

**Report of a Survey Visit
Bell Tech Career Institute
Vocational Nursing Education Program**

Summary of Request

Consider the report of the September 10-11, 2013 survey visit to Bell Tech Career Institute Vocational Nursing (VN) Education Program in Houston, Texas. A routine survey visit was conducted September 10-11, 2013 by Sandi Emerson, MSN, RN and Virginia Ayars, EdD, MS, RN Nursing Consultants for Education (See Attachment #1).

Historical Perspective:

- The VN Education Program at Bell Tech Career Institute in Houston, Texas, was granted initial approval at the October 2011 Board meeting allowing an annual admission of thirty (30) students in 2011 and thirty (30) students in 2012.
- In January 2012, the program admitted thirty (30) students. All thirty (30) completed the program in January 2013.
- Of the initial thirty (30) program completers, twenty-eight (28) took the NCLEX-PN® during the 2013 examination year (January 1, 2013 to December 31, 2013). Eleven (11) passed, yielding a pending pass rate for 2013 of 39.29%.
- Current program enrollment is twenty-eight (28) students. The current student cohort is completing the third (3rd) quarter of the four (4) quarter program.
- Bobby Greenwood, MS, RN, has served as the VN Program Director since 2011 and meets all qualifications set forth by Board Rule 214.6.

Synopsis of Survey Visit:

- Board Representatives identified program strengths in the areas of faculty and clinical learning experiences.
- Survey visit findings indicate that the program is not in full compliance with Board Rule 214.

Pros and Cons from Survey Visit:

Pros:

- The director and faculty reported that the VN program receives support from program owners.
- The faculty members are dedicated educators and are supportive of each other, working collaboratively.
- All faculty members bring strong experiential and educational expertise to the program.
- The program's clinical affiliate partnerships provide a rich environment for students' clinical learning opportunities enabling them to meet clinical objectives and program outcomes.
- All clinical learning experiences occur in faculty supervised, direct-patient care, hands-on, clinical settings.
- Assessment Technologies Institute (ATI) resources for students are being implemented.

Cons:

- The program director does not interview or have input into hiring of faculty or staff.
- The program director does not provide input into decisions regarding supplies and equipment.
- The program graduate and learning outcomes, course syllabi objectives, and clinical evaluation tools do not reflect the *Differentiated Essential Competencies (2010)* (DECs).
- Clinical evaluation objectives are not stated in behavioral terms and clinical evaluation tools do not reflect progression from one level to the next.
- Secretarial and clerical assistance are inadequate for the program director and faculty to meet program objectives and outcomes.
- The pending 2013 NCLEX-PN® examination pass rate is 39.29% (11/28). All but two (2) graduates from the first graduating cohort have taken the examination.

Rationale for Staff Recommendations:**Requirement #1:**

Rule 214.6(i), Administration and Organization, requires the director/coordinator to direct the vocational nursing education program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, dismissal of students, and enforcement of student policies.

The program director does not have full authority over all aspects of the program operations. A requirement that the program director have full authority over the program will facilitate the director and faculty to make changes toward compliance in the other areas. Therefore, Board Staff recommends issuing a requirement that the program director shall submit documentation of evidence that the director has full authority to direct the program in all its phases to Board Staff not later than January 15, 2014.

Requirement #2:

Rule 214.5(c), Philosophy/Mission and Objectives/Outcomes, states "Clinical objectives/outcomes shall be stated in behavioral terms and shall serve as a mechanism for evaluating student progression". Rule 214.10(f), Clinical Learning Experiences, states "Faculty shall be responsible for student clinical practice evaluations. Clinical evaluation tools shall be correlated with level and/or course objectives and shall include a minimum of a formative and a summative evaluation for each clinical in the curriculum".

Board Staff found that program documents do not reflect the DEC's and that the clinical objectives are not expressed in behavioral terms or leveled for course objectives. Therefore, Board Staff recommends issuing a requirement that the program director and faculty members shall closely evaluate all program documents, including clinical evaluation tools, and revise all documents to reflect the DEC's to be in compliance with Rule 214. Revised documents subsequent to this evaluation shall be submitted to Board Staff not later than January 15, 2014.

Requirement #3:

Rule 214.11(c), Facilities, Resources, and Services, sets forth that "The director/coordinator and faculty shall have adequate secretarial and clerical assistance to meet the needs of the program".

Board Staff's assessment was that adequate clerical and secretarial support is not available for the program director and faculty. Board Staff recommends issuing a requirement that the program director shall submit evidence to Board Staff not later than January 15, 2014 that adequate clerical and secretarial support is provided to meet program needs.

Staff Recommendations:

Move to accept the report of the routine survey visit to Bell Tech Career Institute in Houston, Texas Vocational Nursing Education Program and to issue three (3) requirements, as noted in the attached Board Order (See Attachment #2).

**Summary of Survey Visit
Bell Tech Career Institute
Vocational Nursing Education Program**

Purpose of Survey Visit: At the October 2011 BON meeting, the Board granted initial approval status to Bell Tech Career Institute Vocational Nursing Education Program in Houston, Texas. The first class of thirty (30) students completed the program in January 2013. A survey visit was conducted after the first graduating class as is typical for programs with initial approval.

Date of Visit: September 10-11, 2013

Consultants Conducting Visit: Sandi Emerson, MSN, RN and Virginia Ayars, EdD, MS, RN

Nursing Education Consultants met with:

- Bobby Greenwood, MS, RN, Director, Vocational Nursing Education Program
- Raffy Bell, CEO, President
- Kiki Bello, Administrator
- Fay McClay, PhD, MSN, RN, Instructor
- Eugene Vecera, BSN, RN, Instructor
- Twenty-eight (28) third (3rd) quarter VN students

Nursing Education Consultants conducted the following activities:

- held initial conference with director, faculty, and administration;
- met with faculty members;
- interviewed students;
- observed classroom teaching;
- toured Bell Tech Career Institute facilities;
- reviewed records and documents including: student and faculty files, minutes of faculty meetings, student and faculty handbooks, syllabi, clinical evaluation tools, and the Total Program Evaluation (TPE) Plan; and
- held exit interview with director, faculty, and administrators.

Summary of Findings:

Findings Related to Administration:

- The VN program at Bell Tech Career Institute (BTCI) is approved by the Texas Workforce Commission (TWC).
- The administration expressed strong support for the VN program.
- The organizational chart and program director job description were reviewed.
- Ms. Bobby Greenwood, MS, RN, assumed her duties as program director in 2011, and continues to serve in that role.
- The program director teaches no more than eight (8) hours weekly.
- The program director does not provide input into the budget. The director does not have authority or responsibility for determining or ordering supplies or equipment.
- A nursing consultant was recently hired by the owner/administrators with no discussion or input from the program director. The program director was unaware of the consultant's contract or responsibilities.
- The program director does not interview or provide input into hiring of faculty or staff.

Findings Related to Program of Study:

- The VN program is a twelve (12) month program of study, based on sequential learning. There are a total of 1588 contact hours in the program of study: 704 didactic hours and 884 clinical contact hours.
- The curriculum is designed to ensure students are competent in skills prior to entering the clinical setting.

- The curriculum includes intravenous (IV) therapy instruction.
- The *Differentiated Essential Competencies (2010)* (DECs) are not specifically addressed in the program outcomes, course objectives, or clinical evaluation tools.
- Plans to implement standardized testing throughout the program are in progress.

Findings Related to Faculty:

- Instruction in the vocational nursing education program is carried out by experienced faculty members.
- The program director teaches no more than eight (8) hours weekly.
- Two (2) full-time faculty and one (1) part-time clinical faculty provide instruction for enrolled students.
- Faculty meet monthly and are engaged in curriculum planning, implementation, and evaluation.
- Available faculty meeting minutes documented discussions and plans.
- Faculty share office space immediately adjacent to the program director's office and communicate frequently with each other.

Findings Related to Students:

- The VN program admits one (1) cohort of students annually with a maximum enrollment of thirty (30) students. Twenty-eight (28) students are currently enrolled in the VN program.
- Nearly all enrolled students indicated they were certified nursing assistants prior to program acceptance.
- The director reported that a number of students plan to seek further education to become registered nurses.
- Students participate in program governance through their student council representative.

Findings Related to Clinical Learning Experiences:

- The program has active clinical contracts with eight (8) affiliating agencies. These facilities provide a rich variety of appropriate clinical experiences for the curriculum.
- All clinical learning experiences occur in faculty-supervised, direct-patient care, hands-on clinical settings.
- The clinical evaluation tools do not reflect the DECs and do not measure progression of student behaviors across the curriculum.
- Formative and summative evaluations are part of the evaluation process.
- Board mandated faculty-to-student ratios in the clinical setting are maintained.

Findings Related to Facilities, Resources, and Services:

- The building housing the VN program is large and spacious with ample, free parking available.
 - The program director has a private office equipped with desk, chair, additional guest chairs, computer, printer, and locking file cabinets which provide security for examinations, student files and health records.
 - The two (2) full-time faculty have an individual desk, chair, bookcase, computer, and printer.
 - Private spaces are available for faculty to meet with students.
 - The building includes adequate restrooms and a general lounge area. A student lounge with refrigerator, microwave, sink, cabinets, table, and chairs is available in close proximity to the classroom.
 - The VN program classroom seats thirty (30), has two (2) entry/exit points, and includes outside windows.
 - The classroom is equipped with a ceiling mounted projector, a white board, pull down screen, and instructor teaching station.
 - Two (2) large rooms provide space for laboratory experiences. Each room contains two (2) hospital beds with appropriate furniture. There are four (4) manikins, numerous newborn manikins, and Noelle, a birthing simulator. Adequate storage is available in each room to house supplies and equipment.
 - Sinks in each room have hot and cold running water.
 - A small physical library, equipped with two (2) computers, is in close proximity to the classroom. Students have twenty-four (24) hour access to a virtual library provided by the program.
-

Findings Related to Records and Reports:

- Student files for current and graduated students are maintained in a lockable file cabinet in the program director's office. Student files contain all Rule 214.12 required documents.
- Faculty files include all required documents and are maintained in the Human Resource office.
- Faculty meeting minutes were available and reflect faculty discussion and decisions.
- Affiliating agency agreements are current and maintained in a lockable file cabinet in the program director's office.
- A total program evaluation plan was available. Minutes demonstrating periodic review were not available.

DRAFT LETTER

October 17, 2013

Bobby Greenwood, MS, RN
Program Director, Vocational Nursing Education Program
Bell Tech Career Institute
12000 Richmond, Suite 130
Houston, Texas 77082

Dear Ms. Greenwood:

At the October 17-18, 2013 meeting, the members of the Texas Board of Nursing considered and discussed the report of the September 10-11, 2013 follow-up to full approval status survey visit to the Bell Tech Career Institute Vocational Nurse Program in Houston, Texas. Based upon the discussion and review of the survey visit report, it was the decision of the Board to accept the findings of the survey visit and to issue three (3) requirements, as noted in the attached Board Order.

Requirements are mandatory criteria based upon program assessment directly related to the rules that must be addressed in the manner prescribed.

If you have any questions, or if we may be of assistance, please contact Board Staff at sandi.emerson@bon.texas.gov or 512-463-4631.

Sincerely,

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

Sandi Emerson, MSN, RN
Nursing Consultant for Education

copy: Texas Workforce Commission
Raffy Bell, CEO

BEFORE THE TEXAS BOARD OF NURSING

In the Matter of:

Bell Tech Career Institute
Vocational Nursing Education Program
in Houston, Texas

ORDER OF THE BOARD

A public meeting of the Texas Board of Nursing, hereinafter referred to as the Board, was held on October 17, 2013, 333 Guadalupe, Tower II, Room 225, Austin, Texas, to consider the report of the survey visit to the Bell Tech Career Institute Vocational Nursing Education Program in Houston, Texas, pursuant to Section 301.157, Texas Occupations Code and 22 Tex. Admin. Code Chapter 214.

Board members in attendance were: Kathy Shipp, MSN, RN, FNP; Nina Almasy, MSN, RN; Deborah Hughes Bell, CLU, ChFC; Patricia Clapp, BA; Tamara Cowen, MN, RN; Sheri Denise Crosby, JD, SPHR; Marilyn J. Davis, RN, BSN, MPA; Shelby Ellzey, BBA; Kathy Leader-Horn, LVN; Mary LeBeck, MSN, RN; Josefina Lujan, PhD, RN; and Beverly Jean Nutall, LVN.

After review and due consideration of the findings from the survey visit, as well as the presentation by representatives from Bell Tech Career Institute in Houston, Texas, and comments from other interested parties, if any, the Board hereby accepts the survey visit report and imposes the following conditions/requirements:

1. The program director shall submit documentation of evidence that the director has full authority to direct the program in all its phases to Board Staff not later than January 15, 2014.
2. The program director and faculty members shall critically evaluate all program documents, including all clinical evaluation tools and revise all documents to reflect the DEC's to be in compliance with Rule 214. Revised documents subsequent to this evaluation shall be submitted to Board Staff not later than January 15, 2014.
3. The program director shall submit evidence to Board Staff not later than January 15, 2014 that adequate clerical and secretarial support is provided to meet program needs.

Failure to comply with these requirements may result in further consideration of the program's approval status, including the imposition of additional restrictions, conditions, monitoring, or other negative changes in the program's status up to withdrawal of approval.

Entered this 17th day of October, 2013

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