

# Agenda Item #12.A.6.



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](http://www.bvnpt.ca.gov)



## COVER SHEET

**SUBJECT: Oikos University Vocational Nursing Program. Reconsideration of Provisional Approval; Consideration of Request to Admit Students (Director: Ellen Cervellon, Oakland, Alameda County, Private)**

The Oikos University Vocational Nursing Program is presented for reconsideration of provisional approval and consideration of the program's request to admit additional students. Extension of provisional approval and approval of the program's request for the admission of an additional class are recommended.

### Recommendations:

1. Extend the Oikos University Vocational Nursing Program's provisional approval for the two - year period from May 13, 2016 through May 31, 2018, 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 E).
2. Place the program on the **May 2018** Board agenda for reconsideration of provisional approval.
3. Require the program to submit documentation of clinical placements for requested students such that clinical facilities are adequate as to number, type, and variety of patients treated, consistent with competency-based objectives and theory. **Due no later than July 1, 2016.**
4. **Contingent** upon receipt of proposed clinical placements documenting, to the satisfaction of the Board, clinical facilities adequate as to number, type, and variety of patients treated, consistent with competency-based objectives and theory, approve the program's request to admit one (1) class of 6 students beginning August 29, 2016 and graduating January 21, 2018, **only**.
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) instructor for every 10 students in all clinical experiences.

7. 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 maintain its average annual pass rate no more than ten (10) percentage points below the State average annual pass rate.
9. Require the program to demonstrate progress in correcting the violations. If the program fails to satisfactorily demonstrate progress, the full Board may revoke the program's approval.
10. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.



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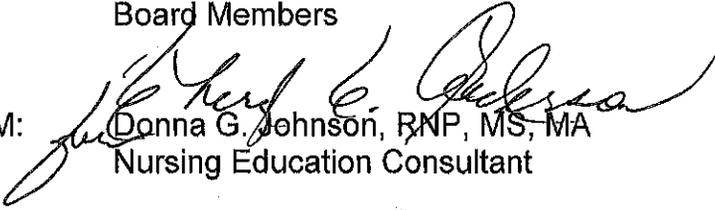
Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive Suite 205, Sacramento, CA 95833-2945  
Phone 916-263-7800 Fax 916-263-7855 Web www.bvnpt.ca.gov



DATE: April 29, 2016

TO: Board Members

FROM:

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

SUBJECT: Oikos University Vocational Nursing Program. Reconsideration of Provisional Approval; Consideration of Request to Admit Students (Director: Ellen Cervellon, Oakland, Alameda County, Private)

The Oikos University Vocational Nursing Program is presented for reconsideration of provisional approval and consideration of the program's request to admit additional students. Extension of provisional approval and approval of the program's request for the admission of an additional class are recommended.

On May 11, 2012, after identifying unapproved admissions of thirty-six (36) students, and with eight (8) consecutive quarters of non-compliance with Section 2530(l) of the Vocational Nursing Rules and Regulations, the Board placed the Oikos University Vocational Nursing Program on provisional approval for a two (2) year period. The program's average annual pass rate at the time was 47%.

On May 16, 2014, with an average annual pass rate of 67%, the Board extended the program's provisional approval through May 30, 2016.

On November 20, 2015, with inadequate clinical facility resources to support the requested 12 students in a manner that is consistent with regulations, the Board approved the program to admit six (6) students. That class began in January 2016.

In addition to the reconsideration of approval status, the Oikos University Vocational Nursing Program has requested approval to admit one (1) class of six (6) students beginning August 29, 2016, and graduating January 21, 2018.

## History of Prior Board Actions

(See Attachment A, History of Prior Board Actions)

## Enrollment

The program offers a full – time course of instruction over 60 weeks. Board approval is required prior to the admission of all classes.

The following table represents current and proposed enrollment based on the current class starts and completions. The table indicates a **maximum enrollment of 15 students** for the period of **July 2010 through August 2016**.

| ENROLLMENT DATA    |                       |                    |                                 |                |
|--------------------|-----------------------|--------------------|---------------------------------|----------------|
| CLASS DATES        |                       | #Students Admitted | # Students Current or Completed | Total Enrolled |
| Start              | Complete              |                    |                                 |                |
| 7/10               |                       | 8                  | 6                               | 6              |
| 2/11<br>Unapproved |                       | 14                 | 8                               | 8 + 6 = 14     |
|                    | 6/11<br>(6/10 Class)  |                    | -6                              | 14 - 6 = 8     |
| 7/11<br>Unapproved |                       | 13                 | 6                               | 8 + 6 = 14     |
|                    | 3/12<br>(2/11 Class)  |                    | -8                              | 14 - 8 = 6     |
| 2/12<br>Unapproved |                       | 9                  | 9                               | 6 + 9 = 15     |
|                    | 6/12<br>(7/11 Class)  |                    | -6                              | 15 - 6 = 9     |
|                    | 2/13<br>(2/12 Class)  |                    | -9                              | 9 - 9 = 0      |
| 4/13               |                       | 8                  | 6                               | 0 + 6 = 6      |
| 6/14               |                       | 4                  | 1                               | 6 + 1 = 7      |
|                    | 8/14<br>(4/13 Class)  |                    | -6                              | 7 - 6 = 1      |
|                    | 10/15<br>(6/14 Class) |                    | -1                              | 1 - 1 = 0      |
| 1/16               | 10/17                 | 6                  | 6                               | 0 + 6 = 6      |
| 8/16<br>(Proposed) | 1/18                  | 6                  |                                 | 6 + 6 = 12     |

### 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 January 2012 through March 2016, specify the pass percentage rates for graduates of Oikos University 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 Average Quarterly Pass Rate | Program Average Annual Pass Rate | State Average Annual Pass Rate [CCR §2530(I)] | Variance from State Annual Average Pass Rate |
| Jan-Mar 2012                         | 2                    | 1        | 50%      | 77%                               | 47%                              | 74%   | -27  |
| Apr-Jun 2012                         | 1                    | 0        | 0%       | 72%                               | 44%                              | 74%   | -30  |
| Jul-Sep 2012                         | 3                    | 2        | 67%      | 74%                               | 60%                              | 74%   | -14  |
| Oct-Dec 2012                         | 5                    | 3        | 60%      | 70%                               | 55%                              | 74%   | -19  |
| Jan-Mar 2013                         | 5                    | 4        | 80%      | 75%                               | 64%                              | 73%   | -9   |
| Apr-Jun 2013                         | 2                    | 0        | 0%       | 78%                               | 60%                              | 73%   | -13  |
| Jul-Sep 2013                         | 3                    | 3        | 100%     | 75%                               | 67%                              | 74%   | -7   |
| Oct-Dec 2013                         | 2                    | 1        | 50%      | 76%                               | 67%                              | 76%   | -9   |
| Jan-Mar 2014                         | 2                    | 2        | 100%     | 74%                               | 67%                              | 76%   | -9   |
| Apr-Jun 2014                         | 1                    | 0        | 0%       | 66%                               | 75%                              | 73%   | +2   |
| Jul-Sep 2014                         | 1                    | 0        | 0%       | 72%                               | 50%                              | 73%   | -23  |
| Oct-Dec 2014                         | 2                    | 2        | 100%     | 72%                               | 67%                              | 72%   | -5   |
| Jan-Mar 2015                         | 4                    | 4        | 100%     | 73%                               | 75%                              | 71%   | +4   |
| Apr-Jun 2015                         | No Candidates Tested |          |          | 69%                               | 86%                              | 72%   | +14  |
| Jul-Sep 2015                         | No Candidates Tested |          |          | 73%                               | 100%                             | 72%   | +28  |
| Oct-Dec 2015                         | No Candidates Tested |          |          | 76%                               | 100%                             | 72%   | +28  |
| Jan-Mar 2016                         | No Candidates Tested |          |          | 73%                               | N/A                              | 73%   | N/A  |

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

California Code of Regulations section 2530(I) states:

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

Based on the most recent data available (January through March 2016), the program’s average annual pass rate is **not calculated** due to no candidates taking the examination for the past four (4) quarters. The California average annual pass rate for graduates of approved vocational nursing programs who took the NCLEX-PN® for the first time during the same period is 73%.

### 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."

In addition to the director, the program lists four (4) active clinical faculty, one (1) active Additional Faculty, one (1) Teacher Assistant on a substitute list, and six (6) substitute faculty who have been approved for clinical instruction. The director has a 50% time position with the program and spends 95% of that time administering the program.

However, on May 16, 2014, the Board required the program to provide no less than one (1) clinical instructor for every ten (10) students in clinical experience. Based on a maximum enrollment of 15 students, two (2) 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 afford the number, type, and variety of patients that will provide clinical experiences consistent with competency-based objectives and theory. The program plans to utilize two (2) small skilled nursing facilities with a combined census of 105 residents for a total of 704 clinical hours.

### Other Considerations

When placed on provisional approval in **May 2012**, the program's pass rate was **47%** in the eighth consecutive quarter of noncompliant pass rates. In addition, it was noted that the program had admitted a total of 36 students in three (3) unapproved classes.

Beginning with the class admitted in April 2013, a new curriculum was implemented to assist students in mastering program content with the goal of increasing the program's licensure examination pass rate. The first class to complete the program since full implementation of the new curriculum graduated in August 2014.

On **May 16, 2014**, the Board reconsidered the program's provisional approval. With an average annual pass rate of **67%**, the Board extended provisional approval through May 31, 2016 and issued a *Notice of Change in Approval Status* that also identified required corrective actions. (See Attachment B).

As noted, the first class to graduate after implementation of the new curriculum graduated in August 2014. 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" indicate that all six (6) students from the August 2014 class passed the licensure examination on the first attempt.

As noted in the November 2015 report to the Board, between July 2014 and December 2014, the program withdrew three (3) previous requests for approval to admit students after Board

staff informed the program that they had failed to document adequate placements for students in Maternity and Pediatric Nursing such that a correlation between theory and clinical was maintained and such that the consistency with the Board-approved Instructional Plan was maintained. Sections 2533(a) and 2533(f) of the Vocational Nursing Rules and Regulations describe these requirements.

Throughout 2015, in the course of evaluating documentation submitted in support of the requests for approval to admit students, Board representatives evaluated photo documentation of the program's skills lab resources, contacted proposed clinical facilities to ascertain feasibility of students achieving listed clinical objectives as well as willingness of facilities to accommodate the number of students proposed by the program, and Board representatives consulted with the program on revisions to the Maternity and Pediatric clinical objectives of the Instructional Plan.

On February 9, 2015, the program submitted the comprehensive analysis that was due on February 1, 2015. That document was summarized in the November 2015 report to the Board. The summary is found in Attachment C.

On July 27, 2015, the Board approved minor revisions to the curriculum. Specifically, new clinical objectives for Maternity and Pediatric Nursing were approved. The goal of the changes was to better align clinical objectives with potential clinical facilities and yet maintain consistency with didactic objectives. There were no changes to the number of hours of clinical experience or theory content.

On September 10, 2015, the program submitted a request for approval to admit 16 students. The program later revised the request to 12 students. Because proposed placement plans for the requested 12 students were not consistent with the Board-approved Instructional Plan and with regulations regarding the correlation of theory and clinical, on November 20, 2016, the Board approved admission of one (1) class of six (6) students.

On February 1, 2016, the program submitted the required comprehensive analysis (see Attachment D). A summary of the document as compared to the 2015 document follows.

### **Introduction**

- The most recent class graduated one (1) student in October 2015; a second student "failed to keep up," was given an incomplete, and is expected to join the class that began in January 2016.
- The program's intended accrediting body has requested more follow-up; the school continues to attempt to gain accreditation.
- A total of six (6) students began the program January 2016.

### **Admission and Selection Criteria**

- There was no change from the previous report. The program attached admission criteria and information regarding the pre-nursing assessment test.

### **Terminal Objectives and Mission Statement**

- There was no change from the previous report. The program attached Terminal Objectives and Mission Statement.

### **Curriculum Objectives, Instructional Plan, Lesson Plans**

- Changes from the previous report: changes to clinical objectives for Maternity and Pediatric Nursing were approved by the Board and implemented with the most recent class to graduate.
- The program again noted, "Oikos University has been active searching for new clinical sites which will meet the new curriculum's objectives."

### **Theory and Clinical Objectives for Each Course**

- There are no changes from the previous report. The program attached Clinical Objectives.

### **Textbooks**

- The pharmacology text was changed, starting with the class that graduated in October 2015.
- The newly admitted class is using the most recent version of the text for Fundamentals of Nursing. The program attached a list of textbooks.

### **Attendance and Remediation Criteria**

- The program reports no changes. The program attached policies related to attendance and remediation.

### **Evaluation of Theory and Course Faculty**

- Based on the two (2) students that had been in the class, the program reports that students reported positively. The program attached an evaluation tool.

### **Evaluation of Courses by Students**

- Based on the two (2) students that had been in the class, the program reported student concerns as a change in schedule and textbooks not up to date.
- The program addressed these concerns and notes evaluations were otherwise positive.
- The program attached an evaluation tool.

### **Evaluation of Clinical Rotations and their Correlation to Theory Presentations**

- As was noted in last year's report, the program reported the two (2) students that were in the most recently graduated class wanted to complete all clinical in a single facility.
- Based on the two (2) students that had been in the class, the program reports that students reported positively on effectiveness of clinical sites for learning.
- The program attached an evaluation tool.

### **Student NCLEX Pass Rate**

- As previously noted, the program is using the ATI Comprehensive Review as an exit exam.
- With only a single student, a review class was not held in 2015.
- The program reports on a graduate retaking the exit exam five (5) times.
- The descriptions from the program indicate it is unlikely further pass rate data will be available this year.

### **Current Enrollment**

- A single class of six (6) students are currently enrolled

It is of concern that in the past two (2) comprehensive analyses by the program, there was no discussion of the director's evaluation of the program, clinical facilities, or faculty. While collecting student feedback is essential, and it is essential that student feedback is utilized, it is the administrative responsibility of a program director to also evaluate all programmatic aspects.

It is also of concern that with plans to increase student enrollment, the program is utilizing only two (2) small (combined resident census is 105) skilled nursing facilities for **all clinical hours in Fundamentals of Nursing and Medical-Surgical Nursing clinical experiences**. As proposed, the students requested to start August 2016 would complete **224 clinical hours in a 61 bed facility and 480 hours in a 44 bed facility**.

The program's current average annual pass rate is not calculated with **no candidates testing the past four (4) quarters**. Since placement on provisional approval in May 2012, a total of 31 candidates took the licensure examination for the first time. During this period of time, 19 candidates, or **61%** passed.

#### **Recommendations:**

1. Extend the Oikos University Vocational Nursing Program's provisional approval for the two - year period from May 13, 2016 through May 31, 2018, 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 E).
2. Place the program on the **May 2018** Board agenda for reconsideration of provisional approval.
3. Require the program to submit documentation of clinical placements for requested students such that clinical facilities are adequate as to number, type, and variety of patients treated, consistent with competency-based objectives and theory. **Due no later than July 1, 2016**.
4. **Contingent** upon receipt of proposed clinical placements documenting, to the satisfaction of the Board, clinical facilities adequate as to number, type, and variety of patients treated, consistent with competency-based objectives and theory, approve the program's request to admit one (1) class of 6 students beginning August 29, 2016 and graduating January 21, 2018, **only**.
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) instructor for every 10 students in all clinical experiences.
7. 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 maintain its average annual pass rate no more than ten (10) percentage points below the State average annual pass rate.
9. Require the program to demonstrate progress in correcting the violations. If the program fails to satisfactorily demonstrate progress, the full Board may revoke the program's approval.
10. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.

**Rationale:** The Oikos University Vocational Nursing Program was placed on provisional approval in May 2012 with a violation related to admitting unapproved classes and with a violation related to non-compliant pass rates. At the time, the program's pass rate was **47%**. In May 2014, with a new curriculum in use and a pass rate of **67%**, the Board extended the program's provisional approval through May 31, 2016.

Currently, with a total of six (6) graduates from the first class to complete the new curriculum having passed the licensure examination, and with **no candidates** for the licensure examination **for the past four (4) consecutive quarters**, the program's average annual pass rate is not calculated.

Therefore, with a history of unapproved admissions, inadequate performance, and inadequate clinical facilities, the program also has inadequate data to substantiate improvement.

Therefore, a recommendation to extend the program's provisional approval is warranted. As there is not likely to be additional data until the current students graduate in October 2017, an extension of two (2) years is recommended.

With only six (6) students enrolled, the program would continue to have difficulty demonstrating consistent improvement. Should the program be able to demonstrate adequate clinical facilities such that proposed students would have an adequate patient census and a wider variety of experiences, it would be warranted to approve one (1) additional class of students. However, if the program is not able to demonstrate adequate clinical facilities **by July 1, 2016**, the contingency would not have been met and the request for approval to admit the class would be denied.

- Attachment A: History of Prior Board Action
- Attachment B: Notice of Change in Approval Status Dated May 27, 2014
- Attachment C: Summary of 2015 Comprehensive Analysis
- Attachment D: Program Correspondence Dated February 1, 2016
- Attachment E: Draft Notice of Change in Approval Status

## **Agenda Item #12.A.6., Attachment A**

### **OIKOS UNIVERSITY VOCATONAL NURSING PROGRAM**

#### **History of Prior Board Actions**

- On August 13, 2008, the Executive Officer approved Oikos University's request to begin a vocational nursing program with an initial full-time class of 30 students on January 20, 2009, only. The program curriculum was approved for 1611 hours, including 657 theory, and 954 clinical hours.
- On September 28-29, 2009, the assigned consultant completed an inspection of the Oikos University Vocational Nursing Program. Four (4) violations were identified.
- On December 2, 2009, the Executive Officer approved initial full accreditation for the Oikos University Vocational Nursing Program for the period of December 2, 2009 through December 1, 2013, and issued a certificate accordingly; **and** approved the program's request to admit a class of 30 students on February 1, 2010, only to **replace** students graduating on January 30, 2010. That class is expected to graduate on January 29, 2011; **and**, approved the program's request to admit a class of 30 students on June 5, 2010, only. That class is expected to graduate on June 29, 2011.
- On February 28, 2010, the director resigned.
- **On June 1, 2010, the Board approved a new director.**
- On May 17, 2011, Board correspondence was forwarded 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 four (4) consecutive quarters. The program was requested to submit a written plan for improving the program's NCLEX-PN pass rates.
- On May 30, 2011, the director submitted a plan for improving program pass rates.
- **On August 22, 2011, the Board approved a new director.**
- On October 14, 2011, Board correspondence was forwarded 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) consecutive quarters.
- On November 1, 2011, the director submitted an updated evaluation of the program's plan to increase licensure pass rates.
- On March 15, 2012, Board correspondence was forwarded to the director advising that the program was noncompliant with Section 2530 (l) related to pass rates below the required 10 points of state average pass rate.

- On April 19, 2012, the Board received information indicating that the program admitted classes in February 2011, July 2011, and February 2012 **without** prior approval by the Board. In total **thirty-six (36) students were admitted to the program without prior Board approval.**
- On May 11, 2012, the Board adopted the following recommendations:
  1. Place Oikos University Vocational Nursing Program on provisional approval for the two-year period from May 11, 2012, through May 31, 2014, and issue a notice to the program to identify specific areas of noncompliance and requirements for correction as referenced in Section 2526.1 (e) of the California Code of Regulations.
  2. Require the program to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate by April 1, 2014.
  3. Require the program to provide the Board with current enrollment information, current faculty and facility information, documentation demonstrating the clinical rotation schedules for all current classes, and an analysis of the program's correctional plan submitted on May 30, 2011 and November 1, 2011 by June 1, 2012.
  4. Require the program to obtain approval by the full Board prior to the admission of any additional students.
  5. Require the program to submit follow-up reports in nine months, but no later than February 1, 2013, and 21 months, but no later than February 1, 2014. The reports must include a comprehensive analysis of the program, specific actions taken to improve program pass rates, timeline for implementation, and the effect of employed interventions. The following elements must be addressed in the analysis:
    - a) Admission Criteria
    - b) Screening and Selection Criteria
    - c) Terminal Objectives
    - d) Curriculum Objectives
    - e) Instructional Plan
    - f) Theory and Clinical Objectives for Each Course
    - g) Lesson Plans for Each Course
    - h) Textbooks
    - i) Attendance Policy
    - j) Remediation Policy
    - k) Evaluations of Theory and Clinical Faculty
    - l) Evaluations of Theory Presentations
    - m) Evaluations of Clinical Rotations and Their Correlation to Theory Presentations
    - n) Evaluation of Student Achievement
    - o) Current Enrollment
  6. 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.

7. 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.
  8. Failure to take any of these corrective actions may cause the full Board to revoke the program's approval.
  9. Place the program on the May 2014 Board agenda for reconsideration of Provisional approval.
- On June 13, 2012, the Board forwarded the *Notice of Change in Approval Status* to the program director.
  - On January 31, 2013, the director submitted the follow-up report required by the Board during the May 2012 Board meeting. The report was dated February 1, 2013.
  - On February 22, 2013, the Board approved the following recommendations:
    1. Approve the Oikos University Vocational Nursing Program's request to admit 30 students into a full-time class commencing on March 11, 2013, **only**, and graduating on July 12, 2014, to **replace** the class graduating on January 26, 2013.
    2. Continue to require the program to request admission of any additional students.
    3. Approve the requests curriculum revision with new program hours as follow: Theory Hours = 605; Clinical Hours = 960; Total Program Hours = 1565.
    4. Approve the revised program length as 60 weeks.
  - On July 13, 2013, a letter was sent to the director giving her the opportunity to submit additional documents to support her request to admit students that will be considered at the September 2013 Board meeting.
  - On September 13, 2013, the Board approved the following recommendations:
    1. Approve the Oikos University Vocational Nursing Program's request to admit 30 students into a full-time class commencing on September 16, 2013, **only**, and graduating on December 20, 2014, to **replace** the class graduating on June 30, 2012.
    2. Deny the Oikos University Vocational Nursing Program's request to admit 30 students into an additional full-time class commencing on January 21, 2014, **only**.
    3. Continue to require the program to request admission of any additional students.
  - On May 16, 2014, the Board approved the following recommendations:

1. Extend the Oikos University Vocational Nursing Program's Provisional Approval for the two - year period from May 16, 2014 through May 30, 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. Approve the program's request for modification of the start date of the class of 30 students approved to start in September 2013 to May 27, 2014 and graduate on October 3, 2015, provided that the program has no more than ten (10) students per instructor during clinical experience.
  3. Require the program to admit no additional students unless approved by the full Board.
  4. Require the program to submit a follow-up report in 9 months, but no later than **February 1, 2015** and in 21 months, but no later than **February 1, 2016**. Each report must include a review of the comprehensive analysis submitted by the program including the effect of employed interventions and identification of revisions required to the program's plan of correction, and a timeline for implementation.
  5. Failure to show progress shall constitute cause for revocation of provisional approval.
  6. 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.
  7. 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. 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 any of these corrective actions may cause the full Board to revoke the program's approval.
  10. Place the program on the **May 2016** Board agenda for reconsideration of provisional approval.
- On May 21, 2014, the Board received correspondence from the program regarding a request to delay the start date of the previously approved start date of May 27, 2014.
  - On June 10, 2014, the Executive Officer approved the submitted request to modify the start date of the class of 30 students originally approved by the full board to start in September 2013 and modified to start on May 27, 2014 to no start on or before June 16, 2014 and graduate on October 17, 2015, provided that the program has no more than ten (10) students per instructor during clinical experience.

- On July 14, 2014, the Board received a request from the director to admit a class of thirty (30) students to start January 20, 2015 and graduate April 30, 2016 to **replace** students graduating on August 23, 2014.
- On August 11, 2014, the Board received electronic correspondence from the program director requesting to change to request to admit students to twenty (20) from thirty (30) students.
- On August 14, 2014, the program withdrew the request to admit students.
- On September 12, 2014, the Board received a request from the director to admit a class of twenty (20) students to start January 20, 2015 and graduate April 30, 2016 to replace students graduating on August 23, 2014.
- On January 15, 2015, the Board was notified the pending request to admit students was withdrawn.
- On July 27, 2015, the Board approved minor curriculum revisions.
- On November 20, 2015, the Board approved the following:
  1. **Deny** the Oikos University Vocational Nursing Program's request to admit one (1) class of 12 students beginning January 11, 2016, graduating May 20, 2017.
  2. Approve the program's request to admit one (1) class of **six (6)** students beginning January 11, 2016, graduating May 20, 2017, only.
  3. Continue to require the program to admit no additional students unless approved by the full Board.



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

BOARD OF VOCATIONAL NURSING & PSYCHIATRIC TECHNICIANS  
2535 Capitol Oaks Drive, Suite 206, Sacramento, CA 95833-2945  
Phone (916) 263-7800 Fax (916) 263-7855 Web [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)



## CERTIFIED MAIL

May 27, 2014

Ellen Cervellon, B.S., R.N.  
Director, Vocational Nursing Program  
Oikos University School of Nursing  
7850 Edgewater Drive  
Oakland, CA 94621

**Subject: Notice of Continuation of Provisional Approval Status**

Dear Ms. Cervellon:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on May 16, 2014, the provisional approval status of the Oikos University Vocational Nursing Program has been extended for the two-year period from May 16, 2014, through May 30, 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 Friday, June 6, 2014.

### 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.

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

**Notice of Continuation of Provisional Approval Status**

May 27, 2014

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Program pass rates of the Oikos University Vocational Nursing Program for the past fourteen quarters are set forth in the following table.

| NCLLEX-RN® Licensure Examination Data |              |          |          |                                   |                                  |   |  |
|---------------------------------------|--------------|----------|----------|-----------------------------------|----------------------------------|---|--|
| Quarterly Statistics                  |              |          |          | Annual Statistics*                |                                  |   |  |
| Quarter                               | # Candidates | # Passed | % Passed | State Average Quarterly Pass Rate | Program Average Annual Pass Rate | State Average Annual Pass Rate (IGRR \$2530/11) | Variance From State Annual Average Pass Rate |
| Oct-Dec 2010                          | 11           | 7        | 64%      | 77%                               | 58%                              | 76%   | -18  |
| Jan-Mar 2011                          | 4            | 1        | 25%      | 80%                               | 52%                              | 77%   | -25  |
| Apr-Jun 2011                          | 7            | 3        | 43%      | 71%                               | 52%                              | 76%   | -24  |
| Jul-Sep 2011                          | 2            | 0        | 0%       | 74%                               | 48%                              | 76%   | -30  |
| Oct-Dec 2011                          | 4            | 3        | 75%      | 74%                               | 41%                              | 76%   | -34  |
| Jan-Mar 2012                          | 2            | 1        | 50%      | 77%                               | 47%                              | 74%   | -27  |
| Apr-Jun 2012                          | 1            | 0        | 0%       | 72%                               | 44%                              | 74%   | -30  |
| Jul-Sep 2012                          | 3            | 2        | 67%      | 74%                               | 60%                              | 74%   | -14  |
| Oct-Dec 2012                          | 5            | 3        | 60%      | 70%                               | 55%                              | 74%   | -19  |
| Jan-Mar 2013                          | 5            | 4        | 80%      | 75%                               | 64%                              | 73%   | -9   |
| Apr-Jun 2013                          | 2            | 0        | 0%       | 78%                               | 60%                              | 73%   | -13  |
| Jul-Sep 2013                          | 3            | 3        | 100%     | 75%                               | 67%                              | 74%   | -7   |
| Oct-Dec 2013                          | 2            | 1        | 50%      | 76%                               | 67%                              | 76%   | -9   |
| Jan-Mar 2014                          | 2            | 2        | 100%     | 74%                               | 67%                              | 76%   | -9   |

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

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

**REQUIRED CORRECTION(S)**

1. The program is required to admit no additional students unless approved by the full Board.
2. The program is required to submit a follow-up report in 9 months, but no later than February 1, 2015 and in 21 months, but no later than February 1, 2016. Each report must include a review of the comprehensive analysis submitted by the program including the effect of employed interventions and identification of revisions required to the program's plan of correction, and a timeline for implementation.
3. Failure to show progress shall constitute cause for revocation of provisional approval.

**Notice of Continuation of Provisional Approval Status**

May 27, 2014

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4. The program is required to bring its average annual pass rate to no more than ten (10) percentage points below the State average annual pass rate.
5. The program is required 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. The program is required 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. The program will be placed on the May 2016 Board agenda for reconsideration of provisional approval.

**FUTURE BOARD ACTION**

Your program will be placed on the May 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 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: 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 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](http://www.bvnpt.ca.gov).

**Notice of Continuation of Provisional Approval Status**

May 27, 2014

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

Sincerely,

A handwritten signature in black ink, appearing to read "Teresa Bello-Jones", written over a circular stamp or seal.

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

Executive Officer

Enclosures

cc: Board Members

TBJ:sc



## 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.

# Agenda Item #12.A.6., Attachment C

## Summary of the Oikos University Vocational Nursing Program 2015 Comprehensive Analysis

On February 9, 2015, the program electronically submitted the required comprehensive analysis. A summary of the document is presented, below, and analysis and concerns are noted in *Italics*.

- Admission Criteria –  
Described as “strict.” Policy was attached by the program.
- Screening and Selection Criteria –  
Entrance testing and interview by director or designee.
- Terminal Objectives –  
Copy attached. Program describes introduction to students at the beginning of the program and that faculty are encouraged to integrate the content in classes.
- Curriculum Objectives, Instructional Plan, and Lesson Plans –  
New curriculum adopted with class admission April 2013. Described as “more integrated.” Course of study is four (4) days per week, 15 week semesters, and four (4) semesters.  
Less remediation of exams is required now and faculty are utilizing lesson plans.  
The program is searching for new clinical sites.  
The plan was to revise part of the curriculum in time for consideration of a request at the May 2015 meeting.  
*Note: The curriculum revision was approved on July 27, 2015.*
- Theory and Clinical Objectives for Each Course –  
Clinical Objectives attached by the program.
- Textbooks –  
Students are issued newest editions.  
New pharmacology text began with most recent admission.
- Attendance and Remediation Policies –  
No changes made since May 2012.  
*Note: Documents attached by program include fee schedule for remediation examinations.*
- Evaluations of Theory and Clinical Faculty –

*Note: While the program addressed evaluation **by** students and provided examples of forms, the program did not address evaluation by program administration.*

➤ Evaluation of Theory Presentations –

*Note: As stated above, while the program addressed evaluation by students and provided examples of forms, the program did not address evaluation by program administration. Further, the program statement, "They do not see the building of one course on another ..." conflicts with statements made in the section, above, where the program stated that faculty reported students did recognize the building of one course on another.*

➤ Evaluations of Clinical Rotations and Their Correlation to Theory Presentations –

The program described student evaluation of clinical rotations and provided a form in the attachments.

*Note: While student evaluation of all programmatic aspects is vital, it is equally vital that program faculty and administration address evaluation of clinical rotations, facilities, and correlation with theory. This was not addressed by the program.*

➤ Evaluation of Student Achievement –

The program addressed student GPAs and available NCLEX-PN® data.

The class that graduated in August 2014 was the first group required to take and pass a comprehensive exit/predictor examination.

*Note: Identifying data related to GPA and licensure examinations have been removed by Board staff.*

➤ Current Enrollment –

The program addressed challenges in not yet having federal financial aid.

*Note: Identifying enrollment data has been removed by Board staff.*



**OIKOS UNIVERSITY** (US04008100)  
**School of Nursing**

7850 Edgewater Dr., Oakland, CA 94621 • Ph (510) 639-7557 • Fax (510) 639-7810

February 1, 2016

**Introduction:**

Since the last Follow-Up Report (sent to the BVNPT on February 15, 2015) Oikos University has had two actively enrolled groups we call Cohort 8 and Cohort 9.

Cohort 8 (started on June 16, 2014) with two students enrolled in the class and graduated on October 17, 2015 with only one student. The second student failed to keep up with required attendance and coursework in both Theory and Clinicals, and has received an "Incomplete" grade. It is expected this student will complete all required coursework and be in attendance in Theory and Clinicals with Cohort 9 which started on January 11, 2016, and will graduate with them on May 13, 2017. Cohort 9 is the third class to use our updated curriculum (approved 02/2013).

As stated in the previous Report, Oikos University was unable to recruit more students for Cohort 8. This was mainly due to TRACS (Transnational Association of Christian Colleges & Schools) in-process application for Oikos University seeking accreditation. TRACS has requested more follow-up and the University is still attempting to gain full accreditation. This meant our applicants were not yet eligible for Federal Financial Aid Programs, so prospective nursing students are continuing to find it difficult to afford their classes. Oikos continues working to meet accreditation requirements.

Cohort 9 started on January 11, 2016 with six students, as approved at the November, 2015 BVNPT Board Meeting. These students will graduate on May 13, 2017.

**Admission and Selection Criteria:**

The University continues to conduct interviews with prospective students prior to their acceptance into the Program. These meetings are led by the Director of the Program or a designee. During the interview each candidate is asked about their expectations for successfully passing the Program, nursing experiences, workload issues, language difficulties, transportation arrangements, or anything else which might impact their success in the Program. If any issues become evident, they are addressed with the applicant at the time of the interview. Some students do need to work, but feel they can accomplish both due to Clinical and Theory classes being conducted only four days a week instead of 5 days, as in other area schools. Most had no significant language or transportation problems potentially affecting their studying or learning capabilities. **(Addendum D: Admission and Selection Criteria).**

Oikos University School of Nursing continues to employ a strict admission policy, following BVNPT established criteria. None of the students in either Cohort 8 or 9 have verbalized difficulty submitting to this policy. The School uses an entrance exam modeled after the C-Net Exam. Students have to pass a three-hour, timed exam which includes, 1) Quantitative Reasoning; 2) English Language Skills; 3) Reading Comprehension & Critical Thinking. Each of the three sections must be passed with a score of 50% or higher. **(Addendum E: Pre-nursing Exam Summary).**

**Terminal Objectives & Mission Statement:**

Oikos University has not made any changes to the Terminal Objectives since the last update curriculum (approved 02/2013). A copy of the Terminal Objectives is given to each student during Orientation as part of the Vocational Nursing Student Handbook. All students are required to read and sign an acknowledgement of having received a copy of these objectives. Also, during Orientation, the Terminal Objectives are read aloud, discussion is encouraged to promote understanding, and followed by a question and answer session.

Faculty are encouraged to incorporate within their lectures and lessons, the values and objectives of the School Mission Statement, of becoming role models and advocates for the communities in which they live and work. Emphasis is placed on students becoming licensed nurses and the importance of following the guidelines of this profession. **(Addendum F: Terminal Objectives & Mission Statement)**

#### **Curriculum Objectives, Instructional Plan, and Lesson Plans:**

Oikos University continues using the updated curriculum (adopted prior to admitting Cohort 7, in April 2013). The curriculum stipulates theory and clinicals only 4 days per week; 2 days of theory and 2 days of clinical each week. The curriculum is divided into 4 Terms with Medical-Surgical Nursing divided between 2 terms. All terms are 15 weeks in duration. In addition, students are given one to two weeks between terms to help with recuperating from studying and allowing them to revitalize before they start their next term.

The current curriculum is more integrated than the previous one (prior to 2013). For example, Medical Terminology and Basic Anatomy & Physiology are introduced along with Fundamentals during Term 1, and then integrated throughout the remaining terms also. Pharmacology Basics are introduced at the end of Term 1, then Pharmacology is studied more deeply in all subsequent courses throughout the remainder of the Program. In the past, students felt the Program was unorganized, except for Term 2 (Medical-Surgical Nursing). The faculty and administration are finding more students are able to pass tests on their first attempt, rather than having to remediate. Therefore, it appears the new curriculum has decreased remediation of exams (when students do not obtain a grade of 75% or greater). Faculty have spent less time making re-exams and have more time to assist the students' learning process through lecture, demonstration, oral presentation, composing simulation scenarios, and other duties. Administration has spent less time in proctoring remediation exams, and can then spend more time in recruitment, addressing students' needs, answering questions, and interacting with clinical facilities.

Oikos' faculty continue to follow the curriculum Objectives and Instructional Plan. Prior to the start of each course, they are required to review both and write their Lesson Plans and Course Syllabi in accordance with the School's VN Instructional Plan. Students have verbalized during course evaluations the syllabi are helpful in preparation for lecture, skills lab, and in review for test-taking. Faculty have stated the Lesson Plans assist them with lecture and skills lab. In addition, they help keeping everyone on track.

Oikos University has been actively searching for new clinical sites which will meet the new curriculum's objectives. It was noted by our assigned NEC that the objectives in OB/GYN (approved in 2012 by the BVNPT) and found in Term Four were not consistent with proposed clinical facilities, as written. The NEC felt we needed to revise this part of the curriculum. The School, in collaboration with the NEC and with several revisions, finally obtained approval in July, 2015 on the changes in these Objectives. The adoption was made in time for Cohort 8 to utilize them in their Obstetrics and Pediatrics Clinicals.

#### **Theory and Clinical Objectives for Each Course:**

Oikos University has included the Theory and Clinical Objectives in the Instructional Plan by Term and in the Lesson Plans for each course. As stated before, faculty address each. The Program does require Theory, Clinical, and Skills Lab faculty to track attendance each day for each student. An example of Clinical Performance Objectives for each term is included as **(Addendum H: Clinical Objectives Terms 1 - 4)**.

#### **Textbooks:**

Textbooks are continually updated and publishers send us copies of the latest versions when they are published. Oikos University reviews these, and then use the latest version when a new class begins. Instructional Plans and Lesson Plans are updated by faculty when a new cohort starts. Students are issued newest editions available at the beginning of their course of study.

Since the last Follow-Up Report (February, 2015) and starting with Cohort 8, the Pharmacology textbook was changed. The reason was due to the previously adopted textbook being too complex for the students. Since the newly adopted Pharmacology textbook, Faculty and Administration have noted student's exam scores increased. Also, Faculty have verbalized the textbook is better in that it is more organized and succinct for the students.

With Cohort 9, which started January, 2016, we began using the newest version (7<sup>th</sup> edition) of our Fundamentals textbook. Faculty have had to change their Lesson Plans and exams to be in compliance with the newer edition. **(Addendum J: Textbooks).**

#### **Attendance and Remediation Criteria:**

The VN School of Nursing continues to employ a strict attendance and remediation policies, following BVNPT established criteria. Students are given a copy the Attendance and Remediation Policies as part of the Student Handbook, during Orientation. They are required to sign an acknowledgement of having received a copy of both. None of the students in either Cohort 8 or the new class, Cohort 9, have verbalized any difficulty submitting to these policies.

No changes have been made since both policies were updated prior to the May 11, 2012 Board Meeting. No faculty or students have had any comments or suggested any changes be made to either policy.

**(Addendum K: Attendance Policy & Addendum L: Remediation Policy)**

#### **Evaluation of Theory and Course Faculty:**

Cohort 8 students generally rated each of the Theory classes within the curriculum as "Agree" to "Strongly Agree". The student had no comments about Theory or Clinical Faculty. There has been no disagreement about Faculty and their practices. Only comments verbalized have been positive.

Cohort 9 has just begun the Program and the School will be open to any comments stated by the students about Theory or Clinical Faculty. **(Addendum M: Evaluation of Faculty by Students).**

#### **Evaluations of Course by Students:**

Cohort 8 students generally rated each of the Theory classes within the curriculum as "Agree" to "Strongly Agree". There was a comment made by the student about date changes on the Master Theory and Clinical Schedule. It was found to be in compliant with the number of hours required to complete for Medical-Surgical Nursing in Term Three Clinicals; two days needed to be added to the schedule. This happened when the VN School followed the University schedule and gave certain national holidays off to the students. Instead of having the students have a two week break between Term Three and Term Four, it was decided to only have one week off and make up the two needed days of Clinical the following week.

Another comment was made by a student that the textbooks are not all up to date. As stated under Textbooks, the Oikos University constantly works with the publishers to keep up-to-date. Also, faculty have mentioned students are beginning to recognize the building of one course on another and the importance of coordinating teaching of Theory and Skills prior to doing actual patient / client care. The School's Faculty and Administration feel addressing all of these issues is occurring with the updated curriculum.

Cohort 9 began their studies in January, 2016. The University will continue to follow their progress and comments about the courses and curriculum. **(Addendum N: Evaluation of Course by Student)**

#### **Evaluation of Clinical Rotations and Their Correlation to Theory Presentations:**

Cohort 8 students have verbalized their desire to stay at only one facility for Clinicals. They voiced, "We like the staff" and it is closer to our homes. The School has heard these students' complaints, but feel they need to work with staff from different facilities to see different patient settings and learn to work with varying staff. In addition, as mentioned above, the updated curriculum addresses this issue with integration of Theory, Skills Lab, and Clinicals.

The Program evaluations allow students to evaluate Clinical sites for effectiveness. Most of the ratings were from "Good" to "Excellent". Comments included types of activities contributing to students' learning. Most of the students' comments definitely matched what was taught in Theory, what was practiced in Skills Lab, and then, what was seen and practiced in the Clinical Settings. Examples were med pass, documentation, and assessment of vital signs, NG tube feedings, and more.

Cohort 9 have not begun their Clinical rotations. The University will follow their progress and will be open to any comments made by the students and faculty. **(Addendum O: Student Evaluation of Clinical Setting).**

**Evaluation of Student Achievement - GPA:**

Cohort 8 had one student graduate on October 17, 2015 with an average GPA of 3.0. The second student received an Incomplete and is expected to complete all required coursework with Cohort 9, and graduate with them on May 13, 2017

Cohort 9 has just started in January, 2016 and there are no data to report on student achievement, as yet. **(Addendum P: Student Achievement - GPA).**

**Student NCLEX Pass Rate:**

Cohort 7 had all 6 students, who graduated on August 23, 2014, pass the NCLEX-PN on their first attempt. Two of the six students are currently taking BSN Courses in Southern California and Georgia. The other four students are employed as Licensed Vocational Nurses in the State of California.

Cohort 7 was the first group of students required to take and pass the ATI Comprehensive Review as an exit-exam and pass with a score of 85% or higher before Oikos University would issue their Certificate of Completion. They took the online comprehensive exam in late August through mid-October, 2014. Four students out of six passed on their first try. Two students were required to retake the Review, having their scores below passing rate of 85% on the 1<sup>st</sup> take. Their scores improved to 85% or better on the 2<sup>nd</sup> attempt. The ATI Comprehensive Review predicts probability of student pass or fail on NCLEX-PN first-time. The Cohort 7 ATI Comprehensive Review Test results were from 97% to 99% predictors.

Students usually attend our NCLEX Review Course to be conducted during the week following the conclusion of their Vocational Nursing Program classes. This course is also open to all alumni who have not yet taken or passed the NCLEX-PN. However, due to the number of students, only one, the Review Class was not held in 2015.

Cohort 8 had one student graduate on October 17, 2015, who has not yet taken the NCLEX-PN Exam and cannot be employed as an LVN. Cohort 8's one student had difficulty passing the ATI Predictor Test with at least an 85% (which translates to 97% pass rate predictor), and took the Exam five times. Each time the student remediated with the Director of the Program, until [redacted] was able to meet Graduation Requirements. [redacted] student & has returned to [redacted] where [redacted] is preparing to take [redacted] NCLEX-PN. [redacted] plans to study to become an RN in [redacted] before returning to the US with [redacted] Green Card (in process currently).

Cohort 9 has just started their Program in January, 2016 and there are no data available to report. **(Addendum Q: Student NCLEX Pass rate Data).**

**Current Enrollment:**

There is one class of six students which started January 11, 2016 currently attending Oikos University School of Nursing. They will be graduating May 13, 2017. **(Addendum R: Current Enrollment)**

**Summary:**

Oikos University has been consistently striving to improve our teaching and testing methods for the better educational outcome of our students.

Oikos University Vocational Nursing Program is looking forward to adding more clinical facilities and becoming fully accredited, so our students will be eligible for the Federal Financial Aid Programs and we can conduct somewhat larger classes with BVNPT approval. These growth potentials will open more opportunities for our future students and enable Oikos to contribute to the community need for more qualified nurses.



**Ellen Cervellon, RNC, MSN**  
VN Program Director  
Oikos University (US04008100)  
7850 Edgewater Dr.  
Oakland, CA 94621  
[REDACTED] Cell

## **Oikos University Follow-up Analysis**

**February 1, 2016**

### **REDACTIONS by Board Staff**

- Addendum A: Faculty List
- Addendum B: Facility List
- Addendum C: Clinical Placements with Faculty Names



**OIKOS UNIVERSITY** (US04008100)  
**School of Nursing**

7850 Edgewater Dr., Oakland, CA 94621 / Tel. (510) 639-7557 Fax. (510) 639-7810

**(ADDENDUM D)**  
**ADMISSIONS CRITERIA**

**Vocational Nursing Program Requirements**

Applicant must meet all requirements before acceptance into the Vocational Nursing Program.

ALL documentation must be submitted before attending the first day of class.

1. Applicant must be 17 years or older by graduation from the VN Program
2. Satisfactory completion of 12<sup>th</sup> grade high school or equivalent (GED).  
Official Transcripts or Nursing office copied of Original Diploma must be submitted  
***\*If applicant graduated high school from a foreign country, must submit an Official Evaluation to Oikos (ask Admissions Office for special forms)***
3. Completion of Application Form
4. Pass the Pre-Nursing Assessment Test given on campus
  - Must have score of 50% or greater in each of 3 areas (reading, math, English)
  - May re-take any portion of the exam 2 times / class admission attempt (@ \$10/section)
5. Government Issued Identification (must include picture ID)
6. Social Security Card
7. Submit Health Requirements:
  - Physical Examination (within past 2 years)
  - Tuberculosis Skin Test (PPD) - every 12 months, if negative  
(If positive, chest X-ray required within 5 years)
  - Titers / Immunization verification
    1. Measles
    2. Rubella
    3. Varicella
    4. Hepatitis B
  - Flu shot (as season & facility require)

(If unsure of your immunization status, consult your private physician / County Health Dept.)
8. Current CPR certification (valid throughout program)
9. Health Insurance – strongly recommended
10. Three letters of recommendation
  - People who have known you professionally for more than 1 yr - no relatives
11. Interview with VN Program Director / Program Co-Ordinator / designee
12. To receive credit for previous education or experience in healthcare field, student must provide
  - Official Transcripts
  - Course Description from college previously attended (with course hours & units)  
(must be within last 5 years)
  - Submit Credit Granting Form
13. Computer with Internet access at home.

**Oikos University (US04008100)**  
**(ADDENDUM E)**

**PRE-NURSING ASSESSMENT TEST - VN**  
**Description of Test**

The Total test consists of 150 items and requires three hours to complete. The three major areas of the test are:

- A. Reading Comprehension/Reasoning Ability - 40 questions (1 hour)
- B. Numerical Ability - 50 questions (1 hour)
- C. Language Ability (grammar, spelling, vocabulary) - 60 questions (1 hour)

**I. Reading Comprehension/Reasoning Ability.**

The content and reading level of applied-science reading passages are similar to those found in PN textbooks. Topics of passages include nutrition, infection, safety, child abuse, exercise, etc. There are two diagnostic scores:

**A. Reading comprehension -20 items.**

1. Identify main ideas.
2. Understand / comprehend details.

**B. Reasoning ability -20 items.**

1. Recognize unstated assumptions.
2. Distinguish facts from opinions.
3. Determine strong and weak points of an argument.
4. Evaluate the importance of arguments and ideas.
5. Draw conclusions/inferences.
6. Apply information to another context or new situation.
7. Interpret (explain, tell meaning, re-state).

**II. Numerical Ability.**

There are three diagnostic scores:

**A. Basic operations with whole numbers (add, subtract, multiply, divide) - 10 items.**

**B. Fractions, percents, decimals (basic operations plus conversions of fractions to decimals & vice versa) - 20 items.**

**C. Using skills in applied situations, e.g., ratio & proportion, formulas & conversions. Formulas & conversions are provided for students who are asked to apply them in a situation - 20 items.**

**III. Language Ability.**

The questions involve common terms that are used frequently in nursing practice. There are three diagnostic scores:

**A. Antonyms and synonyms (synonyms in context) -20 items.**

**B. Spelling -20 items.**

**C. Grammar and usage (sentence correction) - 20 items.**

Score reports include a total score and sub-scores in the three major areas of the test.

**50% score for each test is required.**

*Note: In preparing yourself to take this exam, you can search on the internet for study guides to prepare for any of the following Pre-Nursing exams:*

TEAS  
HESI  
CPAT  
CNET

*All of these exams are geared to pre-nursing program entrance testing*



**OIKOS UNIVERSITY (US04008100)**  
**VOCATIONAL NURSING PROGRAM**

**(ADDENDUM F)**

**TERMINAL OBJECTIVES**

The Nursing Program, leading to the Associate of Science in Vocational Nursing degree, prepares students for the practice of nursing ministry in contemporary society. The following are our terminal objectives:

1. To graduate nurses, inspired with a sound philosophy of life through the integration of the school's philosophy and the ideals of the nursing profession.
2. To educate nurses through carefully coordinated program of theory, clinical practice, counseling and guidance. The graduate will:
  - a) Meet the requirements for licensure.
  - b) Function efficiently in a beginning staff position in a hospital or other health agency.
  - c) Use mature judgment and analytical thought in performing nursing activities.
  - d) Be conscientious in applying nursing skills to the health needs of mankind, regardless of race, color, gender, creed, or economic status.
  - e) Be capable of self-direction and strive for professional and personal improvement.
  - f) Have reached the educational level requisite for beginning advanced study in any field of nursing.
  - g) Provide safe, competent nursing care to clients of all ages, in a variety of health care settings.
  - h) Utilize the nursing process to meet the holistic needs of client and family.
  - i) Recognize each client as a unique individual with specific psychosocial, biophysical and spiritual needs.
  - j) Demonstrate leadership/supervisory skills under the direction of the R.N. in the health care setting.
  - k) Communicate effectively with other members of the health care team.
  - l) Apply principles of therapeutic communications when interacting with clients and family.
  - m) Provide holistic nursing care in a respectful, dignified manner.
  - n) Identify environmental, cultural and social factors that contribute to health and disease.
  - o) Apply knowledge of the legal and ethical responsibilities of the nurse when providing nursing care to clients.
  - p) Participate in client and family education.

**MISSION STATEMENT:** To educate qualified students for entry into the practice of vocational nursing in a variety of health care settings and to provide a foundation for furthering nursing education. Our mission is implemented by faculty committed to ensuring a high level of competence in our graduates. This mission is accomplished by attaining five objectives:

- The program prepares students to qualify for the National Council Licensure Examination. (NCLEX)
- The students will be able to identify the function and scope of practice of vocational nurse.
- Students will be able to use the nursing process to care for patients and to teach the maintenance of health and the prevention of disease.
- The program prepares students to recognize and apply the fundamental principles of human behavior positively and effectively.
- Students learn to recognize the health field as a dynamic social force in a changing and complex society.

# Oikos University (US04008100)

## (ADDENDUM G)

### GROUP 9

(01/11/2016 - 05/06/2017)

#### 2016

| S                | M  | T  | W  | T  | F  | S  | S               | M  | T  | W  | T  | F  | S  | S               | M  | T  | W  | T  | F  | S  | S               | M  | T  | W  | T  | F  | S  |   |   |
|------------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|---|---|
| <b>JANUARY</b>   |    |    |    |    |    |    | <b>FEBRUARY</b> |    |    |    |    |    |    | <b>MARCH</b>    |    |    |    |    |    |    | <b>APRIL</b>    |    |    |    |    |    |    |   |   |
|                  |    |    |    |    | 1  | 2  |                 |    | 1  | 2  | 3  | 4  | 5  | 6               |    |    | 1  | 2  | 3  | 4  | 5               |    |    |    |    |    | 1  | 2 |   |
| 3                | 4  | 5  | 6  | 7  | 8  | 9  | 7               | 8  | 9  | 10 | 11 | 12 | 13 | 6               | 7  | 8  | 9  | 10 | 11 | 12 | 3               | 4  | 5  | 6  | 7  | 8  | 9  |   |   |
| 10               | 11 | 12 | 13 | 14 | 15 | 16 | 14              | 15 | 16 | 17 | 18 | 19 | 20 | 13              | 14 | 15 | 16 | 17 | 18 | 19 | 10              | 11 | 12 | 13 | 14 | 15 | 16 |   |   |
| 17               | 18 | 19 | 20 | 21 | 22 | 23 | 21              | 22 | 23 | 24 | 25 | 26 | 27 | 20              | 21 | 22 | 23 | 24 | 25 | 26 | 17              | 18 | 19 | 20 | 21 | 22 | 23 |   |   |
| 24               | 25 | 26 | 27 | 28 | 29 | 30 | 28              | 29 | 27 | 28 | 29 | 30 | 31 | 24              | 25 | 26 | 27 | 28 | 29 | 30 | 24              | 25 | 26 | 27 | 28 | 29 | 30 |   |   |
| 31               |    |    |    |    |    |    |                 |    |    |    |    |    |    |                 |    |    |    |    |    |    |                 |    |    |    |    |    |    |   |   |
| <b>MAY</b>       |    |    |    |    |    |    | <b>JUNE</b>     |    |    |    |    |    |    | <b>JULY</b>     |    |    |    |    |    |    | <b>AUGUST</b>   |    |    |    |    |    |    |   |   |
| 1                | 2  | 3  | 4  | 5  | 6  | 7  | 5               | 6  | 7  | 8  | 9  | 10 | 11 | 3               | 4  | 5  | 6  | 7  | 8  | 9  |                 |    | 1  | 2  | 3  | 4  | 5  | 6 |   |
| 8                | 9  | 10 | 11 | 12 | 13 | 14 | 12              | 13 | 14 | 15 | 16 | 17 | 18 | 10              | 11 | 12 | 13 | 14 | 15 | 16 | 7               | 8  | 9  | 10 | 11 | 12 | 13 |   |   |
| 15               | 16 | 17 | 18 | 19 | 20 | 21 | 19              | 20 | 21 | 22 | 23 | 24 | 25 | 17              | 18 | 19 | 20 | 21 | 22 | 23 | 14              | 15 | 16 | 17 | 18 | 19 | 20 |   |   |
| 22               | 23 | 24 | 25 | 26 | 27 | 28 | 26              | 27 | 28 | 29 | 30 | 24 | 25 | 26              | 27 | 28 | 29 | 30 | 21 | 22 | 23              | 24 | 25 | 26 | 27 |    |    |   |   |
| 29               | 30 | 31 |    |    |    |    |                 |    |    |    |    |    | 31 |                 |    |    |    |    |    | 28 | 29              | 30 | 31 |    |    |    |    |   |   |
| <b>SEPTEMBER</b> |    |    |    |    |    |    | <b>OCTOBER</b>  |    |    |    |    |    |    | <b>NOVEMBER</b> |    |    |    |    |    |    | <b>DECEMBER</b> |    |    |    |    |    |    |   |   |
|                  |    |    |    |    | 1  | 2  | 3               | 2  | 3  | 4  | 5  | 6  | 7  | 8               |    |    | 1  | 2  | 3  | 4  | 5               |    |    |    |    |    | 1  | 2 | 3 |
| 4                | 5  | 6  | 7  | 8  | 9  | 10 | 9               | 10 | 11 | 12 | 13 | 14 | 15 | 6               | 7  | 8  | 9  | 10 | 11 | 12 | 4               | 5  | 6  | 7  | 8  | 9  | 10 |   |   |
| 11               | 12 | 13 | 14 | 15 | 16 | 17 | 16              | 17 | 18 | 19 | 20 | 21 | 22 | 13              | 14 | 15 | 16 | 17 | 18 | 19 | 11              | 12 | 13 | 14 | 15 | 16 | 17 |   |   |
| 18               | 19 | 20 | 21 | 22 | 23 | 24 | 23              | 24 | 25 | 26 | 27 | 28 | 29 | 20              | 21 | 22 | 23 | 24 | 25 | 26 | 18              | 19 | 20 | 21 | 22 | 23 | 24 |   |   |
| 25               | 26 | 27 | 28 | 29 | 30 | 30 | 31              | 27 | 28 | 29 | 30 |    |    |                 |    |    |    | 25 | 26 | 27 | 28              | 29 | 30 | 31 |    |    |    |   |   |

#### 2017

| S              | M  | T  | W  | T  | F  | S  | S               | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
|----------------|----|----|----|----|----|----|-----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| <b>JANUARY</b> |    |    |    |    |    |    | <b>FEBRUARY</b> |    |    |    |    |    |    | <b>MARCH</b> |    |    |    |    |    |    | <b>APRIL</b> |    |    |    |    |    |    |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |                 |    |    |    |    | 3  | 4  |              |    |    |    |    | 3  | 4  | 2            |    |    |    |    | 7  | 8  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 | 5               | 6  | 7  | 8  | 9  | 10 | 11 | 5            | 6  | 7  | 8  | 9  | 10 | 11 | 9            | 10 | 11 | 12 | 13 | 14 | 15 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 | 12              | 13 | 14 | 15 | 16 | 17 | 18 | 12           | 13 | 14 | 15 | 16 | 17 | 18 | 16           | 17 | 18 | 19 | 20 | 21 | 22 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 | 19              | 20 | 21 | 22 | 23 | 24 | 25 | 19           | 20 | 21 | 22 | 23 | 24 | 25 | 23           | 24 | 25 | 26 | 27 | 28 | 29 |
| 29             | 30 | 31 | 26 | 27 | 28 | 26 | 27              | 28 | 29 | 30 | 31 | 30 | 30 |              |    |    |    |    |    |    |              |    |    |    |    |    |    |
| <b>MAY</b>     |    |    |    |    |    |    |                 |    |    |    |    |    |    |              |    |    |    |    |    |    |              |    |    |    |    |    |    |
|                |    |    |    |    |    | 6  |                 |    |    |    |    |    |    |              |    |    |    |    |    |    |              |    |    |    |    |    |    |
| 7              | 8  | 9  | 10 | 11 | 12 | 13 |                 |    |    |    |    |    |    |              |    |    |    |    |    |    |              |    |    |    |    |    |    |
| 14             | 15 | 16 | 17 | 18 | 19 | 20 |                 |    |    |    |    |    |    |              |    |    |    |    |    |    |              |    |    |    |    |    |    |
| 21             | 22 | 23 | 24 | 25 | 26 | 27 |                 |    |    |    |    |    |    |              |    |    |    |    |    |    |              |    |    |    |    |    |    |
| 28             | 29 | 30 | 31 |    |    |    |                 |    |    |    |    |    |    |              |    |    |    |    |    |    |              |    |    |    |    |    |    |

- Jan 11** Term 1 Begins
- Jan 18 MLK Day
- Feb 15 Presidents' Day
- Apr 26** Term 1 Ends
- Apr 27-May 3 Term Break
- May 4** Term 2 Begins
- May 30 Memorial Day
- July 4 Independence Day
- Aug 18** Term 2 Ends
- Aug 22-25 Term Break
- Aug 29** Term 3 Begins
- Sept 5 Labor Day
- Nov 24 Thanksgiving Day
- Dec 14** Term 3 Ends
- Dec 15-Jan 2 Term Break
- Jan 3** Term 4 Begins
- Jan 16 MLK Day
- Feb 13 Presidents' Day
- Apr 27** Term 4 Ends
- May 1-5** NCLEX REVIEW
- May 6 GRADUATION



**OIKOS UNIVERSITY** (US04008100)  
**School of Nursing**

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**(ADDENDUM H)**

VOCATIONAL NURSING PROGRAM - CLINICAL OBJECTIVES  
TERM 1

Upon completion of the clinical rotation in the Skilled Nursing Facility / Clinic and/or Skills Lab, the student will have met the following clinical objectives:

1. Demonstrate ability to plan and provide basic patient care to assigned adult and older adult patients including
  - Head-to-toe assessment and neurological assessment
  - Bathing, oral hygiene, skin care
  - Bedmaking
  - Positioning and ROM
  - Ambulation (self, walker, wheelchair, cane, gait belt)
  - Feeding (oral / tube)
  - Vital signs
  - Pain assessment
  - Documentation
  - Preparation of patients for tests
  - Post-mortem care (if available)
2. Demonstrate knowledge and practice of environmental and patient safety including:
  - Medical asepsis and surgical asepsis
  - Infection control
  - Use of Safety Reminder Devices and slide rails
3. Demonstrate ability to competently perform nursing procedures to assigned patients including:
  - Specimen collection (stool, sputum, urine)
  - Basic wound care
  - Dressing changes
  - Urinary catheterization and catheter care
  - Nasogastric tube insertion/irrigation
  - Oxygen administration
  - Suctioning
  - SMBG devices
4. Demonstrate ability to complete medication history on assigned patient.
5. Demonstrate use of the nursing process and ability to utilize critical thinking and problem solving skills.
6. Demonstrate effective communication skills with patients and families, staff and co-workers.
7. Demonstrate knowledge of cultural, ethnic, and religious aspects affecting patient care.
8. Demonstrate knowledge of legal and ethical responsibilities.



# OIKOS UNIVERSITY 04-081

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### VOCATIONAL NURSING PROGRAM - MEDICAL-SURGICAL CLINICAL OBJECTIVES TERMS 2 & 3

Upon completion of the clinical rotation in the Skilled Nursing Facility / Acute Care Facility / Clinic and / or Skills Lab, student will have met the following clinical objectives:

1. Demonstrate ability to competently perform the nursing skills learned during the prior quarter and maintain continued proficiency in those objectives.
2. Demonstrate ability on assigned adult or older adult patients to perform head-to-toe physical and neurological assessments, pain assessments, and plan and provide care with identification of actual and potential problems and appropriate nursing interventions and evaluations with incorporation of cultural, ethnic, or / and religious aspects affecting care.
3. Demonstrate ability to identify nursing intervention relevant to the psychosocial concerns of assigned patients.
4. Demonstrate ability to complete ordered procedures as previously taught on assigned patients.
5. Demonstrate ability to identify appropriate nursing intervention associated with each assigned patient's diagnosis and medical condition for various body system disorders.
6. Demonstrate knowledge of causes, assessment data, nursing diagnosis, nursing interventions, and criteria for evaluating effectiveness of nursing management of patients.
7. Demonstrate knowledge of each assigned patient's ordered medication including drug category, route of administration, actions, and common adverse side effects.
8. Demonstrate competency in administration and documentation of assigned patient's ordered medication including timely and accurate administration, and observation of patient's responses and reactions to medication.
9. Demonstrate responsibilities of the vocational nurse in administration and documentation of controlled substances such as narcotics and sedatives.
10. Demonstrate advancing nursing skill competencies.
11. Demonstrate advanced critical thinking and problem solving skills in the application of the nursing process.
12. Demonstrate ability to develop teaching plans for assigned patients and effectively adapt teaching methodologies appropriate for assigned patient's age, culture, and diagnosis.
13. Demonstrate effective communication skills with patients / families who have hearing, visual, and / or speech impairments.
14. Demonstrate ability to participate in post-conference group assigned case studies.



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### VOCATIONAL NURSING PROGRAM - CLINICAL OBJECTIVES

#### TERM 4

#### LEADERSHIP & SUPERVISION and SPECIALTIES

Upon completion of the clinical rotation in the Skilled Nursing Facility / Acute Care Facility / Clinic, student will have met the following clinical objectives:

1. Demonstrate ability to competently perform the nursing skills learned during the prior quarters and maintain continued proficiency in those objectives.
2. Demonstrate ability to competently perform the nursing skills presented during the Leadership & Supervision and Specialties portion of this semester.
3. Demonstrate advance nursing skill competencies.
4. Observe / assist with discharge planning.
5. Demonstrate knowledge of effective leadership strategies
6. Demonstrate proficiency of team leader responsibilities:
  - Patient assignment
  - Break / meal assignment
  - Supervision of team members
  - Receiving / giving end-of-shift-report
  - Observation of charge nurse duties
7. Demonstrate proficiency of team member responsibilities:
  - Completion of patient care, medication administration, and treatments as assigned.
  - Observation of and completion of medication nurse and treatment nurse responsibilities.
8. Demonstrate ability on assigned adult or older adult patients to perform head-to-toe, neurological, and pain assessments, complete ordered procedures as previously taught, and plan and provide care with identification of actual and potential problems and appropriate nursing interventions associated with each assigned patient's diagnosis with incorporation of psychological, social, cultural, ethnic, or / and religious aspects affecting care.
9. Demonstrate ability to appropriately document patient care, head-to-toe, neurological, and pain assessment findings, completion of procedures, nursing care, interventions and evaluations on assigned patients.
10. Demonstrate knowledge of causes, assessment data, nursing diagnosis, nursing interventions, and criteria for evaluating effectiveness of nursing management of patients.
11. Demonstrate knowledge of each assigned patient's ordered medication including drug category, route of administration, actions, and common adverse side effects.
12. Demonstrate competency in administration and documentation of assigned patient's ordered medication including timely and accurate administration, observation of patient's responses and reactions to medication.
13. Demonstrate responsibilities of the vocational nurse in administration and documentation of controlled substances such as narcotics and sedatives.
14. Demonstrate advanced critical thinking and problem solving skills in the application of the nursing process.
15. Demonstrate ability to develop teaching plans for assigned patients and effectively adapt teaching methodologies appropriate for assigned patients' age, culture, and diagnosis.
16. Demonstrate ability to participate in post-conference group assigned case studies.





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**(ADDENDUM J)**

| <b>TEXTBOOKS</b>   |
|--|
| Davis's Drug Guide for Nurses, 13 <sup>th</sup> ed, Vallerand                                |
| Davis's Laboratory Diagnostic Tests /c Nursing Implications, 5 <sup>th</sup> ed, Van Leeuwen |
| Foundations of Nursing, 7 <sup>th</sup> ed, Cooper   |
| Foundations of Nursing (Study Guide), 7 <sup>th</sup> ed, Cooper                             |
| Introduction to Maternity & Pediatric Nursing, 6 <sup>th</sup> ed, Leifer                    |
| Introduction to Maternity & Pediatric Nursing (Workbook), 6 <sup>th</sup> ed, Leifer         |
| Language of Medicine, 10 <sup>th</sup> ed, Chabner   |
| LPN Notes, 3 <sup>rd</sup> ed, Myers   |
| Nursing Leadership, Management, & Professional Practice, 4 <sup>th</sup> ed, Anderson        |
| Basic Pharmacology for Nurses, 16 <sup>th</sup> ed, Clayton                                  |
| Basic Pharmacology for Nurses (Study Guide), 16 <sup>th</sup> ed, Clayton                    |
| Review for NCLEX-PN Examination, 4 <sup>th</sup> ed, Silvestri                               |
| Taber's Cyclopedic Medical Dictionary, 22 <sup>nd</sup> ed                                   |
| Understanding Medical-Surgical Nursing, 4 <sup>th</sup> ed, Williams                         |
| Understanding Medical-Surgical Nursing (Student Workbook), 4 <sup>th</sup> ed, Williams      |
|  |



OIKOS UNIVERSITY (US04008100)

VOCATIONAL NURSING PROGRAM

## (ADDENDUM K)

### ATTENDANCE POLICY

Attendance is an important aspect in a student's training. Regular attendance in all theory and clinical classes will assist the student in gaining the important skills and concepts which will make them a competent and safe nurse under the supervision of a licensed registered nurse in a healthcare setting to which they will be employed. Also, regular attendance will help prepare the beginning vocational nurse to pass the NCLEX-PN examination.

It is expected each student abide by the Attendance Policy for the full duration of each theory and clinical session. Also, every student is responsible to attend and be on time for **90% or greater** of all classes &/or sessions. Attendance will be taken at every class or session by the Instructor, and the actual records will be filed in the Nursing Office. Every student is expected to sign the Attendance Sheet. If the Attendance Sheet remains unsigned by the student, the student will be recorded as absent for the entire class / session.

At completion of the entire Program, the Program Director must verify completion of all attendance of every student graduating. In a Theory Class, a student must makeup all work as assigned by the instructor which was missed due to their absenteeism, whether excused or unexcused. In a Clinical session, a student is required to makeup up all missed time, hour-to-hour. **Hours missed less than an 8-hour shift must be made-up in a full 8-hour clinical day.** Failure to complete the required makeup times in either Theory or Clinical, or both, will prevent the student from graduating, and place the student in jeopardy of not obtaining permission from the Board of Vocational Nurses and Psychiatric Technicians (BVNPT) to sit for their licensing examination.

#### THEORY ABSENCES DURING TERM 1 THROUGH TERM 4

Theory absences will be monitored within each Term and enforced according to the following procedures:

1. A student is required to sign in on the Daily Class Attendance Sheet and in the presence of the instructor or staff office personal.
2. Failure to sign in on the Daily Class Attendance Sheet, will mean that the student was not present and they will be counted as absent.
3. Instructors will monitor a student's tardiness, absenteeism, and leaving early. Each student will be monitored at the start of class and after each break, and when the student actual leaves the class.
4. If a student is absent, tardy, or leaves early at any time during a Term, a record will be kept by personnel in the Nursing Office. This is considered the Official Record of Attendance for the student.
5. At the end of each Term, student absenteeism, tardiness, and leaving early from class in Theory & clinical will be determined. An opportunity will be given to the student to make up any clock hours as needed. Each Theory Instructor will be responsible for making and grading these assignments.
6. If a student does not agree with the calculated clock hours of attendance in a Theory class, they may, write a Letter of Protest to the Program Director. The clock hours of attendance will be re-considered and evaluated. The student will be notified of the final decision by the Program Director in writing.

Other excuses applying to students receiving Veteran's benefits are: (Cf, WAVES HANDBOOK The US Department of Veterans Affairs, P. 35)

- An illness or death in the student's immediate family (grandparent's, parent-in-law, mother, father, siblings, spouse, child).
- An unavoidable change in the student's conditions of employment.
- An unavoidable geographical transfer resulting from the student's employment.
- Immediate family / financial obligations beyond the control of the student requiring them to suspend pursuit of the education program in order to obtain employment.
- Unanticipated difficulties with childcare arrangements the student has made for the period during which they are attending Class / Clinicals.

An unexcused absence is defined as an absence not falling under any of the mitigating circumstances as explained above &/or incurred under a "no-call, no-show" circumstance. Such absences limit the student's ability to benefit from the instruction and complete the number of clock hours in Theory and Clinical Training successfully.

**Cutting classes/clinical, or returning late after a scheduled break is treated as an absence for the day.**

### **Excessive Absences**

Excessive absence is defined as more than 10% of the allotted time per course. Failure to maintain satisfactory attendance will place the student on **Attendance Probation**.

## **TARDINESS POLICY**

A student who arrives in Theory Class 15 minutes late based on the classroom clock is considered **Tardy**. A student who arrives in Clinical 15 minutes late based on the instructor's watch is considered **Tardy**.

In Theory Class, persistent tardiness, defined as tardiness of more than two times which exceeds 15 minutes each time, is considered an **Unexcused Absence**. Students are encouraged to join the class even if marked absent for the day, to maximize learning at the discretion of the instructor. However, accrued absences will be considered in determining **satisfactory attendance**.

In Clinical, persistent tardiness, defined as tardiness of more than two times which exceed 15 minutes each time, is considered an **Unexcused Absence**. The instructor will dismiss the student and mark them absent for the day **to be made up as a full day at the end of the Term**.

## **CLINICAL ABSENCES DURING TERM 1 THROUGH TERM 4**

Clinical absences will be monitored within each Term and enforced according to the following procedures:

1. A student is required to sign in on the Daily Class Attendance Sheet and in the presence of the instructor or staff office personal, if a Skills Class.
2. Failure to sign in on the Daily Class Attendance Sheet, will mean that the student was not present and they will be counted as absent.
3. A student who is absent is expected to call the University, School of Nursing ofc, at least one hour prior to the start of Clinical, and leave a message saying they will be unable to attend Clinical as assigned for the day. School personnel will call the Instructor and notify them of the student's absence.
4. Instructors in Clinical will monitor a student's tardiness, absenteeism, and leaving early. Each student will be monitored at the start of Clinical and after each break, and when the student actually leaves the facility.
5. If a student is absent, tardy, or leaves early at any time during a Clinical session in any Term, a record will be kept by personnel in the Nursing Office. This is considered the Official Record of Attendance for the student.
6. At the end of each Term, student absenteeism, tardiness, and leaving early from Clinical will be determined. An opportunity will be given to the student to make up any clock hours as needed. Clinical absent, late, or leaving early clock hours are made up in 8-hour shifts.
7. If a student does not agree with the calculated clock hours of attendance in a Clinical session, they may write a Letter of Protest to the Program Director. The clock hours of attendance will be evaluated and the student will be notified in writing of the final decision by the Program Director.

## **MAINTAINING SATISFACTORY ATTENDANCE DURING TERM 1 THROUGH TERM 4**

To maintain satisfactory attendance, students must be on time and present in Class / Clinical at least 90% of the required clock hours for each Theory Class / Clinical Training Session.

The following are the mitigating circumstances as decided upon a case-to-case basis by the VN Program Director or designee:

- As verified by a physician or licensed nurse practitioner, illness / injury affecting the student (infection, surgery, illness requiring home / hospital confinement, injury sustained from accident / work place, quarantine).
- Bereavement due to death in the immediate family (grandparents, parents-in-law, mother, father, siblings, spouse, child) —verifiable through a death certificate or the student's signed statement indicating the name, date of death, and relationship of the deceased to the student.
- Court appearance —jury duty / court summons submitted to the Nursing Office two weeks prior to the jury duty / court appearance.
- Military assignment—a copy of the military orders must be submitted to the nursing Office prior to the start of the assignment.
- Childbirth by the student or spouse of the student.



**OIKOS UNIVERSITY (US04008100)  
VOCATIONAL NURSING PROGRAM**

**(ADDENDUM L)  
REMEDIATION POLICY**

The purpose of the Remediation Policy is to increase retention of students in the Vocational Nursing Program by identifying students at risk of not completing the course successfully.

Individual student progress in the classroom and at the clinical site is evaluated through the use of written test instruments, classroom participation, and clinical competency and performance clinical objectives.

If nursing students fail to maintain required theory program grade averages &/or meet clinical performance objectives, they will be placed on Theory Probation &/or Clinical Probation and be required to participate in a remediation program. The remediation program consists of an individually developed remediation plan with the goal of assisting the student to remedy the deficiency and meet nursing program requirements.

Utilizing the Remediation Form (attached), areas requiring remediation and student weaknesses are identified, and short-term and long-term goals are developed along with an action plan and appropriate assignments to address the problem areas. Evaluation of student progress will occur at scheduled intervals accompanied by instructor recommendations. The student will remain in the remediation program and on Probation until such time that the nursing program requirements are met or the student is removed from the nursing program due to failure to meet nursing program requirements. Remediation exams will have a 10% deduction from the achieved grade recorded as the final grade for that exam.

**Theory Remediation**

Efforts will be made to remediate students whose examination grade averages drop below the program average &/or demonstrate a need for assistance by the development of a remediation plan. The student will be placed in 'theory remediation' in an effort to improve knowledge of subject material. If the examination grade averages remain below the program average after remediation, the student will be placed on Theory Probation and remain in remediation until satisfactory progress is shown by achieving the program average. Remediation plans for theory may include but are not limited to special written assignments in content area, individual / group tutoring &/or computer assisted assignments.

All Make-up and Remediation Exams are **to BE TAKEN WITHIN 1 WEEK AFTER** the original test was given / remediation exam was taken. Students in Terms 2 - 4 Vocational Nursing will be allowed to re-take a remediation exam **ONLY ONCE**. When re-taking a remediation exam, the student will be able to choose whether to take the original test or the remediation exam. This option can be Exercised **ONLY ONCE!** If a student has taken 3 tests for the same subject, they will **NOT BE ALLOWED** to re-take any more exams on that subject.

**Fees for Remediation Exams**

Remediation exams will be given after regular Theory class hours. **There will be a charge to students who need to take remediation exams.** The fee will be based on a sliding scale, to be divided by the number of students taking exams. Maximum charge is \$50.

**Clinical Remediation**

Effort will be made to remediate students who fail to reach expected clinical competency levels during the semester. Students failing to meet the performance criteria after remediation will be placed on Clinical Probation. Remediation plans for clinical performance may include but are not limited to special assignments in the content area, individual/group tutorial in the campus skills lab and/or additional clinical days.



# OIKOS UNIVERSITY

## School of Nursing

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### **Make-up & Remediation Exams Policy**

All Make-up (late-take) and Remediation Exams are to BE TAKEN WITHIN 1 WEEK AFTER the original test was given / remediation exam was taken.

Students in Terms 2 - 4 Vocational Nursing will be allowed to re-take a remediation exam ONLY ONCE.

When re-taking a remediation exam, the student will be able to choose whether to take the original test or the remediation exam. This option can be Exercised ONLY ONCE! If a student has taken 3 tests for the same subject, they will NOT BE ALLOWED to re-take any more exams on that subject.

**There will be a charge to students who need to take make-up exams and remediation exams, because they will be administered outside of regular class time. The fee will be based on a sliding scale, to be divided by the number of students taking exams at that time. Maximum charge would be \$50.**

I have read and understand the Policy for remediation and making up missed exams.

Student name \_\_\_\_\_ Date \_\_\_\_\_

*\*(signed on Composite Acknowledgement Form @ Orientation)*



**OIKOS UNIVERSITY  
VOCATIONAL NURSING PROGRAM**

**REMEDATION PLAN FORM**

***THEORY / CLINICAL***

Student name \_\_\_\_\_ Date \_\_\_\_\_

Semester level: \_\_\_\_\_ Component \_\_\_\_\_

**DEVELOPMENT OF THE PLAN**

*Area(s) requiring remediation:*

\_\_\_\_\_

\_\_\_\_\_

*Goals: ST/LT:*

\_\_\_\_\_

\_\_\_\_\_

Action Plan \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Student signature* \_\_\_\_\_ *date* \_\_\_\_\_ *Instructor name, signature* \_\_\_\_\_ *date* \_\_\_\_\_

**IMPLEMENTATION OF THE PLAN**

*Assignment:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVALUATION OF THE PLAN**

*Evaluation:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FINAL RECOMMENDATION**

*Recommendation:* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*Instructor signature* \_\_\_\_\_ *date* \_\_\_\_\_ *Student signature* \_\_\_\_\_ *date* \_\_\_\_\_

Completed copy to be placed in student VN files.



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### (ADDENDUM M)

#### Evaluation of Faculty by Student Theory / Classroom Setting

Course: \_\_\_\_\_ Term: \_\_\_\_\_

Instructor: \_\_\_\_\_

You are to anonymously evaluate the instructor's theory performance. Your objective and constructive feedback will be used to improve the instructor's performance, and to recognize the positive efforts and teaching of the instructor. Evaluations are required procedure of the Vocational Nursing Program and must be performed on each instructor.

These evaluations are designed to provide faculty with information which will allow them to improve their teaching and to evaluate their job performance. Remember to be professional and objective when making comments.

Evaluate all classes the individual taught during this course. Review each category and objectively evaluate the instructor's performance. Constructive feedback will be invaluable in helping the instructor to improve teaching and make necessary revisions. Give specific suggestions or ideas whenever possible.

Evaluations should be returned to the Program Director and place in an envelope. Please return evaluations in a timely manner. The evaluations will be treated in a confidential manner. Instructors do not see individual evaluations. They are given typed, composite copy that is compiled by the Program Director.

Scoring process: read the description and score the instructor for each category. Each student will receive one evaluation for all their theory instructors. These are four (4) categories per faculty. Please record your comments on the space provided for. Please comment if you gave the instructor a score of D or E. Thank you for your help in this important evaluation.

Code: A- Excellent    B- Above Average    C- Average    D- Below Average    E- Poor

|  | A<br>(5) | B<br>(4) | C<br>(3) | D<br>(2) | E<br>(1) |
|--|----------|----------|----------|----------|----------|
| Category 1 – Subject Matter  |          |          |          |          |          |
| a. Command and knowledge of the subject matter   |          |          |          |          |          |
| b. Demonstrates broad knowledge of subject matter; able to answer most questions readily   |          |          |          |          |          |
| Category 2 – Organization<br>(Organization of subject matter: evidence of preparation, thoroughness, clear objective, emphasis and summary of main points) |          |          |          |          |          |
| Category 3 – Teaching Methods  |          |          |          |          |          |
| a. Clear appropriate, varied, creative. Keeps students continually involved in class. Clear, enthusiastic, well-poised and direct                          |          |          |          |          |          |
| b. Meets objectives. Encourages student involvement. Clear and understandable, good vocabulary, and voice is clear   |          |          |          |          |          |
| Category 4 – Testing Effect  |          |          |          |          |          |
| a. Tests covers learning guidelines, objectives and are understandable   |          |          |          |          |          |
| b. Tests are clear & reasonable, not too difficult and covers the subject  |          |          |          |          |          |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**(ADDENDUM N)**

Evaluation of Course by Student

Course: \_\_\_\_\_

Term 1: \_\_\_\_\_ Term 2: \_\_\_\_\_ Term 3: \_\_\_\_\_ Term 4 \_\_\_\_\_ Year 20\_\_

Instructions: Read each statement and mark your response on this form.

**DO NOT** sign your name.

A -- Strongly Agree    B -- Agree    C -- Disagree    D -- Strongly Disagree    E -- Not Applicable

|   | A | B | C | D | E |
|---|---|---|---|---|---|
| 1. The objectives & expectations of the course were made clear  |   |   |   |   |   |
| 2. The syllabus was useful in guiding learning of course content  |   |   |   |   |   |
| 3. As the course progressed, the topics reinforced one another  |   |   |   |   |   |
| 4. The format of the textbook was clear and understandable  |   |   |   |   |   |
| 5. The textbook was current   |   |   |   |   |   |
| 6. The textbook complemented the course   |   |   |   |   |   |
| 7. An organizing framework was utilized in the course   |   |   |   |   |   |
| 8. Concepts presented in classroom & skills lab increase understanding of observations & hands-on experiences in clinical setting |   |   |   |   |   |
| 9. Evaluation of student learning was fair & consistent   |   |   |   |   |   |



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**(ADDENDUM O)**

**Student Evaluation of Clinical Setting**

Facility: \_\_\_\_\_ Term: \_\_\_\_\_

1. To which unit/areas were you assigned? \_\_\_\_\_

2. How would you rate this facility for experience? (check one)

Excellent     Very good     Good     Fair     Poor

3. How would you rate the overall helpfulness of hospital staff? (check one)

Excellent     Very good     Good     Fair     Poor

4. What special activities contributed to your learning experience at this facility? \_\_\_\_\_

\_\_\_\_\_

5. What experiences, if any, were detrimental to your training? \_\_\_\_\_

\_\_\_\_\_

6. Rating of clinical instructor's helpfulness in your learning activities:

Excellent     Very good     Good     Fair     Poor

Comment: \_\_\_\_\_

\_\_\_\_\_

7. Rating of facility staff's helpfulness in your learning activities:

Excellent     Very good     Good     Fair     Poor

Comment: \_\_\_\_\_

\_\_\_\_\_

8. How well do Clinical opportunities compliment learning from the classroom?

Excellent     Very good     Good     Fair     Poor

Comment: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Signature (Optional)**

\_\_\_\_\_  
**Date**

## **Oikos University Follow-up Analysis**

**February 1, 2016**

### **REDACTIONS by Board Staff**

Addendum P: GPA by Graduation Group

Addendum Q: NCLEX Pass and Employment Data with Student Names

Addendum R: Names of Current Students



**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***

May XX, 2016

Ellen Cervellon, Director  
Vocational Nursing Program  
Oikos University  
7850 Edgewater Drive  
Oakland, CA 94621

### ***Subject: Notice of Change in Approval Status***

Dear Ms. Cervellon:

Pursuant to the action of the Board of Vocational Nursing and Psychiatric Technicians (Board) on May 13, 2016, the Oikos University Vocational Nursing Program's provisional approval has been extended for the two – year period from May 13, 2016 through May 31, 2018.

The purpose of this letter is to explain the areas of noncompliance identified 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**

### **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 for the Oikos University Vocational Nursing Program for the past 17 quarters are set forth in the following table:

| NCLEX-PN® Licensure Examination Pass Rates |                                |                                  |  |
|--|--------------------------------|----------------------------------|--|
| Quarter                                    | State Average Annual Pass Rate | Program Average Annual Pass Rate | Variance from State Average Annual Pass Rate |
| Jan – Mar 2012                             | 74%                            | 47%                              | -27  |
| Apr – Jun 2012                             | 74%                            | 44%                              | -30  |
| Jul – Sep 2012                             | 74%                            | 60%                              | -14  |
| Oct – Dec 2012                             | 74%                            | 55%                              | -19  |
| Jan – Mar 2013                             | 73%                            | 64%                              | -9   |
| Apr – Jun 2013                             | 73%                            | 60%                              | -13  |
| Jul – Sep 2013                             | 74%                            | 67%                              | -7   |
| Oct – Dec 2013                             | 76%                            | 67%                              | -9   |
| Jan – Mar 2014                             | 76%                            | 67%                              | -9   |
| Apr – Jun 2014                             | 73%                            | 75%                              | +2   |
| Jul – Sep 2014                             | 73%                            | 50%                              | -23  |
| Oct – Dec 2014                             | 72%                            | 67%                              | -5   |
| Jan – Mar 2015                             | 71%                            | 75%                              | +4   |
| Apr – Jun 2015                             | 72%                            | 86%                              | +14  |
| Jul – Sep 2015                             | 72%                            | 100%                             | +28  |
| Oct – Dec 2015                             | 72%                            | 100%                             | +28  |
| Jan – Mar 2016                             | 73%                            | N/A                              | N/A  |

**REQUIRED CORRECTION(S)**

1. Extend the Oikos University Vocational Nursing Program's Provisional Approval for the two - year period from May 13, 2016 through May 31, 2018, 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 submit documentation of clinical placements for requested students such that clinical facilities are adequate as to number, type, and variety of patients treated, consistent with competency-based objectives and theory. **Due no later than July 1, 2016.**
3. Continue to require the program to admit no additional students unless approved by the full Board.

## Oikos University Vocational Nursing Program

*Notice of Change in Approval Status*

**May XX, 2016**

Page 3 of 4

4. Require the program to provide no less than one (1) instructor for every 10 students in all clinical experiences.
5. 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 maintain its average annual pass rate no more than ten (10) percentage points below the State average annual pass rate.
7. Require the program to demonstrate progress in correcting the violations. If the program fails to satisfactorily demonstrate progress, the full Board may revoke the program's approval.
8. 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 **May 2018** 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: **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.

**Oikos University Vocational Nursing Program**

*Notice of Change in Approval Status*

May XX, 2016

Page 4 of 4

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](http://www.bvnpt.ca.gov).

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

Sincerely,

**Kameka Brown, PhD, MBA, NP**  
Executive Officer

Enclosures

cc: Board Members

KB: dgj