5) students were assigned only to satellite sites that are used for brief observation. As such, and with an average annual pass rate of **50%**, the program has provided documentation of adequate clinical facilities to support a total of **10** students, rather than the 15 students requested.

Summary

Unannounced program inspection in December 2014 identified a total of 11 violations. The follow-up program inspection in September 2015 identified a total of six (6) recurrent violations. At this time, and after extensive consultation, the program has submitted plans, which, if consistently implemented, would correct the violations. However, it must be noted that the program failed to follow its own plans to correct all violations throughout 2015. Further, documentation submitted in support of the request for approval to admit students is not consistent with adequate resources to support the number of students requested.

The Bay Area College of Nursing, Daly City, Vocational Nursing Program has long struggled with poor performance on the licensing examination. Since placement on provisional approval in September 2012, Board records document that the program has

been **noncompliant** with regulations related to pass rates on the licensing examination for a total of **10 out of 14 quarters**, or **71% of the time** since placement on provisional approval. The program's current average annual pass rate is **50%**, which is **22** percentage points **below** the current state average annual pass rate.

Recommendations:

1. Extend provisional approval of the Bay Area College of Nursing, Daly City, Vocational Nursing Program for the six (6) month period from March 1, 2016 through August 31, 2016. (See Attachment H)
2. Place the program on the **August 2016** Board agenda for reconsideration of provisional approval.
3. **Deny** the program's request for approval to admit one (1) class of 15 students beginning March 8, 2016 and graduating May 21, 2017.
4. Continue to require the program to maintain its average annual pass rate at no more than ten percentage points below the state average annual pass rates.
5. Continue to require the program to admit no additional students unless approved by the full Board.
6. Require the program to provide no less than one (1) clinical instructor for every 10 (ten) students in all clinical experiences.
7. Continue to 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.
8. Continue to 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.
9. Failure to take these corrective actions may cause the full Board to revoke the program's approval.

Rationale: The Bay Area College of Nursing, Daly City, Vocational Nursing Program has struggled with pass rates before and since placement on provisional approval in 2012. As noted by the program's current pass rate of **50%**, which is **22** percentage points **below** the state average annual pass rate, any past progress has been inconsistent. In fact, the program's average annual pass rate has been non-compliant with regulations **71%** of the time since placement on provisional approval.

The program has continued to demonstrate violations of Vocational Nursing Rules and Regulations despite ongoing consultation with the program. A total of 11 violations were identified in December 2014. While the program presented plans that, if consistently implemented, would correct violations

identified in 2014, the second unannounced program inspection, conducted in late 2015, identified a total of six (6) violations that indicate the program's plans were not consistently implemented.

Further, documentation submitted in support of the current request for approval to admit students did not indicate adequate resources to support the total number of students requested. While the program did present resources to support a total of 10 students, it is of significant concern that the program has had only one (1) quarter of compliant pass rates in the past two (2) years. Therefore, the recommendation to deny the request for approval to admit students is offered at this time.

With four (4) non-consecutive quarters of compliant pass rates since placement on provisional approval and with one (1) class of students still enrolled, extension of provisional approval through August 2016 would provide an additional two (2) quarters of pass rate scores and time for the enrolled students to complete the program. Therefore, the recommendation to extend provisional approval for a period of six (6) months is offered.

- Attachment A: History of Prior Board Actions
- Attachment B: Notice of Change in Approval Status 2012.
- Attachment C: Notice of Change in Approval Status and Acknowledgement 2014.
- Attachment D: Notice of Extension of Provisional Approval 2015.
- Attachment E: Notice of Violations Dated September 25, 2015.
- Attachment F: Board Correspondence Dated November 25, 2015.
- Attachment G: Program Correspondence Dated December 15, 2015.
- Attachment H: Draft Notice of Change in Approval Status

Agenda Item #17.A.4., Attachment A

BAY AREA COLLEGE OF NURSING, DALY CITY VOCATIONAL NURSING PROGRAM

History of Prior Board Actions

- On January 11, 2007, the Executive Officer approved the Palo Alto Center for Healthcare Education, Daly City, Vocational Nursing Program's request to begin a vocational nursing program with an initial full-time class of 30 students commencing March 27, 2007 only, with a completion date of April 27, 2008; and approved the program curriculum for 1598 hours, including 628 theory and 970 clinical hours.
- On February 8, 2007, the program notified the Board that the program's name had been changed to Bay Area College of Nursing, Inc., Daly City, Vocational Nursing Program.
- On March 11-12, 2008, the program was surveyed for initial accreditation.
- On May 15, 2008, the program submitted documentation substantiating the completion of its revised instructional plan, lesson plans for Terms I, II, and III, and a new Skills Laboratory.
- On May 15, 2008, the Executive Officer approved the program's initial full accreditation for the period from April 27, 2008, through April 26, 2012, and approved the program's revised curriculum for 1646 hours (Theory – 676 hours; Clinical – 970 hours).

Additionally, the Executive Officer approved the program's request to admit a class of 30 full-time students on May 15, 2008 only, to **replace** students graduating May 2, 2008.

- On August 13, 2008, the Executive Officer approved the program's request to admit a class of 30 full-time students and three (3) alternates each May and September to **replace** graduating students with the following stipulations:
 - a. No additional classes are added to the program's current pattern of admissions without prior approval. The program's current pattern of admissions includes admission of two full-time classes of 30 students and three (3) alternates each May and September to **replace** graduating students, only; and
 - b. The director documents that adequate resources, i.e. faculty and facilities, are available to support each admitted class of students.
- On May 17, 2011, the assigned consultant forwarded correspondence to the director per certified mail advising that the program's average annual pass rates had been more than ten (10) percentage points below state average annual pass rates for four (4) quarters. The director was requested to submit a written plan for improving program pass rates by June 10, 2011.

- On June 15, 2011, the Board received correspondence from the director advising that the program had delayed commencement of the class scheduled for May to July 25, 2011 due to low student enrollment. The revised date of graduation is September 16, 2012.
- On October 14, 2011, the assigned consultant forwarded correspondence to the director advising that the program's average annual pass rates had been more than ten (10) percentage points below state average annual pass rates for five (5) quarters.
- On November 8, 2011, the Board received correspondence from the director setting forth the program's plan to improve program pass rates.
- On November 15, 2011, the Board received correspondence from the director requesting revisions in school policies.
- On February 28, 2012, the Board received correspondence from the director requesting a revision of its curriculum
- On June 7, 2012, the Executive Officer deferred action on the program's request to admit an evening class of 20 students plus 3 alternates commencing August 8, 2012, graduating on October 13, 2013, and a request for a major curriculum revision, to the full Board. Additionally, the Executive Officer rescinded approval of the program's ongoing class admissions. The program was placed on the September 2012 Board agenda for consideration of provisional approval.
- On June 7, 2012, the assigned consultant forwarded correspondence to the director advising of decisions rendered by the Executive Officer.
- On June 27, 2012, the assigned consultant forwarded correspondence to the director advising that the Board was scheduled to consider the programs placement on provisional approval on September 6, 2012. A copy of the program's plan of correction and other program information was requested by July 6, 2012.
- On July 6, 2012, the Board received electronic correspondence from the director providing information for presentation at the September 2012 Board meeting.
- On July 12, 2012, the Board received electronic correspondence from the director specifying the program's revised plan of correction.
- On July 18, 2012, the assigned consultant forwarded correspondence to the director requesting documents for dissemination to Board Members.
- On September 6, 2012, the Board approved the following recommendations for the program:
 - a. Place the Bay Area College of Nursing, Daly City, Vocational Nursing Program on provisional approval for the two – year period from September 6, 2012, through September 30, 2014, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction, as referenced in section 2526.1 (e) of the California Code of Regulations. (See Attachment E)

- b. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the state average annual pass rates.
- c. Approve the program's request to admit an evening class of twenty (20) students plus two (2) alternates commencing October 31, 2012, and graduating January 26, 2014.
- d. Require the program to obtain approval by the full Board prior to the admission of additional students.
- e. Require the program to submit follow – up reports in nine (9) months, but no later than **June 1, 2013**, and 21 months, but no later than **June 1, 2014**. The reports must include a comprehensive analysis of the program, specific actions to improve program pass rates, timeline for implementation, and expected outcomes. The following elements must be addressed in the analysis.
 - 1. Admission Criteria.
 - 2. Screening and Selection Criteria.
 - 3. Terminal Objectives.
 - 4. Curriculum Objectives.
 - 5. Instructional Plan.
 - 6. Theory and Clinical Objectives for Each Course.
 - 7. Lesson Plans for Each Course.
 - 8. Textbooks.
 - 9. Attendance Policy.
 - 10. Remediation Policy.
 - 11. Evaluations of Theory and Clinical Faculty.
 - 12. Evaluations of Theory Presentations.
 - 13. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - 14. Evaluation of Student Achievement.
 - 15. Current Enrollment.
- f. Require the program to comply with all accreditation standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professions Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, section 2526.
- g. Require the program to demonstrate incremental progress in correcting the violation. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program's approval.
- h. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
- i. Place the program on the **September 2014** Board agenda for reconsideration of provisional approval.

- On October 21, 2013, the Board approved the program's request to admit an evening class of twenty (20) students plus two (2) alternates commencing November 4, 2013, **only**, and graduating February 26, 2014, to **replace** the evening class that graduated in December 2012; **and** approved the program's request to admit a day class of twenty (20) students plus two (2) alternates commencing January 7, 2014, **only**, and graduating April 12, 2015. This class was an additional class and did not replace any graduating class. Additionally, the Board continued to require the program to obtain approval by the full Board prior to the admission of additional students.
- On June 1, 2014, the director submitted a comprehensive analysis of the program in compliance with Board directives from the September 2012 Board Meeting.
- On June 10, 2014, the director submitted a request to admit twenty (20) students plus two (2) alternates to an evening class commencing October 27, 2014, graduating January 24, 2016, to **replace** the class that graduated on March 2014.
- On September 12, 2014, the Board approved the following recommendations:
 - a. Extend provisional approval for the Bay Area College of Nursing, Daly City, Vocational Nursing Program for a **five (5) month** period from October 1, 2014 through February 28, 2015 and issue a notice identifying specific areas of non-compliance and requirements for correction as referenced in section 2526.1 (e) of the California Code of Regulations (See Attachment C).
 - b. Deny the program's request to admit an evening class of twenty (20) students plus two (2) alternates commencing October 27, 2014, and graduating January 24, 2016, **only**, to **replace** the class that graduated March 2014.
 - c. Continue to require the program to obtain approval by the full Board prior to the admission of additional students.
 - d. Require the program to provide no less than one (1) instructor for every ten (10) students in all clinical experiences.
 - e. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
 - f. 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.
 - g. 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.
 - h. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

- i. Place the program on the **February 2015** Board agenda for reconsideration of provisional approval.
- On December 15, 2014, the Board received a request to admit students.
 - On December 15 and 16, 2014, Board representatives conducted an unannounced program survey visit. Eleven (11) violations of the California Code of Regulations were identified,
 - On December 19, 2014, the Board sent to the program, via certified mail, a Notice of Violations.
 - On January 1 and 2, 2015, the Board received the program's response to the Notice of Violations.
 - On February 13, 2015, the Board approved the following:
 1. Extend Provisional Approval for the Bay Area College of Nursing, Daly City, Vocational Nursing Program for a one (1) year period from March 1, 2015 through February 29, 2016, and issue a notice identifying specific areas of non-compliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.
 2. Require the program to correct violations identified during the onsite inspection and submit a report identifying implemented interventions to include the following no later than **February 27, 2015**.
 - a. Revised Admission Criteria.
 - b. Revised Screening and Selection Criteria.
 - c. Implementation of the approved Attendance Policy including follow – up for absences.
 - d. Revised Remediation Policy.
 3. Require the program to submit verifiable plans for clinical placements for maternity and pediatric nursing for currently enrolled students, no later than **February 27, 2015**.
 4. Contingent upon the program securing and obtaining, no later than **February 27, 2015**, Board approval for adequate clinical facilities such that maternity and pediatric nursing clinical objectives can be accomplished, approve the Bay Area College of Nursing, Daly City, Vocational Nursing Program's request to admit one (1) evening class of 20 students commencing March 9, 2015 and graduating June 5, 2016.
 5. Require the program director to submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **March 2, 2015**.

6. Continue to require the program to provide no less than one (1) instructor for every ten (10) students in all clinical experiences.
 7. Continue to require the program to obtain approval by the full Board prior to the admission of additional students.
 8. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
 9. Continue to require the program to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professionals Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
 10. Continue to 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. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
 12. Place the program on the **February 2016** Board agenda for reconsideration of provisional approval.
- On September 22 and 23, 2015 two (2) Board representatives conducted an unannounced program inspection.
 - On September 25, 2015, the Board forwarded to the program, via certified mail, a *Notice of Violations*.
 - On October 9, 2015, the Board received, from the program, a copy of BPPE approval of the Daly City location as a **branch** site.
 - On October 30, 2015, the Board received the program's response to violations identified during the September 2015 program inspection.
 - On November 20, 2015, the Board approved the following recommendations:
 1. Deny the Bay Area College of Nursing, Daly City, Vocational Nursing Program's request for approval to admit one (1) class of 10 students beginning December 3, 2015, graduating March 27, 2017.
 2. Require the program to correct violations identified during the onsite inspection and submit a report identifying implemented interventions including, but not limited to, the following no later than **December 15, 2015**.
 - a. Timeline for implementation of the policies and documentation of evaluation of curriculum and clinical facilities, including program administration oversight;

- b. Plan of correction that describes how the program will follow and/or improve the policies for admission, screening and selection of applicants;
 - c. Detailed plan and timeline for improving resources sufficient to achieve the program's objectives;
 - d. Revised policy, including timeline for implementation, for evaluation of student progress and remediation.
3. Continue to require the program to provide no less than one (1) instructor for every ten (10) students in all clinical experiences.
4. Continue to require the program to obtain approval by the full Board prior to the admission of additional students.
5. Continue to 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.
6. Continue to 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.
7. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
8. Continue the program's placement on the **February 2016** Board agenda for reconsideration of provisional approval.

Agenda Item #17.A.4., Attachment B.



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
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CERTIFIED MAIL

September 19, 2012

Rachelle Cagampan, M.S.N., M.P.A., R.N.
Director, Vocational Nursing Program
Bay Area College of Nursing, Daly City
6150 Mission Street Ste 103
Daly City, CA 94014

Subject: Notice of Change in Approval Status

Dear Ms. Cagampan:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on September 6, 2012, the status of the Bay Area College of Nursing, Daly City Vocational Nursing was changed to provisional approval for the two-year period from September 6, 2012, through September 29, 2014.

The purpose of this letter is to explain the areas of non-compliance found and the corrections required of your program to avoid losing approval completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **Friday, September 28, 2012**.

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

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

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

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

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

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

Program pass rates for the Bay Area College of Nursing, Daly City, Vocational Nursing Program for the past sixteen (16) quarters are set forth in the following table.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jul – Sep 2008	74%	68%	-6
Oct – Dec 2008	73%	57%	-16
Jan – Mar 2009	72%	54%	-18
Apr - Jun 2009	70%	52%	-18
Jul – Sep 2009	72%	50%	-20
Oct – Dec 2009	73%	25%	-48
Jan – Mar 2010	74%	62%	-12
Apr - Jun 2010	74%	71%	-3
Jul – Sep 2010	75%	62%	-14
Oct – Dec 2010	76%	61%	-15
Jan – Mar 2011	77%	61%	-16
Apr – Jun 2011	76%	57%	-19
Jul – Sep 2011	76%	65%	-11
Oct – Dec 2011	75%	54%	-21
Jan – Mar 2012	74%	52%	-22
Apr – Jun 2012	74%	45%	-29

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

REQUIRED CORRECTION(S)

1. The Bay Area College of Nursing, Daly City, Vocational Nursing Program shall bring its average annual pass rate to no more than ten (10) percentage points below state average annual pass rates.
2. The program shall demonstrate incremental progress in correcting its violation. If the program fails to satisfactorily demonstrate incremental progress, the full Board may revoke the program’s approval.
3. The program shall admit no additional students unless specifically approved by the full Board.
4. The program shall submit follow - up reports in nine (9) months, but no later than **June 1, 2013**, and 21 months, but no later than **June 1, 2014**. The report must include a comprehensive analysis of the program, specific actions taken to improve program

pass rates, timelines for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:

- a. Current Enrollment.
 - b. Admission Criteria.
 - c. Screening and Selection Criteria.
 - d. Terminal Objectives.
 - e. Curriculum Objectives.
 - f. Instructional Plan.
 - g. Theory and Clinical Objectives for Each Course.
 - h. Lesson Plans for Each Course.
 - i. Textbooks.
 - j. Attendance Policy.
 - k. Remediation Policy.
 - l. Evaluations of Theory and Clinical Faculty.
 - m. Evaluations of Theory Presentations.
 - n. Evaluations of Clinical Rotations and Their Correlation to Theory Presentations.
 - o. Evaluation of Student Achievement.
5. The program shall 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.
 6. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
 7. In the event additional violations of the approval standards are identified, such violations may result in further corrective action or revocation of provisional approval.

FUTURE BOARD ACTION

Your program will be placed on the **September 2014** Board Meeting agenda, at which point the Board may revoke or extend the program's approval. If you have additional information that you wish considered beyond the required corrections listed on page 2 and 3, you must submit this documentation by the fifteenth day of the second month prior to the Board meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **Based on the above corrections, the full Board's permission will be required for each future class admission.**

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

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

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

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

Sincerely,



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

Enclosures

cc: Board Members

TBJ:cca



TITLE 16
CALIFORNIA CODE OF REGULATIONS

2526.1. Provisional Approval.

- (a) Provisional accreditation means a program has not met all requirements as set forth in this chapter and in Chapter 6.5, Division 2 of the Business and Professions Code.
- (b) Provisional accreditation shall be granted for a period determined by the Board.
- (c) The Board may place any program on provisional accreditation when that program does not meet all requirements as set forth in this chapter and in Section 2526. If the program has not met all requirements at the end of the initial provisional accreditation period, provisional accreditation may be extended if the program demonstrates to the satisfaction of the Board a good faith effort to correct all deficiencies.
- (d) Any program holding provisional accreditation may not admit "new" classes beyond the established pattern of admissions previously approved by the Board. The admission pattern is defined by the number of students per class and the frequency of admissions for the six class admissions that immediately precede the Board action to consider provisional accreditation.
- (e) A program placed on provisional accreditation shall receive written notification from the Board. The notification to the program shall include specific areas of noncompliance and requirements for correction. A program's failure to correct delineated areas of noncompliance is cause for revocation of provisional accreditation.
- (f) A material misrepresentation of fact by a vocational nursing program in any information submitted to the Board is cause for revocation of provisional accreditation.
- (g) A program whose provisional accreditation has been revoked shall be removed from the Board's list of accredited programs. The status of students as potential applicants for licensure will be determined by the Board.
- (h) A program that is removed from the Board's list of accredited programs subsequent to Board action based on the program's non-compliance with applicable regulations shall not reapply to establish a vocational nursing program for a minimum period of one calendar year.



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CERTIFIED MAIL

September 19, 2012

Rachelle Cagampan, M.S.N., M.P.A., R.N.
Director, Vocational Nursing Program
Bay Area College of Nursing, Daly City
6767 Mission Street
Daly City, CA 94014

Subject: Board Meeting Follow – Up

Dear Ms. Cagampan:

The Board of Vocational Nursing and Psychiatric Technicians (Board) considered the consultant's report relative to ***Bay Area College of Nursing, Daly City, Vocational Nursing Program – Consideration of Placement on Provisional Approval; Consideration of Request to Admit Students***, at its September 6, 2012 meeting.

Decisions rendered by the Board included, but were not limited to, the following:

1. Approve the Bay Area College of Nursing, Daly City, Vocational Nursing Program's request to admit an evening class of twenty (20) students plus two (2) alternates commencing October 31, 2012, and graduating January 26, 2014.
2. Require the program to admit no additional students unless specifically approved by the full Board.

Rationale: The Board has serious concerns relative to the program's performance. From November 2007 through December 2011, the program admitted 231 students. Of the total admitted, 175 students completed program requirements, a graduation rate of 75.75%. From July 2008 through June 2012, 111 program graduates completed the NCLEX-PN®. Of the total tested, 60 passed.

The program has failed to maintain average annual pass rates that are within ten (10) percentage points of state average annual pass rates for 14 of the previous 16 quarters. For 14 quarters, the program's average annual pass rates varied between 11 and 48 percentage points below state average pass rates. Given these statistics, the program's average annual pass rates have been **compliant** with regulatory requirements **12.50%** of the total quarters, and **noncompliant 87.50%** of the total quarters.

For the most recent reporting period, April -June 2012, the program's **quarterly** pass rate is 38%; its **average annual** pass rate is **45%**. As such, the program's average annual pass rate is **29** percentage points **below** the state average annual pass rate.

Such demonstrated and sustained noncompliance with regulatory requirements supports the recommendation to place the program on provisional approval. The program has proposed several actions to address the lack of student achievement and improve program pass rates. Revision of the submitted plan was strongly recommended. Additional revision is projected.

The program has demonstrated that it has sufficient resources, including faculty and facilities, to support the current and proposed enrollment. Board staff will continue to monitor the program's effectiveness by tracking class admissions, the effectiveness of employed interventions, and the program's licensure examination pass rates each quarter.

The *Notice of Provisional Approval* is enclosed. This document identifies specific areas of noncompliance and required corrections. It is recommended that you review this document in its entirety. Additionally, the program's *Certificate of Provisional Approval* is enclosed. These documents should be retained in your official files. The attached Acknowledgement Form should be completed and returned by **Friday, September 28, 2012.**

Please contact the Board should further clarification be needed.

Sincerely,



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

Enclosures



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

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September 19, 2012

TO: Education Division

FROM: Bay Area College of Nursing, Daly City, Vocational Nursing Program

SUBJECT: *Acknowledgement of Receipt of Board Meeting Follow - Up*

I, hereby acknowledge receipt of the following documents with attachments memorializing Board decisions rendered at the September 6, 2012 Board Meeting.

➤ *Bay Area College of Nursing, Daly City, Vocational Nursing Program.*

1. Correspondence Documenting Board Decisions
2. *Notice of Provisional Approval.*
3. California Code of Regulations Excerpt Section 2526.1. Provisional Approval.
4. *Certificate of Provisional Approval.*

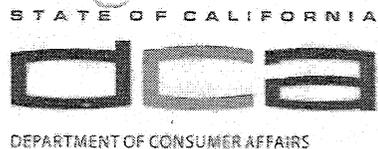
Please sign and fax the *Acknowledgement of Receipt of Board Meeting Materials* to the Board at (916) 263-7866 by Friday, September 28, 2012.

(Signature, Director)

(Date)

Name of Program: _____

**Please complete this form and fax to the Board at
(916) 263-7866 by Friday, September 28, 2012.**



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR EDMUND G. BROWN JR.
BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Phone (916) 263-7843 Fax (916) 263-7866 Web www.bvnpt.ca.gov



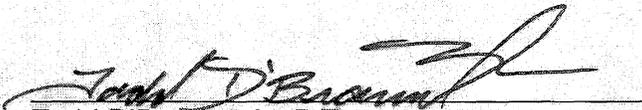
CERTIFICATE OF PROVISIONAL APPROVAL

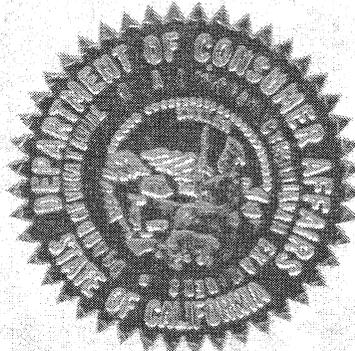
for

Bay Area College of Nursing, Daly City Vocational Nursing Program

This document reflects that the Board of Vocational Nursing and Psychiatric Technicians (Board) has provisionally approved the above-named program pursuant to Article 5 of the Vocational Nursing Practice Act and the Board's Rules and Regulations. A copy of documents related to the provisional approval may be obtained by contacting the Board at the address above. A candidate's completion of an approved vocational nursing program is partial fulfillment of requirements for the vocational nurse licensure examination.

Effective: September 6, 2012


Todd D'Braunstein, P.T.
President



Expires: September 30, 2014


Teresa Bello-Jones
Executive Officer



STATE AND CONSUMER SERVICES AGENCY • GOVERNOR, EDMUND G. BROWN JR.
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833
www.bvnpt.ca.gov

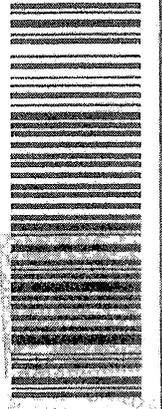


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HV
Cox-MAA
9-22

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Agenda Item #17.A.4., Attachment C



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



CERTIFIED MAIL

October 22, 2014

REC'D IN EDU
ON 10.23.14. WITH DG

Rachelle Cagampanan, B.S., R.N.
Director, Vocational Nursing Program
Bay Area College of Nursing, Daly City
6767 Mission Street
Daly City, CA 94014

SUBJECT: Notice of Extension of Provisional Approval

Dear Ms. Cagampanan:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on September 12, 2014, the Provisional Approval of the Bay Area College of Nursing, Daly City, Vocational Nursing Program has been extended for the five (5) month period from October 1, 2014 through February 28, 2015.

The purpose of this letter is to explain the identified areas of non-compliance and the corrections required of your program to avoid losing approval completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **Friday, October 31, 2014**.

AREAS OF NON COMPLIANCE (VIOLATIONS(S))

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

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

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

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

The program pass rates of the Bay Area College of Nursing, Daly City, Vocational Nursing Program for the past eighteen (18) quarters are set forth in the following table.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan – Mar 2010	74%	62%	-12
Apr – Jun 2010	74%	71%	-3
Jul – Sep 2010	75%	62%	-13
Oct – Dec 2010	76%	61%	-15
Jan – Mar 2011	77%	61%	-16
Apr – Jun 2011	76%	57%	-19
Jul – Sep 2011	76%	65%	-11
Oct – Dec 2011	75%	54%	-21
Jan – Mar 2012	74%	52%	-22
Apr – Jun 2012	74%	45%	-29
Jul – Sep 2012	74%	45%	-29
Oct – Dec 2012	74%	51%	-23
Jan – Mar 2013	73%	50%	-23
Apr – Jun 2013	73%	74%	+1
Jul – Sep 2013	74%	78%	+4
Oct – Dec 2013	76%	72%	-4
Jan – Mar 2014	76%	62%	-14
Apr – Jun 2014	73%	40%	-33

Based on this data, the program failed to comply with regulatory requirements relative to annual average pass rates in the last two (2) quarters and fourteen (14) of the last eighteen (18) quarters.

REQUIRED CORRECTION(S)

1. The Bay Area College of Nursing, Daly City, Vocational Nursing Program shall continue to obtain approval by the full Board prior to the admission of additional students.
2. The program shall provide no less than one (1) instructor for every ten (10) students in all clinical experiences.
3. The program shall bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
4. The program shall 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.
5. In the event additional violations of the approval standards are identified, such violations may result in further corrective action or revocation of provisional approval.
6. The program shall continue 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.

Notice of Change in Approval Status

October 22, 2014

Page 3 of 3

7. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

FUTURE BOARD ACTION

Your program will be placed on the **February 2015** Board Meeting agenda, at which point the Board may revoke or extend the program's approval. If you have additional information that you wish considered beyond the required corrections listed on pages 2 and 3, you must submit this documentation by the fifteenth day of the second month prior to the Board Meeting.

OTHER IMPORTANT INFORMATION

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

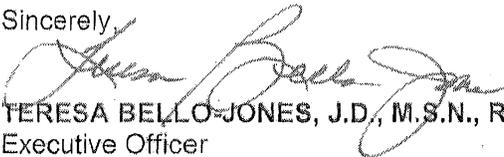
In the event your program is required to submit any report(s) as a corrective action pursuant to this notice, such reports are required in addition to any other reports required pursuant to section 2527 of the Board's regulations.

The program may not advertise that it has full approval, and should take steps to correct any ongoing advertisements or publications in that regard.

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

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

Sincerely,


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

Enclosures

cc: Board Members

TBJ: dj

Agenda Item #17.A.4., Attachment D



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

February 23, 2015

Ms. Rachelle Cagampan, M.P.A., M.S.N., R.N.
Director, Vocational Nursing Program
Bay Area College of Nursing, Daly City
6767 Mission Street
Daly City, CA 94014

Subject: Notice of Extension of Provisional Approval

Dear Ms. Cagampan:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on February 13, 2015, Bay Area College of Nursing, Daly City, Vocational Nursing Program's provisional approval has been extended for the one – year period from March 1, 2015 through February 29, 2016.

The purpose of this letter is to explain the areas of non-compliance found and the corrections required of your program to avoid losing approval completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **Monday, March 2, 2015**.

AREAS OF NON-COMPLIANCE [VIOLATION(S)]

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

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

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.

Notice of Change in Approval Status
Bay Area College of Nursing, Daly City
Vocational Nursing Program
February 23, 2015
Page 2 of 6

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.”

Section 2526(a)(12) 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:
... (12) Admission criteria.

Section 2526(a)(13) 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:
... (13) Screening and selection criteria.

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.”

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.”

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

“Each school shall have an attendance policy approved by the Board. The policy shall include but not be limited to, criteria for attendance and the specific course objectives for which make-up time is required. Acceptable methods for make-up include:

- (1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
- (2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.”

Notice of Change in Approval Status
Bay Area College of Nursing, Daly City
Vocational Nursing Program
 February 23, 2015
 Page 3 of 6

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.”

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...”

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.”

The program pass rates of the Bay Area College of Nursing, Daly City, Vocational Nursing Program for the past twenty (20) quarters are set forth in the following table.

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan - Mar 2010	74%	62%	-12
Apr - Jun 2010	74%	71%	-3
Jul - Sep 2010	75%	62%	-13
Oct - Dec 2010	76%	61%	-15
Jan - Mar 2011	77%	61%	-16
Apr - Jun 2011	76%	57%	-19
Jul - Sep 2011	76%	65%	-11
Oct - Dec 2011	75%	54%	-21
Jan - Mar 2012	74%	52%	-22
Apr - Jun 2012	74%	45%	-29
Jul - Sep 2012	74%	45%	-29
Oct - Dec 2012	74%	51%	-23
Jan - Mar 2013	73%	50%	-23
Apr - Jun 2013	73%	74%	+1
July - Sept 2013	74%	78%	+4
Oct - Dec 2013	76%	72%	-4
Jan - Mar 2014	76%	62%	-14
Apr - Jun 2014	73%	40%	-33
Jul - Sep 2014	73%	48%	-25
Oct - Dec 2014	72%	53%	-19

Based on this data, the program failed to meet regulatory requirements for vocational nursing programs for sixteen of the previous twenty (20) quarters.

REQUIRED CORRECTION(S)

1. The Bay Area College of Nursing, Daly City, Vocational Nursing Program shall correct violations identified during the onsite inspection and submit a report identifying implemented interventions to include the following no later than **February 27, 2015**.
 - a. Revised Admission Criteria.
 - b. Revised Screening and Selection Criteria.
 - c. Implementation of the approved Attendance Policy including follow – up for absences.
 - d. Revised Remediation Policy.
2. The program shall submit verifiable plans for clinical placements for maternity and pediatric nursing for currently enrolled students, no later than **February 27, 2015**.
3. The program shall submit, under penalty of perjury, the names of all enrolled students, date of admission, placement in the curriculum, and expected date of graduation by **March 2, 2015**.
4. The program shall continue to provide no less than one (1) instructor for every ten (10) students in all clinical experiences.
5. The program shall continue to obtain approval by the full Board prior to the admission of additional students.
6. The program shall bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
7. The program shall continue to comply with all approval standards in Article 4 of the Vocational Nursing Practice Act, commencing at Business and Professionals Code Section 2880, and Article 5 of the Board's Regulations, commencing at California Code of Regulations, Title 16, Section 2526.
8. The program shall continue 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.

9. Failure of the program to take any of these corrective actions may cause the full Board to revoke the program's approval.

FUTURE BOARD ACTION

Your program will be placed on the **February 2016** Board Meeting agenda, at which point the Board may revoke or extend the program's provisional approval. The nursing education consultant assigned to your program will ask you to submit documentation of the correction of your violation(s) by the fifteenth day of the second month prior to that Board meeting. If you have additional information that you wish considered beyond the required corrections listed on pages 4 and 5, you must submit this documentation by the fifteenth day of the second month prior to that Board meeting.

If you have additional information that you wish considered beyond the required corrections listed on pages 4 and 5, you must submit this documentation by the fifteenth day of the second month prior to the Board meeting.

OTHER IMPORTANT INFORMATION

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

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

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

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

Notice of Change in Approval Status
Bay Area College of Nursing, Daly City
Vocational Nursing Program
February 23, 2015
Page 6 of 6

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

Sincerely,



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

Enclosures

cc: Board Members

TBJ: dgj



TITLE 16 CALIFORNIA CODE OF REGULATIONS

2526.1. Provisional Approval.

- (a) Provisional approval means a program has not met all requirements as set forth in this chapter and in Chapter 6.5, Division 2 of the Business and Professions Code.
- (b) Provisional approval shall be granted for a period determined by the Board.
- (c) The Board may place any program on provisional approval when that program does not meet all requirements as set forth in this chapter and in Section 2526. If the program has not met all requirements at the end of the initial provisional approval period, provisional approval may be extended if the program demonstrates to the satisfaction of the Board a good faith effort to correct all deficiencies.
- (d) Any program holding provisional approval may not admit "new" classes beyond the established pattern of admissions previously approved by the Board. The admission pattern is defined by the number of students per class and the frequency of admissions for the six class admissions that immediately precede the Board action to consider provisional approval.
- (e) A program placed on provisional approval shall receive written notification from the Board. The notification to the program shall include specific areas of noncompliance and requirements for correction. A program's failure to correct delineated areas of noncompliance is cause for revocation of provisional approval.
- (f) A material misrepresentation of fact by a vocational nursing program in any information submitted to the Board is cause for revocation of provisional approval.
- (g) A program whose provisional approval has been revoked shall be removed from the Board's list of approved programs. The status of students as potential applicants for licensure will be determined by the Board.
- (h) A program that is removed from the Board's list of approved programs subsequent to Board action based on the program's non-compliance with applicable regulations shall not reapply to establish a vocational nursing program for a minimum period of one calendar year.



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



February 23, 2015

TO: Education Division

FROM: Bay Area College of Nursing, Daly City, Vocational Nursing Program

SUBJECT: Acknowledgement of Receipt of Board Meeting Materials

I, hereby acknowledge receipt of the following documents with attachments memorializing Board decisions rendered at the February 13, 2015 Board Meeting.

➤ ***Bay Area College of Nursing, Daly City, Vocational Nursing Program.***

1. *Notice of Change in Approval Status.*
2. California Code of Regulations Excerpt Section 2526.1. Provisional Approval.
3. *Certificate of Provisional Approval.*

Please sign and fax the ***Acknowledgement of Receipt of Board Meeting Materials*** to the Board at (916) 263-7866 by Monday, March 2, 2015.

(Signature, Director)

(Date)

Name of Program: _____

***Please complete this form and fax to the Board at
(916) 263-7866 by Monday, March 2, 2015.***



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



CERTIFICATE OF PROVISIONAL APPROVAL

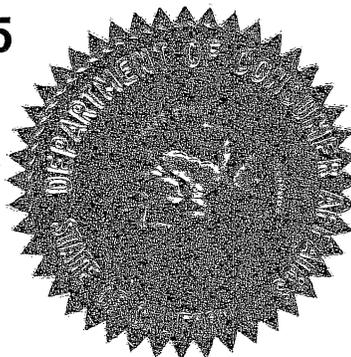
for

Bay Area College of Nursing, Daly City Vocational Nursing Program

This document reflects that the Board of Vocational Nursing and Psychiatric Technicians (Board) has provisionally approved the above-named program pursuant to Article 5 of the Vocational Nursing Practice Act and the Board's Rules and Regulations. A copy of documents related to the provisional approval may be obtained by contacting the Board at the address above. A candidate's completion of an approved vocational nursing program is partial fulfillment of requirements for the vocational nurse licensure examination.

Effective: March 1, 2015

Todd D'Braunstein, P.T.
President



Expires: February 29, 2016

Teresa Bello-Jones
Executive Officer



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

September 25, 2015

Rachelle Cagampan, Director
Vocational Nursing Program
Bay Area College of Nursing, Daly City
6767 Mission Street
Daly City, CA 94014

Subject: Notice of Violations

Dear Ms. Cagampan,

On September 22 and 23, 2015, two (2) representatives of the Board of Vocational Nursing and Psychiatric Technicians (Board) conducted an unannounced program inspection of the Bay Area College of Nursing, Daly City, Vocational Nursing Program. During the two-day visit, Board representatives assessed the physical resources for the program, inspected records for recently graduated and currently-enrolled students, and facilitated discussions with the program director. Following are the violations identified during the program inspection. Required corrective actions are listed with each violation.

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 #1:

Board files confirm that the program has a methodology and procedure for evaluation of the curriculum. The program provided documentation of evaluation of the program by recent graduates who noted deficits in: supplies; organization; support "supplies, counselors, accountant, etc" . . . "like PA main campus"; and the need for more follow-up with students. Other positive and negative experiences were also noted. The program did not produce evidence of review by the program director.

Documentation provided by the program as evidence of evaluation of the curriculum consisted of a total of seven (7) "Q3Y14 Faculty Curriculum Evaluation" forms. Only two (2)

forms were dated (both dated December 30, 2014 and submitted with the report from the Daly City program in 2014). With the exception of a single faculty curriculum evaluation form signed by the director on December 30, 2014, the program did not produce documentation that the program director had evaluated the curriculum to determine its currency, effectiveness, consistency with the NCLEX/PN® test plan, or need for revision.

Required Action: Provide a timeline in which curriculum evaluation, including by the program director and including evaluation for consistency with the NCLEX-PN®, will be accomplished.

Due no later than October 30, 2015.

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.”

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 #2: Board files confirm that the program has a methodology and procedure for evaluation of clinical facilities. The program produced copies of student evaluations of clinical facilities. However, program representatives failed to produce documentation confirming that the director was evaluating clinical facilities or reviewing student evaluations.

Required Action: Provide documentation of evaluation of clinical facilities and a proposed timeline for ongoing evaluation of clinical facilities, including by the program director. You may wish to include, but not be limited to, the following in the evaluation of clinical facilities:

- 1) Which term(s) in the program the facility is utilized by students;
- 2) Describe the types of experience available and the ability of the students to meet the program’s stated clinical objectives in the facility;
- 3) Description of observed evidence of correlation of theory to clinical;
- 4) Dates students are in the clinical site;

- 5) Identified problems;
- 6) Plan to correct problems;
- 7) Participation and/or oversight by the program director.

Due no later than October 30, 2015.

Section 2526(a)(12) 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:
... (12) Admission criteria.

Section 2526(a)(13) 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:
... (13) Screening and selection criteria.

Violation #3: Based on review of current and recently graduated student files (16 files reviewed), the program failed to follow its Board approved admission, screening, and selection policies. The program provided documentation of interviews with five (5) of the eight (8) students admitted in April 2015 and none of the recently graduated students. Interviews were conducted by a staff member, consisted of few questions, and the documentation provided no evidence of involvement of the director, as is specified in the school catalog.

Required Action: Provide a plan for correction that describes how the program will follow and/or improve the policy for admission, screening and selection of applicants to the program. Provide verification of training, of all individuals associated with the school, regarding admission, screening and selection policies.

Due no later than October 30, 2015.

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

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

Violation #4: Based on inspection observations and an analysis of supplies, equipment, and physical space required to accommodate the current enrollment of eight (8) students and an additional 10 proposed students, Board

representatives identified that the program lacks sufficient resources to achieve its objectives.

The classroom for the vocational nursing program is located on the third floor of the building and contains fifteen student desks. Projector, monitor screen, and white board are in the classroom. The classroom lacks any visual learning aids. No DVDs, videos, or other instructional aides were present on site.

Copies of student records are now kept at the Daly City site. A total of six (6) computers are available in a small room with computers and chairs in close proximity to each other. None of the computers were connected to power or set up for use. The site is staffed by a single office coordinator and no other student services are provided.

The skills laboratory for the vocational nursing students, which is on the third floor, contains four beds, three mannequins (one that allows for tracheostomy and colostomy care), one folding screen, one scale, two over-bed tables, and two wheelchairs. The spacing in the room and between beds and walls is such that it is possible to imagine approximately twelve students could crowd around the beds, leaving very little room for movement. An empty medication cart was nearby. Off the skills lab is a small room with a sink but no supplies for instruction on asepsis. The room would accommodate few individuals at one time. The only other sink available is in a small bathroom.

Supplies for the skills lab were located in cabinets on the first floor and in boxes on the first floor. One box of unorganized pill bottles was presented as equipment for medication administration. The supply cabinets were more organized and better stocked than found at the December 2014 inspection, but the program continues to lack some basic equipment such as oxygen set up, sterile catheter kits, sterile gloves (one package found), or equipment to practice care of continuous tube feedings, insertion of nasogastric tubes, pediatric medication administration, or care of an obstetric patient.

Pediatric supplies, including two (2) children's dolls, were all unopened and still in the box in which they were delivered, after the December 2014 inspection. They consisted of materials purchased at retail stores for normal baby use and gifts. On the second day of inspection, the director brought a

newly purchased birthing abdomen. No other maternity care supplies were located at the site. The program claims 18 hours of skills lab time for pediatric nursing and 18 hours of skills lab time for maternity nursing.

Required Action: Provide a detailed plan and timeline for improving resources sufficient to achieve the program's objectives.

Due no later than October 30, 2015.

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 #5: Program representatives produced a binder with minutes from Bay Area College of Nursing meetings relative to the Palo Alto and Daly City (combined) Vocational Nursing Programs. According to documents provided by the program, faculty meetings this year were held on January 30, 2015 and June 19, 2015. A notation in the meeting minutes of 2014 stated that faculty meetings would be held quarterly. Previous documentation submitted by Bay Area College of Nursing to the Board stated meetings would be held quarterly.

Required Action: Provide a schedule of faculty meetings relative to the Daly City Vocational Nursing Program. Submit copies of meeting minutes within one (1) week after each meeting.

Due no later than October 30, 2015.

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 #6: Board files confirm that the program has a methodology and procedure for evaluation of student progress and for remediation. However, the program did not produce documentation consistent with the remediation policy. While records of regular progress reports were offered for currently enrolled students, only one record of remediation was offered for recent graduates. Board representatives reviewed the grades of all current students and the most recent graduates. Grades were viewed in digital records

with program staff providing the access and navigation through the files. In multiple instances, students failed final examinations yet passed the course and there was no indication of remediation in the remediation files offered by the program. In some cases, the grade records noted a "remediated" exam but remediation files could not be produced for that student. For some students, the "remediation final exam" was below the stated passing minimum grade, no remediation files were located, and students passed the course with the minimum passing grade of 75%.

Required Action: Provide a detailed written proposal, including timeline for implementation, for revision of the policies for evaluation of student progress and remediation, including minimum passing rate on examinations and appropriate follow-up with students.

Due no later than October 30, 2015.

Should you have questions, please contact the Board.

Sincerely,

Donna G. Johnson

Donna G. Johnson, RNP, MS, MA

Nursing Education Consultant

donna.johnson@dca.ca.gov

916-263-7842



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

November 25, 2015

Rachelle Cagampan
Director, Vocational Nursing Program
Bay Area College of Nursing, Daly City
6767 Mission Street
Daly City, CA 94014

Dear Ms. Cagampan,

The following is offered as a suggestion as you prepare for our meeting on December 1, 2015. It will be helpful if you and your staff prepare draft responses to outstanding violations prior to our meeting on December 1. The following information, taken from the Addendum to the Board report, is offered for each of the violations.

Program Response to Violation #1 (Failure to Document Evaluation of the Curriculum):

There was no evidence of incorporation of student feedback into an overall curriculum evaluation by the director, or review of the evaluations by the director. Student feedback on the compiled evaluation document indicates a need for immediate attention from the program director.

The program noted curriculum evaluation occurred in "quarterly" faculty meetings. As previously noted, faculty meetings were not held quarterly. Attached were minutes from faculty meetings held on October 8 and 9, 2015. Reference to curriculum review included: "quizzes and exams"; "use of Evolve for pre & post quizzes, integrated with NCLEX style questions"; and "The effectiveness of the system or approach will be gauged based on the students' grades and the NCLEX passing rates."

- *The program has failed to provide reliable documentation of the director's evaluation of the curriculum to determine currency with the 2014 NCLEX-PN® test plan, consideration of student concerns regarding the program, or status of need for revision or improvements of the curriculum.*

Technically, since your program presented a planned approach, the following was offered in the Addendum:

- *The program has presented a plan that, should it be consistently implemented, would correct this violation.*

However, a plan was presented last year after the program inspection and this year's inspection did not indicate consistent implementation of that plan. You may wish to develop a step-by-step approach to curriculum development, identify who is undertaking each step, when the steps are to be completed, and how that will be reported to the Board. Further, as we have previously discussed, evaluation of the curriculum primarily by using an indicator such as the end-point of NCLEX results, and without more timely consideration of faculty and student input, is not optimal.

Program Response to Violation #2: (Failure of the Program to Evaluate Clinical Facilities):

The revised forms provided by the program and found in Attachment AD instruct students and faculty to select a number and use a guide when answering the questions. However, no number scale or guide is provided on the evaluation forms for students or faculty.

During the program inspection, Board staff requested evidence of evaluation of clinical facilities. As noted in the report to the Board, the program produced only copies of student evaluations of clinical facilities with no evidence that the director was evaluating clinical facilities or reviewing student evaluations. No other documentation was provided. The program has now produced additional documents.

However, the documents do not indicate evaluation of all clinical facilities by program administration, nor does the documentation indicate incorporation of student feedback regarding the clinical facilities. This is particularly significant given the concerns expressed by the students regarding one facility and the notation the form was to be reviewed nearly one year later. Further, one form indicated that a particular site was last reviewed in 2014. However, that particular clinical facility was not approved by the Board for use until February 13, 2015.

- *Should the program correct the evaluation forms and consistently implement the plan for director involvement in and oversight of clinical facility evaluation, this violation would be corrected.*

You may wish to develop a step-by-step approach to effective clinical facility evaluation, identify who is undertaking each step, when the steps are to be completed, and how that will be reported to the Board. It will also be necessary to identify how feedback will be incorporated in a more timely fashion.

Program Response to Violation #3: (Failure to Follow Policies Related to Admissions, Screening, and Selection)

The only verification of training is the program's report this was conducted. The program has previously had a policy that included admissions interviews to be conducted by the director. The program was cited in December 2014 for not following the admissions, screening, and selection policies. A total of three (3) of the eight (8) students admitted in

2015 did not have documentation of interviews during the most recent program inspection.

- *Should the program consistently implement the policies, this violation will be corrected.*

It is not clear how you would participate on an interview panel at the Daly City program. One important purpose of the director interviewing applicants is to determine that the applicant has the capacity and motivation to succeed in the program. Therefore, the interview is most appropriately conducted by a program director or assistant director. You may wish to consider how this would be accomplished and present a detailed plan.

Program Response to Violation #4: (Lack of Sufficient Resources to Achieve the Program's Objectives)

The attachment labeled "receipts of the ordered supplies" is not a receipt. The attachment (See Attachment AE) consists of a list of medical equipment with prices, no sales tax and no shipping costs. This is the same list that was attached to the documents for the Palo Alto campus. Should the listed supplies be purchased, this would improve skills lab resources. However, as an example, a single sterile urinary catheter insertion kit reflects very limited resources for student instruction. The list of equipment per clinical objectives, while a very useful list, continues to reflect deficits in resources to accomplish the program objectives and does not reflect any indication of amount or number of the items. Quantity of items will need to be identified for a staff member to perform inventory, as was described by the program.

You may wish to describe: how skills labs will be resourced, a schedule for development and maintenance of the lab, and an inventory list, at a minimum. It will be necessary to indicate which supplies are for which program.

Program Response to Violation #5: (Failure to Hold Regular Faculty Meetings)

The required corrective action included submitting faculty meeting minutes to the Board "within one (1) week after each meeting."

- *Should the program hold the meetings regularly **and** submit minutes to the Board within one (1) week of the meeting, this violation will be corrected.*

It will be helpful to discuss your plan for faculty meetings on December 1, 2015.

Program Response to Violation #6: (Failure to Follow Policies Related to Evaluation of Student Progress and Remediation)

The program has mentioned important aspects of policies related to evaluation of student progress and remediation. However, it is of concern that "unsatisfactory performance"

was not defined, nor did the program describe a student academic progress warning or probation.

As identified during the program inspection, the program allowed students to progress with failed final exams, lower than minimum passing grades for the course, and failed remediation examinations.

- *The program response does not fully address identified problems. Further, the required corrective action was to submit a detailed written proposal for revision of the policies for evaluation of student progress and remediation. This has not, as yet, been submitted.*

Due to the identified violations and problems with pass rates, you may wish to draft new policies related to the evaluation of student progress and remediation.

It will be important to understand the concern the Board has regarding the program in Daly City. Program pass rates are not compliant with regulations and serious violations were identified in the course of inspections two years in a row. The above is offered to help focus on the immediate need for thorough correction of violations.

I look forward to meeting with you on December 1. Please let me know if you have any questions.

Sincerely,

Donna G. Johnson

Donna G. Johnson, RNP, MS, MA

Nursing Education Consultant

donna.johnson@dca.ca.gov

916-263-7842

Agenda Item #17.A.4., Attachment G.

Bay Area College of Nursing Daly City

Responses to Addendum to the Board Report

1. 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 of curriculum."

Response to Violation #1:

Curriculum Evaluation: The school determines the need for change in the curriculum based on several factors including, technological advances and breakthroughs, feedbacks, and recommendations by faculty, graduates, the school director, and the board. Faculty members are involved in curriculum evaluation and revision through communication with the director and other faculty members during our quarterly and annual faculty meetings. Programs are evaluated continuously through the following:

Student Feedback: The school conducts surveys in class at the end of each term by completing the Student Evaluation of Faculty and Evaluation of Clinical Sites. Students are asked to do a written survey about the strengths and weaknesses of the course program at the end of the program. The school also asks alumni to fill out a Graduate Satisfaction and Graduate Survey forms which help in evaluating the effectiveness of the program. An evaluation for consistency with the NCLEX-PN will be accomplished by monitoring the pass rates every quarter.

National and State Pass Rates: The school director reviews national and state licensure pass rates standards with the administrative officers and faculty members during the quarterly meeting. The school also subscribed to the 2015-2016 NCLEX Program Reports for specific data collection for the vocational nursing.

Employer Feedback: The school also seeks out the graduates' employers for employer verification and completion of employer satisfaction surveys. The Employer Survey form asks employers to verify and evaluate the performance of our school's graduates and recommend areas in which how the school can provide better qualified graduates for the work force in the future.

Step-by-Step Approach to Curriculum Development/Evaluation:

1. The staff will be responsible for the collection of following:
 - a. Student feedback using the faculty and faculty evaluation forms at the end of each term.
 - b. Graduate feedback using the graduate satisfaction form and graduate survey form within six months after completion of the program.

- c. Employer feedback using the employer verification form and employer satisfaction form within six months after completion of the program.
 - d. Faculty evaluation of the curriculum at the end of the term.
 - e. Director evaluation of the curriculum at the end of the term.
 - f. NCLEX quarterly pass rates every quarter.
2. The director will review the outcomes of all elements of the curriculum evaluation every quarter to be discussed during the scheduled quarterly meetings. An overall review will be done during the scheduled annual meeting.
 3. The director will submit the results of the quarterly evaluation and the annual evaluation to the nurse education consultant one week after the quarterly and annual faculty and staff meeting.
 4. A reminder calendar will be created by the office manager to streamline the document collection process.

Appendix A Revised Vocational Nursing Program Evaluation form by the Student.

Appendix B Revised Clinical Facility Evaluation by the Student/Faculty/Director.

Appendix C Revised Faculty Evaluation by the Student/Director.

Appendix D Graduate survey form.

Appendix E Graduate Satisfaction

Appendix F Employer Feedback forms

Appendix G Revised Faculty Evaluation of the Curriculum.

Appendix H Revised Director Evaluation of the Curriculum.

2. 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."

Response to Violation #2:

Clinical Facility Evaluation:

Step-by-Step Approach to Clinical Facility Evaluation:

1. The staff will be responsible for the collection of the Clinical Facility Evaluation by the Student/Faculty at the end of each term.
2. The director will review and evaluate the outcomes every quarter to be discussed during the scheduled quarterly meetings and annual meeting.

3. The director will periodically visit the clinical sites informally during the course of the year during the students' clinical rotation.
4. The director and faculty members will address the recommendations made in the clinical observation report and plan any action if the clinical objectives for each facility are not being met.
5. The director will submit the results of the quarterly evaluation and the annual evaluation to the nurse education consultant one week after the quarterly and annual faculty and staff meeting.
6. A reminder calendar will be created by the office manager to streamline the document collection process.

A new clinical facility evaluation form has been revised with the following contents and survey questions:

1. Term(s) in the program the facility is utilized by the students?
2. Dates of clinical experience?
3. Were the clinical objectives for each term met?
4. Was there an observed evidence of correlation of theory to clinical?
5. Was the facility an appropriate teaching environment?
6. Did the program director provide oversight or participate in evaluating the clinical facility?
7. Were there any challenges encountered during the clinical experience?
How was it resolved?

For each clinical facility evaluation form, a course outline and a list of clinical objectives per day will be attached for reference to describe the types of experience available at the clinical site during the students' clinical exposure.

This will take effect immediately.

Please see a sample of the **revised Clinical Facility Evaluation** forms. Appendix I.

3. Section 2526(a)(12) 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: ... (12) Admission criteria."

Section 2526(a)(13) 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: ... (13) Screening and selection criteria."

Response to Violation #3:

A new plan is in place to create an admissions panel to be present to conduct the interviews of prospective student applicants. This will consist of the program director, the director of educational services, a senior faculty and the office manager. An in-service training was held to go over the admissions interview process and the overall admissions criteria and selection processes. An annual admissions training will be done to gather the input of the admissions panel and to evaluate the effectiveness of the admissions criteria and process.

Step-by-Step Approach Admissions/Selections Process (effective immediately):

1. Applicant Entrance Examination
 - a. Complete Entrance Assessment Test with a level of 12th grade or higher in English and Mathematics. VS1/QS1 will be administered first and in case the applicant fails, he has the opportunity to retake VS2/QS2. An applicant is only allowed to retake the test once within a year.
 - b. Complete the Scholastic Level Exam (SLE) with a score of 14 or higher. The applicant is only allowed to retake the SLE once within a year. Test scores must be valid within a year prior to the date of admission.
2. **Schedule a Panel Interview. The panel will consist of the school director, the director of educational services, a senior faculty and the office manager.**
 - a. **Complete interview forms and rubric admissions criteria.**
 - b. **Obtain signature of the director and panel members.**
3. Application and Submission of Requirements to the Office Manager
 - a. Completely fill out the application packet.
 - b. Submission of Requirements:
 - 1) U.S. High School transcript of records/GED sealed and sent by the school/agency to BACN directly.
 - 2) Original foreign transcript evaluated by an accredited evaluating agency sealed and mailed directly to BACN.
 - 3) Medical Records
 - 4) Criminal Background Check
4. **Deliberation of Acceptance or Denial by the panel members. Admission to the program will be based on the results of the admissions criteria broken down as follows: 25% WBST; 25% SLE; 25% Interview; 25% Experience in health care. To be granted admission, the applicant must attain the required number of points based on the rubric admissions criteria.**

5. Verification of the completeness of the required admissions documents by the office manager.
6. Acceptance Letter sent via email or mail
7. Registration/Formal Admission to the Program – signing of the enrollment agreement.

Appendix J for the revised interview questionnaire and rubric admissions form.

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

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

Response to Violation #4:

The school created an inventory list of supplies and equipment (with columns for the required quantity and supplies on hand) to be monitored weekly by the assigned staff member who has a medical/nursing background. The supplies will be replenished accordingly as needed.

The skills lab will be maintained by the assigned office staff. The office manager/coordinator will ensure that the skills lab will be readily available for the students' use daily at the beginning of business hours.

This will take effect immediately.

Please see *Appendix K* for the current inventory list.

5. 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 representatives."

Response to Violation #5:

Daly City faculty and staff meetings will be held quarterly as follows:

2016 Meeting Schedule

January 22, 2016 – 5 pm at the main campus

April 22, 2016 – 5 pm at the main campus

July 22, 2016 – 5 pm at the main campus

October 21, 2016 – 5 pm at the main campus

Topics to be discussed during quarterly meetings will be as follows:

1. Curriculum evaluation/revision

2. Proposed actions to improve program
3. Accreditation/Annual reports
4. Intra-and extra curricular activities
5. Enforcement of polices and implementation of proper procedures
6. Upcoming classes and enrollment status
7. Faculty development and evaluation results
8. Student Achievement/Outcomes/Progress
9. Clinical facility evaluation
10. NCLEX quarterly reports
11. Educational Resources
12. Others: Agency/board correspondence

Minutes of the meeting will be submitted by the director to the board consultant quarterly a week after the meeting. This will take effect immediately.

Appendix L Quarterly Meeting contents.

6. 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."

Response to Violation #7:

Student Progress/Remediation Policy:

All students must attain a minimum of 75% or higher in the final exams AND in their overall course grade. A student who fails the final exams will be placed under probation and will have a chance to remediate once within 10 days. A student who receives a failing grade in the remediation exam must repeat the course/subject. A student who receives a failing overall course/subject grade must repeat the course.

A student must pass the final exams with a grade of 75% or higher AND must achieve an overall course/subject grade of 75% or higher to proceed to the next term and to be able to complete the program, if in the last school term.

Monthly student progress reports are to be completed by the assigned instructors of the courses. Any student with unsatisfactory progress will be monitored regularly for improvement by the instructor and reported to the director of nursing. Tutorials and educational resources will be provided to the student by the instructor.

This will take effect immediately.

APPENDIX

A



BAY AREA COLLEGE
OF NURSING

The following is a five (5) Point Numerical / Narrative Rating Scale including definitions for each point value on the scale.

SCALE	RATING	DEFINITIONS
5 (Pass)	Excellent / High	Should ensure extremely effective performance
4 (Pass)	Above Average	More than adequate for effective performance
3 (Pass)	Average	Should be adequate for effective performance
2 (Fail)	Need Improvement	Insufficient for performance requirements
1 (Fail)	Poor	Significantly below criteria required for successful job performance

APPENDIX

B



BAY AREA COLLEGE
OF NURSING

CLINICAL FACILITY EVALUATION
BY THE DIRECTOR

Date: _____

Facility: _____
Clinical Instructor: _____

Term: _____
From/ To: _____

Please take a few minutes to answer the following questions using the following scale and see definition at the back of the page.

4- Strongly Agree 3- Agree 2- Disagree 1- Strongly Disagree

FACILITY CRITERIA	YOUR RATING
Were the clinical objectives for each term met?	
Was there an observed evidence of correlation between theory to clinical experience?	
Was the facility an appropriate teaching environment?	
Did the program director provide oversight or participate in evaluating the clinical facility?	

Main Office: 824 San Antonio Rd., Palo Alto, CA 94303 * Phone: (650) 858-6810 * Fax: (650) 856-7886
Daly City Campus: 6767 Mission St., Daly City, CA 94014 * Phone: (650) 755-6888 * Fax: (650) 204-6979
San Jose Campus: 702 E. Santa Clara St., San Jose, CA 95112 * Phone: (408) 280-6888 * Fax: (650) 204-6979



BAY AREA COLLEGE
OF NURSING

**COMMENTS: Were there any challenges encountered during the clinical experience?
How was it resolved? (please use additional sheets if more space is needed)**

Date of last evaluation: _____

Date of review by the Director: _____

Signed: _____

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BAY AREA COLLEGE
OF NURSING

CLINICAL FACILITY EVALUATION
BY THE FACULTY

Date: _____

Facility: _____
Clinical Instructor: _____

Term: _____
From/ To: _____

Please take a few minutes to answer the following questions using the following scale and see definition at the back of the page.

4- Strongly Agree

3- Agree

2- Disagree

1- Strongly Disagree

FACILITY CRITERIA	YOUR RATING
Were the clinical objectives for each term met?	
Was there an observed evidence of correlation between theory to clinical experience?	
Was the facility an appropriate teaching environment?	
Did the program director provide oversight or participate in evaluating the clinical facility?	

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BAY AREA COLLEGE
OF NURSING

**COMMENTS: Were there any challenges encountered during the clinical experience?
How was it resolved? (please use additional sheets if more space is needed)**

Date of last evaluation: _____

Date of review by the Director: _____

Signed: _____

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BAY AREA COLLEGE
OF NURSING

CLINICAL FACILITY EVALUATION
BY THE STUDENT

Date: _____

Facility: _____
Clinical Instructor: _____

Term: _____
From/ To: _____

Please take a few minutes to answer the following questions using the following scale and see definition at the back of the page.

4- Strongly Agree 3- Agree 2- Disagree 1- Strongly Disagree

FACILITY CRITERIA	YOUR RATING
Were the clinical objectives for each term met?	
Was there an observed evidence of correlation between theory to clinical experience?	
Was the facility an appropriate teaching environment?	
Did the program director provide oversight or participate in evaluating the clinical facility?	

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BAY AREA COLLEGE
OF NURSING

**COMMENTS: Were there any challenges encountered during the clinical experience?
How was it resolved? (please use additional sheets if more space is needed)**

Date of last evaluation: _____

Date of review by the Director: _____

Signed: _____

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APPENDIX

C

STUDENT EVALUATION OF THE INSTRUCTOR

Date: _____
 Name of Instructor: _____
 Term: _____
 Subject/ Course: _____

From/ To: _____
 Theory/ Clinical: _____

When answering this survey, please circle the appropriate number in each question

Scale	Rating	Definitions
4	Strongly Agree	Surpassed expectations
3	Agree	Meets all of the major / essential / core criteria or acceptable
2	Disagree	Generally does not meet criteria relative to quality and quantity of behavior required for successful job performance
1	Strongly Disagree	Few or no criteria met/ Many deficiencies

1. INSTRUCTOR'S REPLIES TO STUDENT'S QUESTIONS ARE INFORMATIVE.

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

2. INSTRUCTOR SEEMS TO TREAT ALL STUDENTS FAIRLY- REGARDLESS OF RACE, GENDER, AGE OR SEXUAL ORIENTATION

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

3. INSTRUCTOR'S BEHAVIOR TOWARD THE STUDENTS IS CORTEOUS AND PROFESSIONAL

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

4. INSTRUCTOR ALLOWS STUDENTS TO EXPRESS A VARIETY OF OPINIONS

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

5. INSTRUCTOR IS AVAILABLE DURING POSTED OFFICE HOURS

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

6. INSTRUCTOR BEGINS CLASS ON TIME

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

7. INSTRUCTOR DISMISSES CLASS ON TIME

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

8. INSTRUCTOR SPENDS CLASS TIME ONCOURSE SUBJECT MATTER

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

9. INSTRUCTOR'S SPEECH IS CLEAR AND UNDERSTANDABLE

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

10. INSTRUCTOR'S HANDWRITING AND BOARD NOTES ARE CLEAR AND READABLE

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

11. INSTRUCTOR PROVIDES CLEAR INSTRUCTIONS FOR CLASS ASSIGNMENTS

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

12. INSTRUCTOR PRESENTS COURSE SUBJECT MATTER IN A CLEAR WAY

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

13. CLASS ASSIGNMENTS ARE HELPFUL TO UNDERSTANDING COURSE SUBJECT MATTER

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

14. AUDIO-VISUAL AIDS USED (MOVIES, VIDEOS, SLIDES, ETC.) ARE HELPFUL TO UNDERSTANDING COURSE SUBJECT

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

15. TESTS ON COURSE MATERIAL ARE FAIR

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

16. TEST INSTRUCTIONS ARE CLEAR

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

17. TEST APPEARANCE IS GOOD (LEGIBLE)

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

18. INSTRUCTOR ENCOURAGES STUDENTS TO USE DIFFERENT APPROACHES IN PROBLEM SOLVING

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

19. INSTRUCTOR CLEARLY EXPLAINS COURSE REQUIREMENTS AT THE BEGINNING OF THE COURSE

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

20. COURSE IS WELL-ORGANIZED

4	3	2	1
Strongly Agree	Agree	Disagree	Strongly Disagree

STUDENT EVALUATION OF THE COURSE

SUBJECT/ COURSE: _____

INSTRUCTOR:

CLASS:

TERM/ DATE:

- A. What are the best things about this class? Please explain.
- B. What specific things might your instructor do to improve this class?
- C. Would you recommend this instructor to a friend? Why? Why not? Please be specific about your reasons

8. Personal form of delivery (e.g. does the instructor speak clearly and modulate the pace of his or her speech appropriately; does the instructor show enthusiasm for the subject matter and the students through physical movement and speech?)				
9. Evidence of creativity (i.e. has the instructor attempted to present the subject matter imaginatively in a way that engages students and increase their mastery of the lesson?)				
10. Communication with students (e.g. does the instructor listen to the students; does the instructor answer questions clearly; pursuing discussion to ensure student's understanding; does the instructor encourage all students to participate in discussion and to express divergent opinions; is the climate conducive to promoting respect and confidence among the students and among the instructor and students; does the instructor encourage equal participation among students, regardless of ethnicity, cultural background, age, gender and lifestyle?)				
11. Critical Thinking Skills (i.e. does the instructor stimulate critical thinking by presenting material inductively or otherwise promoting Independent thinking and the precise evaluation of ideas or principles?)				

Date of Review by the Director: _____

Signed: _____
Program Director

REPORT OF OBSERVATION AND PORTFOLIO REVIEW BY THE DIRECTOR

Person being evaluated: _____
Print: Last Name/ First Name

Term: _____

PORTFOLIO REVIEW

The portfolio review indicates that the following items were present:

- _____ Course syllabi, including description of grading policy, textbook and supplemental material
- _____ Sample quizzes, tests
- _____ Key information hand-outs
- _____ Typical assignments, key projects
- _____ Other (explain)

These portfolio materials are: Satisfactory _____ Unsatisfactory _____

Comment:

OBSERVATION REPORT:

The following comments are offered regarding my observation of the evaluatee's performance.

COMMENDATIONS:

RECOMMENDATIONS:

COMMENTS OF THE EVALUEE:

I have met with the evaluatee and discussed the results of my observation and portfolio review.

Signed: _____ Date: _____
Program Director

EVALUEE RESPONSE

I have met and discussed the observation and portfolio review with the peer observer and:

_____ AGREE with the Peer Observer's Observation and Portfolio Review

_____ DISAGREE with the Peer Observer's Observation and Portfolio Review

Signed: _____ Date: _____
Evaluatee

DIRECTOR'S ASSESSMENT OF NON-TEACHING RESPONSIBILITIES

1. Constructive participation in departmental meetings and other activities related to area of responsibility:

2. Constructive participation in college-wide shared governance committees:

3. Complete, accurate and timely submission of grades and other information for which he/ she is responsible:

4. Respect given to instructor by colleagues and students:

5. General conduct of all professional responsibilities:

**EVALUATION SUMMARY
BY THE COMMITTEE AND THE DIRECTOR**

Instructor: _____ Year: _____ Type of Evaluation: _____

Review Committee for the _____ class at _____ has reviewed all evaluation materials for the evaluatee and after careful deliberation, rates the professional performance of the evaluatee as follows:

_____ SATISFACTORY
_____ UNSATISFACTORY

The Review Committee makes the following Commendations, Recommendations to the evaluatee:

Signed: _____ Date: _____

Director / Review Committee:

The Evaluation Summary has been received by me, reviewed for completeness and forwarded to the Director for placement in the evaluatee's personnel file. Copies have also been delivered to the evaluatee.

The next evaluation for the evaluatee: _____

Signed: _____ Date: _____
Program Director

FACULTY EVALUATION REPORT BY THE DIRECTOR

Academic Year of Evaluation: _____ Standard: _____
Instructor: _____ Class: _____

This instructor has been evaluated according to school policies in the following ways:

- _____ Peer Observation
- _____ Student Questionnaire
- _____ Self-evaluation
- _____ Portfolio
- _____ Other (specify) _____

Based upon the above stated sources, which are documented and on file in the office, it is recommended that _____
(Instructor's Name)

_____ Continue in current status. Next Evaluation _____
(academic year)

_____ Evaluation during _____ required for the following deficiencies:
(academic year)

Committee: _____ Date: _____
_____ Date: _____
_____ Date: _____
_____ Date: _____

Minority Report: _____ Yes (attached) _____ No

Program Director: _____ Date: _____
Comments attached.

I AGREE/ DISAGREE what the decision contained in this report

Instructor: _____ Date: _____
Comments attached.

Program Director: _____ Date: _____

APPENDIX

D



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GRADUATE FOLLOW-UP SURVEY

Program: _____ Batch #: _____ Date: _____

Student Information

Name: _____ SSN: _____

Permanent Address: _____

Email Address: _____

Student Phone #: _____

Emergency Contact Name & Number: _____

Employment Information

Current Place of Employment: _____

Name & Title of Direct Supervisor: _____

Business Address: _____

Business Phone #: _____

Job Title or Position: _____ Wage per hour (optional): _____ Date employed: _____

	YES	NO
Employed in Field of Study (healthcare)?		
Employed in Field NOT Related to Study (non-healthcare)?		
Not available for placement due to continuing education?		
<i>If yes, please indicate name of school & program title:</i>		
Not available due to pregnancy, death or other health-related situations?		
Not available due to military service?		
International students not available due to Visa restrictions?		
Working at Home		
Unemployed		
Other (please explain below)		

For office use only:

Staff Initials: _____

Date verified: _____

APPENDIX

E



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GRADUATE SATISFACTION

Please encircle your response

1. Did the program prepare you for your current job duties and responsibilities?

YES

NO

2. Did the training prepare you well for your current job?

YES

NO

3. Would you recommend BACN to your friends and/or family?

YES

NO

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Employee Verification & Evaluation Form

Name of Employee: _____ Company Name: _____

DOB: _____ Employee's Position: _____

Date Hired: _____ Last Day of Employment (if applicable): _____

Supervisor / Title: _____ Employee's Starting Salary: _____

Please read each question carefully and then rate the employee by placing your answer in the space provided, based on the following scale.

	EXCELLENT – 4	GOOD – 3	AVERAGE – 2	POOR – 1
1. _____				
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				

Strength of employee on the job:

Weakness of employee on the job:

What can the institution do to provide better qualified graduates for the workforce?

What additional courses should the employee have taken?

Additional Comments

APPENDIX

G



BAY AREA COLLEGE
OF NURSING

BAY AREA COLLEGE OF NURSING
FACULTY CURRICULUM EVALUATION

Faculty Name: _____

Date: _____

4 - EXCELLENT

3 - AVERAGE

2- NEEDS IMPROVEMENT

1- POOR

SCALE	RATING	DEFINITIONS
4	Excellent	Surpassed Expectations
3	Average	Meets all the major/ essential core criteria/ acceptable
2	Needs Improvement	Generally does not meet criteria relative to quality or quantity required for successful job performance/ unacceptable
1	Poor	Significantly below criteria; many deficiencies

INSTRUCTIONAL DESIGN ELEMENTS

Elements	Value	Score	Note
A. Instructional Plan with:			
1. Planning forms and checklists			
2. Needs assessment materials			
3. Guidance on teaching approaches and learning principles			
4. Summary of key topics			
B. Structured curriculum/manual with:			
1. Agenda			
2. Measurable objectives			
3. Combination of affective, didactic, and psychomotor domain objectives			
4. Teaching methods appropriate to stated objectives			
5. Teaching notes			

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6. Teaching aids and handouts			
7. Active learning exercises			
8. Directions, including timeframe for facilitating active learning			
9. Additional resource and reference materials			
Subtotal			

I. CONTENT

Element	Value	Score	Note
A. Accuracy			
B. Timeliness or relationship to current guidelines			
C. Referenced/evidence based			
D. Locally appropriate, adapted to local context			
E. Information sequenced from basic to specialized, simple to complex			
Subtotal			

II. EVALUATION METHODOLOGY

Elements	Value	Score	Note
A. Evaluation guidelines and instruments for assessing :			
1. Student learning, behavior, and outcome			
2. Faculty Instruction			
3. Usefulness of Clinical Facility			

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OF NURSING

CURRICULUM EVALUATION BY THE DIRECTOR

Program Goals	Target Outcomes	Steps to Achieve the Outcome	Results	Analysis and Action Plan	Person Responsible	Time Frame
Graduates will demonstrate entry-level competencies	75% annual passage rate on NCLEX-VN exam	Students will be offered a comprehensive 4-weekend live review course after graduation.	<p>2014 Annual Pass Rates:</p> <p>Daly City Campus: <u>53 percent</u> passage rate</p> <p>Palo Alto Campus: <u>75 percent</u> passage rate</p> <hr/> <p>Quarterly Pass Rates:</p> <p>Jan-Mar 2014: 80%</p> <p>Apr-Jun 2014: 67%</p>	<p>If less than expected percent pass rate:</p> <ol style="list-style-type: none"> 1. Analyze curriculum where areas can be strengthened. 2. Analyze instructors' teaching methodology based on instructor evaluations and director's classroom evaluations; advise areas to be strengthened. 3. Analyze the student's ability to comprehend the curriculum from Term 1 to 	Program Director	Quarterly and Annually

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			<p>Jul-Sep 2014: 80%</p> <p>Jul-Sep: No Candidates Tested</p> <p>Oct-Dec 2014: 80%</p>	<p>Term 3 prior to graduation.</p> <p>4. Institute Post-Program review for all the graduating students</p>		
Program Goals	Target Outcomes	Steps to Achieve the Outcome	Results	Analysis and Action Plan	Person Responsible	Time Frame
				5. Review the curriculum and measure the		

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				<p>student's overall understanding of the program for each term based on the students' grades and students' progress reports from the instructors</p> <p>6. Call and offer incentives to students who graduated to attend the (4-weekend) live review being offered by the school. This will encourage and motivate them to take the review course seriously. Aside from the online ATI review, this will gauge their overall capability and will be a defining factor to pass the test</p>		
--	--	--	--	---	--	--



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Program Goals	Target Outcomes	Steps to Achieve the Outcome	Results	Analysis and Action Plan	Person Responsible	Time Frame
	100% of students will be rated "Satisfactory" by clinical instructors on the course evaluation form.	Director will constantly communicate and meet with the theory and clinical instructors to monitor the student progress.	To date: 48 out of 48 students received <u>Satisfactory Performance grades</u> Needs-Improvement Unsatisfactory	1. Analyze technical areas in which the students received "Unsatisfactory" scores or "Needs Improvement". 2. Analyze curriculum to see where these areas can be strengthened. 3. Discuss with Faculty specific weak areas of the students who did	Faculty and Program Director	Every term

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	100% of students enrolled in the VN program will achieve a grade of "C" or higher in the theory portion.		Currently, <u>37 out of 48</u> students received a grade of "C" or higher in theory class	not achieve "Satisfactory" scores. 4. Make curriculum revisions where appropriate and compare results with the next cohort 5. Analyze the student's performance each term and determine if the admission criteria (i.e. WBST, SLE scores) is sufficient enough for them to complete the program; improve as needed		
--	--	--	---	--	--	--



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	<i>Target Outcomes</i>	<i>Steps to Achieve the Outcome</i>	<i>Results</i>	<i>Analysis and Action Plan</i>	<i>Person Responsible</i>	<i>Time Frame</i>
Program Goals						
	100% of students will receive a total of 9 each on the facility evaluation of the student's clinical experience.	All students were able to achieve the expected clinical experience.	<u>48 out of 48</u> students received Satisfactory Needs-Improvement Unsatisfactory	Maintain student's satisfactory results. Discuss with faculty on how to improve areas where students are receiving "Needs Improvement" or "Unsatisfactory" Results		End of the curriculum
Faculty members will demonstrate current knowledge and expertise in areas taught.	100 percent of faculty members will receive a minimum of an "above average" rating from students on all areas of the instructor evaluation	Instructors will attend professional development activities to keep their knowledge up-to-date. Instructors will be required to attend at	<u>15 out of 17</u> instructors received ratings of "above average" or "excellent". <u>2 out of 17</u>	1. The "average" or "below average" ratings will be re-evaluated by the director 2. Assess for similar ratings given to the	Program Director	Every Term

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	survey.	least one professional development activity related to improvement of teaching strategies annually.	instructors received an "average" or "below average" rating	same item on the evaluation. 3. Improvement of teaching methods will be discussed. 4. Syllabus and instructional plans will be reviewed and revised accordingly.		
--	---------	---	---	--	--	--



BAY AREA COLLEGE
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**BAY AREA COLLEGE OF NURSING
DIRECTOR CURRICULUM EVALUATION**

Faculty Name: _____

Date: _____

4 - EXCELLENT 3 - AVERAGE 2- NEEDS IMPROVEMENT 1- POOR

SCALE	RATING	DEFINITIONS
4	Excellent	Surpassed Expectations
3	Average	Meets all the major/ essential core criteria/ acceptable
2	Needs Improvement	Generally does not meet criteria relative to quality or quantity required for successful job performance/ unacceptable
1	Poor	Significantly below criteria; many deficiencies

INSTRUCTIONAL DESIGN ELEMENTS

Elements	Value	Score	Note
A. Instructional Plan with:			
1. Planning forms and checklists			
2. Needs assessment materials			
3. Guidance on teaching approaches and learning principles			
4. Summary of key topics			
B. Structured curriculum/manual with:			
1. Agenda			
2. Measurable objectives			
3. Combination of affective, didactic, and psychomotor domain objectives			
4. Teaching methods appropriate to stated objectives			
5. Teaching notes			

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6. Teaching aids and handouts			
7. Active learning exercises			
8. Directions, including timeframe for facilitating active learning			
9. Additional resource and reference materials			
Subtotal			

I. CONTENT

Element	Value	Score	Note
A. Accuracy			
B. Timeliness or relationship to current guidelines			
C. Referenced/evidence based			
D. Locally appropriate, adapted to local context			
E. Information sequenced from basic to specialized, simple to complex			
Subtotal			

II. EVALUATION METHODOLOGY

Elements	Value	Score	Note
A. Evaluation guidelines and instruments for assessing :			
1. Student learning, behavior, and outcome			
2. Faculty Instruction			
3. Usefulness of Clinical Facility			

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CLINICAL FACILITY EVALUATION
BY THE DIRECTOR

Date: _____

Facility: _____

Clinical Instructor: _____

Term: _____

From/ To: _____

Please take a few minutes to answer the following questions using the following scale and see definition at the back of the page.

4- Strongly Agree

3- Agree

2- Disagree

1- Strongly Disagree

FACILITY CRITERIA	YOUR RATING
Were the clinical objectives for each term met?	
Was there an observed evidence of correlation between theory to clinical experience?	
Was the facility an appropriate teaching environment?	
Did the program director provide oversight or participate in evaluating the clinical facility?	

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**COMMENTS: Were there any challenges encountered during the clinical experience?
How was it resolved? (please use additional sheets if more space is needed)**

Date of last evaluation: _____

Date of review by the Director: _____

Signed: _____

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CLINICAL FACILITY EVALUATION
BY THE FACULTY

Date: _____

Facility: _____

Clinical Instructor: _____

Term: _____

From/ To: _____

Please take a few minutes to answer the following questions using the following scale and see definition at the back of the page.

4- Strongly Agree

3- Agree

2- Disagree

1- Strongly Disagree

FACILITY CRITERIA	YOUR RATING
Were the clinical objectives for each term met?	
Was there an observed evidence of correlation between theory to clinical experience?	
Was the facility an appropriate teaching environment?	
Did the program director provide oversight or participate in evaluating the clinical facility?	

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**COMMENTS: Were there any challenges encountered during the clinical experience?
How was it resolved? (please use additional sheets if more space is needed)**

Date of last evaluation: _____

Date of review by the Director: _____

Signed: _____

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CLINICAL FACILITY EVALUATION
BY THE STUDENT

Date: _____

Facility: _____

Clinical Instructor: _____

Term: _____

From/ To: _____

Please take a few minutes to answer the following questions using the following scale and see definition at the back of the page.

4- Strongly Agree

3- Agree

2- Disagree

1- Strongly Disagree

FACILITY CRITERIA	YOUR RATING
Were the clinical objectives for each term met?	
Was there an observed evidence of correlation between theory to clinical experience?	
Was the facility an appropriate teaching environment?	
Did the program director provide oversight or participate in evaluating the clinical facility?	

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**COMMENTS: Were there any challenges encountered during the clinical experience?
How was it resolved? (please use additional sheets if more space is needed)**

Date of last evaluation: _____

Date of review by the Director: _____

Signed: _____

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Applicant's Name: _____

Date: _____

Program: _____

Interview Questions

- Briefly describe yourself
- What are your short and long-term goals?
- Why did you choose nursing?
- What makes you fit for this program?
- What are your greatest strengths and weaknesses?
- Why do you want to work in a hospital or a facility?
- Tell me about a time in which you had to handle an irate colleague or patient. How did you handle it and what were the results?
- Describe a difficult decision you've made and the process you went through to reach that decision.
- How would you describe your skills as a team player? How will you deal with difficult situations?

BACN Interview Rubric

Skill	Excellent Interview <i>4 points</i>	Good Interview <i>3 points</i>	Average Interview <i>2 points</i>	Poor Interview <i>1 point</i>
Flexibility <i>1 point</i>	9-10 (willing to accommodate any changes)	6 – 8	3 – 5	0 – 2 (will never accept change)
Priority <i>1 point</i>	School	Family	Work	Others
Interview Content <i>3 points</i>	Preparation: Knowledgeable about the health care and has been a part of the industry (i.e. CNA, MA)	Preparation: Knowledgeable about the health care but has NOT been a part of the industry.	Preparation: Vaguely knowledgeable about the health care and vaguely know about being part of the industry.	Preparation: NOT knowledgeable about the health care and DO NOT know about being part of the industry.
	Confidence: Display poise and confidence	Confidence: Display adequate confidence	Confidence: NOT confident in answering questions	Confidence: Answers NO relevance to questions
	Ability: States skills and relate them with health care.	Ability: State skills but do NOT relate them to the health care.	Ability: Vague knowledge of the skills related with health care.	Ability: NO knowledge about skills related to health care.
Interview Skills / Techniques <i>3 points</i>	Eye Contact: Excellent	Eye Contact: Good	Eye Contact: Adequate	Eye Contact: Poor
	Language and Grammar: Excellent; do not use “um” or “and”	Language and Grammar: Good; rarely say “um” or “and”	Language and Grammar: Average; say “um” or “and” a few times , not enough to disrupt interview too many times	Language and Grammar: Poor; say “um” or “and” too many times , disrupt
	Voice: Speak at the right speed	Voice: Speak a little too fast or too slow	Voice: Speaks too fast or too slow	Voice: Cannot understand the candidate
Closing <i>3 points</i>	Express interest: Successfully convey interest in nursing	Express interest: Convey interest in nursing	Express interest Convey some interest in nursing	Express interest: Do NOT show any interest in nursing
	Research: Ask appropriate questions	Research: Not prepared to ask questions	Research: Do NOT ask any questions	Research: Do NOT ask any questions
	Closure: Shook the hands & Sincerely thank the interviewer	Closure: Sincerely thank the interviewer	Closure: Thank the interviewer	Closure: Do NOT thank the interviewer
TOTAL				(116 points)

FLEXIBILITY
(Please select one)

1 2 3 4 5 6 7 8 9 10

◀ will never accept change

willing to accommodate any changes ▶

PRIORITY FOR THE NEXT 13 MONTHS

Rank in order of priority

1 – highest priority; 3 – lowest priority

_____ Family

_____ School

_____ Work

Date: _____

Applicant Name (Please print): _____

Applicant Signature: _____

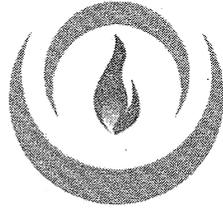
Panel Interview/ Signed:

Program Director: _____

Director of Educational Services: _____

Senior Clinical Coordinator: _____

Office Manager: _____



SINCE 2004

BAY AREA COLLEGE OF NURSING

RUBRIC ADMISSION CRITERIA

APPLICANT NAME: _____

DATE: _____

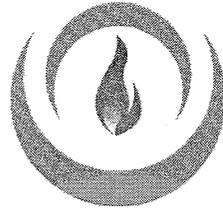
Please note: *The purpose of the rubric is to give comparable, relative assessment of admissions materials; all final decisions are reached by the faculty admissions committee via discussion and consensus.*

Criteria:

- 25% WBST Scores
- 25% SLE Scores
- 25% Interview
- 25% Experience in health care

	1	2	3	4
WBST Score	11 th Grade Level	12 th Grade Level	12.5 th Grade Level	Above 12.5 th Grade Level
SLE Score	13 or less	14	15	16 and above
Interview (Rubric)	0 – 29 points	30 – 59 points	60 – 89 points	90 – 116 points
Experience in the health care fields.	No experience.	<3 times – volunteered in health care facilities; experience in community service related to health care	>3 times – volunteered in health care facilities; experience in community service related to health care	Experience in multiple settings or extended experience in health care, - Employed CNA, HHA, Caregiver, etc.
Total Possible Points	1 - 4 points, Do not admit	5 – 8 points, Wait list	9 – 12 points, Second priority	13 – 16 points, Admit

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SINCE 2004
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Date:

Panel Interview/ Signed:

Program Director: _____

Director of Educational Services: _____

Senior Clinical Coordinator: _____

Office Manager: _____

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San Jose Campus: 702 E. Santa Clara St., San Jose, CA 95112 * Phone: (408) 280-6888 * Fax: (650) 204-6979
www.bayareacollege.net

Revised: 10/16/12

APPENDIX

K

BAY AREA COLLEGE OF NURSING - DALY CITY CAMPUS

WEEKLY LIST of INVENTORY OF SUPPLIES

ITEMS	Required no. of items	BEGINNING TOTAL as of 12/14/15	WEEK	WEEK	WEEK	WEEK	END TOTAL OF THE MONTH
			1	2	3	4	
CABINET # 1			<i>AP</i>	<i>AP</i>			
LAYER 1							
Foley Insertion Tray with 30cc prefilled syringe	15	20 pcs.					
Foley Catheter Tray 14 Fr 10 mL	10	10 pcs					
Irrigation Tray with Bulb Syringe	20	30 pcs					
LAYER 2							
Coloplast	2	4 pcs					
Pulmonary Resuscitator	2	3 packs					
Sterile Gloves 100 pcs.	1 box	1 box					
Suction Catheterization Tray with Chimney Valve 14Fr	20	25 pcs.					
Tracheostomy Collar	10	10 pcs.					
Urethral Catheterization Tray	15	20 pcs.					
LAYER 3							
Enema Bag and Tube	1	1 pack					
Feeding Tube 8Fr	5	5 packs					
Gravity Feeding Bag 1000 mL	15	15 packs					
Incentive Spirometer	5	5 packs					
N95 Mask	2	4 pcs					
Nasal Cannula (Adult)	20	25 packs					
Oxygen Mask (Adult)	10	10 packs					
Tracheostomy Care Tray	10	10 pcs.					
Yankauer Bulb Tip	2	3 pcs.					

LAYER 4						
0.9 Na Cl Inhalation Solution	10	16 pcs.				
Alcohol Preps - 200 pcs/box	2 boxes	3 boxes				
Auto Suture Premium Extractor	2	2 pcs.				
Culture Swab	15	17 pcs.				
Cure Catheter 12 Fr	2	3 pcs.				
Foley Catheter 10Fr	5	7 pcs				
Foley Catheter 26 Fr	5	3				
Foley Catheter 22 Fr	5	1				
Foley Catheter 16 Fr	5	1				
Gauze Sponges 2x2	10	16 pcs.				
IV Start Kit	5	4 packs.				
Medicine Cup 100/pack	5	3 packs				
Micropore	5	7 pcs				
Mini Spike Dispensing Pin	2	2 pcs.				
Shoe Cover 100/box	1 box	1 box				
Shower Cap 100/pack	1 box	1 pack				
Specimen Container with Lid 4 oz	20	47 pcs.				
Sterile Lancets 200/box	2 boxes	4 boxes				
Suction Catheter 14Fr	20	35 packs				
Suction Catheter Kit 10Fr	10	9 pcs.				
Tongue Depressor	20	100 pcs.				
Transpore	10	19 pcs.				
Ultrasite Injectible	10	50 pcs.				
Vacurette LH Lithium Heparin 2mL	10	50 pcs.				
Vacurette Z Serum 8 mL	10	50 pcs.				

LAYER 5						
0.9 Sodium Chloride Injection USP 10 mL	20	247 pcs.				

BD 1 mL TB Syringe	20	100 pcs.					
BD Insulin Syringe	20	150 pcs.					
BD 10 ml syringes	20						
BD Syringe 3 mL	20	150 pcs.					
CADD High Volume Administration Set	5	4 packs					
Continu-Flo Set	10	18 packs.					
Continu-Flo Solution Set with Cntrol-A-Flo Regulator	5	2 packs					
Dressing Change Tray with Choraprep	5	8 packs					
Dressing Change Tray with Tegaderm IV Advanced	10	28 packs					
Heparin Lock Flush Solution 50 USP Units/5 mL	5	7 pcs.					
Heparin Lock Flush Solution 500 USP units/5 mL	5	19 pcs.					
IV Administration Set	10	24 pacs					
Monoject 3mL syringe with hypodermic needle 25g	20	150 pcs					
Needle 22G x 1	20	50 pcs.					
PICC Dressing Change Kit	5	4 packs					
Primary IV Set	5	1 pc.					

CABINET #2							
Blue Gown	5	2 pcs.					
Pack of Stay Adult Briefs	10	15 pcs					
Pack Preavail under pads	10	15 pcs					
Yellow Gown	20	24					
Earloop Face Mask	20	100 pcs					
Relief Pak	2	1 pc					
Blue Blanket	5	3 pcs					
Green Blanket	5	4 pcs					
White Blanket	5	2 pcs					

Pink Bath Towel	5	12 pcs				
Blue Bath Towel	5	2 pcs				
White Bath Towel	5	8 pcs				
Pink Hand Towel	5	6 pcs				
Blue Hand Towel	5	2 pcs				
White Wash Cloth	5	1 pc				
Pink Wash Cloth	5	12 pcs.				
Blue Wash Cloth	5	12 pcs				
Fitted Sheet	5	10 pcs				
Flat Sheet	5	8 pcs				
Gown Pants (Men)	2	2 pcs				
Gown	2	4 pcs				
Pillow Cases	5	5				
Aftershave	1	1 pc				
Bra	1	2 pcs				
Cuticle pusher	1	2 pcs				
Dawn Mist Shaving Cream	1	1 pc				
Medical Essential Shaving Cream	1	1 pc				
Medical Stocking	1	1 pc				
Nail Cutter	1	2 pcs				
Nail Flie (wood)	1	9 pcs				
Pairs of socks	1	3 pcs				
Shavers	1	9 pcs				
Arm sling	5	1 pc				
Gait belt	5	2 pcs				
Glass Thermometer	1	1 pc				
Gloves (large)	1 box	2 boxes				
Gloves (small)	1 box	5 boxes				

Gloves (small) - Latex	1 box	2 boxes					
Posey roll belt	1	2 pcs					
Posey soft belt	1	2 pcs					
Probe cover - box	1	50 pcs					
wrist restraint	1	2 pcs					
Blood Pressure Aneroid	5	5 pcs					
Stethoscope - Dual	5	4 pcs					
Stethoscope - Dual	5	1 pc					
Stethoscope - Single	5	5 pcs					
Stethoscope - Single	5	4 pcs					
Aerosense mouthwash	1	3 bottles					
Caress Soap Bar	1	1 pc					
Castle Soap	1	1 pc					
Colgate Toothpaste 1.3 oz	1	1 pc					
Colgate Toothpaste 4.6 oz	1	1 pc					
Comb	1	1 pc					
Cups	1	2 pcs					
Dentures in the cup	1	3 pcs					
Deodorant aleeeda	1	1 pc					
Dial Soap	1	1 pc					
Fluoride toothpaste (181 g)	1	1 pc					
Gray Mirror	1	1 pc					
Hairbrush	1	1 pc					
Johnsons Baby Powder	1	1 pc					
Kidney Basin	5	2 pcs					
Mckesson baby lotion 4 oz	1	1 pc					
Mckesson swabstick	1	1 pc					
Oceans Body Lotion	1	1 pc					

Oral Swab - Green	10	30 pcs					
Oral Swab - Pink	10	12 pcs					
Oral Swab - premoistened	10	2 pcs					
Perineal Wash 8 fl oz	1	1 bot					
Polident	1	3 pcs					
Providone Iodine	1	1 bot					
Rembrandt Mouthwash	1	1 bot					
Rembrandt Toothpaste 1 oz	1	3 pcs					
Shower bath wild blossom 13 oz	1	1 pc					
toothbrush	1	4 pcs					
Vaseline Mixa 100	1	1 pc					
Food Tray	1	1 pc					
glass	1	1 pc					
plastic glass	1	1 pc					
Plastic spoon	1	3 pcs					
plate with plastic food	1	1 pc					
Silver fork	1	3 pcs					
Silver spoon	1	4 pcs					
thickened orange juice	1	1 pc					

Cabinet #3							
Pediatric Supplies							
Baby Health & Grooming Kit (21 pieces)	1	1 pack					
Arm Sling	1	2 pcs					
Baseline Neuro-Aide Disposable- Neuro Pinwheel	1	3 pcs					
Child Feeding Spoon	1	10 pcs					
Deluxe Infant - Health Care Kit	1	1 pc					
Digital Baby Scale	1	1 pc					
Digital Pacifier - Therm	1	2 pcs					

Digital Thermometer - Zoo Character	5	4 pcs					
disposable OB Kit	5	3 packs					
Ear and Nasal Syringe (2 pink & 2 blue)	2	4 pcs					
Evenflo Simply Go Breastpump	2	2 boxes					
Foley Catheter 2 way 8 Fr 3 cc	5	4 pcs					
Girth and Linear Tape	2	3 pcs					
Incentive Spirometer Incent AIRX	2	4 packs					
Infant Boy Hooded Towel	1	1 pc					
Infant Catherter Kit	1	11 packs					
Junior Tongue Depressor	20	50 pcs					
Marpac-Tracheostomy	2	4 pcs					
Mask Pedia Aerosol Disposable	20	24 packs					
Multi Bowl - 12 oz (6 mos. Plus)	1	5 pcs					
New Jersey OB Kit - non-latex	1	3 pcs					
Newborn Girl Receiving Blanket	1	4 pcs					
Pedia Exam Gown	1	5 pcs					
Pedia Mask	1	3 pcs					
Pedia Trach Tube Neckband	1	20 pcs					
Portable Diagnostic Instrument	1	1 box					
Proscope Diagnostic Set - Standard	1	1 pc					
Proscope Pediatric Scope - 2 light blue/2 Neon Pink	1	4 pcs					
Prosphyg Aneroid Sphygmomanometer	1	4 pcs					
Receiving Blanket Puppy Pira	1	4 pcs					
Talking Baby	1	2 pcs					
Taylor Hammer - Latex Free	1	3 pcs					
Washcloths	5	4 pcs					

OBGYNE Supplies

Birthng Simulator (Mama Natalie)	1	1 pc					
Umbilical Cord Clamp	1	1 pc					

Adult Manual Resuscitator	1	1 pc					
Umbilical Cord	1	1 pc					
Perineal Part	1	1 pc					

Cabinet #4							
LAYER 1							
AMBU Bag	1 pack	2 packs					
LAYER 2							
Catheter Stabilization Device 1 medium catheter	10	25 pcs					
Catheter Stabilization Device PICC pus foam	10	15 pcs					
Enteral Feeding Tube without Stylet	10	10 pcs					
Closed System Urinary Drainage Bag	1 pack	2 packs					
Urinary Leg Bag Combination Pack	1 pack	3 packs					
Urinary Drainage Bag	1 pack	2 packs					
30 mL Canister	1 pack	1 pack					
LAYER 3							
Accucheck Blood Glucose Monitoring Machine	1	1 pc					
BD Insyte 16 GA	10	10 pcs					
Blunt Plastic Cannula	10	50 pcs					
Caré Fusion	10	30 pcs					
Goggle	10	1 pc					
Monoject Insulin Syringe ½ mL	10	36 pcs					
Needle 18 G	10	47 pcs					
Peel and Stick Pad	1	2 pcs					
Pill Cutter	1	1 pc					
Scissors	1	3 pcs					
Sterile Water	1	1 pc					

Vacutainer Brand Blood Collection Needles	20	200 pcs					
VIAL-Mate Adaptor	5	8 pcs					
LAYER 5							
Urinals	5	6 pcs					
Bed Pan	2	3 pcs					
Wash Basin	2	2 pcs					
Kidney Basin	2	1 pc					

APPENDIX

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BAY AREA COLLEGE
OF NURSING

STAFF AND FACULTY MEETING MINUTES

Date of Meeting:

Presider:

Recorder:

Type of Meeting (check one)

Weekly Monthly Workshop Other

Attendees (Check all that apply)

Faculty Administrative Staff Admissions

Topics Discussed

- A. Curriculum evaluation/revision
- B. Proposed actions to improve the program
- C. Accreditation/ Annual Reports
- D. Intra- and extracurricular activities
- E. Enforcement of policies and implementation of proper procedures
- F. Upcoming class and enrollment status
- G. Faculty development and evaluation results
- H. Student achievement/ Outcomes/ Progress
- I. Student Retention Goal
- J. Clinical facility evaluation
- K. NCLEX Quarterly Reports
- L. Resources/ Technology/ Library
- M. Others:

eg.

- Board's Visit
 - Violations
 - Plans of action
 - Follow up progress status of covered items during previous meetings
- Agency/ Board Correspondence



BAY AREA COLLEGE
OF NURSING

TOPICS DISCUSSED	ACTION	FOLLOW-UP
A. Curriculum evaluation / revision		
B. Faculty Development Evaluation		
C. Accreditation process and status		
D. Intra- and extracurricular activities		
E. Enforcement of policies and implementation of proper procedures		



BAY AREA COLLEGE
OF NURSING

F. Upcoming class and enrollment status		
G. Faculty development evaluation		
H. Student Achievement		
I. Student Retention Goal		
J. Clinical Facility Evaluation		
K. Other - Violations - Plans of action - Follow up progress...		



BAY AREA COLLEGE
OF NURSING

Attendees:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____

Agenda Item #17.A.4., Attachment H

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

February X, 2016

Ms. Rachelle Cagampan, M.P.A., M.S.N., R.N.
Director, Vocational Nursing Program
Bay Area College of Nursing, Daly City
6767 Mission Street
Daly City, CA 94014

Subject: Notice of Extension of Provisional Approval

Dear Ms. Cagampan:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on February 5, 2016, Bay Area College of Nursing, Daly City, Vocational Nursing Program's provisional approval has been extended for the one – year period from March 1, 2016 through August 31, 2016.

The purpose of this letter is to explain the areas of non-compliance found and the corrections required of your program to avoid losing approval completely.

Once you have reviewed this letter, please sign and return the enclosed "Acknowledgement of Change in Approval Status" form by **XXXX, 2016**.

AREAS OF NON-COMPLIANCE VIOLATION(S)

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

"The Board may place any program on provisional approval when that program does not meet all requirements as set forth in this Chapter and in Section 2526..."

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

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

The program pass rates for the Bay Area College of Nursing, Daly City, Vocational Nursing Program for the past 24 quarters are set forth in the following table:

NCLEX-PN® Licensure Examination Pass Rates			
Quarter	State Annual Average Pass Rate	Program Annual Average Pass Rate	Variance from State Annual Average Pass Rate
Jan - Mar 2010	74%	62%	-12
Apr - Jun 2010	74%	71%	-3
Jul - Sep 2010	75%	62%	-13
Oct - Dec 2010	76%	61%	-15
Jan - Mar 2011	77%	61%	-16
Apr - Jun 2011	76%	57%	-19
Jul - Sep 2011	76%	65%	-11
Oct - Dec 2011	75%	54%	-21
Jan - Mar 2012	74%	52%	-22
Apr - Jun 2012	74%	45%	-29
Jul - Sep 2012	74%	45%	-29
Oct - Dec 2012	74%	51%	-23
Jan - Mar 2013	73%	50%	-23
Apr - Jun 2013	73%	74%	+1
July - Sept 2013	74%	78%	+4
Oct - Dec 2013	76%	72%	-4
Jan - Mar 2014	76%	62%	-14
Apr - Jun 2014	73%	40%	-33
Jul - Sep 2014	73%	48%	-25
Oct - Dec 2014	72%	53%	-19
Jan - Mar 2015	71%	60%	-11
Apr - Jun 2015	72%	73%	+1
Jul - Sep 2015	72%	60%	-12
Oct - Dec 2015	72%	50%	-22

REQUIRED CORRECTION(S)

1. Continue to require the program to maintain its average annual pass rate at no more than ten percentage points below the state average annual pass rates.
2. Continue to require the program to admit no additional students unless approved by the full Board.
3. Require the program to provide no less than one (1) clinical instructor for every 10 (ten) students in all clinical experiences.

Bay Area College of Nursing, Daly City

Vocational Nursing Program

Notice of Change in Approval Status

February X, 2016

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4. Continue to 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.
5. Continue to 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.
6. Failure to take these corrective actions may cause the full Board to revoke the program's approval.

FUTURE BOARD ACTION

Your program will be placed on the **August 2016** Board Meeting agenda, at which point the Board may revoke or extend the program's approval. If you have additional information that you wish considered beyond the required corrections listed on page 2 through 3, you must submit this documentation by the fifteenth day of the second month prior to the Board Meeting.

OTHER IMPORTANT INFORMATION

Please be advised that, pursuant to the Board's regulations, the program will not be authorized to admit new classes beyond the established pattern of admissions previously approved by the Board. The established pattern of admissions approved by the Board is as follows: **Approval by the full Board is required prior to the admission of additional students.**

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

The program may not advertise that it has full approval, and should take steps to correct any ongoing advertisements or publications in that regard.

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

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

Sincerely,

Bay Area College of Nursing, Daly City

Vocational Nursing Program

Notice of Change in Approval Status

February X, 2016

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JOHN BROOKS

Acting Executive Officer

Enclosures

cc: Board Members

JB: dgj