

From: [Sheri Campfield at HQ](#)
To: [Quentin Dean](#)
Cc: [Jeff Ortega at 037](#); [Rifredi. Leeza@DCA](#)
Subject: ITT Tech, Rancho Cordova - Nursing Program Status
Date: Monday, August 19, 2013 5:01:48 PM
Importance: High

Mr. Dean,

I am contacting you on behalf of ITT Technical Institute, Rancho Cordova (00016062). On August 7, 2013, the campus was informed of the decision made by the California Board of Registered Nursing ("BRN") to change the status of ITT Tech Rancho Cordova's Associate of Science degree program in Nursing ("Program") from initial approval status to warning status. In addition, the campus cannot accept new students into the Program until determined by the BRN. The campus is being closely monitored by the BRN while efforts to address areas of non-compliance continue.

Consistent with criterion 3-1-412 (a) (*Institutions must communicate "current and accurate information regarding courses and programs..."*), enrolled students have been made aware of the change in Program status which is being followed up with a written student notification. In addition, applicants are being updated about new admissions not being accepted and admissions/recruitment staff have been notified of the change. I will be submitting the following evidence documents to you soon as a follow-up to this update:

- Current student and applicant notification
- Admissions/recruitment personnel notification
- BRN letter concerning status change (upon receipt)

Please let me know if you have any questions or require additional information.

Sheri Campfield
Regulatory Affairs Manager
ITT Educational Services, Inc.
719-203-5438

Annette Headley

From: Sheri Campfield at HQ <SCampfield@itt-tech.edu>
Sent: Thursday, February 06, 2014 2:48 PM
To: Quentin Dean
Subject: RE: ITT Tech, Rancho Cordova (00016062) - Nursing Program Status (UPDATE)

Hi Mr. Dean,

I do have a update for you concerning the Nursing program at Rancho Cordova. We have just learned at today's meeting that the full board approved the removal of warning status, changing to deferral status. The campus does not need to attend again until August 2014 meeting. Enrollments are still on hold, however. A decision on that will occur after the August 2014 session. I will look for this status change in the official CA BRN board material once posted and forward to you.

Sheri Campfield
Regulatory Affairs Manager
ITT Educational Services, Inc.
719-203-5438

From: Sheri Campfield at HQ
Sent: Wednesday, November 13, 2013 5:34 PM
To: 'Quentin Dean'
Cc: Jeff Ortega at 037
Subject: RE: ITT Tech, Rancho Cordova (00016062) - Nursing Program Status (UPDATE)

Hello Mr. Dean,

Attached please find an update concerning ITT Technical Institute's Nursing program. I am submitting this on behalf of the Rancho Cordova campus and Director, Jeff Ortega, to update the Council for the December meeting. Let me know if you have any questions or require additional information.

Sheri Campfield
Regulatory Affairs Manager
ITT Educational Services, Inc.
719-203-5438

From: Quentin Dean [[mailto:\(6\)@acics.org](mailto:(6)@acics.org)]
Sent: Tuesday, August 20, 2013 10:24 AM
To: Sheri Campfield at HQ
Subject: FW: ITT Tech, Rancho Cordova - Nursing Program Status

Dear Ms. Campfield:

Thank you for the pro-active notification about the status of the Associate of Science degree program in Nursing at ITT Technical Institute in Rancho Cordova, CA. The Council will require an update on this matter in time for the December Council meeting.

With best regards,

Quentin

Quentin Dean

Senior Regulatory Affairs Coordinator
ACICS
(202) 336-6782

From: Sheri Campfield at HQ [[@itt-tech.edu](mailto:(b) (6))]
Sent: Monday, August 19, 2013 5:01 PM
To: Quentin Dean
Cc: Jeff Ortega at 037; Rifredi, (b) (6) .@DCA
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Importance: High

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Sheri Campfield
Regulatory Affairs Manager
ITT Educational Services, Inc.
719-203-5438



June 1, 2015

Mr. Anthony Bieda
Vice President of External Affairs
Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002

RE: ITT Tech, Rancho Cordova (00016062) – Associate of Science, Nursing Program Status Notification

Dear Mr. Bieda:

As I notified you on December 4, 2014, during the California Board of Registered Nursing (Nursing Board) meeting on November 20, 2014, ITT Technical Institute, Rancho Cordova, presented a teach-out plan to voluntarily terminate its Associate of Science degree program in Nursing.

As provided in the teach-out plan, the final cohort of students will graduate on June 6, 2015. The program closure support plan as provided to the California Board of Registered Nursing on April 14, 2015 is enclosed.

Please contact me if you have any questions or need additional information.

Sincerely,

(b) (6)

A handwritten signature in black ink, appearing to read 'Sheri Campfield', with a stylized flourish at the end.

Sheri Campfield
Regulatory Affairs Manager
scampfield@itt-tech.edu

cc: Mr. Jeff Ortega, Director, ITT Technical Institute, Rancho Cordova
Ms. Diana Johnston, MSN, RN, Assistant Program Director, ITT Technical Institute Rancho Cordova
Ms. Leeza Rifredi, Licensing Chief, Bureau for Private Postsecondary Education

Program Closure Support Plan

Progress:

- Support for current and graduate students of Breckinridge School Nursing and Health Sciences at ITT Technical Institute is available through the Career Services Department. The Career Services department provides services such as where to access job postings, interview opportunities, how to prepare for and appear at job interviews, resume building and job search activities.
- Career services support will remain in place and on-going beyond the timeframe of the teach-out/planned program closure.
- Current faculty communicate with graduates to provide support to our graduate students by providing NCLEX preparation support, job search techniques, resume building, conducting graduate exit surveys and mock interviews.
- Kaplan NCLEX preparation will be held on campus with no additional cost to students for Cohort 3, June 1-4th, 2015.
- Current faculty and program support staff will remain employed by ITT Tech Rancho Cordova throughout program closure and beyond. Resignations are not expected to be submitted until after program closure activities have been completed including pinning, graduation, and NCLEX support activities expected towards the end of August.
- Program course and clinical student surveys will be distributed on finals week for Cohort 3 at the end of the program upon course work completion.
- Cohort 3 HESI scores are submitted with exception of the exit HESI which will be administered during finals week.
- Kaplan evaluations will be completed on June 4th after the live course completion. Results will be evaluated for effectiveness.
- Meeting minutes for the Spring 2015 are maintained in the AD office and are available to the NEC upon request.
- Assistant Director, Diana Johnston, can be reached via cell phone at (b) (6) _____, or via private email at (b) (6) _____@gmail.com at any time for program related questions and/or follow-up.
- Written notification of program closure will be sent to ACICS and BPPE on May 29, 2015 by Sheri Campfield, Regulatory Affairs Manager, ITT Educational Services, Inc. Copies will be forwarded to BRN at that time.
- We will be tracking and monitoring graduates who have not yet taken the NCLEX, and will forward notification to NCSBN once all qualified graduates have tested.
- As graduates engage in NCLEX, preparation support will be available.

November 12, 2013

Mr. Anthony Bieda
Vice President External Affairs
Accrediting Council for Independent Colleges and Schools
750 First Street, NE, Suite 980
Washington, DC 20002

RE: ITT Tech, Rancho Cordova (00016062) – Nursing Program Approval Status

Dear Mr. Bieda:

Thank you for the opportunity to update you regarding the Breckinridge School of Nursing and Health Sciences Nursing program approval status. As you were notified on August 19, 2013, a decision was made by the California Board of Registered Nursing (“BRN”) to change the status of the Program from Initial Approval as granted on June 15, 2011, to Warning Status With Intent to Withdraw approval. To update you, the following documentation is provided in **Attachment 1**:

- Documented BRN deficiencies letter, approval status change and specific compliance requirements delineated on Page 2 (September 25, 2013).
- Program progress reports submitted to the BRN (September 19, 2013 and November 5, 2013).

ITT Tech Rancho Cordova is required to be present at all scheduled BRN meetings to update the BRN on its progress, the most recent of which occurred on November 6, 2013. The BRN Education Consultant was supportive, providing positive comments concerning the program’s progress. The campus must provide a report to the BRN by December 1, 2013 reflecting full compliance with BRN regulations to be presented at the January 2014 Education/Licensing Committee meeting.

With regard to compliance with ACICS criterion 3-1-412 (a): Institutions must communicate “current and accurate information regarding courses and programs....”, the following is provided in **Attachment 2**:

Student Disclosure:

- Notice to Students (August 29, 2013) – Provides evidence students were notified of the approval status change. Communication with students concerning the program status is ongoing and many attend the BRN meetings.

November 12, 2013

Page 2

Admissions and Recruitment Personnel:

- Admissions Applicant Notice (August 19, 2013) as provided to Recruitment Personnel - Program admissions ceased, as required by the BRN, in August 2013 (**Attachment 3**). The last program class start was March 2013 (campus was approved for 30 starts every other quarter) and enrollments remain suspended until the Program comes into full compliance
- With the change in program status, the dedicated Nursing representative has been reassigned to recruit for other campus program offerings.

Sincerely,

(b) (6)

 Jeff Ortega
Director

cc: Carla Carter, MSN, M.Ed, BSN, RN, Chair, Breckinridge School of Nursing and Health Sciences
Dr. M. Mott, DNP, APRN, MN, CNS, Assistant Chair, Breckinridge School of Nursing and Health Sciences
Samson Yigezu, PhD, PHN, MSN, VP Breckinridge School of Nursing & Health Sciences,
National Dean of Nursing
Sheri Campfield, Regulatory Affairs Manager, ITT/ESI

Meeting Agenda & Minutes – Breckinridge School of Nursing 12pm Cohort ~1

Participant Sign-in Sheet

Name of Meeting: Town Hall with Individual Cohorts

Date: Thursday, August 29, 2013

	<u>Printed Name:</u>	<i>Signature:</i>	Status: Please check your correct status	
			STUDENT? Cohort #	FACULTY or GUEST?
1.	(b) (6)			
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Meeting Agenda & Minutes – Breckinridge School of Nursing

12pm Cohort ~1

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Date: Thursday, August 29, 2013

	<u>Printed Name:</u>	<i>Signature:</i>	Status: Please check your correct status	
			STUDENT? Cohort #	FACULTY or GUEST?
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NOTICE TO STUDENTS OF

**ITT TECHNICAL INSTITUTE BRECKINRIDGE SCHOOL OF NURSING AND
HEALTH SCIENCES ASSOCIATE SCIENCE IN NURSING PROGRAM**

Email Subject Line: Notice to Students

On August 7, 2013, the Breckenridge School of Nursing and Health Sciences (BSNHS) at ITT Technical Institute Rancho Cordova ("ITT Tech Rancho Cordova") was informed of the decision made by the California Board of Registered Nursing ("Nursing Board") to change the current status of BSNHS at ITT Tech Rancho Cordova's Associate of Science degree program in Nursing ("Program") from initial approval status to warning status with intent to remove Board approval. Enrollment will be stopped for the next several quarters and we are working to address the Nursing Board's concerns.

The BSNHS at ITT Tech Rancho Cordova is taking all necessary steps to rectify these issues so that the program can return to its initial approval status over the coming months and we remain confident that we will be able to meet your educational needs.

By signing below, I, (b) (6) _____ (print), acknowledge receipt of notice concerning change in Program status as issued by the Nursing Board to ITT Tech Rancho Cordova.

Signature: (b) (6) _____ Date: 8/29/13

No later than August 30, 2013, please return a signed copy of this notice to the Campus Director, at the ITT Tech Rancho Cordova campus.



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Signature: (b) (6) Date: 08/29/2013

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Meeting Agenda & Minutes – Breckinridge School of Nursing

11:30am Cohort ~2

Participant Sign-in Sheet

Name of Meeting: Town Hall with Individual Cohorts

Date: Thursday, August 29, 2013

	<u>Printed Name:</u>	<i>Signature:</i>	Status: Please check your correct status	
			STUDENT? Cohort #	FACULTY or GUEST?
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Meeting Agenda & Minutes – Breckinridge School of Nursing

11:30am Cohort ~2

Participant Sign-in Sheet

Name of Meeting: Town Hall with Individual Cohorts

Date: Thursday, August 29, 2013

	<u>Printed Name:</u>	<i>Signature:</i>	Status: Please check your correct status	
			STUDENT? Cohort #	FACULTY or GUEST?
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Meeting Agenda & Minutes – Breckinridge School of Nursing

11:30am Cohort ~2

Participant Sign-in Sheet

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Date: Thursday, August 29, 2013

	<u>Printed Name:</u>	<i>Signature:</i>	Status: Please check your correct status	
			STUDENT? Cohort #	FACULTY or GUEST?
	(b) (6)			
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Meeting Agenda & Minutes - Breckinridge School of Nursing

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	<u>Printed Name:</u>	<i>Signature:</i>	Status: Please check your correct status	
			STUDENT? Cohort #	FACULTY or GUEST?
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Signature: _____ (b) (6) _____ Date: 8/29/13

• No later than August 30, 2013, please return a signed copy of this notice to the Campus Director, at the ITT Tech Rancho Cordova campus.

C-2



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Signature: _____ Date: 8-30-2013

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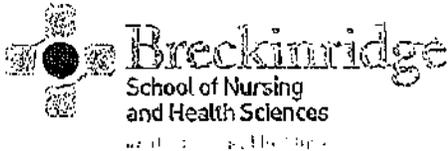
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C-2

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Meeting Agenda & Minutes – Breckinridge School of Nursing

12:30pm Cohort ~ 3

Participant Sign-in Sheet

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Date: Thursday, August 29, 2013

	<u>Printed Name:</u>	<u>Signature:</u>	Status: Please check your correct status	
			STUDENT? Cohort #	FACULTY or GUEST?
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Meeting Agenda & Minutes – Breckinridge School of Nursing

12:30pm Cohort ~ 3

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14.			3	

Meeting Agenda & Minutes – Breckinridge School of Nursing

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			STUDENT? Cohort #	FACULTY or GUEST?
15.	(b) (6)	—	3	
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17.				✓
18.	JOSHUA LYNN	<i>[Signature]</i>		
19.				
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21.				



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**NOTICE TO STUDENTS OF
ITT TECHNICAL INSTITUTE BRECKINRIDGE SCHOOL OF NURSING AND
HEALTH SCIENCES ASSOCIATE SCIENCE IN NURSING PROGRAM**

Email Subject Line: Notice to Students

On August 7, 2013, the Breckenridge School of Nursing and Health Sciences (BSNHS) at ITT Technical Institute Rancho Cordova ("ITT Tech Rancho Cordova") was informed of the decision made by the California Board of Registered Nursing ("Nursing Board") to change the current status of BSNHS at ITT Tech Rancho Cordova's Associate of Science degree program in Nursing ("Program") from initial approval status to warning status with intent to remove Board approval. Enrollment will be stopped for the next several quarters and we are working to address the Nursing Board's concerns.

The BSNHS at ITT Tech Rancho Cordova is taking all necessary steps to rectify these issues so that the program can return to its initial approval status over the coming months and we remain confident that we will be able to meet your educational needs.

By signing below, I, _____ (b) (6) _____ (print), acknowledge receipt of notice concerning change in Program status as issued by the Nursing Board to ITT Tech Rancho Cordova.

Signature: _____ (b) (6) _____ Date: 8-29-13

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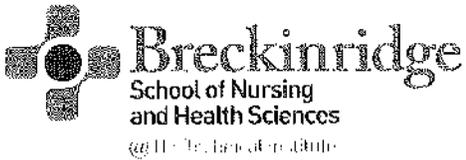
(b) (6)

By signing below, I, _____ (print), acknowledge receipt of notice concerning change in Program status as issued by the Nursing Board to ITT Tech Rancho Cordova.

(b) (6)

Signature: _____ Date: 8-30-13

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JoAnn Lytle at 037

From: JoAnn Lytle at 037
Sent: Thursday, August 29, 2013 3:44 PM
Subject: Notice to Students = Cohorts 1,2,3
Attachments: 20130829095139585

Hello,

Attached you'll find the Notice to Students that was handed out at the Town Hall this morning.

Thank you.

JoAnn Lytle

Nursing Administrative Coordinator
Breckinridge School of Nursing and Health Sciences
ITT Technical Institute
10863 Gold Center Drive, Rancho Cordova, CA 95670
Phone: 916-851-5644 | 800-488-8466 ext 5644
Fax: 916-851-9225 | jllytle@itt-tech.edu



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Board of Nursing Board Meeting

November 6, 2013

Agenda Item Summary

1. ITTRC's Current Clinical Sites as of 9/19/13
 - Sutter Hospital contract agreement has been signed by Campus Director Jeff Ortega. Including verbal agreement from Sutter Hospital regarding the contract. Necessary clinical contracts secured for the current September and December quarters for Cohort 1, 2 and 3. Sutter has affirmed we can use their facilities for OB, Peds, and Med Surg. They will also allow preceptorship/capstone students when needed. We have a meeting on November 8th at which time the tentative student placement schedule will be finalized. We expect the signed contract to be returned by this week end.
 - Our plan for Cohort 1, is to have two groups going to Sutter Hospital for Gero. Our Assistant Director, Dr. Mercy Mott has an appointment with their Director on Friday Nov. 15th.
 - Our plan for Cohort 2, is to have three groups going to Sacramento Post-Acute for Med Surg I/II. Our Assistant Director, Dr. Mercy Mott has an appointment on Nov. 18th. And Ms. Katie Daugherty has an appointment on December 6th
 - Our plan for Cohort 3, is to have three groups going to Sutter Hospital for OB, PED's and Gero.
 - Our Assistant Director, Dr. Mercy Mott, will visit the Delta Rehabilitation site and reevaluate it for its capacity and competency to meet the needs of our clinical demands. Contract is secured. Will use for back-up for Med Surg I.
2. Potential Back up / Alternative Clinical Site
 - Our Administration will contact Sacramento Post-Acute, Western Slopes and Sierra Vista to utilize as back-ups if needed. We are currently at Western Slopes for Nursing Fundamentals (NU1325) and will reevaluate for back-up Med Surg.
3. Sutter Health Clinical Placements 9/19/13 Verbal Commitment
 - Sutter Hospital contract agreement has been signed by Campus Director Jeff Ortega. Including verbal agreement between Sutter Hospital and Campus Director Jeff Ortega. Sutter Hospital has agreed to facilitate our Capstone, Peds, OB and Advanced Med Surg courses.

- Appointment on 11/8/13 to finalize the tentative schedule that has been agreed and approved by Sutter and the BRN.
 - Orientation has been completed by Zona Freeman and Jordana Ricaforte on 10/29/13. The remainder of the faculty will complete the orientation process before the start of the December quarter. Tentative date is scheduled for November 26, 2013.
4. Status of Dignity Health Potential clinical Placements
 - Correspondence still continues for potential clinical commitment.
 5. Cohort 1 Adult Nursing II (AN II) Course Completion
 - Mental Health (NU2740) is currently the last 6 weeks of September quarter
 - Next quarter –
 - i. 6 weeks of Peds
 - ii. Followed by 6 weeks of OB
 - iii. 12 weeks of Gero – 11 + 1 week for clinical make-up if needed.
 6. A lack of adequate Clinical Placements for OB, PEDS, and Advanced Med Surg
 - Sutter Hospital contract agreement has been signed by Campus Director Jeff Ortega. Including verbal agreement. Necessary clinical contracts secured for the current September and December quarters for Cohort 1, 2 and 3. Tentative schedules have been assigned for OB, Peds, and Med Surg.
 7. Summary of Breckinridge ITTRC PPR in each area of Non-Compliance
 - Assistant Director, Dr. Mercy Mott, officially assigned on 10/29/13 and has secured her license.
 - We now have a permanent Nursing Director, board approved, waiting for California license Nursing Director.
 - Both Nursing Director and Assistant Nursing Director are dedicated in administrating the program per regulations until it is 100% compliance.
 8. NEC Comments
 - Assistant Director, Dr. Mott, is actively seeking additional site commitments.
 9. CCR 1424(h), 1424(d) Clinically Competent Faculty, 1426(a)
 - When approved by the board, the Assistant Director will be oriented to each of the clinical sites and will be used should a back-up be needed.
 - We have six competent and qualified full-time nurses and two qualified adjuncts for back-up should a faculty emergency occur. Nursing Director and Assistant Nursing Director will conduct faculty skill competencies and complete skill check off lists yearly.
 10. CCR 1424 and Inadequate and Insufficient Program Director and Assistant Director time in Administration / Management of Clinical Affiliations per the 7/13 BRN visit reports

- Regular clinical site visits to observe faculty and student performances will be conducted quarterly with observation and written evaluation. Appointments currently scheduled for November 8th, November 18th and December 6th.
 - Nursing Director and Assistant Nursing Director will dedicate time allotted, per BRN regulations, to secure adequate additional clinical placements.
11. CCR 1424 Total Program Evaluation per the 7/13 BRN visit reports
- SPEP in progress. Data analysis of information will be included in the SPEP report to provide curriculum recommendations for improvement.
 - PAC schedule for 12/18/13 with our eight confirmed members.
 - HESI exam remediation process will be implemented starting in the December 2013 quarter. Survey results will be tracked, evaluated and analyzed for action if necessary, per quarter.
12. CCR 1420 Program Administration
- Five year budget will be in place to ensure faculty and program leadership to maintain program stability.
 - Original proposal was based on student to faculty ratio. With the hiring of Dianna Johnston we have seven full-time and two adjunct faculties.
13. CCR 1425 Clinically Competent Faculty
- Sutter Hospital contract agreement has been signed by Campus Director Jeff Ortega. Including verbal agreement. Tentative student placement scheduled to be confirmed on November 8th.
 - Two faculty members orientated into the Psych facility and can be classified for other areas. Example: Med Surg.
14. NESE Summary
- We have six secured facilities available to the 3 existing Cohorts with clinical placement agreements and back-up. These are the following facilities, includes their specialties:
- I. Sutter Hospital – OB, Psych, Med Surg, Gero
 - II. Western Slope – Fundamentals/Early Med Surg
 - III. Sierra Vista – Psych
 - IV. Delta Rehab – Early Med Surg
 - V. Sac Post-Acute – Advanced Med II, Med Surg and Gero
 - VI. Oak Valley – Back-up facility



Cohort 3 Fall 2013
Class & Clinical Schedule

Clinical Nursing Concepts & Techniques I Dates: Sept 16 - Dec 6 3rd Quarter Effective: 9/19/13

Required Clinical & Theory Hours: 60 Clinical H and 40 Theory H

<i>Weeks</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Facs Initial	AM 8-4		AM	ED 8-2	ED 8-2	
<i>SEP</i> Wk 1	Group 1 Lab		Class 0900-1300	Group 2 Lab	Group 3 Lab	
Wk 2	Group 1 Lab		Class 0900-1300	Group 2 Lab	Group 3 Lab	
Wk 3	Group 1 Lab		Class 0900-1300	Group 2 Lab	Group 3 Lab	
<i>OCT</i> Wk 4	Group 1 Lab		Class 0900-1300	Group 2 Lab	Group 3 Lab	
Wk 5	Holiday		Class 0900-1300	Group 2 Lab	Group 3 Lab	

Facs Initial	AM		AM	ED	ED	
Wk 6	Group 1 WS = 10H		Class 0900-1300	Group 2 WS = 6H	Group 3 DR = 6H	
Wk 7	Group 1 WS = 10H		Class 0900-1300	Group 2 WS = 6H	Group 3 DR = 6H	
<i>NOV</i> Wk 8	Group 1 WS = 10H		Class 0900-1300	Group 2 WS = 6H	Group 3 DR = 6H	
Wk 9			Class 0900-1300	Group 2 WS = 6H	Group 3 DR = 6H	
Wk 10			Class 0900-1300	Group 2 WS = 6H	Group 3 DR = 6H	
Wk 11	Holiday	Holiday	Holiday	Holiday	Holiday	
<i>DEC</i> Wk 12		HESI	Submit skills sheet ALL			*Subject to change

Note: H = Hour, O= Orientation, WS = Western Slope



**Cohort 1 Fall 2013
Class & Clinical Schedule**

Completion of Adult Nursing II Make-up, MH, & Gerontology Dates: Sept 16 - Dec 6 7th Qter - Effective: 9/19/13

Required Clinical & Theory Hours: Adult Nursing II (94/5H), Mental Health (60/30H) & Gerontology (60/25H).

<i>Weeks</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>	<i>Saturday</i>
Facs Initial	SW 7-5:30		JR 7-5:30		SW/PW	TD -7 -5:30	SW 7-5:30
<i>SEP</i> Wk 1	O - Sac - All = 8H		Group2 Sac = 10H		Class: 10-1100	Group1 Sac = 10H	
Wk 2	O - Doc - All = 10H	Skills Check off	Group2 Sac = 10H		Class: 10-1100	Group1 Sac = 10H	Group2 Doc = 10H
Wk 3	Group1 Doc = 10H	sheet due Oct 4th	Group2 Sac = 10H		HESI EXAM	Group1 Sac = 10H	Group2 Doc = 10H
<i>OCT</i> Wk 4	Group1 Doc = 10H		Group2 Sac = 10H		Class: 10-1100	Group1 Sac = 10H	Group2 Doc = 10H
Wk 5	Holiday Or GP 1-10 or Tuesday		Group2 Sac = 10H		Class: 10-1100	Group1 Sac = 10H	

First 5 Weeks is Adult Nursing II and then Change to Mental Health and Gerontology

Facs Initial	PW/AM	TD (PM)	GH	JD	JD 7-5:30	TD	SS 7-5:30
Wk 6	Gero Class 08-1300	O - SV = 10H	MH/Class 17-2200	O - DR = 10H ALL	Group 1 DR = 10H	Sunday Option	Group2 SV = 10H
Wk 7	Gero Class 08-1300	Group1 SV = 10H	MH/Class 17-2200	Group 2 DR = 10H	Group 1 DR = 10H	instead of	Group2 SV = 10H
<i>NOV</i> Wk 8	Gero Class 08-1300	Group1 SV = 10H	MH/Class 17-2200	Group 2 DR = 10H	Group 1 DR = 10H	Tues/Thur PM	Group2 SV = 10H
Wk 9	Gero Class 08-1300	Group1 SV = 10H	MH/Class 17-2200	Group 2 DR = 10H	Group 1 DR = 10H	at SV	Group2 SV = 10H
Wk 10	Gero Class 08-1300	Group1 SV = 10H	MH/Class 17-2200	Group 2 DR = 10H	Group 1 DR = 10H		Group2 SV = 10H
Wk 11	Holiday	Holiday	Holiday	Holiday	Holiday		
<i>DEC</i> Wk12	HESI (MH & Gero)	Group1 SV = 10H	MH/Class 17-2200	Group 2 DR = 10H	Group 1 DR = 10H		*subject to change

Note: H = Hours, O = Orientation, Sac = Sacramento Post Acute, Doc = Doctors Medical Center, SV = Sierra Vista, DR = Delta Rehab



Cohort 2 Fall 2013
Class & Clinical Schedule

Adult Nursing I Dates: Sept 16 - Dec 6 3rd Quarter Effective: 9/19/13

Required Clinical & Theory Hours: 120 Clinical H and 40 Theory H

<i>Weeks</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Saturday</i>
Fac Initial	SW and JR	AM	ED 6-6:30		JR 7-5	
<i>SEP</i> Wk 1	No Class	STD Content 4H			O = 10H ALL	
Wk 2		Class 4H	Group2 Sac = 12H		Group 3 Sac = 12H	
Wk 3	Group 1 Sac = 10H	Class 4H	Group2 Sac = 12H		Group 3 Sac = 12H	
<i>OCT</i> Wk 4	Group 1 Sac = 10H	Class 4H	Group2 Sac = 12H		Group 3 Sac = 12H	
Wk 5	Holiday	Class 4H	Group2 Sac = 12H		Group 3 Sac = 12H	

Simulation will be focused on reproductive content/scenarios and other contents not available at clinical sites

Facs Initial	ZF and JR	AM	ED	PW		TD
Wk 6	O Group1&2 Doc = 10H	Class 4H	Group2 Sac = 10H			O Group3 Doc = 10H
Wk 7	Group1&2 Doc = 10H	Class 4H + 2H Sim	Group1 Sac = 10H			Group 3 Doc = 10H
<i>NOV</i> Wk 8	Group1&2 Doc = 10H	Class 4H	Group1 Sac = 10H			Group 3 Doc = 10H
Wk 9	Group1&2 Doc = 10H	Class 4H	Group1 Sac = 10H			Group 3 Doc = 10H
Wk 10	Group1&2 Doc = 10H	Class 4H	Group1 Sac = 10H			Group 3 Doc = 10H
Wk 11	Holiday	Holiday	Holiday	Holiday	Holiday	Holiday
<i>DEC</i> Wk 12	Group 1 Doc =10	HESI	Submit Skills Sheet-ALL		*Subject to change	Group 3 Doc = 10H

Note: H = Hours, O = Orientation, Sac = Sacramento Post Acute, Doc = Doctors Medical Center #Guest Speakers for OB related contents

Sim = Simulation

Attachment 1: Progress Report
Response to California Board of Registered Nursing Report of Findings
ITT Technical Institute, Rancho Cordova
Breckinridge School of Nursing & Health Sciences
Associate Degree Nursing Program
September 19, 2013

Non-Compliance(s):

CCR 1420 (c), (h) Program Director (PD), Assistant Director (AD):
Insufficient and ineffective coordination and direction in developing, implementing and managing all program activities during the last 6-7 months (Dec 2012-July 2013).

Response: Corrective action taken. Nursing Program Chair (PD), Dr. Mercy Popoola, was hired August 12, 2013. Dr. Popoola resides in the Sacramento area, her office is on campus and she dedicates 100% of her time to program administration.

The PD has taken the leadership role in coordinating and directing the implementation and management of all program activities since her appointment. A copy of the BRN Director's Handbook has been provided to faculty, AD, Dean, and campus Director with specific reference to Sections 6 and 8. Faculty and program leadership are expected to take the time to refer regularly to the regulations via the resourceful handbook for information and education about nursing and the BRN process.

Additionally, effective September 4, 2013, a weekly meeting is now in place for ITT Technical Institute leadership and Breckinridge School of Nursing and Health Sciences (BSNHS) management at the local and national level (PD, Dean, campus Director, Regulatory Affairs Manager, President BSNHS, Vice President and National Dean BSNHS and any others invited, when applicable).

The Assistant Program Chair (AD) will devote administrative time as required by the BRN. This allows the AD adequate time to support the PD in the management of program activities. The AD can devote additional time to administration as needed.

Evidence: Director Approval Form and Short Bio:

Dr. Popoola's career as a holistic nurse has spanned over 29 years of nursing and nursing education in the United States and abroad. Her early preparation in nursing was as a diploma nurse. She later obtained a BSN, MSN (education and acute critical care focus), and her Ph.D. at the University of Colorado Health Science Center, Denver CO. Her most recent accomplishments are in the publication of two books (Holistic and Complementary Therapies with Western Schools); publication of over 10 peer reviewed journals; and in the development of nursing program curriculum at the undergraduate and graduate levels. Dr. Popoola's professional experiences include teaching in undergraduate and graduate nursing programs and serving as program chair and director for undergraduate and graduate nursing programs.

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Associate Degree Nursing Program
September 19, 2013

CCR 1424 (h) and 1426 (a) A Lack of Timely BRN Notification of Program and Curriculum Changes: Lack of timely BRN notification when substantive program changes occur in at least three instances within the last 6-7 months; these included the delayed start of the Winter 2012 quarter; acceptable methods of making up missed clinical hours; and the June 3, 2013 Dignity written agreement termination.

Response: Corrective action taken. All changes in the program will be reported to the BRN and NEC within 48 hours and faculty changes will be reported within 30 days. Going forward, we will have two back-up faculty members to cover unexpected vacancies and medical emergencies. For fall 2013, the back-up members are Annemarie Marchi and Patricia Widman who have partial teaching work role. As of September 16, 2013 the program was faced with a sudden medical emergency and was able to take some immediate steps to address any gap immediately.

Evidence: The new PD has been in constant and weekly communication (phone calls, emails and site visits) with the NEC since August 12, 2013. Some recent program notifications include the following:

1. Submitted make-up clinical and Fall Schedule for Cohort 1, 2, 3
2. Revised Faculty BRN Approvals forms
3. New Clinical Sites Contacts Form and:
 - **Attachment 2:** Clinical Facility Verification Form for Doctors Medical Center
 - **Attachment 3:** Clinical Facility Verification Form for Sacramento Post-Acute
4. **Attachment 4:** Notice letter to students about program status with the BRN.
5. Fall faculty schedule or assignments.
6. Ongoing email communications.
7. Update on program evaluation.

CCR 1424 (e), (f) Inadequate and insufficient PD and AD time in the Administration and Management of Clinical Affiliations: PDs/ADs have not spent sufficient time and effort to ensure effective communication/collaboration with the program's two primary clinical agency partners (Sutter Health and Dignity Health) during the last 6-7 months. The ineffective/ inadequate management/administration of this vital program resource has led to the loss of two clinical affiliations crucial to implementation of the program's course of instruction as initially approved. No comparable clinical affiliations have been secured.

Response: Corrective action is in progress. It is estimated that the PD will spend 30% of her time acquiring and maintaining clinical sites. BSNHS is requesting up to December 2013 for full compliance in regaining the two major clinical sites (Dignity and Sutter) or to secure equivalent alternative clinical sites. We have had promising discussions with Sutter Health and Dignity. Dignity has agreed to get back to us about our request to allow maternal and child rotation at their facility and we have an appointment to meet with Sutter Health on September 19, 2013 at 10 AM.

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Breckinridge School of Nursing & Health Sciences
Associate Degree Nursing Program
September 19, 2013

A detailed corrective action plan developed by the PD has been provided to Sutter Health with a newly developed clinical package for student and faculty orientation. This corrective action plan will be used with our other clinical partners in the future and by the December 2013 quarter, all clinical instructors will be required to read and sign the document. A copy of the signed document will be kept in the PD's office.

The AD is spending 20% of her time acquiring and maintaining clinical sites. We also are taking a holistic approach to work on securing clinical sites in the following ways:

1. Providing time to the PD, AD and two faculty members to seek new and appropriate clinical sites
2. Exploring alternative clinical sites for OB in the community (Douglas and Midwives)
3. Use of some simulation if approved by our NEC
4. Locating community sites for Peds-day care centers and churches. (If the BSNHS has to use community sites, we will develop a non-faculty instruction sheet for participants to comply with Section 1424(i) of the BRN regulations.)
5. Continuing our discussion with Dignity and Sutter Health

New clinical sites that have been secured include these:

1. Doctors Medical Center: Contract in place and we are starting clinical rotation at this hospital effective September 23, 2013 beginning with orientation.
2. Oak Valley: Contract in place but because of the distance this site will be maintained as an alternative and for periodic use only. PD plans to visit this facility with the NEC as soon as it can be arranged and prior to December 2013.
3. Sierra Vista: Contract in place and orientation set to begin in October 2013. We had to cancel the initial orientation date to ensure that the students in Cohort I complete their Adult Nursing 11 make up from last quarter.
4. Sacramento Post-Acute: Contract in place and Cohort 1 students' orientation was September 16, 2013. They are currently in clinical to complete Adult Nursing II. Cohort 2 orientation is scheduled for Friday September 20, 2013.
5. Sutter Health: We now have verbal committed to begin OB and Peds rotation starting January 2014. Details will be provided to the BRN at the November meeting.

Evidence: Submitted contract with Doctors Medical Center, submitted appointment email to meet with Sutter Health, submitted updated clinical approval forms, submitted email follow up about the recent visit by PD and Campus Director to Dignity, submitted e-mail about Oak Valley site status, and submitted updated clinical contracts.

Attachment 5: Detailed corrective action plan for Sutter Health. At our September 19, 2013 meeting with Sutter Health, we have been told verbally that they will support clinical placement for our current 71 students up to December 2015.

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ITT Technical Institute, Rancho Cordova
Breckinridge School of Nursing & Health Sciences
Associate Degree Nursing Program
September 19, 2013

CCR 1424 b(1) Total Program Evaluation Plan: The written plan is not being adequately implemented. There is evidence of incomplete data collection related to student clinical site evaluations and clinical evaluations for all clinical faculty. Student course evaluation response rates are low in a number of nursing courses. Sufficient student responses by the course participants are needed to make appropriate program improvements. In some courses, no course responses were provided. Clinical course evaluation data for two of the clinical faculty with reported practice setting competency issues not provided. Program reported this data as missing or never collected. There is inadequate monitoring and tracking of program related evaluative data collection activities.

Response: Corrective action in progress. Going forward the existing plan already in place will be implemented and the AD has been assigned to work with faculty members to actively begin this process starting October 1, 2013. Evaluation data will be analyzed and appropriate action will be taken to improve students' learning outcomes.

Since September 3, 2013, the PD has been aggressive in locating program advisory board (PAB) members in the community. As of today, we now have nine (including the PD) very committed PAB members. We are planning the first PAB meeting to take place October 18th 2013 and a list of the members with their correct qualifications will be provided for the November 2013 BRN meeting.

Also, the PD has included a time for students to complete the required HESI Exam on the class schedule for this September 2013 quarter. In November, the results of the HESI exam for Cohort 1 and previous pharmacology and fundamentals results will be analyzed and corrective action for student remediation implemented. The process will be set in place for every quarter going forward.

Formative evaluations of the program were conducted on August 27, 2013 and September 4, 2013, and we are currently analyzing the data to share with the board. However, based on the formative evaluation, PD has had one-on-one verbal discussions with faculty concerning the issues. Also, effective September 16, 2013, we have started to work on our December 2013 clinical assignments and will have the schedule ready for students before October 28, 2013. Going forward, the program will ensure that all clinical assignments are in place and ready two months prior to any rotation.

Evidence: Email list of Program Advisory Board Members to NEC. Submitted BSNHS approved systematic evaluation plan. Submitted September 9, the 2013 follow-up e-mail to NEC regarding summer courses and clinical evaluations. Submitted Fall quarter class and clinical schedules with concrete HESI dates.

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ITT Technical Institute, Rancho Cordova
Breckinridge School of Nursing & Health Sciences
Associate Degree Nursing Program
September 19, 2013

CCR 1420 (e) and (k), 1424(d) and (h) Program Administration: Budget and Faculty Resources Inadequate Type and Number: The program's initially approved budget and staffing plan has not been adequately implemented. There have been frequent delays in acquiring needed program resources including faculty, a replacement PD and simulation equipment. Site visit requests for the current program budget info not available during or immediately after the visit. There continues to be a lack of adequate type and number of qualified faculty to support instruction, most urgent is identification of a psych/mental health content expert for 12/9/13 course start.

Response: Corrective action in progress. The PD and the campus Director are currently reviewing the approved budget and will have a new five-year budget in place by December 1, 2013. The update to the initial budget will show a detailed five-year budget to the BRN and will also reflect the current number of students in the program. It is the goal of the program to hire competent, adequate, well qualified, and experienced faculty members to exceed the need of the program at all times. A commitment from a psych/mental health expert has been submitted and approved by the BRN. She will be ready to start as soon as Cohort 1 completes the incomplete for Adult Nursing II. The PD has been approved as a content expert in OB and we are in the process of hiring four faculty members.

Current student population: 71 (Attrition due to transfer of students to another campus –program, the fear of the current state of the program, financial reasons, personal reasons, family issues, and lack of academic progression).

Current Full-Time Faculty: 5 with two additional potential faculty members under consideration (One OB).

Current Part-Time Faculty: 4 with two additional potential Adjunct faculty members under consideration (one Peds, and one OB – Med Surg)

Current Total of Faculty: 9 (5FT and 4 PT) **plus PD with Faculty approval and Content Expertise in OB and M/S.**

Recruitment efforts and interviews continue to acquire qualified and dedicated faculty members.

Evidence: Submitted Faculty Approval forms for Psych- Mental health and OB content experts.

Attachment 1: Progress Report
Response to California Board of Registered Nursing Report of Findings
ITT Technical Institute, Rancho Cordova
Breckinridge School of Nursing & Health Sciences
Associate Degree Nursing Program
September 19, 2013

CCR 1425.1(d) Clinically Competent Faculty:

On 7/16/13, the site visit NEC observed one instance of inadequate faculty supervision of a student's oral medication administration. The faculty member permitted the student to administer the medication without adequate knowledge of the medication, the required patient specific medication knowledge, appropriate RN level application of the nursing process and requisite MR research/assessments prior to administration. NEC follow up with the faculty member and AD Widman occurred immediately.

Response: Corrective action in progress. Steps are in place to provide an ongoing remediation plan for faculty via in-service, mentoring, and professional continuing education activities. We will use Dr. Patricia Benner's Novice to Expert: Expert in Clinical Excellence theory as a model for faculty clinical orientation and remediation. The first in-service will focus on the use of the nursing process to promote and teach critical thinking. It will be presented in November, 2013 using the new clinical expectation package already submitted to the NEC as a draft document at this time.

The PD has had a one-on-one talk with the above faculty member and she is working on her remediation plans. As stated previously, effective in the December 2013 quarter, all faculty members will review and sign the corrective action plans for the clinical facility developed currently for Sutter Health.

We currently have a remediation plan in place for three faculty members.

Another critical thinking and a QSEN in-service will be conducted in January or February 2014 for all faculty members. This will help transition our new clinical faculty into expectations of teaching at an RN level program using the NCLEX test plan.

Orientation will be provided to faculty and students prior to beginning any clinical rotation. PD and AD will have an ongoing schedule (before midterm and before the last week of clinical) to monitor and supervise faculty members during any clinical rotations. A detailed clinical nursing instructor observation sheet will be developed every time and provided to the instructor with implemented follow-up plans.

Faculty competency skills will be implemented and validated for current and new instructors, and at any time there is a question with faculty clinical practice, a remediation plan will be implemented immediately.

Evidence: Submitted faculty remediation plans

Attachment 1: Progress Report
Response to California Board of Registered Nursing Report of Findings
ITT Technical Institute, Rancho Cordova
Breckinridge School of Nursing & Health Sciences
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CCR 1427 (a) Clinical Facilities: No OB, PEDS and Advanced Med.Surg clinical placements secured to replace the lost Sutter Health and Dignity Health clinical affiliations. Without these crucial placements the program will be unable to implement the program curriculum as initially approved. OB/PEDS placements are needed by 12/9/13. Advanced M/S placements are needed by 3/17/14.

Response: It was unfortunate that we lost Sutter Health and Dignity Health. However, we are taking active steps to re-gain these important clinical sites. The PD has had promising discussions with both organizations. We have an appointment to meet with Sutter Health on September 19, 2013 and the PD and campus Director met with Dignity on September 3, 2013 with a promising outcome.

We have new clinical sites and securing additional, appropriate clinical sites remain our top priority over the next 90 days. We are requesting an extension until December 2013 to demonstrate full compliance in this area.

PD and AD have taken steps to be re-invited and to participate in the community clinical consortium. Corrective action is in process but not finalized since the PD is waiting for a return call from the organizer. PD will also follow up on this item during the meeting with Sutter Health on September 19, 2013. As soon as we are re-invited, PD and/or AD will attend all upcoming community clinical consortium meetings going forward.

Evidence: Submitted signed contract with Doctors Hospital, Oak Valley, Sierra Vista and Sacramento Post-Acute and submitted emails communication with Sutter and Dignity Health. We now have Doctors Medical Center for Advanced M/S placement and have been slotted at the hospital schedule for the 2014 quarter. We also have Sacramento Post- Acute for Advanced M/S placement and Oak Valley will be used in emergency due to distance.

Again based on our meeting with Sutter Health on September 19, 2013, we now have a verbal commitment that Sutter will work with the school to ensure that the 71 current students complete all of their clinical rotations (OB and Peds included) effective January 2014 until graduation.

Recommendation(s):

CCR 1424 (b) (1) Written Policies and Procedures: Develop a program specific student re-admission/re-entry policy congruent with the campus policy as discussed 11/13.

Response: Corrective action in progress. We will have a new re-admission/re-entry policy developed for the program. It has been drafted and is in the review process. It will be finalized and presented to the BRN by December 1, 2013.

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Response to California Board of Registered Nursing Report of Findings
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CCR 1424 (f):AD Functions/Knowledge: ADs need to become more familiar with BRN Director Handbook information including faculty and clinical facility approval processes, forms and submission requirements.

Response: Corrective action in progress. AD has been given time to review the BRN Director's Handbook to familiarize herself with approval processes, forms, and submission requirements.

CCR 1424 (b) (2) Program Grievances: Develop a program level written method to track, trend and report grievance information/outcomes/actions.

Response: Corrective action taken. Effective September 16, 2013, student grievance documents showing proper steps of actions taken will be kept in a binder in the PD's office. To augment our current ITT Technical Institute policy for addressing and reporting all complaints (grievances), the PD has developed an additional nursing program level formal grievance tracking form for the BSNHS Rancho Cordova campus. The forms will serve as a tracking, reporting, and trending tool. It has been reviewed and accepted by faculty members and submitted to the campus Dean and campus Director for approval. Copies of this document and of the ITT Technical Institute student affairs complaints policy for addressing all complaints can be located in the PD's office and student affairs binder. In the future, a copy will be included in the Nursing Student Handbook. These forms will serve as the program-level procedure for resolving students' grievances. The next and final step is to use the current ITT Technical Institute student complaint summary form and procedure.

Evidence: **Attachment 6:** ITT Technical Institute Student Affairs Customer [Grievance] Complaints Policy SA 11.0 with the current ITT Technical Institute Student Complaint Summary for use by the campus dean and campus director.

Attachment 7 and 8: Breckinridge School of Nursing Grievance Tracking Form and Tracking Tool. Faculty minutes.

CCR 1420 (f), and 1425 (f) Content Experts: Develop a written plan/schedule for completion of the five specialty areas content expert reviews, no later than Qtr. 9, so following one full program curriculum cycle, written reviews, recommendations, documentation, and action planning are completed in accord with program's written content expert review policy and program committee processes.

Response: Corrective action in progress. At this time, five content experts have been identified. Because some of the content experts are new, mentors will be available for remediation and steps are in place to continue to locate back up and more experienced content experts in all areas. We have finalized steps with our psych content expert effective September 17, 2013.

During our November faculty in-service, faculty members will be expected to complete selected clinical competencies.

Attachment 1: Progress Report
Response to California Board of Registered Nursing Report of Findings
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Effective October, 2013 we are establishing a system via the curriculum committee to effectively review all courses during and at the end of every quarter. In addition, the PD has reviewed some of the courses with our NEC for selection of clinical sites and this step will be followed in the assignment of faculty going forward. We are also currently reviewing all of the skills levels and check off sheets for all our students beginning with Cohort 1 for accuracy.

The result of our analysis will be used for student and faculty remediation. Raw data, analysis results, and a corrective action plan (for Adult Nursing II specifically) will be provided on December 1, 2013.

AD and other approved med/surg content experts in the program have started the process of reviewing the med/surg content (didactic and clinical) in the curriculum. A full report will be provided in December 2013, with raw data and an action plan.

Evidence: Attachment 9: Faculty BRN Approvals forms.

CCR 1425.1 (a) Faculty Responsibility: Provide a collaborative/supportive environment for the total program faculty to make timely changes in the curriculum including course testing/assessments. Address the faculty/student perception of a “disconnect between the syllabi and course testing/assessments. Ensure congruence with the KSAs reflected on the 2013 NCLEX RN Test Plan and current clinical practice.

Response: Corrective action in progress. Faculty meetings are now held weekly to review faculty responsibilities for in-service and program review. Going forward, faculty participation in the curriculum, APG committee, and program evaluation committee are mandatory and will be conducted two times a month. A full report of the outcome will be provided in December 2013.

Going forward, PD and AD will monitor the accuracy and timeliness of the HESI data with the syllabus at the end of every quarter. The present results will be reviewed, analyzed, and submitted with raw data in December 2013.

CCR 1420 (k) and 1427 (b) Clinical Facilities Use to Meet Program Objectives: Ensure the learning experiences planned for students by the faculty meet the objectives, and the required course of instruction includes the basic standards of competent performance, RN level critical thinking/ clinical reasoning, and role performance activities.

Response: Corrective action in progress. The PD is currently developing a clinical orientation handbook for faculty and students that will be presented to the BRN in December 2013. As indicated previously faculty in-service on critical thinking will ensure that any learning

Attachment 1: Progress Report
Response to California Board of Registered Nursing Report of Findings
ITT Technical Institute, Rancho Cordova
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experience planned for students in the clinical facilities are presented in a methodical manner and that they are course and program objective driven.

Evidence: Submitted sample (draft) clinical orientation clinical package.

Breckinridge School of Nursing and Health Sciences

ITT Technical Institute, Rancho Cordova

916-851-3900

Corrective Action Plan for Sutter Health Partnership

Date: September 15, 2013

From: Breckinridge School of Nursing and Health Sciences

To: Sutter Health

Purpose: To develop a concrete process to ensure adequate preparation of instructors prior to student experience at the facility and to ensure compliance with facility policies and procedures.

Detailed Action Plan: The following actions will precede any clinical rotation:

1. **Orientation:** Instructors must complete facility orientation and tour prior to student orientation. The clinical instructor will:
 - a. Ensure that students are oriented to the clinical environment before providing any patient care.
 - b. Orient and provide a copy of the syllabus to the unit manager or designee and nurses.
 - c. Provide the unit with his or her contact information
2. **Safety:** All errors will be reported promptly to the facility.
 - a. The clinical instructors and students agree to follow all hospital and/or facility policies, procedures, protocols, standards, guidelines, dress code, and regulations at all times.
 - b. The clinical instructor or the school will submit specific clinical goals, learning objectives and applicable syllabus and orientation documents prior to the clinical rotation.
 - c. Clinical Instructors and students will not share any access or privacy information.
 - d. Instructors and students are not allowed to use their cell phones, pagers, iPods, PDA or other personal electronic devices on the nursing unit. Cell phones can be used only in emergencies.
3. **Expectations:**
 - a. Students will be directly observed by the Clinical Instructor or Licensed Registered Nurse with every medication administration, attempt to start an IV, and when the student is performing a procedure, skill or task for the first time.
 - b. Students are not allowed to:
 - i. Have Pyxis access

- ii. Hang blood and blood products although they may observe.
 - iii. Administer chemotherapy or biotherapy agents without a RN or the instructor's presence.
 - iv. Accept telephone orders or transcribe a physician order

- 4. **Communication:** A copy of the course objectives will be submitted to Sutter Health with the clinical orientation package for students. This package will contain the contact information of the Program Director. However, here is the contact information for other key personnel in Breckinridge School of Nursing and Health Sciences. Please do not hesitate to reach out to them in this partnership if you are unable to reach the Program Director at any time. You can reach anyone of us via the campus operator at 919-851-3900. Dr. Popoola's cell phone number is 415-425-4266.
 - a. Jeff Ortega: Campus Director
 - b. Brett Stamer: Campus Dean
 - c. Dr. Mercy Popoola: Nursing Program Director
 - d. Patricia (Trish) Widman: Assistant Program Director
 - e. JoAnn Lytle: Nursing Program Coordinator and Clinical Liaison

- 5. **Timeline:** Apart from this coming December 2013 quarter:
 - a. All clinical requests will be made three months prior to the beginning of every quarter.
 - b. The Clinical Liaison or the Program Director will contact the Nurse Educator at the Sutter system to arrange for orientation one month prior to the start of the rotation.
 - c. A week prior to orientation the clinical instructor and the school will provide the facility with the list of students and a clinical syllabus/package
 - d. The school should be able to provide any requested documentation to the hospital within 36 hours.

- 6. **Documentation:** Clinical Instructor or RN will co-sign all student documentation and also co-sign the MAR, computer documentation, or any other form the student uses.
 - a. The school is responsible for submitting all required documentation prior to any clinical rotation. The Clinical Liaison will ensure that all documents are ready one month prior to any clinical rotation or communicate appropriately with the facility and the program director.
 - b. Major list of Clinical Rotation Required Documentation:
 - i. Health
 - ii. Vaccination
 - iii. Immunization
 - iv. Waiver for Hep
 - v. Flu Shots
 - vi. Clear of Criminal Background.
 - vii. Current BLS for Health Care Providers
 - viii. Health Stream Compliance module for Clinical if required
 - ix. Complete the Mandatory Reporting of Abuse and neglect form

x. Complete confidential Agreement

7. **Competencies:** Skills validation will be mandatory for every faculty effective October, 2013. If required, the clinical instructor will provide the unit with a skills validation sheet so that the staff will be aware of what skills the student is capable of performing as well as skills the student needs to learn.
8. **Ongoing Visitation and Monitoring:** The Nursing Program Director and Assistant Program Director will visit every new faculty member before mid-term and before the end of the clinical rotation. Action plan will be developed as needed for timely correction
9. Active participation in Health Community Forum: The Nursing Program Director or the Assistant Program Director will attend all community forums.
10. **Packing:** The clinical instructors and students agree to park only in assigned hospital and/or facility parking area.

Attachment: Developed Clinical Orientation package for students

Respectfully Submitted

Mercy

Dr. Mercy Popoola RN, MSN, PhD
Department Chair
Breckinridge School of Nursing and Health Sciences
@ ITT Technical Institute
10863 Gold Center Drive, Rancho Cordova, CA 95670
Phone: 916-851-3900 Fax: 916-851-9225
mpopoola@itt-tech.edu

Faculty Signature Required

By signing this form, I verify that I have read all the above and can produce the required documentation upon request.

Print Name: _____ Signature _____ Date _____

CLINICAL FACILITY APPROVAL FORM

(916) 322-3350

FOR BOARD USE ONLY

Approved (✓)
BY: <u>(b) (6)</u> _____, NEC
DATE: <u>9/13/13</u>

Initial approval is granted by NEC. Program Director is responsible after initial approval for determining all criteria found in CCR 1427 have been met.

1. NAME OF NURSING PROGRAM: Breckinridge School of Nursing @ ITT-TECH, Rancho Cordova CA	
2. LIST COURSE(S) FOR WHICH CLINICAL SITE IS USED	SERVICES
NU1320 & NU 1420 Clinical Nursing Concepts/Techniques I and II	MS, GI Lab, Cath. Lab, Day Surg, Cancer Center, Tele, ICU, ER, HD
NU2530 Adult Nursing I	MS, GI Lab, Cath. Lab, Day Surg, Cancer Center, Tele, ICU, ER, HD
NU2630 Adult Nursing II	MS, GI Lab, Cath. Lab, Day Surg, Cancer Center, Tele, ICU, ER, HD
NU 2999 Nursing Capstone	MS, GI Lab, Cath. Lab, Day Surg, Cancer Center, Tele, ICU, ER, HD
3. NAME OF CLINICAL SITE: Doctors Medical Center	
4. ADDRESS OF CLINICAL SITE: 2000 Vale Road, San Pablo CA, 94806	PHONE NUMBER: 510 -970-5924
5. NAME & TITLE OF PROGRAM'S LIAISON TO CLINICAL SITE: Dr. Mercy Popoola or Patricia Widman	PHONE NUMBER: 916-851-3900
6. NAME & TITLE OF CLINICAL SITE'S LIAISON TO PROGRAM: Leslie McGee, RNC	PHONE NUMBER: 510 -970-5622

I attest that all of the criteria and guidelines for the selection of a clinical facility (California Code of Regulations, Section 1427) have been met.

PROGRAM DIRECTOR'S SIGNATURE: <i>Mercy Popoola, RN PhD, Chair</i>	DATE: 09/11/2013
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PROGRAM CLINICAL FACILITY VERIFICATION FORM

The nursing program must verify that clinical facilities offer necessary learning experiences to meet course/clinical objectives.

Name of the School: Breckinridge School of Nursing @ ITT Tech, Rancho Cordova, CA	Name of Director/Designee: Dr. Mercy Popoola Telephone Number: 916-851-3900
Name of health care facility: Doctors Medical Center Type of health care facility (Acute, OPD, SNF, etc.) Med Surg., GI Lab, Cath. Lab, Day Surg., Cancer Center, Tele, ICU, ER, HD Average Daily Census for the agency: 60 (up to 189)	Name of Director of Nursing/Designee: Bobbie Ellerston and Leslie McGee Telephone Number: 510-970-5924 or 510 970 -5000

	Med-Surg	Tele	ICU	ER	Observation
Type of units where students can be placed in the health care facility (Place X in the column)	X	X 4 th and 3 rd Fl	X	X With Peds	X for HD, GI Cath Lab, Day Surg. CA Center,
Average daily census for each area	15-28	35-50	16	16-24	3-6
Average personnel staffing for the shift for a unit (Include number of RNs, LVNs, CNAs, separately). RNs Info Only	6	9 (3 rd and 4 th floor combined)	7	6 and Up	3
Number of students placed in the unit at any one time.	4	4 (Both)	2	3	2
Identify shifts and days available for placement of students in the program	AM/PM M, T, Th, S	AM/PM M, T, Th, Sat	AM/PM M, T, Th, S	AM/PM M, T, Th, S	AM/PM M, T, Th

Provide the following information on all other schools utilizing your facility:

Attach additional sheets if needed.

Schools	Category of students (RN, LVN, CNA, etc.)	Number of students	Days & Hours	Semesters (Fall, Spr.)	Units used
Dominican University	RN	17	PM	Varies	All
Los Medanos	LVN	8	AM	Varies	Med - Surg
Contra Costa and Unitek	RN	Varies	AM	Varies	All

Checklist for starting in a new clinical facility:

- Provide clinical objectives, faculty responsibilities, faculty and student orientation plan to clinical facility.
- Signed contract on file, prior to starting
- Develop a plan for continued communication between school and facility, i.e., instructor/facility staff meeting, agency/facility/student meeting each semester, annual faculty/facility staff meeting, Dean/Director conferences each semester.

Note: Revised CCR section 1427(d) states "In selecting a new clinical facility for student placement, the new program shall take into consideration the impact of a new group of students on registered nurse students in other prelicensure programs currently utilizing the facility, if any."

<i>Mercy Popoola RN PhD, Program Chair</i> Signature of Program Director/Designee	09/12/2013 Date
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CLINICAL FACILITY APPROVAL FORM

(916) 322-3350

FOR BOARD USE ONLY

Approved (✓)
BY: _____, NEC
DATE: 9/13/13

Initial approval is granted by NEC. Program Director is responsible after initial approval for determining all criteria found in CCR 1427 have been met.

1. NAME OF NURSING PROGRAM: Breckinridge School of Nursing @ ITT-TECH	
2. LIST COURSE(S) FOR WHICH CLINICAL SITE IS USED	SERVICES
NU1420C Clinical Nursing Concepts/Techniques II	Post -Sub-Acute with Vents, Trachs, IVs, etc.
NU2530 and NU 2630 Adult Nursing I and II Respectively	Post -Sub -Acute with Vents, Trachs, IV, etc.
NU2747 Gerontology Nursing	Post -Sub -Acute with Vents, Trachs, IV, etc.
3. NAME OF CLINICAL SITE: Sacramento Post-Acute Care	
4. ADDRESS OF CLINICAL SITE: 5255 Hemlock St. Sacramento, CA 95841	PHONE NUMBER: 916-331-4590
5. NAME & TITLE OF PROGRAM'S LIAISON TO CLINICAL SITE: Dr. Mercy Popoola or Patricia Widman	PHONE NUMBER: 916-851-3900
6. NAME & TITLE OF CLINICAL SITE'S LIAISON TO PROGRAM: Wagner Tuleu, DON	PHONE NUMBER: 916-331-4590

I attest that all of the criteria and guidelines for the selection of a clinical facility (California Code of Regulations, Section 1427) have been met.

PROGRAM DIRECTOR'S SIGNATURE: <i>Mercy Popoola, RN PhD, Chair</i>	DATE: 09/9/2013
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BOARD OF REGISTERED NURSING
 PO Box 944210, Sacramento, CA 94244-2100
 P (916) 322-3350 F (916) 574-8637 | www.rn.ca.gov
 Louise R. Bailey, MEd, RN, Executive Officer



PROGRAM CLINICAL FACILITY VERIFICATION FORM

The nursing program must verify that clinical facilities offer necessary learning experiences to meet course/clinical objectives.

Name of the School: Breckinridge School of Nursing @ ITT Tech	Name of Director/Designee: Dr. Mercy Popoola Telephone Number: 916-851-3900
Name of health care facility: Sacramento Post-Acute Care Type of health care facility (Acute, OPD, SNF, etc.) Post-Acute Care/ Sub Acute Average Daily Census for the agency: 85	Name of Director of Nursing/Designee: Wagner Tuleu, DON Telephone Number: 916-331-4590

	Subacute	Rehab			Rehab
Type of units where students can be placed in the health care facility (Place X in the column)	X	X			
Average daily census for each area	42	40			
Average personnel staffing for the shift for a unit (Include number of RNs, LVNs, CNAs, separately) *Information for AM Shift Only.	RN 4- 5 LVN 2-3 CAN 5	RN 1-2 LVN 2-3 CAN 4- 5			
Number of students placed in the unit at any one time:	10	10			
Identify shifts and days available for placement of students in the program	Days	Days			

Provide the following information on all other schools utilizing your facility: Attach additional sheets if needed.

Schools	Category of students (RN, LVN, CNA, etc.)	Number of students	Days & Hours	Semesters (Fall, Spr.)	Units used
None					

Checklist for starting in a new clinical facility:

- Provide clinical objectives, faculty responsibilities, faculty and student orientation plan to clinical facility.
- Signed contract on file, prior to starting
- Develop a plan for continued communication between school and facility, i.e., instructor/facility staff meeting, agency/facility/student meeting each semester, annual faculty/facility staff meeting, Dean/Director conferences each semester.

Note: Revised CCR section 1427(d) states "In selecting a new clinical facility for student placement, the new program shall take into consideration the impact of a new group of students on registered nurse students in other precicensure programs currently utilizing the facility, if any."

<i>Mercy Popoola RN PhD, Program Chair</i> Signature of Program Director/Designee	09/09/2013 Date
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INTENT OR PURPOSE

To ensure that all complaints regarding programs or services provided by the Company are promptly acknowledged, thoroughly reviewed, objectively evaluated and resolved within a reasonable period of time and in an appropriate manner.

SCOPE

All ITT Educational Services, Inc., operations and employees, including Headquarters, ITT Technical Institutes, subsidiaries, etc. (hereinafter “Company” or “ITT/ESI”).

RESPONSIBILITY

The Senior Vice President and Chief Compliance Officer (“SVP/CCO”), supported by the Compliance Department, will ensure that all customer complaints are handled appropriately.

POLICY

The Company encourages students to communicate their inquiries and concerns fully and frankly to members of the school faculty and administration, and anticipates that such matters can generally be resolved informally. If such informal resolution is unsuccessful, the Company has a formal framework within which to afford full consideration to customer concerns regarding any aspect of the programs, facilities or other services offered by or associated with the Company (“Customer Complaints”).

1. **Customer Complaints.** Customers are encouraged to communicate their concerns to the college Director, ITT/ESI Headquarters, the state regulatory agency or the appropriate accrediting commission in accordance with the applicable Student Complaint/Grievance Procedure applicable to that specific ITT Technical Institute. If an individual other than a student is communicating a complaint on behalf of the student, the Company will follow the requirements of the Family Educational Rights and Privacy Act of 1974, as amended, with respect to the involved student’s educational records and information contained therein.
2. **Student Complaint/Grievance Procedure Awareness.** Each ITT Technical Institute must ensure that:
 - a. The Student Complaint/Grievance Procedure is clearly communicated to all customers;
 - b. The Student Complaint/Grievance Procedure is prominently posted in the school;

Approved: 6/12/12	Replaces Policy Dated: 5/27/09	Page 1 of 4
Effective Date: 6/12/12	Canceled: ED00011923	Next Review Date: 6/1/14



- c. Students are given a copy of the Student Complaint/Grievance Procedure via the Student Handbook which has been incorporated into Smart Forms, at orientation, and, in any event, no later than the first day of class;
 - d. Students acknowledge, in writing, receipt of a copy of the Student Complaint/Grievance Procedure; and
 - e. A copy of the written acknowledgment is placed and/or retained in the student's permanent file.
3. **Complaint Received at College.** Upon receipt of a complaint, the college Director will promptly acknowledge receipt of the complaint, conduct a thorough review of the concerns, and provide an oral or written response to the student. The college Director's response will address the specific complaint and indicate what, if any, corrective action has been proposed or accomplished. Within three (3) school days of the discussion, the college Director will prepare a written summary of the discussion and forward a copy to the Compliance Department.
 4. **Complaint Received at Headquarters.** Complaints received by employees at ITT/ESI Headquarters must be sent to the Compliance Department immediately upon receipt. The Compliance Department will collaborate with the appropriate college Director and the Operations Department, if necessary, to acknowledge, review and respond to the complaint.
 5. **Recordkeeping.** The college Director and the Compliance Department will maintain a file of all complaints handled pursuant to this policy at their respective locations, including copies of any written complaint, the written response, or the summary of any informal conference.
 6. **Executive Management Approval.** The following types of settlements must be approved by the Chief Executive Officer before they are presented as a solution to the complainant:
 - a. Any proposed settlement recommending the refund of an amount larger than a full-time student's quarterly tuition;
 - b. Any proposed settlement involving more than one student; and

Approved: 6/12/12	Replaces Policy Dated: 5/27/09	Page 2 of 4
Effective Date: 6/12/12	Canceled: ED00011924	Next Review Date: 6/1/14



- c. Any proposed settlement involving an attorney or legal aid assistant, a representative of the media, or any other representative of the complainant, except a parent, spouse or significant other.
- d. Any proposed settlement involving a federal, state or local regulatory body or agency, including, states’ attorneys general, veterans organizations, etc.

7. **Human Resource/Employment Issues.** This policy does NOT apply to charges or complaints involving equal opportunity compliance, employee salaries, working conditions, pensions or union activities, which must be immediately brought to the attention of the ITT/ESI Human Resources Department.

KEY DEFINITION(S)

Customer Complaint. Any oral or written expression of dissatisfaction by any future, current or former student, or any outside agency on behalf of any future, current or former student, with any aspect of the programs or services provided by the Company, or any action, lack of action or alleged misrepresentation by any ITT/ESI employee or representative. Complaints may be submitted on the Student Complaint Summary form (Exhibit A), or via any other method of communication. Examples of customer complaints include, but are not limited to:

- Allegations of misrepresentation by an employee;
- Allegations of improper conduct by an employee (or student, if such conduct is reported by another student);
- Allegations of improper classroom delivery of the curriculum, or improper equipment or facilities; and
- Allegations involving a student’s financial aid, refunds or payment delinquencies.

EXHIBITS

Exhibit A – Student Complaint Summary form

Approved: 6/12/12	Replaces Policy Dated: 5/27/09	Page 3 of 4
Effective Date: 6/12/12	Canceled: ED00011925	Next Review Date: 6/1/14



ITT Educational Services, Inc.

POLICY MANUAL

**STUDENT AFFAIRS
CUSTOMER COMPLAINTS
SA 11.0**

Policy Owner: Corporate Compliance

REFERENCES

Related Policies

AA 9.0 Family Educational Rights and Privacy Act of 1974, As Amended

Related Materials

ITT/ESI Student Complaint and Comment Administrative Manual
Student Handbook

Approved: 6/12/12

Replaces Policy Dated: 5/27/09

Page 4 of 4

Effective Date: 6/12/12

Canceled:
ED00011926

Next Review Date: 6/1/14

STUDENT COMPLAINT SUMMARY

Location _____

To: ITT Educational Services, Inc.
13000 North Meridian Street
Carmel, IN 46032-1404
800/388-3368

From: Name _____
Address _____

Phone HOME () _____
WORK () _____
Program _____ Class # _____

Issue: (Attach copy of letter if available)

Action Requested:

Administrative use only:

Received By: Instructor _____ Director _____ DOF _____ Dean _____ DOR _____ DOCS _____
ITT/ESI _____ Satisfaction Survey _____ Other _____
Received from Student _____ Parent _____ Other _____

Date Received _____ Date Acknowledged _____ Date Closed _____

Status:

Resolution:



**NOTICE TO STUDENTS OF
ITT TECHNICAL INSTITUTE BRECKINRIDGE SCHOOL OF NURSING AND
HEALTH SCIENCES ASSOCIATE SCIENCE IN NURSING PROGRAM**

Email Subject Line: Notice to Students

On August 7, 2013, the Breckenridge School of Nursing and Health Sciences (BSNHS) at ITT Technical Institute Rancho Cordova ("ITT Tech Rancho Cordova") was informed of the decision made by the California Board of Registered Nursing ("Nursing Board") to change the current status of BSNHS at ITT Tech Rancho Cordova's Associate of Science degree program in Nursing ("Program") from initial approval status to warning status with intent to remove Board approval. Enrollment will be stopped for the next several quarters and we are working to address the Nursing Board's concerns.

The BSNHS at ITT Tech Rancho Cordova is taking all necessary steps to rectify these issues so that the program can return to its initial approval status over the coming months and we remain confident that we will be able to meet your educational needs.

By signing below, I, _____ (print), acknowledge receipt of notice concerning change in Program status as issued by the Nursing Board to ITT Tech Rancho Cordova.

Signature: _____ Date: _____

No later than August 30, 2013, please return a signed copy of this notice to the Campus Director, at the ITT Tech Rancho Cordova campus.

Breckinridge School of Nursing and Health Sciences

**ITT Technical Institute, Rancho Cordova
Attachement7**

Grievance Tracking Form and Report –Sept 2013

Please complete the following:

1. Date: _____ Name of person completing the grievance: _____

2. Nature of Grievance or Description of the issues:

3. Person(s) involved with the grievance:

Signature: _____ Date: _____

XX

4. Interview and findings:

5. Summary of the issue or grievance with supporting document if any:

6. Grievance Solution: _____

7. Follow up plan, by who, and to whom (N/A if not applicable):

Signature: _____ Date _____

For tracking only: Type of Grievance _____. **Document in the Grievance Tracking tool.**

Faculty	Employment Status	Content Expert	Classification	MS	OB	CH	MH	G	Degree's	Teaching Assignments
Instructors										
Marchi, Annemarie	Full-Time	Medical/Surgical	Instructor	X					MSN Education	Didactic/Clinical for Clinical Nursing Concepts/Tech 1 & 2
Warth, Sara	Full-Time	Medical/Surgical	Instructor	X					MSN Education	Didactic/Clinical for Clinical Nsg Concept/Tech 1 & 2, Adult Nursing 1 & 2, Pharm, & Nsg Cap
Widman, Patricia	Full-Time	Geron Ped	Asst. Chair Instructor	X		X		X	MSN Leadership Education	50% - Administration 50%- Teaching in Various Areas: Peds, Nursing Roles & Capstone.
Assistant Instructors										
DeGuzman, Emmylou	Full-Time		Asst. Instructor	X				X	MA – Adm. Nursing	Clinical for Clinical Nursing Concepts 1 & 2, Adult Nursing 1 & 2, Geron Nursing.
Ricaforte, Jordana	Full-Time		Asst. Instructor	X				X	BSN Nursing	Clinical for Clinical Nursing Concepts 1 & 2, Adult Nursing 1 & 2, Geron Nursing
Adjunct Instructors										
Heinze, Sakre	Adjunct	OB – Working on CEUs	Instructor		X				MSN - Maternity Education	Didactic and Clinical for Maternal Child Nursing and Remediate for Adult Nursing 1
Dodson, Teresa	Adjunct		Asst. Instructor	X			X	X	BSN – Nursing	Clinical for Mental Health Nsg, Geron, and various Med-Surg
Hubbard, Gwen	Adjunct	MH – Will Complete CEU Oct.	Instructor				X		MSN Education	Didactic and Clinical Mental Health (MH) Nursing
Freeman, Zona	Adjunct		Assistant instructor	XR		X			BSN, Nursing	Clinical Peds and Remediation for Adult Nsg 1 & 2
Under Consideration		#Seeking additional information to verify degree concentration & pending evaluation of transcripts								
Stark, Sue	Adjunct	Mental Health	Instructor				X		MSN #	Didactic/ Clinical for MH Nursing
Fuller, Sally	Full Time		Instructor		XR	XR			MSN #	In the hiring process for OB and to Remediation for Adult Nsg 1 & 2
Dalton, Bonny	Adjunct	Med- Surg	Instructor	X					MSN #	In the hiring process- Adult Nsg 1&2

<h2 style="margin: 0;">Grievance Tracking Tool</h2> <h3 style="margin: 0;">Year: 2013</h3>
--

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Number # Grievance	/	/	/	/	/	/	/	/	2			
Type of Grievance	/	/	/	/	/	/	/	/	Grading and progression			
Action Taken	/	/	/	/	/	/	/	/	See letters			
Outcome	/	/	/	/	/	/	/	/	See letters			
Referred to HQ	/	/	/	/	/	/	/	/	N/A at this time			



September 19, 2013

Ms. Katie Daugherty, MN, RN
Nursing Education Consultant
California Board of Registered Nursing
P. O. Box. 944210
Sacramento, CA 94244

Dear Ms. Daugherty and the BRN,

My name is Dr. Mercy Popoola and I accepted the position as program director for the Breckinridge School of Nursing and Health Sciences (BSNHS) in Rancho Cordova August 12, 2013. Based on my current assessment, the recent documents that have been submitted, the timeline of events, and for the sake of the students that are innocent in this entire process, I continue to ask the BRN to re-consider the current warning status decision and to "defer action to continue approval" to give the program time to correct the cited non-compliances. We appreciate the BRN giving additional time to December for the BSNHS to comply. This will allow BSNHS additional time to take necessary actions for compliance and will not impede the public interest.

As you are aware, BSNHS has made substantive progress since August 7, 2013 as evidenced by the many email and phone communications. For the October BRN meeting, I am submitting the following documents:

- Attachment 1: Progress Report
- Attachment 2: Clinical Facility Verification Form for Doctors Medical Center
- Attachment 3: Facility Verification Form for Sacramento Post-Acute
- Attachment 4: Notice letter to students about program status with the BRN
- Attachment 5: Sutter Health Action Plan
- Attachment 6: ITT Technical Institute Student Affairs Customer [Grievance] Policy Complaints SA 11.0
- Attachment 7: Breckinridge School of Nursing Grievance Tracking Form.
- Attachment 8: Breckinridge School of Nursing Grievance Tracking Tool
- Attachment 9: Faculty BRN Approvals

Thank you and I hope you can consider some of our recent substantive progress in the last three weeks before making your decision.

Sincerely,
(b) (6)

Dr. Mercy Popoola
Nursing Program Chair
Breckinridge School of Nursing



BOARD OF REGISTERED NURSING
PO Box 944210, Sacramento, CA 94244-2100
P (916) 322-3350 F (916) 574-8637 | www.jtn.ca.gov
Louise R. Bailey, MEd, RN, Executive Officer



September 25, 2013

Dr. Mercy Popoola, PhD, RN
ITT Technical Institute
10863 Gold Center Drive
Rancho Cordova, CA 95670-6047

Dear Dr. Popoola:

The Board of Registered Nursing, at its September 11, 2013 meeting in Oakland, California determined that the ITT Technical Institute Rancho Cordova (ITTRC), Breckinridge School of Nursing Associate Degree Nursing Program was not in compliance with the requirements set forth in Article 3 (commencing with section 1420) of Division 14 of Title 16 of the California Code of Regulation regarding Board approved Prelicensure programs. Specifically, it was determined that ITTRC was not in compliance with the following provisions:

CCR 1420(c), (h) Program Director (PD), Assistant Director (AD): Insufficient and ineffective coordination and direction in developing, implementing and managing all program activities during the last 6-7 months (Dec 2012-July 2013).

CCR 1424(h), 1426 and 1432 A Lack of Timely BRN Notification of Program and Curriculum Changes: Lack of timely BRN notification when substantive program changes occur in at least three instances within the last 6-7 months; these included the delayed start of the Winter 2012 quarter; acceptable methods of making up missed clinical hours; and the June 3, 2013 Dignity written agreement termination. (Note: CCR section 1432 was added.)

CCR 1424(e), (f) Inadequate and insufficient PD and AD time in the Administration and Management of Clinical Affiliations: PDs/ADs have not spent sufficient time and effort to ensure effective communication/collaboration with the program's two primary clinical agency partners (Sutter Health and Dignity Health) during the last 6-7 months. The ineffective/ inadequate management/administration of this vital program resource has led to the loss of two clinical affiliations crucial to implementation of the program's course of instruction as initially approved. No comparable clinical affiliations have been secured.

CCR 1424(b)(1) Total Program Evaluation Plan: The written plan is not being adequately implemented. There is evidence of incomplete data collection related to student clinical site evaluations and clinical evaluations for all clinical faculty. Student course evaluation response rates are low in a number of nursing courses. Sufficient student responses by the course participants are needed to make appropriate program improvements. In some courses, no course responses were provided. Clinical course evaluation data for two of the clinical faculty with reported practice setting competency issues not provided. Program reported this data as missing or never collected. There is inadequate monitoring and tracking of program related evaluative data collection activities.

CCR 1420(e) and (k), 1424(d) and (h) Program Administration: Budget and Faculty Resources Inadequate Type and Number: The program's initially approved budget and staffing plan has not been adequately implemented. There have been frequent delays in acquiring needed program resources including faculty, a replacement PD and simulation equipment. Site visit requests for the current program budget info not available during or immediately after the visit. There continues to be a lack of adequate type and number of

qualified faculty to support instruction, most urgent is identification of a psych/mental health content expert for 12/9/13 course start.

CCR 1425.1(d) Clinically Competent Faculty: On 7/16/13, the site visit NEC observed one instance of inadequate faculty supervision of a student's oral medication administration. The faculty member permitted the student to administer the medication without adequate knowledge of the medication, the required patient specific medication knowledge, appropriate RN level application of the nursing process and requisite MR research/assessments prior to administration. NEC follow-up with the faculty member and AD Widman occurred immediately.

CCR 1427(a) Clinical Facilities: No OB, PEDS and Advanced Med. Surg. clinical placements secured to replace the lost Sutter Health and Dignity Health clinical affiliations. Without these crucial placements the program will be unable to implement the program curriculum as initially approved. OB/PEDS placements are needed by 12/9/13. Advanced M/S placements are needed by 3/17/14.

In addition, the Board felt it was necessary to impose the following interim remedial measures upon ITTRC:

- Place the program on Warning Status With Intent to Withdraw Approval pursuant to B&P Code 2788 and CCR 1423.
- Suspend new student enrollment indefinitely.
- Require the program to inform all existing students and any prospective students that the program is placed on Warning Status With Intent to Withdraw Approval.
- Program to provide a progress report to the Board office by December 1, 2013 reflecting full compliance with BRN regulations to be presented at the January 2014 Education/Licensing Committee meeting.
- Program representative to be present at all Education/Licensing Committee and Board meetings when program information is presented.
- Nursing Education Consultant to continue monitoring the program as needed.

Failure to achieve full compliance with all of the deficiencies noted above by December 1, 2013 may result in Board action to initiate withdrawal of program approval.

Please also be advised of the school's responsibility under CCR 1432 to notify the Board, within ten days of, among other things, any changes in fiscal condition that will or may potentially affect adversely affect applicants or students enrolled in the nursing program, or substantive change in the organizational structure, administrative responsibility, or accountability in the nursing program, the institution or higher education in which the nursing program is located or with which it is affiliated that will affect the nursing program.

If further information is needed please do not hesitate to contact Katie Daugherty, NEC at (916) 574-7685.

Sincerely,

BOARD OF REGISTERED NURSING

(b) (6)


Miyo Minato, MN, RN
Supervising Nursing Education Consultant

cc: Mr. Jeff Ortega, Campus Director, ITT Technical Institute Rancho Cordova
Katie Daugherty, NEC

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Sincerely,

BOARD OF REGISTERED NURSING

(b) (6)


Miyo Minato, MN, RN
Supervising Nursing Education Consultant

cc: Mr. Jeff Ortega, Campus Director, ITT Technical Institute Rancho Cordova
Katie Daugherty, NEC

[Date]

Dear Applicant:

Thank you for applying for admission to the ITT Technical Institute, Rancho Cordova, Breckinridge School of Nursing and Health Sciences, Associate of Science Degree, Nursing.

The campus has discontinued accepting students into the Nursing program at this time. We appreciate your interest in the program and we will attempt to contact you in the event future start dates are confirmed and we are once again accepting students into the program. If you have additional questions regarding the Breckinridge School of Nursing and Health Sciences at our other ITT Technical Institutes www.itttech.com , please visit us at www.breckinridgenursing.com

Sincerely,

Dr. Mercy Popoola

Chair, Breckinridge School of Nursing and Health Sciences

10863 Gold Center Drive

Rancho Cordova, CA 95670-6034

Phone: 916-851-3900

Annette Headley

From: Sheri Campfield at HQ <SCampfield@itt-tech.edu>
Sent: Monday, June 01, 2015 3:58 PM
To: Anthony Bieda
Cc: Rifredi, Leeza@DCA; Jeff Ortega at 037; Quentin Dean
Subject: RE: ITT Tech, Rancho Cordova (00016062) – Associate of Science, Nursing Program Status Notification
Attachments: ACICS RAN NUR Teach-Out Completion 060115.docx

Dear Mr. Bieda,

Attached is an update submitted on behalf of ITT Technical Institute, Rancho Cordova, in regard to the Associate of Science degree program in Nursing teach-out. Once zero census is verified, I will submit program discontinuation to the ACICS par e-mail address.

Please let me know if you have any questions or require any additional information.

Sincerely,

Sheri Campfield
Regulatory Affairs Manager
ITT Educational Services, Inc.
719-203-5438

From: Sheri Campfield at HQ
Sent: Thursday, December 04, 2014 2:09 PM
To: Anthony Bieda; Quentin Dean
Cc: Rifredi, Leeza@DCA; Jeff Ortega at 037
Subject: ITT Tech, Rancho Cordova (00016062) – Associate of Science, Nursing Program Status Notification

Dear Mr. Bieda,

I am contacting you on behalf of ITT Technical Institute, Rancho Cordova. During the California Board of Registered Nursing meeting on November 20, 2014, ITT Technical Institute, Rancho Cordova, presented a teach-out plan to voluntarily terminate its Associate of Science degree program in Nursing. Attached please find a formal notification letter and teach-out plan details are provided in Attachment 1. The anticipated program end date is June 6, 2015.

Please let me know if you have any questions or require any additional information.

Sincerely,

Sheri Campfield
Regulatory Affairs Manager
ITT Educational Services, Inc.
719-203-5438