

**Nursing Practice and Education Consultants LLC.
DBA: Curam College of Nursing**

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Student Catalog

January 1st, 2017 – December 31st, 2017

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Mission and Objectives Statement

Mission:

The mission of Curam College of Nursing is to provide adult learners the skills and technological knowledge necessary to be successful in their chosen vocational field. We are dedicated to providing quality educational programs that integrate curriculum with professional skill development, thus empowering our students to achieve their professional goals and become an integral part of the health care delivery system.

We will ensure that our graduates are well equipped and knowledgeable to pass certification examinations and are qualified to obtain employment after completion of their courses. This will be accomplished by the development of the student's intellectual, analytical, and critical thinking abilities through a rigorous course of study.

We will continuously develop our programs to reflect current technological changes in the health care industry and follow the rules and regulations mandated by governing bodies. We will uphold our passion for educating post-secondary students as we share our knowledge and success from our experiences as professionals in the healthcare industry.

Curam College of Nursing aims to be recognized as the premier provider of quality healthcare education in the State of California. This will be achieved by expansion of healthcare programs and future establishment of additional school sites in various cities in California and the surrounding states.

We aspire to be identified as a source of talent by hospitals, long term care facilities, assisted living sites and private organizations. We will partner with institutions that will provide invaluable experience to our students, consequently making them highly proficient in their positions. We want to be the best in what we do while we do what is best for our students.

Program Objectives:

1. To provide programs that meet the needs of the community while consistently reviewing curriculum thus ensuring that the applicable skills and knowledge acquired will result in employment goals.
2. To provide intensive and comprehensive instruction that strengthens student academic achievement while promoting a positive self-esteem.
3. To employ only qualified and dedicated staff who possess both educational and related health care experience in the fields that they will teach. Encourage the faculty to participate in on going educational activities through conference attendance, workshops and professional associations.
4. To instill in our students, the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of cultural diversity.
5. To provide the student with facilities and equipment that offers progressive technologies inclusive of a computer center, state of the art mannequins and other nursing supplies so that they may become proficient in their skills.
6. To help students reach their educational goals by teaching communication skills necessary to work successfully with clients and other professionals, and by offering courses designed to prepare students to successfully participate in society.
7. To assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life.
8. To provide the health care community with individuals who can meet the ever-changing needs of the clients who they will provide care for in the community setting.

Accreditation & Approval

Curam College of Nursing is a private institution that is approved to operate by Bureau for Private Postsecondary Education. Contact information for BPPE is: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897. www.bppe.ca.gov

Curam College of Nursing's Vocational Nursing Program, Intravenous Therapy, and Blood Withdrawal courses are approved and accredited by the Board of Vocational Nursing and Psychiatric Technician. Contact information for BVNPT is: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone Number (916) 263-7800. www.bvnpt.ca.gov

The Nursing Assistant Training Program and Home Health Aide at Curam College of Nursing is approved by California Department of Public Health Services. www.cdph.ca.gov

Facility Description

Curam College of Nursing campus occupies 10,200 square feet of the existing building at **6520 44th Street Suites #312, #300, #302, and #304 Sacramento, CA**. All classes are held at this location. The school consists of 4 classrooms, 2 skills labs, 1 computer lab, 3 bathrooms, 2 student break rooms, 1 staff lounge, 6 staff offices, 2 storage rooms, 1 file room, 1 medical supply room, 6 staff offices, and 2 storage rooms.

Consumer Protection

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone Number: (916) 431-6959, Toll Free: (888) 370-7589. Internet website: www.bppe.ca.gov
- 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 the toll-free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website: www.bppe.ca.gov
- If a student obtains a loan to for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.
- Curam College of Nursing does not participate in Title 4 funding (Pell Grant, Stafford Loan), however, Curam College of Nursing does participate in Workforce Investment funding (SETA.)
- Curam College of Nursing does not have a pending bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had 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.).
- Curam College of Nursing does not enter into an articulation or transfer agreement with any other colleges, universities or other schools.

Foreign Students/Visa Services

Curam College of Nursing does not accept foreign Students in any of its programs and therefore will not vouch for student status. We do not provide any student visa services and do not participate in the I-20 Immigration program.

Accrediting Agency Participation

Curam College of Nursing is not accredited by any accrediting agency which is recognized by the United States Department of Education. Therefore, students who are enrolled in our education programs are not eligible for federal financial aid programs.

1. Students who graduate from our Nursing Assistant Training program are eligible to sit for the State of California Department of Public Health examination and upon passing this examination become a Certified Nursing Assistant.
2. Students who graduate from our Vocational Nursing Program are eligible to sit for the National State Boards of Nursing examination (NCLEX-PN) and upon passing this examination become a Licensed Vocational Nurse.
3. Students who graduate from our Home Health Aide Program are eligible for certification by the California Department of Public Health, no state examination is required for this certification.
4. Students who graduate from our Intravenous Therapy and Blood Withdrawal program are eligible to be certified by the California Board of Vocational Nursing and Psychiatric Technicians, no state examination is required for this certification.

English Language Proficiency

Curam College of Nursing conducts all of its programs in English and offers no English Language Services. Students must be able to read and write at a Grade 12 level.

1. Students are expected to have completed Grade 12 in the US and met the graduation requirements for English.
2. Students who graduated from Grade 12 in a foreign country are required to have their transcripts evaluated to determine if they meet the US equivalent of Grade 12 education including English Language and English Composition.
3. Students in the Vocational Nursing Program are required to take the TEAS test prior to admission. This test assesses the level of English, Science and Math proficiency and a student must achieve a passing grade of 75% in all three sections prior to be accepted into the program.

If it deemed that a student does not have a command of the English language, we will refer them to an outside agency that provides English as a Second Language training. Upon the successful completion of a ESL course we will admit them to our programs.

Administration

Dr. Charles Wayne Williams PhD, MSN, CNS, PHN, RN. – Program Director, President, Owner, Administrator, COO/CEO.

Dr. Williams brings 35 years of nursing experience to the school and is the Principle Owner and Administrator of Nursing Practice and Education Consultants LLC. DBA Curam College of Nursing Inc. Dr. Williams manages the daily operations of the school and oversees the curriculum development and design; he is also responsible for the selection and training of the instructors. Dr. Williams is the liaison between the California Department of Public Health and the California Board of Vocational Nursing and Psychiatric Technicians. In addition, Dr. Williams is directly involved with the selection of nursing facilities and ongoing evaluation of the student's educational activities at each contracted nursing facility. Dr. Williams is also the Program Director for the Nursing Programs and Continuing Education courses offered at the college.

Justin Alan Ramel A.A.S., MCP. - Custodian of Records

Justin currently holds two Associate Degrees from Heald College of Technology in Computer Technology and Networking Technology. He was previously employed in the business sector in position of accounting and management. He is also a principle partner in a computer technology and accounting management firm 3 Red Lines.

Frank Neff - Executive Assistant/Campus Manager

Frank serves as the school's Campus Manager and Registrar and is also the Executive Assistant to the Program Administrator. He is responsible for overseeing all of the work done by the staff as well as handling student affairs and marketing. He joined the team in 2012 and is committed to helping our students be successful nurses.

Erick Mazon – Accounting and Finance/Office Clerk

Erick joined Curam at the end of 2015. He serves as VN Program Coordinator and is the main point of contact for our VN and CNA students. He is also the backbone of the front desk handling the majority of student applications, transactions, and phone calls.

Tyler Ramel – Office Clerk

Tyler provides general office help by answering phones, assisting current students, enrolling students, and filing paperwork. He is currently attending college and working towards a degree in the medical field.

Faculty

Dr. Charles Wayne Williams PhD, MSN, CNS, PHN, RN. – Program Director, President, Owner, Administrator, COO/CEO, Instructor

Dr. Williams is a Registered Nurse who obtained his degree at the University of Lethbridge, Canada. He also attended San Jose State University for a Master of Science in Nursing, the Concordia College & University in New York where he earned his Doctorate of Philosophy in Nursing. Wayne has an extensive nursing background having served in a variety of positions that includes: Director of Nursing, Officer in Medical Corps, Nurse Practitioner, Nursing Professor and Program Director. Among all of the responsibilities assumed, being an instructor is what he enjoys most. His goal is to train nursing students to become excellent nurses, to uphold the highest standards in patient care and by doing so, be instrumental in alleviating the growing shortage in the healthcare industry

John Vertido BS LVN – VN Instructor

John is a graduate from the University of the State of New York and the Vocational Nursing School of California. He has served in the military and is now a board member of the Board of Vocational Nursing and Psychiatric Technicians of which he is also the immediate past president.

Gloria Rivera AS LVN – CNA Instructor

Gloria graduated from Yuba City College with an Associate's Degree in Vocational Nursing. She has extensive experience working in Skilled Nursing facilities and her area of expertise is staff development. Gloria has years of experience teaching nursing assistants in various nursing facilities in the Sacramento area.

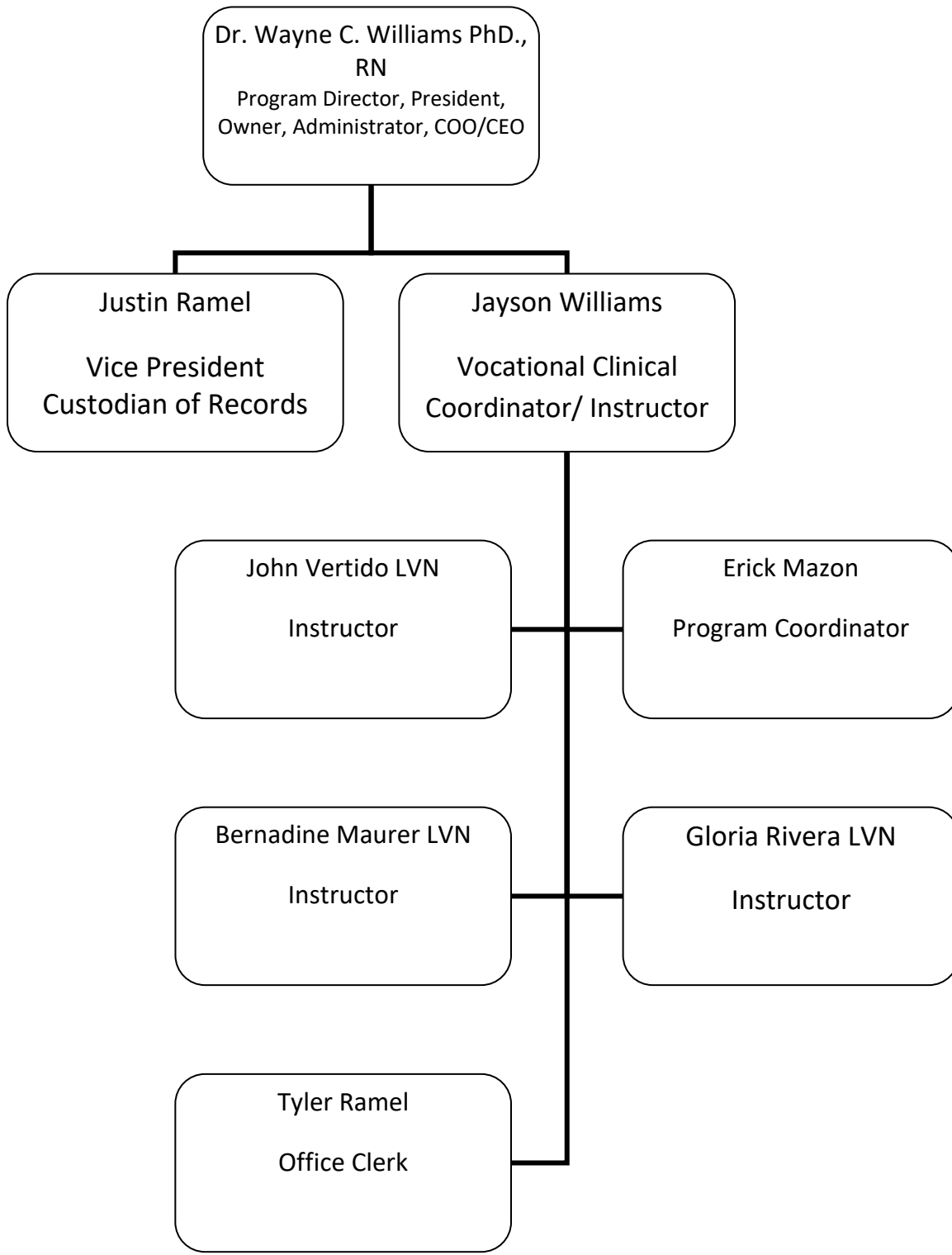
Bernadine Maurer AS LVN – VN Instructor

Bernadine attended Contra Costa College in Richmond, California, and obtained her certificate in Vocational Nursing. She has held positions ranging from Charge Nurse, Director of Staff Development, Infection Control Nurse, and CNA Instructor. Among all of the responsibilities she has assumed, she enjoys being an educator.

Jayson Williams CNA Instructor/ Clinical Coordinator

He has extensive experience working in Skilled Nursing facilities and his area of expertise is staff development. Jason has years of experience teaching nursing assistants in various nursing facilities in the Sacramento area.

Organizational Chart



Certified Nurse Assistant – *Certification Course, below college level*

The Nursing Assistant course consists of (180) one hundred eighty hours. The theoretical portion has (50) fifty hours of classroom instruction, (30) thirty hours of Lab Skills Practice, and the clinical portion has (100) one hundred hours. The training will be conducted from Monday to Friday and accomplished in (25) twenty-five days. The instructors will teach the theory content through lectures, demonstrations, as well as exposing the students to actual nursing procedures and technicians while in the clinical setting. Knowledge validation is evaluated on an ongoing basis through tests and quizzes.

The maximum amount of students per class is (15) fifteen in order to maintain a maximum ratio of 1:15. The school anticipates that it will offer this course (12) twelve times a year. Therefore, projecting enrollment of (15) fifteen students in each class for a total of (180) one hundred eighty students a year. Our (3) three-year projection will be (240) two hundred and forty students.

The Instructor is a RN or LVN who is approved to instruct by the California Department of Public Health. The book entitled “Hartman’s Nursing Assistant Care: The Basics” by Hartman Publishing 4th edition will be the official textbook for the course.

This course is taught Monday through Friday. Theory days are 0800 – 1630 hours and Clinical days are 0600 – 1230 hours.

Admission Requirements

- Must be at least 16 years’ old
- Must pass a physical exam performed by your physician, including PPD results. Students with positive PPD results will submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis.
- Must provide proof of grade 12 completion or GED
- Possess a valid ID and Social Security Number
- Pass the fingerprinting and criminal background screening

Admission Procedures

- Visit the school and receive an application packet and a list of admission requirements
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of ninety-five dollars (\$95.00)
- Complete an enrollment agreement
- Attend an orientation prior to start date of the program

Required Equipment

- Analogue wrist watch
- Mostly white shoes that do not easily absorb liquids (no suede or canvas)
- Uniform purchased from the school
- Gait belt

Objectives

The educational objective of the Nursing Assistant Training Course is to prepare the nurse assistant for state certification and consequently function as an efficient and knowledgeable Certified Nurse Assistant. The course shall be enhanced with the comprehensive training program. All instructions will emphasize the importance of delivering service that will maintain and promote the optimum level of functioning by the patient and carrying out duties in a sensitive and efficient manner. Upon completion of the program, the student is eligible to take the State Board Exam and upon passing become a Certified Nurse Assistant.

Employment Opportunities

There are five industries that employ most Nurse Assistants: nursing and personal care facilities, hospitals, residential care facilities, temporary agencies, and home health care services. Assisted living facilities ties are growing sector of personal care facilities. Nurse Assistant is the entry-level job in the nursing field. With additional training and schooling, a Nursing Assistant can work in a specialty area such as pediatrics, geriatrics, surgery, medicine, obstetrics, orthopedic, and psychiatry. Nurse assistant begins the foundation skills and knowledge that could lead to other health care occupations. Nurse Assistants could further their nursing career by enrolling in Vocational Nursing and subsequently in registered Nursing Programs. In addition, per California Labor Market Information projections, jobs for Nursing Aides, Orderlies, and Attendants are expected to increase by 21.0 percent, or 22,700 jobs between 2008 and 2018. An average of 2,280 new job opening per year is expected by, plus an additional 1,080 openings due to net replacement needs, resulting in a total of 3,360 job openings.

Training Modules

Module 1: Introduction

Theory 2 Hrs.

This module is designed to introduce and prepare students to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to the role and responsibilities of the nursing assistant, including requirements for nursing assistant certification, professionalism, ethics, and confidentiality.

Module 2: Patients' Rights

Theory 2 Hrs. Clinical 1 Hr.

This module introduces the student to the fundamental principle behind resident rights as a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long term care setting. These rights are protected by federal and state regulations.

Module 3: Interpersonal Skills

Theory 2 Hrs.

This module is designed to prepare students to proper patient/caregiver communication. Students are trained to be sensitive to the needs of patients and their families. Overcoming barriers to proper communication is also addressed.

Module 4: Prevention Management of Catastrophe

Theory 1 Hr. Clinical 1 Hr.

This module covers emergency situation in the healthcare setting. Students are taught to understand safety rules and execute disaster plans. Focus is placed on resident safety and the manner in which nurse assistants are to conduct themselves.

Module 5: Body Mechanics**Theory 2 Hrs. Clinical 4 Hrs.**

This module is designed to help students gain understanding of efficient and proper use of the body in performing tasks related to the role of the nursing assistant. Students demonstrate principles of positioning and transporting residents and implement these principles when providing resident care.

Module 6: Medical and Surgical Asepsis**Theory 2 Hrs. Clinical 9 Hrs.**

This module presents information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard transmission based precautions and bio-hazardous waste management.

Module 7: Weights and Measure**Theory 1 Hr. Clinical 1 Hrs.**

This module prepares the student to understand the common system of measurement used by nursing assistants. The content includes procedures to measure volume, urinary output from a drainage bag, measuring length and weight, and conversion of traditional time to military time and vice versa.

Module 8: Patient Care Skills**Theory 14 Hrs. Skills 20 Hrs. Clinical 44 Hrs.**

This module helps students to acquire skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nursing assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves.

Module 9: Patient Care Procedures**Theory 7 Hrs. Skills 10 Hrs. Clinical 20 Hrs.**

This module provides the student with learning experiences that prepare the nursing assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Module 10: Vital Signs**Theory 3 Hrs. Clinical 6 Hrs.**

This module prepares the student to know how, when, and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They also learn to recognize and report normal and abnormal findings.

Module 11: Nutrition**Theory 2 Hrs. Clinical 6 Hrs.**

This module examines the body's need for food and the effect of food in the body. The module includes the basic food groups, nutrients, and the common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

Module 12: Emergency Procedures**Theory 2 Hrs. Clinical 1 Hr.**

Students are instructed on the proper handling of residents in emergency procedures. Identifying symptoms of distress is discussed and handling of emergency codes. Nurse assistants are trained in their role in these situations and learn the procedures in which they are allowed to perform.

Module 13: Long-Term Care Patient**Theory 2 Hrs.**

This module introduces the student to the basic structure of the body and reviews the effect of aging on body structure and function. Common physical and psychological conditions found in elderly residents are presented along with approaches to care. Community resources commonly available to assist elderly residents with their psychological, recreational, and social needs are presented.

Module 14: Rehabilitative Nursing**Theory 2 Hrs. Clinical 3 Hrs.**

The module introduces the student to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The nursing assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15: Observation and Charting**Theory 4 Hrs. Clinical 4 Hrs.**

This module provides instruction and training in assessing and documenting the condition of residents. The student learns to report and record observations on appropriate documents using medical terms and abbreviations.

Module 16: Death and Dying**Theory 2 Hrs.**

This module introduces the student to the various stages of the grieving process and physical signs of approaching death. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

The students will practice patient activities of daily living skills and techniques prior to their first day of clinical. This lab will give the students the opportunity to practice skills that have been taught in the theory portion of the program.

Hours by Module		Theory	Clinical	Lab
Module 1	Introduction	2	0	0
Module 2	Patient's Rights	2	1	0
Module 3	Interpersonal Skills	2	0	0
Module 4	Prevention Management of Catastrophe and Unusual Occurrence	1	1	0
Module 5	Body Mechanics	2	4	0
Module 6	Medical and Surgical Asepsis	2	9	0
Module 7	Weights and Measures	1	1	0
Module 8	Patient Care Skills	14	44	20
Module 9	Patient Care Procedures	7	20	10
Module 10	Vital Signs	3	6	0
Module 11	Nutrition	2	6	0
Module 12	Emergency Procedures	2	1	0
Module 13	Long-Term Care Patient	2	0	0
Module 14	Rehabilitative Nursing	2	3	0
Module 15	Observation and Charting	4	4	0
Module 16	Death and Dying	2	0	0
Lab Skills Practice		0	0	30
Total Hours:		50	100	30

Graduation Requirements

A certificate of completion will be awarded to Nursing Assistants students meeting their program's graduation requirements. Students must successfully complete the 180-hour program consisting of 50 hours of classroom instruction, 30 hours of Lab Skills Practice, and 100 hours of clinical training. Students must score a minimum of 75% in all quizzes and written examination. Clinical skills must be performed with 100% accuracy and completed all make up hours both theory and clinical. Students must have completed all financial obligations to the school in order to graduate.

Theory site address:

Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

Clinical site address:

St. Claire's Nursing Center
6248 66th Avenue
Sacramento, CA 95823

Home Health Aide – Certification Course, below college level

This forty (40) hours course prepares the Certified Nursing Assistant to be a Home Health Aide. The thrust of this course is to assist the C.N.A in acquiring skills necessary to provide services to clients in the home setting. The training will enable the C.N.A to identify the needs of clients that are essential in maintaining a good quality of life and to attain the optimum level of functioning. The areas highlighted by the course will also train the C.N.A to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide. The maximum amount of students per class is 15 in order to maintain a maximum ratio of 1:15.

The school anticipates that we will offer this course (12) twelve times a year. Therefore, we anticipate enrolling (15) fifteen students in each class for a total of (180) one hundred eighty students a year. Our (3) three-year projection will be (240) two hundred forty students.

The Instructor is an RN or LVN who is approved to instruct by the California Department of Public Health. The book entitled “Provide Home Care: A Textbook for Home Health Aides” by Leahy will be the official textbook for the course.

This course is taught Monday through Friday. Theory days are 0800 – 1630hrs and Clinical days are 0600 – 1430hrs.

Admission Requirements

- Must have a current Nursing Assistant Certification to enroll
- Health screening and TB test must be current
- Provide proof of grade 12 completion or GED
- Must have a current CPR/FA/AED certificate
- Preferably all white non-absorbent shoes & analogue watch with a second’s hand

Admission Procedure

- Visit the school and receive an application packet and a list of admission requirements
- Pay a non-refundable application fee of one hundred dollars (\$100.00)
- Complete an enrollment agreement
- Attend an orientation prior to start date of the program

Objectives

- Define home health care.
- Describe the growth of home care throughout the years.
- Verbalize the goals of home care.
- Recognize the types of individuals who would qualify for home care.
- Describe the necessity and benefits of home care services for the patient, family, and community.
- Verbalize the skills and qualities required to be a Home Health Worker.
- Describe accountability required when caring for a patient in their home, including confidentiality and patient rights.
- List reasons why a home care worker would be terminated.
- List tasks associated with being a home care worker.
- Provide examples of meeting the home care patient’s emotional and physical needs.
- List the members of the health care team and explain their respective roles.
- Discuss the interaction among health care team members.

- Define the purpose and goals of the patient’s care plan including:
 - Development of the plan by the team members
 - Case Manager’s role
 - Tasks on the plan
- Describe observing and reporting responsibilities.
- Maintain a copy of the care plan in the home/confidentiality
- Identify the role of the home care supervisor or coordinator
- Verbalize reasons to contact supervisor/coordinator or RN/Case Manager
- Understand and be sensitive to basic human needs and the cultural difference of the clients that they will care for

Required Equipment

- Analogue wrist watch
- Mostly white shoes that do not easily absorb liquids (no suede or canvas)
- Uniform purchased from the school
- Gait belt

Employment Opportunities

Home Health aides work in patients’ homes where other family members live. They also work in hospice settings caring for patients who are dying. They may work full-time, part-time, or on-call, depending on patient needs.

Per labor market information, the job outlook for Home Health Aides is excellent. With more people living longer, more Californians are living with disability and/or illness. Most people needing care would prefer being cared for in their home rather than a nursing home or hospital, leading to more jobs for Home Health Aides. Jobs are expected to increase by 43.6 percent, or 23,700 jobs between 2008 and 2018. In California, an average of 2,370 new job openings per year is expected, plus an additional 540 job openings due to net replacement needs, resulting in a total of 2,910 job openings.

Training Units

Unit 1: Introduction to Aide and Agency Role

Theory 2 hrs.

The purpose of this unit is to acquaint the student with the practice of home health aide. The topics to be covered include: a) Federal and State regulations governing home health aides; b) purpose of home health care and roles of members of the home health care team; c) the role and responsibility of the home health aides as a member of the team; and d) communication with clients, families, team members, and community agencies.

Unit 2: Interpretation of Medical and Social Needs of Clients Theory 5 hrs.

The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client’s and families’ physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the home health aide providing a caring and supportive environment are discussed.

Unit 3: Personal Care Services**Theory 5 hrs. Clinical 15 hrs.**

The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client presented.

Unit 4: Nutrition**Theory 5 hrs. Clinical 3 hrs.**

The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition or personal preferences, cultural and religious dietary practices as discussed.

Unit 5: Cleaning and Care Tasks in the Home**Theory 3 hrs. Clinical 2 hrs.**

The purpose of this unit is to provide learning experiences for the home health aide that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing household tasks.

Curriculum Outline Home Health Aide	Theory Hours	Clinical Hours	Total Hours
Introduction to Aide and Agency role	2	0	2
Interpretation of Medical and Social Needs of Clients	5	0	5
Personal Care Services	5	15	20
Nutrition	5	3	8
Cleaning and Care Tasks in the Home	3	2	5
Total Clock Hours	20	20	40

Graduation Requirements

A certificate of completion will be awarded to Home Health Aide students meeting their program's graduation requirements. Students must successfully complete the (180) one hundred eighty hour program consisting of (20) twenty hours of classroom instruction and (20) twenty hours of clinical training. Students must score a minimum of 75% in all quizzes and written examination. Clinical skills must be performed with 100% accuracy and completed all make up hours both theory and clinical. Students must have completed all financial obligations to the school in order to graduate.

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Pharmacology for Nurses – *Certification Course, college level*

Prerequisites

Students who wish to enroll in this class must show evidence of having completed an Anatomy and Physiology course of not less than (36) thirty-six hours and have attained a minimum of a “B” in the course.

Disclosure

This is a prerequisite course and does not directly lead to employment.

Course Description

This course is designed to introduce students to the nurse’s role and responsibilities of medication administration and the basic principles of pharmacology.

Presents introductory core concepts of pharmacology including drug regulations, classifications, schedules, categories, delivery systems calculations, drug administration.

Presents immediate medical/surgical core concepts of clinical pharmacology which includes major body systems/disorders, and methods drugs are used therapeutically to treat them.

Teaches the student to employ critical thinking skills to determine the effectiveness of the medication using the nursing process.

Course Learning Objectives

1. Utilize the nursing process and five concepts of human functioning to assess appropriate/inappropriate responses to therapy.
2. Identify the roles of the professional nurse in relation medication administration and education in both acute care and community health settings.
3. Explain the correct measures to ensure the prevention of medication errors.
4. Employ critical thinking skills to determine the effectiveness of medication administration on client care outcomes.
5. Predict potential drug to drug interactions and drug-food interactions based on physiologic responses to pharmacological agents and apply critical thinking skills for appropriate interventions.
6. Recognize differences in physiology and pathophysiology that must be considered in assessing correct dosages administered to “at risk” populations such as the fetus, infant, child, pregnant woman, and the frail elderly.
7. Describe the legal and ethical principles related to research and practice of medication administration in nursing
8. Relate the differences in Pharmacology use and its effects across the lifespan, when administering medications to culturally diverse populations commonly occurring diseases.
9. Define the pharmacological terminology pertinent to specific categories and classifications of medications in relation on commonly occurring diseases.
10. Identify major classifications of pharmacotherapeutics by prototypes as used in the treatment of commonly occurring health challenges.
11. Interpret effective communication in reports of the action, rationale for use, common and/or life-threatening side effects, nursing implications, and client teaching issues for each major classification of medications.

Schedule of Classes

Classes are taught on weekends (Saturday & Sunday) for (8) eight hours 0800-1630hrs on (3) three consecutive weekends and on a final Saturday for (6) six hours 0800-1430hrs

Attendance

1. Students must attend all (54) fifty-four hours of instruction in order to obtain credit for the course and to receive a Certificate of Completion.
2. Students who miss hours will be given assignments to cover the missed hours but no more than (8) eight hours can be made up using alternate assignments given by the instructor
3. Students who miss more than (8) eight hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by one instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:20

The instructor will employ the following methods of instruction:

1. Lectures using PowerPoints, DVD's, Textbook and Instructor's Lesson Plan
2. Class Participation
3. Practical experience with the Distribution of Medication.
4. Charting exercises using the Nursing Process to correctly document administration.
5. Quizzes and Examinations

Grading

Grading for this course will be as follows:

1. Quizzes (There will be 5 quizzes for a total of 20% of the final grade)	20%
2. Practical Hands on Return Demonstrations	20%
3. Completion of Workbook	30%
4. Charting Exercises	10%
5. Final Examination	<u>20%</u>
Total:	100%

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

1. Classroom that can seat 25 students
2. Medication Cart
3. Medication Administration Documentation Book
4. Medication Cups
5. Drinking Cups 8oz
6. Laptop Computer and Overhead Monitor
7. Syringes and Syringe Disposal Containers
8. Alcohol Swabs
9. Mannequins for Injections

10. Band-Aids' and 4x4 cotton sponges
11. Calculators x 20

Textbook

Students are required to purchase the following textbooks.

1. Roach's Introductory Clinical Pharmacology 10th ed ISBN: 13:978-1451186710
Sep 23, 2013 by Susan M. Ford MN RN CNE and Sally S. Roach MSN RN CNE
2. Study Guide to Accompany Roach's Introductory Clinical Pharmacology 10th ed (Lippincott's Practical Nursing) Paperback – September 26, 2013 ISBN: 13:978-1451193397 by Susan M. Ford MN RN CNE (Author), Sally S. Roach MSN RN CNE (Author)

Anticipated Enrollment

The school anticipates that we will offer this course (4) four times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling (20) twenty students in each class for a total of (80) eighty students a year. Our (3) three-year projection will be (240) two hundred forty students.

Disclosure

This course follows and satisfies the California State Board of Vocational Nursing and Psychiatric Technicians Pharmacology requirements and regulations as listed under Article 4 Section 2516 (b) (2) of Eligibility of Licensure.

Introduction to Anatomy and Physiology for Nurses -

Certification Course, college level

Prerequisites

There are no prerequisites for this course.

Disclosure

This is a prerequisite course and does not directly lead to employment.

Course Description

This course is designed for students entering the health care professional programs. It provides a foundation for the clinical topics covered in those courses by requiring mastery of factual material and problem solving techniques. This course is intended to adequately prepare students for these courses and for health science and nursing programs. The course is also designed to encourage the student to apply critical think skills in the clinical setting related to the disease process.

Course Learning Objectives

1. Use anatomical terminology correctly to describe body directions, regions and planes.
2. Describe the structure and components of a cell and their functions.
3. Identify anatomical features of the body, including cells, tissues, and organs systems on models and charts.
4. Describe the gross anatomy with tissue level organization and develop histological correlations.
5. Describe the gross anatomy of the organs composing organ systems.
6. Identify important anatomical structures and illustrate anatomical relationships diagrammatically.
7. Relate biological structure and function of various organ systems.

Schedule of Classes

Classes are taught on weekends (Saturday/Sunday) for (8) eight hours 0800-1630hrs on (2) two consecutive week-ends and on a final Saturday for (4) four hours 0800-1230hrs

Attendance

4. Students must attend all (36) thirty-six hours of instruction in order to obtain credit for the course and to receive a Certificate of Completion.
5. Students who miss hours will be given assignments to cover the missed hours but no more than (8) eight hours can be made up using alternate assignments given by the instructor
6. Students who miss more than 8 hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:20

The instructor will employ the following methods of instruction:

6. Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
7. Skeleton x 2 Anatomical Charts for Body Systems

8. Class Participation
9. Quizzes and Examinations

Grading

Grading for this course will be as follows:

6. Quizzes (There will be 5 quizzes for a total of 20% of the final grade)	20%
7. Completion of Workbook	30%
8. Final Examination	<u>50%</u>
Total:	100%

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

12. Classroom that can seat 25 students
13. Laptop Computer and Overhead Monitor
14. Mannequins for Examination and Inspection
15. Anatomical Charts for Body Systems
16. Human Skeleton Models x2

Textbook

Students are required to purchase the following textbooks.

1. Memmler's The Human Body in Health and Disease 13th ed ISBN: 13: 978-14511-92803
2. Memmler's The Human Body in Health and Disease Workbook 13th ed ISBN: 13:978-1-4511-9348-0

Anticipated Enrollment

The school anticipates that we will offer this course (4) four times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling (20) twenty students in each class for a total of (80) eighty students a year. Our (3) three-year projection will be (240) two hundred and forty students.

Nutrition for Nurses – *Certification Course, college level*

Pre-requisites

There are no prerequisites for this course.

Disclosure

This is a prerequisite course and does not directly lead to employment.

Course Description

This course is designed to provide the student an understanding of basic nutrition science for students who plan on entering a health care or nursing profession. Students will become familiar with the principles of diet planning, food labeling; the biological functions and food sources of each nutrient, energy balance, weight management, and physical activity. The role of nutrition in chronic disease, development, food safety issues, nutrition throughout the life cycle and current nutrition related controversies.

Course Learning Objectives

1. Describe the components of a healthy diet, and critically evaluate the quality of their own diet.
2. Identify major functions and food sources of each micronutrient (carbohydrate, protein, lipids) and micronutrient (vitamins and minerals).
3. Explain the role of diet maintaining health and preventing chronic disease.
4. Summarize the nutrients of concern during human growth and development, and throughout the aging process.
5. Assess the quality of nutrition information presented in the media.
6. Apply the principles of critical thinking when completing a nutritional assessment on patients (newborn, infant, toddler, adolescent, adult, and geriatric patients).

Schedule of Classes

Classes are taught on weekends (Saturday/Sunday) for (8) eight hours 0800-1630hrs on (2) two consecutive weekends and on a final Saturday for (4) four hours 0800-1230hrs

Attendance

7. Students must attend all 36 hours of instruction in order to obtain credit for the course and to receive a Certificate of Completion.
8. Students who miss hours will be given assignments to cover the missed hours but no more than (8) eight hours can be made up using alternate assignments given by the instructor
9. Students who miss more than (8) eight hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by (1) one instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:20

The instructor will employ the following methods of instruction:

10. Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan

11. Food Charts/ Food Guide/ Nutrient Values Charts
12. Quizzes and Examinations

Grading

Grading for this course will be as follows:

9. Quizzes (There will be 5 quizzes for a total of 20% of the final grade)	20%
10. Completion of Handout Assignments	30%
11. Final Examination	<u>50%</u>
Total:	100%

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

17. Classroom that can seat 25 students
18. Laptop Computer and Overhead Projector
19. Nutrition DVD's.

Textbook

Students are required to purchase the following textbooks.

1. Dudek: Nutrition Essentials for Nursing Practice 7th ed ISBN: 13-978-1451186123

Anticipated Enrollment

The school anticipates that we will offer this course (4) four times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling (20) students in each class for a total of (80) eighty students a year. Our (3) three-year projection will be (240) two hundred and forty students.

Intravenous Therapy/Blood Withdrawal – *Certification Course, below college level*

Prerequisites

Participants must be a Licensed Vocational Nurse with an active license or a student who is currently enrolled in an approved Vocational Nursing Program.

Disclosure

This is a prerequisite course and does not directly lead to employment.

Course Description

This course is designed to prepare Licensed Vocational Nurses and students who are currently enrolled in an approved Vocational Nursing Program to start and superimpose intravenous fluid via primary or secondary infusion lines and perform blood withdrawal. The course will cover psychological preparation of the patient, legal aspect in IV therapy and blood withdrawal, infection control, indications for IV therapy, types of venipuncture devices, delivery systems, intravenous fluids, venipuncture sites, observation of the patient, regulation of the fluid flow, selection of equipment, complications of IV therapy, methods of blood withdrawal, method selection, safety measures, complications and preparation of withdrawal sites.

Students will perform simulated and actual intravenous catheterizations and blood withdrawal.

Course Learning Objectives

1. Discuss the legal requirements pertaining to starting and or superimposing intravenous fluids and withdrawing blood.
2. Discuss the legal requirements pertaining to performing arterial punctures for the purpose of withdrawing blood.
3. Differentiate types of parenteral fluids and blood components.
4. Correlate intravenous fluids with fluid and electrolyte imbalances.
5. Identify clinical manifestations associated with fluid and blood component infusion.
6. State indications for TPN therapy.
7. Discuss potential complications from TPN therapy.
8. Explain the rationale for blood withdrawal and arterial punctures.
9. Explain the rationale for initiation of an intravenous infusion or transfusion of blood or blood products.
10. Identify types of skin puncture, arterial punctures, and venipuncture devices.
11. Describe the correct use of each skin puncture, arterial puncture, and venipuncture.
12. Identify types of fluid deliver systems.
13. Describe correct use of each fluid delivery system device including regulation of infusion flow rate.
14. Describe accurate techniques for performing skin punctures, arterial punctures, and venipuncture; including direct and indirect methods.
15. Discuss psychological preparation of a patient/client which should be completed prior to the procedure.
16. Correlate relevant anatomy and physiology with criteria for selection of venipuncture, skin puncture, or arterial puncture.
17. Identify the safety precautions utilized when administering intravenous therapy, withdrawing blood and testing for adequate circulation pertaining to arterial puncture site.
18. Discuss potential local and systemic complications of intravenous therapy and blood withdrawal and include correct nursing observations and preventative measures.

Clinical Performance Objectives

1. Explain the procedure to the patient/client and provide adequate supportive measures.
2. Select correct venipuncture, skin puncture, arterial puncture, and infusion equipment and correctly assemble for use.
3. Select and correctly prepare an appropriate site for venipuncture, blood withdrawal or arterial puncture.
4. Perform three (3) successful venipunctures/arterial punctures and three (3) successful skin punctures on live subjects while adhering to universal precautions.
5. Observe the patient/client for adverse reactions.
6. Demonstrate appropriate safety measures when performing venipuncture, blood withdrawal or arterial puncture, including universal precautions.
7. Safely secure the venipuncture site.
8. Adjust the flow rate to the prescribed rate.
9. Safely discontinue a device from a puncture site using universal precautions to ensure patient/client and nurse safety.

Schedule of Classes

This class is taught over a (5) five-day period with a (1) one-week duration:

Intravenous Therapy:

Monday-Wednesday (0800-1630hrs) (24hrs theory)

Thursday (0800-1430hrs) (6hrs clinical)

Blood Withdrawal:

Friday (0800-1130hrs) (3hrs Theory) (3hrs clinical)

Attendance

10. Students must attend all 36 hours of instruction in order to obtain credit for the course and to receive a Certificate of Completion.
11. Students who do not attend all the required hours will not become certified and will have to make up the missed hours with the next class.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse. Instructor/Student Ratio is 1:15

The instructor will employ the following methods of instruction:

13. Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
14. Class Participation
15. Practical hands-on experience.
16. Charting Exercises using the Nursing Process to correctly document administration.
17. Quizzes and Examinations
18. Concept Mapping and Critical Thinking Exercises
19. Supervision of student activities and actual punctures.

Grading

Grading for this course will be as follows:

A minimum grade of 75% is required to pass this course

Theory: Quizzes 25% Comprehensive Exam: 75%

Clinical: The student must pass Clinical Performance Evaluation on the following areas:

1. Preparation and assembly of equipment and device for intravenous therapy, venipuncture, skin puncture, and arterial puncture.
2. Patient preparation.
3. Safety measures, including universal precautions, relative to intravenous fluid administration and blood withdrawal.
4. Site preparation for venipuncture, skin puncture and arterial puncture.
5. Techniques for venipuncture, skin puncture and arterial puncture.
6. Regulation of flow rate.
7. Completion of three (3) individually supervised successful venipuncture/arterial punctures on live subjects and at least three (3) individually supervised skin punctures on live subjects.

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school.

The following is a list of equipment that will be used:

20. Laptop Computer and Overhead Monitor
21. Syringes and Syringe Disposal Containers
22. Alcohol Swabs
23. Mannequins for Injections
24. Band-Aids' and 4x4 cotton sponges
25. Venipuncture Cannulas x20
26. Intravenous Infusion Sets x 10
27. Intravenous Infusion Fluid x 10 bags
28. Mannequin Arm for practice venipuncture x2
29. Venipuncture Needles x 200
30. Specimen Tubes for Blood Collection x 200
31. Specimen Tube Holders x 200
32. Intravenous Poles x 4
33. Tourniquets x 100
34. Calculators x 20

Textbook

Students are required to purchase the following textbooks.

Cheever: Kerry H. IV Therapy DeMystified 2nd ed 2012 ISBN: 978-0-7-149678-0

Discloser

Disclosure: This course offering is approved by the California Board of Vocational Nursing and Psychiatric Technicians. Intravenous Therapy Provider Course Approval # I-2493. Blood Withdrawal Provider Course Approval # B-2494

Anticipated Enrollment

The school anticipates that we will offer this course (4) four times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling (15) students in each class for a total of (60) sixty students a year. Our (3) three-year projection will be (180) one hundred and eighty students.

Pediatric Nursing – Diploma Course

Disclosure

This course is designed for Certified Nursing Assistants who are applying to the California Board of Vocational Nursing and Psychiatric Technicians to use Method #3 to become a Licensed Vocational Nurse in the State of California.

This is a prerequisite course and does not directly lead to employment.

Course Description

This course involves the study of childhood diseases and childcare from infancy through adolescence. The course focuses on the care of the well child and the ill child utilizing the nursing process. Disease processes are considered within the framework of growth and development of the well and ill child. Emphasis is placed on learning the critical thinking skills required to provide nursing care to children and families experiencing acute, long-term and or terminal illness

Course Learning Objectives

1. Summarize the safety principles related to childcare.
2. Explain common childhood diseases/illness.
3. Utilize the nursing process to assist in planning care for the well and ill child.
4. Compare growth and development tasks for infancy through adolescence.
5. Discuss nutrition as it relates to health and illness of the infant and young child.
6. Analyze the impact of hospitalization on the young child and family.
7. Discuss common medical and nursing interventions for childhood illness affecting infants, children, and adolescence.
8. Examine problems of children with special needs.
9. Discuss the major health problems related to various body systems affecting the infant, child, and adolescence.
10. Discuss caring behaviors utilized to support and guide the health outcomes of the young child and family.
11. Explain the role of the Vocational Nurse in communicating anticipatory guidance to the parents of young children.

Schedule of Classes

Classes are taught Monday through Friday with Theory days being 0800-1630hrs for a total of 30 hours. Clinical hours will also be scheduled during week days Monday through Friday 0600-1430hrs for a total of 15hours. This class will run for 6 days.

Attendance

1. Students must attend all 45 hours of instruction in order to obtain credit for the course and to receive a Transcript.
2. Students who miss more than 8 hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:10.

The instructor will employ the following methods of instruction:

1. Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
2. Class Participation
3. Clinical practice at Pediatric Clinical Site.
4. Charting Exercises using the Nursing Process to correctly document administration.
5. Quizzes and Examinations

Grading for Theory

Grading for this course will be as follows:

1. Quizzes (There will be 5 quizzes for a total of 20% of the final grade)	20%
2. Practical Hands on Return Demonstrations	20%
3. Completion of Workbook	30%
4. Charting Exercises	10%
5. Final Examination	<u>20%</u>
Total:	100%

Grading for Clinical

Students will receive a Pass/Fail grade for their clinical experience.

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

1. Classroom that can seat 25 students
2. Medication Cart
3. Medication Administration Documentation Book
4. Laptop Computer and Overhead Monitor
5. Pediatric Mannequin's Infant x6
6. Infant mannequin's x4
7. Computer Simulations x 15 computers
8. Suction Machine Pediatric Adaptation x1

Textbook

Students are required to purchase the following textbooks.

Klossner: N. Jayne Introductory maternity and Pediatric Nursing 3rd ed ISBN: 13:978-0-7817-8558-7

Anticipated Enrollment

The school anticipates that we will offer this course (4) four times a year. Therefore, we anticipate enrolling (10) students in each class for a total of (40) forty students a year. Our (3) three-year projection will be (120) one hundred and twenty students.

Maternal/Child Nursing – Diploma Course

Disclosure

This course is designed for Certified Nursing Assistants who are applying to the California Board of Vocational Nursing and Psychiatric Technicians to use Method #3 to become a Licensed Vocational Nurse in the State of California.

This is a prerequisite course and does not directly lead to employment.

Course Description

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including the abnormal conditions. The student will utilize critical thinking and a systematic problem-solving approach to plan for the basic care needs of the childbearing family during the prenatal, intrapartum, and postpartum periods. The student will also integrate the teaching needs of the childbearing family into the plan care

Course Learning Objectives

1. Discuss the bio-psycho-social-cultural needs of the childbearing family.
2. Utilize the nursing process to assist in planning the care of the childbearing family.
3. Develop therapeutic communication skills to facilitate effective interactions with the childbearing family.
4. Develop a plan of care to meet the teaching needs of the childbearing family.
5. Discern growth and development tasks for the childbearing family.
6. Explain nutrition as it relates to health and illness of the childbearing family.
7. Explain mental health concepts to the childbearing family.
8. Summarize the major health problems affecting the childbearing family.
9. Discriminate among common medical diagnoses, therapies and nursing interventions of the childbearing family.
10. Discuss caring behaviors utilized to support and guide the health outcomes of the childbearing family.
11. Explain the role of the Vocational Nurse in the care of the childbearing family.

Schedule of Classes

Classes are taught Monday through Friday with Theory days being 0800-1630hrs for a total of 30 hours. Clinical hours will be taught from 0600-1430hrs for a total of 15hours. This class will run for 6 days.

Attendance

3. Students must attend all 45 hours of instruction in order to obtain credit for the course and to receive a Transcript for submission to the BVNPT.
4. Students who miss more than 8 hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:10.

The instructor will employ the following methods of instruction:

6. Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
7. Class Participation
8. Clinical practice at Maternal/Child Clinical Site.
9. Charting Exercises using the Nursing Process to correctly document administration.
10. Quizzes and Examinations
11. Computerized Birthing Mannequin "Noelle"

Grading for Theory

Grading for this course will be as follows:

6. Quizzes (There will be 5 quizzes for a total of 20% of the final grade)	20%
7. Practical Hands on Return Demonstrations	20%
8. Completion of Workbook	30%
9. Charting Exercises	10%
10. Final Examination	<u>20%</u>
Total:	100%

Grading for Clinical

Students will receive a Pass/Fail grade for their clinical experience.

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

9. Classroom that can seat 25 students
10. Medication Cart
11. Medication Administration Documentation Book
12. Laptop Computer and Overhead Monitor
13. Maternity Mannequin's x1
14. Birthing Models x3
15. Computer Simulations x 15 computers

Textbook

Students are required to purchase the following textbooks.

Klossner: N. Jayne Introductory maternity and Pediatric Nursing 3rd ed ISBN: 13:978-0-7817-8558-7

Anticipated Enrollment

The school anticipates that we will offer this course (4) four times a year. Therefore, we anticipate enrolling (10) ten students in each class for a total of (40) forty students a year. Our (3) three-year projection will be (120) one hundred and twenty students.

Vocational Nursing Program – Diploma Course

The course shall consist of no less than 1720 hours and is offered by the school on a full-time basis. The theory portion consists of 746. The clinical portion consists of 974 hours. The school week does not exceed 40 hours per week. The course curriculum shall be taught in a sequence that results in student's progressive mastery of knowledge, skills and abilities. The curriculum content includes the following prerequisites: pharmacology 54 hours, anatomy and physiology 36 hours, and nutrition 36 hours which are required courses before a student is admitted into the core curriculum. The core curriculum consists of: 1. Psychology, 2. Normal growth and development, 3. Fundamentals of Nursing, 4. Communication, 5. Patient Education, 6. Medical-Surgical, 7. Communicable diseases, 8. Gerontological nursing, 9. Rehabilitation nursing, 10. Maternal Nursing, 11. Pediatric Nursing, 12. Leadership, and 13. Supervision.

Admission Requirements

Prior to requesting an appointment with the Program Director, potential students must have the following documentation on file with the Student Services Office:

1. One official (sealed envelope) copy of high school transcripts reflecting grade 12 completion or GED certificate.
2. If you attend High School outside the U.S, then you must have you High School transcript officially evaluated and certified before we can accept them for admission.
3. Official (sealed envelope) transcript for college work completed to date.
4. Two (2) Letters of Recommendation-must be from employer, instructor, or other relevant person. Letters from relatives are not acceptable.
5. Current CPR certification
6. Copy of current CNA Certification.
7. Must have a recent physical including 2 step negative tuberculin testing (PPD), immunization record including Hepatitis B Vaccine MMR (mumps measles rubella) and Varicella. Students with positive PPD will submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis.
8. Student Liability Insurance-Before being allowed into the clinical setting
9. Proof of previous education or experience in the health field-official transcripts from accredited vocational, practical, or registered nursing course, psychiatric technician courses, armed services nursing courses or course in anatomy and physiology, nutrition, and pharmacology. Must be within the last five years. All courses completed outside of Curam College must have a grade of B or better be eligible for transfer.

Admission Procedure

Prior to being considered for admission to the program the following pre-requisites must be met. As per BVNPT rules there is a five (5) year time out applied to all pre-requisites.

The required prerequisites below must be completed before you will be considered for admission

Anatomy &Physiology	36 hours
Nutrition	36 hours
Pharmacology	54 hours

Not required, but recommended

Medical Terminology 18 hours

TEAS Testing

TEAS Pre-Nursing Assessment:

- This test covers Reading, Mathematics, Science and English and Language Usage.
- All potential students are required to complete the TEAS pre-nursing assessment testing.
- The pre-nursing assessment test will be administered at the Curam College of Nursing campus.
- The testing dates will be announced and all students will have to register with Curam College of Nursing prior to taking the exam
- The cost of the exam will be \$65.00. Order forms and study guides may be obtained in the school office.
- The program director reviews all complete applications for admission. Successful applicants who are granted admission into the Curam College of Nursing Vocational Program are notified by phone or by e-mail.

Employment Opportunities

Direct application to employers remains one of the most effective job search methods. According to the California Labor Market Information, “growth in the employment of LVNs is in response to the long-term care needs of a rapidly growing elderly population and the general growth of healthcare. Replacement needs will be a major source of job openings as workers leave the occupation. Nursing homes will offer the newest jobs for LVNs as the number of aged and disabled people who need long-term care rises. Hospitals are continually under pressure to lower costs and are progressively using more LVNs in place of registered nurses. Increasingly, LVNs will also find jobs outside the traditional hospital setting as healthcare delivery changes”.

The projections of employment for LVNs per labor market information research states, “In California, the number of Licensed Vocational Nurses is expected to grow faster than an average growth rate for all occupations. Jobs for Licensed Vocational Nurses are expected to increase by 21.5 percent, or 13,600 jobs between 2008 and 2018.” This equates to an average of 1,360 new job opening per year, plus an additional 1,980 job opening due to replacement needs, resulting in a total of 3,340 job opening annually.

Anticipated Enrollment

The school anticipates that we will offer this course (4) four times a year. We anticipate enrolling (15) students in each class for a total of (60) sixty students a year. Our (3) three-year projection will be (180) one hundred and eighty students.

Curriculum Objectives

The curriculum objectives for this program are based on the philosophy and conceptual framework that the school has adopted. Using Orem's Self-Care Theory/Maslow's Hierarchy of Needs the curriculum coordinates clinical and theoretical objectives of the major areas of nursing. The program is taught over 42 weeks and is divided into three levels (terms).

Level/Term I: Theory 204 Hours – Skills Lab 76 Hours – Clinical 240 Hours

Fundamentals of Nursing: Theory 76 Hours – Skills Lab 76 Hours - Clinical 240 Hours

1. Differentiate the role of the Vocational Nurse in the health care team.
2. Apply knowledge of the legal and ethical responsibilities during the provision of nursing care.
3. Demonstrate competence in the performance of basic nursing skills.
4. Using Orem's Self-Care Theory, recognize that each patient is an individual with specific psychological, physical and spiritual needs
5. Engage in the promotion of health care maintenance and the prevention of disease.

Culture: Theory 8 Hours

1. Identify the cultural and social factors that contribute to health and disease.
2. Engage in the provision of culturally sensitive, congruent care to individuals across the life continuum.

Nursing Process: Theory 19 Hours

1. Utilizing Orem's Self-Care Theory implement the nursing process as a framework for priority and performance of nursing interventions

Communications: Theory 8 Hours

1. Apply the principles of therapeutic communication when interacting with the client, family and health care team members.
2. Understand mental illness can affect the ability of an individual to meet their Universal Self-Care Requirements as defined by Orem's Self-Care Theory (Deficits)

Critical Thinking: Theory 8 Hours

1. Engage the principles of critical thinking in the delivery of health care.

End of Life: Theory 7 Hours

1. Demonstrate an understanding of the concept of end of life care and deliver care to assigned clients in a holistic, cultural sensitive manner.

Nutrition: Theory 2 Hours

1. Demonstrate an understanding of the concepts of nutrition in the healing process of any disease and the state of wellbeing.

Psychology: Theory 9 Hours

1. Demonstrate an understanding of the principles of psychology as related to the patient's state of wellbeing. Understand how patients feel during the disease process and on the road to wellness.

Growth & Development: Theory 20 Hours

1. The will be introduced to the principles of growth and development across the life span and be able to apply these principles to the clinical setting; while providing care for patients across the generations.

Patient Education: Theory 4 Hours

1. The student will be introduced to the principles of patient education, learning situations, learning readiness, lesson plans, and delivery of information and evaluation of patients understanding of the presented concepts.

Pharmacology: Theory 16 Hours

1. The student will learn the principles of the preparation of medication using multiple delivery systems, checking medication orders, preparing the medication for administration, administration of medication and recording of the medication given. The student will focus on the 6 rights of medication administration.

Communicable Disease: Theory 4 Hours

1. The student will learn the principles of asepsis, hand washing, isolation techniques, bagging and disposal of infections materials as well as the process of disease transmission and the chain of infection.

Gerontological Nursing: Theory 8 Hours

1. Demonstrate the ability to apply knowledge and clinical skills to address the major problems associated with the caring of older adults.

Rehabilitation Nursing: Theory 8 Hours

1. Students will demonstrate the principles of rehabilitation nursing through interventions that will assist the patient to become independent with their activities of daily living.

Ethics/Unethical: Theory 7 Hours

1. Students will evaluate their nursing practice and interventions in the clinical setting utilizing the principles of ethics and will be able to identify any situation that is unethical and take appropriate actions.

Level/Term II: Theory 280 Hours – Skills Lab 96 Hours – Clinical 264 Hours**Medical/Surgical Nursing II: Theory 202 Hours – Skills Lab 96 Hours- Clinical 360 Hours**

1. Continue to apply knowledge of the etiology, symptoms, diagnostic procedures, nursing care treatment of common medical-surgical disorders; including pharmaceutical and rehabilitation therapy.

Gerontological Nursing: Theory 8 Hours

1. Demonstrate the ability to apply knowledge and clinical skills to address the major problems associated with the caring of older adults.

Communicable Disease: Theory 8 Hours

1. The student will learn the principles of asepsis, hand washing, isolation techniques, bagging and disposal of infectious materials as well as the process of disease transmission and the chain of infection.

Culture: Theory 8 Hours

1. Identify the cultural and social factors that contribute to health and disease.
2. Engage in the provision of culturally sensitive, congruent care to individuals across the life continuum.

Anatomy & Physiology: Theory 54 Hours

1. Students will receive further instruction in the body systems and the diseases related to each of the systems. The students will be introduced to the medical and nursing interventions for each disease and the treatment modalities for each disease identified.

Level/Term III: Theory 126 Hours - Skills Lab 32 Hours - Clinical 266 Hours

Medical-Surgical Nursing II: Theory 56 Hours- Skills Lab 32 Hours – Clinical 26 Hours

Demonstrate the ability to incorporate the principles of nursing, behavioral and physical sciences in the provision of culturally competent care to clients across life's continuum with different bio-psychological universal self-care requirements.

1. Demonstrate the ability to apply learned knowledge of specific disease conditions in the prevention, treatment, and nursing care and rehabilitation clients.
2. Demonstrate the ability to conform to professional standards incorporating legal and ethical considerations and responsibilities for the Vocational Nurse.
3. Demonstrate the ability to utilize the principles of critical thinking in the assessment, care interventions and evaluations of client care and in the development and implementation of a client teaching plan within the scope of practice of a Vocational Nurse.
4. Demonstrate the ability to implement the principles of end-of-life care of assigned clients in the clinical setting.

Leadership and Supervision: Theory 8 hours – Clinical 80 Hours

1. Demonstrate the ability to organize, prioritize and delegate care for a group of clients using effective communication techniques with other members of the health care team.
2. Demonstrate effective supervisory techniques with other members of the health care team while assisting clients to meet their universal care requirements.

Pediatric Nursing: Theory 24 Hours – Clinical 80 Hours

1. This course is designed to provide basic understanding of the response of the pediatric patient to illness and to medical-surgical interventions related to illness, based on the maturation level (infancy to adolescence).

2. Course content parallels the developmental stages: i.e. infants, toddlers, pre-school aged children, pubescent and adolescent children; as it relates to the common pediatric conditions and specific diagnostic tests; accident prevention; nutrition, including culturally diverse food patterns; the principals involved in standard precautions used to prevent the transmission of communicable diseases in children; immunization programs; and the characteristics of common childhood communicable diseases.
3. The nursing process will provide the model for the delivery of safe nursing care to pediatric patients in the hospital, clinic, and home. The course also gives the student opportunity to learn the principles of wellness, to manage illness of children, and to consider the concepts of grief and loss as they apply to the nursing care of children and families with special needs.

Maternity Nursing: Theory 24 Hours – Clinical 80 Hours

1. This course is designed to provide basic theoretical knowledge and skills related to the response of the patient to pregnancy: from conception to the care of the newborn. Course content includes growth and development, current trends in maternal child nursing, human reproduction, fetal development, prenatal care, complications of pregnancy, labor and birth, pain management, the family, postpartum care, the newborn, breast feeding, and the infant's special needs.
2. The goal is to prepare the students to: think critically, problem-solve effectively, develop competent assessment skills, and teach patients about their health care needs taking into consideration the developmental needs of the patient.
3. The nursing process will provide a model for the delivery of safe nursing care in the prenatal, postpartum, and/or reproductive clinics, labor and delivery set units, and postpartum units.

Communicable Disease: Theory 8 Hours

1. The student will learn the principles of asepsis, hand washing, isolation techniques, bagging and disposal of infectious materials as well as the process of disease transmission and the chain of infection.

Prerequisite Courses

Anatomy & Physiology - 36 Hours

This comprehensive course is developed to introduce a solid basic core foundation for Human Anatomy and Physiology to augment the Nursing field of endeavor so that a practitioner has a secure grounding in the structure and function of the human body. The ability to recognize deviations from health allows the professional to refer to Physicians as needed and to plan their care for their clients appropriately. This course will prepare the student for entry into a Vocational Nursing Program.

Nutrition - 36 Hours

This course provides students with an understanding of the basic concepts and principles of nutrition including digestion, metabolism and function of nutrients across the life span as well as the nutritional needs during pregnancy. Other topics covered are current controversial nutrition issues such as eating disorders, sports nutrition, dietary supplements, and herbal products, and the relationship between nutrition and diseases like heart disease, cancer, obesity, osteoporosis diabetes. This course will also provide students with the knowledge needed to evaluate and modify their own diets.

Pharmacology - 54 Hours

This course covers all aspects of introductory pharmacology. It is designed to include basic understanding of drug action at the physiology level. It covers unit conversions and drug calculations. The content includes the study of drug categories, principles of drug action and drug interaction, effect of drugs on various body systems, and nursing considerations in administering medications.

Certified Nursing Assistant -10 Hours

Students are required to be a Certified Nursing Assistant and have complete a course that has been approved by the California Department of Public Health. The course must not be less than 50 hours of Theory and 100 hours of Clinical,

Vocational Nursing Program Course Descriptions

Level/Term I: Theory 204 Hours - Skills Lab 76 Hours - Clinical 240 Hours

Fundamentals of Nursing: Theory 76 Hours – Skills Lab 76 Hours – Clinical 240 Hours

This course presents the theoretical framework for understanding the process of providing basic nursing care using the nursing process as a model of delivering safe patient care. Content includes developmental processes and life cycle of adult and older adults, health care delivery systems, cultural diversity, therapeutic nature of nursing, professional accountability, medication administration, and nursing management of the basic patient care needs including concepts of safety and infection control, fluid and electrolyte balance, skin integrity, and nutrition. Demonstration, practice, and return demonstration in the skills laboratory is required. The learned skills will be implemented first in the fundamentals and medical-surgical practicum and thereafter, throughout the program's clinical experiences.

Nursing Process: Theory 19 Hours

This course provides the student the theoretical framework and a systematic way of effectively applying the scientific approach to nursing care of the client. The student learns the step of the nursing process: (1) assessment (data, analysis, and diagnosis), (2) planning, (3) implementation and (4) evaluation. The content includes writing care plans and applying critical thinking skills in the process of developing nursing care plan.

Communication: Theory 8 Hours

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes verbal and non-verbal communication, its barriers and influences as well as the importance of applying therapeutic communication in the health care setting. In addition, the course introduces the student to the therapeutic nurse patient relationship and the developmental process and special needs of an older adult and communication among the different members of the health care team in different health care settings.

Patient Education: Theory 4 Hours

This course introduces future healthcare professionals to the fundamentals of patient education. Students will learn the importance of empowering patients through education to increase patients' ability and encourage positive behavioral, health-related changes. In addition, students will have the opportunity to work in interdisciplinary groups to create and evaluate patient education interventions. This course will promote integration of concepts related to education, research, and technology.

Pharmacology: Theory 16 Hours

This course covers all aspects of introductory pharmacology. It is designed to include basic understanding of drug action at the physiology level. It covers unit conversions and drug calculations. The content includes the study of drug categories, principles of drug action and drug interaction, effect of drugs on various body systems, and nursing considerations in administering medications.

Psychology: Theory 9 Hours

This course is designed to introduce the student to patients who suffer from mental disorders and the disease process that may affect the elderly population. The course gives the students the opportunity to explore their own feelings and perceptions of people who suffer from a variety of mental illness including, anxiety, depression, bipolar disease,

suicide, dementia and Alzheimer's disease. The student will also learn techniques to provide care for these patients affected by these diseases.

Growth & Development: Theory 20 Hours

This course is designed to introduce the students to the principles of growth and development across the life span. The student will be introduced to the stages of physical growth and mental development as a person progresses from birth to the elderly patient while identifying the ageing process.

Nutrition: Theory 2 Hours

This instruction will introduce the student to the principles of geriatric nutritional needs and special diets. The student will be introduced to the principles of gastric tube feedings and other methods of providing nutrition for the elderly client.

Communicable Disease: Theory 4 Hours

This course will introduce the student to the techniques of isolation and the method of disease transmission. In addition the principles of sterility and asepsis will be introduced with the student demonstrating the technique for gowning and un-gowning using protective clothing. The student will be taught the principles of contaminated biological waste materials and sharps disposal. The student will also be introduced to the chain of infection and the effective methods to break the chain to prevent the spread of disease.

Gerontological Nursing: Theory 8 Hours

This course will introduce the student to the principles of geriatric nursing using the nursing process to plan care for the elderly population. The course will introduce the student to the special considerations that need to be identified while providing care to this population. This course will discuss patients who are receiving care in their homes, assisted living facilities and skilled nursing facilities.

Rehabilitation Nursing: Theory 8 Hours

This course will introduce the student to the principles of rehabilitation nursing and the role of the nurse in assisting the patient to achieve their maximum level of function post injury or illness. The student will be taught the principles of range of motion exercises as well as active and passive exercises, patient ambulation and the use and maintenance of durable medical equipment.

Ethics: Theory 7 Hours

This course is designed to introduce the nursing student to the principles of nursing ethics that must be incorporated into their nursing practice and delivery of patient care. The student will be encouraged to explore their own values related to euthanasia, abortion, withdrawal of medical and nursing care for elderly patients. The student will also explore cultural factors that may influence the provision of nursing care.

Critical Thinking: Theory 8 Hours

This course is designed to introduce the student to the principles of critical thinking. The student will develop nursing care plans using the principles of critical thinking and following the nursing process while taking into consideration the patient's needs. This course will allow the student to anticipate the needs of the patient and plan accordingly for any interruptions in the daily routine of taking care of their patients.

Culturally Congruent Care: Theory 8 Hours

This course is designed to introduce the student to cultural differences that may affect the delivery of patient care. The student is introduced to the history of transcultural nursing concepts and how these concepts play a part in the delivery of care and the healing process of their clients.

End of Life Care: Theory 7 Hours

This course is designed to introduce the student to the care that is required for patients who are at the end of life. The student will explore various nursing services that are available to the dying patient. The student will also learn about advanced directives, living wills and final wishes of the dying patient.

Level/Term II: Theory 280 Hours - Skills Lab 96 Hours - Clinical 264 Hours

Medical/Surgical Nursing II: Theory 202 Hours - Skills Lab 96 Hours - Clinical 264 Hours

Medical Surgical Nursing II builds upon the knowledge, skills, and attitudes developed in Medical Surgical I. This course is designed to provide basic understanding and care of the adult patient with mental health conditions in addition to the pathophysiologic changes related to disorders of the major body systems not covered in Medical Surgical I. It also covers basic nursing care pertaining to the care of more complex nursing care such as anesthesia, surgery, oncology nursing, and societal health conditions. The nursing process is used as the model for the delivery of safe nursing care in a variety of settings.

Anatomy & Physiology: Theory 54 Hours

This course is designed to build on the pre-requisite course and introduces the disease process and illness that are associated with each of the body systems. The student will be introduced to the medical and nursing interventions necessary to assist the patient on their road to recovery. The student will also explore the treatment modalities as they are related to the anatomy and physiology of their patients.

Communicable Disease: Theory 8 Hours

This course will introduce the student to the techniques of isolation and the method of disease transmission. In addition, the principles of sterility and asepsis will be introduced with the student demonstrating the technique for gowning and un-gowning using protective clothing. The student will be taught the principles of contaminated biological waste materials and sharps disposal. The student will also be introduced to the chain of infection and the effective methods to break the chain to prevent the spread of disease. * This course will build on the introduction that the student completed in Level/Term I.

Gerontological Nursing: Theory 8 Hours

This course will introduce the student to the principles of geriatric nursing using the nursing process to plan care for the elderly population. The course will introduce the student to the special considerations that need to be identified while providing care to this population. This course will discuss patients who are receiving care in their homes, assisted living facilities and skilled nursing facilities. * This course will build on the introduction that the student completed in Level/ Term I.

Culturally Congruent Care: Theory 8 Hours

This course is designed to introduce the student to cultural differences that may affect the delivery of patient care. The student is introduced to the history of transcultural nursing concepts and how these concepts play a part in the delivery of care and the healing process of their clients. * This course will continue to build on the principles discussed in Level/Term I.

Level/Term III: Theory 126 Hours - Skills Lab 32 Hours - Clinical 266 Hours

Maternal Nursing: Theory 24 Hours – Skills Lab 16 Hours – Clinical 80 Hours

This course is designed to provide comprehensive discussions of family-centered care, wellness, health promotion and illness prevention, women's health issues, and the growth and development of the newborn child and the parent. The information forms a continuum of knowledge that flows from conception to adulthood. Focus on the systems approach will be used to address physiological illness. The student continues to use the nursing process within the framework of providing care to the childbearing family. Further emphasis is on application of the nursing process and Maslow's Hierarchy of needs in the implementation of effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course.

Communication: Theory 6 Hours

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes verbal and non-verbal communication, its barriers and influences as well as the importance of applying therapeutic communication in the health care setting. In addition, the course introduces the student to the therapeutic nurse patient relationship and the developmental process and special needs of an older adult and communication among the different members of the health care team in different health care settings. * This course builds on the principles taught in Level/Term I.

Communicable Disease: Theory 8 Hours

This course will introduce the student to the techniques of isolation and the method of disease transmission. In addition the principles of sterility and asepsis will be introduced with the student demonstrating the technique for gowning and un-gowning using protective clothing. The student will be taught the principles of contaminated biological waste materials and sharps disposal. The student will also be introduced to the chain of infection and the effective methods to break the chain to prevent the spread of disease. * This course will build on the introduction that the student completed in Level/Term I and Level/Term II.

Pediatric Nursing: Theory 24 Hours – Skills Lab 16 Hours – Clinical 80 Hours

This course is designed to provide discussions of family centered care, wellness, health promotion and illness prevention, and the growth and development of the child. The information will form a continuum of knowledge that flows from the conception to adulthood. Focus on systems approach will be used to address physiological illness. Child health theory is presented within a framework of Maslow's Hierarchy of needs, the nursing process, and the implementation of effective nursing intervention. Principles of nutrition, pharmacology and communication are integrated throughout the course. Related clinical experiences will take place in the out-client health care facilities.

Medical/Surgical Nursing: Theory 56 Hours – Clinical 26 Hours

Medical Surgical Nursing II builds upon the knowledge, skills, and attitudes developed in Medical Surgical I. This course is designed to provide basic understanding and care of the adult patient with mental health conditions in addition to the pathophysiologic changes related to disorders of the major body systems not covered in Medical Surgical I. It also covers basic nursing care pertaining to the care of more complex nursing care such as anesthesia, surgery, oncology, nursing, and societal health conditions. The nursing process is used as the model for the delivery of safe nursing care in a variety of settings.

Leadership and Supervision: Theory 8 Hours – Clinical 80 Hours

This course is designed to explore the leadership role of the vocational nurse and to assist students to develop behaviors that contribute to effective leadership in the health care setting. Course content includes: selected theories

of leadership and management, characteristics of the effective leader, assessment of leadership styles, conflict resolution strategies, delegation, accountability, nurse practice standards, and ethical and legal issues related to leadership roles of the vocational nurse. The importance of effective communication in providing leadership to a multicultural workforce is emphasized.

Summary of Instructional Plan Vocational Nursing Program Clock Hours

Curriculum Content	Prerequisites	Term 1	Term 2	Term 3	Comments	Totals
Anatomy & Physiology	36	0	54	0		90
Nutrition	36	2	0	0		38
Psychology	0	9	0	0		9
Growth & Development	0	20	0	0		20
Fundamentals of Nursing	10 (CNA)	76	0	0		86
Nursing Process	0	19	0	0		19
Communication	0	8	0	6		14
Patient Education	0	4	0	0		4
Pharmacology	54	16	0	0		70
Medical/Surgical Nursing	0	0	202	56		258
Communicable Disease	0	4	8	8		20
Gerontological Nursing	0	8	8	0		16
Rehabilitation Nursing	0	8	0	0		8
Maternity Nursing	0	0	0	24		24
Pediatric Nursing	0	0	0	24		24
Leadership	0	0	0	4		4
Supervision	0	0	0	4		4
Ethics & Unethical Cond.	0	7	0	0		7
Critical Thinking	0	8	0	0		8
Culturally Congruent Care	0	8	8	0		16
End-of-Life Care	0	7	0	0		7
Total Theory Hours	136	204	280	126		746
Skills Lab Hours	0	76	96	32		204
Clinical Experience Hrs.	0	240	264	266		770
Total Clinical Hours	0	316	360	298		974
Total Program Hours						1720
Breakout of Clinical Hours by Topic Areas						
Topic	Hours	Students who have completed a Certified Nursing Assistant program will receive 10 prerequisite hours for Fundamentals of Nursing.				
Fundamentals	316					
Medical-Surgical	418					
Pediatrics	80					
Maternity	80					
Leadership	40					
Supervision	40					
Total Clinical Hours	974					

Graduation Requirements

The Following are the requirements students must achieve in order to graduate from the Vocational Nursing Program.

1. Must achieve the required passing grade of 75% or higher in all three levels.
2. Must complete all theory and clinical hours in all three levels.
3. Must complete make-up hours for theory and clinical if the student has any absences
4. Completes a mandatory Virtual ATI NCLEX-PN review in order to complete their VN program and the cost of this program is to be borne by the individual student.
5. Each student must pass Comprehensive Predictor after completion of Virtual ATI with a predicted chance of passing of 90% or higher.
6. Meet all academic and financial obligations to the school.

Theory Classes Held at:

Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

Address of Clinical Sites:

Adventure Club
2271 Americana Drive
Roseville, CA 95747

Arden Rehab
3400 Alta Arden Expy.
Sacramento, CA 95825

Emerald Gardens Nursing Center
6821 24th Street
Sacramento, CA 95822

Norwood Pines
500 Jessie Avenue
Sacramento, CA 95838

Oak Ridge Healthcare Center
310 Oak Ridge Drive
Roseville, CA 95661

Saint Claire's Nursing Center
6248 66th Street
Sacramento, CA 95823

Saint Francis Senior Residence
6254 66th Avenue
Sacramento, CA 95823

Chicks in Crisis
8359 Elk Grove Florin Road Ste. 103
Sacramento, CA 95829

Point Quest
6600 44th Street
Sacramento, CA 95823

Sacramento Community Clinics
5524 Assembly Court
Sacramento, CA 95823

Student's Right to Cancel

The student has the right to cancel his or her enrollment agreement for a course of instruction, without any penalty or obligations, **through attendance at the first class session, or the seventh day after enrollment, whichever is later.** Students may not cancel by telephoning the school or by not attending the class. After the end of the cancellation period, the students also have the right to stop school at any time; and have the right to receive a pro-rated refund if he/she has completed 60 percent or less of the program less the registration fee, costs of books, uniforms and equipment issued. The refund is to be paid 30 days of the withdrawal. Cancellation must be made in writing and mailed or hand delivered a copy at the following address:

**Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823**

Refund Policy

Students have a right to a full refund of all tuition, less the registration fee, if he or she cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. In addition, a student may withdraw from the course after instruction has begun and receive a pro-rated refund for the unused portion of the tuition. Refer to the following computations to determine the amount of the refund owed to you.

Certified Nurse Assistant

The student completes 60 hours of a 180 hour **CNA COURSE** and paid \$900.00 tuition, the student is entitled to a refund of \$600.00

\$900.00	x	120 clock hours paid for but not attended	
Paid Tuition		-----	= \$600.00
		180 clock hours of paid instruction	refund amount

Vocational Nursing

For example, if a student has completed 797 hours of the 1594 hours **Vocational Nursing course** (1720 hrs. less Pharmacology 54 hrs., Anatomy & Physiology 36 hrs., & Nutrition 36 hrs.) and paid \$21,500.00 tuition, the student would be entitled to a refund of \$10,750.00

\$21,500.00	x	797 clock hours paid for but not attended	
Paid Tuition		-----	= \$10,750.00
		1594 clock hours of paid instruction	refund amount

Home Health Aide

The student completes 24 hours of a 40-hour **HOME HEALTH AIDE COURSE** and paid \$375.00 the refund will be computed as follows:

\$375.00	x	16 clock hours of attended instruction	
Paid Tuition		-----	= \$150.00
		40 clock hours of paid instruction	refund amount

Anatomy & Physiology for Nurses

The student completes 24 hours of the 36-hour **Anatomy & Physiology** course and paid \$375.00 the refund will be computed as follows:

\$375.00	x	12 clock hours paid for but not attended	
Paid Tuition		-----	= \$125.00
		36 clock hours of paid instruction	refund amount

Pharmacology for Nurses

For example: if the student completes 18 hours of the 54-hour **Pharmacology** course and paid \$425.00 the refund will be computed as follows:

\$425.00	x	36 clock hours paid for but not attended	
Paid Tuition		-----	= \$255.00
		54 clock hours of paid instruction	refund amount

Nutrition for Nurses

For example; if the student completes 27 hours of the 36 hour **Nutrition** course and paid \$325.00 the refund will be computed as follows:

\$425.00	x	9 clock hours paid for but not attended	
Paid Tuition		-----	= \$81.25
		36 clock hours of paid instruction	refund amount

Intravenous Therapy & Blood Withdrawal Certification

For example: if the student completes 24 hours of the 36 hour **Intravenous Therapy & Blood Withdrawal** course and paid \$300.00 the refund will be computed as follows:

\$400.00	x	12 clock hours paid for but not attended	
Paid Tuition		-----	= \$100.00
		36 clock hours of paid instruction	refund amount

Pediatric Nursing

For example: if the student completes 18 hours of the 45 hour **Pediatrics** course and paid \$1200.00 the refund will be computed as follows:

\$1200.00	x	27 clock hours paid for but not attended	
Paid Tuition		-----	= \$720.00
		45 clock hours of paid instruction	refund amount

Maternal/Child Nursing

For example: if the student completes 36 hours of the 45 hour **Maternity** course and paid \$1200.00 the refund will be computed as follows:

\$1200.00	x	9 clock hours paid for but not attended	
Paid Tuition		-----	= \$240.00
		45 clock hours of paid instruction	refund amount

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at Curam College of Nursing is also at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn at Curam College of Nursing is at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 the institution to which you may seek to transfer after attending Curam College of Nursing to determine if your certificate will transfer.

Policies

Grading Policy

Students must score a cumulative average of 75% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy. Students will be evaluated by the clinical instructor on the following areas: Application of theory principles within the clinical setting, knowledge and proper execution of skills and procedures, ability to meet all standards set forth by the Department of Health.

Attendance Policy

1. Students must attend scheduled classes regularly.
2. Students are expected to report for both clinical and theoretical classes on the time designated by the administrator and/or instructor.
3. Students who are unable attend the theoretical portion of the training must notify the school of their absence an hour before the start of the class by calling the administrator.
4. Arrangements must be made with the instructor for make-up time on the day following the absence. The topics being covered in class on the day of absence will be identified and delivered on the make-up day.
5. Notice must also be given for inability to attend the clinical portion of the training by calling the clinical site 2 hours prior to the start of the training.
6. Arrangements must be made with the instructor for make-up time on the day following the absence.
7. Absence of more than one classroom day and one clinical day may require the student to repeat the entire course if the student fails to make arrangements for make-up with the instructor. Tuition refund will be based on the Tuition Refund Policy.
8. The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the instructor and/or administrator will be implemented after a second occurrence, at which time, a decision shall be made by the instructor to either retain or dismiss the student from the program. The decision will be made based on overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal.
9. No tuition fees will be refunded to students who are dismissed from the program.

Dismissal Policy

The following constitute grounds for dismissal from the training:

1. Repeated tardiness and absence from class without prior notification of instructor/administrator.
2. Failure to make up for excused absence.
3. Disruptive behavior which includes but is not limited to use of foul language, insubordination to instructors, failure to comply with the rules and regulations of the school and the clinical site, possession of unprescribed drugs, intoxication and sleeping in class.
4. Theft of property from the school, clinical area, staff or other students.
5. Failure to report to clinical training in appropriate uniform after receiving prior warning.

Dropout Policy

In order to qualify for a pro-rated tuition refund, students must officially submit a written notification of their intention to withdraw from the training. The letter shall be mailed and addressed to the administrator. Students have a right to a full refund of the tuition fee if they cancel on or before the first day of instruction, or the seventh day

after enrollment. The registration fee is non-refundable. The student maybe eligible for a pro-rated refund after instruction has begun if the student has completed 60% or less of the course less the cost of the books, uniforms, equipment issued.

Leave of Absence

Applications for leave of absence will be granted after a careful review of the case by the Instructor, Associate Director of Nursing and the Administrator. The student will have to apply for a leave of absence with the staff concerned. Prior to approval of the application, a return date shall be established by the student and the administrator. The school shall provide and application for leave of absence to the student.

Classroom Behavior

1. Smoking will be allowed during break time in designated areas only. Students are allowed 2 ten minutes breaks and 30 minutes for lunch.
2. Eating and smoking is allowed only during scheduled break time and lunch time.
3. Students are required to maintain a clean and neat working Area at all times by removing their trash and clutter before leaving their work areas in the classroom.
4. All equipment and educational supplies used during theoretical training must be returned to assigned proper places at the end of the class day.
5. Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subject to automatic dismissal.
6. Sleeping during class is not acceptable.
7. Leaving the classroom during class hours without authorization by the instructor or administrator is not allowed and subject to counseling.
8. Students are required to speak English in the classroom and in the clinical site. Failure to follow the rules will result in disciplinary actions. The first occurrence a 2 days suspension and second will be termination from the program.

Dress/Uniform Regulations

Dress should be: School uniform. Uniform should be clean. School uniform must be worn on the first day of school. White clean flat, non-skid shoes, no open toe footwear, no dangling earrings or heavy bracelets, wristwatch with a second hand. Students not wearing their uniform will be sent home and mark absent on their attendance.

Uniform Regulations

- Name badges are part of the uniform and are to be worn on the left side of the attire
- No jewelry is to be worn with the exception of wedding band and non-dangling earrings
- White, non-skid shoes and laces are to be kept clean and in good repair at all times
- No gum chewing is allowed while in uniform
- Deodorants and anti-perspirants are to be used daily
- Hair must be neat and clean; long hair should be pulled back and/or tied with simple barrettes
- Make up should be used sparingly; No strong perfumes or colognes are allowed
- Nails are to be maintained at a quarter of an inch or less without nail polish
- No textured hosiery is allowed. Plain white nurses' stockings or white solid colored socks are recommended
- A blue or black ink pen and small notebook or note pad are integral parts of the uniform.

Educational Record Retention

Educational records shall be maintained by the Custodian of Records. The custodian of records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets in the 3school site. Student records will be maintained by the school for five (5) years after enrollment. Request for release of information by the student or from outside agencies must be made in writing with student's signature. This ensures that only authorized individuals have access to specific information requested.

Cellular Use Policy

While cellular phones are permitted on campus the following policy applies:

- Cellular devices are not permitted in the clinical area/facility.
- Cellular devices are to be turned “**OFF**” while in the classroom.
- Cellular devices are not to be switched to the vibrate mode must turned off.

Failure to adhere to this policy will lead to the following disciplinary action:

- Students who have a cellular device that rings or vibrates during class lecture or clinical experience will be asked to leave the setting
- Students who leave the setting to attend to a cellular device will not be permitted to return to the class or clinical in session.
- Students who are requested to leave a lecture or clinical setting will be required to seek the permission of the instructor before returning to a current session of future session.
- Students who miss a class or clinical session must make up that session prior to moving on to the next class.
- Students who leave an examination due to a cellular call/ringing or vibrate will be dismissed from the class and grade of 50% will be assigned for that missed examination.

Electronic Device Policy

Curam College of Nursing does not allow the following electronic devices in the classroom or clinical setting: Cell phones, iPod devices, tape recorders or other recording devices, cameras, personal computers, personal DVD players or other media devices.

Curam College of Nursing does allow these devices in the classroom setting

1. CCN Computers that are used for learning activities
 - a. School computers are not to be used to check personal e-mails
 - b. Instructors may give students permission to browse the web for the explicit purpose of obtaining information related to any class that is being instructed at the time
 - c. Students are not to copy any program that is installed on the school computers

Students who do not follow this policy will be subject to the following disciplinary actions:

1st Offence: Student will be given a verbal warning by the instructor

2nd Offence: Student will be given a written warning by the instructor

3rd Offence: The student will be given a 3 day suspension from the program and the student will have to make-up the lost time before they can graduate from the program

4th Offence: The student will be terminated from the program without any further warnings

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification the precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or picture at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Drug and Alcohol Policy

Curam College of Nursing policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- ❖ Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
- ❖ The sale of any controlled substance which is in violation of local, state or federal statutes.
- ❖ Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized school activity.
- ❖ Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. This violation constitutes ground for dismissal from the program.

Policy and Procedures for the Vocational Nursing Program

Attendance Policy

The courses offered at Coram College of Nursing are designed to prepare you for gainful employment upon program completion. Our hands-on instructional strategies are designed to engage all students in their own learning, and are only effective when students attend class regularly. Therefore, it's expected that all students will maintain 100% attendance. Regular attendance is a critical factor of successful employment.

Attendance Requirements

Maintain a minimum of 100% attendance. Faculty may issue an Intent to Drop warning to students whose attendance falls below the minimum standard. Students must call their faculty member each day when absent from class and students will be dropped under the following conditions:

- a) Three consecutive days' absence without contacting the administrative office of the faculty.
 - b) Three days' absence during the first week of class.
1. Students will be placed on attendance probation if they do not adhere to items A) and B) above. If placed on attendance probation, a student will be required to maintain a 100% attendance rate for the remainder of that term and the following term.
 2. **SIGNING IN: ALL students must sign the class daily attendance roster during the assigned class time or clinical experiences. NO student will be allowed to sign in after the class or clinical time is over. Students who do not sign the attendance roster will be recorded as absent and will have to make up the missed time prior to graduation. NO EXCEPTIONS, NO EXCUSES ACCEPTED.**
 3. **LATE ARRIVAL FOR CLASS: Any student who arrives after a class session has started will remain out-side the class until the next break that the instructor gives to the class.**
 - Students who miss class related to late arrivals will have to make up the lost theory time before they can graduate from the program.
 - **Students who have 3 tardies in any one term will be expelled from the program and will not be given credit for the completed course work. NO EXCEPTIONS.**
 4. **LATE ARRIVAL FOR CLINICAL EXPERIENCE: Any student who arrives late for a clinical experience will be excused for the day and all lost time will have to be made up prior to being allowed to graduate.**
 - Any students are expected to be at the clinical site 20 minutes prior to the actual start of the shift; this gives the student time to get ready to start their day in a positive manner.
 - **Students who have 3 tardies in any one term will be expelled from the program and will not be given credit for the completed course work. NO EXCEPTIONS.**

Student Evaluations/Grading Policy

Clinical Evaluations:

All clinical evaluations will be on a Cr/NCr basis with no grade being assigned to the student. Students who do not receive a Cr for clinical experience will be dropped from the program.

Students must be present on the clinical sites at least 20 minutes prior to the beginning of their assigned clinical experience.

Students must not miss more than 3 clinical days in any level as they will only have the opportunity to make up 3 lost days of clinical experience in each level.

Students who present a clinical risk to a patient or the facility will be removed from the clinical setting and may risk termination from the program.

Students who do not adhere to the substance use policies of the school will be terminated from the program

Theory Evaluations:

Students missing more than 3 theory days in a level will be required to repeat the entire level.

Students will be evaluated based on a set of examinations:

Subject Exams (15 Total) value 60% of final grade	= 60%
Comprehensive Exam value 30% of final grade	= 30%
Class Participation value 10% of final grade	= 10%
Total	= 100%

Students have to write all scheduled examinations on the date the examination is first set. If a student does not write the exam on the first scheduled date, the student is required to write the missed exam but will only receive a maximum grade of 50% for the exam (no exceptions).

The passing grade for this program will be a (75%) or better. Students achieving less than a (75%) will be required to repeat the course.

Credit Granting:

Students will not be given a grade for partial work completed in any level, in order to have a grade assigned the student must have completed the course work for the entire level.

Leave of Absence

Applications for leave of absence will be granted after a careful review of the case by the Instructor, Program Director and the Administrator. The student will have to apply for a leave of absence with the staff concerned. Prior to approval of the application, a return date shall be established by the student, Program Director and the Administrator. The school shall provide an application for a leave of absence to the student.

Probation Policy

A student can be on probation only once at each level. A student can be put on probation for no more than 30 days at a time for the following reasons:

1. Failure to maintain satisfactory academic progress
2. Failure to maintain satisfactory attendance
3. Failure to meet financial obligations
4. Violation of any of the school policies after given warning

Dismissal Policy

The following constitute grounds for dismissal from the training:

1. Repeated tardiness and absence from class without prior notification of instructor/program director.
2. Disruptive behavior which includes but is not limited to use of foul language, insubordination to instructors, failure to comply with the rules and regulations of the school and clinical site. Possession of unprescribed drugs, intoxication and sleeping in class.
3. Theft of property from the school, clinical area, staff or other students.
4. Failure to report to clinical training in appropriate uniform after receiving prior warning.
5. Repeated violation of any of the school policies.

Unprofessional Behavior

Unprofessional behavior has been defined by many people in many different ways in the literature. A few examples of unprofessional behavior include:

- Belittling someone's opinion or condescending language
- Negative or belittling nonverbal messages-deliberate rolling of eyes, raising eyebrows, making faces
- Constant criticism, scapegoating, fault-finding
- Elitist attitude regarding practice area, education, experience
- Undermining activities or unnecessary disruption
- Angry or emotional outbursts
- Reluctance or refusal to answer questions
- "Eating our young" Phenomenon
- Spreading rumors and or pitting staff against each other
- Arriving late for lectures, classes, being unprepared for work assignments

Any of this behavior will lead to termination from the Curam College of Nursing Vocational Nursing Program.

Make-Up Time (Theory/Clinical)

Any student who misses theory or clinical days due to any absence must complete make-up days in order to complete their objectives.

1. **Theory Make-Up:** (Requires the prior approval of the theory instructor and the program director).
 - a. Reading pertinent periodicals related to the subject material missed and the preparation of a summary of the same.
 - b. Preparation of reports in a variety of health care topics that are assigned by the instructor and must be evidenced by at least 4 research articles.
 - c. With the prior approval of the program director, attending lectures, conferences, and workshops related to the subject material missed and then the completion of a summary and presentation to the class.
 - d. Completion of specific assignments (case studies, written examinations).
2. **Clinical Make-Up:** (Requires the prior approval of the clinical instructor and the program director).
 - a. Attending clinical make-up in the clinical setting at the time designated by the program
 - b. There will be 3 days available in each level for the purpose of clinical make-up.

- c. A satisfactory performance evaluation in the skills lab.
 - d. Assignments with the prior approval of the Program Director that may include (patient care plans-patient teaching).
3. **Contract:**
- a. Each student who requires make-up days will complete a “Make-Up Procedure Contract” with the program director prior to commencing any work for credits towards lost theory or clinical hours.
 - b. Students who do not complete all clinical and theoretical objectives prior to the completion of the Vocational Nursing Program will not graduate nor be eligible for the State Licensing Examination until all objectives have been satisfactory completed with a minimum of a “B” grade.
 - c. The BVNPT approved curriculum states that CCN must provide a total of nine (9) make-up days for the entire program. These make-up days are intended for students who have had to miss days due to no fault of their own.
 - d. Students who miss more than nine (9) days for the entire program will be required to make up the lost time at their own expense. The current cost per hour for make-up time is \$50.00 per hour and is the sole responsibility of the student to pay this fee. This fee will be paid in advance of the arranging of any make-up time and may be paid to an outside agency if necessary.
 - e. Students are not to approach individual instructors to try to negotiate the making up of lost hours nor are they to make individual arrangements with the CCN instructors.

Arrangements for all missed time will be made directly with the Program Director of the designee.

The Program Director may allocate the CCN instructors or any other BVNPT approved instructor from other institutions to supervise the theory or clinical time that needs to be made up.

ALL THEORY AND CLINICAL HOURS MUST BE COMPLETED BEFORE ANY STUDENT WILL BE CERTIFIED TO THE BVNPT AS HAVING COMPLETED THE VN PROGRAM.

Theory/Clinical Assignments Make-Up Policy

1. Each level has a designed 3 days for clinical make-ups and no other days will be allotted. Therefore, if a student is absent for more than a total of 3 clinical days per level they will not be able to make up these days and progress to the next level.
2. If the circumstances for the missed days warrant a valid excuse, it will be at the discretion of the Program Director to approve additional make-up days over and above the 3 days allotted
3. All missed theory days have to be made up with actual assignments supervised by the faculty member; no simulation exercises will be approved.
4. All missed clinical days must be made up with actual clinical experience and no lab or computer assignments may be submitted.

Grievance Policy

1. Always approach the faculty member with any concerns, problems, or complaints that you may have. This action should be taken without delay. (This can be a verbal discussion)
2. If you are satisfied with the response of the faculty member and you feel that you still have concerns. The student is required to put the concern in writing giving a copy to the faculty member and a copy to the Program Director. (This stage of the process must be in writing and must be no more than 3 days after initial contact with the faculty concerned)

The complaint should include:

- Date and Time of incident, Concern, Problem
 - Brief description of the problem
 - Indicate if it affects only the student or the other students
 - Detail the contact that you have had with the faculty member and the solutions that were presented if any.
3. Upon receiving a written formal complaint the Program Director will review the complaint and contact the student within three (3) working days.

The Program Director will facilitate a meeting with the student/students and the faculty member within two (2) working days from the date of reviewing the original complaint.

The Program Director will render a final decision within two (2) days after meeting with the student/students and the faculty member.

4. The decision of the Program Director will be final.

Student Services

Remediation Algorithm for Tutoring

Curam College of Nursing will adopt the remediation algorithm that was developed by the Bureau of Vocational Nursing and Psychiatric Technicians. This algorithm provides a logical approach to the identification and working through process for resolutions.

Curam College of Nursing will introduce each new student to the remediation process during the first week on campus. Each student will be given examples of the working model and instructions as to how the model is placed in effect and how the desired outcomes are achieved.

Curam College of Nursing will conduct a workshop with the instructors so that they will become familiarized with the remediation algorithm. They will also be given the opportunity to work with the model through examples of student situations related to theory, clinical, or general policy issues.

Working Process: Sources of Referrals

Students can be initially identified by numerous ways: faculty referrals, self-referral, and student referrals. Students can also be identified by traditional methods of testing, when a student falls below the acceptable grade of 75%, a remediation algorithm will be initiated.

Job Placement Services

Curam College of Nursing **does not** provide any placement services.

Library and Student Resources

Curam College of Nursing provides library services on the school site. There are variety of reference books, nursing journals, audio visual aids includes CD's, VHS, DVD and computers. We provide textbooks and other pertinent handouts during the course of study to help meet the student's learning needs. The school shall provide a list of libraries in the area with their telephone numbers.

The student's will watch videos during class time. The instructor will show the videos to the students. The instructor will also give handouts to the students during class which will aide in their learning. At the beginning of the course, the students will purchase the text book.

The skills lab is used during class time with the instruction of the instructor. Students are also able to use the skills lab when class hours are over. Students can coordinate with the front office if they want to use the skills lab during non-class hours.

Lippincott, Williams & Wilkins allows the students at Curam College of Nursing access to their libraries when they sign on to The Point www.thepoint.com. This access is available to any student from a computer terminal campus. This library is available 24 hours a day and will e-mail students copies, articles, journals, or other materials upon request. Lippincott will provide each student with:

- A current subscription to LPN Magazine with access to all previous issues.
- A current subscription to Nursing 2014 with access to all previous issues.

- Each student will be provided with a computer library access card so that they can download articles on site or on their home computers
- Virtual library with at least 10 reference books for Medical-Surgical Nursing, Obstetrics, and Pediatrics.

Community Facilities

In addition to the learning resources on campus the following community resources are available to our students:

- Sacramento City College Learning Resource Center, 3835 Freeport Blvd., Sacramento, CA 95822 916-558-2461. Hours: Monday through Thursday 7:30am – 8:00pm, Friday 7:30am – 5:00pm, Saturday 9:00am – 3:00pm. Community members are required to purchase a “Public Card” for a fee of \$30.00 per year. Students may check out textbooks and other publications but are not able to check out periodicals or other magazine publications.
- University of California Davis Peter Shields Library, UCD Campus Davis, CA 530-752-1203. Hours: Monday through Thursday 8:00am – 8:00pm, Friday 8:00am – 6:00pm, Saturday 9:00am – 6:00pm, Sunday 10:00am – 6:00pm. Community members are required to purchase a “User Card” for a fee of \$100.00 a year. Students may check out up to 5 textbooks that are not on reserve. No periodicals may be checked out but can be copied in the library.
- University of California Davis Medical Library Resources, 4610 X Street Sacramento, CA 916-734-3529. Hours: Monday through Thursday 8:00am – 8:00pm, Friday 8:00am – 6:00pm, Saturday 9:00am – 6:00pm, Sunday 10:00am – 6:00pm. Community members are required to purchase a “User Card” for a fee of \$100.00 a year. Students may check out up to 5 textbooks that are not on reserve. No periodicals may be checked out but can be copied in the library. Additional information can be obtained at www.ucdavis.edu/academics/libraries/collections.html

Counseling Policy

When problems at Curam College of Nursing, home or work interfere with academic performance, the student is encouraged to ask for a private conference with his/her program director. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies. The school shall provide a list of available community counseling services in the area with their telephone numbers.

Housing Accommodation

Curam College of Nursing does not have dormitory facilities under its control. According to rentals.com, rental properties in the following cities start at approximately the following rates per month: Sacramento - \$800.00, Elk Grove - \$1,000.00. Curam College of Nursing assumes no responsibility in finding housing or assisting students with housing.

Experiential Learning

Curam College of Nursing does not award credit for prior experiential learning.

Distance Education

Curam College of Nursing does not offer distance education.

Credits from Other Colleges/Universities and Other Schools

Curam College of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests for Nursing Assistant Training Program and Home Health Aide. The school does not have any agreements between the institution and any other colleges, universities and other schools that provides for transfer of credits earned in the program of instruction.

Credit Granting Policy – Vocational Nursing

Curam College of Nursing may grant credit for previous nursing education that has been completed within five years prior to admission to the VN program. In accordance with The Vocational Nurses Practice Act Section 2535 credit will be granted as follows:

- Transfer credit shall be given for related previous education completed within the last 5 years.
This includes 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
 7. Students who possess a current Certified Nursing Assistant certificate, will be granted 10.0 units credit for their past experience and education (theory 4 units/clinical 6 units).
 - Curam College of Nursing does not accept credit through challenge examinations and achievement tests
 - Official transcripts documenting that a pre-requisite course has been taken and received a passing grade from the issuing institution shall be given credit at Curam College of Nursing.
 - The Program Director will determine if any theory or clinical credit will be granted and that determination will be final.

Summary of Requirements for Licensure as a Vocational Nurse

All applicants for Licensure as a Vocational Nurse in California must meet all of the requirements.

1. Graduate from a California Accredited School of Vocational Nursing. (You must have successfully completed a California Accredited Vocational Nursing Program).
2. Be at least 17 years of age
3. Furnish proof of completion of the 12th grade of schooling or its equivalent.
4. Complete and sign the “Application for Vocational Nurse Licensure” and furnish a valid U.S. social security number
5. Complete and sign the “Record of Conviction” form
6. Not be subject to denial pursuant to Business & Professions code section 480
7. Submit the required Department of Justice (DOJ) and federal bureau of investigation (FBI) fingerprints. Note: A license will not be issued until the Board receives the background information from DOJ.
8. Attach the appropriate nonrefundable fee made payable to the BVNPT

9. Successfully complete a written examination titled “National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX PN)” or the “National League for Nursing Test Pool Practical Nursing Examination (NLN).”
10. Submit the initial license fee. When you qualify for licensure the Board will advise you of the initial license fee to be paid. This fee is in addition to the Application fee.

Students have the right to contact the Board of Vocational Nursing and Psychiatric Technicians for guidance or to file a complaint. The following is the contact information for the board:

Board of Vocational Nursing and Psychiatric Technicians
2535 Capital Oaks Drive, Suite #205
Sacramento, CA 95833-2945
(916) 263-7800 Fax: (916) 263-7866
www.bvnpt.ca.gov

Certificates of Completion

Certificates of Completion are issued to students who are completing courses such as Nutrition, Anatomy & Physiology and Pharmacology for renewal of their Certified Nursing Assistant certificates.

Certificates of Completion are also issued to Licensed Vocational Nurses who complete the Intravenous Therapy and Blood Withdrawal courses so that they have evidence of continuing education credits for license renewal and also to satisfy their employment requirements.

Certificates of Completion are issued to Certified Nursing Assistants who complete their Home Health Aide training so that the credits can be used to renew their CNA certification.

Transcripts and Diplomas

Diplomas are only issued to students who complete the requirements for the Vocational Nursing Program.

Transcripts are issued to students who have completed the Vocational Nursing Program.

Transcripts are issued to students who have taken the Anatomy & Physiology, Nutrition and Pharmacology courses and plan on applying for admission or transferring to another institution.

Transcripts are also issued to students who have completed the Maternity 45 hrs. and Pediatrics 45 hrs. as these students need their courses documented on a transcript for verification by the California Board of Vocational Nursing and Psychiatric Technicians. These courses are usually used to satisfy the BVNPT requirements to challenge the board using Method #3.

Program Fees

All fees for all Tuition amounts and Items are subject to change without notice. All items excepting Tuition are non-refundable.

Nurse Assistant Training Program

Tuition	\$900.00
Registration	\$95.00
STRF Fee (not currently collecting)	\$0.00
Fingerprinting*	\$43.00
Book	\$38.00
Uniform	\$30.00
First Aid/CPR/AED (if not supplied by student)	\$65.00
Blood Pressure Cuff/Stethoscope (optional) (if not supplied by student)	\$60.00
Tuberculosis Test (if not supplied by student)	\$22.00
Physical Exam (if not supplied by student)	\$55.00
Gait Belt (if not supplied by student)	\$15.00
American Red Cross Exam*	<u>\$105.00</u>
Total Charges	\$1,428.00

***The American Red Cross Exam fee of \$105.00 is payable separately to American Red Cross via money order or cashier check. The Fingerprinting fee of \$43.00 is paid to the entity providing the service.**

Home Health Aide

Tuition Fee	\$475.00
Book (if not supplied by student)	\$45.00
Tuberculosis Test (if not supplied by student)	\$22.00
Physical Exam (if not supplied by student)	\$55.00
Registration	\$100.00
STRF Fee (not currently collecting)	<u>\$0.00</u>
Total Charges:	\$697.00

Vocational Nursing Program

Tuition Fee (Includes Lab fee)	\$23,500.00
Registration	\$100.00
STRF Fee (not currently collecting)	\$0.00
Scrub Set (2 tops and 2 bottoms)	\$100.00
Lab Coat	\$25.00
Books	\$230.00
Malpractice Insurance	\$65.00
TEAS Exam	\$65.00
Virtual ATI NCLEX-PN	\$675.00
Graduation Fee	\$155.00
Comprehensive Predictor	\$65.00
BVNPT Initial Application	\$150.00
BVNPT Fingerprinting Fee	\$73.00
BVNPT Picture Fee	\$16.00
Pearson Vue NCLEX-PN Registration	<u>\$200.00</u>
Total Charges:	\$25,419.00

Anatomy & Physiology

Tuition Fee	\$475.00
Book (supplied by student)	\$82.00
Registration	\$100.00
STRF Fee (not currently collecting)	<u>\$0.00</u>
Total Charges:	\$657.00

Nutrition

Tuition Fee	\$425.00
Book (supplied by student)	\$68.00
Registration	\$100.00
STRF Fee (not currently collecting)	<u>\$0.00</u>
Total Charges:	\$593.00

Pharmacology

Tuition Fee	\$525.00
Book (supplied by student)	\$96.00
Registration	\$100.00
STRF Fee (not currently collecting)	<u>\$0.00</u>
Total Charges:	\$721.00

Maternity

Tuition Fee	\$1,200.00
Book (supplied by student)	\$85.00
Registration	\$100.00
STRF Fee (not currently collecting)	<u>\$0.00</u>
Total Charges:	\$1,385.00

Intravenous Therapy

Registration	\$100.00
Tuition	\$350.00
STRF Fee (currently not collecting)	\$0.00
Book (supplied by student)	<u>\$30.00</u>
Total Charges:	\$480.00

Blood Withdrawal

Registration	\$100.00
Tuition	\$125.00
STRF (currently not collecting)	\$0.00
Book (supplied by student)	<u>\$30.00</u>
Total Charges:	\$255.00

Pediatrics

Tuition Fee	\$1,200.00
Book (supplied by student)	\$85.00
Registration	\$100.00
STRF Fee (not currently collecting)	<u>\$0.00</u>
Total Charges:	\$1,385.00

Student Tuition Recovery Fund Policy

The Student Tuition Recovery Fund (STRF) was established by the legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school.

- ❖ Closing
- ❖ Failing to live to its enrollment agreement
- ❖ Refusing to pay a court judgment

To be eligible, a student must be a California resident and reside in California at the time the enrollment agreement was signed or when the student received lessons at a California mailing address from an approved school those who hold student visas are not considered California residents.

To qualify for STRF reimbursement, students must file a STRF application within one year of receiving notice from the Bureau for Private Postsecondary Education that the schools closed. If students do not receive notice from the Bureau, students have four (4) years from the date of closure to file STRF application. If a judgment is obtained, students must file a STRF application within a year of that judgment.

It is important that students keep copies of the enrollment agreement, financial aid papers, receipts, or any other information that documents the money paid to the school. Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

Physical Address:

2535 Capitol Oaks Drive, Suite 400
Sacramento California, 95833

Toll Free Number:

1(888) 370-7589

Mailing Address:

P.O. Box 980818
W. Sacramento, CA 95798-0818

Telephone Number:

(916) 431-6959

Students have a right to a full refund of all charges, less the registration fee, on the first day of instruction, or the seventh day after enrollment, whichever is later. Students may withdraw from this course after instruction has started and receive a pro-rate refund for the unused portion of the tuition. If the school cancels or discontinues the course, students will be entitled to a full refund of all tuition. Refunds will be paid within 30 days of cancellation or withdrawal.

You must pay the state-imposed fee for the Student Tuition Recovery Fund (STRF) if all of the following apply to you:

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-part payer such as an employer, government program or other payer unless you have a separate agreement to repay the third part.

You are not eligible for protection from the STRF and you are not required to pay the STRF fee if either of the following applies:

1. You are not a California resident
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay to the third party

Student Complaint Procedure

The Assistant Director and/or Administrator are designated to receive and resolve student complaints. Upon receipt of a student complaint, the Assistant Director and/or Administrator's responsibilities will include but will not be limited to the following:

1. Investigate the complaints thoroughly, including interviews with all the persons involved in the complaint and/or reviewing all pertinent documents.
2. Reject the complaint if, after investigation, a determination has been made that the complaint is invalid and/or unfounded; and if valid, compromise towards the resolution of the complaint in a reasonable manner, including the payment of a refund.
3. A written record of the complaint together with other appropriate documents including a written resolution to the complaint shall be placed in the student's business file and will also be recorded in the log of students' complaints as required by Section 73807.
4. If the complaint is valid, involves a violation of the law, and is not resolved within 30 days after it was initially filed by the student, notify the council, the accrediting association, and law enforcement authorities of the complaint, investigation and resolution or lack of resolution. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of that person's privilege under section 940 of the Evidence Code. If the authorized person does not provide all of the information required by this paragraph because of a claim of privilege under section 940 of the Evidence Code, the institution shall appoint another person, who may not lawfully claim that privilege, to provide the omitted information.
5. If the complaint is valid, determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for these students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.

Student Action

1. A student may lodge a complaint by communicating orally or in writing to any instructor, administrator, assistant administrator, director and admissions personnel or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to the person's duties.

2. If the student orally delivers the complaint, and the complaint is not resolved either within a reasonable period of time or before the student files a complaint regarding the same matter, the institution shall advise the student to submit a written complaint and the institution shall provide a copy of the complaint procedure.
3. After the student complains in writing, the institution shall, within ten (10) days after receipt of the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall be furnished to the student.

Student's Waiver for Rights is Void

The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that support the limit or waive the students' rights and remedies is void.

The custodian of record or associate director will be responsible in maintaining and keeping the log book of student complaints.

Certified Nurse Assistant – Equipment

Quantities of items are based on 15 students per class.

All equipment both disposable and non-disposable is owned by Curam College of Nursing

Equipment and materials List	Medical Equipment	Other
3x5 Index Cards	Adaptive eating equipment	Red bags x3
4x6 Index Cards	Bedside commode	Dual head stethoscope x3
Name Badges	Regular bedpans	External catheter
Dry Erase Markers	Liquid soap	Leg bags
Dry Erase Board	Urinal x2	Nail equipment
3 Large sets of Clothing	Wash basins	Gait belts x4
Markers	Waste basket with lid	Nasogastric tube
Food Model		Safety vest x3
Food Wheel	Disposable Medical Equipment	Sphygmomanometers & adult cuffs
Hand held battery operated light	4 x 4 sponges	Stethoscopes x8
Masking Tape x3	adult briefs	Hand sanitizer
Pencils x15	Alcohol wipes	Dental Floss
Pens x15	Bed protectors x3	Clothing protector
Videos	Clean catch kit x3	Gloves S-XL
Analog Watch	Cotton balls	Disposable Razor
Dentures		Lemon Glycerin swabs
Lip Lubricant	Forms	Sharps container
Linen Protectors x3	ADL Flow sheet	Lotion
Mouthwash	Decutitus assessment sheet	Powder
Shaving Cream	Height and weight	Toothbrush
Toothpaste	Insident report patient	Alcohol wipes
Linen Hamper	Incident report employee	Paper towel
Hand rolls	Intake/Output worksheet	Non-skid slippers
	Personal items inventory	Diet trays w/
Linens	Isolation door signs	dishes and condiments
Bath Blankets x3	Nurse Assignment sheet	Glass 4 oz.
Bedspreads x3	Transfer sheet	Glass 6 oz.
Blankets x3		Ice cream cup 3oz.
Cloth isolation gowns x3	One Resident Room	Medicine cup 30 cc
Draw sheet	Bed with side rails	Paper cups 5 oz.
Hand towels	Over bed table	Pitcher 780 cc
Hospital gowns x3	Nightstand	Pitcher top 200 cc
Pillow cases x6	Chair	Cane
Fitted Sheets x6	Denture Cups	Fire extinguisher
Towels x8	emesis Basin	Upright scale
	Fracture pan	Walker
Dietary Supplies	Hand held mirrors	Wheelchair
Soup bowl 4 oz.		
Coffe cup 6 oz.		
Coffee pot 270 oz.		
Dietary Tray card		

Home Health Aide – Equipment

Quantities of items are based on 15 students per class.

All equipment both disposable and non-disposable is owned by Curam College of Nursing

Equipment Vital Signs	Other	Peronal Care
Thermometer	Bed	Dentures
Blood pressure cuff	Blanket	Denture Cup
Stethoscope	Fitted sheet	Lip lubricant
Sphygmomanometer	Flat sheet	Linen protectors
	Draw sheet	Mouthwash
Mobility	Pillows	Shaving Cream
Gait belt	Pillow case	Toothpaste
Wheelchair	Dishes	Emesis basin
Non-skid socks	Pots	Fracture pan
	Pans	Bed pan
	Kitchen with stove	Soap
		Urinal
		Wash basin
		Nail clippers
		Emery board
		Orange stick
		Lotion
		Towels

Vocational Nursing Program – Equipment

Quantities of items are based on 15 students per class.

All equipment both disposable and non-disposable is owned by Curam College of Nursing

Television x 2	Dry erase markers x 45	Catheters x 50
DVD player x 2	Dry erase board x 4	Leg bags x 10
Overhead projector	Clothing sets x 3	Nail care set x 5
Computer x 20	Markers x 45	NG tube x 10
Stethoscopes x 10	Pencils x 30	Denture cups x 3
Sphygmomanometer x 10	Pens x 30	Emesis basin x 5
Bed x 4	Videos x 18	Fracture pan x 3
Over bed table x 3	Skeleton	Handled mirror x 3
Wheelchair x 2	IV stand & regulator	Bedpan x 5
Crutches x 2 sets	Diabetes Montor w/ lancets	Hand soap x 10
Walker x 2	Syringes x 5 boxes	Urinal x 3
Thermometer x 2	Needles x 5 boxes	Wash basin x 5
Scale x 1	Test strip bottles x 2	Waste basket w/ lid x 3
Bedside commode x 1	Disposable enemas x 6	Bath blankets x 8
Mannequin x 6	Bandage scissor	Draw sheet x 10
Thumbs and needle holder	Assisted Sutures	Hand towels x 5
Forceps	Kelly's	Face cloth x 15
Training videos x 18	Dressings x 1 box	Hospital gown x 5
Student tables x 10	Colostomy bags x 50	Pillow case x 5
Chairs x 40	Normal Saline vials x 1 box	Fitted sheets x 10
Student dining tables x 4	Tracheostomy tray x 6	Sponges x 4 boxes
3x5 cards x 200	Catheterization tray x 12	Alcohol wipes x 10 boxes
4x6 cards x 100	Abalog watch x 4	Urine kits x 15
Adhesive name tags x 30	Red bags x 1 roll	Cotton balls x 3 boxes