

ADVANCED MEDICAL SCHOOL OF NURSING

Catalog

October 31, 2018 – October 31st, 2019

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IMPORTANT INFORMATION

Advance Medical School of Nursing (AMSN) has been working in the community of Pittsburg, California providing a certified nursing assistant program. It is dedicated to bringing quality patient care to those in a variety of clinical settings through the excellent delivery of patient care services of its C.N.A. graduates. It is now expanding its quality instruction into the disciplines of vocational nursing and home health aide. These varied nursing programs will enlarge the care services delivered by its graduates.

AMSN is a privately owned educational service which is incorporate in the State of California and seeks to provide quality instruction at rates that provide opportunities for those seeking to grow in their career and employment. Together with the graduate from the nursing programs, AMSN looks forward to helping the community that has fostered its growth and potential.

This institution is a private institution approved to operate by the Californian Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act (CPPEA) of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of regulations. CPPEA is governed by the Bureau for Private Postsecondary Education; information about the Bureau can be found at www.bppe.ca.gov

Through these state mandated oversight institutions, AMSN receives permission to provide the student services. BVNPT and BPPE provide fair and equal oversight for all programs of nursing in the state, and will give the students of Advanced Medical School of Nursing the opportunity to answer questions and concerns during their participation with the school (Please refer to page 80). The

****Bureau of Private Postsecondary Education does not unfairly endorse any program and approval by the Bureau does not mean that the school exceeds minimum state standards.****

AMSN is not accredited by an accrediting agency recognized by the US Department of Education, nor does it offer any degree programs that are accredited. AMSN does not hold any national institutional accreditation. Therefore the student graduating from AMSN may not be eligible for employment, such as with the State of California, that requires an accredited degree. It also means that a student enrolling in its programs is not eligible for federal financial aid programs.

Graduates of a degree program that is unaccredited cannot take the applicable licensure exam in California.

AMSN provides education on campus and various partner clinical sites to provide hands-on and academic achievement for its students. This means that there are no classes taught through distance learning systems.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment.”

“Any questions a student may have regarding this catalog that have not been satisfactorily answered by the intuition may be directed to the Bureau for Postsecondary Education at:
2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833
P. O. Box 980818, West Sacramento, CA 95798-0818
Web Site address: www.bppe.ca.gov

Telephone and Fax #'s (888)370-7589 or by fax (916) 263-1897
(916) 431-6959 or by fax (916) 263-1897

State of California Department of Consumer Affairs
Board of Vocational Nursing & Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95833-2945
www.bvnpt.ca.gov
P: (916) 263-7866

Advanced Medical School of Nursing is the gateway...begin here...

SCHOOL PERSONNEL

ADMINISTRATOR

Dr. Ike Muonekwu, PhD

PROGRAM DIRECTOR

Pamela Frazier, Rn, MBA, DHA, CLNC

Vocational Nurse Program

AA, College of San Mateo, San Mateo, CA

B.S.N, Indiana Wesleyan University, Marion Indiana

Instructor: Zedeva Alvidera RN, BSN

VN Program

B.S.N, Cebu Colloge of Nursing, Cebu, Philipines

Instructor: Sujeeta Prasad, RN, MSN

VN Program

ASN, Excelsior College, Albany, New York

B.S.N., DeVry University and Chamberlain College of Nursing

C.N.A / HHA Programs

Program Director: Harriette Davis, RN

AA, Merritt College, Oakland, CA

Instructor: Laura McFarland, RN, MS

Merritt College, Oakland, Ca

Instructor: Delore Grinstead, LVN, DSD

Merritt College, Oakland, CA

LOCATION AND FACILITIES

Office:

1760 Chester Drive
Pittsburg, CA 94565
Phone: 925-432-4980
Fax: 925-432-4984
www.4amsn.com

CAMPUSES:

1760 CHESTER ST.
PITTSBURG, CA. 94565
C.N.A, Home Health Aide, Vocational Nursing Programs

Location Description - Pittsburg

Advanced Medical School of Nursing is located in Pittsburgh, California, in northeastern Contra Costa County. This is a culturally diverse area. Students may come from any number of nearby towns such as Antioch, Brentwood, Oakley, Concord, Martinez, Pleasant Hill, Walnut Creek and Clayton. Potential students may also come from further away, such as Alameda County, Marin County, and Napa County.

The school also runs a CNA program that would be a potential source of students. We are located in a multicultural area of the county and hope to become the school of choice for those living in this area. There is a need for nurses who are multilingual. We hope to encourage these underserved groups to enter nursing.

California's state run schools have long waiting lists and only a few people are able to enter the nursing program each year. Many times entrance is based solely upon a lottery. This combined with the fact that there are not many alternatives will allow Advanced Medical to educate students of various ethnic backgrounds and geographic areas who may have trouble finding a school to attend. There are five Nursing programs in this area. One RN Program, given at Los Medanos College, Pittsburg and four LVN programs, Los Medanos College, Western Career College in Antioch, American College of Nursing, Concord and Boston Reed College at Martinez Adult School, are currently using the medical facilities in this area of the county. There are many Long Term Care Facilities, Assisted Living and Home Health Agencies to be used as resources.

At this time, prerequisite classes will need to be taken at either a community college or another nursing school prior to entering the program here. In addition, potential students who may require counseling or tutoring services will be referred off campus. Students with educational needs, such as English language and math assistance, will be referred to Adult Education for remediation prior to being accepted into the program.

Location Details and Logistical Support

The school is housed in a former elementary school building. There is a preschool/nursery school located on one end of the building and the school of nursing is at the opposite end. Currently a classroom and a separate skills lab are set up. Both CNA and VN classes will be using these areas and class times will be arranged to meet so as not to conflict with each other's use of these areas. The Vocational Nursing program will have a separate classroom and share the skills lab, library, and computer rooms with the CNA program.

A library, including Nursing books, online resources, journals and other instructional media will be set up separate from the classrooms.

The following equipment will be available in the skills lab:

1. 2 useable sinks with running hot and cold water,
2. 1 manikin for five people per bed, (Minimum 2); one to have access to inside to place tubes in nose, stomach and bladder.
3. Items used in skills lab:
 - A. Seven (7) beds,
 - B. Linens for each bed
 - C. Client supplies for personal care,
 - D. Bath basin, emesis basin and bed pan,
 - E. Bath supplies
 - F. Bedside stand and over the bed table
 - G. Toothbrush, tooth paste, mouth wash
 - H. Alcohol Wipes, Tape measures
 - I. VN specific items –
 - 1) V/S equipment (B/P cuff, Stethoscope, Thermometers)
 - 2) Sterile Equipment
 - a) NG tubes
 - b) G Tubes
 - c) Wound Care set
 - d) Foley catheter insertion set
 - e) Foley irrigation set
 - f) Colostomy set

The Classroom measures 47.5' by 31.5' (1,496 sq. ft). In addition, the office space and library measure approximately 46' by 41.5' (1,909 sq. ft). There are bathrooms, sink and enough space to accommodate our needs. Rooms are available for private conference in addition to the larger general conference room.

The Skills Lab is on one end of the classroom. It has seven operational hospital beds and 1-mannequin per bed, side tables and privacy curtains. The walls are adored by a variety of anatomy charts. Other equipment includes BP Cuffs, stethoscopes, bedside commode, a wheel chair & IV stands, etc.

The Library has room for at least 8 student tables. When either the skills room or library is used an instructor or a staff member will be in attendance for assistance.

1701 SAN PABLO AVENUE
BERKELEY, CA. 94702
Vocational Nursing Program only

Location Description - Berkeley

Advanced Medical School of Nursing is located in Berkeley, California. This is a culturally diverse area. Students may come from any number of nearby towns such as Alameda County, Marin County, and Napa County. Potential students may also come from further away, such as Antioch, Brentwood, Oakley, Concord, Martinez, Pleasant Hill, Walnut Creek and Clayton.

The school also runs a CNA program that would be a potential source of students. We are located in a multicultural area of the county and hope to become the school of choice for those living in this area. There is a need for nurses who are multilingual. We hope to encourage these underserved groups to enter nursing.

California's state run schools have long waiting lists and only a few people are able to enter the nursing program each year. Many times entrance is based solely upon a lottery. This combined with the fact that there are not many alternatives will allow Advanced Medical to educate students of various ethnic backgrounds and geographic areas who may have trouble finding a school to attend. There are five Nursing Programs in this area. One RN Program, given at Los Medanos College, Pittsburg and four LVN Programs, Los Medanos College, Western Career College in Antioch, American College of Nursing, Concord and Boston Reed College at Martinez Adult School, are currently using the medical facilities in this area of the county. There are many Long Term Care Facilities, Assisted Living and Home Health Agencies to be used as resources.

At this time, prerequisite classes will need to be taken at either a community college or another nursing school prior to entering the program here. In addition, potential students who may require counseling or tutoring services will be referred off campus. Students with educational needs, such as English language and math assistance, will be referred to Adult Education for remediation prior to being accepted into the program.

Location Description and Logistical Support

The school is housed in a Berkeley Adult campus in Berkeley Ca. Berkeley Adult provides other programs that complement our. Currently a classroom and a skills lab are set up. Both CNA and VN classes will be using these areas and class times will be arranged to meet so as not to conflict with each other's use of these areas. The Vocational Nursing program will have a separate classroom and share the skills lab, library, and computer rooms with the CNA program.

A library, including Nursing books, journals and other instructional media will be set up separate from the classrooms. Three computers currently used by the CNA class are kept in that classroom will be moved so as to be accessible to students in both classes.

The following equipment will be available in the skills lab:

1. 2 useable sinks with running hot and cold water,
2. 1 manikin for five people per bed, (Minimum 2); one to have access to inside to place tubes in nose, stomach and bladder.
3. Items used in skills lab:
 - A. Seven (7) beds,
 - B. Linens for each bed
 - C. Client supplies for personal care,
 - D. Bath basin, emesis basin and bed pan,
 - E. Bath supplies
 - F. Bedside stand and over the bed table
 - G. Toothbrush, tooth paste, mouth wash
 - H. Alcohol Wipes, Tape measures
 - I. VN specific items –
 - 1) V/S equipment (B/P cuff, Stethoscope, Thermometers)
 - 2) Sterile Equipment
 - a) NG tubes
 - b) G Tubes
 - c) Wound Care set
 - d) Foley catheter insertion set
 - e) Foley irrigation set
 - f) Colostomy set

The Classroom measures approximately 48.5' by 33.5' (1,624 sq. ft). In addition, the office space and library measure approximately 40' by 28' (1,120 sq. ft). There are bathrooms, sink and enough space to accommodate our needs. Rooms are available for private conference in addition to the larger general conference room.

The Skills Lab is on one end of the classroom. It has seven operational hospital beds and 1-mannequin per bed, side tables and privacy curtains. The walls are adored by a variety of anatomy charts. Other equipment includes BP Cuffs, stethoscopes, bedside commode, a wheel chair & IV stands, etc.

The Library has room for at least 8 student tables. When either the skills room or library is used an instructor or a staff member will be in attendance for assistance

MISSION STATEMENT

The mission of Advanced Medical School of Nursing is to provide each student, in each of the programs offered, an opportunity for the development of his/her intellectual, social, and vocational

competence. The school recognizes and encourages each student's right to succeed to their fullest potential in an environment that offers support and quality education to the adult learner. Through program-appropriate curriculum development, Advanced Medical School of Nursing seeks to provide the student with the knowledge required for initial and successful employment in his/her chosen entry – level nursing position.

PHILOSOPHY

The philosophy of the school is derived from the mission statement of the Advanced Medical School of Nursing. The purpose of each program is to provide each enrolled student an education that results in the development of sound knowledge, understanding, and application of the curriculum objectives to provide excellent client service.

The program's educational environment is designed to stimulate continual positive growth of the individual. The importance of critical thinking in the safe and competent application of nursing is stressed.

The foundational beliefs are set forth in the following:

Man

Man is a unique and biopsychosocial being with needs that must be met in order to achieve optimal wellness. According to Abraham Maslow' hierarchy, those needs include physiological, safety, belonging, esteem and self - actualization.

Society

Society is a voluntary and organized association or system of individuals that work together to meet common collective and individual needs and goals. The culture of a Society influences the behavior of each member. Such influences are an integral part of and critical to understanding the diverse values and beliefs of individual patients/clients.

Health

Health is a dynamic continuum in which the individual's state varies based on the interaction of internal and external factors. Health is a state of being sound in body, mind, and spirit. Optimal health or wellness is achieved when there is a homeostatic balance between one's internal and external environment. Optimal health is achieved when there is an absence of physical, emotional, or

spiritual pain. Each patient/client defines health as a state of being in relation to their own values, culture, personality and lifestyle.

Illness

Illness is an imbalance or disruption in the physiological or psychological functioning of the body or mind.

Education

Education is an interactive process that results in a change in knowledge, understanding, and behavior.

Teaching

Teaching is an interactive process by which the education of the student occurs. Effective instructors introduce a philosophy and conceptual framework with which the student develops an understanding of presented curricular content. Such an understanding results in a change in the thinking and behavior of the student.

Learning

Learning is the activity by which the students' acquisition of knowledge and skills results in measurable changes in behavior. The process of learning enables the individual to make decisions that may positively or negatively impact self and others.

Nursing

Nursing is the art and science of caring for others that is centered on the human beings' (individuals'), families' and groups' basic health needs. Nursing is designed to assist individuals and groups with promoting, maintaining and restoring health across the life span. Nursing respects human dignity, individual differences and the client's right to self determination.

Nursing Process

Nursing process is a systematic and rational method of planning and organizing patient/client care. Nursing process requires the utilization skills to assist patients/clients in meeting health-care needs in a wide variety of settings.

PROGRAMS

NOTICE REGARDING HIGH SCHOOL REQUIREMENT

Each student admitted to a diploma program shall possess a high school diploma or its equivalent

REQUIRED LANGUAGE OF ENROLLEMENT AGREEMENT

All courses are taught in English. There are no ESL courses offered. The student should be prepared to speak and write with basic English language skills.

REVIEW AND RECEIPT OF CATALOG AND SCHOOL PERFORMANCE FACT SHEET

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

I hereby certify that I have received the Catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

(_____) School Catalog
Initial

(_____) School PFS
Initial

QUESTIONS A STUDENT MAY HAVE AND/OR MEMBER OF THE PUBLIC Questions:

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education
Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA
95833 Mailing Address: P.O. Box 980818, West Sacramento, CA 945798-0818
Phone Number: (916) 431-6959
Toll Free: (888) 370-7589
Fax Number: (916) 263-1897
OR visit www.bppe.ca.gov

Complaint:

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916)431-6959 or by completing a Complaint Form, which can be obtained on the bureau's website at www.bppe.ca.gov.

CERTIFIED NURSING ASSISTANT

DESCRIPTION OF PROGRAM

The course consists of fifty-two (52) hours of theory conducted in the classroom and one hundred (100) hours of supervised clinical training in an accredited Long Term Care facility. The course uses NATAP curriculum and is taught by licensed nurses approved by the Department of Public Health Services. Day class takes 19 days. Evening class takes 35 days. Upon successful completion of the course, you will receive a certificate of completion from Advanced Medical School of Nursing; you will also be qualified to take the exam to become a Certified Nursing Assistant (C.N.A). The course provides training in the role of the Nursing Assistant in caring for patients/residents in Long Term Care as well as rehabilitative nursing.

Granted at the end of the program: Certificate of completion is granted after passing the final exam with a score of 70% or above. This allows the graduate to sit for the state licensing test administered by the Red Cross for the California department of Public health.

PROGRAM ADMISSION REQUIREMENTS

All applicants to the school's certified nursing Assistant programs must meet the following requirements:

1. Be 16 years old or older
2. Provide proof of a 10th grade education:
 - a. Official high school diploma or
 - b. Current GED Certificate or
 - c. Official transcripts from US colleges, universities and/or vocational schools attended, (if applicable).
 - d. If High School, college or university graduation was completed outside the U. S., verification of transcripts must be done before admission by an education verification company
 - d. Proof of English language proficiency equivalent to the 10th grade level and above with the documentation of High School Diploma
 - f. Test of English as a foreign language (TOEFL) is acceptable for foreign students
3. Satisfactory fingerprinting result from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). (See page 72).
4. Submit proof of a health inventory that is signed and completed by a licensed physician, surgeon, physician assistant, or nurse practitioner and verifies the candidate has absence of infection and communicable disease or disorders; and able to perform and complete class and clinical requirements. Such requirements include, but are not limited to:
 - a. Ability to perform nursing care in patient clinical settings that includes lifting,
 - b. Submit proof of immunity or vaccination for:
 - a. tetanus; (within the last 10 years)
 - b. measles; mumps; rubella; (2 boosters or a positive titer)
 - c. hepatitis B; (2 boosters or a positive titer) will accept initial booster for screening, and allow the second booster during the program..

- d. varicella; (vaccine or positive titer)
- e. tuberculosis: negative skin test (or chest x-ray)
- i. Flu shot
- i. Complete drug screening. (See page 73).

TYPES OF GENERAL EDUCATION REQUIREMENTS

1. A general understanding of verbal and written English, basic arithmetic and basic science could provide an essential knowledge base for success in the program.
2. Although not an admission requirement, experience in other medical disciplines could help provide a foundation for success in the program.
3. Although not an admission requirement, experience in customer service or other work experience with the public could help provide a foundation for success in the program.

ADMISSIONS ASSESSMENTS

Certified Nursing Admission Assessment

Transfer credit may be granted for educational courses taken within the last five (5) years that could place the prospective student in advance standing. Credit will be granted for the following courses:

1. Certified nurse assistant courses
2. Other courses the school determines are equivalent to courses in the program
3. There is no limit to the number of credits that can be transferred.
4. The school has not entered into an articulation or transfer agreement with any other college or university.

All credit granting decisions are final and not appealable. There is no charge for credit evaluation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Advanced Medical School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Certified Nursing Assistant is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advanced Medical School of Nursing to determine if your credits or diploma will transfer.

Advanced Medical School of Nursing has not entered into an articulation or transfer agreement with any other college or university for the purpose of transferring credits

PROGRAM CURRICULUM:

	Total Hrs	Class hrs	Clinical Hrs.
I. INTRODUCTION	2	0	0
II. Patient's Rights	3	2	1
III. Interpersonal Skills	2	2	0
IV. Prevention Management of Catastrophe and Unusual Occurrence	2	1	1
V. Body Mechanics	6	2	4
VI. Medical and Surgical Asepsis	10	2	8
VII. Weights and Measures	2	1	1
VIII. Patient Care Skills	60	16	44
IX. Patient Care Procedures	27	7	20
X. Vital Signs	9	3	6
XI. Nutrition	8	2	6
XII. Emergency Procedures	3	2	1
XIII. Long – Term Care Patient	2	2	0
XIV. Rehabilitative Nursing	6	2	4
XV. Observation and Charting	8	4	4
XVI. Death and Dying	2	2	0
Total Hours	152	52	100

General Grading and Progression Requirements C.N.A.:

Students must successfully complete the didactic, laboratory and clinical components of the courses to pass the course and progress in the curriculum. Student progress is evaluated at the end of each module. Progress for courses that consist of lecture and lab activities is based on obtaining a minimum of a "C / 75%" or better (2.0 GPA). Progress for clinical evaluations is defined as a Satisfactory Pass or Unsatisfactory Fail and requires maintaining a passing grade defined below under, "Grading Policy." Failure to achieve and maintain a minimum level of 75% and Passing grade in clinical mid-way through the cohort will result in a meeting with the instructor where an action plan will be developed with the student. Please refer to each course syllabus for specific course requirements. All final nursing course grades in the Certified Nursing Assistant will be recorded using the following scale:

Lecture / Lab Course Grading Scale:

Letter Grade	Percentage
A -	90 to 100
B -	80 to 89
C -	75-79
Fail -	74.9% or less

Course Progression

Student will not be assigned to clinical sites or participate in lab until they have met all academic background check, financial, health information and immunization requirements.

Theory Progression

All Certified Nursing Assistant students must achieve a minimum grade of “C” (75%) in all module of the Nursing Program. In order to pass a nursing course, the student must pass theory, clinical and laboratory skills.

Students who do not achieve a minimum grade of C (75%) on the first attempt of a nursing Assistant course may retake the class with the payment of full fees the next section that space is available. The student may be required to wait a section or more until clinical space is available. Students who fail to pass the course the second time will be required to meet with the director of nurses to discuss possible options.

A mid-term evaluation of student performance in both theory and clinical allows the instructor to provide an opportunity for improvement if it is needed prior to the final evaluation. Students will receive individual advising if the progress is unsatisfactory, and a plan for improvement will be made between the student and the teacher. Students that are in danger of failing are followed closely by their instructor and advised as needed.

REMIEDIATION

The purpose of the Remediation policy is to provide faculty guidance in addressing an academic deficit, a clinical event, and/or a behavioral / attendance issue.

All students will be assigned a faculty counselor and are encouraged to make appointments as needed for assistance in academic matters during the first term of the program. All students will be required to meet with their advisor on a regular basis as scheduled by the advisors, at least twice during the course of the program. Students are also encouraged to meet with their advisors when they feel the need to do so. The advisor is available to offer guidance and support to the student during this transition into the student nurse role. Academic tutoring and support, organizational guidance, and a variety of other concerns that the student may have can be addressed. All faculty members are available for advising, and students are asked to make appointments either before or after school hours.

General tutoring sessions will be held as needed by course instructors. Any student desiring help in their study skills, test-taking skills, organization skills, etc. is invited to attend. Faculty may recommend or even require individual students to attend the sessions due to academic concerns. The following process will be utilized in the event that either an academic deficit (assessment scores average below 75% midway through the class), a clinical event (student preparation or error) and/or a behavioral/attendance issue occurs:

1. The student and the designated school administration representative (Director of Nursing and/or Faculty will meet to discuss the identified issue).
2. A Student Remediation Contract will be initiated to document the meeting, to develop a written plan of correction/improvement and to establish a timeframe for compliance.
3. If the issue is clinically related, the student will be assigned additional lab skills practice, followed up with a return demonstration evaluation.
4. If the issue is academically related, the student will be assisted with tutoring and re-tested as per the challenge examination information.

5. Upon completion of the skills assessment and/or tutoring, the student and the designated school administration representative will meet to discuss the need to terminate the Learning Contract and/or extend the Learning Contract to include a new reevaluation date.
6. A new Remediation Contract will be initiated with the implementation of new process steps to resolve the issue.
7. On the reevaluation date, the Remediation Contract and the student actions will be evaluated to determine if remediation was successful / unsuccessful. If the remediation is successful, the Remediation Contract will be terminated and the outcome documented.
8. On the reevaluation date, the Remediation Contract and the student actions will be evaluated to determine if remediation was successful / unsuccessful. If the remediation is unsuccessful, the Remediation Contract will be terminated, documentation of such will be noted, and the student will be terminated from the CV.N.A program.

Remediation/Probation

Documentation shall be kept on all students currently in class who are on remediation, probation, or who have been terminated. A tracking sheet and an individual form will indicate the student(s) currently on remediation or probation. The most recent evaluations for theory and clinical for these students will be made available to the California Department of Health upon request.

All effort will be made to assist the student in his/her attempt toward remediation. The form will be used to document the plan and will be signed by both student & instructor, including a date for reevaluation. At that reevaluation the completion or non-completion will be recorded. This will be placed in the student's file.

Remediation can be used for behavioral, academic, or clinical reasons. Probation is used for incomplete remediation, second episode of an earlier problem, etc. Either can lead directly to termination from the program.

Termination

Termination of a student from the program is a grave concern. Recommendation from an instructor to terminate a student, will cause the director to evaluate the evidence. The instructor will provide written evidence of the remediation process having been followed, what the plans were and how the student failed to be successful. The Director of Nursing will talk with the student, and review all evidence. Opinions from any other instructor(s) will be requested. Documentation of all problems, what was done to solve them are to be made available to the director.

Conditions under which the student might be admitted back into the program shall be listed. If student will not be able to reenter this program again the reasons will be given.

The Director of Nursing will write, or cause to be written, a letter that states all that was said in the termination meeting. This will include but not limited to, the reasons for the termination, review of all remediation attempted, completed or not, and any patterns of behavior noted. Suggestions as to what need to be done prior to accepting the person back into the program, or the reasons for not accepting him or her back.

Attendance/Make-Up Assignments

Tardiness and excessive absences are unacceptable. Students are cautioned that non-attendance interferes with the ability to complete the program. The programs follow a sequential pattern from

basic to more complex information. Experiences in the clinical area cannot be duplicated and valuable learning opportunities are lost due to absences and tardiness.

Make up is hour to hour and the presence of the instructor is required during the make-up. All theory makeup must be completed before the clinical component of your training.

Due to the intensity of the course and the amount of information covered in such a short period of time, any student that does not make up their hours will not be able to return during future sessions to make up hours. However, the student may re-enroll for a new class.

The student is responsible for letting the school, and instructor, know about any absence as soon as possible. Any school absence or tardy due to emergencies, religious or cultural holidays, or commute will be reviewed and due consideration taken.

Attendance is taken by having the student sign an attendance sheet. If student is tardy, the instructor is responsible for writing in the number of minutes tardy, and any absences on the attendance sheet. Missing any time due to tardiness and absences means it must be made up in the manner and time convenient to the school and the instructor. Acceptable methods for make-up include:

(1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory and research projects. The student is responsible for making arrangements for makeup work the first day returning back to school. The student will be allowed the same amount of time off of school to complete the make-up work. This also includes that all theory work must be made up prior to the end of the class and follow the pre-requisite requirements if any.

(2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients. Clinical make-up times should be scheduled and approved the first day back to clinical area with the instructor and completed prior to the end of the clinical course.

A student who misses 4 calendar days in a row will be withdrawn from the school.

Absentee/Tardiness Follow-Up

First absence, or two days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file. Make-up work required.

Second absence, or three days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file, which includes the issue, resolution and consequences, which can lead up to, or include withdrawal from the program. Make-up work required.

If a third absence, or four days of tardiness are accrued, then student will meet with the faculty and Program Director to discuss why this occurred. Student is reminded that one more absence (4 total) or tardiness and they will be dropped from the program, unless there are extenuating circumstances that the program director can approve on an individual basis.

Accurate attendance records in both theory and clinical are maintained. Attendance records are maintained for at least five years after the last day of attendance.

Ineffective patterns need to be noted and changed by the student to ensure completion of the program in a professional, timely manner. Missing four days clinical and theory will drop a student from this program.

Any school absence due to religious or cultural holidays or personal travel time is included in this policy. The Program Director will mediate any issues that may arise. Emergencies will be reviewed and due consideration taken and excused by the Director of Nursing if indicated. There is no guarantee as to being placed back into current class.

Any student dropped for this reason, may request to re-enter the program. Placement will be into the session dropped, if grades, attendance, class size and previous behavior pattern permit, and at the discretion of Program Director. The student is responsible for letting the school, and instructor, know about any tardy or absence 30 minutes prior to the class or in emergency situations as soon as possible. At the start of a new cohort, all students are requested to provide a written notification regarding all religious/cultural dates that might require him/her to miss days from school.

Lab/Clinical Progression:

Clinical Standards:

1. Clinical grading is Satisfactory (Pass) or Unsatisfactory (Fail). All lab-clinical courses must have a satisfactory grade.
2. Attendance at all skills laboratory classes is mandatory. It is the student's responsibility to schedule make-up lab with the instructor on their first day back to school. If any labs are missed, the student will jeopardize his/her ability to pass the course.
3. When absence from any clinical/laboratory activity is necessary, it is the student's responsibility to obtain the information missed. The student is to be prepared for all assignments for the first day of his/her return, unless prior arrangements with the instructor have been made.
4. Clinical orientation attendance is mandatory for before the start of clinical. Failure to attend will result in dismissal from the program.
5. Clinical evaluations are done at the end of each clinical rotation.
6. If the required clinical paperwork (documentation examples and nursing care plans) is not received PRIOR to the evaluation, the student will receive a clinical failure.

EVALUATION OF STUDENT CLINICAL PERFORMANCE

Student clinical performance requires frequent monitoring, guidance and feedback during the learning process to progress. Nursing students will be provided with verbal and written feedback from their instructor on a weekly basis. As a formal means of determining student ability in delivering safe, effective nursing care, written performance evaluations are required for each clinical nursing course at the mid term point and at the end of the rotation. Evaluation forms describing the clinical objectives and evaluative criteria are provided and students are required to acknowledge reading their evaluation as evidenced by their signature. A comment section is also provided. Students are provided a formative (mid-term) and summative (final) evaluation for most clinical courses. All clinical nursing courses require a minimum rating of "pass" on all clinical objectives.

Clinical Course Grading Scale:

The clinical performance of the student, explained in terms of self-direction and client safety, is described by using the following scale: Five being the top and preferable score:

5. Functions safely at an above-average degree of self-direction. Can be relied on to carry out nursing responsibilities safely and thoroughly. Requires guidance and instruction in complex or unique situations only. Maintains this level of performance consistently throughout a given clinical experience.
4. Functions effectively with minimum direction. Relates previous and present knowledge to nursing responsibilities without assistance for problem recognition. Is able to function with minimal instruction and guidance.
3. Functions effectively with moderate guidance. Needs the guidance and instructions required by most students at the same level in the program.
2. Needs frequent reminders to recognize and maintain a safe level of practice.
1. Unsafe without close supervision. Needs frequent, direct guidance and detailed instruction to prevent errors or dangers
0. Unsafe-to-practice. Endangers safety of the patient when nursing actions and interventions are unsupervised, or no clinical objectives met.

If a student does not complete a course or earn a grade, the following will identify the student progress:

W = Withdrawal, a "W" grade is provided when a student leaves the course due to a leave of absence or is withdrawn from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.

I = Incomplete, an "I" grade will be provided for any course that a student and instructor develop a written plan for an extension to provide work by a date, no later than two weeks by the end of the course. Any course with an "I" grade is not calculated into the grade point average. An "I" grade will be changed to an "F," after two weeks of the end of the course if the written plan is not completed.

T = Transfer of Credit, a "T" will be provided for any course that is transferred in due to being taken at another institution or through experiential learning as described in the policy above. Any course with a "T" grade is not calculated into the grade point average.

R = Repeat, an R will be provided for any course that is repeated on the prior course attempted. Any course that has a grade of "F" (Fail) or "W" (Withdrawal) is required to be repeated. Any course with an "R" grade is not calculated into the grade point average. However, courses will be considered hours / credit hours attempted for the purpose of determining maximum time frame.

Advance Medical School of Nursing does not offer non-credit or remedial courses.

EVALUATION OF STUDENT CLINICAL PERFORMANCE

Student clinical performance requires frequent monitoring, guidance and feedback during the learning process to progress. Nursing students will be provided with verbal and written feedback from their instructor on a weekly basis. As a formal means of determining student ability in delivering safe, effective nursing care, written performance evaluations are required for each clinical nursing course

at the mid term point and at the end of the rotation. Evaluation forms describing the clinical objectives and evaluative criteria are provided and students are required to acknowledge reading their evaluation as evidenced by their signature. A comment section is also provided. Students are provided a formative (mid-term) and summative (final) evaluation for most clinical courses. All clinical nursing courses require a minimum rating of “pass” on all clinical objectives.

Achievement Testing:

Students will be required to participate in a standardized total testing program, at scheduled intervals throughout the session. These assessments provide the student and the Nursing program with valid and predictable measures to identify strengths and weaknesses of the student and the curriculum. The assessments also identify areas of needed content review and provide a specific individual student remediation plan.

WITHDRAWAL

The nursing program follows the withdrawal policies established by the Institution. Students are expected to review the Institution’s catalog for specific procedures concerning withdrawal.

GRADUATION REQUIREMENTS

A Certificate of successful completion will be awarded to students who complete the following conditions:

1. Completed all required hours of theory, lab, clinical and remediation / make-up work;
2. Earn a C (75%) or higher in each nursing course, achieve an overall Cumulative Grade Point Average (CGPA) of 2.5 or better at the completion of the program.
3. All students must achieve a passing score on the final assessment or complete satisfactory remediation. It has been determined that a passing score of 70% or above will prepare most students for the actual State Board Exam.
4. Cleared all financial obligations

Graduate Evaluations:

Students eligible for graduation are required to complete an exit survey and evaluate their instructors. The survey and evaluations assesses the school experience, key service areas, and student satisfaction. Results are compiled and submitted to management for use in determining areas that need improvement. Information from multiple surveys is combined and distributed according to the Advanced Medical Nursing School Assessment and Evaluation Plan.

CERTIFICATION REQUIREMENTS

In order to work as a Certified Nursing Assistant in California, you will be required to pass a Certified Nursing Assistant exam administered by the Red Cross for the California Department of Public Health. Completion of the Certified Nursing Assistant program does not automatically enable a graduate to work.

U.S Department of Labor’s Standard Occupational Classification Code: 31-1014

PROGRAM METHODS OF INSTRUCTION

1. Theory: the theory component of the program will be residential, meaning it will be held on campus. This instruction will meet the hours as approved. The instruction will include:
 - a. Lecture
 - b. Visual aids: posters, physical models, videos, demonstrations
 - c. Evaluations: examinations, written work including homework, research projects

2. Laboratory: The laboratory experience will be residential, meeting the approved hours as approved by the Board. Instruction will include:
 - a. Visual: posters, physical models, videos, demonstrations
 - b. Hands-on practice with equipment
 - c. Evaluation: skills competence testing including knowledge and application

3. Clinical Experience: The clinical experience will be held off-campus at appropriate contracted clinical sites that will provide patient interaction under the supervision of a licensed, approved nursing instructor and comply with the state approved hours. Instruction will include:
 - a. Preconference: Explanation of daily objectives and responsibilities with instruction, hand-outs, and discussion of prior assigned work such as homework, research
 - b. Shift responsibilities for assigned patients utilizing objectives, skills, organization and interaction with facility staff, families, and patients.
 - c. Post conference discussion including discussions of successful completion and/or improvements needed of tasks completed.

PROGRAM DISCIPLINE SKILL OBJECTIVES

At the satisfactory completion of the program, the graduate will be able to:

1. Describe the importance of the nursing assistant to the health care team.
2. Discuss legal issues related to nursing assistant practice, including liability, negligence, tort laws and incident reporting.
3. Describe the ethical behavior of a nursing assistant.
4. Describe residents' rights and how to promote a resident's quality of life, elder abuse and the signs of elder abuse. Explain how to report if elder abuse is suspected. Explain CNA's role and responsibility as mandated reporters of elder abuse.
5. Describe elements in the communication process (sender, receiver, message, transmitting device, feedback), barriers to successful communication. Describe how observed interpretation of non-verbal behavior may improve or hinder communication with others. Explain the purpose, sections and information found in the medical record. Describe the nursing assistant's legal and ethical responsibilities regarding medical records.
6. Describe the nursing assistant's contribution to carrying out the plan of

care.

7. List rules of general safety. List rules of fire and disaster safety. List principles for CPR, fall prevention, and other emergency situations.
8. Demonstrate the principles of body mechanics.
9. Explain the purpose of restraints and the safety rules for use. Describe the nursing assistant role in a restraint reduction program
10. Explain the Standard Precaution techniques, isolation precautions and their effects on the client. Demonstrate proper hand washing.
11. Demonstrate and understanding of basic anatomy and physiology. Explain what is health and illness for all major body systems, including changes throughout the life span.
12. Describe the aide's role in maintain elimination, hydration, mobility, nutrition, emotional well-being, and social interaction needs of the client across the life span in health and illness.
13. Understand the principles of growth and development. Describe Maslow's 5 basic needs. Identify the stages of growth and development and normal age ranges for each stage.
14. Provide basic nursing care through competence of skills delivery.
15. Maintain a clean, orderly and safe environment
16. Assist the client in maintaining personal hygiene through competent nursing skills deliver
17. Identify appropriate route and measurement of vital signs for clients across the life span, in a culturally diverse population, and changes in health and illness. Demonstrate knowledge of appropriate documentation of the findings.
18. Describe the various special diets that may be ordered for patients. List dietary practices which are significant to various religious or ethnic groups. Describe preparing, serving and feeding of the client who requires assistance.
19. Explain the admission and discharge of a client according to agency policy.
20. Discuss disease prevention. Describe benefits of exercise and activity on each of the body systems.
21. Describe application and removal of established prostheses, immobilizers and braces.
22. List general rules which apply to the collection of all specimens. Describe the collection of a routine urinalysis and a mid-stream, clean catch urine specimen. Describe the collection of a routine stool specimen or specimen for occult blood.
23. Describe the general rules related to the application of heat and cold to a part of the body. List the major effects of the use of hot and cold applications.
24. Describe attributes nursing assistants must acquire to work successfully with clients who are physically and/or mentally impaired.
25. Discuss how clients with mental and physical limitations may need assistance in meeting basic human needs. Describe how rehabilitation involves all aspects of the client's life: physical, psychosocial, spiritual, etc. Identify the complications that need to be prevented for rehabilitation to

- be successful.
26. List actions nursing assistants can use to help a client who has difficulty communicating. List actions a nursing assistant can use to help a client with physical limitations including vision and hearing.
 27. Describe the stages of the grieving process. Describe signs and symptoms of approaching death and death itself. Describe ways to meet the dying client's physical, psychosocial, and spiritual needs while respecting cultural and religious differences. Describe post-mortem care.
 28. Describe signs and symptoms of mental health conditions. Describe suicide prevention measures.

ENVIRONMENT AND EQUIPMENT RESOURCES

Lecture will be held in classroom spaces with audio/visual capabilities, whiteboards, seating with desks, and other classroom equipment. Laboratory sessions are held on campus in the school laboratory for the Pittsburg (C.N.A Classes are held in this campus only) Campus which is set up to simulate a patient care environment.

Equipment and materials used for instruction include: Patient beds with side rails, bedside commodes, blood pressure equipment with cuffs, stethoscopes, bedpans and urinals, walkers, wheelchairs.

Material used include: Nursing Assistant Text Book, power point presentations, and hand outs and guest speakers approved by the director of Nursing.

GRADUATION REQUIREMENTS

A certification of successful completion will be awarded to students who complete the following conditions:

1. Completed all required hours of theory, lab, clinical and remediation / make-up work;
2. Earn 70% or higher in each nursing course
3. Cleared all financial obligations
4. Pass the final exam with a grade of 70% or above

Certification Requirements:

To be certified, the student must meet the graduation requirement as indicated above and pass the Certified Nurse Assistant exam administered by the Red Cross for the California Department of Public Health.

EMPLOYMENT OPPORTUNITIES AFTER GRADUATION

In order to work as a certified nursing assistant in California, students will be required to pass a licensing examination administered by the state. The graduate having passed the exam will be allowed to place the letters C.N.A. after their name.

Employment opportunities are varied for the graduate once they have passed the licensing test. Such areas of employment include, but limited to:

U.S department of Labor's Standard Occupational Classification Code: 31-1014

1. Skilled and Long Term facilities
2. Sub acute facilities in Skilled Nursing facilities
3. Clinics
4. State Prison Hospitals
5. Home Health care companies
6. Hospice companies

FEES AND CHARGES

CERTIFIED NURSING ASSISTANT PROGRAM

NON-REFUNDABLE:

These charges will not be refunded to you once the registration process begins.

Registration Fee: _____ \$150.00

Student Tuition Recovery Fee: Due First Day of Class _____ \$ 00.00

TOTAL CHARGES DUE UPON ENROLLMENT:

TOTAL REGISTRATION FEE: **\$150.00**

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

TUITION: **\$1449.00**

Includes the following:

- Uniform (one set) - \$15
- Textbook: - \$25
- Live Scan - \$48

OTHER CHARGES (As applicable):

Required Supplies: (Stethoscope, Blood Pressure Cuff, Watch w/ 2nd hand, Gait Belt): ___\$94.00

CPR (Optional): _____\$95.00

State Board Exam Fee: (Red Cross testing fee is \$105) _____\$100.00

TOTAL ESTIMATED CHARGES FOR THE ENTIRE PROGRAM: \$1888.00

HOME HEALTH AIDE

DESCRIPTION OF PROGRAM

The Home Health Aide program is intended to build on the knowledge, skills, and ability that individuals possess as nurse assistants. The curriculum is for the student who has completed a Nurse Aide Training Program and who already possesses a nurse assistant certificate issued by the California Department of Public Health. HHA curriculum hours represent 40 minimum hours, 20 hours which are clinical.

At the end of completing the program, the student will receive a certificate of completion. A home health aide certificate is issued by the California Department of Public Health. However, No state licensure is given nor needed to be hired by a home care agency.

PROGRAM ADMISSION REQUIREMENTS

All applicants to the school's nursing programs must meet the following requirements:

1. High School Diploma or Its equivalent
2. Licensed by the state of California as a Certified Nursing Assistant with high school diploma or its equivalent
3. Satisfactory fingerprinting result from the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). (See page 72).
4. Submit proof of a health inventory that is signed and completed by a licensed physician, surgeon, physician assistant, or nurse practitioner and verifies the candidate has absence of infection and communicable disease or disorders; and able to perform and complete class and clinical requirements. Such requirements include, but are not limited to:
 - a. Ability to perform nursing care in patient clinical settings that includes lifting,
 - b. Submit proof of immunity or vaccination for:
 - a. tetanus; (within the last 10 years)
 - b. measles; mumps; rubella; (2 boosters or a positive titer)
 - c. hepatitis B; (2 boosters or a positive titer) will accept initial booster for screening, and allow the second booster during the program..
 - d. varicella; (vaccine or positive titer)

e. tuberculosis: negative skin test (or chest x-ray)

f. Flu shot

5. a. Proof of English Language Proficiency equivalent to the 10th grade level and above
b. Test of English as a foreign language (TOEFL) is acceptable for foreign students

6. Complete Drug Screening. (See page 73)

*****NOTE: THERE IS NO ADMISSION ASSESSMENT

TYPES OF GENERAL EDUCATION REQUIRED

A general understanding of verbal and written English, basic arithmetic, basic science and maintaining a daily work schedule could provide an essential knowledge base for success in the program.

Transfer credit may be granted for educational courses taken within the last five (5) years that could place the prospective student in advance standing. Credit will be granted for the following courses:

1. Certified nurse assistant courses
2. Other courses the school determines are equivalent to courses in the program
3. There is no limit to the number of credits that may be transferred
4. The school has not entered into an articulation or transfer agreement with any other college or university.

All credit granting decisions are final and not appealable. There is no charge for credit evaluation.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Advanced Medical School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Home Health Aide is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advanced Medical School of Nursing to determine if your credits or diploma will transfer.

Advanced Medical School of Nursing has not entered into an articulation or transfer agreement with any other college or university for the purpose of transferring credits

PROGRAM CURRICULUM

SUBJECT/TITLE	TOTAL HOURS	CLASS HOURS	CLINICAL PRACTICE HOURS
Introduction to Aide and Agency Role	2	2	0
Interpretation of Medical and Social Needs of People Being Served	5	5	0
Personal Care Services	20	5	15
Nutrition	8	5	3
Cleaning and Care Tasks in the Home	5	3	2

General Grading and Progression Requirements HHA:

Students must successfully complete the didactic, laboratory and clinical components of the courses to pass the course and progress in the curriculum. Student progress is evaluated at the end of each module. Progress for courses that consist of lecture and lab activities is based on obtaining a minimum of a “C / 75%” or better (2.0 GPA). Progress for clinical evaluations is defined as a Satisfactory Pass or Unsatisfactory Fail and requires maintaining a passing grade defined below under, “Grading Policy.” Failure to achieve and maintain a minimum level of 75% and Passing grade in clinical mid-way through the cohort will result in a meeting with the instructor where an action plan will be developed with the student. Please refer to each course syllabus for specific course requirements. All final nursing course grades in the Home Health Aide will be recorded using the following scale:

Lecture / Lab Course Grading Scale:

Letter Grade	Percentage
A -	90 to 100
B -	80 to 89
C -	75-79
Fail -	74.9% or less

Course Progression

Student will not be assigned to clinical sites or participate in lab until they have met all academic background check, financial, health information and immunization requirements.

Theory Progression

All Home Health Aide students must achieve a minimum grade of “C” (75%) in all module of the Nursing Program. In order to pass a nursing course, the student must pass theory, clinical and laboratory skills.

Students who do not achieve a minimum grade of C (75%) on the first attempt of a Home Health Aide course may retake the class with the payment of full fees the next section that space is available. The student may be required to wait a section or more until clinical space is available. Students who fail

to pass the course the second time will be required to meet with the director of nurses to discuss possible options.

A mid-term evaluation of student performance in both theory and clinical allows the instructor to provide an opportunity for improvement if it is needed prior to the final evaluation. Students will receive individual advising if the progress is unsatisfactory, and a plan for improvement will be made between the student and the teacher. Students that are in danger of failing are followed closely by their instructor and advised as needed.

REMEDIATION

The purpose of the Remediation policy is to provide faculty guidance in addressing an academic deficit, a clinical event, and/or a behavioral / attendance issue.

All students will be assigned a faculty counselor and are encouraged to make appointments as needed for assistance in academic matters during the first term of the program. All students will be required to meet with their advisor on a regular basis as scheduled by the advisors, at least twice during the course of the program. Students are also encouraged to meet with their advisors when they feel the need to do so. The advisor is available to offer guidance and support to the student during this transition into the student nurse role. Academic tutoring and support, organizational guidance, and a variety of other concerns that the student may have can be addressed. All faculty members are available for advising, and students are asked to make appointments either before or after school hours.

General tutoring sessions will be held as needed by course instructors. Any student desiring help in their study skills, test-taking skills, organization skills, etc. is invited to attend. Faculty may recommend or even require individual students to attend the sessions due to academic concerns. The following process will be utilized in the event that an academic deficit (assessment scores average below 75% midway through the class), a clinical event (student preparation or error) and/or a behavioral/attendance issue occurs:

1. The student and the designated school administration representative (Director of Nursing and/or Faculty will meet to discuss the identified issue).
2. A Student Remediation Contract will be initiated to document the meeting, to develop a written plan of correction/improvement and to establish a timeframe for compliance.
3. If the issue is clinically related, the student will be assigned additional lab skills practice, followed up with a return demonstration evaluation.
4. If the issue is academically related, the student will be assisted with tutoring and re-tested as per the challenge examination information.
5. Upon completion of the skills assessment and/or tutoring, the student and the designated school administration representative will meet to discuss the need to terminate the Learning Contract and/or extend the Learning Contract to include a new reevaluation date.
6. A new Remediation Contract will be initiated with the implementation of new process steps to resolve the issue.

7. On the reevaluation date, the Remediation Contract and the student actions will be evaluated to determine if remediation was successful / unsuccessful. If the remediation is successful, the Remediation Contract will be terminated and the outcome documented.

8. On the reevaluation date, the Remediation Contract and the student actions will be evaluated to determine if remediation was successful / unsuccessful. If the remediation is unsuccessful, the Remediation Contract will be terminated, documentation of such will be noted, and the student will be terminated from the Home Health Aide program.

Remediation/Probation

Documentation shall be kept on all students currently in class who are on remediation, probation, or who have been terminated. A tracking sheet and an individual form will indicate the student(s) currently on remediation or probation. The most recent evaluations for theory and clinical for these students will be made available to the California Department of Health upon request.

All effort will be made to assist the student in his/her attempt toward remediation. The form will be used to document the plan and will be signed by both student & instructor, including a date for reevaluation. At that reevaluation the completion or non-completion will be recorded. This will be placed in the student's file.

Remediation can be used for behavioral, academic, or clinical reasons. Probation is used for incomplete remediation, second episode of an earlier problem, etc. Either can lead directly to termination from the program.

Termination

Termination of a student from the program is a grave concern. Recommendation from an instructor to terminate a student, will cause the director to evaluate the evidence. The instructor will provide written evidence of the remediation process having been followed, what the plans were and how the student failed to be successful. The Director of Nursing will talk with the student, and review all evidence. Opinions from any other instructor(s) will be requested. Documentation of all problems, what was done to solve them are to be made available to the director.

Conditions under which the student might be admitted back into the program shall be listed. If student will not be able to reenter this program again the reasons will be given.

The Director of Nursing will write, or cause to be written, a letter that states all that was said in the termination meeting. This will include but not limited to, the reasons for the termination, review of all remediation attempted, completed or not, and any patterns of behavior noted. Suggestions as to what need to be done prior to accepting the person back into the program, or the reasons for not accepting him or her back.

Attendance/Make-Up Assignments

Tardiness and excessive absences are unacceptable. Students are cautioned that non-attendance interferes with the ability to complete the program. The programs follow a sequential pattern from basic to more complex information. Experiences in the clinical area cannot be duplicated and valuable learning opportunities are lost due to absences and tardiness.

Make up is hour to hour and the presence of the instructor is required during the make-up. All theory makeup must be completed before the clinical component of your training.

Due to the intensity of the course and the amount of information covered in such a short period of time, any student that does not make up their hours will not be able to return during future sessions to make up hours. However, the student may re-enroll for a new class.

The student is responsible for letting the school, and instructor, know about any absence as soon as possible. Any school absence or tardy due to emergencies, religious or cultural holidays, or commute will be reviewed and due consideration taken.

Attendance is taken by having the student sign an attendance sheet. If student is tardy, the instructor is responsible for writing in the number of minutes tardy, and any absences on the attendance sheet. Missing any time due to tardiness and absences means it must be made up in the manner and time convenient to the school and the instructor. Acceptable methods for make-up include:

(1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory and research projects. The student is responsible for making arrangements for makeup work the first day returning back to school. The student will be allowed the same amount of time off of school to complete the make-up work. This also includes that all theory work must be made up prior to the end of the class and follow the pre-requisite requirements if any.

(2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients. Clinical make-up times should be scheduled and approved the first day back to clinical area with the instructor and completed prior to the end of the clinical course.

A student who misses 4 calendar days in a row will be withdrawn from the school.

Absentee/Tardiness Follow-Up

First absence, or two days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file. Make-up work required.

Second absence, or three days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file, which includes the issue, resolution and consequences, which can lead up to, or include withdrawal from the program. Make-up work required.

If a third absence, or four days of tardiness are accrued, then student will meet with the faculty and Program Director to discuss why this occurred. Student is reminded that one more absence (4 total) or tardiness and they will be dropped from the program, unless there are extenuating circumstances that the program director can approve on an individual basis.

Accurate attendance records in both theory and clinical are maintained. Attendance records are maintained for at least five years after the last day of attendance.

Ineffective patterns need to be noted and changed by the student to ensure completion of the program in a professional, timely manner. Missing four days clinical and theory will drop a student from this program.

Any school absence due to religious or cultural holidays or personal travel time is included in this policy. The Program Director will mediate any issues that may arise. Emergencies will be reviewed

and due consideration taken and excused by the Director of Nursing if indicated. There is no guarantee as to being placed back into current class.

Any student dropped for this reason, may request to re-enter the program. Placement will be into the session dropped, if grades, attendance, class size and previous behavior pattern permit, and at the discretion of Program Director. The student is responsible for letting the school, and instructor, know about any tardy or absence 30 minutes prior to the class or in emergency situations as soon as possible. At the start of a new session, all students are requested to provide a written notification regarding all religious/cultural dates that might require him/her to miss days from school.

Lab/Clinical Progression:

Clinical Standards:

1. Clinical grading is Satisfactory (Pass) or Unsatisfactory (Fail). All lab-clinical courses must have a satisfactory grade.
2. Attendance at all skills laboratory classes is mandatory. It is the student's responsibility to schedule make-up lab with the instructor on their first day back to school. If any labs are missed, the student will jeopardize his/her ability to pass the course.
3. When absence from any clinical/laboratory activity is necessary, it is the student's responsibility to obtain the information missed. The student is to be prepared for all assignments for the first day of his/her return, unless prior arrangements with the instructor have been made.
4. Clinical orientation attendance is mandatory for before the start of clinical. Failure to attend will result in dismissal from the program.
5. Clinical evaluations are done at the end of each clinical rotation.
6. If the required clinical paperwork (documentation examples and nursing care plans) is not received PRIOR to the evaluation, the student will receive a clinical failure.

EVALUATION OF STUDENT CLINICAL PERFORMANCE

Student clinical performance requires frequent monitoring, guidance and feedback during the learning process to progress. Nursing students will be provided with verbal and written feedback from their instructor on a weekly basis. As a formal means of determining student ability in delivering safe, effective nursing care, written performance evaluations are required for each clinical nursing course at the mid term point and at the end of the rotation. Evaluation forms describing the clinical objectives and evaluative criteria are provided and students are required to acknowledge reading their evaluation as evidenced by their signature. A comment section is also provided. Students are provided a formative (mid-term) and summative (final) evaluation for most clinical courses. All clinical nursing courses require a minimum rating of "pass" on all clinical objectives.

Clinical Course Grading Scale:

The clinical performance of the student, explained in terms of self-direction and client safety, is described by using the following scale: Five being the top and preferable score:

5. Functions safely at an above-average degree of self-direction. Can be relied on to carry out nursing responsibilities safely and thoroughly. Requires guidance and instruction in complex or unique situations only. Maintains this level of

performance consistently throughout a given clinical experience.

4. Functions effectively with minimum direction. Relates previous and present knowledge to nursing responsibilities without assistance for problem recognition. Is able to function with minimal instruction and guidance.
3. Functions effectively with moderate guidance. Needs the guidance and instructions required by most students at the same level in the program.
2. Needs frequent reminders to recognize and maintain a safe level of practice.
1. Unsafe without close supervision. Needs frequent, direct guidance and detailed instruction to prevent errors or dangers
0. Unsafe-to-practice. Endangers safety of the patient when nursing actions and interventions are unsupervised, or no clinical objectives met.

If a student does not complete a course or earn a grade, the following will identify the student progress:

W = Withdrawal, a "W" grade is provided when a student leaves the course due to a leave of absence or is withdrawn from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.

I = Incomplete, an "I" grade will be provided for any course that a student and instructor develop a written plan for an extension to provide work by a date, no later than two weeks by the end of the course. Any course with an "I" grade is not calculated into the grade point average. An "I" grade will be changed to an "F," after two weeks of the end of the course if the written plan is not completed.

T = Transfer of Credit, a "T" will be provided for any course that is transferred in due to being taken at another institution or through experiential learning as described in the policy above. Any course with a "T" grade is not calculated into the grade point average.

R = Repeat, an R will be provided for any course that is repeated on the prior course attempted. Any course that has a grade of "F" (Fail) or "W" (Withdrawal) is required to be repeated. Any course with an "R" grade is not calculated into the grade point average. However, courses will be considered hours / credit hours attempted for the purpose of determining maximum time frame.

Advance Medical School of Nursing does not offer non-credit or remedial courses.

EVALUATION OF STUDENT CLINICAL PERFORMANCE

Student clinical performance requires frequent monitoring, guidance and feedback during the learning process to progress. Nursing students will be provided with verbal and written feedback from their instructor on a weekly basis. As a formal means of determining student ability in delivering safe, effective nursing care, written performance evaluations are required for each clinical nursing course at the mid term point and at the end of the rotation. Evaluation forms describing the clinical objectives and evaluative criteria are provided and students are required to acknowledge reading their evaluation as evidenced by their signature. A comment section is also provided. Students are provided a formative (mid-term) and summative (final) evaluation for most clinical courses. All clinical nursing courses require a minimum rating of "pass" on all clinical objectives.

Achievement Testing:

Students will be required to participate in a standardized total testing program, at scheduled intervals throughout the session. These assessments provide the student and the Nursing program with valid and predictable measures to identify strengths and weaknesses of the student and the curriculum. The assessments also identify areas of needed content review and provide a specific individual student remediation plan.

WITHDRAWAL

The nursing program follows the withdrawal policies established by the Institution. Students are expected to review the Institution's catalog for specific procedures concerning withdrawal.

GRADUATION REQUIREMENTS

A Certificate of successful completion will be awarded to students who complete the following conditions:

1. Completed all required hours of theory, lab, clinical and remediation / make-up work;
2. Earn a C (75%) or higher in each nursing course, achieve an overall Cumulative Grade Point Average (CGPA) of 2.5 or better at the completion of the program.
3. All students must achieve a passing score on the final assessment or complete satisfactory remediation. It has been determined that a passing score of 70% or above will prepare most students for State Exams.
4. Cleared all financial obligations

Graduate Evaluations:

Students eligible for graduation are required to complete an exit survey and evaluate their instructors. The survey and evaluations assesses the school experience, key service areas, and student satisfaction. Results are compiled and submitted to management for use in determining areas that need improvement. Information from multiple surveys is combined and distributed according to the Advanced Medical Nursing School Assessment and Evaluation Plan.

CERTIFICATION REQUIREMENTS

In order to work as a Home Health Aide, you will be required to pass a Certified Nursing Assistant exam administered by the Red Cross for the California Department of Public Health and complete the Home Health Aide training. Completion of the Certified Nursing Assistant program and Home Health Aide training do not automatically enable a graduate to work.

U.S Department of Labor's Standard Occupational Classification Code: 31-1011

A. PROGRAM EDUCATIONAL COMPONENTS AND METHODS OF INSTRUCTION

1. Theory: the theory component of the program will be residential, meaning it will be held on campus. This instruction will meet the hours as approved.
The instruction will include:
 - a. Lecture
 - b. Visual aids: posters, physical models, videos, demonstrations
 - c. Evaluations: examinations, written work including homework, research projects
2. Laboratory: The laboratory experience will be residential, meeting the approved hours as approved by the Board. Instruction will include:
 - a. Visual: posters, physical models, videos, demonstrations
 - b. Hands-on practice with equipment
 - c. Evaluation: skills competence testing including knowledge and application
3. Clinical Experience: The clinical experience will be held off-campus at appropriate contracted clinical sites that will provide patient interaction under the supervision of a licensed, approved nursing instructor and comply with the state approved hours. Instruction will include: Explanation of daily objectives and responsibilities

B. PROGRAM DISCIPLINE SKILL OBJECTIVES (Home Health Aide)

At the satisfactory completion of the program, the graduate will be able to:

- I. Provide personal care services under a plan of treatment prescribed by the patient's Physician and supervisory nursing staff who are licensed to practice in the state.
 - a. Demonstrate knowledge of the emotional, social, cultural, and age-related care of the client in the home setting.
 - b. Demonstrate understanding of the role of the HHA in maintaining client and family rights and privacy; provide assistance to client to maintain their highest level of self-care.
 - c. Demonstrate knowledge of basic body functions and changes
 - d. Demonstrate knowledge of diseases and disorders common in the home setting. Describe and identify common reactions to illness/disability and their effect on the individual being cared for.
 - e. Demonstrate competence in basic home care skills to delivery assistance to the client:
 1. Maintaining care equipment
 2. Safe client mobility and ambulation
 3. Preventing Skin Breakdown; assessing and documenting observations
 4. Maintaining care with attention to infection control principles
 5. Assistance with basic client daily hygiene including laundering needs
 6. Assistance in maintaining client elimination needs
 7. Understand and provide adequate nutrition for client health. Demonstrate safe food handling and storage. Provide assistance in maintaining hydration. Demonstrate menu planning and selection to maintain client nutritional health. Demonstrate techniques to assist client in nutritional intake, including feeding techniques.
 8. Demonstrate competence in working with clients experiencing hearing or speech disorders.

- 9. Assist the client in maintaining their medication schedule
- II. Demonstrate competence in maintaining home environment: safety, cleanliness, and order.
- III. Demonstrate knowledge of the role of the HHA in the health care team.
- IV. Demonstrate communication skills, written and verbal, with health care team, client, and family members. Demonstrate competence in documentation of organization of daily work schedule, observation and task completion.
- V. Demonstrate organization and time management skills to care patient

ENVIRONMENT AND EQUIPMENT RESOURCES

Lecture will be held in classroom spaces with audio/visual capabilities, whiteboards, seating with desks, and other classroom equipment. Laboratory sessions are held on campus in the school laboratory for the Pittsburg campus (HHA classes are held in this campus only) which set up to simulate a patient care environment.

Equipment and materials used for instruction include: Patient beds with side rails, bedside commodes, blood pressure equipment with cuffs, stethoscopes, bedpans and urinals, walkers, wheelchairs.

Material used include: Home Health Aide text book, power point presentations, hand outs and guest speakers approved by the director of nurses.

FEES AND CHARGES

HOME HEALTH AIDE

NON-REFUNDABLE:

These charges will not be refunded to you once the registration process begins.

Registration Fee: _____ \$150.00

Student Tuition Recovery Fund _____ \$00.00

TOTAL CHARGES DUE UPON ENROLLMENT:

TOTAL REGISTRATION FEE: \$150.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE:

TUITION: \$349.99

Includes the following;

- Textbook - \$25.00

TOTAL ESTIMATED CHARGES FOR THE ENTIRE PROGRAM: \$499.99

GRADUATION REQUIREMENTS

A certification of successful completion will be awarded to students who complete the following conditions:

1. Completed all required hours of theory, lab, clinical and remediation / make-up work;
2. Earn 70% or higher in course work
3. Cleared all financial obligations
4. There is no State Board test upon completion of the course. See Page 17 for more information.

EMPLOYMENT OPPORTUNITIES AFTER GRADUATION

In order to work as a home health aide in California, students will be required to be certified by the state. Employment opportunities for the graduate include:

U.S. Department of labor's Standard Occupational Classification Code: 31-1011

Home Health and Hospice care companies

Certification Requirements. See page 17 for certification requirement.

VOCATIONAL NURSING PROGRAM

DESCRIPTION OF PROGRAM

The program is an 11-month certificate program designed to help students acquire the skills necessary for an entry level position as Licensed Vocational Nurses while building a solid base upon which new skills, ideas and concepts can be challenged. Upon completion of the program, certificate of completion is awarded to students. This makes them eligible to take the State Examination (NCLEX-PN) administered by the California Board of Vocational Nursing and Psychiatric Technician and for licensure to become employed as a LVN in medical facilities, clinics, California state prison hospital systems, and with home care and hospice companies.

1652 Contact Hours / 95 Quarter Credit Hours

Day Session: 51 Weeks, 11 months – Monday through Friday 8:00 am to 4:00 pm.

Award: Diploma upon successful completion of the program and passing the final exam with a score of 70% or above

PROGRAM ADMISSION REQUIREMENTS

All applicants to the school's nursing program must be 18 years old and possess a high school certificate when they begin the program. In addition, each applicant shall provide proof of the following:

1. Informational interview with an admissions representative.
2. Wonderlic Scholastic Level Exam (SLE) Assessment with a score of 21 or higher.
3. Take and pass the HESI (A2) Admission Assessment with a minimum score of 60% or higher
4. Submit a completed application for admission.
5. Provide proof of a 12th grade education or equivalency:
 - a. Official high school diploma or
 - b. Current GED Certificate or
 - c. Official transcripts from US colleges, universities and/or vocational schools attended, (if applicable).
 - d. If High School, college or university graduation was completed outside the U. S., verification of transcripts must be done before admission by education verification company
 - e. Proof of High School English Language Proficiency and above
 - f. Test of English as a foreign language (TOEFL) is acceptable for foreign students.
6. Satisfactory interview with the Director of Nursing.
7. Admission fee requirement paid.
8. Current CPR certification (American Heart Association Provider Level).
9. Submit proof of a health inventory that is signed and completed by a licensed physician, surgeon, physician assistant, or nurse practitioner and verifies the candidate has absence of infection and communicable disease or disorders;

and able to perform and complete class and clinical requirements. Such requirements include, but are not limited to:

- a. Ability to perform nursing care in patient clinical settings that includes lifting,
- b. Submit proof of immunity or vaccination for:
 - a. tetanus; (within the last 10 years)
 - b. measles; mumps; rubella; (2 boosters or a positive titer)
 - c. hepatitis B; (2 boosters or a positive titer) will accept initial booster for screening, and allow the second booster during the program..
 - d. varicella; (vaccine or positive titer)
 - e. tuberculosis: negative skin test (or chest x-ray)
 - f. Flu shot
10. Satisfactory National Criminal Background Check. See page 72
11. Negative result on drug/chemical substance testing. See page 73

Screening Process and Selection Process

Screening:

Beginning nursing students are admitted a minimum of once per year. The Admission Selection Screening Form will be completed by the Director of Nursing or designee as assigned by the Director of Nursing. Out of the 77 points possible, applicants will be ranked by their total points for acceptance into the program. The students with the top scores will be offered admission. In the event of a tie, the tied applicants will interview with the Director of Nursing for a qualitative evaluation. Rankings will be based on:

- Grades in high school or college coursework in Algebra, Biology, Psychology and English
- HESI scores for Reading Comprehension, Math and Vocabulary
- Prior Health Care Experience
- Satisfactory Interview with the Director of Nursing

READMISSION TO THE NURSING PROGRAM

Qualified applicants can apply within 12 months to re-enter the nursing program after a previous drop and will be admitted on a space available basis. After 12 months they may apply for readmission. During the first three days of a new nursing class, students may be added to the class if previously accepted students either do not show for classes or decide to drop the program*. No new students from the waiting list will be added to the class after the third day of school. In addition to the School's readmission process, all readmission requests for the Vocational nursing program are to be reviewed by the director of nursing for approval or denial.

*EXCEPTION: In the state of California, a student must attend the first day of class to be considered an active student. Therefore, a student cannot be readmitted after the first day of classes and the Readmissions Policy as stated above is not applicable.

ENROLLMENT DEADLINE

The deadline for enrollment into the nursing program is a minimum of 4 weeks prior to the term start date. If the campus has additional seating availability, the enrollment deadline may be changed to 3 weeks prior to the term start date.

TRANSFER CREDIT, COMPETENCY-BASED CREDIT AND ADVANCE STANDING REQUIREMENTS

Transfer credit may be granted for educational courses taken within the last five (5) years that could place the prospective student in advance standing. Credit will be granted for the following courses:

1. Accredited vocational or practical nursing courses
 2. Accredited registered nursing courses
 3. Accredited psychiatric technician courses
 4. Armed services nursing courses
 5. Certified nurse assistant courses
 6. Other courses the school determines are equivalent to courses in the program
- Competency-based credit is granted for knowledge and/or skills acquired through experience, challenge examinations and achievement tests. Credit is determined by written and/or practical examinations. All credit granting decisions are final and not appealable. There is no charge for credit evaluation.
7. The school has not entered into an articulation or transfer agreement with any other college or university.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Advanced Medical School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Licensed Vocational Nursing is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Advanced Medical School of Nursing to determine if your credits or diploma will transfer.

There is no limit to the number of credits that may be transferred.

Advanced Medical School of Nursing has not entered into an articulation or transfer agreement with any other college or university for the purpose of transferring credits

NOTIFICATION OF CONDITIONAL ACCEPTANCE

Applicants will be notified by the Admissions Department Administrator, via phone and letter, of conditional acceptance into the nursing program no later than within two to three weeks of the program cohort start. The Admissions Department will explain the final requirements needed before applicants can be granted official acceptance and the timeline in which they need to be completed.

TYPES OF GENERAL EDUCATION REQUIRED

This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 weeks of experience shall include a minimum of each of the following:

- 44 weeks medical/surgical nursing
- 4 weeks maternity or genitourinary nursing
- 3 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of six (6) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

ADMISSIONS ASSESSMENTS

A, Before an applicant can fill out an enrollment agreement for the nursing program, the applicant must complete, and pass, both the Wonderlic Scholastic Level Exam (SLE)

Wonderlic SLE (Scholastic Level Exam)

1. Description of Test

The Wonderlic SLE is a short form test of general cognitive ability. The cognitive ability is the level at which an individual learns, understands instructions and solves problems. It provides quantitative insight into how easily an individual can be trained and how well-satisfied they are likely to be with the demands of the job.

2. Administration of the test

The SLE is a timed, 12-minute, online assessment administered by campus personnel on campus computers. Campus personnel cannot be from the Admissions or Financial Aid Departments. The assessment can be administered using paper and pencil should the applicant prefer.

3. MINIMUM PASSING SCORE

Minimum passing score is 21. Assessment Results are received via email to the campus SLE Mailbox within 1-15 minutes of assessment completion.

4. Advanced Medical School of Nursing's SLE guidelines indicate the applicants can retake the assessment only one (1) time when applying to the nursing program.

B. HESI (A2): Take and pass HESI (A2) Admissions Assessment with a minimum score of 70% or higher.

Applicants must complete the HESI (A2); an entrance exam covering reading comprehension, vocabulary and math. A minimum score of 70% on the HESI (A2) will be required for admission to the nursing program. In addition, the HESI (A2) provides a learning style and personality inventory to enhance the student's understanding and best use of instructional methods.

The HESI (A2) is an untimed assessment and can take up to 2 hours to complete. It is an online assessment administered by campus personnel on a campus computer. Campus personnel cannot be from the Admissions or Financial Aid Departments. The assessment is not available in a paper and pencil format. After the assessment is completed by the applicant, the results are available within 24 hours for the Admissions Department to pull from a secure database.

In attempt to achieve the minimum score, applicants can take the assessment up to three (3) times. Study materials for the HESI Assessment are available for purchase.

PROGRAM CURRICULUM

Term I

COURSE	THEORY HOURS	LAB/CLINICAL HOURS	TOTAL HOURS
VN 100 FUNDAMENTALS OF NURSING	57	28	80
VN 101 MEDICAL TERMINOLOGY	10	-----	10
VN 102 ANATOMY & PHYSIOLOGY	55	28	80
VN 103 GROWTH & DEVELOPMENT ACROSS THE LIFESPAN	30	-----	30
VN 104 NUTRITION	22	----	22

VN 105 NURSING PROCESS	18	6	24
VN 106 NURSING SKILLS	16	16	32
VN 107 CLINICAL NURSING I	-----	145	145
VN 108 GERONTOLOGY NURSING	14	----	14

TOTAL TERM HOURS 427

TERM 2

COURSE	THEORY HOURS	LAB/CLINICAL HOURS	TOTAL HOURS
VN 201 PHARMACOLOGY	55	15	70
VN 202 MENTAL HEALTH NURSING	18	----	18
VN 203 PERIOPERATIVE NURSING	20	----	20
VN 204 MEDICAL SURGICAL NURSING CLINICAL II	----	249	249
VN 205 RESPIRATORY NURSING	30	2	32
VN 206 CARDIOVASCULAR NURSING	45	2	47
VN 207 INTEGUMENTARY SYSTEM NURSING	14	2	16
VN 208 MUSCULOSKELETAL NURSING	10	2	12

TOTAL TERM HOURS: 464

TERM 3

COURSE	THEORY HOURS	LAB/CLINICAL HOURS	TOTAL HOURS
VN 301 GASTROINTESTINAL NURSING	20	2	22
VN 302 RENAL/URINARY NURSING	18	2	20
VN 303 MEDICAL-SURGICAL CLINICAL III	----	154	154
VN 304 REPRODUCTIVE NURSING	20	----	20

VN 305 MATERNITY NURSING	24	----	24
VN 306 MATERNITY NURSING CLINICAL	----	48	48
VN 307 PEDIATRIC NURSING	20	4	24
VN 308 PEDIATRIC NURSING CLINICAL	----	44	44
VN 309 ROLE DEVELOPMENT/LEADERSHIP	30	----	30
VN 310 NURSING LEADERSHIP CLINICAL	----	44	44

TOTAL TERM HOURS: 430

TERM 4

COURSE	THEORY HOURS	LAB/CLINICAL HOURS	TOTAL HOURS
VN 401 IMMUNE & COMMUNICABLE DISEASES	20	----	20
VN 402 METABOLIC DISORDERS	28	2	30
VN 403 NEUROLOGICAL/REHAB NURSING	30	4	34
VN 404 EMERGENCY CARE	14	8	22
VN 405 MEDICAL-SURGICAL NURSING CLINICAL IV	----	192	192
VN 406 HOME HEALTH	8	----	8
VN 407 PROFESSIONAL DEVELOPMENT	25	----	25

TOTAL TERM HOURS: 331

FEES AND CHARGES

VOCATIONAL NURSING PROGRAM

NON-REFUNDABLE – Registration Fee:

These charges will not be refunded to you once the registration process begins.

Registration Fee: _____ \$150.00

Student Tuition Recovery Fee: Due First Day of Class _____ \$00.00

TOTAL CHARGES DUE UPON ENROLLMENT:

TOTAL REGISTRATION FEE: _____ **\$150.00**

Student Tuition Recovery Fee: Due First Day of Class _____ \$00.00

OTHER CHARGES:

Tuition: _____ \$30,229.50

Hesi & Materials / test books: _____ \$850.00

Uniform / blood pressure cuff: one set _____ \$150.00

Criminal Background check: initial test upon admission _____ \$100.00

Drug Test: Initial test upon admission _____ \$100.00

Live scan: Initial upon admission _____ \$100.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: _____ **\$31,679.50**

Estimated Charges to be paid to a third party directly by the students upon graduation (actual fee may vary):

BVNPT Application: _____ \$150.00

BVNPT License Fee: _____ \$150.00

NCLEX Examination: _____ \$200.00

Criminal Back Ground Check/Live Scan: _____ \$100.00

TOTAL ESTIMATED CHARGES FOR THE ENTIRE PROGRAM _____ **\$32,279.50**

PROGRAM EDUCATIONAL COMPONENTS AND METHODS OF INSTRUCTION

1. Theory: the theory component of the program will be residential, meaning it will be held on campus. This instruction will meet the hours as approved by the Board of Vocational Nursing and Psychiatric Technicians. The instruction will include:
 - a. Lecture
 - b. Visual aids: posters, physical models, videos, demonstrations
 - c. Evaluations: examinations, written work including homework, research projects
2. Laboratory: The laboratory experience will be residential, meeting the approved hours as approved by the Board. Instruction will include:
 - a. Visual: posters, physical models, videos, demonstrations
 - b. Hands-on practice with equipment
 - c. Evaluation: skills competence testing including knowledge and application
3. Clinical Experience: The clinical experience will be held off-campus at appropriate contracted clinical sites that will provide patient interaction under the supervision of a licensed, Board-approved nursing instructor and comply with Board approved hours. Instruction will include:
 - a. Preconference: Explanation of daily objectives and responsibilities with instruction, hand-outs, and discussion of prior assigned work such as homework, research
 - b. Shift responsibilities for assigned patients utilizing objectives, skills, organization and interaction with facility staff, families, and patients.
 - c. Post conference discussion including discussions of successful completion and/or improvements needed of tasks completed.

. PROGRAM DISCIPLINE SKILL OBJECTIVES

At the conclusion of the program, the graduate will be able to:

1. Utilize the nursing process to effectively meet the individual and unique emotional, physical, spiritual, cultural, and social needs of the client across the lifespan.
2. Provide safe, effective care to all clients in a variety of healthcare settings based on knowledge of nursing principles and competent delivery of nursing skills.
3. Perform within the legal scope of practice for Licensed Vocational Nurse as set forth The Vocational Nursing Practice Act
4. Utilize scientific principles of nursing and Maslow's hierarchy of human needs to participate in the organization, prioritization, and implementation of nursing care.
5. Contribute to the development and implementation of a teaching plan related to promotion and/or maintenance of client health using Maslow's Hierarchy of human needs.
6. Foster communication, confidentiality, and collaboration between the client, family and health care staff in the healthcare setting.
7. Provide leadership and supervision for other participating personnel who possess less training or experience with consideration of their scope of practice.
8. Apply therapeutic communication skills for the purpose of client care and education.
9. Demonstrate caring behavior, understanding of client physical and psychosocial needs, cultural sensitivity, and changes across the life span.
10. Collaborate with members of the health care team to implement comprehensive care.
11. Develop an awareness of the impact of health and wellness on the client's overall well-being.
12. Assume responsibilities for personal well-being and professional development of self within the context of continued educational preparation and training

COURSE DESCRIPTION

The Vocational Nursing program prepares students to be an entry-level health care provider who is responsible for providing basic nursing care under the direction of a physician or registered nurse. Duties of a vocational nurse can include basic bedside nursing care, measuring vital signs, administration of prescribed medications and treatments, and client education. Upon successful completion of the program the student will be eligible to take the NCLEX-PN exam.

ENVIRONMENT AND EQUIPMENT RESOURCES

Lecture will be held in classroom spaces with audio/visual capabilities, whiteboards, seating with desks, and other classroom equipment. Laboratory sessions are held on campus for both locations in the school laboratory which is set up to simulate a patient care environment.

Equipment and materials used for instruction include: Patient beds with side rails, bedside commodes, blood pressure equipment with cuffs, stethoscopes, bedpans and urinals, walkers, wheelchairs, crutches & canes, wound dressing supplies, colostomy/ileostomy supplies, gastric tube supplies, syringes & needles, urinary bags & condom catheters, intravenous post/stand with supplies, electronic thermometers, non-mercury thermometers, overhead projectors, computers & software, television with VCR, shower chair, pillows, flat and fitted bed sheets, blankets, simulation manikins for patient-care, simulation Manikin for labor/delivery of infant, heel & bed protectors, emesis and wash basins, simulation body parts, bedside tables & night stands, catheterization equipment, intravenous therapy supplies, tracheostomy suctioning & dressing supplies, personal protective equipment, gait/safety belts, gloves (disposable), meal trays, cleaning enema & equipment, restraint equipment, nasal tubing & catheters, face masks with oxygen tubing, resuscitation equipment, ECG machine, simulation medications, and patient gowns & shoes.

Materials Used For Instructions

Materials used for instruction include: L.V.N Text books, power point presentations, hand outs, and guest speakers approved by the director of nurses.

VN 100: Fundamentals of Nursing

CREDIT: 6.0 Quarter Credit Hours

COURSE PREREQUISITE (S): Admission to Vocational Nursing Program

INSTRUCTIONAL CONTACT HOURS:

57 Theory Clock Hours; 28 Laboratory Hours

This course provides an orientation to the nursing program's policies and procedures. Various learning styles and test taking skills will be reviewed related to aspects of learning. The focus is on client-centered nursing concepts and basic nursing skills applicable to clinical areas in vocational nursing. It includes nursing skills in theory and the laboratory setting. Students are introduced to general concepts of health and illness, infection control and nurse-patient interactions. HIPAA regulations as well as legal and ethical issues impacting nursing in the health care system are covered. Emphasis is given regarding cultural and religious diversity and the care of patients in the health care systems. Successful completion of this course and VN 108 qualifies the student to take the Written and Manual Skills testing for the State Certification for Certified Nursing Assistant. The following theory hours are included: 57 Hours of Nursing Fundamentals: which includes six hours of communication, four hours of culturally congruent care, two hours of ethics and two hours of patient education.

VN 101: Medical Terminology

CREDIT: 1.0 Quarter Credit Hour

COURSE PREREQUISITE (S): None

INSTRUCTIONAL CONTACT HOURS:

10 Theory Clock Hours

This course is as an introduction to medical terminology within the medical profession. Emphasis on abbreviations, symbols, suffixes definitions, pronunciation and spelling of terms with focus on building medical words using prefixes, word roots, suffixes and combining forms. The course content includes introduction to common medical terms used in conjunction with basic anatomy, physiology of body systems and nursing practice.

VN 102: Anatomy and Physiology

CREDIT: 6.0 Quarter Credit Hours

COURSE PREREQUISITE (S): None

INSTRUCTIONAL CONTACT HOURS:

55 Theory Clock Hours, 10 Laboratory Clock Hours

This course focuses on the structure and function of cells, tissues, organs and organ systems and the mechanisms by which the human body functions. It also reviews principles of fluids and electrolytes. There is a discussion on normal human development from fertilization until birth and a study of basic human genetics.

VN 103: Growth and Development Life Span

CREDIT: 3.0 Quarter Credit Hours

COURSE PREREQUISITE (S): None

INSTRUCTIONAL CONTACT HOURS:

30 Theory Clock Hours

This course examines the basic principles of human growth and development and includes normal physical, psychosocial, and cognitive development from birth through geriatrics. General instruction on nutritional needs at each stage of life. The developmental processes with family, community and environmental factors are reviewed. Child and elder abuse are reviewed related to nursing responsibilities and assessment. The course also explores role of the nurse in the processes regarding changes in growth and development over the life span.

VN 104: Nutrition

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): None

INSTRUCTIONAL CONTACT HOURS

22 Theory Clock Hours

This course is designed as an introduction to the principles of nutrition related to the functions, needs, sources of nutrients and daily requirements. Content includes the nutritional assessment related to the management of therapeutic diets with health and disease. Food-borne illness, aspects of diet therapy and alternative feeding methods are included in this course.

VN 105: Nursing Process

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100-103

INSTRUCTIONAL CONTACT HOURS:

18 Theory Clock Hours, 6 Laboratory Hours

This course focuses on basic principles of the nursing process and its use in planning patient care. Students will complete as client physical assessment skills are performed in the laboratory setting.

VN 106: Nursing Skills

CREDIT: 2.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100-105

INSTRUCTIONAL CONTACT HOURS:

16 Theory Clock Hours, 16 Laboratory Clock Hours

This course focuses on the principles of advanced nursing skills the vocational nurse will incorporate that are related to general principles of asepsis, sterile technique related to nursing procedures. Nursing skills include sterile technique and wound care, respiratory, cardiovascular, gastrointestinal and urinary skills. Students practice and demonstrate the advanced bedside nursing skills in the campus laboratory

VN 107: Clinical Nursing I

CREDIT: 4.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 - 101

INSTRUCTIONAL CONTACT HOURS:

145 Clinical Clock Hours

Students apply fundamental nursing skills and provide basic bedside care for adults. The course provides the opportunity to apply didactic information from concurrent nursing courses to the clinical setting with an emphasis on adult and geriatric clients. This course provides the student with supervised instruction in a community clinical setting where students integrate and understand nursing assessments and process as well as advanced nursing skills and surgical nursing patients. Successful completion of this course qualifies the student to take the Written and Manual Skills testing for the State Certification for Certified Nursing Assistant.

VN 108: Gerontological Nursing

CREDIT: 1.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100-102

INSTRUCTIONAL CONTACT HOURS:

14 Theory Clock Hours

[4 Theory Clock Hours of End of Life Care Included in Course]

This course focuses on basic principles of the nursing process and its use in planning, implementing and evaluating geriatric nursing care. Introduction to the common conditions and diseases, assistive and restorative resources, and the older client responses to illness and medication. Normal physical, physiological and psychological aging process as well as information on supportive, positive and healthy concepts of aging.

VN 201: Pharmacology in Nursing

CREDIT: 6.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100-108

INSTRUCTIONAL CONTACT HOURS:

55 Theory Clock Hours, 15 Laboratory Clock Hours

This course presents basic concepts of pharmacology and includes mathematical and scientific calculations related to basic math concepts and the apothecary system required for the VN. The course includes medication classifications, generic and trade names, routes, dosages, actions, indications, contraindications, adverse reactions and side effects, interactions, and related nursing implications. Principles of pharmacokinetics and drug legislation are covered. The skills practice lab on campus includes medication calculations, preparation and administration.

VN 202: Mental Health Nursing

CREDIT: 1.5 Quarter Credit Hours

COURSE PREREQUISITE (S): 100-108

INSTRUCTIONAL CONTACT HOURS:

18 Theory Clock Hours

[Includes 2 Theory Clock Hours of communication with patients with psychiatric disorders]

This course emphasizes basic concepts of mental health nursing to include maladaptive behavior, assessing mental state and providing crises intervention. Mental health disorders strategies include the nursing process regarding etiology, symptoms, treatment, and related nursing interventions. Anxiety, eating disorders, substance abuse and co-dependency are addressed.

VN 203: Perioperative Nursing

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 108

INSTRUCTIONAL CONTACT HOURS:

20 Theory Clock Hours

This course teaches the study of nursing care related to clients in the preoperative, intraoperative and postoperative phases of surgical care. This class also emphasis cultural assessments and development of client education related to surgical nursing.

VN 204: Medical-Surgical Clinical II

CREDIT: 8.0 Quarter Credit Hours

COURSE CONTACT HOURS: 249 Clinical Clock Hours

COURSE PREREQUISITE (S): VN 100 – 108

The course provides the opportunity to apply didactic information from nursing courses to the clinical setting and provide patient care utilizing the nursing process and critical thinking skills. Students deliver basic to advanced nursing care with supervised instruction in a community clinical setting. Emphasis is placed on integration and understanding of the nursing process, assessments; preparation, administration of medications and treatments to patients. The student will use basic to advanced nursing skills with a focus on care of the surgical patient and patients with disorders of the respiratory, cardiovascular, integumentary, musculoskeletal and mental health disorders

VN 205: Respiratory Nursing

CREDIT: 3.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 108

INSTRUCTIONAL CONTACT HOURS:

30 Theory Clock Hours, 2 Laboratory Clock Hours

This course content provides a foundation of the study of nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the respiratory system. This class focuses on pathophysiology, etiology, symptoms, diagnosis, and treatment of the respiratory system. The nursing process and implementation is identified in performing patient assessment and care. Respiratory nursing skills of mechanical ventilation are practiced in the campus laboratory.

VN 206: Cardiovascular Nursing

CREDIT: 4.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 108

INSTRUCTIONAL CONTACT HOURS:

45 Theory Clock Hours, 2 Laboratory Clock Hours

[Includes 4 Theory Clock Hours of End of Life Care]

The course content provides a foundation in the study of the nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the cardiovascular systems. The emphasis is on etiology, symptoms, diagnosis, and treatment of cardiovascular system disorders affecting the adult using the nursing process. Cardiovascular nursing skills and assessments are practiced in the campus laboratory.

VN 207: Integumentary Nursing

CREDIT: 1.0 Quarter Credit Hour

COURSE PREREQUISITE (S): VN 100 – 108

INSTRUCTIONAL CONTACT HOURS:

14 Theory Clock Hours, 2 Laboratory Clock Hours

The course content provides a foundation in the study of the nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the integumentary systems. The emphasis is on etiology, symptoms, diagnosis, and treatment of integumentary system disorders affecting the adult using the nursing process. Integumentary nursing skills and assessments are practiced in the campus laboratory.

VN 208: Musculoskeletal Nursing

CREDIT: 1.0 Quarter Credit Hour

COURSE PREREQUISITE (S): VN 100 – 108

INSTRUCTIONAL CONTACT HOURS:

10 Theory Clock Hours, 2 Laboratory Clock Hours

The course content provides a foundation in the study of the nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the musculoskeletal system. The emphasis is on etiology, symptoms, diagnosis, and treatment of musculoskeletal system disorders affecting the adult using the nursing process. Musculoskeletal nursing skills and assessments are practiced in the campus laboratory.

VN 301: Gastrointestinal Nursing

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100-208

INSTRUCTIONAL CONTACT HOURS:

20 Theory Clock Hours, 2 Laboratory Clock Hours

The course content provides a foundation in the study of the nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the gastrointestinal system. The emphasis is on etiology, symptoms, diagnosis, and treatment of gastrointestinal system disorders affecting the adult using the nursing process. Gastrointestinal nursing skills and assessments are practiced in the campus laboratory.

VN 302: Renal-Urinary Nursing

CREDIT: 1.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

18 Theory Clock Hours, 2 Laboratory Clock Hours

The course content provides a foundation in the study of the nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the renal urinary system. The emphasis is on etiology, symptoms, diagnosis, and treatment of renal urinary system disorders

affecting the adult using the nursing process. Renal urinary nursing skills and assessments are practiced in the campus laboratory.

VN 303: Medical-Surgical Clinical III

CREDIT: 8.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

140 Clinical Clock Hours

The course provides the opportunity to apply didactic information from nursing courses to the clinical setting and provide patient care utilizing the nursing process and critical thinking skills. Students deliver basic to advanced nursing care with supervised instruction in a community clinical setting. Emphasis is placed on integration and understanding of the nursing process, assessments; preparation, administration of medications and treatments to patients. The student will use basic to advanced nursing skills in caring for patients with disorders of the gastrointestinal, renal urinary, and reproductive health systems.

VN 304: Reproductive Nursing

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

20 Theory Clock Hours

The course content provides a foundation in the study of the nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the reproductive system. Concepts of human sexuality, family planning, and abortion are discussed. This course focuses on etiology, symptoms, diagnosis, and treatment of reproductive system disorders affecting the adult using the

nursing process. Emphasis is placed on using reproductive nursing skills and assessments in performing patient assessment and care.

VN 305: Maternity Nursing

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

24 Theory Clock Hours

This course focuses on care of the maternity patient in the prenatal, intrapartum, and postpartum periods as well as care of the newborn. Content also includes common pregnancy, childbirth, and postpartum complications. Emphasis is placed on using the nursing process in performing patient assessment and care.

VN 306: Maternity Clinical

CREDIT: 1.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

48 Clinical Clock Hours

This course provides students with supervised instruction in a community clinical setting as well as practice in simulated laboratory situations. Students are given opportunities to observe and/or assist with basic assessment of prenatal, intra-partum, and postpartum women. A main focus of the course is on developing a teaching plan and providing health education. Students are expected to provide patient care utilizing critical thinking and the nursing process

VN 307: Pediatric Nursing

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

20 Theory Clock Hours; 4 Laboratory Clock Hours

This course provides foundational studies of pediatric nursing. It emphasizes the nursing process to perform assessments and nursing care related to family centered care from infancy through adolescence. Etiology, symptoms, diagnosis, and treatment of body systems and mental health disorders affecting the pediatric patient covered. The pediatric drug calculations and medications are included in this course.

VN 308: Pediatric Clinical

CREDIT: 1.5 Quarter Credit Hours,

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

44 Clinical Clock Hours

This course provides the student with supervised instruction in a community clinical setting. Students are given opportunities to interact with pediatric clients and practice performing basic nursing assessments, observe growth and development patterns. The student's focus is on providing patient care utilizing critical thinking and the nursing process.

VN 309: Role Development in Nursing Leadership

CREDIT: 3.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

30 Theory Clock Hours

[Includes 1 hour of Critical Thinking Theory Clock hours]

This course introduces the student to fundamental concepts of leadership and basic nursing management skills. Emphasis is placed on using the nursing leadership process and critical thinking skills in problem solving, delegation management of Patient care. Role-playing, simulated situations, and group activities are utilized.

VN 310: Nursing Leadership Clinical

CREDIT: 1.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 208

INSTRUCTIONAL CONTACT HOURS:

44 Clinical Clock Hours

This course provides the student with supervised instruction in a community clinical setting where students are given opportunities to observe and practice basic nursing management skills. Students are expected to utilize the nursing leadership process in problem solving, delegation, and in the management of patient care.

VN 401: Immune and Communicable Diseases

CREDIT: 2.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 310

INSTRUCTIONAL CONTACT HOURS:

20 Theory Clock Hours

This course provides fundamentals of oncology, immune mechanisms, immunization practices, the study of allergies and autoimmunity, and care of the patient with an immune disorder. Included is the study of cancer and care of the cancer patient. This class encompasses as well, acquired immune deficiency syndrome (AIDS) and other sexually transmitted diseases.

VN 402: Metabolic Disorders

CREDIT: 2.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 305, 307

INSTRUCTIONAL CONTACT HOURS:

28 Theory Clock Hours, 2 Laboratory Clock Hours

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of endocrine system disorders affecting the adult. Emphasis is placed on using the nursing process in performing patient assessment and care. Endocrine nursing skills are practiced in the campus laboratory.

VN 403: Neurological and Rehabilitation Nursing

CREDIT: 3.0 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 305, 307

INSTRUCTIONAL CONTACT HOURS:

30 Theory Clock Hours, 4 Laboratory Clock Hours

[Includes 2 Theory Clock Hours of Rehabilitation Nursing]

The course content provides a foundation in the study of the nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the neurosensory system and neuro-rehabilitative nursing. The emphasis is on etiology, symptoms, diagnosis, and treatment of neurosensory system disorders affecting the adult using the nursing process. Neurosensory nursing skills and assessments are practiced in the campus laboratory.

VN 404: Emergency Care

CREDIT: 1.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 305, 307

INSTRUCTIONAL CONTACT HOURS:

14 Theory Clock Hours, 8 Laboratory Clock Hours

This course focuses on the pathophysiology, etiology, symptoms, diagnosis, and treatment of emergency care affecting the adult. Emphasis is placed on using the nursing process in performing patient assessment and emergency care. Emergency care skills are practiced in the campus laboratory.

VN 405: Medical-Surgical Clinical IV

CREDIT: 6.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 305, 307

INSTRUCTIONAL CONTACT HOURS:

192 Clinical Clock Hours

This course provides students with supervised instruction in a community clinical setting. Students will have continued practice delivering both basic and advanced bedside nursing care, performing basic nursing assessments, and preparing and administering medications to patients. The focus is on care of patients with disorders of the immune and communicable diseases, endocrine, neurosensory systems, rehabilitation nursing and emergency care. Students are expected to provide patient care, utilizing critical thinking and the nursing process.

VN 406: Home Health Nursing

CREDIT: 0.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 100 – 305, 307

INSTRUCTIONAL CONTACT HOURS:

8 Theory Clock Hours

[Includes 2 Theory Clock Hours of Rehabilitative Nursing]

This course focuses on care of the home health client and associated symptoms, diagnosis, and treatment affecting the adult. Emphasis is placed on using the nursing process in performing patient assessment, intake, nursing process, patient education and discharge planning.

VN 407: Professional Development/NCLEX Review

CREDIT: 2.5 Quarter Credit Hours

COURSE PREREQUISITE (S): VN 101-305, 307

INSTRUCTIONAL CONTACT HOURS:

25 Theory Clock Hours

This course focuses on concepts of professional development that includes career opportunities, employee/employer relationships and responsibilities. Emphasis is on writing skills for job resumes and successful job interview. Role playing and simulated situations are utilized. Students are informed on the principles and preparation to study for the NCLEX-PN exam, as well as the opportunity to take practice exams in the campus computer lab.

General Grading and Progression Requirements:

Students must successfully complete the didactic, laboratory and clinical components of the courses to pass the course and progress in the curriculum. Student progress is evaluated at the end of each course. Progress for courses that consist of lecture and lab activities is based on obtaining a minimum of a “C / 75%” or better (2.0 GPA). Progress for clinical evaluations is defined as a Satisfactory Pass or Unsatisfactory Fail and requires maintaining a passing grade defined below under, “Grading Policy.” Failure to achieve and maintain a minimum level of 75% and Passing grade in clinical mid-way through the cohort will result in a meeting with the instructor where an action plan will be developed with the student. Please refer to each course syllabus for specific course requirements. All final nursing course grades in the Vocational Nursing program will be recorded using the following scale:

Lecture / Lab Course Grading Scale:

Letter Grade		Percentage
A	-	90 to 100
B	-	80 to 89
C	-	75-79
Fail	-	74.9% or less

Course Progression

Student will not be assigned to clinical sites or participate in lab until they have met all academic background check, financial, health information and immunization requirements.

Theory Progression

All Vocational Nursing Program students must achieve a minimum grade of “C” (75%) in all courses of the Nursing Program. In order to pass a nursing course, the student must pass theory, clinical and laboratory skills.

Students who do not achieve a minimum grade of C (75%) on the first attempt of a nursing course will be provided one opportunity to repeat the course once during the next term that space is available, The student may be required to wait a term or terms until clinical space is available. Students who fail to pass the course the second time will be unable to continue in the nursing program.

Students are allowed to re-take no more than two nursing courses in the Vocational Nursing Program. Students who fail to achieve a minimum grade of C (75%) on more than two nursing courses will be unable to continue in the nursing program as shown in the following:

A mid-term evaluation of student performance in both theory and clinical allows the instructor to provide an opportunity for improvement if it is needed prior to the final evaluation. Students will receive individual advising if the progress is unsatisfactory, and a plan for improvement will be made

between the student and the teacher. Students that are in danger of failing are followed closely by their instructor and advised as needed.

Student will be allowed 1 challenge test per year in the program for a failed class. A class cannot be taken greater than 2 times with a failing grade. On the third time with a failing grade the student will not be readmitted to the program. The student cannot re-enter the program more than 3 times.

****All nursing students must complete HESI achievement tests in five areas of nursing.**

Fundamentals; Pharmacology; Mental Health; Maternal/Pediatrics; and Medical/Surgical Nursing. A 70% score or better is required for satisfactory completion of each test.

REMEDICATION

The purpose of the Remediation policy is to provide faculty guidance to addressing an academic deficit, a clinical event, and/or a behavioral / attendance issue.

All students will be assigned a faculty counselor and are encouraged to make appointments as needed for assistance in academic matters during the first term of the program. All students will be required to meet with their advisor on a regular basis as scheduled by the advisors, usually twice per month during term one. VN students are also encouraged to continue to meet with their advisors at least once in each term thereafter. The advisor is available to offer guidance and support to the student during this transition into the student nurse role. Academic tutoring and support, organizational guidance, and a variety of other concerns that the student may have can be addressed. All faculty members are available for advising, and students are asked to make appointments either before or after school hours.

General tutoring sessions will be held as needed by course instructors. Any student desiring help in their study skills, test-taking skills, organization skills, etc. is invited to attend. Faculty may recommend or even require individual students to attend the sessions due to academic concerns.

The following process will be utilized in the event that either an academic deficit (assessment scores average below 75% midway through the class), a clinical event (student preparation or error) and/or a behavioral/attendance issue occurs:

1. The student and the designated school administration representative (Director of Nursing and/or Faculty will meet to discuss the identified issue).
2. A Student Remediation Contract will be initiated to document the meeting, to develop a written plan of correction/improvement and to establish a timeframe for compliance.
3. If the issue is clinically related, the student will be assigned additional lab skills practice, followed up with a return demonstration evaluation.
4. If the issue is academically related, the student will be assisted with tutoring and re-tested as per the challenge examination information.
5. Upon completion of the skills assessment and/or tutoring, the student and the designated school administration representative will meet to discuss the need to terminate the Learning Contract and/or extend the Learning Contract to include a new reevaluation date.
6. A new Remediation Contract will be initiated with the implementation of new process steps to resolve the issue.
7. On the reevaluation date, the Remediation Contract and the student actions will be evaluated to determine if remediation was successful / unsuccessful. If the remediation is successful, the Remediation Contract will be terminated and the outcome documented.
8. On the reevaluation date, the Remediation Contract and the student actions will be evaluated to determine if remediation was successful / unsuccessful. If the remediation is unsuccessful, the Remediation Contract will be terminated, documentation of such will be noted, and the student will be terminated from the Vocational Nursing program.

Remediation/Probation

Documentation shall be kept on all students currently in class who are on remediation, probation, or who have been terminated. A tracking sheet and an individual form will indicate the student(s) currently on remediation or probation. The most recent evaluations for theory and clinical for these students will be made available to the BVNPT Consultant upon request.

All effort will be made to assist the student in his/her attempt toward remediation. The form will be used to document the plan and will be signed by both student & instructor, including a date for reevaluation. At that reevaluation the completion or non-completion will be recorded. This will be placed in the student's file.

Remediation can be used for behavioral, academic, or clinical reasons. Probation is used for incomplete remediation, second episode of an earlier problem, etc. Either can lead directly to termination from the program.

Termination

Termination of a student from the program is a grave concern. Recommendation from an instructor to terminate a student, will cause the director to evaluate the evidence. The instructor will provide written evidence of the remediation process having been followed, what the plans were and how the student failed to be successful. The Director of Nursing will talk with the student, and review all evidence. Opinions from any other instructor(s) will be requested. Documentation of all problems, what was done to solve them are to be made available to the director.

Conditions under which the student might be admitted back into the program shall be listed. If student will not be able to reenter this program again the reasons will be given.

The Director of Nursing will write, or cause to be written, a letter that states all that was said in the termination meeting. This will include but not limited to, the reasons for the termination, review of all remediation attempted, completed or not, and any patterns of behavior noted. Suggestions as to what need to be done prior to accepting the person back into the program, or the reasons for not accepting him or her back.

Attendance/Make-Up Assignments

Tardiness and excessive absences are unacceptable. Students are cautioned that non-attendance interferes with the ability to complete the program. The programs follow a sequential pattern from basic to more complex information. Experiences in the clinical area cannot be duplicated and valuable learning opportunities are lost due to absences and tardiness.

The student is responsible for letting the school, and instructor, know about any absence as soon as possible. Any school absence or tardy due to emergencies, religious or cultural holidays, or commute will be reviewed and due consideration taken.

Attendance is taken by having the student sign an attendance sheet. If student is tardy, the instructor is responsible for writing in the number of minutes tardy, and any absences on the attendance sheet. Missing any time due to tardiness and absences means it must be made up in the manner and time convenient to the school and the instructor. Acceptable methods for make-up include:

- (1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory and research projects. The student is responsible for making arrangements for makeup work the first day returning back to school. The student will be allowed the same amount of time off of school to complete the make-up work. This also includes that all theory work must be made up prior to the end of the class and follow the pre-requisite requirements.
- (2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients. Clinical make-up times should be scheduled and approved the first day back to clinical area with the instructor and completed prior to the end of the clinical course.

A student who misses one week (7 calendar days) in a row will be withdrawn from the school.

Absentee/Tardiness Follow-Up

First absence, or two days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file. Make-up work required.

Second absence, or three days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file, which includes the issue, resolution and consequences, which can lead up to, or include withdrawal from the program. Make-up work required.

If a third absence, or four days of tardiness are accrued, then student will meet with the faculty and Program Director to discuss why this occurred. student is reminded that two more absence (5 total) or tardiness and they will be dropped from the program, unless there are extenuating circumstances that the program director can approve on an individual basis.

Accurate attendance records in both theory and clinical are maintained. Attendance records are maintained for at least five years after the last day of attendance.

Ineffective patterns need to be noted and changed by the student to ensure completion of the program

professional, timely manner. Missing one week of clinical and theory will drop a student from this program.

Any school absence due to religious or cultural holidays or personal travel time is included in this policy. The Program Director will mediate any issues that may arise. Emergencies will be reviewed and due consideration taken and excused by the Director of Nursing if indicated. There is no guarantee as to being placed back into current class.

Any student dropped for this reason, may request to re-enter the program. Placement will be into the Quarter dropped, if grades, attendance, class size and previous behavior pattern permit, and at the discretion of Program Director. The student is responsible for letting the school, and instructor, know about any tardy or absence 30 minutes prior to the class or in emergency situations as soon as possible. At the start of a new cohort, all students are requested to provide a written notification regarding all religious/cultural dates that might require him/her to miss days from school.

Lab/Clinical Progression:

Clinical Standards:

1. Clinical grading is Satisfactory (Pass) or Unsatisfactory (Fail). All lab-clinical courses must have a satisfactory grade.
2. Attendance at all skills laboratory classes is mandatory. The student is only allowed to miss two skills laboratory assignments during the course. It is the student's responsibility to schedule make-up lab with the instructor on their first day back to school. If more than two labs are missed, the student will jeopardize his/her ability to pass the course.
3. When absence from any clinical/laboratory activity is necessary, it is the student's responsibility to obtain the information missed. The student is to be prepared for all assignments for the first day of his/her return, unless prior arrangements with the instructor have been made.
4. Clinical orientation attendance is mandatory for each rotation. Failure to attend will result in probation for 30 days or the length of the rotation, whichever comes first.
5. Clinical evaluations are done at the end of each clinical rotation.
6. If the required clinical paperwork (documentation examples and nursing care plans) is not received PRIOR to the evaluation, the student will receive a clinical failure.
7. Upon completion of medical/surgical Clinical I, students are eligible to apply for the CNA certificate based on required hours as determined by the Department of Health Services. The nursing administration will assist the student in receiving the CNA application paperwork; however it is ultimately up to the student to proceed with certification requirements.

Lab/Clinical Standards:

1. Clinical grading is Satisfactory (Pass) or Unsatisfactory (Fail). All lab-clinical courses must have a satisfactory grade.
2. Attendance at all skills laboratory classes is mandatory. The student is only allowed to miss two skills laboratory assignments during the course. It is the student's responsibility to schedule make-up lab with the instructor on their first day back to school. If more than two labs are missed, the student will jeopardize his/her ability to pass the course.

3. When absence from any clinical/laboratory activity is necessary, it is the student's responsibility to obtain the information missed. The student is to be prepared for all assignments for the first day of his/her return, unless prior arrangements with the instructor have been made.
4. Clinical orientation attendance is mandatory for each rotation. Failure to attend will result in probation for 30 days or the length of the rotation, whichever comes first.
5. Clinical evaluations are done at the end of each clinical rotation.
6. If the required clinical paperwork (documentation examples and nursing care plans) is not received PRIOR to the evaluation, the student will receive a clinical failure.

EVALUATION OF STUDENT CLINICAL PERFORMANCE

Student clinical performance requires frequent monitoring, guidance and feedback during the learning process to progress. Nursing students will be provided with verbal and written feedback from their instructor on a weekly basis. As a formal means of determining student ability in delivering safe, effective nursing care, written performance evaluations are required for each clinical nursing course at the mid term point and at the end of the rotation. Evaluation forms describing the clinical objectives and evaluative criteria are provided and students are required to acknowledge reading their evaluation as evidenced by their signature. A comment section is also provided. Students are provided a formative (mid-term) and summative (final) evaluation for most clinical courses. All clinical nursing courses require a minimum rating of "pass" on all clinical objectives.

Clinical Course Grading Scale:

The clinical performance of the student, explained in terms of self-direction and client safety, is described by using the following scale: **Five being the top and preferable score:**

5. **Functions safely at an above-average degree of self-direction.** Can be relied on to carry out nursing responsibilities safely and thoroughly. Requires guidance and instruction in complex or unique situations only. Maintains this level of

performance consistently throughout a given clinical experience.

4. **Functions effectively with minimum direction.** Relates previous and present knowledge to nursing responsibilities without assistance for problem recognition.
Is able to function with minimal instruction and guidance.
3. **Functions effectively with moderate guidance.** Needs the guidance and instructions required by most students at the same level in the program.
2. **Needs frequent reminders to recognize and maintain a safe level of practice.**
1. **Unsafe without close supervision.** Needs frequent, direct guidance and detailed instruction to prevent errors or dangers
0. **Unsafe-to-practice.** Endangers safety of the patient when nursing actions and interventions are unsupervised, or no clinical objectives met.

If a student does not complete a course or earn a grade, the following will identify the student progress:

W = Withdrawal, a "W" grade is provided when a student leaves the course due to a leave of absence or is withdrawn from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.

I = Incomplete, an "I" grade will be provided for any course that a student and instructor develop a written plan for an extension to provide work by a date, no later than two weeks by the end of the course. Any course with an "I" grade is not calculated into the grade point average. An "I" grade will be changed to an "F," after two weeks of the end of the course if the written plan is not completed.

T = Transfer of Credit, a “T” will be provided for any course that is transferred in due to being taken at another institution or through experiential learning as described in the policy above. Any course with a “T” grade is not calculated into the grade point average.

R = Repeat, an R will be provided for any course that is repeated on the prior course attempted. Any course that has a grade of “F” (Fail) or “W” (Withdrawal) is required to be repeated. Any course with an “R” grade is not calculated into the grade point average. However, courses will be considered hours / credit hours attempted for the purpose of determining maximum time frame.

Advance Medical School of Nursing does not offer non-credit or remedial courses.

EVALUATION OF STUDENT CLINICAL PERFORMANCE

Student clinical performance requires frequent monitoring, guidance and feedback during the learning process to progress. Nursing students will be provided with verbal and written feedback from their instructor on a weekly basis. As a formal means of determining student ability in delivering safe, effective nursing care, written performance evaluations are required for each clinical nursing course at the mid term point and at the end of the rotation. Evaluation forms describing the clinical objectives and evaluative criteria are provided and students are required to acknowledge reading their evaluation as evidenced by their signature. A comment section is also provided. Students are provided a formative (mid-term) and summative (final) evaluation for most clinical courses. All clinical nursing courses require a minimum rating of “pass” on all clinical objectives.

Achievement Testing:

Students will be required to participate in a standardized total testing program, at scheduled intervals throughout the Nursing program. These assessments provide the student and the Nursing program with valid and predictable measures to identify strengths and weaknesses of the student and the curriculum. The assessments also identify areas of needed content review and provide a specific individual student remediation plan.

WITHDRAWAL

The nursing program follows the withdrawal policies established by the Institution. Students are expected to review the Institution's catalog for specific procedures concerning withdrawal.

GRADUATION REQUIREMENTS

A diploma of successful completion will be awarded to students who complete the following conditions:

1. Completed all required hours of theory, lab, clinical and remediation / make-up work;
2. Earn a C (75%) or higher in each nursing course, achieve an overall Cumulative Grade Point Average (CGPA) of 2.5 or better at the completion of the program, and earn the required 95 credits in the Vocational Nursing Program.
3. All Vocational Nursing Program students must achieve a passing score on the Pre-NCLEX-PN assessment or complete satisfactory remediation. It has been determined that a passing score of 70% or above will prepare most students for the actual NCLEX.
4. Cleared all financial obligations

Graduate Evaluations:

Students eligible for graduation are required to complete an exit survey. The survey assesses the school experience, key service areas, and student satisfaction. Results are compiled and submitted quarterly. Information from multiple surveys is combined and distributed according to the Advanced Medical Nursing School Assessment and Evaluation Plan.

U.S Department of Labor's Standard Occupational Classification Code: 29-2061

LISENURE REQUIREMENTS

In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN). Completion of the Vocational Nurse program does not automatically enable a graduate to work.

Summary of Requirements for Licensure as a Vocational Nurse

Section A

1. Minimum Age - 18 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") Note: A License will not be issued until the board receives the background information from DOJ.
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

Section B

1. Graduate of a California Accredited School of Vocational Nursing.

Successful completion of a California Accredited Vocational Nursing Program. Contact your program director for application forms and instructions.

2. Graduate of an Out-Of-State School of Practical/Vocational Nursing.

The school of practical/vocational nursing from which you graduated must have been accredited by the Board of Nursing in the State in which it is located.

(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)

3. Equivalent Education and/or Experience.

This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

- Knowledge of commonly used drugs and their action
- Computation of dosages
- Preparation of medications
- Principles of administration

The 51 weeks of experience shall include a minimum of each of the following:

- 44 weeks medical/surgical nursing
- 4 weeks maternity or genitourinary nursing
- 3 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of six (6) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing

- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

Basic Bedside Nursing

Ambulation Techniques

Intake and Output

Bed-making

Neurological Check

Catheter Care

Personal Hygiene and Comfort Measures

Collection of Specimens

Positioning & Transfer

Diabetic Urine Testing

Range of Motion

Enema

Skin Care

Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)

Urinary Catheterization

Sterile Dressing Change

Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

s. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:

a. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.

b. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.

c. Submit proof that service was honorable (DD-214).

d. Note: A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.

t. 4-Year Expired California Licensed Vocational Nurse.

Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an accredited school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

NURSING PROGRAM PINNING CEREMONY

Students will be awarded a Vocational Nursing Program pin upon successful completion of the program. These pins will be presented at the fifth quarter pinning ceremony. The nursing pin is a century old symbol of service to others. The nursing pin today represents completion of the nursing program and represents nursing excellence and service to others.

GRADUATION CEREMONY

All students who have completed their academic programs are invited and encouraged to participate in the commencement ceremony.

NCLEX-PN Exam Results:

Exam results will be collected for each graduate and pass rates closely monitored. Advanced Medical School of Nursing will analyze student pass rates and assess those scores to determine whether current program students need supplemental support materials or participation in review opportunities.

EMPLOYMENT OPPORTUNITIES AFTER GRADUATION

In order to work as a Vocational Nurse in California, students will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN). Completion of the Vocational Nurse program does not automatically enable a graduate to work.

Employment opportunities are varied for the graduate once they have passed the licensing test.

Such areas of employment include, but limited to:

- Acute Medical/Surgical Hospitals
- Convalescent Hospitals (Long Term Care, Skilled Nursing)
- Home Care Agencies and Correctional Facilities
- Outpatient Clinics
- Doctor's Offices
- Ambulatory Surgery Centers
- Dialysis Centers
- Blood Banks Vocational Nursing Programs
- Psychiatric Hospitals

SCHOOL POLICIES PROCEDURES

FOREIGN STUDENT PARTICIPATION

Students from other countries may apply for enrollment at Advanced Medical School of Nursing. Transcripts from educational experience in their countries will need to be evaluated by a service regulated to do so. This service validates the credentials and credits of that institution to determine the educational components comparison to the educational system of the United States. Once that is determined, the student credits can be applied to the admission requirements for each nursing program.

THERE ARE NO VISA SERVICES AVAILABLE FROM ADVANCED MEDICAL SCHOOL OF NURSING AND ADVANCED MEDICAL SCHOOL CANNOT VOUCH FOR ANY STUDENT.

All courses are taught in English. There are no ESL courses offered. The student should be prepared to speak and write with basic English language skills.

FEES AND FINANCIAL SERVICES

Advanced Medical School of Nursing does not participate in federal or state financial loans or subsidies. Any application to these entities for financial support will be the responsibility of the student.

All fees and tuition are subject to change without notice, with an effective date noted in the catalog addendum for enrollments that occur thereafter.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL (LVN Program)

1. You have the right to cancel the program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day, after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Advanced Medical School of Nursing, 1760 Chester Drive, Pittsburg, CA 94565 for the Pittsburg Campus and 1701 San Pablo Avenue, Berkeley Ca 94702 for the Berkeley Campus. This can only be done by hand delivery to the director of nurses and it is considered effective on the day that it is received by the director of nurses.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled the school will refund the student 100 percent of the amount paid or institutional charges, less a reasonable deposit or application fee not to exceed one hundred fifty dollars (\$150), if notice of cancellation is made through attendance at the first class

session, or the seventh day after enrollment whichever is later. Refunds will be less any deduction for equipment not returned in good condition, books issued, and uniform within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

After classes begin, a student may withdraw from the program after the cancellation period (described above) and receive a prorated refund. A prorated refund will be made if the student has completed 60 percent or less of the scheduled hours in the program through the last day of attendance. The refund will be less a registration or administration fee or STRF not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- Student voluntary withdrawal from the program.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for one week (7 consecutive calendar days).
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of one week (7 consecutive calendar days).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be paid to the student.

CNA/HHA CANCELLTION AND REFUND POLICY

CANCELLATION, WITHDRAWAL AND REFUND / DISMISSAL / PROBATION POLICY STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your for a program of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day, after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Advanced Medical School of Nursing, 1760 Chester Drive, Pittsburg CA 94565. This can only be done by hand delivery.
3. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
4. If the Enrollment Agreement is cancelled the school will refund the student 100 percent of the amount paid or institutional charges, less a reasonable deposit or application fee not to exceed one

hundred fifty dollars (\$150), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment whichever is later. Refunds will be less any deduction for equipment not returned in good condition, books issued, and uniform within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM PROGRAM, LEAVE OF ABSENSE/PROBATION,C.N.A/HHA

After classes begin, a student may withdraw from the program after the cancellation period (described above) and receive a prorated refund. A prorated refund will be made if the student has completed 60 percent or less of the scheduled hours in the program through the last day of attendance. The refund will be less a registration or administration fee or STRF not to exceed \$150.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- Student voluntary withdrawal from the program.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for one week (7 consecutive calendar days).
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of one week (7 consecutive calendar days).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be paid to the student.

LEAVE OF ABSENSE: Will be granted upon request but any missed hours must be made up no later than the next class (if space is available) to graduate. After that, the student must re-register for class.

PROBATION: Poorly performing C.N.A students will be placed on observation for seven days and performance monitored for corrective actions with instructor and DON. No probation for HHA's.

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the State-imposed assessment for the STRF, or it must be paid on

your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-75893

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 day before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary awards by arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

LOAN REPAYMENT

NOTE:

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

FINANCIAL ASSISTANCE

*****Although Advanced Medical School of Nursing does not yet qualify to participate in federal or state student loan systems, you may be eligible for assistance through the school's scheduled payment plan. Please contact the admissions representative for this information.*****

THIRD PARTY FINANCIAL AID ACCPETED

Advanced Medical School of Nursing participates in a variety of programs that are available to those who qualify. Our financial aid team is ready to assist you with finding the right combination to help you achieve your educational goals. Financial Aid programs include:

Third party payments from:

- 1) The California Employment Department (WIA). Web Site: www.edd.ca.gov/about_edd/
- 2) Department of Rehabilitation – Web Site: www.dor.ca.gov
- 3) Scholarships and private companies sponsoring a student. The school communicates with third party entities directly to ensure the adequate handling of the student's enrollment and payment. As such, students interested in obtaining financing from a third party are encouraged to contact them to request the sending of the necessary paperwork to Advanced Medical School of Nursing.

Scholarships

Similar to grants, scholarship represents money that does not have to be repaid. However, they are awarded on a variety of criteria, some of which are financial need, grades, athletic performance, or community service. Advanced Medical does not currently offer scholarships but students are encouraged to explore this possibility.

CRIMINAL BACKGROUND and DEPARTMENT OF JUSTICE/FEDERAL BUREAU OF INVESTIGATION FINGERPRINT CHECK

All prospective students must complete a criminal background check through the services of American Databank.

Students will also have to get fingerprint check and satisfactory clearance by going to a Live Scan site. Students will have to pay the Live Scan operators a fingerprint processing fee and a separate live scan rolling fee. Once your fingerprints have been scanned, the Live Scan operator will complete the bottom section of the form and return the 2nd and 3rd copies to you.

Upon completion, please bring the 3rd Copy of the completed Live Scan form, with the bottom section of the form completed by the Live Scan operator, to the AMSN admissions representative to facilitate collection of your criminal history information from Department of Justice (DOJ).

A list of "California" Live Scan Sites are posted on the DOJ website at:

<http://ag.ca.gov/fingerprints/publications/contact.php>. Live Scan fingerprinting is only available within the State of California. If you reside outside of California, please contact one of the Live Scan offices to request the "hard card" fingerprint forms and procedures.

Additional criminal background check information may be required for students based on their state and/or clinical setting requirements.

In the event that a criminal background check reveals a conviction or other issue, the Director of Nursing will notify prospective or new students of one of the following:

- a. Not admitted into the program.
- b. Withdrawal from the program
- c. Admitted or may continue in the program for minor offenses that do not restrict eligibility to enter clinical settings and/or complete application for licensure.

Prospective or new students will not be admitted into or permitted to continue in the specific nursing Program if information reveals a felony conviction or other issue that the school deems unacceptable or that prevents a student from being accepted into a clinical setting.

Students who leave the nursing program and apply for readmission will be required to complete a national criminal background check and fingerprinting check prior to readmission into the school's program.

The Director of Nursing will maintain confidentiality of all information related to criminal background and fingerprinting checks.

National Criminal Background Check and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) Fingerprint Procedure:

1. Prior to admission into the specific school program, each prospective student will receive information in writing about the required criminal background check and the DOJ and FBI fingerprinting requirement.
2. If additional criminal background check or fingerprint results information, or authorizations are necessary, the prospective or new student will be notified by the Director of Nursing.

3. Students admitted into the school's program must complete the criminal background check and the DOJ and FBI fingerprinting requirements and receive a satisfactory result by the one week prior to the start of the program.
4. The Director of Nursing and school administration will monitor criminal background checks and review the results for each prospective student as they become available.
5. A copy of the completed criminal background check and DOJ and FBI fingerprint completion and approval will be provided to the Registrar's office for inclusion in each student's record.
6. Prospective students with reported offenses will be notified by the Director of Nursing. Prospective or new students who pass the background check and the DOJ and FBI fingerprinting requirements with no issues may proceed without any notification.

DRUG FREE POLICY

Advanced Medical School of Nursing administration and faculty are committed to a drug free environment. Illegal drugs and/or alcohol are not permitted nor tolerated at the school or any clinical site. The program students must not be under the influence of drugs and be capable of using all senses while performing the responsibilities of patient care in the clinical practice setting and in the classroom and laboratory setting. If a student exhibits signs of being under the influence the student will be dismissed for the day, and may be withdrawn from the program. The student may not attend class until cleared by a healthcare professional.

Most clinical agencies now require drug screening prior to student's being placed for clinical practice. The school requires each student to submit to drug/chemical substance testing before admission into the program. All applicants will be directed to a testing center(s), designated by the campus, for the drug screening and the applicant will be responsible for all costs associated.

The student may also be randomly tested during the program. Clinical agencies can and often do require drug screening prior to the student being placed for clinical training that indicates the student will be required undergo additional testing.

Immediate termination from the nursing program will result if the involved student has:

- a. Failed to comply with the request for testing results within the specified time frame.
- b. A positive result on the drug screen.

During the admission process, the nursing applicant is given the opportunity to self - disclose outstanding warrants, arrests, charges and convictions. Self - disclosure shall be required during the nursing program as well. As a condition of continued enrollment, the student shall notify the Director of Nursing of any criminal or drug violation/conviction no later than five days after such violation or conviction occurrence. The school reserves the right to require additional drug/chemical substance screenings at any time and could cause an interruption in a students' course(s) of study.

DISMISSAL

A student may be placed on probation, suspension, or may be dismissed for failure to meet the academic or conduct standards. Behavior probation for 'unacceptable' conduct will be in effect for the remainder of the program regardless of whether a previous written warning was issued. Students who are placed on any probation will be notified in writing, in person, or by certified mail. Official documentation of academic, clinical, behavior or attendance probation must be provided to financial aid and may impact loan disbursement. In most cases, a failure to meet the terms of probation will result in dismissal from the program. The Director of Nursing and faculty follow the policies and procedures of the nursing department and the Institution in making the determination of student admission, progression and graduation. The final decision regarding dismissal from the program rests with the Director of Nursing. A dismissed student for disciplinary reasons has the right to appeal his/her dismissal from the program as outlined in the grievance procedure contained in the institution's catalog.

ATTENDANCE/ABSENCE

Regular attendance and dependability are evaluated as part of the nursing education program. Students are being prepared for employment in hospitals, long-term care centers, clinics, and other health care agencies in which absenteeism and/or tardiness are not acceptable. Students are expected to place the highest priority on attending all scheduled lectures, laboratory and clinical practice assignments.

Students are expected to be on time and prepared for each class. Personal commitments or appointments, i.e. doctor's, dentist's, personal issues are to be scheduled at times that do not conflict with the academic requirements of the nursing program. Students must report their absence by contacting the classroom faculty before the start of class. Students are responsible for maintaining accurate contact information for the faculty and staff. Whenever a student is absent, that student is responsible for all class work missed. Students must make arrangements with the instructor on the first day back in school for make-up work. All full time nursing instructors have a phone with voicemail which will be provided upon entry into the program. (See the Clinical Attendance Requirements section for information regarding clinical and laboratory attendance).

Attendance: Tardiness and excessive absences are unacceptable, and are interpreted as a failure to act toward others in a professional manner. Students are cautioned that excessive non-attendance interferes with the ability to complete this course. This program follows a sequential pattern from basic to more complex information. Each new level of information adds to and builds upon previous knowledge. Experiences in the clinical area cannot be duplicated and valuable learning opportunities may be lost due to missed hours.

Students must meet the required objectives in theory and clinical performance by the end of each Quarter or prerequisite as indicated; before being allowed to advance to the next class if it is a prerequisite or Quarter. It is the student's responsibility to contact the instructor when a class has been missed. This applies to both theory and clinical.

Accurate attendance records in both theory and clinical will be maintained, in compliance with all regulations. Attendance records will be given to the program director at regular, predetermined times during each month. The director will maintain records for at least five years after the graduation of each cohort.

Attendance during clinical is required to meet course objectives. Therefore, all students must have a pre-arranged transportation back-up system. When absences prevent a student from meeting the objectives, the required evaluation cannot be made and a failing grade will be issued. In conformance with health industry standards, each student is allowed a total of 10 absences from assigned clinical experiences throughout the entire program. Any scheduled clinical experience is counted as a full clinical day. All absences cannot be in the same clinical rotation or term.

The student is responsible for letting the school, and instructor, know about any absence as soon as possible. Any school absence or tardy due to emergencies, religious or cultural holidays, or commute will be reviewed and due consideration taken.

Attendance is taken by having the student sign an attendance sheet. If student is tardy, the instructor is responsible for writing in the number of minutes tardy, and any absences on the attendance sheet. Missing any time due to tardiness and absences means it must be made up in the manner and time convenient to the school and the instructor. Acceptable methods for make-up include:

- (1) Theory: case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory and research projects. The student is responsible for making arrangements for makeup work the first day returning back to school. The student will be allowed the same amount of time off of school to complete the make-up work. This also includes that all theory work must be made up prior to the end of the class and follow the pre-requisite requirements.
- (2) Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients. Clinical make-up times should be scheduled and approved the first day back to clinical area with the instructor and completed prior to the end of the clinical course.

A student who misses one week (7 calendar days) in a row will be withdrawn from the school.

Absentee/Tardiness Follow-Up:

***First absence**, or 2nd day tardy: shall mean a discussion between student and instructor. A warning will be written, signed by student and staff member, and placed in student file. Make-up is required.

***Upon second absence**, or 3rd tardy day: a second discussion will be arranged. A contract will be written stating the problem, the resolution to be accomplished and the consequences of not following through such as failure of class and up to termination from school), signed by student and a staff member. This will be placed in the student file. Make-up is required.

***A third absence**, or 4th tardy days: the student will meet with the assigned instructor and Director of Nursing. At this time the student is reminded that two more absence for a single course (a total of 5) or one more tardiness and they will be dropped from the program.

Accurate attendance records in both theory and clinical are maintained. Ineffective patterns need to be noted and changed by the student to ensure completion of the program professional, timely manner. Missing one week of clinical and theory will drop a student from this program.

Any school absence due to religious or cultural holidays or personal travel time is included in this policy. The Director of Nursing will mediate any issues that may arise. Emergencies will be reviewed and due consideration taken and excused by the Director of Nursing if indicated. There is no guarantee as to being placed back into current class.

Any student dropped for this reason, may request to re-enter the program. Placement will be into the Quarter dropped, if grades, attendance, class size and previous behavior pattern permit, and at the discretion of Program Director. The student is responsible for letting the school, and instructor, know about any tardy or absence 30 minutes prior to the class or in emergency situations as soon as possible. At the start of a new cohort, all students are requested to provide a written notification regarding all religious/cultural dates that might require him/her to miss days from school.

Return to School Following Absence

1. Written verification permitting resumption of total nursing activity may be required from a physician following an absence of three or more days due to illness.
2. Missed learning activities may or may not be rescheduled at the discretion of the instructor or Director of Nursing. The student is however, responsible for all material covered in clinical/laboratory.
3. Immediately upon return, the student has the responsibility to consult with the instructor regarding activities missed due to an absence.
4. If a student misses laboratory activity, and the notification process has not been followed by the student, the grade will be recorded as unsatisfactory. No make-up opportunity will be given.

Laboratory and Clinical Attendance

Student absences jeopardize the student's ability to meet clinical laboratory objectives. The nursing program has minimal opportunities for make-up work. Students will either fail or be dropped from the program due to absences in excess of the policy.

Students are expected to be on time and prepared for each lab or clinical session. Students must meet all clinical required hours as indicated in the syllabus, any absences may put the student at risk for course failure. Students must arrive 15 minutes prior to clinical with the instructor on site, so they are prepared to start the clinical experience on time.

When a clinical or laboratory absence occurs, the student must contact his/her clinical instructor 30 minutes prior to the clinical start time. If the student does not make contact with the instructor, the

student is to call the school and contact the Director of Nursing or, if the Director is unavailable, leave a message with the campus receptionist. If this time period is before school business hours, it is acceptable then to leave a message on the school message machine if the student is unable to reach the instructor. Failure to follow this procedure may result in disciplinary action for the student. In the event there is an emergency situation, the student must contact the faculty assigned for that clinical rotation or Director of Nursing during normal business hours as soon as possible.

The Director of Nursing will determine if a student will be allowed to make up clinical assignments. Failure to attend a scheduled make-up may result in a clinical/laboratory failure. Students will fail the course if they are absent from two scheduled clinical/lab sessions and they do not make up the hours. This policy also applies to situations where the absence was unavoidable.

Return to School Following Absence

1. Written verification permitting resumption of total nursing activity may be required from a physician following an absence of three or more days due to illness.
5. Missed learning activities may or may not be rescheduled at the discretion of the instructor or Director of Nursing. The student is however, responsible for all material covered in clinical/laboratory.
6. Immediately upon return, the student has the responsibility to consult with the instructor regarding activities missed due to an absence.
7. If a student misses laboratory activity, and the notification process has not been followed by the student, the grade will be recorded as unsatisfactory. No make-up opportunity will be given.

CLINICAL CONDUCT

Students are required to observe the following guidelines for behavior in the clinical setting. The students must:

1. Adhere to all the guidelines and policies outlined by the agency during orientation.
2. Not bring children to the agency at any time
3. Park in designated areas only
4. Be present in the clinical agency only when supervised or with permission of their instructor. Students will report to and not leave the assigned unit unless authorized to do so by their instructor
5. Not use or carry on their person, cell phones or pagers in the clinical setting
6. Ensure proper attire to include school patch and identification badge are worn. Students will be dismissed from the agency setting and counted absent if they are inappropriately dressed or missing their identification badge
7. Adhere to all instructions given by the clinical instructor and professional staff. Patient care experiences are a privilege, not a right of the student. If the instructor determines that the student is unprepared to function safely in the clinical setting, the student will be dismissed from the unit and sent to the school to meet with the Director of Nursing
8. Treat all staff, patients, and family with respect and perform in a professional manner at all times. Confrontational behavior between students and staff is not allowed. Seek the guidance of the instructor if disagreements or misunderstandings arise

9. Maintain open communication between yourself, your instructor and the staff members. If the student wishes to leave the nursing unit to go to another area of the agency, ask permission of the instructor and “report off” to the staff member.
10. Approach the staff with an eager attitude for learning patient care. Skills must be performed under the direct supervision of the instructor, with the instructor’s permission, or under the supervision of a staff nurse.

CLINICAL DRESS CODE/APPEARANCE

Students are responsible for learning and observing the basic standards of appropriate dress, personal cleanliness, modesty, and good grooming. Nursing students, by the nature of their chosen vocation, are required to wear a uniform and other items of dress that are not offensive or hazardous to the health and safety of themselves or others. Students not only represent themselves in the community, but the nursing program which they attend.

Below are the expected behaviors that all nursing students are to adhere to in the classroom and clinical settings:

1. Students are expected to practice daily hygiene, remaining free of offensive body and breath odors. Perfume and aftershave are discouraged as it is potentially offensive to peers and patients or may cause an allergic reaction in some individuals.
2. Hair must be neatly groomed. In the clinical and laboratory settings, long hair will be pulled up or back away from the face and contained. Only elastic bands or small clips that match hair or uniform color may be worn. Hair must not touch the clavicle area when leaning forward to ensure aseptic technique. Hair must be on natural occurring hues (blond, brown, etc.) and not dyed in a dramatic manner.
3. Male students are expected to keep hair, mustaches, and/or beards neatly trimmed. An unshaven appearance is not acceptable.
4. Make-up and jewelry must be kept to a minimum in both the nursing lab and clinical area for safety reasons. Wedding rings, a watch, and one set of small post earrings (placed in the ear lobe) are permissible. More than one earring per ear is NOT acceptable, nor is placement other than the ear lobe. Visible body piercing (i.e., eyebrow, nose, lip, or tongue) is not acceptable. One small neck chain is allowed, if it is not visible or accessible to patient reach.
5. Nails must be medium-short in length to maintain asepsis and safety for the patient. Clear or light-colored nail polish only may be worn. Acrylic or other types of artificial nails are not permissible and have been banned by the clinical sites for infection control purposes.
6. The total uniform as designated must be worn. All uniform attire must be approved by nursing administration.
7. The Identification badge must be worn on the left side at all times when in uniform or street clothes unless otherwise requested. Recognition or caduceus pins may be added to the ID badge, but other items only by approval of nursing administration.
8. All white enclosed regulation nursing shoes or all white enclosed leather shoes with rubber soles must be worn. Clogs without straps are not acceptable.
9. Plain white or beige underwear only must be worn with complete coverage of the buttocks required.

10. White or beige hose, knee highs, or plain white socks must be worn by female students. White socks must be worn by male students.
11. Clothing must be clean, wrinkle free, non-stained, and in good repair.
12. Due to the standards of many facilities and the nursing consortium, students are required to have tattoos covered with school uniform attire. If tattoos are on the arms, the uniform warm-up jackets must be worn to cover them.

Any student who does not conform to the clinical dress code is subject to dismissal from the classroom, laboratory, or clinical area and will be counted as absent.

DISMISSAL FROM THE CLINICAL AREA

The Advanced Medical School of Nursing and faculty believes that the physical and emotional welfare of patients and their families have the highest priority. In addition, students must consistently demonstrate physical and mental competence when in the clinic areas in order to deliver patient care safely. Therefore, a student may be dismissed from the clinic setting by the clinical instructor or the Director of Nursing if the student:

1. Demonstrates clinically unsafe nursing practice, which jeopardizes or has the potential to jeopardize patient welfare. A student who has demonstrated clinically unsafe behavior will be relieved of clinic responsibilities and referred to the Director of Nursing.
2. Fails to properly perform skills previously learned may result in the student being sent to the school's skills lab to demonstrate and be re-evaluated for proficiency by the clinical/lab instructor.
3. Fails to demonstrate physical and mental competence in the clinic areas.
4. Demonstrates behaviors that jeopardize or potentially jeopardizes the operations and management of the health care facility. This behavior may be related to many factors: e.g. physical or mental health problems, knowledge deficits, problem-solving skills deficits, anxiety, use of chemicals/drugs, etc.
5. A pattern of concern in any or all of these areas may result in dismissal from the nursing program.

CLINICAL PROBATION

For a student who does not receive a satisfactory passing grade during the clinical rotation or at least half way through the class, he/she will meet with the School Director and instructor. The student will be placed on probationary status and an action plan developed for one course or clinical rotation, as applicable. At the end of the probationary period the action plan terms are reviewed to determine completeness. If the action plan terms are complete the student will be removed from probation and considered to be making satisfactory academic progress.

A student who fails probation is subject to withdrawal, extended probation (one additional course or clinical rotation), or must repeat the class. Repeating a class will extend the scheduled graduation date. ** (and will probably place the student into another cohort.)

CLINICAL FAILURE

If a student demonstrates continuing clinic deficiencies, the student is at risk of receiving a failing grade for the clinical course/rotation. If the decision is made to suspend or dismiss a student from all

subsequent clinical experiences, the student would then receive a failing grade for the entire nursing course.

The faculty will identify and document unsafe behaviors as well as counsel the student regarding unsafe clinical performance. Documentation from faculty and written evaluations will be provided to the Director of Nursing for the course in which the student is enrolled. The Director of Nursing, in consultation with the nursing faculty, will determine whether the student will be allowed to continue in the clinical setting.

A student will have an opportunity to respond to the circumstances resulting in suspension or dismissal by submitting any relevant data pertaining to the incident(s) and following the grievance procedure outlined in the school's catalog.

A failing clinical grade results in a course failure, even if the student passes classroom theory or laboratory. Clinical failure may result in the permanent dismissal from the school.

CLASSROOM CONDUCT

Advanced Medical School of Nursing Vocational Nursing Program strives to provide the best educational opportunity for the student nurse. So that the learning process can meet the needs of each student, it is our policy that respectful classroom behavior is required and will be enforced. Professional behavior is expected of the nursing student at all times. In addition to the student "Conduct" policy listed in the school's catalog, these rules apply specifically to classroom behavior:

1. Regular and punctual attendance at all classes, skills lab and clinical is mandatory.
2. When a classroom absence is necessary, it is the student's responsibility to obtain the information missed. The student is to be prepared for all assignments for the first day of his/her return, unless prior arrangements with the instructor have been made.
3. The tardiness rules apply to coming back from a break on time.
4. If a student must leave the class during any time that has not been designated for breaks, they will be counted absent and will be required to make up any missing information for that time period.
5. If a student has a question or did not hear what the instructor said in class, the student is to raise his/her hand and wait to be called on by the instructor, and get clarification.
6. The use of personal computers in the classroom is allowed for note taking and as a resource for course-related information, but non-class related activities of any kind, or use of the computer that is disruptive to the classroom is prohibited and the consequences include the exclusion of the use of a computer for future classes.
7. Private conversations are not to be conducted with classmates during class time. Students are involved in a group learning environment and this becomes a distraction to the learning of other students in the class. If the instructor concludes that the student's behavior is disruptive to the learning environment, the instructor will ask the student to leave and see the Director of Nursing for advisement.

DISCRIMINATION

In addition to the “Policy of Non-Discrimination” located in the school’s catalog the nursing program enforces a zero tolerance rule with regards to discrimination. This includes making comments or using nicknames that could reference race, age, sex, sexual orientation, religion, or national origin. Probation, suspension, and/or termination from the program, and ultimately the school, may result.

ACADEMIC INTEGRITY

Nursing students are expected to maintain an environment of academic integrity. Actions involving scholastic dishonesty violate the professional code of ethics and are disruptive to the academic environment. Students found guilty of scholastic dishonesty are subject to disciplinary action including dismissal from the program.

Cheating: Copying from another student’s test. Possessing or using materials that are not authorized during a test. Using, buying, stealing, transporting, or soliciting a test, draft of a test, test facsimile, answer key, care plans, or other written works.

Plagiarism: Using someone else’s work in your academic assignments without appropriate acknowledgment (includes books, journals, and internet sources).

Collusion: Collaborating with another person in preparing academic assignments without authorization.

Any nursing student who fails to demonstrate to the faculty the intellectual, ethical, or behavioral attributes necessary for a member of the nursing profession is subject to dismissal from the program.

LEAVE OF ABSENCE POLICY

Requests for leave of absence may be granted for emergency reasons only. The student must submit a written request to the School Director for approval. Supporting documentation may be required. A student may be granted a leave of absence not to exceed a total of 180 calendar days in a 12-month period. Taking an LOA will require make-up work which may postpone graduation. If a student does not return at the expiration of a leave, the withdrawal policy will apply.

WITHDRAWAL

If a student chooses to withdraw from school, they need to provide written notice. If a student does not attend class and is not on an approved Leave of Absence, and fails to notify the school for a period of one week (7 calendar days), the student will be deemed withdrawn as of the last date of

attendance. The student will be eligible for reinstatement and receive credit for classes successfully attended and monies previously paid, for a period not to exceed 15 months.

PAGERS AND CELLULAR PHONES

Beepers and cellular phones may be carried on the campus. During class hours, cellular phones and beepers will be placed in the silent mode or turned off. Students will not leave during class or skills laboratory hours to answer a page or phone call. Calls can be answered at the 10-minute break period scheduled each hour. Pagers/phones may not be worn during clinical hours. If students need to be reached during clinical hours, the family should call the clinical agency and request to speak with the student. Also, the pager/cellular phone number of the instructor can be given to the family for emergency purposes. Violation of the policy will result in the student being formally counseled and further instances will result in conduct probation.

TRANSPORTATION

Transportation to and from the school and clinical assignments is the responsibility of each individual student. Carpooling is supported; however, clinical assignments cannot be individually guaranteed or assigned to meet personal preference or geographical convenience. Additionally, students are reminded that clinical assignments throughout the program may be scheduled during the day, evening, or on the weekend off-campus in the community.

PARKING

Students are mandated to park in designated student parking areas only, while on campus, near campus or clinical sites. Failure to comply may result in car towing or dismissal from the clinical site. Parking stickers, if applicable, are to be used as directed.

COMPLAINTS AND GRIEVANCE PROCEDURE

If a student has a complaint, s/he must first discuss it with the instructor involved, theory or clinical. It may also be put in writing and submitted to the instructor involved. The student may be given a written statement during this meeting. Resolution of most problems will end here. A recurrence of the same problem may lead to a discussion with the Director of Nursing.

If a satisfactory result is not met within 7 business days, the student may meet with the Program Director within 10 business days.

It is anticipated that a satisfactory conclusion will be achieved; however, if the student still has a complaint a meeting will be set up with the Administrator within 15 business days after talking with the Director of Nursing.

The student may contact the Bureau at any time during the grievance process. All unresolved issues or complaints may be addressed to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) or Bureau for Private Postsecondary Education (BPPE) at the following addresses:

1. BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS
2535 CAPITAL OAKS DRIVE, SUITE 205
SACRAMENTO, CA 95833
(916) 263 - 7800
WEB SITE: www.bvnpt@dca.ca.gov

2. BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, (BPPE)
2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Web site: www.bppe.ca.gov

HEALTH INFORMATION

MEDICAL RELEASE FOR ILLNESS/INJURY

Advanced Medical School of Nursing is concerned for the health and well-being of students/faculty and patients. Any nursing student who wishes to return to class/clinic/lab after an injury and/or illness resulting in an absence may be asked to present to the Director of Nursing a medical release signed by a health care practitioner indicating they are released to return. Any financial responsibility for this medical release belongs to the student.

PREGNANCY

Students who are pregnant or become pregnant during the course of study must advise the Director of Nursing as soon as possible. Students who can successfully combine satisfactory school attendance with childbearing will not be prohibited from participating in the nursing program. The student must, however, fulfill the same attendance and course requirements as any other student. No special clinical assignments can be made for these students. Special arrangements for maternity leave cannot be made for students. It is the student's responsibility to inform others in the clinical setting of her pregnancy in order to protect herself and the unborn child.

The student who becomes pregnant must file with the Director of Nursing a statement incorporating the following understanding:

- That she is under a physician's care, and in the physician's opinion, she is physically and mentally capable of functioning in the assigned clinical area and successfully completing all course requirements.
- That she accepts the responsibility of fulfilling the same course requirements as any other student and will withdraw from the course if such action is warranted due to physical or mental inability to complete these requirements.

Appointments required for prenatal care and postnatal care are to be made outside of class and clinical time if at all possible.

IMMUNIZATIONS

The following is a list of necessary immunizations for all nursing students attending Advanced Medical School of Nursing Vocational Nursing Program. Proof of immunization must be documented in the student record and may be reflected on a shot record, physical examination report, or a letter from a health care provider. All immunizations must be completed as part of the screening selection.

Advanced Medical School of Nursing complies with all state health care provider laws and regulations.

Tetanus (Td or DTP)	One immunization within the past 10 years
Measles, Mumps, Rubella (MMR)	Two boosters or a positive titer
Varicella (also known as chicken pox)	One inoculation, called Varivax, during lifetime must be shown, or a positive titer.
Hepatitis B (Hep. B)	A series of 2 injections. If the person waits too long between any of the injections, they may have to begin the entire series over again. Injection #1 shall be documented prior to beginning the program, while #2 will be completed during the course of the program. Notifications will be given to students for their next scheduled inoculation with a 30-day time frame to provide evidence to the Director of Nursing. A positive titer can also be submitted. Students will be barred from class and clinical from the day they exceed the 30-day period until they submit proof of immunization.

Tuberculosis Skin Test or Chest X-Ray (TB, PPD) Two-step skin test result or chest x-ray result within 4 weeks of the class start. If the student tested positive to the skin test or is allergic, they must show the results of a chest x-ray.

PLEASE NOTE:

1. Should the student be allergic to any of the above immunizations, they must provide a letter from a physician stating this. Women who are pregnant should not be immunized, again, a letter must be provided stating that her pregnancy prohibited the required immunizations.
2. Additional immunizations or health screening may be required to meet clinical agency requirements.
3. Students are responsible for keeping their original immunization record and providing the school with a copy for their student record.

INFECTION CONTROL

The delivery of health care has always been associated with risks for the health care provider. With increasing concerns about the spread of infection and other health risks in the health care settings, it is imperative that nursing students be aware of safety practices and guidelines aimed at decreasing the risk of infection for the student/patient and preventing the transmission of disease in the health care setting.

Prior to any student or patient contact, students will receive printed and verbal information and instructions about infection control including occupational exposure to blood borne pathogens and standard precautions in accordance with applicable Center for Disease Control (CDC) guidelines. A student-signed confirmation acknowledging instruction and comprehension of the information will be maintained in the Nursing Program student record (see Universal Precautions Acknowledgement form in the Appendix).

Students will be provided appropriate information regarding personal health habits, infection prevention and risk behaviors as part of their preparation. Students are required to provide a health history, documentation of a health examination signed by a licensed health care provider, and documentation of immunizations and TB test before participating in any laboratory or clinic activities. Nursing faculty, staff or students who believe they may have been exposed to or be at risk for HIV &/or Hepatitis should seek appropriate health care services.

BLOOD AND BODY FLUID EXPOSURE

In order to provide a clear mechanism by which Nursing students may receive immediate evaluation, testing, initiation of necessary prophylaxis, and follow-up for exposure to blood and body fluids that may occur while in supervised educational experiences, the following procedure should be followed.

Procedure:

Any student or faculty having exposure (or possible exposure) to blood or other body fluid should follow the procedure listed below. The CDC defines exposure as:

1. a needle stick or cut caused by a needle or sharp that was actually or potentially contaminated with blood or body fluids (urine, saliva, sputum, vomitus, feces)
2. a splash to mucous membranes (e.g. eyes, nose, mouth) with blood or body fluids
3. prolonged skin contact or exposure to blood or body fluids – especially when the skin is chapped, abraded, or afflicted with dermatitis or somehow otherwise not intact.

Immediately:

- A. Wash/irrigate (eye) area thoroughly with soap and water. (eye-water only)
- B. Identify source of contaminant (e.g. patient).
- C. Student will inform faculty. If unable to immediately contact faculty, inform supervisor of unit.
- D. Faculty will immediately inform the Director of Nursing.
- E. Director of Nursing or designee will assist exposed individual to obtain an appointment at appropriate health care provider.
- F. Faculty will inform the appropriate staff at the clinical site of the exposure.
- G. Faculty will investigate source of exposure (patient) as soon as possible.
- H. Exposed individual will complete the Advanced Medical School of Nursing Blood and Body Fluid Exposure Report, and if applicable, clinical agency incident report. Faculty may assist in generating the appropriate reports.
- I. Exposed individual will be required to be seen immediately by the appropriate designated health care provider.

Ongoing Follow-up:

1. Health care provider will evaluate risk and initiate treatment as well as education and counseling. If source person is known to be HIV positive, or at high risk for being HIV positive, evaluation must be conducted within 3 hours of exposure.
2. Exposed individual will make appointments for all follow-up visits prior to leaving the designated health care provider.
3. Exposed individual will provide medical evaluation and release forms to the Director of Nursing.
4. Director of Nursing will file release forms in student record.
5. Exposed individual may return to laboratory or clinical activities upon release by Director of Nursing

ACCIDENTS/INCIDENTS

Whenever an occurrence or event leads to unintentional consequences and an unfortunate happening to a student/faculty or patient/resident during class, lab, or clinic, an Incident Report must be completed. Exposure to blood borne pathogens is considered an accident/incident and requires an Incident Report. The blood borne pathogen policy as described in this handbook also must be followed, if applicable.

The student should follow these steps if an accident/incident happens:

1. Notify the faculty as soon as possible of the accident/incident whether or not there was actual injury to the student/faculty or patient/resident.
2. Student/faculty will be sent to a health care provider of their choice. Facility staff will evaluate patient/client for follow-up care.
3. Fill out Incident Report form. Faculty will assist.
4. Faculty/student inform(s) Director of Nursing of accident/incident and subsequent actions ASAP.
5. If the accident/incident occurs at a facility while participating in a scheduled/approved class-related experience, a facility accident/incident report form may also need to be completed. Faculty will facilitate student reporting of incident to staff at facility and in determining follow-up with the facility.
6. The Medical Release Form (see Appendix) will be completed in order to return to class/lab/clinic.

MEDICAL RELEASE CRITERIA

The Advanced Medical School of Nursing is concerned for the health and well-being of students/faculty and patients/residents. Any nursing student who wishes to return to class/clinic/lab after an injury and/or illness resulting in an absence may be asked to present to the Director of Nursing a medical release signed by a health care practitioner indicating they are released to return (see form in Appendix). Any financial responsibility for this medical release will belong to the student.

LIBRARY/LEARNING RESOURCES

All student receive an orientation to the campus-based Learning Resource Center/Library.

Databases include online textbooks at online library at Humbolt University:

1. library.humboldt.edu .

B) www.LIB.VT.EDU

And access to peer- reviewed, academic journals through

2. EBSCO Host Nursing database and OVID Nursing collections at Resoucecenter.ovid.com.

Both of these collections include full-text articles in a wide selection of nursing

journals, including:

- (a) nursing specialty journals;
- (b) nursing research journals;
- (c) nursing education journals; and
- (d) nursing administration and management journals.

Online Library Resource Center Policies and Procedures:

Policy:

Advanced Medical School of Nursing uses online internet resources. All students receive an orientation to the campus-based Learning Resource Center/Library on the first day of class with orientation. If the student is unable to complete the orientation the first day, arrangements will be made by the student to complete the orientation within the first two weeks of school. All students must comply with the procedures for usage of online internet resources in the Campus Library and when using the internet resources with password protection to use.

Procedure:

Students may access the online resources via the school's computers during normal library hours listed. The library resources are available for use includes books, magazines, CD's, DVD's and online resources. Students may access the On-Site Campus resources in the Library on Monday through Friday 11:00 am to 2:00 pm. There is a check-in check-out system for removing resources from the library. The online resources are also available on the internet for Vocational Nursing Students and Faculty.

Databases include online access to peer-reviewed academic journals at the online library at Humbolt University: library.humboldt.edu/infoservices/staff/chadwick/nursresweb.html. Other internet web sites that the school subscribes to have access to peer-reviewed, academic journals are through: EBSCO Host Nursing database: www.lib.vt.edu/...source-nursing-academic-edition-from-ebscohost.html; and OVID Nursing collections: resourcecenter.ovid.com. Both of these collections include full-text articles in a wide selection of nursing journals, including: (a) nursing specialty journals; (b) nursing research journals; (c) nursing education journals; and (d) nursing administration and management journals.

Students will be given a pass code to access the online library for the journals and articles. All online resources in the library with the school's computers have strict rules regarding usage. Students may only access sites within the school's designated online resources. Other online sites are restricted and prohibited by school policy. Any access found on other sites or of criminal behavior on non-approved internet sites will be reported immediately to the school administrator and may include action(s) taken by the school up to and including termination from the program and campus. Advanced Medical School of Nursing reserves the right to report any type of suspected or observed criminal activity, including any means such as online behavior or any other behavior on campus immediately to proper legal authorities.

SCHOOL PERFORMANCE AND SURVEYS

Advanced Medical School of Nursing seeks to maintain a level of excellent customer service for our staff, students, and clinical affiliations and quality outcomes for our students. To help us achieve this goal we will monitor these outcomes by evaluations and surveys on a timely basis.

Faculty Observations: Faculty classroom observations are conducted at 30 days, 3 months and one year for a new employee, and then at least yearly and as needed.. These observations are completed by the faculty and Director of Nursing. Observations may also be conducted by other campus faculty, and administration.

Course and Faculty evaluations: At the end of each course, students will be asked to evaluate the course and the faculty in a variety of areas. Course evaluation results will be compiled in an electronic composite report that will be shared with the faculty members, Director of Nursing, and the School Administrator. The faculty members complete a self-assessment and improvement goals based on student course evaluations. Documentation of receipt of course evaluations and goals are submitted to the campus Director of Nursing and School Administrator each term. Other opportunities for course and faculty evaluation may be presented to the student throughout the Nursing program.

Alumni Surveys: One year after graduation, students receive an alumni survey. The survey evaluates their perceptions of the school experience, key service areas, and student satisfaction after one year. The surveys also ask students to evaluate their job skills and job readiness. Results are compiled and submitted quarterly. Information from multiple surveys is combined and reviewed at the Advanced Medical School of Nursing Assessment and Evaluation Plan.

Employer Surveys: One year after graduation, employers of Vocational Nursing Program graduates receive an employer survey. The survey asks employers to evaluate program related skills and job readiness. Results are compiled and submitted quarterly. Information from multiple surveys is combined and reviewed at the Advanced Medical School of Nursing Evaluation and Education Assessment Plan.

STUDENT SERVICES

Orientation

Orientation is provided for all new students on the first day of class in Term 1. Orientation consists of familiarizing students with the school facilities, policies and procedures, as well as, introduction to staff and faculty members.

Academic Advising

Academic advising may be initiated by school personnel or the student when the need is identified. The school provides students support in academic and vocational guidance.

Referrals

Referral information will be provide to a student in need of guidance and/or support from a local program / agency, such as, transportation, counseling, housing, and medical services. (Which has been provided by them.)

Housing

Advanced Medical School of Nursing does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to Hotpads.com, rents for one bedroom apartment in the Pittsburg area starts at approximately \$1,200 per month and at approximately \$1,700 for the Berkeley area.

Tutoring

A student may request from their instructor to set an appointment for individual tutoring at anytime he/she feels additional support in a particular class is needed. Students who need extra assistance because of academic difficulties may arrange for tutoring through their instructor, lead instructor, librarian or program director. In addition, students who need help with computer or nursing skills are encouraged to attend any open lab at hours designated.

GUIDANCE SERVICES

Students may experience educational, personal or financial problems during their enrollment. The school staff and faculty welcome the opportunity to assist students in working out solutions to these problems. The college offers academic advising to students as necessary to assist them in meeting their educational goals. Students requiring other types of professional assistance will be referred to outside counselors or agencies they may contact.

Scholarships

The school does not offer scholarships.

Employment Assistance

The school will make every effort to assist graduates in developing job-obtaining skills such as resume and cover letter development, interviewing skills and appropriate post-interview follow-up activities. Advanced Medical School of Nursing cannot and does not guarantee employment or salary, but makes every effort to assist each graduate in their job search.

ADMINISTRATIVE POLICIES

Non-Discrimination

Advanced Medical School of Nursing is committed to a policy of nondiscrimination in matters of admissions, employment and in access to and participation in its education programs, services, and activities. No person shall be discriminated against on the basis of race, national and ethnic origin, age, gender, sexual orientation, marital status, religion, creed, or disability.

Prospective students that may need reasonable accommodations in the classroom or lab environments may request such accommodations at the time of enrollment with disability documentation. The School Director will evaluate the request to determine if the school can reasonably meet the request. Students considered disabled under the American Disability Act must meet the same performance standards as any other student during clinical experiences.

Student Malpractice Insurance

Student malpractice insurance coverage is provided to students during school hours. Students are expected to buy their own malpractice insurance.

Drug and Alcohol Policy

Illegal drugs and/or alcohol are not permitted nor tolerated at the school or any clinical site. If a student exhibits signs of being under the influence the student will be dismissed for the day, and may be withdrawn from the program. The student may not attend class until cleared by a healthcare professional.

Changes

The School reserves the right to make changes at any time with regards to programs, curriculum, start dates, policies and procedures, and other rules as deemed necessary. Changes will be made and implemented in accordance to laws, regulations and standards that govern the school. A minimum of fifteen (15) students are required to hold a class (subject to change).

Transcripts

Each graduate will be provided one official transcript, at no cost, upon request within one month after graduation. Additional transcripts will be charged at the current rate in effect at the school.

Student Records

Student records will be maintained at the school site for five years from student's date of completion or withdrawal. Transcripts are maintained permanently.

Record keeping Policy and Procedures for Advanced Medical School of Nursing (AMSN) Policy

1) AMSN ensures that students' records are maintained systematically and are up-to-date and accurate. Records are managed with integrity and the confidence of staff, instructors and students are upheld at all

times. Staff is advised of their responsibilities in the regard as part of their induction process. We monitors the effectiveness of its record management system and makes amendments where necessary

- a. Records relating to this policy include but not limited to are: Students / staff / trainer records, Meeting minutes, Policy and procedures, Facilities/clients feedback, The Privacy Policy is preserved at all times and information is only released as per the policy

Procedures: Maintenance of records

1. A file for each student who enrolls in this institution whether or not the student completes the educational service will be kept and maintained. Student records including enrollment documentations showing the total amount of money received and refund, dates and times etc., transcripts of education or training, tests, prior experiential learning, award of credit, transfer credits, degrees and diplomas, GED or equivalency, grades etc. are collected and stored in the Finance Office. Confidentiality of these records is adhered to at all times. Student records are held for a period of up to 50 years as per Section 71920 (b)(5) at the school's primary administrative location in California.
2. Student information is saved in the Student Management System that is accessible to Management Staff only. This system is designed to manage student records from inquiry stage to enrolments and ongoing management of their records. The Director(s) of the program(s) is responsible for entering and updating students' enrolment data and the Office Manager is responsible for entering all relevant student information and is available at all time during business hours for records inspection. Hard copies are kept in the fire resistant cabinets in Director's office.
3. All Policies and Procedures are accessible to internal staff via a hard copy manual and are visible on the company's server under "Record Keeping Policies and Procedures". Current Policies and Procedures are available to staff and students via the AMSN's staff and student information system. All records are backed up monthly.

Retention of Student Records

Student records will be maintained at the school site for five years from the last date of attendance. All records are kept in locked file cabinet. Transcripts are maintained permanently and are available for all currently and formerly enrolled students. Advanced Medical School of Nursing protects our students' admissions, academic and financial records against loss and fire by storing such records in multiple secure locations both physical and electronic. Advanced Medical School of Nursing maintains all financial records of students, including but not limited to Third Party Financial Aid Disbursements, All Financial Aid Agreements, Tuition and Fee payments, and Tuition Refund records, as digital copies for at least 6 years

Right to inspect and review records

As a Diploma granting school, students have the right to inspect and review their education records maintained by the school. Advanced Medical School of Nursing is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records. A fee will be charged for copies. An eligible student can provide a

written request to the Registrar's Office that they would like to inspect their educational records and an appointment time will be offered for the review in a timely manner but to occur no later than 35 days from the request

Right to seek amendment of inaccurate information

If any record is believed to be misleading, eligible students have the right to make a written request to the Registrar's Office to correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the eligible student then has the right to request a formal hearing in writing if done so to the Registrar's Office. After the review the student will be notified of the final decision, if the school still decides not to amend the record, the eligible student has the right to provide a written statement with the record commenting on the misleading or inaccurate information and it will be placed in the student's file. Generally, all diploma granting schools must have written permission from the eligible student before releasing any information from a student's record. However, the law allows Advanced Medical School of Nursing to disclose records, without consent, to the following parties:

- School employees who have a need to know;
- Organizations conducting certain studies for the school;
- Other schools to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Advanced Medical School of Nursing may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. A student may elect to have directory information withheld by notifying the Registrar's Office with a written request to have their information withheld. Complaints regarding the failure to comply with FERPA should be directed to: Family Policy Compliance Office / U.S. Department of Education 400 Maryland Avenue. S.W. Washington, DC 20202-4605

Pictures, Voice, Image and Likeness Authorization

Advanced Medical School of nursing students understand that their name, pictures or any likeness of their face and/or comments they have made may be used by Advanced Medical School of Nursing for commercial and/or academic purposes including but not limited to training documents, videos, and various advertising media. Students will have the opportunity to accept or refuse to have their likeness, comments or name used in any commercial or training material. Advanced Medical School of Nursing copyrights all of its documents and media in which a student appears. Advanced Medical School of Nursing has the right to use and distribute these documents and media at its sole discretion. Students do not receive any compensation for Advanced Medical School of Nursing's use and distribution of any documents, videos or audio recordings containing students' pictures and likeness, image, or voice, such as any royalties, license fees, or otherwise. Students have no intellectual property rights over these productions, including any copyright, trademark, or any other ownership or proprietary rights. Advanced Medical School of Nursing has the right to use and distribute these productions at its sole discretion.

Distance Learning

Advanced Medical School of Nursing does not offer distance education at this time.

CONSUMER PROTECTION

All instruction at Advanced Medical School of Nursing is provided in English.

Advanced Medical School of Nursing has not entered into a transfer or articulation agreement with any other college or university.

Advanced Medical School of Nursing has never filed for bankruptcy petition, has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and does not have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

All potential students are to be given catalog prior to signing the enrollment agreement. The catalog shall also be placed on our web site for the general public

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet Web site www.bppe.ca.gov.”

Bureau for Private Postsecondary Education
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State of California Department of Consumer Affairs
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