

Sri Sai Krish Institute

"Together We Can Make a Difference"



Main Campus

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Stanton

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SCHOOL INFORMATION

MISSION

The mission of Sri Sai Krish Institute is to provide excellent allied health programs in a secure environment of academic learning that will produce empathetic allied health workers. Sri Sai Krish Institute is committed to securing the success of its students by providing training that will result in career placement.

In support of the Sri Sai Krish Institute mission, the institute's objectives are:

- To fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field;
- To provide students with all the materials, faculty and administrative support needed to successfully complete their program;
- To encourage and foster the value of life-long learning in our students;
- To provide students with the most up-to-date and comprehensive information available in their field of study;
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an educational environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions;
- To provide curriculum that teaches students how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment.

HISTORY

Founded in 2012 by Ms. Vijayakumari Bhaskar as an exempt institution offering a nurse assistant and home health aide programs approved by the California Department of Public Health. Ms. Vijayakumari Bhaskar with assistance from her uncle Kristappa Sangavaram applied for and received California State approval from the Bureau for Private Postsecondary Education in at the end of 2013, allowing the institution to also offer Acute Care Nurse Assistant, Phlebotomy Technician, Medical Billing and Coding, Medical Assistant and Pharmacy Technician as well as a conditional approval for a Vocational Nursing program. The institution was granted approval by the Board of Vocational Nursing and Psychiatric Technicians in 2015. With the school now firmly established Kristappa Sangavaram retired handing over complete ownership to Ms. Vijayakumari Bhaskar.

CAMPUS FACILITIES

All class sessions are held at the main Sri Sai Krish Institute campus located at 12362 Beach Blvd., suite 14, Stanton, CA 90680. The campus is situated on Beach Blvd., between Chapman and Lampson Avenues, some 10 blocks north of the Garden Grove (22) Freeway. The area of the institute is approximately 7,000 square feet, with front and back entrances. This space is divided into a reception area, two administrative offices, two nursing skills labs and five classrooms. Restrooms are available. Instruction is provided in one or more primary classrooms, auxiliary



teaching rooms, lecture rooms or a combination thereof. Student and faculty lounge areas are available for relaxation. The facilities have adequate lighting, are air-conditioned, and are wheelchair accessible. Free ample student parking (including handicapped) is available around the building. Students receive instruction on institute-owned equipment, hardware and software. Our nursing skills labs provide hospital beds, an EKG machine, mannequins and the latest in nursing-school technology. The facility and equipment used fully comply with all federal, state and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access and health. where

DISCLOSURE STATEMENTS

- Sri Sai Krish Institute is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution is in compliance with the minimum standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
- Sri Sai Krish Institute is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to hiring of all positions and admission of all students.
- Sri Sai Krish Institute is approved to offer Nurse Assistant and Home Health Aide programs by the California Department of Public Health (CDPH) Licensing and Certification program (L&C) Aide and Technician Certification Section (ATCS)
- Sri Sai Krish Institute is approved to offer Phlebotomy Training by the California Department of Public Health, the Laboratory Field Services.
- Sri Sai Krish Institute is approved to offer Vocational Nursing by the Board of Vocational Nursing and Psychiatric Technician.
- Sri Sai Krish Institute is a fictitious business name of Sri Sai Krish Institute, LLC., a limited liability company owned by Ms. Vijayakumari Bhaskar.
- Sri Sai Krish Institute does not have, under its control or ownership, and is not affiliated with, any dormitory or housing facilities.
- Sri Sai Krish Institute does not provide housing assistance services to the students.
- Residential living in the areas served by Sri Sai Krish Institute may include room or apartment rental or private housing rental with costs ranging \$550 upwards per month.
- Prospective students are encouraged to review this catalog prior to signing an enrollment agreement. They are also encouraged to review the School Performance Fact Sheet, which must be provided prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Web site at www.bppe.ca.gov.
- Sri Sai Krish Institute does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and/or 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.).
- Any questions students 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. They may also visit the bureau's



Website at <http://www.bppe.ca.gov> or call (888) 370-7589 or (916) 431-6959, or send a fax to (916) 263-1897.

- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in the Student and Exchange Visitor Program (SEVP), and is not authorized to issue an I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status.
- Sri Sai Krish Institute does not recognize acquired life experience, prior experiential learning or advanced placement as a consideration for enrollment or granting credit towards any programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest, less the amount of any refund. And, if the student has received federal student financial-aid funds, the student is entitled to a refund of the monies not paid from federal student financial-aid program funds.
- It is the policy of the school to always provide a copy of the latest school catalog either in writing or electronically on the school's website to all prospective students.
- The school catalog is updated at least once a year or whenever changes to school policies take place.
- The school catalog is updated at least once a year or whenever changes to school policies take place.
- Sri Sai Krish Institute does not plan to offer distance education at this time.
- The chief academic officer is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Private Postsecondary Education Act of 2009.
- Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school.
- These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- Sri Sai Krish Institute does not offer an English as a Second Language course.
- Sri Sai Krish Institute students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- English language proficiency is documented during the admission interview and receipt of prior-education documentation, or the successful completion of the Ability to Benefit test as stated in the admission process.
- Sri Sai Krish Institute is not accredited by an accrediting agency recognized by the United States Department of Education, and students are not eligible for Federal or State Student Aid programs.
- A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- Sri Sai Krish Institute is not approved to participate in the Federal or State Student Aid programs.
- Sri Sai Krish Institute does not participate in any form of financial aid.
- At this time, Sri Sai Krish Institute does not have any articulation agreements or transfer agreements with other institutions or colleges.
- It is the policy of the institution to always provide a copy of the latest catalog either in writing or electronically on the institution's website to all prospective students.



ADMISSIONS

ADMISSION REQUIREMENTS AND PROCEDURES

Admission Process

All prospective applicants must be personally interviewed by a school representative, tour the campus and receive a catalog describing the course offerings and the school policies. Once it has been determined in what program the applicant is interested, a standardized entrance assessment is administered, and the student visits the financial planning department to receive information regarding funding options.

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.

General Admissions Requirements for all Programs

1. Complete an interview with a school representative to determine desire, ability and commitment
2. Receive a tour of the campus
3. Review the school catalog
4. Review, complete and sign an Enrollment Agreement

Admissions Requirements

1. All applicants are required to complete a potential-student questionnaire form for admission.
2. All applicants must attend an initial personal interview with an Admissions Advisor and receive a tour of the campus.
3. All applicants must be at least 17 years of age to be considered for admission.
4. All applicants must pay a \$100 non-refundable applicant fee to apply.
5. All prospective students must take an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on verbal and 210 on quantitative. Passage of the Wonderlic will be accepted as proof of having the required English language proficiency.
6. Applicants for Phlebotomy Technician, Pharmacy Technician and Licensed Vocational Nurse programs must have a high school diploma or GED, and proof must be presented to the institute.
7. Applicants for the Vocational Nursing program must also take the Test of Essential Academic Skills (TEAS-V) published by Assessment Technologies Institute, LLC (ATI). The Test of Essential Academic Skills (TEAS®) measures basic essential skills in the academic domains of reading, mathematics, science and English and language usage. The test is intended for use primarily with adult nursing program applicant populations. A minimum score of 45 is required for acceptance into the program.
8. An applicant for the Acute Care Nurse Assistant or Home Health Aide program must be a Certified Nurse Assistant.



The administration will review the information of the required documents for admission, and inform the applicant of acceptance. If an applicant is not accepted, all monies paid will be refunded.

SATISFACTORY ACADEMIC PROGRESS STANDARDS

Satisfactory progress is defined as maintaining a 2.0 grade point average measured by passing examinations with a 70% or better accuracy, timely completion of assignments, and acceptable performance of required skills.

Satisfactory academic progress for Vocational Nursing students is defined as maintaining a 2.5 grade point average with a 75% or better in all systems/terms and satisfactory clinical performance.

GRADING SYSTEM

The grading system outlined below is used for all courses. Only letter grades are posted to the student's official school transcript.

A	=	90 – 100%	4.0	W	=	Withdrawal	.0
B	=	80 – 89%	3.0	I	=	Incomplete	.0
C	=	70 – 79%	2.0				
F	=	< 70%	1.0				

Course withdrawal will not affect a student's grade point average (GPA).

VOCATIONAL NURSING GRADING SYSTEM

A	=	90 – 100%	F	=	< 75%
B	=	80 – 89%	W	=	Withdrawal
C	=	75 – 79%	I	=	Incomplete

INCOMPLETE GRADES

Incomplete grades cannot be given as a final grade and will affect the student's GPA until a final grade is assigned. However, at the end of the module or term, students may be granted a maximum extension not exceeding 14 calendar days to complete the course requirements. If the student does not complete the course requirement within the extension period, he/she will receive a failing grade of "F" for the module or term.



CLINICAL GRADE

To receive credit in the clinical practicum, the student must have a satisfactory grade based on the skills checklist and must meet the guidelines for the objectives and the criteria in the student clinical practicum evaluation administered by their clinical supervisor/instructor.

If a student fails to meet satisfactory academic progress standards, the/she will be placed on academic probation for next module. Students must meet the satisfactory academic progress standards by the end of the probationary period in order to remain in the program. If the student fails to meet the satisfactory academic progress standards (grade of 70% or better) by the end of the probationary period, the student will be terminated from the institute.

A Licensed Vocational Nursing student must pass each course within the term with a grade of 75% or better. If a student fails any course within a term the student is placed on academic probation until the end of the current term or as specified by the probation notice.

A student failing a third course or a third system within the term may be dropped from the program.

A student failing to attend remediation may be dropped from the program.

A student failing to achieve a 75% on the failed course may be dropped from the program.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits a student earns at Sri Sai Krish Institute is at the complete discretion of the institution to which the student may seek to transfer. Acceptance of the certificate a student earns in the educational program is also at the complete discretion of the institution to which the student may seek to transfer. If the certificate earned at Sri Sai Krish Institute is not accepted at the institution to which a student seeks to transfer, the student may be required to repeat some or all of his or her coursework at that institution. For this reason, students should make certain that their attendance at this institution will meet their educational goals. This may include contacting an institution to which a student may seek to transfer after attending Sri Sai Krish Institute, in order to determine if credits or a certificate will transfer.

MAXIMUM TIME IN WHICH TO COMPLETE

Students are not allowed to attempt earning more than 1.5 times, or 150%, of the number of credits in their program of study. The requirements for rate of progress are to assure that students are progressing at a rate which will allow them to complete their programs within the maximum time frame.



ATTENDANCE POLICIES

ATTENDANCE/TARDINESS, MAKE-UP STANDARDS

Students are expected to attend all classes, be on time for classes, remain in class for the entire duration of the class, and be an active participant in their classes. Students who arrive for class after the scheduled start time will receive a tardy on their attendance record. Students who leave class before the scheduled dismissal time will be marked as having left early on their attendance record. Students who accumulate a total of three or more late arrivals and/or early departures will be placed on probation for the remainder of the course/module and be required to see the program director for the counseling.

It is student responsibility to make up the absence time, as well as complete any assignments, exams, or their work missed. Make-up hours must be prearranged with the instructor, and must be completed outside of normally scheduled class hours. Only time spent on instructor-approved activities at the school will count as make-up hours.

- ✓ Prior to making up time, obtain a make-up slip from the front office, or from the Instructor.
- ✓ Attend the makeup class or clinical with the assigned Instructor.
- ✓ Have the instructor with whom you assigned to sign your make-up slip when you complete the hours.
- ✓ Upon returning to your regular class, give the make-up slip to your instructor.
- ✓ Vocational Nursing, Certified Nursing Assistant and Phlebotomy program students must confer with their instructor and/or their program Director for other acceptable methods of making up time.

As a requirement of the Board of Vocational Nursing & Psychiatric Technicians (BVNPT) and California Department of Public Health (CDPH). Students must complete the board approved program hours for the (Theory, Skill Lab and clinical) in order to graduate from the program. Students in the Vocational Nurse and Certified Nursing Assistant programs must refer to their handbooks for further information regarding their specific attendance and make-up work policies.

Any student who does not attend at least 100% of the scheduled class time will be placed on academic probation for the next course/module. The chief academic officer, will determine the status of the academic progress of the student. Otherwise, one of the following actions may be taken:

- ✓ The chief academic officer may determine that the student is maintaining academic progress and may continue class on academic probation status until the end of the next course/module,
- ✓ The chief academic officer may determine that the student is not maintaining academic progress and the student will be withdrawn from the course/module; or



- ✓ The chief academic officer may determine that the student is not maintaining academic progress in general, and the student will be withdrawn
- ✓ The chief academic officer may determine regarding student dismissal for the following reasons:

Consecutive absences, failure to maintain 100% cumulative attendance, excessive tardiness or early departures and failure to meet the terms of attendance probation.

LEAVE OF ABSENCE

Students may request a leave of absence (LOA) for medical reasons, financial difficulties, military duty, personal difficulties, and jury duty. Students may also request an administrative leave when a course that is needed is not available. A LOA shall be reasonable in duration, usually not to exceed 60 calendar days. One LOA may be granted during a 12-month period.

Students must adhere to the following procedures when requesting a LOA.

- a) Students in need of a LOA must contact the department directors. LOA requests must be supported by the appropriate documentation.
- b) Students cannot be granted a LOA to avoid being dismissed because of lack of satisfactory academic progress or failure to fulfill the requirements of attendance.
- c) The chief academic officer will approve or deny LOA requests.
- d) If the student is not in attendance on their scheduled return date, the student will be withdrawn.

SUSPENSION AND TERMINATION

The institute reserves the right to suspend or dismiss any student who:

Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to institute property or at clinical externship sites

Manifests violent behavior

Fails to maintain satisfactory academic progress

Fails to meet satisfactory clinical standards

Fails to meet school's attendance policy or standards

Fails to meet financial obligations to the institute

Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs



STUDENT ACTIVITIES AND SERVICES

Sri Sai Krish Institute offers student activities and services that enhance the student's learning experience as well as assists students to prepare for employment. Students enrolled in the degree and certificate programs are provided with the following services:

ACADEMIC COUNSELING

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, administrative directors, chief operating officer, and chief academic officer have a sincere interest in the personal welfare of each student and therefore employ an open-door policy.

Sri Sai Krish Institute academic counseling services are designed to aid the student while selecting classes, and in ensuring that the student is provided with the correct guidance in finishing their degree or certificate program. Before each term, the student will select the appropriate courses that will aid in the completion of their degree or certificate program. The students will have their selection reviewed by the education and clinical services department directors to ensure that they are making adequate progress towards completing their degree.

RESEARCH AND LIBRARY SERVICES

In addition to an onsite resource center/library, Sri Sai Krish Institute will provide an online library that is accessible to all students. The online library will integrate EBSCO host online services to form a virtual library capable of conducting college-level researches. A student may search and find textbooks, periodicals, news and current events, encyclopedias and dictionaries, economic data, and business and health directories. A student may conduct a search by title, author, subject area, or key words. Students wanting to utilize the onsite library will have access to a librarian, resource materials, and tutoring on computer skills, writing, and study/research skills, math, and notebook development and organization.

PROFESSIONAL COUNSELING REFERRALS

Students requesting professional counseling services will be referred to local counseling agencies in the Orange County area.

PLACEMENT SERVICES

Sri Sai Krish Institute does not guarantee employment for its graduates. The graduate services staff assists students in their job searches after they have successfully completed their studies, by offering information on job opportunities and temporary assignments and guidance in resume preparation and interviewing techniques. The institution makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the school to assist in the placement process.



In addition to the graduate services available to students, career-planning concepts are also integrated into the curriculum in all programs. Students participate in specific sessions that cover interviewing techniques, networking, resume writing, and professional dress and conduct.

ADDITIONAL SERVICES

Sri Sai Krish Institute provides a variety of services and programs designed to assist students during their matriculation. Recognizing that a well-rounded education demands attention to personal as well as professional growth, the college encourages students to include their families, friends, and significant others in the educational process. In addition, Sri Sai Krish Institute sponsors activities and organizations to foster integration of personal and professional development. Services and future student services include student newsletters, bulletins, clubs and an Honor Society.

At the end of every course, Sri Sai Krish Institute students fill out a faculty evaluation survey. At this time, students also evaluate specific areas of service. Included in the survey are questions relating to staff and services of the resource center/library, graduate services department, and admissions and financial services departments. Student services are primarily handled by specific departments or individuals other than faculty members. However, faculty will be assigned tutoring assignments as necessary for which they will be remunerated.

STUDENT IDENTIFICATION CARD

Every student will be provided with an ID card that is supposed to be worn at all times while in premises and clinical sites. Students without an ID card will not be permitted to access any of the institute's resources.



GENERAL TERMS AND CONDITIONS

DRESS CODE

The standard of dress is designed to ensure maximum comfort and uniformity in appearance. Apparel worn should be clean, neat and appropriate to classroom and clinical setting. Students in attire that is unbecoming of the standards of dress for healthcare professionals will be dismissed from class and will not be allowed remain for clinical practice. The dress code is as follows:

- ✓ Sri Sai Krish Institute students will wear the school-designated uniform/scrubs and a school- provided nametag to campus, clinical sites and externship sites.
- ✓ Students will use white, non-skid nursing or sport shoes. White shoes with color logos or color emblems are not acceptable.
- ✓ Hair should be tied and clear off the face.
- ✓ No facial or body piercings, studs, rings or jewelry (with the exception of small, non-dangling earrings and a wedding band).
- ✓ Tattoos on arms must be covered by long-sleeved white thermals worn under scrubs
- ✓ Fingernails should be clean, short (fingertips should be visible when hands are held up, palms out) and without nail polish (clear nail polish is acceptable).

GENERAL CONDUCT

Students are expected to comply with college policy regarding curriculum, testing, absences, tardiness and makeup work while displaying courtesy and consideration towards instructors, staff and other students. Sri Sai Krish Institute defines improper conduct as follows: cursing and/or yelling at fellow students or staff; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus or at a clinical or externship site; sexual misconduct; and disregard for college policy. Improper conduct is cause for suspension or expulsion.

The college reserves the right to postpone training in the event of an Act of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days.

The institute reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

LIABILITY

Sri Sai Krish Institute assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds or on a field trip.



RETENTION OF RECORDS

Sri Sai Krish Institute will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records anytime that the institution is open and during normal business hours. Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon decision of the student.

Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena. A transcript for course work will be issued upon request by the student. All transcripts of training will be kept for a period of at least 5 years upon completion or withdrawal of the student.

Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse to issue transcripts for training for which the student has not paid.

Student academic records and transcripts of completed courses for Sri Sai Krish Institute's degree and certificate programs are electronically maintained (computer copy). Hard copies maintained in the student's file. In addition, the department directors and the institution's registration officer maintain student academic records. The department of Student services maintains academic records throughout the student's period of study.

Sri Sai Krish Institute maintains educational and academic progress records of students in accordance with the provisions of the Family Right and Privacy Act of 1974 (Public Law 93-980, Section 438) as amended. All information retained in a student's file at Sri Sai Krish Institute is available for inspection and review by that student upon request in writing (petition form) for such review. An appointment will be scheduled through the registrar's office for the student to review the file onsite or via video-conferencing, with a representative from the institution.

TRANSCRIPTS

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The Institute reserves the right to withhold an official transcript, if the student's financial obligation to the Institute is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The Institute also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy.

Certificates and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar.

All records and documentation required by the Reform Act of 1989 will be maintained at the main administrative office for a minimum period of five years. Thereafter, all official student transcript



records will contain the names of all programs into which students have enrolled, the names of all courses attempted, whether or not completed, the academic grade earned, the year and quarter, and the number of units of credit earned and will be maintained indefinitely. Transcripts will be provided to students upon written request.

STUDENT GRIEVANCE PROCEDURE

This institution is dedicated to the fair treatment of and professional conduct with students. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process to settle the dispute in good faith. That informal process will involve three steps:

- 1) An effort to define the problem;
- 2) An effort to identify acceptable options for resolution; and
- 3) An attempt to resolve the conflict through the application of one or more of those options for resolution.

The student may thereafter choose to file a written complaint directly with the institution's chief academic officer who will work to resolve the matter. The director will investigate all formal (written) complaints, attempt to resolve all such complaints, and record an entry into the institution's official log. The formal process will require the student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentation. The chief academic officer will notify the student of the decision reached.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833 www.bppe.ca.gov Mailing address is:
PO. Box 980818 W. Sacramento, CA 95798-0818 Toll Free Number: (888) 370-7589
Telephone Number: (916) 431-6959; Fax: (916) 263-1897 By email to: bppe@dca.ca.gov

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945
Telephone Number: (916) 263-7800; Fax (916) 263-7855 <http://www.bvnpt.ca.gov>

California Department of Public Health (CDPH) Licensing and Certification Program (L&C), Aide and Technician Certification Section (ATCS)

MS 3301, P.O. Box 997416, Sacramento, CA 95899-7416
Telephone Number: (916) 327-2445. Fax: (916) 324-0901

California Department of Public Health (CDPH) Laboratory Field Services

850 Marina Bay Parkway, Bldg P, 1st Floor
Richmond, CA 94804-6403 lfsphlebotrainingschool@cdph.ca.gov



SCHEDULE OF CHARGES

Program of Study	Cost Breakdown				
	Registration Fee	STRF Fee	Cost of uniform, books and materials	Tuition Fee	Total Cost
	<i>Non-refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	<i>Refundable</i>	
Nurse Assistant Training	\$100.00	\$0.00	\$1025.00	\$250.00	\$1,375.00
Home Health Aide	\$100.00	\$0.00	\$350.00	\$150.00	\$600.00
Acute Care Nurse Assistant	\$100.00	\$0.00	\$400.00	\$100.00	\$600.00
Phlebotomy Technician	\$100.00	\$0.00	\$950.00	\$150.00	\$1,200.00
Medical Assistant	\$100.00	\$0.00	\$6,500.00	\$450.00	\$7,000.00
Medical Billing and Coding	\$100.00	\$0.00	\$5,500.00	\$450.00	\$6,000.00
Pharmacy Technician	\$100.00	\$0.00	\$5,420.00	\$480.00	\$6,000.00
Vocational Nursing	\$100.00	\$0.00	\$16,400.00	\$2,500.00	\$19,000.00
Registration Fee	This a one-time charge for processing the paperwork required for admission into a program and according to California statute shall not exceed \$250. Once paid this fee is non-refundable.				
STRF Fee	STRF stands for Student Tuition Recovery Fund and STRF Fee is an assessment of amount that would be charged to the student per \$1000 of the tuition fee. The fund was created by California statute to relieve or mitigate economic losses suffered by students. When the amount in the fund is over \$25 million dollars the assessment rate is reduced to \$0.00. Since January 1, 2015, the STRF assessment rate has been zero (\$0) per \$1,000. It is non-refundable fee. Please refer to the required statement below for further clarification.				
Cost of uniform, books and materials	The is the cost of your textbook(s) and for your uniform and any equipment you may require for completion of the program. These will be itemized on your enrollment agreement.				
Tuition Fee	This is cost of tuition for your program				
Total Cost	This is the total charges for the entire program. This is the total charges for the period of attendance beginning from your start date to your graduation date.				



STUDENT TUITION RECOVERY FUND

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

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



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

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

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

PAYMENT POLICY

SSKI is not approved to participate in the Federal or State Student Aid programs. The school does not participate in any state or federal financial aid programs. At the school's discretion, installment payments may also be arranged. Students assume the responsibility for payment of the tuition costs in full, through direct payment.

No interest is charged. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will then be counseled and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good financial standing. SSKI accepts payment for tuition, books, equipment and other fees through cash payment, VISA, MasterCard, or personal or third party checks.

CANCELLATION AND REFUND POLICIES

STUDENTS RIGHT TO CANCEL

You have the right to cancel the enrollment agreement you sign for a course of instruction including any equipment, such as books, materials, and supplies, or any other goods and services included in the agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of the enrollment agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by your enrollment agreement.

You will be given notice of cancellation form with this enrollment agreement and on the first day of class, but if you choose to cancel, you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return it to the school within 30 days following the date of your notice of cancellation. If you fail to return this equipment, including books, or other materials, in good condition within the 30-day period, the school may deduct its documented cost for the equipment from any refund that may be due you. Once you pay for the equipment, it is yours to keep without further obligation. If you cancel the agreement, the school will



refund any money that you paid, less any deduction for equipment not timely returned in good condition, within 45 days after your notice of cancellation is received.

REFUND POLICY

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less a registration fee, within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

(A) Deduct a registration fee from (\$100) the total tuition charge.

(B) Divide this figure by the number of days in the course.

(C) The quotient is the daily charge for the course.

(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.

(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.

(F) The refund amount shall be adjusted for equipment, if applicable.

If you receive federal student financial aid funds, you are entitled to a refund of moneys not paid from federal student financial aid program funds. If you obtain a loan to pay for your educational program, you will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

(1) The federal or state government or a loan guarantee agency may take action against you, including applying any income tax refund to which you are entitled, to reduce the balance owed on the loan.

(2) You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.



PROGRAMS

NURSING ASSISTANT TRAINING PROGRAM

175 Clock Hours Certificate Program

All class are offered for Residentials.

Program Description

Prepares the Nurse Assistant Student for the State of California Nursing Assistant Competency Evaluation. Certification is after satisfactory completion of the program and passing of the California State Exam. This course introduces the students to the role of a nursing assistant with instruction in basic skills and competencies. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory.

Course Prerequisites

- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs.. of force occasionally, 10-25 lbs.. of force frequently, and/or up to 10 lbs.. of force constantly to move objects.
- ✓ Must attend the Sri Sai Krish Institute orientation (1st day of class).

Course Objectives

Upon completion of this program, the student will be able to:

- ✓ Demonstrate application of basic math and science skills.
- ✓ Use verbal and written communication.
- ✓ Demonstrate legal and ethical responsibilities.
- ✓ Provide emergency care as well as personal patient care.
- ✓ Describe the anatomy and physiology of the human body.
- ✓ Perform physical comfort and safety functions and nursing procedures.
- ✓ Apply principles of nutrition and the principles of infection control.
- ✓ Provide biological, psychological, and social support.
- ✓ Perform organizational skills, following the patient plan of care.
- ✓ Assist with restorative (rehabilitative) activities.
- ✓ Demonstrate employability skills.
- ✓ Demonstrate knowledge of blood borne diseases, including AIDS.

The method by which these objectives and the mission of the institution are fulfilled through direct instruction, lecture and practicum. The instructor provides assistance by integrating technology



into instruction, emphasizing student-centered learning, and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Outline

Course	Course Title	Lecture	Lab	Clock
NA 101	Introduction	2	0	2
NA 102	Patients' Rights	2	1	3
NA 103	Interpersonal Skills	2	0	2
NA 104	Prevention Management of Catastrophic and Unusual Occurrence	2	2	4
NA 105	Body Mechanics	7	10	17
NA 106	Medical and Surgical Asepsis	4	10	10
NA 107	Weights and Measures	1	1	2
NA 108	Patient Care Skills	14	44	58
NA 109	Patient Care Procedures	10	20	30
NA 110	Vital Signs	6	6	12
NA 111	Nutrition	4	6	10
NA 112	Emergency Procedures	2	1	3
NA 113	Long-Term Care Patient	2	0	4
NA 114	Rehabilitative Nursing	2	4	6
NA 115	Observation and Charting	4	4	8
NA 116	Death and Dying	2	0	2
	Program Totals	66	109	175

Attendance

Students are expected to attend all classes, clinical and externships. The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up missed theory or clinical class. The absent student has to make up missed theory class prior to attending clinical hours. Sri Sai Krish Institute allows one absence incurred during the course program.

Make-up Work

Make-up work may be required for any absence at the discretion of the instructor.

The instructor has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach an assignment, what material was missed in class, and an actual examination that the student missed due to an absence, etc.

Therefore, the student must make every effort to attend classes on a regular and consistent basis.

Each clinical make-up class shall be paid for by each student at \$30 per hour. A minimum number of 4 students is required to schedule a make-up class.

Disqualifying Penal Code Sections

If they have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or ICF/DD. DDH or DDN applicants will be denied employment.



Course Descriptions

NA 101: Introductions to Healthcare

In this module, students learn about the role and responsibility of the certified nursing assistant and review Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

NA 102: Patient Rights

The student is instructed in the patients' right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility for reporting, patient care plans, patient-care documentation, and the legal issues of charting.

NA 103: Interpersonal Skills

In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and healthcare, and family interaction.

NA 104: Prevention/Management of Catastrophic and Unusual Occurrence

During this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for certified nursing assistants, and patient safety.

NA 105: Body Mechanics

In this module, the student learns of the basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

NA 106: Medical & Surgical Asepsis

The student will learn of Microorganisms, the universal precautions used for infection control including methods for handling patients, and all materials soiled with blood and/or body fluids from patients. The methods prescribed are designed to reduce risk of transmission of potentially infectious etiologic agents from patient to patient and between patients and healthcare workers.

NA 107: Weights and Measures

The student will learn to accurately measure intake and output; and about fluid balance, fluid intake, fluid output, forcing and restricting fluids as well as measuring a resident's height and weight on the bed or upright scale. The student will be taught the Metric system for weight, length and liquid volume. The student will also learn military time, i.e. a twenty-four (24) hour clock.

NA 108: Patient Care Skills

During this module, the student learns the proper procedure for bathing patients and medicinal baths, oral hygiene with their own teeth, dentures or to unconscious residents, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care for dependent residents.

NA 109: Patient Care Procedures

During this module, the student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing, including but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning, irrigating or changing the tubes). Students also learn about intake and output, bed-making, cleansing enemas and laxative



suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

NA 110: Vital Signs

The students learn about vital signs, and how to measure, record and report temperature, pulse, respiration and blood pressure. They will learn about the different parameters of vital signs, nursing care management, reporting and proper documentation.

NA 111: Nutrition

The student learns the principles of basic nutrition, four basic food groups, religious dietary restrictions, the four major types of nutrients, the importance of water, nutrient and caloric needs, assessing nutrition, good vs poor.

NA 112: Emergency Procedure

In this module, the student will learn emergency procedures, general safety rules, fire and disaster plans, medical-emergency signs and symptoms, the roles and procedures for certified nursing assistants, and patient safety and emergency, including overview of CPR and first aid for choking resident.

NA 113: Long Term Care

During this module, the students learn normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

NA 114: Rehabilitation

During this module, the students learn the importance of rehabilitation for residents with limited abilities, and preventing serious complications in compromised residents. Students will learn range of motion exercises, and about devices that assist residents with their activities of daily living.

NA 115: Observation and Charting

The student learns how to properly observe patients and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting and medical terminologies.

NA 116: Death and Dying

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post-mortem care.

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.



HOME HEALTH AIDE PROGRAM

40 Clock Hours Certificate Program (This program is not accredited by ABHES)

All class are offered for Residentials.

Program Description:

The Home Health Aide program has been developed to prepare CNAs for certification as a home health aide by the State of California. This certification allows the home health aide to function as an entry-level worker on a healthcare team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skill needed to function as a home health aide.

Course Prerequisites

- ✓ Must be a Certified Nursing Assistant
- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs.. of force occasionally, 10-25 lbs.. of force frequently, and/or up to 10 lbs.. of force constantly to move objects.
- ✓ Must attend the Sri Sai Krish Institute orientation (1st day of class)

Course	Course Title	Lecture	Lab	Clock
HHA101	Introduction to Aide and Agency Role	2	0	2
HHA 102	Interpretation of Medical & Social Needs of Clients	5	0	5
HHA 103	Personal Care Services	5	15	20
HHA 104	Nutrition	5	3	8
HHA 105	Cleaning and Care Tasks in the Home	3	2	5
	Program Totals	20	20	40

Upon completion of this program, the student will be able to:

- ✓ Use verbal and written communications specific to Home Health Aide.
- ✓ Demonstrate legal and ethical responsibilities specific to Home Health Aide.
- ✓ Perform physical comfort and safety functions specific to Home Health Aide.
- ✓ Provide personal patient care.
- ✓ Perform patient care procedures.
- ✓ Apply principles of nutrition.
- ✓ Provide care for geriatric patients.
- ✓ Apply the principles of infection control specific to Home Health Aide.
- ✓ Provide bio-psycho-social support
- ✓ Perform supervised organizational functions, following the patient plan of care.
- ✓ Assist with rehabilitative activities.
- ✓ Perform home health-care services



The method by which these objectives and institution's mission are fulfilled are through direct instruction, lecture and practicum.

Course Descriptions

HHA 101: Introduction to Aide and Agency Role

The purpose of this unit is to acquaint the student with the practice of home health care. 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.

HHA 102: Interpretation of Medical and Social Needs of Clients

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 family's 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 HHA in providing a caring and supportive environment are discussed.

HHA 103: Personal Care Services

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

HHA 104: Nutrition

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

HHA 105: Cleaning and Care Tasks in the Home

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

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.



ACUTE CARE NURSE ASSISTANT PROGRAM

80 Clock Hours Certificate Program (This program is not accredited by ABHES)

All class are offered for Residentials.

Program Description

The Acute Care Nurse program has been developed to prepare the long-term care nurse assistant to function at a competent level in the acute care setting.

Course Prerequisites

- ✓ Must be a Certified Nursing Assistant
- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must attend the Sri Sai Krish Institute orientation (1st day of class)

Course	Course Title	Class Hrs	Clinic Hrs	Total Hrs
ACN 101	Module 1: Acute Care Nurse Assistant	2	3	5
ACN 102	Module 2: Communication—Documentation	2	3	5
ACN 103	Module 3: Safe, Secure Environment	2	3	5
ACN 104	Module 4: Care of the Surgical Patient	2	3	5
ACN 105	Module 5: Gastrointestinal Care	2	3	5
ACN 106	Module 6: Nutritional Care	2	3	5
ACN 107	Module 7: Renal Care	2	3	5
ACN 108	Module 8: Reproductive Care	2	3	5
ACN 109	Module 9: Endocrine Care	2	3	5
ACN 110	Module 10: Cardiovascular Care	2	3	5
ACN 111	Module 11: Respiratory Care	2	3	5
ACN 112	Module 12: Orthopedic Care	2	3	5
ACN 113	Module 13: Neurological Care	2	3	5
ACN 114	Module 14: Oncology, Immunosuppression Care	2	3	5
ACN 115	Module 15: Death and Dying	2	3	5
ACN 116	Module 16: Pediatric Care	2	3	5
	Program Totals	32	48	80

Upon completion of this program, the student will be able to:

- ✓ Use verbal and written communications specific to Acute Care Nurse Assistant.
- ✓ Demonstrate legal and ethical responsibilities specific to Acute Care Nurse Assistant.
- ✓ Perform physical comfort and safety functions specific to Acute Care Nurse Assistant.
- ✓ Provide personal patient care.
- ✓ Perform patient care procedures.



- ✓ Apply principles of nutrition.
- ✓ Provide care for geriatric patients.
- ✓ Apply the principles of infection control specific to Acute Care Nurse Assistant.
- ✓ Provide bio-psycho-social support
- ✓ Perform supervised organizational functions, following the patient plan of care.
- ✓ Assist with rehabilitative activities.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum. The instructor provides assistance by integrating technology into instruction, emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course descriptions

ACN 101: Acute Care Nurse Assistant Responsibilities

The purpose of this module is to introduce the role and limitations of the nurse assistant in the acute care setting. The responsible performance of the nurse assistant will help assure quality patient care.

ACN 102: Communication—Documentation

This module reinforces the concepts and skills required for nurse assistants to communicate effectively and interact appropriately with individuals from diverse cultures and backgrounds including patients, families, guests and other members of the health care team. It includes instruction in communication skills, reporting and recording observations on appropriate documents, and using medical terms and abbreviations.

ACN 103: Safe, Secure Environment

This module reinforces the concepts and procedures related to patient safety; review asepsis and infection control; and examine precautions to protect patients and staff in the acute care setting.

ACN 104: Care of the Surgical Patient

The module prepares the nurse assistant to care for the perioperative patient in the pre-operative and post-operative phases and in preparation for procedures.

ACN 105: Gastrointestinal Care

The purpose of this module is to review concepts and introduce procedures related to patients with altered gastrointestinal function and altered nutritional status.

ACN 106: Nutritional Care

The purpose of this module is to review concepts and introduce procedures related to patients with altered nutritional status.



ACN 107: Renal Care

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient with a renal condition, for care tasks that the patient cannot perform independently.

ACN 108: Reproductive Care

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient with reproductive conditions for care tasks that the patient cannot perform independently.

ACN 109: Endocrine

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in carrying out the endocrine care tasks that the patient cannot perform independently.

ACN 110: Cardiovascular Care

The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the cardiac patient. The student will learn to recognize and report abnormal cardiovascular signs and symptoms to the licensed nurse.

ACN 111: Respiratory Care

The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the patient with respiratory disorders. The student will learn to recognize and report abnormal respiratory signs and symptoms to the licensed nurse.

ACN 112: Orthopedic Care

The purpose of this module is to prepare the nurse assistant to recognize the special needs of orthopedic patients and to appropriately perform skills necessary for their care.

ACN 113: Neurological Care

The purpose of this module is to prepare the nursing assistant to perform skills necessary to safely care for the neurological patient. The student will learn to recognize and report abnormal signs and symptoms to the licensed nurse.

ACN 114: Oncology, Immunosuppression

The purpose of this module is to prepare the nurse assistant to care for patients undergoing cancer therapy and treatment for HIV/AIDS. It includes the skills required for nurse assistants to provide physical care and emotional support to these patients and significant others.



ACN 115: Death and Dying

The purpose of this module is to familiarize the nurse assistant with the concepts of grief, loss, death and dying. It includes the skills required for nurse assistants to provide physical care and emotional support to these patients and significant others.

ACN 116: Pediatric Care

The purpose of this module is to introduce concepts of growth and development for the pediatric patient, and outline age-appropriate care. Learning experiences will prepare the nurse assistant to safely care for pediatric patients (infant through adolescent) and assist with needs that the patient cannot perform independently.

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.



PHLEBOTOMY TECHNICIAN PROGRAM

120 Clock Hours Certificate Program

All class are offered for Residentials.

Program Description:

This program is designed for people who plan to work for a clinical laboratory or public health department or a clinic or hospital. The course combines 40-hours classroom instruction with a 40-hours off-site clinical internship to provide students with a comprehensive learning experience. Lectures include but are not limited to the anatomy and medical terminology pertaining to the circulatory system, specimen collection, risk factors, complications and quality assurance in specimen collection. Practical instruction provides hands-on training in venipuncture technique with procedures verified through a skills check-off system. The 40-hour externship includes a minimum of 50 successful venipunctures and 10 skin punctures. In California, it is required to be state certified to work as a phlebotomist. Upon completion of the program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1.

Admission Requirements:

Applicants must possess a high school diploma or GED certificate.

Course Prerequisites

- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard to him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the Sri Sai Krish Institute orientation (1st day of class)

Course Objectives:

Upon completion of this program, the student will be able to:

- ✓ Have a basic understanding of the background on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.
- ✓ Have the skills necessary in providing continued high-quality service.
- ✓ Have a basic understanding of anatomy and physiology with a focus on the circulatory system.
- ✓ Be able to apply safety in the workplace including infection-control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.



- ✓ Be able to perform the necessary clerical functions associated with phlebotomy.
- ✓ Be able to utilize blood collection equipment.
- ✓ Be able to collect a quality blood specimen for laboratory diagnostic purposes.
- ✓ Have information that will expand their skills within the clinical laboratory.

Course Outline

Course Number	Course Title	Lecture Hours	Lab Hours	Clock Hours
PT 101	Introduction to Phlebotomy	3		3
PT 102	Customer Service	8		8
PT 103	Medical Terminology/ Basic Anatomy & Physiology	8		8
PT 104	Safe Environment	6		6
PT 105	Clerical Duties	3		3
PT 106	Blood Specimen Collection Equipment	4		4
PT 107	Blood Collection Process	24		24
PT 108	Specimen Handling	8		8
PT 109	Non-blood Specimen	8		8
PT 110	Quality, Application Process & Continuing Education	8		8
Clinical	Externship		40	40
	Program Totals	80	40	120

Clinical

Externships are held at designated affiliate healthcare locations. Here, students will work with actual patients under the supervision of experienced medical healthcare professionals. Session times will vary.

Method of Instruction

Lecture, practicum and clinical. The instructor provides assistance by integrating technology into instruction, and emphasizes student-centered learning by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

To obtain certification from the California Department of Health Services, Laboratory Field Services graduates of the Phlebotomy Technician program must take the Registered Phlebotomy Technician Examination through the AMT American Medical Technologists and administrated by Pearson VUE Testing Center. Upon completion of the program graduates will receive information on how and where to take the test from their instructor.

Course Descriptions

PT 101 **Introductions to Phlebotomy**

During this module student learn the basic background information on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.

PT 102 **Customer Service**

The student learns the skills necessary in providing continued high quality service.



PT 103 Medical Terminology/Basic Anatomy and Physiology

During this module student learn a basic understanding of anatomy and physiology with a focus on the circulatory system.

PT 104 Safe Environments

The student learns about safety in the workplace including infection control practices, biological hazards and wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self-protection.

PT 105 Clerical Duties

During this module student learn perform the necessary clerical functions associated with phlebotomy.

PT 106 Blood Specimen Collection Equipment

The student learns the basic knowledge and skills necessary to use blood collection equipment.

PT 107 Blood Collection Process

During this module student learn how to collect a quality blood specimen for laboratory diagnostic purposes.

PT 108 Specimen Handling

This module prepares the phlebotomy learner with information that will expand their skills within the clinical laboratory.

PT 109 Non-blood Specimen

During this module student learn the other body fluids also analyzed in the laboratory.

PT 110 Quality, Application Process and Continuing Education

This module prepares the learner with the information regarding quality activities in the workplace, specific application processes for obtaining California Phlebotomy Certification and Continuing Education Requirements.

Graduation Requirements

Upon successful completion (70% and more) of both theoretical and clinical components of the Phlebotomy program and if all financial obligations are met a certificate of completion is issued to the graduate.

Upon completion of the program students will receive a certificate of completion and become eligible for certification in the State of California as a Certified Phlebotomist Technician level 1 through California Department of Health Services, Laboratory Field Services.



MEDICAL BILLING AND CODING PROGRAM

720 clock hours; 47 Credit units Certificate Program (This program is not accredited by ABHES)

All class are offered for Residentials.

Program Description:

Medical Insurance Billing and Coding professionals perform a variety of administrative health information functions, including those associated with organizing, analyzing, and technically evaluating health insurance claim forms and coding diseases, surgeries, medical procedures, and other therapies for billing and collection.

Objectives:

The objective of the Medical Billing and Coding Program is to provide the student with the appropriate didactic theory and hands-on skills necessary to prepare them for entry-level positions as medical insurance billers and coders in today's health care offices, clinics, and facilities. Students will study diagnostic and procedural terminology as it relates to the accurate completion of medical insurance claims. Utilizing a format of medical specialties, relevant terms will also be introduced and studied.

Course Objectives

Upon completion of this program, the student will be able to:

- ✓ Collect and maintain health data.
- ✓ Analyze health records to ensure that documentation supports the patient's diagnosis and procedures, reflects progress, clinical findings and discharge status.
- ✓ Request patient-specific documentation from other sources
- ✓ Apply clinical vocabularies and terminologies used in the organization's health information systems.
- ✓ Evaluate the accuracy and completeness of the patient record as defined by organizational policy and external regulations and standards.
- ✓ Monitor compliance with organization-wide health record documentation guidelines.
- ✓ Report compliance findings according to organizational policy.
- ✓ Assist in preparing the organization for accreditation, licensing and/or certification surveys.
- ✓ Utilize electronic applications to support clinical classification and coding (for example, encoders).
- ✓ Assign secondary diagnosis procedure codes using CPT coding/ HCPCS codes /ICD-9-CM official coding guidelines.
- ✓ Identify discrepancies between coded data and supporting documentation.
- ✓ Consult reference materials to facilitate code assignment.
- ✓ Validate the data collected for appropriate reimbursement.
- ✓ Comply with the National Correct Coding Initiative.
- ✓ Verify the National and Local Coverage Determination (NCD/LCD) for medical necessity.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum. The Instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more



responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Outline

Course Number	Course Title	Clock Hours	Credit Units
MB-1	Insurance Coding Basics	80	6.0
MB-2	Insurance Billing Principles	80	6.0
MB-3	Medical Law and Ethics	80	6.0
MB-4	Records, Documents and EMR	80	6.0
MB-5	Daily financial practices	80	6.0
MB-6	Integumentary & Endocrine body system	80	6.0
MB-7	General duties, basic math & terminology in Billing	80	6.0
MB-x	Externship	160	5.0
	Program Totals	720	47.0

All modules are identified by numbers for simplification purposes, but students can start in the beginning of any module except for externship and the sequence does not necessarily need to be followed. Each module contains new and repetitive skills and can accommodate new students.

Course Descriptions

MB-1 Medical Insurance Billing Principles Hours: 80 Credits: 6.0

This module helps the student to be familiarized with the insurance claim forms, workers compensation and federal/state disability. The student will experience manual and electronic submission of different insurance forms. Student will be introduced to HIPAA. Students will also learn about basic anatomy, medical terminology and codes used for the particular body system being taught. Musculoskeletal body system will be taught.

Prerequisites: none.

MB-2 Current Procedural Terminology & ICD-9 Hours: 80 Credits: 6.0

This Module is designed to give student clear basic idea about coding and the use of CPT, ICD-9 books. The student will learn how to incorporate these codes in the Medical Insurance Forms either manually or electronically. It will include information on national and other common insurance plans as well as claim form completion and ICD and CPT coding. Problem solving and managed care systems will also be discussed. Daily financial practices, including patient fee determination, credit arrangements, bookkeeping and bank-keeping procedures will be discussed.

Prerequisites: none

MB-3 Current Laws and Ethics related to Billing Hours: 80 Credits: 6.0



This module is designed to prepare the student to comprehend the complexity of the healthcare system and the life cycle of a medical practice, areas that will be discussed include personnel management, compliance, technology, and the many roles of office management.

A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided exposure to computer software applications used in the health care environment, including medical billing software, Word and Excel. Digestive body system will be taught.

Prerequisite none

MB-4 Administration and Medical records Hours: 80 Credits: 6.0

This Module is designed to prepare the Students learn basic bookkeeping procedures and apply them to a bookkeeping project and accounting system. Students will also complete assignments writing payroll checks and keeping check registers. Patient billing is an integral portion of the module, including tracing delinquent claims and insurance problem solving. Students study essential medical terminology, build on keyboarding and word processing skills, and become familiar with the self-directed job search process by learning how to cultivate the right on-the-job attitude, assembling a working wardrobe and identifying the strategies it takes to become the best in your new job so that you can advance in your career. They also become familiar with essential medical terminology. Urinary body system will be taught.

Prerequisites: none

MB-5 Daily Financial Practices Hours: 80 Credits: 6.0

Daily financial practices to include patient fee determination, credit arrangements, and bookkeeping and bank-keeping procedures will be discussed. Computer use in the ambulatory environment will also be taught. Basic and advanced guidelines and coding conventions in CPT will be taught with focus on the professional (outpatient) guidelines. The evaluation and management documentation guidelines will be discussed, as well as the proper use of modifiers. Basic guidelines and coding conventions in ICD-9-CM diagnosis coding and medical necessity with CPT pairing will be stressed, as well as the use of a natural language encoder program. Various aspects of pharmacology will be discussed including a study of the medications prescribed for the treatment of illnesses and diseases within the modular subject area. Included in this are drug actions and medication uses in relation to body systems and medical terminology. Cardiovascular body system will be taught.

Prerequisite none

MB-6 Integumentary and Endocrine Body System Hours: 80 Credits: 6.0

This module presents a study of basic medical terminology focused on the integumentary system, the endocrine system, and pathology. A word-building systems approach is used to learn word parts for constructing or analyzing new terms. Emphasis is placed on spelling, definition, usage, and pronunciation. Abbreviations are introduced as related terms are presented within the module. A



study of the human body's diseases and disorders, including signs, symptoms, etiology, diagnosis, and treatment, is accomplished following the modular subject areas. Students are provided with exposure to computer software applications used in the healthcare environment, including medical billing software, Word and Excel. The major medical insurances and claims-form processing is presented in an ongoing approach to build this skill set.

Prerequisites: none

MB-7 General Duties, Basic Math and Terminology in Billing Hours: 80 Credits: 6.0

This module presents basic prefixes, suffixes, word roots, combining forms, special endings, plural forms, abbreviations, and symbols. Also covered is medical jurisprudence and medical ethics. Legal aspects of office procedure are covered, including a discussion of various medical/ethical issues in today's medical environment. Students will learn basic computer skills and acquire knowledge of basic medical insurance billing and coding. Students are provided exposure to computer software applications used in the health care environment including basic keyboarding, Word and Excel. In addition, basic guidelines and coding conventions in ICD-9 and CPT are covered with focus on the professional (outpatient) guidelines, as well as an introduction to the use of the coding reference books. Basic math is introduced. Career skills and development of proper study and homework habits are introduced as well as professionalism needed in the healthcare environment.

Prerequisites: none

MB-X Externship Hours: 160 Credits: 5

Upon successful completion of Modules MB-1 through MB-7, medical insurance billing/coding students participate in a 160-hour externship. Students are expected to work a full-time (40 hours per week) schedule if possible. Serving in an externship at an approved facility gives externs an opportunity to work with the principles and practices learned in the classroom. Externs work under the direct supervision of qualified personnel in participating institutions and under general supervision of the school staff. Supervisory personnel will evaluate externs at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship training in order to fulfill requirements for graduation.

Prerequisite: Successful completion of Modules MB-1 through MB-7.

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill-proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.



MEDICAL ASSISTANT PROGRAM

720 clock hours; 47 Credit units Certificate Program

All class are offered for Residentials.

Program Description:

The Medical Assistant Program (certificate) is designed to prepare students for entry-level positions as medical assistants in a variety of health care settings. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

In recent years, the medical assisting profession has become indispensable to the health care field. Physicians have become more reliant on medical assistants for their front and back office skills, and their services are being sought by medical offices, and ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, medical supply businesses, home health agencies, insurance providers, and pharmaceutical companies. This certificate program prepares graduates to fill entry-level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller.

This program is divided into eight learning units called modules. Each stands alone as a unit of study and is not dependent upon the completion of any previous or subsequent module. If students do not complete any portion of a module, the entire module must be repeated. Students may enter the program in any of the seven modules and continue through these modules until all have been completed. Following the successful completion of the first seven modules, students participate in a 160-hour externship.

Objectives:

The objective of the Medical Assistant Program is to provide the student with the appropriate didactic theory and hands-on skills required and necessary, to prepare them for entry level positions such as clinical or administrative assistant, medical receptionist, and medical insurance biller. Students study the structure and function of the major body systems in conjunction with medical terminology, diagnostic and therapeutic procedures, computer skills, administrative processes, bookkeeping and accounting practices, and the processing of medical insurance forms and claims.

Course Objectives

Upon completion of this program, the student will be able to:

- ✓ Upon successful completion of this program, the graduate will be able to:
- ✓ Demonstrate professionalism and ethical behavior.
- ✓ Discuss the history of medical assisting as it relates to medical practice and professional organizations.
- ✓ Recognize and respond to verbal and non-verbal communication, and use appropriate communication techniques.
- ✓ Demonstrate knowledge of and use appropriate terminology for the different body systems, illnesses and injuries associated with those systems, and diagnostic and therapeutic procedures.



- ✓ Apply principles of infection control and use appropriate aseptic technique.
- ✓ Perform clinical responsibilities, including preparing patients for examination and procedures, preparing and administering medications as directed, collecting and processing specimens, recognizing emergencies, and performing CPR and first aid.
- ✓ Identify minor surgical procedures and demonstrate the ability to assist with those procedures.
- ✓ Instruct and teach patients methods of health promotion and disease prevention.
- ✓ Maintain accurate patient records.
- ✓ Perform administrative procedures that include telephone techniques, appointment scheduling, record management, and insurance billing procedures.
- ✓ Demonstrate skills related to word processing, medical transcription, the processing of insurance claims, and simulated computerized medical office applications.
- ✓ Implement current procedural terminology and ICD-9 coding.
- ✓ Accurately complete bookkeeping, banking, and financial procedures.
- ✓ Demonstrate acceptable speed and accuracy in computer keyboarding.
- ✓ Develop a resume and identify a career plan that includes potential job leads, networking contacts, a job search schedule, and five-year goals.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum. The Instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Outline

Course Number	Course Title	Clock Hours	Credit Units
Module 110	Administrative Medical Assisting Duties	80	6
Module 120	Introduction to Anatomy and Physiology	80	6
Module 130	Office Environment Safety Infection Control and Laboratory	80	6
Module 140	Psychology and Special Senses	80	6
Module 150	Medical Management	80	6
Module 160	Clinical Medical Assisting Duties	80	6
Module 170	Pharmacology and Office Emergencies	80	6
Module 180	Externship	160	5
	Program Total	720	47

Course Descriptions



Administrative Medical Assisting Duties

This module will introduce the students to the history and practice of medicine. It will present the basic concepts of medical law and ethics, communications (verbal and nonverbal and written), and telephone techniques. The module also covers the different aspects associated with medical assisting which includes the description of the office facilities, equipment and supplies, patient reception, appointment scheduling, managing medical records and medical office management. In addition, the module presents professionalism by describing the concepts of making a commitment to your job.

Introduction to Anatomy and Physiology

This module covers the introduction to anatomy and physiology, including the organizational levels of the body and medical terminology. The course also presents the definition of anatomical position, as well as the terms of body positions, body planes, directional terms, body cavities, quadrants and body regions. The module provides the concepts of the skeletal and muscular systems; their structures, functions and common disorders. It will also present the basic drugs/agents, diagnostic and lab tests associated with the musculoskeletal system. Word building skills will be incorporated within the module. Concepts of professionalism, discussing the personal traits of the health care professional is also presented. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Office Environment Safety Infection Control and Laboratory

This module covers the concepts relating to the office environment safety and measures that includes discussion of blood borne pathogens, universal precautions, proper body mechanics and quality assurance. The module further presents concepts of infection control and clinical laboratory. Lymphatic and immune systems are also discussed. Concepts of professionalism relating to working with others will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Psychology and Special Senses

This module presents the concepts of the nervous and integumentary systems, as well as the eye and ear. The module covers the systems' structures and functions, common disorders, drugs/agents, diagnostic and lab tests. Word building skills will be incorporated throughout the module. Additional topics for this module are psychology and patient education. Concepts of professionalism, discussing the "professionalism and your personal life" is also presented. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Medical Management

This module covers the concepts of financial management, medical insurance, types and claims. The module further presents the concepts of medical coding, as well as the anatomy and physiology of the digestive and urinary systems. Concepts of professionalism relating to the practicum experience will be described. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.



Clinical Medical Assisting Duties

This module covers the concepts of clinical medical assisting duties as they relate to vital signs, physical examinations, medical specialties and their relationship to lifespans, and nutrition. The module also presents concepts and information related to the study of anatomy and physiology of the cardiovascular and respiratory systems. Concepts of professionalism relating to career planning and employment will also be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Pharmacology and Office Emergencies

This module covers the concepts of pharmacology and office emergencies. This module also presents the anatomy and physiology of the endocrine and reproductive systems. Review of professionalism, as well as the forms associated with preparation for employment will be discussed. Professionalism in dress, behavior, and attitude are presented and monitored throughout the program.

Medical Assisting Externship

Upon successful completion of Modules 110 through 180, Medical Assisting students participate in a 160 hour externship at an approved facility. The externship provides the student an opportunity to apply principles and practices learned in the program and utilize entry level Medical Assisting skills in working with patients. Medical assisting externs work under the direct supervision of qualified personnel at the participating externship sites, and under general supervision of the school staff. Externs are evaluated by supervisory personnel at the site at 80- and 160-hour intervals. Completed evaluation forms are placed in the students' permanent records. Students must successfully complete their externship experience in order to fulfill requirements for graduation.

Graduation Requirements

The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.

Licensure Disclosure

Although Medical Assistants are not licensed, certified, or registered by the State of California, the Medical Assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the Medical Assistant be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3).



PHARMACY TECHNICIAN PROGRAM

720 clock hours; 47 Credit units Certificate Program (This program is not accredited by ABHES)

All class are offered for Residentials.

Program Description:

The Pharmacy Technician Certificate program provides both technical and practical training which will enable the technician, upon certification, licensure or registration, to function as a competent entry-level pharmacy technician to the licensed pharmacist. The program provides the student with the basic knowledge of and practice in pharmacy calculations, drug distribution systems, and preparation of sterile dosage forms. Computer skills necessary in pharmacy practice will be utilized and both pharmaceutical and medical terminology and anatomy and physiology, are also covered. The program emphasizes theory, as well as hands-on practice, followed by an externship which prepares the student for the actual work setting. Upon completion of this program, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB). Pharmacy services have expanded and grown at an accelerated rate. Pharmacy Technicians play a major role in pharmacy operations and in the overall healthcare work force. As pharmacy services continue to grow, with new services being offered, new drugs entering the market, and as comprehensive drug information becomes a necessity, the need for highly trained pharmacy technicians increases. Many of the traditional pharmacy functions, once performed by pharmacists, are now being performed by pharmacy technicians. Today's pharmacy technician has assumed a position which supports and enhances the progressive direction taken by pharmacy. The technician has also become the key person in assuring the smooth uninterrupted functioning of traditional pharmacy services.

Pharmacy is a dynamic field requiring an ongoing learning process. Graduates from this training program will become active participants in this growing field by exhibiting competence through knowledge and skills learned through the institute.

Course Objectives

The Pharmacy Technician program provides the student with the theory and hands-on applications required to perform the following tasks:

- ✓ To prepare the graduate to function at an entry-level competency as a certified licensed or registered pharmacy technician assistant to a licensed pharmacist in both retail and hospital settings. Training encompasses a thorough understanding of the duties and responsibilities of pharmacy technicians, including the standards of ethics and law, as they pertain to the practice of pharmacy.
- ✓ To provide the student with a sufficient knowledge base in pharmaceutical and medical terminology, abbreviations and symbols used in prescribing, dispensing, and documenting medications. The student will achieve a working knowledge of trade and generic names, dosages, routes of administration, and dosage forms of medications. The student will also be prepared to perform the necessary calculations used in dosage determination and preparation of drugs.
- ✓ To prepare the student to perform the essential functions related to drug procurement and inventory control and to provide a working knowledge of manufacturing and



packaging operations, including the physical and chemical nature of drugs used in a pharmacy, and the packaging and labeling requirements as well as manufacturing techniques used for drug dispensing.

- ✓ To provide the student with a working knowledge of aseptic technique, parenteral admixtures, compounding procedures, and microbiology as it applies to disease and the use of aseptic techniques in the healthcare field.
- ✓ To provide the student with a working knowledge of computers for entry-level employment in a pharmacy setting.
- ✓ To provide the student with skills required for CPR certification.
- ✓ Use appropriate skills, including those required for administrative aspects of pharmacy technology and basic pharmacy applications, pharmaceutical calculations, pharmacy operations, and pharmacology.
- ✓ Discuss and be able to demonstrate how to work with pharmaceutical dosage forms.
- ✓ Demonstrate competency in performing pharmaceutical calculations, including conversions, working with pediatric dosages, parenteral and IV dosages, admixtures, and compounding dosages.
- ✓ Explain the term “nonjudgmental duties,” explore various practice settings for pharmacy technicians, and describe current qualifications of technicians.
- ✓ Identify professional organizations available to pharmacy technicians.
- ✓ Demonstrate how to find state-specific requirements for Pharmacy Technicians.
- ✓ Describe various aspects of the National Certification Examination and the California State Board of Pharmacy Registration process.

The method by which these objectives and the mission of the institution fulfilled will be achieved through direct instruction, lecture and practicum. Instructors utilize lectures, classroom discussions, hands-on experiences, exercises, role playing, presentations, demonstrations, research and student assignments (depending on section requirements) to facilitate students’ achievement of course objectives.

Course Outline

Course Number	Course Title	Clock Hours	Credit Units
Module 101	Administration of Medications and Pharmacology of the Endocrine/Lymphatic Systems	80	6.0
Module 102	Aspects of Retail Pharmacy and Pharmacology of the Nervous System	80	6.0
Module 103	History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear Oncology Pharmacy Practice	80	6.0
Module 104	Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses	80	6.0
Module 105	Administrative Aspects of the Pharmacy Technician & Pharmacology of the G.I. and Muscular System	80	.0
Module 106	Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System	80	6.0
Module 107	Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System	80	6.0
Module 10x	Clinical Externship	160	5.0
	Program Total	720	47

Course Descriptions:



Module 101 - Administration of Medications and Pharmacology of the Endocrine and Lymphatic Systems

This module is designed to provide the student with an overall understanding of medication administration, safety and quality assurance. Included in this course is an overview and historical development of pharmacy. Body systems are covered in this module which includes the Endocrine and Lymphatic systems, and medications used to treat conditions of the endocrine system. Repackaging and compounding will be discussed and performed. Included in this course is use of policy and procedure manuals, materials management of pharmaceuticals, the pharmacy formulary system, computer applications in drug-use control, receiving and processing medication orders. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 No prerequisites

Module 102 - Aspects of Retail Pharmacy and Pharmacology of the Nervous System

This module is designed to provide the student with responsibilities of a technician filling prescriptions, including the information required to fill prescription and typing the prescription label. This module also covers how to read a drug label. Medications for the Respiratory and Nervous system are covered including a study of medications for neurological conditions, mental disorders and a discussion on muscle relaxants. This module will include C.P.R. certification. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 No prerequisites

Module 103 - History and Ethics of Pharmacy and Pharmacology of the Respiratory System & Nuclear and Oncology Pharmacy Practice

This module is designed to introduce the student to the professional aspects of working in pharmacy technology. Subjects covered include a history of and changing roles of pharmacists and pharmacy technicians. This module covers the Law and Ethics of Pharmacy which includes the Food and Drug Act, the 1970 Comprehensive Drug Abuse Prevention and Control Act, and other modern-day drug legislation. The respiratory system is discussed along with medications for respiratory tract disorders. Oncology agents are covered in this module along with HIV/AIDS. Calculations and dimensional analysis of drug dosages are covered. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 No prerequisites

Module 104 - Infection Control, Medication Errors and Alternative Medicine and Pharmacology of the Integumentary System and Senses

This module covers pharmacy technician registration and certification, including professionalism and communication in the pharmacy setting. Over-the-Counter medications, vitamins and skin care products are discussed in this module. Medications for the Integumentary system are covered along with a discussion on medication calculations for the elderly. Also covered in this module are medications used for disorders of the eyes and ears. Students learn the most common medication errors, alternative medication and food & drug interactions. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 No prerequisites

Module 105 - Administrative Aspects of the Pharmacy Technician and Pharmacology of the G.I. and Muscular System



In this module, emphasis is placed on the role and responsibilities of the pharmacy technician regarding parenteral dosages, including using proportion in calculating drug dosages for pediatrics. This module is designed to provide the student with an overall understanding of the administrative aspects and hands-on applications involved in working in a pharmacy. Medications for the G.I. and Musculoskeletal System are covered along with medications for disorders of the musculoskeletal system, as well as a study of general operations of pharmacies at different settings. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 No prerequisites

Module 106 - Aspects of Hospital Pharmacy and Pharmacology of the Urinary and Reproductive System

This module is designed to provide the student with an overall understanding of anatomy and physiology as it relates to the Urinary and Reproductive Systems. Students will learn common tasks performed by pharmacy technicians in the hospital practice setting, including policies and procedures, responsibilities of the inpatient pharmacy technician, and specific State requirements regulating the use of pharmacy technicians in various States. Students will familiarize themselves with intravenous flow rates of large volume and small volume IV, infusion of IV Piggybacks, and the use of a Heparin lock. Critical Care flow rates and automated medication dispensing systems are discussed and calculated. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0 No prerequisites

Module 107 - Home Health Care, Pharmacy Operations and Pharmacology of the Cardiovascular, Circulatory and Skeletal System

This module is designed to familiarize the student with all aspects of home health care, mail order pharmacy/E-Pharmacy, and long term care pharmacy. Also covered in this module is drug distribution systems utilized in the pharmacy to include pharmacy stocking and billing, inventory and purchasing. This module will provide students with the understanding of the cardiovascular, circulatory and skeletal system and discuss medications for circulatory disorders and medications for the skeletal system. Hands-on skills in the laboratory practice setting are performed. Lecture Hours: 40 Lab Hours: 40 Other Hours: 0

Module 10X - Clinical Externship

This 160-hour module is designed to provide the student with supervised, practical hands-on and observational experiences in the working pharmacy. Prerequisite: Completion of Didactic (Mod 101-107) Program. Lecture Hours: 0 Lab Hours: 0 Other Hours: 160

Graduation Requirements The candidate for a certificate of completion must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 70% (on a scale of 1-100 percent).
2. Meet all applicable clinical, clerical, classroom and laboratory skill proficiency standards.
3. Complete all clinical and externship requirements and hours, and receive satisfactory evaluations.



VOCATIONAL NURSING PROGRAM

1670 Clock Hours Certificate Program

All class are offered for Residentials.

Program Description:

The Vocational Nursing Diploma Program is designed to enable students to acquire the knowledge, skills, and competencies related to enhancing the health and well-being of individuals. The Vocational Nursing student will learn basic nursing care skills to be competent in caring for acutely and chronically ill clients, with predictable health outcomes, in structured settings such as hospitals, skilled-nursing facilities, a clinic, doctor's offices, long-term care, corrections, home health care or for a nursing registry. Duties within the scope of practice for a vocational nurse typically include, but are not limited to, provision of basic hygienic and nursing care; measurement of vital signs; basic client assessment; documentation; performance of prescribed medical treatments; administration of prescribed medications; and, performance of non-medicated intravenous therapy and blood withdrawal (requires separate Board certification). The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses.

Course Objectives

Upon completion of this program, the student will be able to:

- ✓ Use appropriate communication and interpersonal skills.
- ✓ Perform procedures using appropriate aseptic and sterile technique.
- ✓ Implement appropriate safety measures in client care.
- ✓ Utilize basic leadership skills.
- ✓ Administer medications utilizing the principles for safe preparation and administration.
- ✓ Correlate the relationship between health and nutrition in planning and implementing client care.
- ✓ Have knowledge of basic nursing care for the pediatric patient utilizing the nursing process.
- ✓ Have knowledge of basic nursing care for the newborn utilizing the nursing process.
- ✓ Have knowledge of basic nursing care for the maternity patient utilizing the nursing process.
- ✓ Provide basic nursing care for the geriatric patient in a variety of healthcare settings utilizing nursing process.
- ✓ Provide basic nursing care for the medical/surgical patient utilizing the nursing process.
- ✓ Organize, adapt and implement nursing skills related to mobility, personal care, and comfort.
- ✓ Utilize appropriate principles of care and therapeutic effect in patient and family teaching.
- ✓ Function with accountability as defined in the statutes of The Vocational Nursing Practice Act.

The method by which these objectives and the mission of the institution are fulfilled is through direct instruction, lecture and practicum. The Instructor provides assistance by integrating technology into instruction and emphasizes student-centered learning and by placing more



responsibility on the students to take the initiative for meeting the demands of various learning tasks.

Course Prerequisites

- ✓ Applicants must be at least 17 years of age to be considered for admissions.
- ✓ Proof of good health: A report which includes a medical history, physical examination and PPD test or CXR signed by a healthcare provider performing the physical examination shall be provided to the institution indicating that the student does not have any health conditions that would create a hazard for him/her and patients or visitors. Due before clinical training begins.
- ✓ Must be free from conviction by any court (other than minor traffic convictions) or have clearance from the California Department of Health Services.
- ✓ Submit completed Live Scan form before clinical training begins.
- ✓ Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.
- ✓ Must attend the orientation (1st day of class).

Intro to Client Centered Care – IA

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Week 1-6	VN 0	115	65	0	180	14.0

Intro to Client Centered Care – IB

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Week 7-13	VN 1	72	28	136	236	10.5
Totals		187	93	136	416	24.5

Introduction to the Client with Healthcare Deficits 2 – VN 2

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Life Cycles Integumentary	2 A	25.5	0	32	57.5	3.5
Musculoskeletal	2 B	26	0	32	58	3.5
Respiratory	2C	39.5	8	48	95.5	5.5
Cardiovascular	2 D	44.5	0	48	92.5	5.5
Gastrointestinal	2 E	23.5	0	32	55.5	3.5
Totals		159	8	192	359	21.5



Introduction to the Client with Healthcare Deficits 3 – VN 3

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Reproduction	3 A	36.5	0	48	84.5	3.0
Obstetrics	3 B	21.5	16	24	61.5	3.0
Pediatrics	3C	21.5	0	24	45.5	3.0
Renal/Urinary	3D	42.5	0	108	150.5	4.5
Immunology	3E	14	0	24	38	0.5
Oncology	3 F	14	0	20	34	1.0
Leadership Supervision	3 G	10	0	24	34	1.5
Totals		160	16	272	448	16.5

Introduction to the Client with Healthcare Deficits 4 – VN 4

Course Title	Course Num	Theory Hours	Lab Hours	Clinical Hours	Total Hours	Credit Units
Endocrine	4A	64	8	112	184	9.0
Neuro/Sensory	4 B	55	0	96	151	8.5
Nursing Specialties/Rehab	4C	21	0	24	45	2.0
Senior Practicum	4 D	20	0	48	68	3.0
Totals		159	8	280	447	22.5

Total Program Totals	<i>Theory Hours</i>	<i>Lab Hours</i>	<i>Clinical Hours</i>	<i>Total Hours</i>	<i>Credit Units</i>
	665	125	880	1670	85



Course Descriptions

VN 0 – Introduction to Client Centered Care I-A

Term I-A introduces students to the institute and to the evolving role of the student nurse in the professional nursing realm. The school's policies and procedures, as applicable to the Licensed Vocational Nursing program, are discussed. As a cornerstone course, Term I-A explores the fundamental nursing skills and concepts necessary to help clients meet their healthcare needs. Areas of learning include medical terminology, the nursing process, physical assessment, human growth and development, self-care theories, infection control, emergency procedures, death and dying, effective communication, interpersonal skills and proper documentation.

VN 1 – Introduction to Client-Centered Care I-B

Term I-B builds upon the foundation of concepts and skills introduced in the previous term. Students continue on a forward trajectory through anatomy and physiology, nursing-care concepts for pre- and post-surgical clients, nutrition and pharmacology. Pharmacology content includes the study of drug categories, indications, contraindications, actions, interactions (therapeutic and adverse), dose calculation, preparation, administration and storage with safety guidelines. Hands-on skills, in conjunction with this term's theory curriculum, are learned and practiced in skills lab. Study of therapeutic diets, herbal remedies and supplements is also emphasized.

VN 2A – Life Cycles/Integumentary System

The human developmental stage for adults ages 35 to 65 is marked by distinct physical, social and emotional hallmarks. Term 2A discusses the life cycles of the middle adult and the developmental tasks that distinguish this particular stage. It also introduces the integumentary system - its function, changes related to aging and the corresponding guidelines for care. Also covered are anatomy and physiology, disorders/diseases, and their diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined. The study includes the pathophysiology, emergency treatment and complications associated with major burns and wounds. Focus is placed on nursing interventions in light of the physiological and psychosocial considerations of integumentary disorders. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 2B – Musculoskeletal System

In this term, students discover the anatomy and physiology of the muscles, bones, ligaments, tendons and other related structures of the musculoskeletal system. Also covered are disorders/diseases, diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined, as are the related changes due to aging and nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 2C- Respiratory System

The respiratory system, which includes the nasal structures, air passages, lungs, pulmonary vessels and breathing muscles, is analyzed in this unit. Pathophysiology, as well as the difference between external and internal respiration are delineated. Also discussed are respiratory disorders/diseases, diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional



approaches are examined, as are related changes due to aging and the proper interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 2D – Cardiovascular System

This course studies the heart and its intricate conduits - arteries, veins, and capillaries – and blood – as well as the vital function of each component. Changes related to aging and the corresponding guidelines for care are examined. The study includes anatomy and physiology, cardiovascular disorders/diseases, and their diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined. Also covered are the pathophysiology, emergency treatment and complications associated with acute cardiovascular events. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 2E – Gastrointestinal System

In this term, students learn about the gastrointestinal system's anatomy and physiology, and the digestive process. Also covered are gastrointestinal disorders/diseases, diagnosis, treatment and preventive measures. Corresponding pharmacological and nutritional approaches are examined, as are nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 3A – Reproductive System

The anatomy and physiology of the male and female reproductive systems are studied in this unit, as are the reproductive disorders/diseases, diagnosis, treatment and preventive measures. Focus is placed on nursing interventions as they relate to the physiological and psychosocial aspects of reproductive disorders/disease, particularly with sexually transmitted diseases. Corresponding pharmacological and lifestyle approaches are examined, as are related changes due to aging and their required interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 3B – Obstetrics

This unit explores the beginning of life – from the physiology of conception to the anatomical and physical transformations that mark pregnancy, labor and delivery – and up to the post-partum period. Proper assessments and appropriate nursing actions according to pregnancy stage are studied. The course includes anatomy and physiology, obstetric disorders/diseases, and their diagnosis, treatment and preventive measures. Corresponding medical and nutritional approaches are examined. Also covered are the pathophysiology, emergency treatment and complications associated with obstetric diseases/disorders and acute obstetric events. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.



VN 3C – Life Cycles/Pediatrics

Students are familiarized with the various principles of human growth and development that form the backbone of pediatric nursing care. They learn to recognize the physiological and psychosocial developmental milestones from infancy through adolescence. Included in this study are the signs and symptoms of child abuse, correct nursing actions, childhood diseases per system, proper assessments, common pediatric procedures, immunizations and nutrition. Also include are pharmacology, accident prevention and nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 3D – Urinary System

The course examines the anatomy and physiology of the urinary system, and how it maintains blood homeostasis. The course includes the study of fluid balance, urine formation and the excretion of metabolic waste products, acid-base balance, the secretion of hormones and blood pressure regulation. Changes related to aging and the corresponding guidelines for care are discussed, as are disorders/diseases, diagnosis, treatment, preventive measures and corresponding pharmacology. The study includes the pathophysiology, emergency treatment and complications associated with dehydration and fluid overload. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 3E – Immunology

Students learn about the role of the immune system in preventing or limiting infections by recognizing, repelling and eradicating pathogens and other foreign molecules. Included are specific and non-specific immune responses, antibodies, antigens, vaccines, as well as the system's role in recognizing and guarding against the growth and development of abnormal cells. Autoimmune and other disorders/diseases are covered, as are diagnosis, treatment, preventive measures and corresponding pharmacology. Focus is placed on nursing interventions in light of the physiological and psychosocial ramifications of immune disorders/disease, particularly HIV/AIDS. Corresponding pharmacological and lifestyle approaches are examined, as are related changes due to aging and the proper interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 3F – Oncology

This unit discusses the care given to clients with cancer. Palliative care measures and nursing interventions that correspond to medications and treatments are explored. Also included are cancer prevention, lifestyle adjustments and the psychosocial aspect of the disease. Corresponding pharmacological and nutritional approaches are examined. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 3G – Leadership Supervision

Students are introduced to concepts in leadership within the nursing realm. Included are traits of an effective leader, developing leadership skills, the role of the licensed vocational nurse, assertive behavior, productive communication, interpersonal skills, as well as setting and meeting goals.



VN 4A – Endocrine System

Students learn the anatomy and physiology of the endocrine system, including the role hormones play in maintaining homeostasis. The course covers diabetes mellitus I and II, hypothyroidism, hyperthyroidism and other diseases/disorders, their diagnosis, treatment and preventive measures. Included are changes related to aging and the corresponding guidelines for care. Also covered are the pathophysiology, emergency treatment and complications associated with acute endocrine events, including hypoglycemia and diabetic ketoacidosis. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 4B – Neurosensory System

The brain, spinal cord, nerves and sensory organs are examined in this unit. Included are pathophysiology, neurosensory disorders/diseases (including Alzheimer's disease and mental disorders), diagnosis, treatment and preventive measures. Corresponding pharmacological and therapeutic approaches are examined, as are related changes due to aging and nursing interventions. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 4C – Nursing Specialties and Rehabilitation

This unit discusses restorative and rehabilitative care, as well as factors that affect a person's response to change and stress. The students apply their knowledge of effective therapeutic communication skills and care for clients throughout the rehabilitation process. Basic factors affecting mental health, psychosocial deficits, substance abuse, corresponding pharmacological and nutritional approaches are examined. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

VN 4D – Senior Practicum

This term examines the ethical and legal aspects of vocational nursing, negligence, malpractice, informed consent, and the Nurse Practice Act and its mandates. Hospice, death and dying, home health, disaster nursing and the role of the healthcare team are included in the course. Organizations relevant to the vocational nurse are discussed. Within appropriate clinical sites, students learn the proper application of skills adjunct to knowledge acquired in this term.

Graduation Requirements

The student must:

1. Complete all classes (credit units and hours) with a grade point average (GPA) of at least 75% (on a scale of 1-100 percent).
2. To be eligible to graduate, vocational nursing students must have a minimum exam score of 850 on HESI exit exam and a minimum ATI exit exam score of 72%.
3. Meet all applicable clinical, classroom and laboratory skill-proficiency standards.
4. Complete all theory, clinical and externship requirements and hours, and receive satisfactory evaluations.



LICENSURE REQUIREMENTS

Nurse Assistant

Upon completion of the program students will receive a certificate of completion and become eligible to take the examination for certification in the State of California as a Nurse Assistant. All student nurse assistant candidates applying to take the NNAAP Examination in California must have successfully completed a Department of Public Health-approved nurse assistant training program. You are allowed two (2) years from your training program completion date to pass the nursing assistant examination. If you do not pass the NNAAP examination within a two-year period, you will be required to re-train before you will be allowed to take the examination again.

Home Health Aide

Upon completion of our Department of Public Health-approved program, students will receive a certificate of completion and become eligible to receive certification in the State of California as a Certified Home Health Aide.

Phlebotomy Technician

Upon completion of our Department of Public Health-approved program, students will receive a certificate of completion and become eligible to take an examination for certification in the State of California as a Certified Phlebotomist Technician level 1. With passage of the exam graduate must submit an application. Applications will not be reviewed unless the proper \$100 fee is submitted. This fee is non-refundable.

A valid social security number is mandatory for certification by the State of California. Please contact the U.S. Social Security Administration for further information on how to obtain a social security number. It is the applicant's responsibility to make sure that the application and all other supporting documents are submitted in a timely manner. You must have all correspondence specify: "Attention: Phlebotomy Program". This will reduce the likelihood of receipt of the documents by other programs which in turn may cause a delay in the processing of your application. Documents include official transcripts, verification of training and experience and certificate of completion of training course, two passport size photos and state approved examination.

Vocational Nursing

The program has classroom instruction and required clinical experiences to prepare the student to take the National Council Licensure Examination (NCLEX-PN) for licensure as a practical or vocational nurse. Those that pass qualify for entry-level employment as Licensed Vocational Nurses.

Requirements for Licensure as a Vocational Nurse

- ✓ Minimum Age - 17 Years.
- ✓ Completion of the 12th Grade of schooling or its equivalent (furnish proof).
- ✓ Complete and sign the "Application for Vocational Nurse Licensure".
- ✓ Complete and sign the "Record of Conviction" form.



- ✓ Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") Note: A license will not be issued until the board receives the background information from DOJ.
- ✓ Attach the appropriate nonrefundable fee made payable to the "BVNPT".
- ✓ Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
- ✓ When the requirements of Steps 1-7 have been met, the board will advise you of the initial license fee to be paid. This fee is in addition to the application fee. It takes 4 to 6 weeks to process a license.

Medical Assistant

Although medical assistants are not licensed, certified, or registered by the State of California, the medical assistant's employer and/or supervising physician's or podiatrist's malpractice insurance carrier may require that the medical assistant must be certified by one of the approved certifying organizations in order to train other medical assistants. (Title 16 CCR 1366.3).

The four major certification agencies and the medical assistant certifications they offer are:

1. The American Association of Medical Assistants (AAMA) offering the Certified Medical Assistant (CMA) certification
2. American Medical Technologists (AMT) offering the Registered Medical Assistant (RMA) certification
3. The National Center for Competency Testing (NCCT) offering the National Certified Medical Assistant (NCMA) certification
4. The National Healthcareer Association (NHA) offering the Certified Clinical Medical Assistant (CCMA) certification

All four certification agencies require medical assistants to pass a certification exam in order to become certified.

Pharmacy Technician

Training Required

Must meet one of the following requirements: [CA Bus and Prof 4202a]

1. Complete any pharmacy technician training program accredited by the American Society of Health-System Pharmacists.
2. Obtain an associate's degree in pharmacy technology.
3. Complete any other course that provides a training period of at least 240 hours of instruction covering the topics outlined in regulation. [CA Board Reg. Code 1793.6]. Pharmacy technicians may use The National Pharmacy Technician Training Program together with appropriate supervision of 240 hours of practical experience.
4. Graduate from an accredited pharmacy program.



5. Receive certification by a board-approved program.

Upon completion of the program at the institute, the graduate will be fully prepared to take the national pharmacy technician certification exam offered by the Pharmacy Technician Certification Board (PTCB). Licensure Requirements [CA Board Reg. Code 1793.5]:

1. Applicant must submit an application (\$50) to the Board of Pharmacy.
2. Applicant must attain a high school diploma or equivalent.
3. Applicant must produce documents confirming his or her identity.
4. Applicant must produce a description of his or her qualifications and supporting documentation for those qualifications.
5. Applicant must undergo and pass a criminal background check.

Medical Billing and Coding

According to the Bureau of Labor Statistics (BLS), "most employers prefer to hire credentialed medical record and health information technicians." Below are descriptions of the options available to our Medical Billing and Coding students.

Certified Professional Coder

The Certified Professional Coder (CPC) certification is offered through the American Academy of Professional Coders (AAPC). The AAPC is the nation's largest credentialing organization for the business side of medicine- coding and auditing. Exam cost: \$300

Certified Coding Associate

The Certified Coding Associate (CCA) certification is available from the American Health Information Management Association (AHIMA). The AHIMA was founded in 1928 to improve health record quality and administers certifications that are nationally accepted. Obtaining a CCA certificate demonstrates coding competency in both hospitals and physician-based settings. The CCA is an entry-level coding credential designed to help new coders exhibit efficiency. Exam cost: \$299

Medical Billing Certification

The Certified Medical Reimbursement Specialist (CMRS) is offered by the American Medical Billing Association (AMBA). The AMBA was formed 12 years ago to help professional small and home-based medical billers network and gain industry information. The CMRS validates that the biller is qualified to facilitate the claims paying process from the time a service is performed until the balance is paid. Exam cost: \$325

To learn more about the CPC certification, please visit AAPC.com.

To learn more about the CCA certification, please visit AHIMA.org.

To learn more about the CMRS certification, please visit AMBA.net.



FACULTY

Vijayakumari Bhaskar, RN 600909
Bachelor's in Nursing/Griffith University and Master's in Infection Control/Griffith University, Australia

Helen De La Cruz, LVN
Vocational Nursing/Rio Hondo College, Whittier, CA

Myriam Manzano RN
Masters of Science in Nursing/University of Phoenix

Hector Suarez, LVN 234232
Vocational Nursing/Coast Health Education Center, Anaheim, CA

Michael Sims, LVN 133751
Vocational Nursing/East LA College Los Angeles, CA

Elma Cover, RN 721678
Associate of Science in Nursing, Santa Ana College, CA

Cheri Detwiler, RN
Bachelor of Science in Nursing, San Diego, CA

Gregorio Velasco Uy, RN 649824
Holds a degree as a Doctor of Medicine from San Pedro College in Davao City, Philippines.

Marlyn Desper LVN 115859
Has worked as an LVN Clinical Instructor for 8 years at Career Network Institute, Orange, California.

Edlina Garcia RN 675949
Lyceum Northwestern, Philippines

Edelwina G Espino RN 684025
Lyceum Northwestern, Philippines

Amanda Karley LVN 253453
Vocational Nursing/Casa Loma College, Van Nuys, CA

Bhupinder Kaur Singh Certified Phlebotomy Technician1
US Colleges, Tustin, CA

Roxy Wongus Williams Certified Phlebotomy Technician
Bachelor of Arts in Psychology, Ashford University

Susan V Asiain, RN 491964
Bachelor of Science in Nursing from San Pedro College in Davao City, Philippines



Somaya Bhimaya RN 643868
Bachelor of Science in Nursing from Loma Lind University, California

Wigdon K Nicola-Awad, Pharmacist License No. 25824/5635
*Bachelor's Degree in Pharmacology and Toxicology from Tanta University
Pharmacy Technician license # 19414 and PTCB certificate #10028999*

Terry M Frierson
Certificate in Pharmacy Technology from San Bernardino County ROP, Rialto CA

Marichu B Parcasio
*Holds a BS in Pharmacy from the University of Santo Tomas Manila Philippines and is a certified
Pharmacy technician and FPGEC Certified*

Hilda Garcia Rivera
Bachelors of Business Administration, Anaheim, CA

Enez Morales
*Bachelor's in Business Administration from Westwood College Upland CA and Certificate in Medical
Billing
From North-West College Pomona CA 2002*

Carmencito Castello-Rodriguez
Certified Phlebotomist Technician

Gena July
*Laboratory Information System Coordinator at Foundation Valley Regional Hospital and medical
Center for 7 years.*

STAFF

Vijayakumari Bhaskar, RN 600909 School Director and Chief Academic Officer
Bachelor's in Nursing/Griffith University and Master's in Infection Control/Griffith University

Bhaskar Prabhakar Director of Student Services
*Bachelor's in Mechanical Engineering/Mysore University, India and Master's in Business
Administration/University of Phoenix, USA*

Paramjeet Kaur Registrar

Michelle R Hermsillo Administrative Assistant



HOURS OF OPERATION

OFFICE

9:00 AM to 7:00 PM Monday through Thursday 9:00 AM to 6:00 PM Friday

9:00 AM to 5:00 PM Saturday

9:00 AM to 5:00 PM Sunday

CLASS SCHEDULES

NURSING ASSISTANT/ACUTE CARE NURSE ASSISTANT/HOME HEALTH AIDE

Morning Session: 7:00 AM to 3:30 PM Monday – Friday

Evening Session: 3:00 PM to 8:00 PM Monday-Friday

Weekend Session: 7:00 AM to 3:30 PM Saturday & Sunday

PHLEBOTOMY TECHNICIAN

Morning Session: 7:45 AM to 11:45 AM Monday – Thursday

Mid-day Session: 12:45 PM to 4:45 PM Monday-Thursday

Evening Session: 6:00 PM to 10:00 PM Monday-Thursday

Weekend Session: 6:00 PM to 10:00 PM Friday; 9:00 AM-5:30 PM Saturday & Sunday

MEDICAL ASSISTANT

Morning Session: 7:45 AM to 11:45 AM Monday – Thursday

Evening Session: 6:00 PM to 10:00 PM Monday-Thursday

Externship may be up to 40 hours per week

MEDICAL BILLING AND CODING

Morning Session: 7:45 AM to 11:45 AM Monday – Thursday

Mid-day Session: 12:45 PM to 4:45 PM Monday-Thursday

Evening Session: 6:00 PM to 10:00 PM Monday-Thursday

Weekend Session: 6:00 PM to 10:00 PM Friday; 9:00 AM-5:30 PM Saturday & Sunday



PHARMACY TECHNICIAN

Morning Session: 7:45 AM to 11:45 AM Monday - Thursday
 Mid-day Session: 12:45 PM to 4:45 PM Monday-Thursday
 Evening Session: 6:00 PM to 10:00 PM Monday-Thursday
 Weekend Session: 6:00 PM to 10:00 PM Friday; 9:00 AM-5:30 PM Saturday & Sunday
 Externship may be up to 40 hours per week

VOCATIONAL NURSING FULL TIME PROGRAM

Terms	Monday	Tuesday	Wednesday	Thursday	Friday
One A (Week 1-6)	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	8:30am-4:30pm	8:30am-4:30pm
One B*(Week 7-13)	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm	6:45am-3:15pm	6:45am-3:15pm
Two*	6:45am-3:15pm or 2:45-11:15	6:45am-3:15pm or 2:45-11:15	8:30am-3:00pm	8:30am-3:00pm	8:30am-3:00pm
Three*	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45-3:15 or 2:45-11:15	8:30am-3:00pm	8:30am-3:00pm
Four*	8:30am-3:00pm	8:30am-3:00pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm	6:45am-3:15pm or 2:45pm-11:15pm

VOCATIONAL NURSING PART TIME PROGRAM

Term	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1A		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
1B		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
2		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
3		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm
4		5:00pm to 9:30pm	5:00pm to 9:30pm	5:00pm to 9:30pm		6:45am-to 3:15pm or2:30pm to11:00pm	6:45am-to 3:15pm or2:30pm to11:00pm

Class times and breaks are scheduled in accordance with the Board of Vocational Nursing and Psychiatric Technician rules and regulations