

**Proposal to Establish A New Nursing Education Program
Teamwork Services in Grand Prairie, Texas
Vocational Nursing Education Program**

Summary of Request:

Consider the Teamwork Services proposal to establish a new vocational nursing (VN) education program in Grand Prairie, Texas, and the report of the survey visit (See Attachment #1). The final revised proposal was made available to Board members online. A notice of public hearing has been posted (See Attachment #3).

Comments:

Board staff have provided an unusually long historical perspective outlining the events important to the development of this particular proposal.

Historical Perspective:

- Teamwork Services (TS) is a private educational institution, owned by a sole proprietor, and has been in existence since 2001.
- TS has been licensed by the Texas Workforce Commission (TWC) since 2002 and offers career programs leading to certifications as nursing assistants, medication aides, pharmacy technicians, and phlebotomists.
- Board staff have been working with Ms. Ola Ropotusin, Owner and Director of Teamwork Services, since 2004.
- TS has employed two nursing consultants since 2004 to assist in writing the proposal.
- The initial draft of the first proposal authored by the first consultant was received in the Board office in 2004. Board education consultants Betty Sims and Dorothy Joy provided assistance to the program at that time. The TS application was eventually discontinued due to the poor quality of the proposal and the time frame of inactivity.
- The first draft of a new proposal was received in October 2006, and a review by Board staff was provided to the program in January 2007. There was no further activity on the proposal.
- Board staff received a call from the second TS-employed consultant, Rosemary Goodyear, PhD, RN, on April 4, 2009.
- Revised proposals authored by Dr. Goodyear were received in the Board office on December 17, 2009, September 30, 2010, and December 8, 2010 with meetings and feedback provided to the program in an ongoing manner.
- Board staff met with the newly appointed proposed director, Paulette Potter, BSN, RN, and Ms. Ropotusin on July 29, 2010 in the board office to review the status of the proposal, and provide guidance for the revision process. Dr. Goodyear attended the meeting via conference call.
- Board staff met with Ms. Ropotusin and Ms. Potter in the board office on November 9, 2010 for a further consultation visit, to discuss concerns, and to offer suggestions for clarifying the proposal.
- Education Consultant, Robin Caldwell, PhD, RN, conducted a site visit on December 17, 2010. The facilities at that time were found to be inadequate.
- Subsequently, construction was planned for new facilities which were completed on March 4, 2011.
- A revised proposal was received on March 1, 2011.
- Board staff conducted a conference call with Ms. Ropotusin and Ms. Potter on March 7, 2011 to discuss the status of the proposal, to voice areas of concern identified by Board staff, and to recommend further proposal revisions. Ms. Ropotusin verbalized the desire to proceed with a presentation of the proposal to the Board at the April 2011 meeting.
- A second site visit was conducted on March 25, 2011 by Robin Caldwell. The new nursing facility was found to be adequate.

Summary of Proposal:

Overview of the Proposal:

- TS proposes to establish a new 14-month, 1485 hour VN education program in Grand Prairie, Texas.
- The proposed starting date for the program is June 2011.
- An initial cohort of 24 students is projected for enrollment.
- The projected graduation date for the initial cohort will be Fall 2012.

Rationale and Need for the Program:

- The data provided in the proposal does not demonstrate a strong need for the vocational nursing program in the Grand Prairie area.
- However, letters of support from community leaders in the Grand Prairie area indicate support for the proposed nursing program, and the program has secured clinical placements for the students.

Administration and Organization:

- The TS campus is located at 307 East Pioneer Parkway in Grand Prairie and the school offers seven career programs to approximately 300 students each year.
- The proposed director, Paulette Potter, BSN, RN has over 20 years experience in prelicensure nursing education. She is currently enrolled in a masters program and is scheduled to complete the MSN degree in 2012.

Availability of Faculty and Clinical Sites:

- The proposal identifies three potential qualified faculty. Two of the individuals have no prior teaching experience in prelicensure nursing programs. One individual has taught in a nursing program in Africa. One of the potential faculty is currently enrolled in a BSN program and one is enrolled in a MSN program.
- Ms. Potter has developed an orientation plan for new faculty, and plans to involve the faculty in instructor education programs to provide an overview of nursing education teaching skills.
- Ms. Potter has been able to find a wide variety of clinical learning experiences in the outlying areas of Grand Prairie.

Financial Support and Resources:

- TS is located in a strip shopping center in downtown Grand Prairie. The school does not offer a dedicated parking area to students, although, adequate parking is available at this location.
- TS has renovated a large building space that has been dedicated to the nursing program.
- The building space includes: private offices for Ms. Potter and Ms. Ropotussin; a workroom for 3 faculty equipped with 3 computers and one printer; 1 furnished skills lab with 5 beds and 4 mannequins; 1 adequately equipped classroom; 1 conference room; a spacious student lounge area with microwave, coffee maker, refrigerator, and vending machine; a small lounge area for faculty; 4 restrooms; 2 computer labs with 15 computers; and a small resource library.
- A large reception area provides a location where students and potential students may access information.
- One full time administrative assistant has been dedicated to the nursing program. Two part time assistants will also be available to provide secretarial support as needed.
- Board staff verbalized concern regarding faculty salaries, as well as concerns specific to financial resources required to start and sustain a viable VN program. In response to these concerns, Ms. Ropotussin has increased funding to the nursing program and director/faculty salaries.
- TS has been advised by Board staff to include a financial audit in the proposal. The report has not been received.

Program of Study:

- The curriculum is sound, logically organized, and meets all requirements of the rule.
- Clinical evaluation tools do not adequately demonstrate progression in expectations of students across the curriculum. Program has been advised of this inadequacy.

Total Evaluation Plan:

- The program's total evaluation plan (TPE) includes the required components.

Comments from Survey Visit:

Staff met with the proposed VN program director, Paulette Potter; Teamwork Services owner, Ms. Ola Ropotusin; and potential VN faculty member, Mary Ajose, RN. Ms. Potter reviewed the curriculum plan and answered questions from board staff. Board staff toured the space assigned to the vocational nursing education program (See Attachment #1).

Pros:

- The administration at Teamwork Services has demonstrated extreme dedication to the development and success of the vocational nursing education program.
- The building space allocated to the nursing program provides adequate space for the program, and the skills lab is adequately equipped and furnished.
- Administration and the proposed director have been responsive to recommendations made by Board staff though all recommendations have not been implemented.
- The proposed director is an experienced educator and is committed to providing a quality vocational nursing education program designed to ensure learner success on the NCLEX-PN® and provide LVNs to work in the local community.
- The proposed director has secured a wide variety of clinical learning experiences in Grand Prairie and the surrounding area
- The program has adequate secretarial support.

Cons:

- The financial resources allocated to the VN program are modest. However, in response to concerns expressed by Board staff, the owner has agreed to increase funding to the nursing program.
- The TS proposal does not contain a financial audit report.
- Identified faculty have limited teaching experience. However, the proposed director has planned faculty development activities to assist them in the teaching role.
- The clinical evaluation tools do not sufficiently demonstrate progression.
- The proposal does not demonstrate a strong need for a VN program in the Grand Prairie area.
- Considering TS has required an extended amount of time and assistance from Board staff during the proposal process, **two requirements** will be issued to facilitate success of the first cohort of students. Board staff is recommending the program be required to submit quarterly progress reports until the program is moved to Full Approval. Additionally, prior to starting classes, the program shall submit revised clinical evaluation tools which demonstrate learner progression.

Staff Recommendation:

Move to grant initial approval to the Teamwork Services for a Vocational Nursing Education Program in Grand Prairie, Texas, with a single cohort of 24 students annually to begin in 2011, based upon the proposal and survey visit and issue the requirements and recommendation as indicated in the attached letter. (Attachment #2)

TEXAS BOARD OF NURSING
SURVEY VISIT PROGRAM REPORT
Vocational Nursing Education Program

NAME OF NURSING PROGRAM: Teamwork Services in Grand Prairie, Texas

PROPOSED DIRECTOR: Paulette Potter, BSN, RN

REASON FOR SURVEY: New Proposal

DATES: March 25, 2011

SURVEY VISITOR(S): Robin Caldwell, PhD, RN
VOLUNTARY ACCREDITATION:

In this report the nursing program met standards and criteria unless otherwise indicated by narrative. Narrative in the Evidence column documents findings of pertinent data, outstanding performance, or deficiencies. Narrative in the Comments column includes recommendations or requirements to be met based on analysis of the survey visit

§214.11 Facilities, Resources, and Services	Evidence	Comments
(a) The controlling agency/governing institution shall be responsible for providing: (1) educational facilities, (2) resources, and (3) services which support the effective development and implementation of the nursing educational program.	A newly renovated building of Teamwork Services (TS) has been dedicated to the new nursing program. Resources have been provided to equip the nursing labs and classrooms. Adequate secretarial support and student services are in place.	Criterion partially met. The program has been advised to include a financial audit which has not been received.
(b) An appropriately equipped skills laboratory shall be provided to accommodate maximum number of students allowed for the program. (1) The laboratory shall be equipped with hot and cold running water. (2) The laboratory shall have adequate storage for equipment.	One skills lab is adequately equipped and furnished with the exception of some smaller consumable items such as gauze, tape, and foley catheter kits. The labs have hot and cold running water and adequate storage.	Criterion met. The program has submitted a purchase order for lab items not yet received.
(c)The director/coordinator and faculty shall have adequate secretarial and clerical assistance to meet the needs of the program.	There is one full- time administrative assistant dedicated to the nursing program, as well as two part -time secretaries to assist as needed.	Criterion met.

<p>(d) The physical facilities shall be adequate to meet the needs of the program in relation to the size of the faculty and the student body.</p> <p>(1) The director/coordinator shall have a private office.</p> <p>(2) Faculty offices shall be conveniently located and adequate in number and size to provide faculty with privacy for conferences with students and uninterrupted work.</p> <p>(3) Space for clerical staff, records, files, and equipment shall be adequate.</p> <p>(4) There shall be mechanisms which provide for the security of sensitive materials, such as examinations and health records.</p> <p>(5) Classrooms, laboratories, and conference rooms shall be conducive to learning and adequate in number, size, and type for the number of students and the educational purposes for which the rooms are used.</p> <p>(6) Teaching aids shall be provided to meet the objectives/outcomes of the program.</p> <p>(7) Adequate restrooms and lounges shall be provided convenient to the classroom.</p>	<p>The physical facilities are adequate to begin the program. The director has a private office and a conference room is dedicated to the nursing program. Faculty share a single large workroom with individual workstations and computers. One printer is located in the faculty work area.</p> <p>Mechanisms are in place to secure sensitive materials and documents. Classroom and labs are conducive to instruction. Teaching aids and adequate restrooms and lounges are available.</p>	<p>Criterion met. Recommendation will be made for larger workspace for faculty.</p>
<p>(e) The learning resources, library, and departmental holdings shall be current, use contemporary technology appropriate for the level of the curriculum, and be sufficient for the size of the student body and the needs of the faculty.</p> <p>(1) Provisions shall be made for accessibility, availability, and timely delivery of information resources.</p> <p>(2) Facilities and policies shall promote effective use, i.e. environment, accessibility, and hours of operation.</p>	<p>A small physical library is available and the students will have access to online resources. Students will be issued lap top computers and will have off-campus access to the online library.</p>	<p>Criterion met.</p>
<p>§214.12 Records and Reports</p>		
<p>(a) Accurate and current records shall be maintained for a minimum of two (2) years in a confidential manner and be accessible to appropriate parties, including Board representatives. These records shall include, but are not limited to:</p> <p>(1) records of current students;</p> <p>(2) faculty records;</p> <p>(3) administrative records, which include minutes of faculty meetings for the past three years, and school catalogs;</p> <p>(4) the current program of study and curriculum including mission and goals (philosophy and outcomes), and course outlines;</p> <p>(5) agreements with affiliating agencies; and</p> <p>(6) the master plan of evaluation with most recent data collection.</p>	<p>A record retention plan is in place. Agreements with affiliating agencies are in place..</p>	<p>Criterion met.</p>
<p>(b) Record forms may be developed by an individual school.</p>		<p>Criterion met.</p>
<p>(c) Hospital employment forms are not to be used for student records.</p>		<p>Criterion met.</p>
<p>(d) Records shall be safely stored to prevent loss, destruction, or unauthorized use.</p>		<p>Criterion met.</p>

DRAFT LETTER

May 2, 2011

Paulette Potter, BSN, RN
Teamwork Services
306 East Pioneer Parkway
Grand Prairie, Texas 75051

Dear Ms. Potter:

At the April 28, 2011 meeting, members of the Texas Board of Nursing (BON or Board) discussed the Teamwork Services Proposal to Establish a New Vocational Nursing Education Program in Grand Prairie, Texas, and the report of the March 25, 2011, survey visit. The members of the Board wish to thank you and Ms. Ola Ropotusin, Owner and Director of Teamwork Services, for being present to answer questions.

As indicated by the enclosed order, it was the Board's decision to grant Initial Approval status to the Teamwork Services in Grand Prairie, Texas, and to allow an annual admission of 24 students beginning in 2011, with the next admission in 2012.

The Board also issues the following requirements and recommendation:

Requirement #1: The clinical evaluation tools do not adequately demonstrate progression across the levels of the curriculum. Rule 214.9(h) related to *Program of Study* states that "Faculty shall develop and implement evaluation methods and tools to measure students' cognitive, affective, and psychomotor achievements in clinical/course objectives, according to Board guidelines." **Therefore**, the program shall submit revised clinical evaluation tools to Board staff prior to starting classes.

Requirement #2: Due to the inexperience of the program as a provider in nursing education, board staff would like to monitor the program carefully until they are moved to full approval. Rule 214.4(c)(11) states that "The Board may assist the school or program in its effort to achieve compliance with the Board's standards." **Therefore**, in order to monitor progress until the program is moved to Full Approval, the program is required to submit quarterly progress reports as described in the attachment to this letter.

Recommendation #1:

There is presently one work area dedicated to nursing faculty. It is recommended that the program provide individual offices for full- time nursing faculty.

Recommendations are suggestions based upon program assessment indirectly related to the rule. The program must respond, but in a method of the program's choice. Requirements are mandatory criterion based on program assessment directly related to the rule that shall be addressed in the manner

prescribed. If you have any questions, or if we may be of any assistance, please contact Board staff by e-mail at robin.caldwell@bon.state.tx.us or 512.463.4631.

Sincerely,

Kristin K. Benton, MSN, RN
President of the Board

Robin Caldwell, PhD, RN, CLNC, Nursing Consultant for Education

copy: Ola Ropotusin, Owner and Director Teamwork Services
TWC

Teamwork Services Vocational Nursing Education Program Mandatory Quarterly Progress Reports to be Submitted to the Texas Board of Nursing:

End of First Quarter:

1. List of enrolled students with grades in completed courses.
2. Remedial activities for individual students.
3. Classroom schedule.
4. Clinical placement for all students and supervising faculty.

End of Second Quarter:

1. List of enrolled students with grades in completed courses.
2. Remedial activities for individual students.
3. Classroom schedule.
4. Clinical placement for all students and supervising faculty.
5. Reasons for attrition.

End of third Quarter:

1. List of enrolled students with grades in completed courses.
2. Remedial activities for individual students.
3. Classroom schedule.
4. Clinical placement for all students and supervising faculty.
5. Reasons for attrition.

End of fourth Quarter:

1. List of enrolled students with grades in completed courses.
2. Remedial activities for individual students.
3. Classroom schedule.
4. Clinical placement for all students and supervising faculty.
5. Reasons for attrition.

**Texas Board of Nursing
333 Guadalupe Street, Suite 3-460
Austin, Texas 78701-3942**

BEFORE THE BOARD OF NURSING
IN AND FOR THE STATE OF TEXAS

In the matter of the proposal of the Teamwork Services
in Grand Prairie, Texas

For approval to implement a Vocational Nursing Education Program

ORDER OF THE BOARD

TO:

The Board of Nursing in and for the State of Texas in a regularly scheduled meeting, held on the 28th day of April, 2011, considered the proposal for authority to implement a Vocational Nursing Education Program and obtain Approval from the Board, pursuant to Section 301.157, Texas Occupations Code.

At the meeting, Krsitin K. Benton, MSN, RN, President of the Board, presided and the following members were present:

Deborah Hughes Bell, CLU, ChFC, Consumer Member
Patricia Clapp, BA, Consumer Member
Tamara Cowen, MN, RN, Representing Practice
Sheri Denise Crosby, JD, SPHR, Consumer Member
Marilyn J. Davis, RN, BSN, MPA, Representing Practice
Richard Robert Gibbs, LVN, Representing Practice
Kathy Leader-Horn, LVN, Representing Practice
Mary M. LeBeck, MSN, RN, Representing ADN Education
Josefina Lujan, PhD, RN, Representing BSN Education
Beverly Jean Nutall, LVN, Representing Practice
Mary Jane Salgado, MEd, Consumer Member
Verna Kathleen Ship, MSN, RN, FNP, Representing APN Practice

The Board reviewed the proposal of the above school and after having discussed the proposal in an open public meeting, the Board makes the following findings:

FINDINGS

1. That a written proposal has been filed with said Board.
2. That a public meeting on said proposal was held to take testimony and evidence by the Board.
3. That the written proposal does meet the minimum requirements for proceeding with the development of an approved program offering a Vocational Nursing Certificate.

ORDER

NOW THEREFORE, IT IS ORDERED THAT, the proposal of the Teamwork Services is approved having been found to comply with minimum requirements for establishing a Vocational Nursing Education Program to prepare vocational nurses.

IT IS FURTHER ORDERED THAT THE aforementioned school is authorized to proceed to implement a vocational nursing education program and prior to admission of students, all requirements of Chapter 214 Vocational Nursing Education shall be met.

Specifically, the Board requires the following condition to be met prior to the beginning of nursing classes in the Teamwork Services Vocational Nursing Educational Program. The nursing program director will provide staff:

Evidence that clinical evaluation tools demonstrate progression in student learning objectives across the curriculum.

DATED THIS 28th day of April, 2011.

THE BOARD OF NURSING IN AND
FOR THE STATE OF TEXAS

Seal

By: _____
Kristin K. Benton, MSN, RN
President

BOARD OF NURSING FOR THE STATE OF TEXAS

333 Guadalupe Street, Suite 3-460

Austin, Texas 78701-3942

NOTICE OF PUBLIC HEARING

for

Consideration of a Proposal from The Teamwork Services

To Establish A

Vocational Nursing Education Program

in Grand Prairie, Texas

Date and Time: April,28, 2011 at 2:15 PM

Place: Hobby Building

333 Guadalupe Street

Tower 2, Room 225

Austin, Texas

The Board will hear testimony from individuals who wish to present information concerning the proposal.

Written testimony will also be considered and should be received in the Board's office by April 14, 2011.

Address written testimony to:

Katherine Thomas, MN, RN, Executive Director

Texas Board of Nursing

333 Guadalupe Street, Suite 3-460

Austin, Texas 78701-3942