

**Report of Routine Survey Visit
 Lee College in Baytown, Texas
 Vocational Nursing Education Program**

Summary of Request:

Consider the report of the routine survey visit to Lee College in Baytown, Texas Vocational Nursing Education Program (VN). The visit was conducted on August 28, 2013 by LeAnn Wagner, MSN, RN, Contract Program Evaluator (See Attachment #1).

Historical Perspective:

- The VN program at Lee College in Baytown, Texas began in 1974.
- The VN program is delivered in twelve (12) months and admits one cohort every fall.
- Tracy Allen, MSN, RN is the interim director for the program.
- The NCLEX examination pass rate for the past five (5) years is presented in the table:

Examination Year	NCLEX-PN® Examination Rate	Pass	Number of First-Time Candidates (Passed/Total)	BON Status	Approval
2012	100%		19/19	Full	
2011	95.00%		19/20	Full	
2010	94.44%		17/18	Full	
2009	100%		16/16	Full	
2008	92.86%		13/14	Full	

Summary of the Survey Visit:

Pros and Cons:

Pros:

- Lee College VN is a well established program with a high NCLEX-PN pass rate for many years.
- Program graduates were very complimentary of the support from the program faculty and staff and indicated that they felt the program prepared them well.
- An experienced, knowledgeable, and academically prepared program coordinator and faculty who work together as a team.
- A well equipped building that provides a positive learning environment provides the educational setting.
- Strong administrative support for faculty professional development activities is evident.
- A variety of clinical learning experiences are available in acute care, assisted living, long term care, long term acute care, clinics, and elementary schools providing students with a strong clinical practice base.
- Administrative support of the program is evidenced by their efforts to institute a salary stipend for nursing faculty

Cons:

- Faculty have not engaged in a regular review of the entire curriculum for several years.
- The Faculty Handbook does not include all required faculty policies in Rule 214.

Staff Note: At the time of the survey visit, the Faculty Handbook reviewed by the Program Evaluator did not include all faculty policies required in Rule 214. The Program Director and faculty have revised the Faculty Handbook and provided the new handbook with required policies to Board Staff. This deficiency has been corrected.

Rationale for Staff Recommendation:

The Program Evaluator determined that the total curriculum would benefit from a complete review and updating by faculty for currency and appropriateness of the current VN scope of practice.

Staff Recommendation:

Move to accept the report of findings from the survey visit to Lee College Vocational Nursing Education Program in Baytown, Texas and issue the following recommendation (see draft of letter in Attachment #2):

Recommendation

The director and faculty are encouraged to engage in a total review of the curriculum and make revisions for currency and appropriateness. The program should respond to this recommendation by February 1, 2013.

**Summary of Survey Visit
Lee College in Baytown, Texas
Vocational Nursing Program**

Purpose of Visit: routine survey visit

Date of Visit: August 28, 2013

Board Surveyor: LeAnn Wagner, MSN, RN

Board Surveyor met with:

- Dennis Brown, PhD, President
- Cathy S. Kemper, EdD, Vice-President of Learning
- Layton Childress, Dean of Applied Sciences
- Tracy Allen, MSN, CEN, RN, Director of Nursing Programs (Interim)
- Nora James, MSN, RN, VN Program Coordinator
- Lisa Freeman, BSN, RN
- Stefanie Mann, BSN, RN
- VN Program alumnae and current students

Board Surveyor:

- Reviewed the curriculum materials including all syllabi
- Reviewed the VN Student Handbook and the Nursing Faculty Handbook
- Reviewed the clinical evaluation tools
- Reviewed the total program evaluation plan, conceptual model, and committee minutes
- Reviewed student assignments and tests
- Reviewed student files, faculty files, and clinical affiliation agreements
- Toured the nursing offices, classrooms, and skills labs
- Observed classroom teaching
- Conducted exit conference

Summary of Findings

Philosophy/Mission and Objectives/Outcomes

- The Program Director stated that the faculty reviewed the program philosophy and program outcomes prior to implementation of the DEC's. The Program Evaluator suggested that the faculty review the philosophy for currency and consistency with the curriculum.
- There is a DEC crosswalk in each course syllabi showing where in the curriculum each DEC is taught.

Administration and Organization

- The VN Program has comparable status to the other health care programs at Lee College but nursing faculty salaries are not competitive with other nursing faculty salaries in the area. The administration is making efforts to establish a policy for stipends for nursing faculty similar to policies in other community colleges.

- The program director has the authority to direct the program in all phases including approval of the teaching staff, selection of appropriate clinical sites, admission, progression, probation, dismissal of students, and enforcement of student policies. The program director validated that she is supported by the administration even though she was only appointed as the interim director of the nursing programs one week prior to the visit. She previously served as an ADN faculty member and the part-time simulation specialist for the department. She is assisted by a VN Coordinator who has ten years of experience at Lee College.

Faculty

- The Faculty Handbook describes the faculty organization within a Nursing Division organization. Meetings are held once a month and minutes are kept.
- Staff Comment: At the time of the survey visit, there were deficiencies in the Faculty Handbook that have since been corrected and evidence of the changes have been provided to Board Staff.
- VN faculty policies were found in the Nursing Faculty Handbook reviewed during the survey visit, but rather than job descriptions there were work requirements which indicated the job responsibilities.
- The college faculty handbook has general information about performance evaluation criteria that is not specific to nursing faculty.
- The faculty workload was not found in any of the documents reviewed by the evaluator but the program director indicated it was 15 hours. There is no written orientation plan for new nursing faculty found in the Nursing Faculty Handbook.
- Faculty assignments are made by the program coordinator in collaboration with the faculty and program director and are based on educational preparation, clinical experience, and previous teaching experience.
- Each year the college provides funds for the VN faculty to attend the Texas Association of Vocational Nursing Educators (TAVNE) conference. In addition professional development activities are provided to the entire college faculty at the beginning of the fall and spring semesters. A workshop was held recently on writing test items. Faculty can also request funds to attend other professional development activities.
- The Program Director and Nursing Secretary are responsible for validating current licensure of all faculty. This information is kept in the faculty files. No faculty members are waived at this time. Two of the full-time faculty just recently completed their BSNs and the Program Coordinator has an MSN.
- With the shifts in personnel in the Nursing Division, the simulation coordinator position is vacant and the current Lab Coordinator is a non-nurse who sets up supplies and equipment for learning activities in the lab. The faculty would prefer to have an LVN as the Lab Coordinator and are eager to have someone serve as simulation coordinator.
- Faculty are responsible for supervising the students' direct patient care clinical experiences; students are not allowed to perform any skills in the clinical setting without a faculty member present.
- There are three (3) full-time faculty, two (2) continuing clinical adjunct faculty, one (1) new clinical adjunct faculty, and two (2) continuing clinical substitutes.

Students

- Admission requirements are found in the college catalog and students indicated to the evaluator that the criteria were clear to them. Each applicant is also required to attend a face-to-face information session where this information is reviewed and students have an opportunity to ask

questions. Readmission, dismissal, progression, and graduation policies are found in the Student Handbook.

- There are currently fifty-two (52) students enrolled in the program with a usual admission each fall of fifty-five (55) students.
- The program director makes the final decision on the number of students admitted during each enrollment period based on availability of faculty and clinical spaces. The program has a forty-three percent (43%) retention rate.
- Students indicated that the program is challenging and grade expectations are high.
- The Program Evaluator met with graduates from the program who said that it was a difficult program but that the faculty provided support and assistance throughout the program. These graduates said they were particularly well prepared when it came to skills.
- Students indicated that they were advised of required licensure eligibility issues. Signed receipt of this information was found in the student's files.
- Students currently enrolled in the program have elected a spokesperson to go to the faculty with any student issues. As the program proceeds the students will become more involved in the committee structure.

Program of Study

- The curriculum contains forty-seven (47) semester hours taught over three (3) semesters with no courses listed as prerequisites to program admission. However students must make a "C" or better in Math 350 or meet the advanced placement test criteria for Math 350.
- According to the conceptual framework the curriculum is based on Maslow's Hierarchy of Needs and Erikson's Stages of Growth and Development. The Program Evaluator suggested that the faculty engage in a regular review of the entire curriculum to ensure currency and appropriateness because of changes in the environment and scope of practice.
- There is no distance instruction used in the program.

Clinical Learning Experiences

- Clinical contracts for the program are current.
- Clinical sites include assisted living facilities, acute care hospitals, long term acute care, clinics, day care facilities, and elementary schools, that it is becoming increasingly difficult to obtain clinical sites within a twenty (20) minute drive from the campus.
- Each clinical faculty member has 10 students or less in the clinical setting if they are supervising direct patient care. Patient assignments are given to the student the morning of the experience with the faculty member making every effort to coordinate the patient assignment with what is being taught in class. The clinical learning experiences adequately prepare the students for practice.
- The faculty would like to increase the use of simulation experiences in the clinical learning activities but this is limited until a simulation coordinator is in place.
- The program does not use preceptors.

Facilities, Resources, and Services

- The facility where the program is housed is an older building but much of the space used by the nursing programs has been renovated. The community recently passed a bond issue which will allow the college to expand the nursing facilities and possibly update what they already use. Additional space will greatly help relieve the present crowded conditions.

- The faculty are able to request items for the budget by submitting their requests to the Program Director; if this is an essential item for program operation it will always be funded.
- The VN Program has access to three (3) skills labs with a total of twenty-one (21) beds; these labs are well stocked with supplies and there are adequate manikins for student practice. The department has access to two (2) adult, one (1) child, two (2) infants and one (1) obstetric high fidelity manikins, as well as four (4) "vital" simulators.
- Secretarial support for the department is more than adequate with one (2) administrative assistant, one (1) secretary, one (1) data technician, and three (3) part-time secretaries for the nursing division.

Records and Reports

- All confidential files are kept in a secure location for three (3) to five (5) years.
- Student files appear to be complete including the required signed receipt regarding Board license eligibility information.
- Not all faculty files contained all the required materials; the program secretary needs to review all faculty files and bring them all up to date.
- Clinical affiliation agreements appear to be up to date.
- Minutes of all faculty committees for the last three (3) years have adequate detail to show rationale for decisions but deal mostly with operational issues.

Total Program Evaluation

- The Total Program Evaluation includes all the BON required areas for evaluation.

DRAFT LETTER

Tracy Allen, MSN, RN, Interim Director
Vocational Nursing Education Program
Lee College
511 S. Whiting
Baytown, Texas 77520

Dear Ms. Allen:

At the October 17-18, 2013 meeting, the members of the Texas Board of Nursing discussed the report of the August 28, 2013 survey visit to Lee College Vocational Nursing Education Program in Baytown, Texas. Based upon the discussion and review of the survey report, it was the decision of the Board to accept the findings from the survey visit and to issue the following recommendation:

Recommendation

The director and faculty are encouraged to engage in a total review of the curriculum and make revisions for currency and appropriateness. Please respond to this recommendation by February 1, 2013.

If the Board Staff may assist in any way or if you have questions, please do not hesitate to contact Janice.hooper@bon.texas.gov.

Sincerely,

Kathy Shipp, MSN, RN, FNP
President of the Board

Janice I. Hooper, PhD, RN, FRE
Nursing Consultant for Education

Copy: Dennis Brown, PhD, President
Nora James, MSN, RN, VN Coordinator