

# Vocational Nursing Instructional Program Review 2013

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# Chapter I: Academic Planning

## Section I: Program Objectives

### **Description:**

The Vocational Nursing Program is a Board of Vocational Nursing and Psychiatric Technicians accredited program preparing students entry to the nursing profession as Licensed Vocational Nurses. The program has been in operation and accredited at Lassen Community College since 1978 providing our community and the surrounding rural areas in California and Nevada with well-trained nurses. The program offers a Certificate of Completion or an Associate of Science degree, both of which qualify the student to take the National Council Licensure Examination for Practical Nurses for licensure. In combination with the prerequisites and the vocational nursing courses, the students are prepared to care for clients in various health care settings.

The program goals and objectives of the Vocational Nursing (VN) program is to graduate individuals who will be able to perform as vocational nurses independently while administering medications, providing skilled nursing care, assisting in developing appropriate nursing care plans, and supervising unlicensed care givers. They will be able to communicate effectively about disease processes with their clients and colleagues, offer insight to Registered Nurses and physicians regarding clients' needs, work effectively as integral parts of the health care team, and serve their communities' health care needs. The goals of the individual courses progressively lead to skills of higher complexity, more extensive medication administration, in-depth study of diseases and their relationships, and increasing numbers of patients for which they care under supervision. By graduation, having experienced this progression, the students will be able to function at the entry level of vocational nursing level independently.

During the fall of 2011 and the spring of 2012, the nursing staff worked in collaboration with Graphics Arts students and faculty to design and produce a professional advertising brochure for the program. It was completed in time to distribute during College Day in September, 2012.

Since the previous IPR, the college has received approval from the Department of Health Services for a Certified Nursing Assistant program and is currently conducting the second class. The formation of an accredited Certified Nursing Assistant (CNA) program is serving to facilitate the VN prospective students in meeting one of the prerequisites. We have one approved instructor which by regulation limits our class size to 15. Discussions are taking place with other persons qualified to teach and with Country Villa Riverside—our only viable clinical site for the program—to possibly have two clinical groups which would allow 30 students total per semester.

The Administration and the VN Professional Advisory Board are exploring the development of an Allied Health department at Lassen Community College. We presently have the VN program and we offer courses in Emergency Medical Technician (EMT) field. The VN director has been given the task to explore the development of other health occupations such as phlebotomy, pharmacy technician, and medical assistant, and the creation of an LVN to RN upgrade program. This will increase student population, as well as prestige for our school. It will also mean more instructors with specific skill sets will need to be hired. Many instructors for these new programs could also teach in the VN classes with Board of Vocation Nursing and Psychiatric Technicians approval. As these new programs develop and are added to the curriculum, the duties and time demands for the director will change. It will become essential to have a person coordinating all these programs and insuring they adhere to state and federal regulations. A full time director of allied health programs, who meets the BVNPT qualifications as VN director, should be hired. He/she will oversee all the health occupation classes and programs.

Our college presently is a Continuing Education (CE) provider for the Board of Registered Nursing. When additional programs that require continuing education, approval to be providers for those courses should also be obtained. At present, we do not offer any course for CE credits other than HO 46, Phlebotomy and Blood Withdrawal (this does not meet the requirement for certification as a phlebotomist). New CE courses for Licensed Vocational Nurses and Registered Nurses need to be developed.

### **Student Learning Objectives: Associate in Science Degree—Vocational Nursing**

The program Student Learning Objectives were revised in 2012 to correlate with the institution's objectives for general education as they apply to the Associate's Degree.

#### **Upon completion of the vocational nursing courses within an Associate of Science Degree in Vocational Nursing, the student should be able to:**

1. Successfully pass the National Council Licensure Examination state board examination for licensure as a Vocational Nurse.
2. Work in a variety of health care settings performing safe and effective nursing care.

Upon completion of the general education components of an Associate of Science Degree in Vocational Nursing, the student should be able to:

3. Understand and apply methods of inquiry for a variety of disciplines including the scientific method for scientific inquiry and appropriate methods for social and behavior science inquiries.
4. Explain and analyze relationships between science and other human activities.
5. Apply knowledge of the ways people act and have acted in response to their societies to express an appreciation for how diverse societies and social subgroups operate to understand social dynamics within historical and contemporary communities.
6. Understand ways in which people throughout the ages and in Western and non-Western cultures have responded to themselves and the world around them in artistic and cultural creation; apply this knowledge to make value judgments on cultural activities and artistic expressions and

demonstrate an understanding of the interrelationship between the creative arts, the humanities and self.

7. Engage in verbal communication by participating in discussions, debates, and oral presentations utilizing proper rhetorical perspective, reasoning and advocacy, organization, accuracy, and the discovery, critical evaluation and reporting of information.
8. Compose effective written communications and essays with correct grammar, spelling, punctuation and appropriate language, style and format utilizing academically accepted means of researching, evaluating and documenting sources within written works.
9. Analyze, evaluate and explain theories, concepts and skills within varied disciplines using inductive and deductive processes and quantitative reasoning and application.
10. Demonstrate appreciation of themselves as living organisms through their choices for physical health, activities, stress management, relationships to the social and physical environment, and responsible decision-making.

### **Student Learning Objectives: Certificate of Achievement - Vocational Nursing**

Upon completion of the specified certificate, the student should be able to:

1. Successfully pass the National Council Licensure Examination state board examination for licensure
2. Work in a variety of health care settings performing safe and effective nursing care.

### **Evaluation:**

Since the AS degree program has 10 Student Learning Outcomes, more than one applies to each of the institutional Learning Outcomes (Attachment B for Institutional Goals; Attachment C for meeting institutional goals). The Certificate program has two program goals, but they encompass the institutional goals (Attachment C).

All of the Student Learning Objectives for VN and related HO courses have been evaluated and revised, and approved by the Curriculum committee, as appropriate. The approved student learning outcomes for all courses are included in Attachment A. Attachment D documents utilization of the six-column outcomes template to evaluate effectiveness of the learning outcomes.

The prerequisites for the VN program were successfully updated to provide a better foundation for success in the program. HO 54 Structure and Function of the Human Body was eliminated as an alternative and only Biology 25 and Biology 26 Human Anatomy and Physiology or their equivalents will be accepted. We also added HO 3, Medical Terminology, to be a prerequisite. A mathematics course specifically geared for nursing or health care was not developed. As an alternate, we are encouraging all to take Math 101, Basic Mathematics to refresh their basic skills. The results of these changes are not apparent as we are in the first year of the program since adopting the changes. It is expected that students will do better in the classes and perform well on the NCLEX-PN.

At the present, it is presumptuous of the VN director to oversee the all of the Health Occupations courses, Vocational Nursing courses, and EMT courses as there is minimal communication between many of the instructors of the programs and the VN director, in part due to the demands of the director's duties and in part due to the VN program being off campus. Health care career preparation is full of pitfalls for the uninitiated. Our Division chair works diligently to promote and keep our vocational programs, but to expect him/her to understand all the layers of regulations (California and Nevada state regulations, and federal regulations) of all of the vocational programs (particularly in health care) without extensive study of the regulations is unrealistic. If an integrated IPR for all health occupations is to reflect the breadth of the programs offered, there needs to be some overlapping of instructors/staff with one person coordinating all the EMT, HO, and VN courses and programs who then reports to the Division chairman. Currently, that duty is not assigned to any person by contract.

For the past several years, leaders of the healthcare community and our graduates have expressed a desire to have a local Associate Degree Registered Nursing program. The California Board of Registered Nursing has suspended acceptance of feasibility studies since June 27, 2011. This is the second step in gaining approval of an RN program. With the issues regarding funding in our state budget, and the lack of access to appropriate clinical sites, the dream of a local RN program is not promising. In the past, an RN distance program was provided by Butte Community College, Chico, to residents of our area. Butte no longer has this program, but there is a possibility of developing a similar relationship with other existing RN programs in north central California. The Director is entering into discussions with College of the Siskiyous, as that program is the only one in northern California that still functions as an LVN to RN upgrade.

**Recommendations:**

1. Open dialog with existing ADN programs to develop a partnership so our graduates could get the education required to qualify for NCLEX-RN.
2. Continue the ongoing systematic assessment of each of the program and course student learning outcomes.
3. Begin now to combine all EMT, HO, VN programs and courses under one umbrella with a director of allied health who works closely with the Division chairman advising him/her regarding the peculiarities of the health care careers.
4. Develop suggested programs to meet community need, adding classes to curriculum and hiring staff appropriately.
5. Create continuing professional development opportunities for health care professionals.
6. Include in the budget, monies for printing and distributing advertising brochure for the Vocational Nursing and Certified Nursing Assistant programs.

## Section II: STUDENT OUTCOMES

### Description/Evaluation

Vocational Nursing degrees and certificates awarded during the past four years:

<b>Certificates of Achievement</b>	<b>2011-12</b>	<b>2010-2011</b>	<b>2009-10</b>	<b>2008-09</b>
Vocational Nursing	11	13	18	14

<b>Associate of Science Degrees</b>	<b>2011-12</b>	<b>2010-2011</b>	<b>2009-2010</b>	<b>2008-09</b>
Vocational Nursing	12	11	15	11

Our class size has been limited due to lack of instructors. If we can retain two full-time instructors and a pool of three-five adjunct instructors, we can provide for the 30 students allowed by our accreditation.

Our graduates do not transfer, as completion of the program does not allow for actual transfer. Many of our students go on to enter registered nursing programs at the associate's and bachelor's level, but it is historically two or three after completion of the Lassen Community College program.

Health Occupations and Emergency Medical Technician classes do not offer any degree or certificate of completion.

Completion, retention and success data for the last four years.

<b>RETENTION RATE (PERCENT)</b>			
<b>Year</b>	<b>EMT</b>	<b>Health Occupations</b>	<b>Vocational Nursing</b>
2008/09	85	80	99
2009/10	78	89	97
2010/11	80	100	96
2011/12	100	100	100

COMPLETION RATE (PERCENT)

Year	EMT	Health Occupations	Vocational Nursing
2008/09	85	80	99
2009/10	78	89	97
2010/11	80	100	96
2011/12	100	100	100

SUCCESS RATE (PERCENT)

Year	EMT	Health Occupations	Vocational Nursing
2008/09	81	69	91
2009/10	72	71	97
2010/11	69	90	91
2011/12	100	94	98

Program effectiveness:

School	QTRS 1-4, 2008		QTRS. 1 – 4, 2009		QTRS. 1 – 4, 2010		QTRS. 1 – 4, 2011		QTRS. 1 -- 4, 20112	
	# Tested	% Pass	# Tested	% Pass	# Tested	% Pass	# Tested	% Pass	# Tested	% Pass
Lassen Community College	25	68%	14	86%	16	94%	15	73%	14	92%

With the exception of 2008 and 2011, our program graduates have surpassed the state and national pass rates. The success in passing the National Council Licensure Examination for



Practical Nurses (NCLEX-PN) is the ultimate measure of the success of our program. We work with our students to succeed in class, and in the past some instructors would facilitate classroom passing by allowing students to do extra assignments, or letting someone with an average below 75% pass, but these practices result in a lower first-time passage rate of the NCLEX-PN. The Board of Vocational Nurses and Psychiatric Technicians use this first time passage rate as one of the bases for a program retaining its accreditation. The standards in the classroom must be maintained, and if students are struggling, instructors need to provide extra, and perhaps individual, instruction to insure the student understands the principles and precepts of vocational nursing.

**Recommendations/Plan:**

1. Provide needed remedial or individual instruction to those students who are demonstrating difficulty in understanding the principles being taught—this can be provided by full time faculty or the director.
2. Monitor to insure adjunct faculty member are accessible to students for clarification and direction.
3. Maintain the high academic standards or 75 % grade being required to pass the program.

**B. Student Learning Outcome Assessment**

Completed SLO assessments can be found in Attachment B

**Description/Evaluation:**

Some faculty has been resistant to completing the SLO assessments and until the last 2 years a different form was utilized. We are now getting better compliance with completing the assessments as they are a useful tool to help us understand what is effective and what is not. It also helps us understand that no two groups taking the same courses will have the same understanding or challenges.

As a result of the assessments, instructors are spending more time in individual instruction to enhance the students' learning. They continue to observe for safe practice and counsel and retrain as necessary, but sometimes improvement is not seen and the student is asked to leave the program. The latter event is as a last resort when it is evident the student cannot provide safe care even after repeated instruction. There has been improvement in class scores and a higher pass rate on the NCLEX since utilization of the SLO assessment.

**Recommendations/Plan:**

1. The Director and Department Chairman will reinstruct all staff on the importance of accurate completion of applicable SLOs every term so we may see the effect of the assessments and changes in course instruction as a result.
2. Utilize the Lassen Community College six-column template unless the instructional staff chooses to develop and use a comparable template. This will assure uniformity throughout the program.

### C. Student Evaluation Summary

Student Surveys were conducted in Fall 2012 and Spring 2013. Results can be found in Attachment D.

#### **Description/Evaluation:**

A blank survey may be found in Attachment D . They were provided to students, who completed them anonymously. The Office of Academic Services tabulated them and provided an analysis of the results. This analysis may be found in Attachment .

The students' biggest complaints revolved around the desks (too small), outdated equipment, desire for longer hours and fewer days. The desks are what are furnished by the Lassen High School District, the building's owner. Much of our equipment has just been purchased and is up-to-date. We do use manual sphygmomanometers because they need to know how to monitor blood pressure if the equipment breaks. We have tried to do 6 hours of lecture in one day, as the students suggest, and found that by the third hour they are sleeping, reading something else, or just not listening in general. Twelve hour days for clinical classes have also been tried, and we have found the students are too exhausted to function, and they have no time to get all the homework for clinical completed.

We have changed textbooks since our original curriculum was approved by BVNPT and it has taken more time than expected to rearrange objectives and materials to stay with our approved curriculum and correlate with new textbooks. This has created some lack of flow in presentations and has had an effect on the students as revealed in the student evaluation. This is an ongoing process.

#### **Recommendations/Plan:**

1. Explore the possibility of some larger desks.
2. Continue to adjust instructional plan to coordinate with current textbooks.

## Section III: Curriculum

### A: Courses

There have been no recent changes to the curriculum of the program since the last review, other than textbook changes and realignment of Student Learning Objectives. We have also added an online software application for teaching electronic health record principles as all health records will be computerized by 2014. After much discussion among our faculty and our Professional Advisory Board, changes were made to the prerequisites to better prepare the students for the rigors of a concentrated one year program. We added the requirement of successful completion of HO 3 Medical Terminology and removed HO 54 Structure and Function of the Human Body and replaced it with BIO 25 and BIO 26 Human Anatomy and Physiology.

The Professional Advisory Board recognizes the need to incorporate more technology in the program, either in the classroom setting or in a laboratory setting on campus. By 2014 all medical records are to be electronic. As a result, all clinical sites will use some form of electronic charting. Our students need to be educated on the aspects of electronic charting before going to a clinical site. We have added a requirement of the purchase of a subscription to an online system that can be modified to meet our needs. The 2013-2014 class will be the first to have this requirement. There are many online resources for the textbooks we use that are beneficial to the students. We have no student computers in our present housing, Credence High School. If students do not have access to internet services here or at home, they must utilize the campus library computers, which sometimes is problematic for our students as they are frequently out of town 3 days a week for clinical classes. The need for student computers and appropriate software is becoming more crucial to prepare our students for the future.

Members of our Professional Advisory Board have discussed the need for phlebotomy, pharmacy technician, and medical assistant programs. It has been explained that there is difficulty finding qualified people for these positions.

We have completed requirements for accreditation of our CNA (HO 80A) class and are offering the course each fall and spring semester. The second offering of the class had the maximum allowed by regulation, 15 students, enrolled with a waiting list. In the future, we may determine it is in the interest of the college and the community to add the Certified Home Health Aide component as part of the class or a separate class.

The following courses are offered as prerequisites and VN program courses.

<u>Course Number</u>	<u>Course Title</u>	<u>Units</u>	
		<u>Theory/Lab</u>	
	<u>Prerequisites</u>		
BIO 25 & BIO 26	Human Anatomy and Physiology	6	2
HO 120	Cardiopulmonary Resuscitation	0.5	
PSY 1	Introduction to Psychology	3	
HLTH 25	Understanding Nutrition	3	
HO 80A	Geriatric Nurse Assistant (CAN)	2.5	3.5
PSY 18	Human Development: A Life Span	3	
HO 3	Medical Terminology	3	

Semester 1

VN 50	Basic Pharmacology	3	
VN 52	Clinical Lab 1		6
VN 51	Nursing Fundamentals	4	

Semester 2

VN 54	Clinical Lab II		6
VN 53	Adult Nursing Theory II	6	

Semester 3

VN 56	Clinical Lab III (Includes Pediatric and Maternity)		6
VN 55	Adult Nursing Theory III	2	
VN 57	Maternity	2	
VN 58	Pediatrics	2	

	<u>Units</u>	<u>Theory Hours</u>	<u>Clinical/Lab Hours</u>
Prerequisites	26.5	386	214
Semester 1	13	121.5	294

Semester 2	12	90	294
Semester 3	12	108	294

## Evaluation

We offer an Associate in Science Degree in Vocational Nursing which requires a total of 60 units including the 37 units of the required vocational nursing courses and the prerequisites less the 6 units of HO 80A if the student is already a Certified Nursing Assistant. Students need to discuss their general education choices with their counselors.

The Certificate of Achievement in Vocational Nursing requires 64 units which includes all of the above less the 6 units of HO 80A if the student is already a Certified Nursing Assistant.

HO 46, IV Therapy and Blood Withdrawal, is offered spring and fall terms; and HO 64, NCLEX Review, is offered in the term following completion of the program. If we have adequate enrollment, we can offer HO 40 Nursing Assessment the semester following completion of the VN program.

The Director is exploring the requirements for a phlebotomy certification program, as well as a program for pharmacy technicians.

The course outlines for the Vocational Nursing program were reviewed as part of the instructional program review process during Spring 2013 as indicated on the **Vocational Nursing Instructional Program Review: Status of Curriculum Review** form [Attachment E]. All the courses in the Vocational Nursing program have either recommended preparation or prerequisites. The documented content reviews for the recommended preparation and prerequisites have all been completed and accepted by the Curriculum/Academic Standards Committee. In addition, all courses in the Vocational Nursing program have approved course level student learning outcomes. All courses have updated representative textbooks identified on the course outlines of record

## Recommendation/Plans

1. Purchase computers that will accommodate current software available with printer.
2. Purchase current software. Appropriate software is Nurse ProCalc for hours of medication calculation practice; maternity, pediatric, and critical care modules for applying concepts in this important field which require specialized nursing experience to teach effectively.
3. Utilize Sim-Man and Sim-Mom to the maximum.
4. Develop phlebotomy certification course and a pharmacy technician course.
5. Develop additional Continuing Education classes.

## **B: Degrees or Certificates**

### **Description:**

Associate of Science Degree Nursing—Vocational Nursing

Certificate of Completion Vocational Nursing—Vocational Nursing

### **Student Learning Outcomes**

#### **Associate in Science Degree—Vocational Nursing**

**Upon completion of the vocational nursing courses within an Associate of Science Degree in Vocational Nursing, the student should be able to:**

1. Successfully pass the National Council Licensure Examination state board examination for licensure as a Vocational Nurse.
2. Work in a variety of health care settings performing safe and effective nursing care.

Upon completion of the general education components of an Associate of Science Degree in Vocational Nursing, the student should be able to:

3. Understand and apply methods of inquiry for a variety of disciplines including the scientific method for scientific inquiry and appropriate methods for social and behavior science inquiries.
4. Explain and analyze relationships between science and other human activities.
5. Apply knowledge of the ways people act and have acted in response to their societies to express an appreciation for how diverse societies and social subgroups operate to understand social dynamics within historical and contemporary communities.
6. Understand ways in which people throughout the ages and in Western and non-Western cultures have responded to themselves and the world around them in artistic and cultural creation; apply this knowledge to make value judgments on cultural activities and artistic expressions and demonstrate an understanding of the interrelationship between the creative arts, the humanities and self.
7. Engage in verbal communication by participating in discussions, debates, and oral presentations utilizing proper rhetorical perspective, reasoning and advocacy, organization, accuracy, and the discovery, critical evaluation and reporting of information.
8. Compose effective written communications and essays with correct grammar, spelling, punctuation and appropriate language, style and format utilizing academically accepted means of researching, evaluating and documenting sources within written works.
9. Analyze, evaluate and explain theories, concepts and skills within varied disciplines using inductive and deductive processes and quantitative reasoning and application.
10. Demonstrate appreciation of themselves as living organisms through their choices for physical health, activities, stress management, relationships to the social and physical environment, and responsible decision-making.

#### **Certificate of Achievement - Vocational Nursing**

Upon completion of the specified certificate, the student should be able to:

1. Successfully pass the National Council Licensure Examination state board examination for licensure
2. Work in a variety of health care settings performing safe and effective nursing care.

### **Professional Advisory Board**

The Vocational Nursing Program Professional Advisory Board meets semiannually and minutes for the past two years are available in the Program Director's office per Board of Vocational Nurses and Psychiatric Technicians (BVNPT) regulations and are included as Attachment \_\_\_\_\_.

### **Evaluation:**

The ability of our students to perform basic arithmetic calculations has historically been an issue. We have tried incorporating more mathematics in the pharmacology course, but that takes time away from their learning about the many medications which they need to understand. The recommendation now is that students planning to enroll in the nursing program have taken Math 102 or its equivalent at some point. It might even be possible for them to take the course simultaneously with Pharmacology. Then we get into the problem of so many units being required and recommended that the graduates will have many units in excess of the number required for a degree or certificate. We have historically lost 10-15% of our enrollment during the first semester due to failure to pass pharmacology. If we add more mathematics to Pharmacology, that changes the course work and we have to get approval from the Board of Vocational Nursing which might also require rewriting our entire nursing curriculum.

### **Recommendations/Plan:**

1. As new programs are developed, seek approval as continuing education provider for those occupations, also.
2. Develop a plan to incorporate practicing the use of technology found in the workplace by exposing students to current and future computerized learning equipment by incorporating electronic documentation in the first term during laboratory classes and specific simulations on the Sim-Man. This would include simulation manikins, computerized documentation software and training, and electronic monitoring equipment.

### **C: Scheduling and Enrollment Patterns.**

#### **Description**

The Vocational Nursing Program of Lassen Community College is accredited for 30 students per program class that is one class per year beginning in January and ending in December. The current plan for the class of 2012 began in August 2012 and will complete in August 2013. The scheduling of the program January-December allowed the graduates to take the NCLEX-PN in the spring and be ready for a registered nurse program in the fall, if that was their plan.

FTEs by class

	2008	2009	2010	Projection for 30 Students
HO 3	0.8	X	X	2.91
HO 46	1.9	1.0	1.4	2.05
HO 54	6.2	4.9	5.7	X
HO 64	0.5	0.7	0.6	1.82
HO 80A	X	X	7.0	10.5
VN 50	2.1	1.9	2.2	3.17
VN 51	2.4	2.2	2.8	3.77
VN 52	5.0	9.5	12.3	16.8
VN 53	2.5	2.7	3.1	5.14
VN 54	Not Available	10.1	10.1	16.8
VN 55	0.9	1.2	1.1	2.05
VN 56	7.8	9.5	8.9	16.8
VN 57	0.7	1.2	1.1	2.05
VN 58	0.7	1.2	1.1	2.05

Our lecture classes are held during the week days in the day time. Clinical experiences are scheduled as the facilities allow us to use them—usually 7 or 8 hour days during the week. The courses are given during three 15 week semesters which seldom coincide with the college’s semesters. Lectures are traditional classroom experiences, and clinical settings include our skills lab and facilities in Susanville, Chester, and Reno, NV. Our program scheduling as approved by the California Board of Vocational Nurses and Psychiatric Technicians does not allow for other courses to be taken concurrently with enrollment in the Vocational Nursing Program.



During the summer of 2011 we experimented with 12 hour clinical days within our accreditation regulations. It was unsatisfactory for the students as well as the faculty. We found that the days were too long to allow the students to complete their clinical written assignments.

**Evaluation:**

The eight month break between the graduation of the 2011 class and the start of the next class did not adversely affect enrollment. The new scheduling will allow our graduates to work as Licensed Vocational Nurses for a year before going to an RN program is that is their plan. This is beneficial in that it gives that an opportunity to develop skills, such as organization, that RNs often do not get for a couple of years. Some students have expressed disappointment that they will not be able to go straight to a new program, but most understand the opportunity to grow as a nurse during that year.

**Recommendation:**

1. Maintain the clinical days at 7-8 hours per day.
2. As we shift the start of our program to the fall term of the academic year, special thought will be given the scheduling of our 15 week terms. We have to function when the campus is open, but allow the students breaks between terms.

**D. Articulation/Integration of Curriculum**

**Description**

The Vocational Nursing Program has no 2 + 2 agreements. The Vocational Nursing Program has contracts and Memoranda of Understanding (on file in the Director's office) with the following facilities and organizations:

1. Banner-Lassen Medical Center
2. Country Villa Riverview Skilled Nursing (under discipline from DHS)
3. Northeastern Rural Health Clinics
4. Quincy Home Medical
5. Lassen County Public Health Department
6. High Desert State Prison
7. California Correctional Center
8. Life Care Center of Reno
9. Renown Skilled Nursing Hospital
10. VA Medical Center, Reno
11. Lassen Community College Child Development Center
12. Seneca Hospital District
13. Modoc Medical Center (under discipline from DHS)

These are the facilities we are currently using. We have MOU's with the following, but have been informed they do not have availability for our program (this is a continuing problem for Vocational Nursing programs throughout the state, which emphasizes our need to modernize all of our skills lab equipment)

1. Northern California Rehab Hospital
2. Shasta Regional Hospital
3. Renown Regional Medical Center
4. St. Mary's Hospital of Reno

### **Evaluation**

We definitely need more clinical sites/partners. As we strive to fill our 30 student allotment (accreditation maximum) we will need more sites to accommodate 10 additional students. That also means more instructors, to be addressed in another section. The Director continues to seek new sites as partners. Attempts have been made to reach an agreement with Enloe Hospital, Mercy Hospital, Carson-Tahoe Hospital. In every case, we are told that it is not possible because they reserve their student clinical rotations to local programs or Registered Nurse programs. The majority of our MOU's are very old and out of date.

Due to the discipline of two of our long term care facilities we are unable to utilize them for clinical instruction. This means a lot of our clinical instruction will have to be conducted in Reno which will necessitate a larger travel budget for instructors.

### **Recommendations:**

1. Update all MOU's to reflect current utilization of the sites.
2. Update and re-file all Facility Approval forms with BVNPT to reflect our actual utilization of clinical sites.
3. Develop MOU with more facilities by continuing to seek new clinical sites in Northern California.

### **E. Program Expansion**

#### **Description**

Our accreditation allows for 30 students per class, with one class per year. We cannot expand beyond that without revising our accreditation. In the past four years we have accepted less than this number due to lack of clinical space and qualified instructors. For a class of 30 we need two full-time instructors and then augment the instructional schedule with part time instructors.

The VN Professional Advisory Board has recommended expanding our VN program to encompass other allied health career preparation courses and programs. The Board recommends development of a phlebotomy certification and pharmacy technician programs. The Advisory Board also recommends exploring the possibility of adding the Certified Home Health Aide

(CHHA) curriculum at a later date (CHHA certification is required to work for a certified home health agency and is a 40 hour curriculum addition to the CNA program). Discussion also included a possible Medical Assistant program, but the Board thought the other programs are more urgently needed. The Board also recommends the college begin the process to develop an LVN to RN upgrade program or partnering with an existing program such as College of the Siskiyous.

**Evaluation**

The need for nursing professionals is ongoing. In California, the number of Licensed Vocational Nurses is expected to grow much faster than average growth rate for all occupations. Jobs for Licensed Vocational Nurses are expected to increase by 21.5 percent, or 13,600 jobs between 2008 and 2018. An average of 1,360 new job openings per year is expected for Licensed Vocational Nurses, plus an additional 1,980 job openings due to net replacement needs, resulting in a total of 3,340 job openings. All of our successful graduates who seek employment as LVNs find employment. Every healthcare facility in Lassen and Plumas Counties has graduates of our program working as nurses. We need to admit our full allotment of 30 students every year.

If we are to accept 30 students, hiring a second full-time instructor and a full-time director, is imperative. Previous Administrations were blind to this need. Our Instructor Support Specialist was increased from 10 hours per week to 20 hours, and we now have a work-study student..

The community, our Board and our students ask repeatedly for a registered nurse program. The staff is willing to do the work, but the administration and board of trustees must be willing to help support such an endeavor. That would include modernization of our plant and a full-time director. Our local hospital, on behalf of its corporate office, has expressed willingness to help defray the costs involved in such an endeavor, but present staff cannot go forward with the BRN requirements without some kind of commitment from our college.

**Recommendation/Plan**

1. Staff adequately according to projected FTEs for 30 students.
2. As an alternate to our own RN program, explore the possibility of partnering with an existing program, such as College of the Siskiyous.
3. Find more clinical sites.
4. Recruit and retain a pool of VN instructors numbering 10-15 to adequately staff the program.

Planning Agenda: 2013 Vocational Nursing Instructional Program Review

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
1	Hire adequate staff according to projected	Fall 2013	\$70,000	Program will continue and the students will

	FTEs for 30 students: 1 full-time, 2 adjunct instructors			feel secure that they will meet their educational objectives.
3, 4	Purchase 8 computers and one printer for nursing department	Fall 2013	\$8000	Students will be knowledgeable about EHR when they go to clinical sites
2, 3, 4	Purchase software: Nurse ProCalc, maternity, pediatric, and critical care modules.	Fall 2013	\$3400	Students will have opportunity to apply theory principles to scenarios and practice calculations
2	Develop health occupation programs to meet the needs of the community, including staffing and equipment.	2 years	\$2000-\$3000	Meet the needs for health care workers in northeastern California.
3	Make a Director of Allied Health position either full-time director to oversee all VN and all HO programs or allow Director 50% release time for director duties.	Fall 2014	\$7000 (addition to present \$25,000 director stipend)	If one Director is over all Health Occupations programs, there will be better coordination and less duplication of supplies.
3	Purchase 5 larger desks to accommodate our large students.	Immediately	\$1000	Larger students will feel more secure in their surroundings.
1, 4	Enter discussions with an existing ADN program to enable local students to receive part of their classes for NCLEX-RN to be done at LCC.	Spring 2014	Primarily travel expenses and time spent by administration.	Will allow local residents to more easily enter RN program and will keep money in our community.
1	Budget for advertising brochures for VN and CNA programs.	Spring 2014	\$200	Will insure we have reached the maximum potential student pool.
3, 4	Increase travel budget to \$11,000 to cover	Fall 2013	\$11,000	Forced to go out of town for clinical

	increased travel.			instruction due to discipline measures at Country Villa.
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## Chapter II: Human Resources

### A. Program Staffing

Currently there is one full-time tenure track faculty member in Vocational Nursing. There two adjunct faculty and a program director who is full time with 60% instructional duties and 40% director duties. The full-time faculty teaches a significant overload each semester. The director and one adjunct instructor wish to retire and plan to do so at the end of the current class. The program has one Instructional Support Specialist 20 hours per week; this is a classified position. The program is a twelve month program, but the director’s contract is for only 10 months. During two months of the program, there is no one responsible for any issues that may arise other than the administrator on duty who often cannot address problems specific to our program. In 2011, the Administration did provide a one-month contract for director for that uncovered month (at that time the Director’s contract was for 11 months). Previous to 2009, the program had two full-time faculty, one of which was the director who was allotted 40-60% release time for Director duties—the amount of release time seemed to vary according to who was Dean of Instructional Services and who the Director was. Schools similar to ours with programs similar to ours have at least a full-time faculty member who has 50-60% release time for director duties. Our present director is a Master’s prepared nurse, as is the full time instructor. One adjunct instructor is a Registered Nurse with an Associate’s degree, and the second one is a Licensed Vocational Nurse with an Associate’s Degree.

Prior to the 2012-2013 academic year the Director’s contract was for eleven months, August-June. In the current academic year (2012-2013) the stipend was increased significantly from \$14,500 to \$25, 000 per year, but the period was reduced to 10 months. This is problematic as our program runs 11 months.

Our program is accredited for 30 students per class (year). We may have one instructor per 30 students in didactic classes. In California we may have 15 students per instructor in a clinical setting. In Nevada, we are limited to 8 students per clinical instructor. During the current school term we accepted 28 students as we thought we had adequate staffing at the beginning of the term. One adjunct instructor left after 6 weeks of school, another adjunct instructor found she had only limited availability, which left us with two instructors. Our present full time faculty was hired in January and she plans to continue if she is offered subsequent contracts.

In speaking with Master's prepared nurses in our community, one important issue is the pay. For adjunct instructors, it is not out of line, but for full-time positions, almost every nurse would have to take a cut in pay and they are unwilling to do that.

### **Evaluation**

Vocational Nursing faculty teaches didactic classes as well as clinical classes. They also teach a few of the Health Occupations classes. The full-time faculty teaches a significant overload each semester and part-time faculty are consistently maxed out in hours each semester—in the fall term, one adjunct faculty's contract was changed to temporary full time. As the employers in the surrounding area increase pay for nurses, finding qualified instructors becomes more difficult. Not only is our pay less, but until at least one more full-time position is authorized, we cannot even offer good benefits. The current director has been unable to attend most regional meetings or Director Forums, presented by BVNPT because she was needed for clinical instruction.

We expect to have at least 30 qualified applicants for future classes. With the present staff we should accept only 15-20. Our staffing ratios are set by the BVNPT and the Nevada Board of Nursing. Our accreditation is for maximum of 30 students. In California, we may use Registered Nurses (RN) with an Associate degree and certain other qualifications, RNs with a bachelor degree, or Licensed Vocational Nurses with specific qualifications as instructors. In order to teach clinical class in Nevada, the RN must be bachelor prepared at a minimum. As noted above, in Nevada we are limited to 8 students per clinical instructor. All of this greatly increases our need for more instructors. If a part-time instructor teaches only clinical classes, he/she may work only 225 hours per semester. A part-time instructor could teach all the didactic hours in a semester and 65 more hours. Usually the full-time instructor teaches the didactic classes and 98-196 hours of clinical instruction. With 30 students we would need 4 sections of the clinical classes for a total of 1176 clinical hours per semester or 5.25 part-time instructors just for clinical. With 2 full-time instructors and a third full-time instructor with 40% release time for director duties, we would need only 2 part-time instructors.

The Director's contract should coincide with the program's schedule. The stipend is adequate, but the length of the contract should cover the time-frame appropriate to the program.

### **Recommendation/Plan**

1. Hire another full-time instructor, looking for one with a Bachelor of Science degree in nursing.
2. Hire 2 part-time instructors.
3. Make the Director position either full-time director to oversee all the VN program and all Health Occupations classes and to develop more allied health programs or a third full-time

instructor position with a minimum of 50% release time for director duties until more programs are added to the curriculum and then make the position full-time Director.

4. Make the Director's contract 11 months to cover the months VN program classes are in session: August-November and January-August.

## **B. Professional Development**

All instructors, adjunct and full time, have participated in workshops to better utilize web-based technologies, and various software. All have been trained on WEAVE and SLOs. Two faculty learned to better utilize Outlook for better productivity. Training offered by IT at the Training Center is often scheduled during clinical classes, but IT staff have been very accommodating in providing instruction at special times for our instructors. Two instructors are utilizing Moodle for supplemental materials (decrease copying costs) ensuring those without internet access also have access to the materials). The librarian presented an inservice for the students, which faculty also attended, regarding subscription services available through the college. Due to lack of instructional staff and substitutes, faculty have been unable to take advantage of various professional development offered throughout the state. All faculty have accessed HWI's website and web-based inservices for improving clinical teaching skills, cultural competencies, and parts of the ambulatory care curriculum. These are free and can be accessed anywhere internet services are available.

We are scheduled to purchase a Sim-Mom simulated manikin with CTEA grant money. If this occurs we will need training to effectively utilize the equipment.

## **Evaluation**

The entire faculty is willing and desirous of improving techniques, but do not have adequate substitute instructors available. They do take advantage of every low cost or free seminar or webinar.

## **Recommendation/Plan**

1. Recruit qualified instructional staff to provide for some faculty to take advantage of the many workshops available.
2. Provide funding for staff to be trained to utilize the simulation manikins to the optimal use.

## **C. Student Outcomes**

The results of the Student Learning Outcomes do not show any indication of needs in staffing as the results indicate some needs in instructional style that is addressed above.

## **D. Prioritized Recommendations for Implementation by Program Staff**

1. Recruit qualified instructional staff to provide for some faculty to take advantage of the many workshops available.
2. Provide funding for staff to be trained to utilize the simulation manikins to the optimal use

Planning Agenda: 2013 Vocational Nursing Instructional Program Review

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
3, 4	Make the Director's contract 11 months to cover the months VN program classes are in session: August-November and January-August	Immediate	0	The program will have a qualified person responsible to the students, staff, and administration for the optimal effectiveness of the program
3, 4	Hire another full-time instructor, looking for one with a Bachelor of Science degree in nursing	Fall 2013	\$60,000	Provide adequate staffing of the program.
3, 4	Hire 2 part-time instructors.	Fall 2013	\$40, 000	Provide adequate staffing for full-time staff to attend conferences and insure all classes have adequate instructional staff.



## Chapter III: Facilities Planning

### A. Facilities

#### **Description**

At the present, there is no classroom or laboratory for the nursing program on Lassen Community College campus. Until Fall 2011, we were housed inadequately in a 55 year old portable building that included a classroom for lecture, a practice laboratory, a laboratory, and offices for 4 faculty members. That building has been decommissioned as a building for instruction.

The nursing program is now housed at Credence High School (rental agreement available from college administration) on the south side of town. We have one small classroom that is utilized as the instructors' office which does not allow for private conferences with students, one large classroom, a divided room that is utilized as a nursing laboratory for VN and CNA students, and one small classroom utilized primarily by EMT and First Responder classes. The rooms are clean, comfortable and well-lit. Because we are off-campus, we have no opportunity to utilize SMART boards found on the campus. In the student evaluation of the program, there were several complaints of the building being cold. The thermostats are set at 70 degrees and we are able to raise the setting only 2 degrees. Students and instructors wear coats or jackets almost all the time. The Director has spoken with the head of maintenance at Lassen High School and did get the thermostats reset to 72 degrees which helps, but is still too low on the very cold days.

It is inconvenient for our students to make full use of the college library. Our mail is also delivered to the LCC mailroom and we have to drive across town to get it—it is not delivered to us. As wonderful as our present building is, there are many inconveniences of not being on the main campus.

Ideally, facilities on the main campus will be found to house the program, but in the meantime, we are adequately housed. The building has adequate electrical outlets and can accommodate machinery that uses large amounts of electricity. We are connected to the Lassen High School network, so we have internet access via Ethernet, not wireless. We still have only cellular phone service provided by the college. We have never been able to set up the voice mail accounts, even after going to the provider's store. As a result, we continue to depend on our personal cell phones for school business.

Our clinical sites off-campus offer varying opportunities for learning. Each provides multiple facets of nursing which the students utilize. As the students rotate through the various sites, they gain experience in caring for many types of patients: long term care, geriatrics, emergency services, maternity, pediatrics, medical/surgical, operating room, infusion, wound care, telemetry

(basic), cardiovascular-respiratory, home health, clinics, public health, and nursing leadership. Since we have not been able to find clinical sites in the central valley or in Reno for obstetrics and pediatrics, it is sometimes a challenge to meet the BVNPT clinical requirements in those areas.

### **Evaluation**

Although our facility is adequate, it has many shortcomings that impact the nursing program. These include no land line phone, no wireless internet service (for students to utilize the internet they must have Ethernet cables and there are limited internet access points, or their own Hotspot), it is difficult for students to fully utilize the campus library, program mail is often delayed because of the inconvenience of daily trips to the campus

### **Recommendations/Plan**

1. Make arrangements to deliver our mail at least twice a week.
2. Discuss with the high school (landlord) the possibility of setting thermostats at 74 degrees for very cold weather.
3. Continue to seek alternative methods of meeting obstetric and pediatric clinical requirements.

### **B. Equipment**

#### **Description**

The program presently has one Sim-Man with hardware and software. We also have one pediatric manikin that simulates breath sounds, abdominal sounds, and may have various tubes inserted. An obstetrics pelvis was purchased with grant money for the College Foundation, as were two modern manikins and three IV therapy arms. Banner-Lassen Medical Center donated four modern electric beds, a gurney, and miscellaneous equipment. All of these items have been put to good use. With CTE grant monies, supplemented with a grant from the Lassen Community College Foundation, we have recently ordered an obstetrical simulated manikin.

For the staff, we have 3 Internet abled computers with one shared printer. We have no computers for student use, nor do we have up-to-date software. More resources are available online so it becomes imperative we have computers for student use. Please refer to Chapter I Section A regarding the need for computers and software. We now have a copier adequate to our needs that eliminated trips to the main campus to copy handouts, tests, etc.

We have 7 electrical hospital beds, 4 of which all work properly; three of them have some mechanical problems such as not raising or lowering or other non-working bed positioning. We have 2 electronic vital sign machines, 1 electronic thermometer, 1 oxygen concentrator, 2 Gomco suction machines. We have one gurney. We did have 3 pulse oximeters that we shared with EMT classes, but they have all disappeared in the second semester of use.

We have manikins as mentioned above. In addition, we have 3 older manikins that are missing parts and have hard plastic skin, inappropriate for practicing wound care. In the student evaluation of the program, a big complaint was outdated equipment. We do need modern suction equipment, but that entails wall suction. We do not have any Kangaroo pumps (for feeding through tubes), or infusion pumps.

We also have 4 arms for practicing intravenous (IV) access, 3 of which are brand new. They serve very well for IV and injection practice. We ordered another electronic lift and another wheelchair, but those never arrived.

### **Evaluation**

We have replaced 4 of the old beds with donations from Banner-Lassen Medical Center, and have replaced several out-of-date and broken manikins with the generosity of the college foundation. We need to replace the pulse oximeters, possibly buying 2 sets—one for nursing and one for EMT. Students have no internet access unless they provide their own Ethernet cables, and even then, we have only 4 access sites available. Of course, they may use the computers in the library and Learning Center, but these areas do not have our nursing case study programs, which are used to supplement lecture and clinical instruction, on their computers. There is still need for another electronic lift and another wheelchair.

We are utilizing the Sim-Man with appropriate scenarios to reinforce didactic concepts. We still need simulation manikins for pediatrics.

### **Recommendations/Plan**

1. Purchase 1 bed per year to replace beds that are not in good working order.
2. Purchase a second electric transfer lift to accommodate the increase in total students served.
3. Purchase a third manual wheelchair due to the increase in total students utilizing the equipment.
4. Purchase a pediatric simulated manikin, not new-born, and accompanying software to facilitate learning care of childhood diseases and accidents.
5. Purchase 1 manikin per year for 3 years to provide workable vehicles for practicing clinical skills and to replace our outdated manikins.

### **Prioritized Recommendations to be implemented by program staff**

1. Continue to seek alternative methods of meeting obstetric and pediatric clinical requirements
2. Make arrangements to deliver our mail at least twice a week.
3. Discuss with the high school (landlord) the possibility of setting thermostats at 74 degrees for very cold weather.

**Prioritized Recommendations Requiring Institutional Action for Inclusion in Facilities Master Plan**

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
3, 4	Purchase a pediatric simulated manikin, not new-born, and accompanying software to facilitate learning care of childhood diseases and accidents.	Spring 2014	\$30,000	More experience with pediatric disorders, albeit in a laboratory setting
3, 4	Purchase 1 manikin per year for 3 years to provide workable vehicles for practicing clinical skills and to replace our outdated manikins	Spring, 2014	\$2500/year	Replace outdated and broken equipment.
3, 4	Purchase 1 bed per year to replace beds that are not in good working order.	Fall, 2014	\$1500/year	Replace outdated and broken equipment
3, 4	Purchase a second electric transfer lift to accommodate the increase in total students served.	Fall, 2014	\$2000	Provide more equipment for more efficient training of the students.
3, 4	Purchase a third manual wheelchair due to the increase in total students utilizing the equipment.	Fall, 2014	\$800	Provide more equipment for more efficient training of the students

We did not address the issue of our instructional site, as Credence High School is adequate, with the few exceptions mentioned. The ideal place would be back on campus, but the present site works very well for our programs.

## Chapter IV: Technology Planning

The Professional Advisory Board recognizes the need to incorporate more technology in the program, either in the classroom setting or in a laboratory setting on campus. By 2014 all medical records are to be electronic. As a result, all clinical sites will use some form of electronic charting. Our students need to be educated on the aspects of electronic charting before going to a clinical site. We have added a requirement of the purchase of a subscription to an online system that can be modified to meet our needs. The 2013-2014 class will be the first to have this requirement. There are many online resources for the textbooks we use that are beneficial to the students. We have no student computers in our present housing, Credence High School. If students do not have access to internet services here or at home, they must utilize the campus library computers, which sometimes is problematic for our students as they are frequently out of town 3 days a week for clinical classes. The need for student computers and appropriate software is becoming more crucial to prepare our students for the future.

### Recommendation/Plans

1. Purchase computers that will accommodate current software available with printer.
2. Purchase current software. Appropriate software is Nurse ProCalc for hours of medication calculation practice; maternity, pediatric, and critical care modules for applying concepts in this important field which require specialized nursing experience to teach effectively.
3. Planning Agenda: 2013 Vocational Nursing Instructional Program Review

Strategic Goal	Planning Agenda Item	Implementation Time Frame	Estimated Cost	Expected Outcome
3, 4	Purchase 8 computers and one printer for nursing department	Fall 2013	\$8000	Students will be knowledgeable about EHR when they go to clinical sites
2, 3, 4	Purchase software: Nurse ProCalc, maternity, pediatric, and critical care modules.	Fall 2013	\$3400	Students will have opportunity to apply theory principles to scenarios and practice calculations

ATTACHMENT A

Instructional Program Review

Annual Update Template

For All Instructional Programs

N/A

ATTACHMENT B

Institutional Student Learning Outcomes

Inventory Chart

Institutional Student Learning Outcomes	VN 50	VN 51	VN 52	VN 53	VN 54	VN 55	VN 56	VN 57	VN 58
Communication—ability to listen and read with comprehension and ability to write and speak effectively.	X	X	X	X	X	X	X	X	X
Critical Thinking—ability to analyze a situation, identify and research a problem, propose a solution or desired outcome, implement a plan to address the problem, evaluate progress and adjust the plan as appropriate to arrive at the solution or desired outcome.	X	X	X	X	X	X	X	X	X
Life Long Learning—ability to engage in independent acquisition of knowledge; ability to access information including use of current technology; ability to use the internet and/or library to access and analyze information for relevant and accuracy; ability to navigate systems.	X	X	X	X	X	X	X	X	X
Personal/Interpersonal Responsibility—ability to develop and apply strategies to set realistic goals for persona, educational, career, and community development; ability to apply standards of personal and professional integrity; ability to cooperate with others in a collaborative environment for accomplishment of goals; ability to interact successfully with other cultures.	X	X	X	X	X	X	X	X	X



ATTACHMENT C  
Student Learning Outcomes  
Assessments

Student Learning Outcomes Assessments by specific course and instructor prior to the Fall 2012, are available in the Office of Instruction. Beginning with the Fall 2012 term, results are found in WEAVE online.

ATTACHMENT D  
Student Evaluation  
Instrument

LASSEN COMMUNITY COLLEGE

INSTRUCTIONAL PROGRAM REVIEW - STUDENT EVALUATION

Name of Program: \_\_\_\_\_ Date Survey Completed:

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

Overview:

Instructional programs are reviewed every six years by the institution. The \_\_\_\_\_ Instructional Program is currently undergoing its periodic review. The \_\_\_\_\_ Instructional Program is made up of the courses leading to a degree or certificate of achievement in \_\_\_\_\_. The courses in this program include:

\_\_\_\_\_

As a student enrolled in one of these courses, your insight about the course and program can provide valuable information to assist the program faculty in making program improvements. This student survey is your opportunity to provide information to the program faculty. This is a student survey of the course and program, NOT the instructor. Instructor evaluations occur at a different time.

Instructions for Completion:

Please be as objective and concise as possible when answering the following questions. Read and evaluate each question and check the responses, which most closely relate to your views. Space has been provided at the end, for any additional comments you would like to make.

Tell Us About Yourself:

1. Educational Goal: What is your educational objective at Lassen Community College. (Check all that apply).

General Education:

- Transfer to 4-year Requirement Institution
- IGETC
- CSU Certification
- UNR Certification
- Transfer to another community college

Degrees/Certificates:

- AA/AS
  - Certificate of Achievement
  - Certificate of Completion
  - Certificate of Accomplishment
- Title of degree or certificate:  
\_\_\_\_\_

General Interest:

- Job
- Continuing Education
- Personal Development

2. Your Need for this Course: Why are you taking this course?

- |  |   |
|--|---|
| <input type="checkbox"/> Core Requirement for degree or certificate      | <input type="checkbox"/> Job Requirement      |
| <input type="checkbox"/> Elective for degree or certificate              | <input type="checkbox"/> Continuing Education |
| <input type="checkbox"/> General Education course for degree or transfer | <input type="checkbox"/> Personal Development |
| <input type="checkbox"/> Other: Please Specify _____                     |   |

3. Type of Course

- |   |  |
|---|--|
| <input type="checkbox"/> Lecture only                   | <input type="checkbox"/> Laboratory only |
| <input type="checkbox"/> Lecture/Laboratory Combination | <input type="checkbox"/> Activity Course |

4. Does the course content reasonably compare with the catalog/schedule description?

- yes                       no

5. Did the catalog clearly explain the order in which the courses in this program should be taken?

- yes                       no

6. Was any cost for this course/program, beyond registration and books clearly identified in the catalog?

- yes                       no

7. Did the course require a textbook?

- yes                       no

If yes, was the textbook(s) for this course adequately used?

- yes                       no

8. Was a syllabus for the course provided at the beginning of the course?

- yes                       no

If yes, did the syllabus clearly identify the student learning outcomes for this course?

- yes                       no

Scheduling:

8. Did the scheduling of this course meet your needs?
- current schedule met my needs
  - needed morning offering
  - needed afternoon offering
  - needed evening offering
  - needed one day a week schedule
  - needed summer offering
  - needed week-end offering
  - needed short-term (less than semester) offering
  - other: Please Specify \_\_\_\_\_
9. The scheduling of this course:
- resulted in no scheduling conflicts
  - conflicted with other core (required) courses in the program
  - conflicted with elective courses in the program
  - conflicted with general education courses

Facilities/Equipment:

10. Do the on-campus facilities for this course/program adequately meet your needs?
- I was provided with reasonable access to the facilities
  - The facilities were unavailable at times that I could use the facility.
  
  - The temperature of the facilities was comfortable.
  - The temperature of the facilities was frequently too hot.
  - The temperature of the facilities was frequently too cold.
  - Not applicable
  
  - The lighting in the facilities was adequate
  - The lighting in the facilities was too bright
  - The lighting in the facilities was too dark
  - Not applicable
  
  - The chairs/tables/desks were adequate

- The chairs/tables/desks were inadequate
- Not applicable

Please Specify: \_\_\_\_\_

11. If applicable, do the off-campus facilities for this course/program adequately meet your needs?

Identify the specific off-campus site (i.e. Roosevelt Pool, Memorial Park, Westwood Center, etc.

\_\_\_\_\_

- I was provided with reasonable access to the facilities
- The facilities were unavailable at times that I could use the facility.
  
- The temperature of the facilities was comfortable.
- The temperature of the facilities was frequently too hot.
- The temperature of the facilities was frequently too cold.
- Not applicable
  
- The lighting in the facilities was adequate
- The lighting in the facilities was too bright
- The lighting in the facilities was too dark
- Not applicable
  
- The chairs/tables/desks were adequate
- The chairs/tables/desks were inadequate
- Not applicable

Please Specify: \_\_\_\_\_

12. Did the course/program provide the necessary equipment?

- Sufficient equipment for the number of students
- Insufficient equipment for the number of students

- Not applicable
  
- Sufficient time on equipment was allowed for each student
- Insufficient time on equipment was allowed for each student
- Not applicable
  
- Equipment was current up-to-date
- Equipment was out dated
- Not applicable
  
- Equipment was generally in good operating condition
- Equipment was generally broken or inoperable
- Not applicable

13. Describe how this course/program could be improved to better meet the needs of the students at Lassen Community College.

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14. Provide any additional comments on the course or program:

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Results:	
Transfer to 4 yr. institution	9
Transfer to another CC	4
AA/AS	17
Certificate of Achievement	2
Certificate of Completion	3
Title of Degrees/Cert. (VN)	22
Taken for job requirement	6
Continuing Education	8
Personal Development	4
Core Requirements for Degree/Cert	23
General Ed Course for Degree/Transfer	1
Job Requirement	2
Continuing Education	3
Personal Development	2
3. Type of Course:	
Lecture Only	3
Lecture/Lab Combination	21
Activity Course	2
4. Does the Course content reasonably compare With catalog/schedule	
Yes	23
No	1
5. Did the catalog explain order of classes	
Yes	23
No	1
6. Was any cost for program explained	
Yes	20
No	4
7. Did the course require a text	
Yes	22
No	1
8. Was the syllabus provided at start of class	
Yes	24
No	0
8a. Did syllabus identify SLOs for course	
Yes	20
No	4
Current Schedule met my needs	21
Needed one day a week schedule	2

9. Scheduling resulted in no conflicts	23
10. Facilities—do the off-campus facilities for this Course adequately meet your needs.	
I was provided reasonable access to facilities	22
The temp was comfortable	11
The temp was frequently too hot	1
The temp was frequently too cold	13
The lighting was adequate	22
The desks were adequate	16
The desks were inadequate	7
Comments:	
Desks unstable and too small. Prefer tables.	5
11. Did the program proved necessary equip.	
Sufficient equip for # of students	18
Insufficient equip for # of students	4
Not applicable	1
Sufficient time on equipment	21
Insufficient time on equipment	1
Not applicable	1
Equipment was current up-to-date	12
Equipment outdated	12
Not applicable	1
Equipment in good condition	21
Equipment broken or in poor condition	2
Not applicable	1

12. Describe how this course/program could be improved.

Most dummies are up-to-date.

Computer equipment for each student; break room for students' use; WiFi access; reading room other than the student classroom,

More accessible location and hours for clinicals- 12 hour clinical? MedSurg lecture if possible just once a week.

I know that school is trying their best to hire more instructors. But program will be better if we are able to go to other facilities for more learning experience.

Need new dummies. This program could be improved by newer equipment such as dummies and secure instructors for the program.

Some equipment should be updated.

Lecture days could be combined so the program would only be 4 days a week. 12 hour clinicals?

Desks not up-to-date. Good program. Study Guides would be helpful

Teaching, I would like to be taught not have to teach myself or rely on classmates for help.

Would be nice to possibly have some afternoon clinical scheduled if weather bad in the morning for traveling.

It is very poorly organized. It seems the instructor waits until the last minute to plan anything, and that has resulted in a disappointing start to my nursing career.

It seems w/scheduling, that the program could be more concensed into less days - 5 days a week is a lot and a lot of people commute and have to work while in the program.

Updated syllabus so it coordinates with the books and stuff we learn.

I think more up-to-date equipment would help the students take more away from the program.

We have not ended up at the places were told we would go. I wish we could get instructors so we could get the experience that we need.

If the program received more helpful equipment and up-to-date equipment.

### 13. Provide any additional comments on the course or program.

Wireless internet access needs to be provided and the program should be given up-to-date mannequins/dummies to work on.

Knowledgeable and ready to help the students instructors and staff, make the program a success at this point in time.

The equipment was in working condition, however, they were outdated.

This program is really important for the community and other students that are outside Susanville. Good neighbor program tuition should be back.

This is a great way to become a nurse; quickley.

I would like more hands on experience at different locations to be well rounded when leaving the program. Different experiences would help me decide what direction I want to go, whether additional education is needed or straight to work.

Good program; education well laid out.

I hope that in the future the director of the program can set the schedule and have contracts with appropriate clinical sites, so we can get the most out of this program.

Program is great. It's a lot of work but provides you with many great learning experiences.

This is a great program.

It would be nice if the program was a little more reliable.

ATTACHMENT E

Lassen Community College

Vocational Nursing Degrees/Certificates

**Vocational Nursing Instructional Program Review  
Status of Curriculum Review April 26, 2013**

<b>Course</b>	<b>Curriculum Committee Review Completed</b>	<b>Curriculum Committee Review <u>Not</u> Completed</b>
EMT 60 Emergency Medical Technician-B (Basic)	08/30/2011	
EMT 61 Emergency Medical Technician –B (Basic Refresher)		04/27/2010
HO 3 Medical Terminology	01/15/2013	
HO 40 Nursing Assessment	01/15/2013	
HO 46 IV Therapy and Blood Withdrawal (Phlebotomy)	01/15/2013	
HO 54 Basic Structure and Function of the Human Body	Inactivate 01/15/2013	
HO 64 NCLEX Review	01/15/2013	
HO 80AGeriatric (Long-Term Care) Nurse Assistant	01/15/2013	
HO 120 Cardiopulmonary Resuscitation (CPR)	04/16/2013	
HO 152 Standard First Aid	Inactivate 04/16/2013	
VN 50 Pharmacology	01/15/2013	
VN 51 Nursing Fundamentals	01/15/2013	
VN 52 Clinical Lab I	01/15/2013	
VN 53 Adult Nursing Theory II	01/15/2013	
VN 54 Clinical Lab II	01/15/2013	
VN 55 Adult Nursing Theory III	01/15/2013	
VN 56 Clinical Lab III	01/15/2013	
VN 57 Maternity Nursing	01/15/2013	
VN 58 Pediatric Nursing	01/15/2013	
AS Vocational Nursing		04/27/2010
Certificate of Achievement - Vocational Nursing		04/27/2010

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Ms. Monna Walters, Subject Area Faculty Signature

Date

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Ms. Cheryl Aschenbach, Curriculum/Academic Standards Committee Chair Signature

Date

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Ms. Susan G. Mouck, Executive Vice President of Academic Services Signature

Date

Attachment F  
Vocational Nursing  
Professional Advisory Board Minutes

LASSEN COMMUNITY COLLEGE  
VOCATIONAL NURSING  
ADVISORY BOARD MEETING  
Approved Minutes  
August 29, 2011

MEMBERS PRESENT

Dr. Kayleigh Carabajal	Dean Of Academic Services
Monna Walters	Director of Vocational Nursing LCC
Steve Jones	CNE HDSP/CCC
Jane Low	DON CCC FNP
Steve Hendrickson	Administrator Country Villa Riverview
Steve Tank	DON Country Villa Riverview
Sandy Beckwith	Lead Counselor LCC
KC Mesloh	Counseling Office LCC
Linda Wagner	CNO Seneca Healthcare
Debbie Phillips	Banner Lassen
Sophia Wages	Board Member
Joanna Zimmerman	Public Health
Ross Stevenson	Division Chair for Nursing
Caryn Nobles	ISS Nursing LCC
Katia Weatherford	Student Representative for Nursing Class
Deanna Bustamante	Northeastern Rural Health
Sarah Lamar	Northeastern Rural Health
Tom Jeffries	Nursing Instructor
Norman Franklin	Workforce Development of CA

Dr. Kayleigh Carabajal asked that everyone introduce themselves and the institution they were representing. She then introduced herself as the Dean of Academic Services, and said that today she wanted to put to rest some of the rumors that have been circulating. She asked if everyone had looked over the agenda. She wanted to discuss the proposed changes to the curriculum and pre-requisites to the nursing program, she asked Monna to discuss some of the changes.

**Curriculum Change Proposals:**

Monna explained that we would like to change HO 54 (Structure & Function) to BIO 25-26 (Human Anatomy and Physiology I and II). We need to change the pre-requisite now for the next class. Those students that have taken HO 54 will be grandfathered in for the next program. She said that some of the students that take HO 54 do well but others don't and the instructors have to take class time to explain the anatomy and physiology. She suggested that HO3 (Medical Terminology) be added as a pre-requisite, some of the other colleges require HO3

to get into their nursing programs. The other curriculum change would be to VN 50 – Pharmacology. This is where we lose students because they don't have the foundation for math and the instructor has to take extra time to teach remedial math and doesn't have enough time for medications. She suggested adding two units on to Pharmacology making it a 5 unit class, the extra 2 units for math to teach them fractions and decimals.

Sandy Beckwith: "When would these changes take place?"

Monna: "We recommend the changes take place in the next class."

Kayleigh: "The math part, making that a pre-requisite?"

Monna: "Not a pre-requisite just added into the class."

Sarah Lamar: "Pharmacology is not a pre-requisite? Is there a test during the applications?"

Monna: Some schools have a pre-requisite math test but not the Vocational Nursing Programs, RN's do.

Kayleigh: "Are there any other questions"? All this has to be approved by the curriculum committee.

Jane Low: "Are BIO 25-26 transferable? What about HO 54?"

Monna: "Yes BIO is but HO 54 is not."

Kayleigh: The key to changing to BIO 25-26, is that these classes are pre-requisites for RN programs. BIO classes are bursting at the seams.

Ross Stevenson: Asked about Pharmacology class how do 5 units compare to what other schools are offering?

Monna: "It would be 2 units more."

Kayleigh: "I attended the Northern Consortium and Pharmacology is an issue across the state. Other colleges are considering this; every director said that Pharmacology is an issue".

Ross: "Shouldn't the pre-requisites be changed to Math 51?"

Monna: The math need for nursing is very specific; it's not algebra, its advanced basic math.

Kayleigh: "Do all support these proposals"? Everyone agreed.



Sarah Lamar: She told us that she was a recent graduate and that there was another portion of her application called the “T’s test”, and she suggested we use that.

Monna: It’s open enrollment for the VN program.

### **Update on Current Program Status:**

Monna told us that the Nursing Student Handbook revisions were approved by the Board on September 9, 2011.

Kayleigh:

Current Students:

There are currently 15 students in the Nursing Program that will graduate on December 14, 2011.

Licensure Pass Rates:

In 2010 there were 16 students taking state boards with at 96% pass rate, in 2011 4 students took the state boards with a 100% pass rate. This is higher than the state and national rates.

Location (M Building Decommissioned)

The portable M building where the nursing has been housed was supposed to be a temporary location, it has outlived its useful life. The nursing will be relocated, maybe off campus for a while. She asked for any suggestions of any facilities or sites where we could have lab areas for faculty and students.

Jane Low: “Are there requirements to be off campus”

Monna: “We are planning to take 30 students again”.

Kayleigh: There is certain real estate requirement per student; going back up to 30 students might be compliant with the state.

Office Moves:

The nursing staff is moving their offices to HU 213/214.

Staffing Level Change (ISS)

Caryn’s ISS (Instructional Support Specialist) hours have been increased to 20 hours per week.

New Equipment:

Monna told us that she found some equipment that we didn’t know we had. We have a new electronic Hoyer like the ones they use at clinical sites. We have started to order new equipment, three new IV arms for HO 46, and are pricing new hospital beds.

Kayleigh; “It is my intention to spend \$111,375 on new equipment when the program opens.”

Funding Request Approval (CTE):

We have some CTE monies for current year and will have funding for next year.

### **Next Steps**

Seeking Grant Funding:

Kayleigh is currently getting all the data together to obtain funding for the nursing program.

Curricular Redesign:

The recommendations are; changing how the program is offered and marketing the program.

Addition of a CNA Program:

Monna said that none of our present staff meet the requirements to be the instructor of the CNA program, and that you have to be an RN with one year hands on experience. She has someone interested in the job that meets all the requirements and has lots of experience. The curriculum has been approved, and Country Villa has been approved for our clinical site. She handed out a draft job description for CNA program director.

Sandy: “How often.”

Monna: “Every term, fifteen students”.

Kayleigh: Everything has to go through the processes. We are planning diligently to enhance our program to meet Allied Health needs, adding a Certified Phlebotomy class, bridge to RN now, and looking for RN program in the future. Also adding a HA (Health Aid) class. The VN Program is not going away; we are just retooling it and enhancing the staffing.

Kayleigh asked for input from all present.

**Steve Jones**, High Desert State Prison: He said that they have 51 nursing positions and will have more full time in the future, going to have six more full time LVN’s. He said that he is confident what they need now they will need in the future and wants to keep the relationship with the college. He said they would do what they can to help the program be successful, and also that Mr. Norman Franklin (from Workforce Development) would help with FTE’s, that there is money out there.

**Linda Wagner**. Seneca Healthcare District: She said that she her charge nurses are LVN’s, ten of them are going to back to school for their RN. She also uses LVN’s in the SNF. She said that the program is very valuable and that she likes to hire graduates from LCC, but that Feather River College is knocking at my door. She said, “Your students have top priority and I don’t want to make that change.”

Kayleigh thanked her for her loyalty to Lassen College.

**Debbie Phillips**, Banner Lassen: She said Banner appreciates the students being there it is beneficial to the hospital and to the students. The patients love having the students and they ask the nurses questions and make them think. She said she was delighted that the program is just going to be postponed. She said we definitely need a CNA class because they use CNA's too at the hospital.

Kayleigh said that the class would be postponed for two terms and the college would start taking applications in May of next year and the class would start in August 2012.

Deanna asked if this would change the rotations and Monna said that she was working on new MOU's for the clinical sites.

Sandy asked if the classes would be fall, spring and summer and Monna said it would be a twelve month program with no summer break

Kayleigh said that BIO 25 would be offered in the spring and BIO 26 in the summer so that the students could meet the pre-requisites before the class started in August.

**Joanna Zimmerman**, Public Health: Joanna had to leave but she said that the flu season is coming and the Public Health will be having a drive through clinic in October for the students to participate in.

**Steve Tank**, Country Villa Riverview: CVR is starting a new CNA class this week. He said that he has 23 nurses, all of which came from Lassen College. He said he usually hires one to two per class, the most he hired from one class was four.

Kayleigh said that we could use any extra equipment that any of the facilities had. She asked if there were any other questions about the future.

### **Active Role in NFNRC**

Jane: "How is Lassen collaborating with Chico?"

Kayleigh said that she is becoming actively involved with Linda Zorn with Regional Health Occupations from Butte College said that there are grants available, for a comprehensive allied health program.

### **Additional Staff:**

Monna said that we need additional staff, additional PT instructors, and one more full time instructor plus a new director. The director has to have one year teaching in an accredited program. If we have 30 students we need three clinical instructors and maybe more if the students are in Reno where they only allow 8 students per instructor.

### **Other**

Kayleigh told us that Monna is working on a new mission statement, this program is trying to be the best in Northern California.

**Sophia Wages**, Board Member: Sophia said that she wanted to thank the staff, and that the trustees wanted to keep the program going. She said they received lots of communication, and wanted to thank all for making it a better program.

Kayleigh said, “ We are looking forward to a partnership with the community, and we appreciated all the input you’ve given us, in May of this year there were rumors of the program closing, we hope we’ve dispelled those rumors!”

**Tom Jeffries**, Nursing Instructor: Tom said. “Just from one instructors point of view, thank you all for allowing us to come interrupt your schedule and ask silly questions.”

**Deanna Bustamante**, Northeastern Rural Health Clinics; “We love having you too.”

LASSEN COMMUNITY COLLEGE  
VOCATIONAL NURSING  
ADVISORY COUNCIL MEETING  
CREDENCE HIGH SCHOOL Rm 3  
April 24, 2012, 1:00  
Approved Minutes

MEMBERS PRESENT

Dr. Kayleigh Carabajal	Dean of Academic Services
Monna Walters	Director of Vocational Nursing LCC
KC Mesloh	Counseling Office LCC
Terri Smith	Director of Nursing Seneca Healthcare District
Deanna Bustamante	Northeastern Rural Health
Sarah Lomen	Northeastern Rural Health
Sandy Beckwith	Lead Counselor LCC
Shannon Martin	Director of Nursing High Desert State Prison
Caryn Nobles	ISS Nursing LCC

Introductions were made and Monna showed everyone around the new classrooms that the nursing program has moved into. (The nursing program has four classrooms at Credence High School.)

**Pass Rate 2011 Graduates**

Monna told us that eight of the 2011 nursing graduates have taken the NCLEX PN boards. Seven have received their results and have all passed. Many of the graduates are employed, one in Chico and one is enrolled at the College of the Siskiyous.

**Update on move**

We have almost completed our move to Credence. We still have a few items to move over; two commodes and one bedside table and odds and ends. It has been a rickety move but we are glad to be here. When we are all settled I will notify the Board of Nursing of our new physical address with maps.

**Update on New Equipment**

The college foundation gave the nursing program \$15,000 for supplies. We spent \$2,000 on IV simulated arms and are waiting for some of the supplies to come. We also ordered two teaching stethoscopes, a pulse oximeter, thermometer, and some simulation mannequins.

## **Update on Pre-requisites**

At our last council meeting we recommended adding HO3 (Medical Terminology) and Bio 25, 26 to go into effect this fall. Those students who had taken HO 54 (Structure & Function) instead of Bio 25, 26, as pre-requisites would still be able to enroll. The students can start applying May 1<sup>st</sup>, but some of them will still be doing their prerequisites. Next year we will start applications on June 1<sup>st</sup> but the students will have to have all their prerequisites done before applying.

Sandy Beckwith: "What about HO3 can they co-enroll in the fall if they haven't had the class?"

Monna: "No, we are only going to accept HO 54." "HO3 is being offered this summer."

Sandy: "A few students did all prerequisites except HO3 can't they do it in the fall?"

KC Mesloh: "What if they can't take it in the summer?" "There wasn't any publication anywhere, you know about it, some don't know and think they have all pre-reqs done."

Kayleigh Carabajal: "We can take it case by case, need to be aware of those who don't know; next year it won't be an issue."

## **Update on scrubs for VN and CNA students**

We had to change the color of our uniforms for the nursing students because we go to Renown Long Term Care and their nurses all wear purple. We can't have blue or navy because of the prison so we chose wine. The uniform shop still has lots of purple patches, so we will use those up before getting wine ones. The CNA students will be wearing brown scrub uniforms.

## **Health Workforce Initiative Programs Online**

Cultural Competencies and Transition from Clinical practice to Instructor are good programs online, they have a whole module. It's a whole new ballgame making the transition from clinical nurse to educator.

May 7<sup>th</sup> Far Northern is having a meeting in Chico we would like to have a video conference but so far it isn't working out.

## **Schedule for class commencing August 20, 2012, and expected class size**

Our next class will start on August 20<sup>th</sup>; we will be taking 30 students and 2 alternates. The alternates will understand that if no one drops they're gone from the program. They will be able to be part of the class for the first six weeks but if no one has dropped by then they are gone. The first day of class the students will get all their paperwork, background check, shot records and physicals to be done.

Fall will start August 20<sup>th</sup> and end November 30<sup>th</sup> then have a full month off  
Spring will start January 2 and end April 19<sup>th</sup>  
Summer will start April 29<sup>th</sup> and end August 5<sup>th</sup>.

### **New Clinical Sites**

We have a new clinical site; Modoc Medical Center in Alturas. The director there is very excited about having students.

We are updating facility and approval forms and new MOU's will be sent out to each site, they will reflect how we use the facility, the old ones don't reflect how we are using the facilities now.

### **Need for Instructors – qualifications**

We have no instructors.

Kayleigh: "I asked for this meeting out of cycle, for the community to come together. I'm prevailing upon you to speak to people you know who are qualified to come to work at the college; we need your help to sell the program." "Any suggestions?" "It's not time to worry yet but they have to be approved by the board and we have to be realistic."

Monna: Many nurses have jobs this would be part-time, 210 hours per semester. Most facilities will work with us to meet staff needs. We will find clinical space for them to work. A clinical rotation is seven weeks.

We need a full time instructor and director. The director position is full time with release time. Clinical is part time, and we can use LVN's who have specific qualifications. In Nevada the instructor must have a BSN for clinical.

Terri Smith: "Do you have to have a Nevada license?"

Sarah Lomen: "Have you tried Reno or Redding?"

Monna: "I talked with Vicki and she is sending out to all facilities." "How do you sell the area?"

Sarah: "Was it just flown in the paper?"

Monna: "Yes, in the paper and in Reno."

Kayleigh is going to have an instructor certification course this summer at the college, which will be certified through the college.

Terri: "BSN and LVN instructors?"

Monna: Read the qualifications on the paper handed out; they can be currently attending an accredited school in teaching. Item (3) Instructor: (A) & (B)

Sandy: "This is Board of Nursing not Title V?"

Terri: "We have a couple charge nurses that are LVN's employed through the registry, I will contact them they love to travel and are interested in students."

Monna: "We had applicants that weren't suitable; felt they were too good for LVN's; they need to be nurses who respect LVN's as nurses and all levels of nursing."

Shannon Martin: "Could they work Saturdays and Sundays and different shifts?"

Monna: "They could work any shift, first or third watch." "We need a director, preferably with a masters but that isn't required. The board requires a BA, have to have a BA to teach clinical in Reno, and masters to teach theory. In California the student ratio to instructor is 15 : 1, but in Nevada it is 8:1."

Shannon: "Well, here's the big question; what's the pay?"

Monna: \$34.52. "I had Vicki post on the website the form to be sent to the board for approval when someone applies. We can do that whether we hire them or not."

Sandy: "How long does it take for approval?"

Monna: "It takes up to 120 days, but usually about 30 days, but we can't use anyone until the board approves them."

Kayleigh: "So you're sensing our urgency?"

Monna: "We need a director; they will be 40% director, 60% instructor."

Terri: "Will you mentor them?"

Monna: "Yes, I won't leave them in a lurch, but I won't teach clinical, because of my health. I will do 20 hours as director and do administrative duties; but the director position needs to be full time."

We have a new maternity instructor in the third term; Judy Oliver.  
Online applications are on the website.



We had to reschedule some of our clinical skills that we learn in the lab; we need to do injections early because of the injections clinics we do with Public Health.

### **Update on CNA Program Accreditation Process**

All the paperwork has been approved for our CNA program. I just need to do an organizational chart. Rosemary Wilkerson has been approved as director and nurse for the program. We have to have an on-site evaluation. We don't have a sink in the lab but we have sinks elsewhere so will see if we get approved, that's our last hurdle. The schedule will be Tuesday and Thursday 3-8 pm, and a couple of Saturdays from 7-12, for a total of 182 hours classroom and clinical; more than state requires.

### **Information on Phlebotomy program**

Allison Shelly is currently working at Portola but is going to work at Banner. She will start a phlebotomy program, it will be 20 hours theory, 20 hours advanced, 40 hours clinical; 10 skin puncture and 50 IV sticks.

Thursday Monna and Caryn are doing a webinar on sim charting on line, detailed charting. Instead of buying new software this might be better and not as expensive. If the college couldn't afford it might be part of student expense probably about \$50 a year.

### **Discussion from Board members about how our program can assist them in meeting their Continuing Quality Improvement goals**

Want to make sure students are helping in quality assurance programs in the facilities; for example falls etc. OSHA has new requirements; such as safety patient transfers incorporated into nursing fundamentals program. Any questions?

Terri: "We are incorporating a new electronic medical records that will start August 1<sup>st</sup>. So we would need to spend some time training the students."

Monna: "The students will be doing orientation at all sites for a couple days doing sim charting, electronic charting and they will get this at Banner and the VA and NRH."

Shannon: "HDSP is moving towards using MA's (medical assistants)."

Monna: "The College has talked about having a MA program maybe this might make it more urgent."

Shannon: "It would be good to be able to offer it to our CNA's. Most of our RN's are going into case management. We've had a couple people express that they would like to take the VN program but only if it could be offered in the evening."

Monna: "We can only offer one class per year, but all the VN students know they need to take first responder or EMT class if they want to work at the prison."

Shannon: HDSP is getting to be more trauma and more mental health.

Monna: If there is more mental health nursing at prison maybe those nurses could help us, we don't get enough mental health in our program, and maybe they could do a class or two in our program.

Shannon: "We have psychologist (and psychiatrists) out there and social workers all involved in mental health."

Monna: Work on that for our program.

Sandy: "What are the classes in the fall schedule?"

Monna: Pharmacology, Nursing Fundamentals, Clinical Lab I for a total of 13 units."

Remember we need instructors!!

Next Advisory Council Meeting will be sometime in October after our new class has started.  
Thank you all for coming.

LASSEN COMMUNITY COLLEGE  
VOCATIONAL NURSING  
ADVISORY COUNCIL MEETING  
CREDENCE HIGH SCHOOL Rm 4  
November 19, 2012, 1:00  
Approved minutes

MEMBERS PRESENT

Sue Mouck	VP Academic Services LCC
Steven Jones	CCHCS / CDCR
Shannon Martin	CCHCS / CDCR
KC Mesloh	Counseling LCC
Sandra Jonas	Admissions & Records LCC
Monna Walters	Director of Nursing LCC
Molly Boulanger	Nursing Student
Sandy Beckwith	Counselor LCC
Cherie Lujano	BLMC
Catherine Harshbarger	BLMC
Jane Low	SRN III CCC
Caryn Nobles	ISS Nursing LCC

Monna Walters called the meeting to order and introductions were made.

**Minutes of last meeting**

Minutes of last meeting (April 24, 2012) were approved with one correction on page five.

**Class of 2012 – numbers, clinical sites, instructors, etc.**

Monna told us that the nursing class is gaining one student in the next semester and we have one student who won't be going on. The clinical sites for this semester were Banner Lassen Medical Center (BLMC), Country Villa Riverview (CVR), and Seneca Healthcare. The instructor at Seneca had to leave so the students were divided up between BLMC and CVR for the rest of the semester. Debbie Kincaid one of our part-time instructors helped to finish out this semester.

Next semester we will be going to BLMC, Seneca, CVR, Modoc Medical Center (a new clinical site for us) and Life Care Center in Reno.

We have two nurses that have applied for the full-time nursing position and I would like to hire both of them because we really need two full time instructors, and having two adjunct instructors we will have enough instructors for the program.

**CNA program – numbers, clinical sites, instructors, etc.**

We had a CNA program this semester with nine students in the class. Rosemary Wilkerson was the instructor for the class. The class enrollment is fifteen but we could have thirty if we had two clinical instructors. They don't have the same requirements for CNA instructors as they do for the VN instructors. The students are doing their clinicals at CVR.

### **Recommendations for new equipment**

The CTE grant. The Sim mom is more expensive than the \$29,000 grant. We ordered some new equipment but not everything was delivered. We have \$5,000 left; we need another hoyer and another wheelchair. What else do we need to ask for, for next year?

In 2014 we would like to have all electronic health care records for the students to access. This program would cost each student approximately \$130; they would have their own patients and scenarios. They would purchase the program from Elsevier or the bookstore. The curriculum change has already been made and approved to use for next year. The students go to several clinical sites that have computer charting. The VA hospital has another system. Right now we are using paper and pencil charting!

Monna: "My dream is to have computers here with online internet access, but there isn't any WIFI here."

Steve: "How many do you need?"

Monna: "Five or six." "All the computer programs we have are outdated and don't work on any of the computers."

Monna said to those who haven't had the tour here that we have new beds (new to us) that were donated by BLMC; new mannequins; electronic vital signs machines; but we still need another hoyer and wheelchair.

Monna suggested that everyone look around at their facilities for things you might like to donate, but not needles and syringes we have plenty of those, also no casting materials. Need supplies for IV class but supplies can't be outdated for this class.

### **Procedure for applying for class that will begin August 2013.**

Monna posed the question of when we should start new applications, should we start on January 15<sup>th</sup> or more toward end of spring semester, and give each one a number put in a pot and draw the students. Everyone has to have all their pre-requisites done, except those taking spring classes that end in June.

Shannon: "Do they have to have all their pre-reqs done?"

Jane: "Basically like a lottery system?"

Sandy: "All do the lottery system now."

Monna: "They can't apply until all pre-reqs are done." We used to do first come, first served, they lined up and camped out, but will be going to eliminate that."

Sandy: "We have done first come first served, this time we had thirty three applicants."

KC: "Everyone that had their pre-reqs done got into the program."

Sandy: "I would like to make a request, on January 15<sup>th</sup> were really busy, could we go for February 1<sup>st</sup> instead, to maybe June 15<sup>th</sup>?"

KC: "We could have the application process notifications delivered by July 1<sup>st</sup>, of the successful applicants." "When does this class end?"

Monna: "August 9<sup>th</sup>." "The next class will start the same day as the college only our semesters are fourteen weeks and the college semesters are seventeen weeks."

### **Possibility of IV certification class in spring semester – need?**

Monna said she is planning an IV certification class in the spring for those at the prisons who might need a class.

Jane: "About 80% of the nurses at CCC and HDSP are certified but there are others the want the class."

Monna: "I told this class to wait until fall to take the IV class." "There can only be fifteen students with one instructor unless we had another instructor, Debbie Kincaid has taught it before."

Steve: "Waine Wood used to teach it didn't she?"

Monna: "Yes, she would be good." "The class is on the week-ends."

Jane: "They are talking about doing one at CCC & HDSP."

### **Class of 2011 – NCLEX pass rate**

In 2011 we had a 93% pass rate, one student failed the first time and passed the next time, and the last student is taking the test sometime this month.

Monna mentioned that the IPR is coming up again and has to be done in May, but Sue wants it approved earlier. The equipment has to all be tied to the IPR. We need support of all to get a full time instructor and a full time director. (Monna plans to retire after graduation). We really need another full time instructor two is better than one. In Nevada instructors can only have eight students so having twenty four (24) students works the best unless we have more instructors. The college wants an RN program but it's hard to get instructors because the pay isn't that great. It's easier to go on for an RN after becoming an LVN and working for a year to get experience. It's hard to get jobs without experience.

Jane: "We interviewed only one LVN."

Monna: "Do I have a recommendation to ask for two full time instructors and a full time director?"

Everyone agreed

Monna said that she changed the Pharmacology book and is going to add a dosage and calculations book next year. She asked if Pharmacology class should be a separate class or a separate course. She would like to see Pharmacology integrated into the whole program, but we would have to revamp the whole program and rearrange curriculum that we have. She said when she was in nursing school pharmacology was integrated throughout the program.

We have a new clinical site in Alturas; Modoc Medical Center which has a long-term care facility, an ER and hospital. Danielle Mitchell will be the instructor at Modoc; she works for the registry right now.

Monna asked for any suggestions to make the program better. She said that there are still jobs for LVN's and that we serve two states; there are no vocational nursing programs in Nevada.

Jane: She said that the online application process is hard to do.

Monna suggested that in the third semester someone from CCC come and talk about the application process; also Steve could come too from HDSP.

Monna asked if there were any issues. She said that we know the prisons like the new grads to have EMT training and first responder when they apply.

Shannon: She mentioned that Pharmacology is important especially at HSDP where the nurses main job is passing medications, psyc meds mainly.

Steve: "Could possibly have a mental health class."

Monna: "Maybe in the third term have a couple hour long presentations"

Sandy said that they offer an abnormal psyc class that pre nursing students could take.

Monna said that a CRNA (certified registered nurse anesthetist) will be coming to talk to the class. Also we have a FNP who specializes in OB who might teach pediatrics in the third term.

Meeting adjourned. Next meeting scheduled for May 20, 2013 at 1pm.

LASSEN COMMUNITY COLLEGE  
VOCATIONAL NURSING  
ADVISORY COUNCIL SPECIAL MEETING  
CREDENCE HIGH SCHOOL Rm 4  
February 11, 2013 1:00  
Unapproved minutes

MEMBERS PRESENT

Sue Mouck	VP Academic Services LCC
Monna Walters	Director of Nursing LCC
Alison Somerville	Counseling LCC
Gayle Triplett	Lassen County Public Health
Cherie Lujano	BLMC Education
Deanne Bustamante	Northeastern Rural Health
KC Mesloh	Counseling LCC
Deborah Loeffler	Nursing Instructor LCC
Caryn Nobles	Nursing Instructor LCC

Monna Walters called the meeting to order and introductions were made.

Minutes from the last meeting (November 19, 2012) were approved with one correction on page two.

Monna explained that there was no agenda today because we are here to talk about one thing, the proposed closer of the nursing program due to lack of nursing instructors.

Monna gave an update on the program. We have a new full time nursing instructor, Debbie Loeffler. We currently have 24 students divided into two groups of twelve students each. Debbie has the students three days a week (Wednesday, Thursday, and Friday) in Modoc, Monna has a group at Banner Lassen on Thursdays and Fridays, and Caryn has a group at CVR (Country Villa Riverview) on Wednesdays. The students are getting some Maternity and Pediatric experience at Banner and the students keep track of their hours because it's hard to get all those hours in, in third semester. We shouldn't be losing any more students, they are pretty stable and when they don't do well they try harder. We have Cherie with us; she is working on her doctorate and is here on Monday, Tuesday and Wednesday, and is working on some scenarios on the Sim Man for students that need to do make-up when they are absent.

Monna asked if there were any questions about how the program is going.

Monna is working on the schedule and would like to have the students going to Public Health, but their clinical days don't coincide with our clinical days. She would like for the students to make home visits with the public health nurses, and going to the outreach sites on the days we are doing clinicals. Westwood is another clinical site that will be good for the students who live in Westwood and Chester.

The main purpose of this meeting is obvious; we struggle to get instructors. There isn't anyone from CCC or HDSP today so we can't get their input but it would be detrimental to this community if this program was to be closed down. We need instructors and there are instructors who want to teach but don't want to give up their day job and we would accommodate them; this is not a full time commitment. There is one big obstacle the teaching course that every instructor has to have to teach; required by the Board of Vocational Nursing. We offer this course at the college but it was cancelled this semester because of lack of enrollment. There is an online course that is \$800. Gayle Triplett said that she took the course at Chico State during the summer. Monna said that she found another class but it wasn't online. The class offered at the college is a night class and we need to get nurses to enroll especially if they are interested in teaching; enrollment has to be six to eight for the class to go. If we don't get any instructors this program will close; Sue Mouck has spoken to the board about continuing the program but it won't happen if we don't have more instructors.

Monna said she would like to order the Sim Mom which is about \$30,000 but hesitates to order it until we know for sure that the program will continue.

Deanna asked if you have to be an RN to teach.

Monna said, "No, you can be an LVN".

KC said that you need to have an AA degree for the board of nursing.

Sue said that the board of nursing requires an AA degree they won't take any equivalent.

Monna told us that there is a nurse at Banner that is interested in the Director position.

Sue said that the time frame is very short.

Monna asked KC if anyone has applied and KC said she wasn't sure.

Monna said that the community needs this program. Many of our students are single moms, this is a one year program and they can be working within four months of graduating and wouldn't even have to leave the community. We can't afford to let it die. Maybe we could put something in the newspaper about how important the program is. Sue said that they have done pretty much everything already.

KC, "Is the dollar amount attractive at all?"

Monna, "Nothing to sneeze at, \$37 for adjunct faculty." "It would be seven hours a day."

KC, "Maybe we should put in the dollar amount to let them see, might be more attractive with the dollar amount."

Monna said that she could put it on the flyer.

Gayle, "It doesn't include prep time."

Monna, "Preparing clinical doesn't need prep time."



Monna said that the prep time for clinical is the instructor looks at the charts and make the assignments, grading papers after work, being paid 14 hours and working 16 hours. Cherie asked if there would be a teaching class this summer.

Monna said that if people get their applications in and enrolled in the class there could be.

Sue said that they can schedule a class and then cancel it if no one enrolls.

Monna said that she would prepare a flyer and send it to Lori Collier at the college to look at and perk it up and make it catchier with some graphics to get everyone's attention. She will also might contact the newspaper and do an article.

KC said that we need to let the students know.

Sue agreed that we need to let the students know that we are doing everything we can but there might not be a program.

Debbie, "How many instructors, 10?"

Monna, "Yes that would work."

Gayle, "Do you need nurses two days a week?"

Monna said we could use instructors even one to two days a month. All our clinical sites will work with us except the VA; it is set in stone we go there in the summer because no one else wants the summer. It's a great site but the instructor has to have a bachelor's degree or masters to work in Reno in the VN program.

KC said that the students need to know that the schedule for the clinicals might not always be the same since we will be willing to work with the instructors.

Monna suggested even contacting retired nurses to work part time for us, but they have to have practiced within the last five years

Monna concluded that it is neat watching students grow; she said that she got a text from a former student thanking us for the training they received.

The next regular meeting will be in May.