

# – Amended – Agenda Item #16.A.



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)



DATE: August 24, 2018

TO: Board Members

FROM: Ann E. Shuman, MS, RN  
Nursing Education Consultant, Retired Annuitant

**SUBJECT: Education Division Report**  
(For the period February 1, 2018, through April 30, 2018)

The original Education Division Report, presented at the February 2018 Board meeting, contained errors. This amended report contains corrections and is presented for Board consideration.

### **Program Distribution**

	<b>VN</b>	<b>PT</b>	<b><u>Totals</u></b>
# Approved Programs	129	13	142
# Provisionally Approved Programs	11	1	12
<b>Total Active</b>	<b>140</b>	<b>14</b>	<b>154</b>
<b>Proposed Programs</b>			
# Assigned	21	1	22
# Unassigned	28	1	29
<b>Total Proposed</b>	<b>49</b>	<b>2</b>	<b>51</b>

Nursing Education Consultants worked on 7 proposed programs associated with schools with existing programs and 4 proposed programs at new schools, while the retired annuitants worked on 14 proposed programs at new schools, for a total of 25 proposed programs actively being worked.

The Education Division has 29 proposed programs that remain on the waiting list.

## **Programmatic Issues**

	<b><u>Totals</u></b>
Complaints	21
Change Requests	378
Faculty Applications	366
Facility Applications	334
Board Reports	45
Reports for Executive Officer Review	7
Reports for Board Meetings	11
Inspections Onsite	14
Program Records Surveys onsite inspections and submitted data	86
Meetings	4,396
Written Correspondence Received	724
Telephone Correspondence Received	2,975
Written Correspondence Responses	792
Telephone Correspondence Responses	243
Scope of Practice	92
Intravenous/Blood Withdrawal and Continuing Education Approvals	1
Psychiatric Technician Examination Development Sessions	

### **A. Program Complaints**

From February 1, 2018, through April 30, 2018, the Education Division received 21 complaints from faculty, students, and consumers alleging misconduct by 3 current programs. The Nursing Education Consultants requested a response from the programs, evaluated responses and determined outcomes.

### **B. Program Requests**

From February 1, 2018, through April 30, 2018, the Education Division processed 378 requests from VN and PT programs. Those requests include, but are not limited to, program approvals, major curriculum revisions, approval to admit students, approval to increase class size, and other critical program elements.

From February 1, 2018, through April 30, 2018, the Education Division processed 366 requests for approval of new faculty and 334 requests for approval of new clinical facilities for existing and proposed VN and PT programs and produced 52 Board reports.

### **C. Program Inspections**

From February 1, 2018, through April 30, 2018, the Education Division completed 11 onsite program inspections and analyzed the submitted data for 14 Program Record Surveys.

## **D. Meetings**

To facilitate resolution of critical programmatic issues, the Education Division held onsite and teleconference meetings, thus maximizing responsiveness and consistency to program issues and concerns.

From February 1, 2018, through April 30, 2018, the Education Division conducted or attended 86 meetings and teleconferences with representatives of existing programs, Board staff, Board members or stakeholders.

Additionally, the Education Division continues to meet and consult with representatives of DCA's Bureau for Private Postsecondary Education (Bureau) relative to VN and PT programs that are also under the jurisdiction of the Bureau.

## **E. Correspondence**

From February 1, 2018, through April 30, 2018, the Education Division received 4,396 pieces of correspondence per email, fax, U.S. Postal Service and FedEx from programs, licensees, and consumers and received 724 telephone correspondences. Written responses totaled 2,975; telephone responses totaled 792.

## **F. Other Assignments**

From February 1, 2018, through April 30, 2018, the Education Division processed:

- 243 Scope of Practice inquiries
- 92 Intravenous/Blood Withdrawal and Continuing Education applications
- 1 Psychiatric Technician Examination Development Session:
  - The Board posted a notice on its website to recruit licensed Psychiatric Technicians (PTs) to become Content Matter Experts for PT Exam Development.
  - The Education Division made travel arrangements and processed expense reports for the Content Matter Experts in attendance at the March session.

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DATE: August 24, 2018

TO: Board Members

FROM: Ann E. Shuman, MS, RN  
Nursing Education Consultant, Retired Annuitant

**SUBJECT: Education Division Report**  
(For the period May 1, 2018, through July 31, 2018)

### Program Distribution

	<b>VN</b>	<b>PT</b>	<b>Totals</b>
# Approved Programs	130	13	143
# Provisionally Approved Programs	9	1	10
<b>Total Active</b>	<b>139</b>	<b>14</b>	<b>153</b>
<b>Proposed Programs</b>			
# Assigned	24	1	25
# Unassigned	28	1	29
<b>Total Proposed</b>	<b>52</b>	<b>2</b>	<b>54</b>

Nursing Education Consultants worked on 7 proposed programs associated with schools with existing programs and 4 proposed programs at new schools, while the retired annuitants worked on 14 proposed programs at new schools, for a total of 25 proposed programs actively being worked.

The Education Division has 29 proposed programs that remain on the waiting list.

## **Programmatic Issues**

	<b><u>Totals</u></b>
Complaints	14
Change Requests	512
Faculty Applications	385
Facility Applications	290
Board Reports	
Reports for Executive Officer Review	39
Reports for Board Meetings	9
Inspections On-site	5
Inspections PRS	9
Meetings	76
Written Correspondence Received	3,952
Telephone Correspondence Received	722
Written Correspondence Responses	2,201
Telephone Correspondence Responses	741
Scope of Practice	248
Intravenous/Blood Withdrawal and Continuing Education Approvals	52
Psychiatric Technician Examination Development Sessions	1

### **A. Program Complaints**

From May 1, 2018, through July 31, 2018, the Education Division received 14 complaints from faculty, students, and consumers alleging misconduct by 11 current programs. The Nursing Education Consultants requested responses from the programs, evaluated responses and determined outcomes.

### **B. Program Requests**

From May 1, 2018, through July 31, 2018, the Education Division processed 512 requests from VN and PT programs. Those requests include, but are not limited to, program approvals, major curriculum revisions, approval to admit students, approval to increase class size, and other critical program elements.

From May 1, 2018, through July 31, 2018, the Education Division processed 385 requests for approval of new faculty and 290 requests for approval of new clinical facilities for existing and proposed VN and PT programs and produced 48 Board reports.

### **C. Program Inspections**

From May 1, 2018, through July 31, 2018, the Education Division completed 5 onsite program inspections and analyzed the submitted data for 9 Program Record Surveys.

## **D. Meetings**

To facilitate resolution of critical programmatic issues, the Education Division held onsite and teleconference meetings, thus maximizing responsiveness and consistency to program issues and concerns.

From May 1, 2018, through July 31, 2018, the Education Division conducted or attended 76 meetings and teleconferences with representatives of existing programs, Board staff, Board members or stakeholders.

Additionally, the Education Division continues to meet and consult with representatives of DCA's Bureau for Private Postsecondary Education (Bureau) relative to VN and PT programs that are also under the jurisdiction of the Bureau.

## **E. Correspondence**

From May 1, 2018, through July 31, 2018, the Education Division received 3,952 pieces of correspondence per email, fax, U.S. Postal Service and FedEx from programs, licensees, and consumers and received 722 telephone correspondences. Written responses totaled 2,201; telephone responses totaled 741.

## **F. Other Assignments**

From May 1, 2018, through July 31, 2018, the Education Division processed:

- 248 Scope of Practice inquiries
- 52 Intravenous/Blood Withdrawal and Continuing Education applications
- 1 Psychiatric Technician Examination Development Session:
  - The Education Division sent emails to 1,500 licensed Psychiatric Technicians (PTs) in an on-going effort to recruit for Content Matter Experts for PT Exam Development.
  - 6 applications were received and processed: 3 were recruited; and 3 were denied).
  - Staff developed contracts for the new recruitments.
  - Staff made travel arrangements and processed expense reports for the Content Matter Experts in attendance at the July session.

## **G. Update on Technology Advances Relative to Division Functions**

In July 2018, the Board acquired video screens and computer hardware and software, including *Skype*, to facilitate outreach to the public, licensees, stakeholders and other interested parties.

The Education Division immediately began use of *Skype* to conduct conferences between the office-based and home-based nursing education consultants. Use of this technology is financially prudent. Airfares and lodging costs will be reduced dramatically over time as face-to-face meetings at the Board's office can be replaced with *Skype* utilization. The consultants also plan to use *Skype* to meet with directors of their respective programs as needed. This will provide further savings for the Board on travel and lodging.

The consultants are currently in the planning stage for including the use of *Skype* as an adjunct to face-to-face *Director Forum* and *New Director Orientation* next year. The Division will continue to look for additional ways to expand the use of *Skype* as we move forward.

Based on guidance from the Executive Officer and Assistant Executive Officer, the consultants are also developing relevant ideas/information for dissemination through videos developed for *YouTube*. Such utilization may serve to fill a large gap of information sharing that has existed for several years related to Board functions. For nearly a decade, constraints of the Board's budget did not allow consultants to travel for scope of practice presentations. *YouTube* will allow an unlimited breadth of access to Board information.