



# SCHOOL CATALOG

**12/01/2019-12/01/2020**

2345 E 8<sup>th</sup> St., Suite 113  
National City, CA 91950 Tel  
619-488-3460  
website: [www.thenurseacademy.com](http://www.thenurseacademy.com)

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## Welcome

The Administration and faculty of The Nurse Academy welcome you. The Nurse Academy strongly believes in the student-centered learning approach thru providing education in a caring and enjoyable experience. Please read the catalog in its entirety as it contains important information on school policies and available student services. We maintain an open-door policy and are always available to assist you. The Nurse Academy wishes you the best in your quest for learning.

## Our Mission and Objectives

The Nurse Academy prepares and graduates competent students to provide direct care to patients. We enhance nursing education through nurturing, caring, discovery, innovations, evidence-based method of instructions, positive teaching and learning environment.

## School Objectives

Toward achieving this objective, the school is dedicated to developing and making available to our client the necessary educational resources and tools that will:

1. Facilitate lifelong learning by updating, enhancing, or assessing technical knowledge and skills that will meet health care needs of the public and the needs of the profession;
2. Provide a forum for an exchange of ideas and discussion on controversial issues and trends facing the profession;
3. Relate to the conceptual framework of the particular profession; and
4. Provide learning outcomes that apply to their individual practice.
5. At least 80% of pass rate
6. At least 80% of job placement of graduates
7. Primary instructors will be rated as excellent or at least 4 out of 5-point scale rating

## Shared Values:

- We are committed to excellence in service to our students, and the community.
- We are accountable in maintaining the highest standard in nursing programs.

- We value professional and clinical competence, it is vital in facilitating learning and transmission of new knowledge and skills.
- We value student centered learning environment, innovations, and creativity.
- We value diversity: trans-cultural care to serve the needs of the diverse population.
- We value and instill lifelong learning to each and every student; all students are encouraged to realize their best potential.
- We treat our students and each other openly, fairly, and truthfully.
- We believe that the educator-learner relationship is one that is dynamic, fluid partnership.
- We will conduct ourselves and our program in a manner that ongoing assessment and evaluation is constantly practiced to promote learning outcomes and maximize program effectiveness.
- We are outcome driven and share mutual goals with our learners: successful completion of the program and passing the certified Nurse Assistant certification.

## History and Ownership/Management

The Nurse Academy, established in 2015, is a private institution and is approved to operate by the bureau. The institution understands that a verification of exemption obtained from the Bureau **is not** an Approval to Operate issued pursuant to section 94886 or 94890 of the Code, and that the institution is prohibited from advertising, claiming, or implying that it has been approved to operate by the Bureau, unless it has been issued such an approval.

The institution is organized and operated as a California for profit Corporation. QQS, LLC DBA The Nurse Academy.

The members serve as the Governing Board of the School:

Members:

- Alfie Ignacio, DNP
- Shalani Albayalde, NP-C
- Sherry E Do, NP-C
- Marvin Lagac, LVN, Manager

Governing Board is ultimately responsible for the decision-making authority and, in general, is empowered to:

- set the company's policy, objectives, and overall direction,

- adopt bylaws,
- name members of the advisory, executive, finance, and other committees,
- hire, monitor, evaluate, and fire the managing director and senior executives,
- determine and pay the dividend, and
- issue additional shares. Though, all its members might not be engaged in the company's day-to-day operations, the entire board is held liable (under the doctrine of collective responsibility) for the consequences of the firm's policies, actions, and failures to act.

The Chief Executive Officer (CEO)/President: Dr. Alfie Ignacio, DNP, RN, FNP, ACNS, CEN, CCRN, CFRN

- is the visionary of the business setting long term strategy and direction, and navigating competitive market.
- has responsibilities as a director, decision maker, leader, manager and executor.
- is typically an outward facing role, meeting with key investors, partners and other strategic advisors.
- also an inward facing role, managing the day-to-day operations of the business
- the CEO advises the board of directors, motivates employees, and drives change within the organization
- consolidate all recommendations/decisions (pros & cons) in collaboration with executive members regarding upliftment of the company, which includes all sectors and fields of the business-like operations, marketing, business development, finance, human resources

The Chief Operating Officer (COO): Shalani Albayalde, MSN, NP-C

- also called the director of operations, or operations director
- is in charge of all the operations of the company, and in many respects is duplicative with the President role.
- is solely focused on operations.
- takes over to ensure a solid customer fulfillment experience.
- Advise the CEO/President and other key members of senior management on financial planning, budgeting, cash flow, investment priorities, and policy matters.
- Contribute to the development of XYZ Nonprofit's strategic goals and objectives as well as the overall management of the organization
- Promote a culture of high performance and continuous improvement that values

learning and a commitment to quality.

- Ensure staff members receive timely and appropriate training and development
- Establish and monitor staff performance and development goals, assign accountabilities, set objectives, establish priorities, conduct annual performance appraisals, and administer salary adjustments.
- Mentor and develop staff using a supportive and collaborative approach: assign accountabilities; set objectives; establish priorities; and monitor and evaluate results.

The Chief Marketing Officer (CMO): Sherry E Do, MSN, NP-C

- is in charge of all marketing or sales driven activities of the business.
- is a corporate executive responsible for marketing activities in an organization
- sometimes called Chief Revenue Officer, as without effective marketing or sales leadership, there will be no revenues
- leads sales management, product development, distribution channel management, marketing communications (including advertising and promotions), pricing, market research, and customer service.
- is highly involved with production, information technology, corporate communications, documentation, public affairs, law, human resources, and finance.
- Interpersonal tasks such as coordinating many different styles of thinking in a single team.
- CMO is also the Chief Influence Officer of the firm, brings the company together as one voice.

The Chief Financial Officer (CFO): Dr. Alfie Ignacio, DNP, RN, FNP, ACNS

- is in charge of all financial, accounting, budgeting, cash management and reporting decisions for the company. This not only includes managing internal controllers, treasurers and bookkeepers, but managing relationships with any outside CPA's or bankers.
- is a corporate officer primarily responsible for managing the financial risks of the corporation.
- is also the controller and treasurer of the business, managing all accounting and cash decisions themselves.
- is also responsible for financial planning and record-keeping, as well as financial reporting to higher management
- rely on outside law firm for any legal assistance that may be required from time to time,



until the business grows to the point its legal needs require full-time support

The Chief Academic Officer (CAO): Dr. Alfie Ignacio, DNP, RN, FNP, ACNS

- The Chief Academic Officer (CAO) oversees academics at the diploma, associate, bachelor’s, master’s, and doctorate levels and is accountable for the planning, development, implementation, evaluation and management of the school’s curricular offerings.
- The CAO’s primary responsibilities are to provide strategic leadership on academic programs under the school. The CAO is the link between students and faculty and, in certain instances, to the communities in which they reside and serve. The CAO promotes initiatives and articulates school contributions locally and nationally.
- The CAO develops academic policies and programs, coordinates student activities and advises students and faculty on personal matters. The CAO is responsible for carrying out the instructional programs under the school and implementing the educational and professional objectives of The Nurse Academy and working with faculty, staff and students in developing quality teaching, scholarly research and public service programs. The CAO is responsible for alumni relations and maintain and improving library services. The CAO may also advise the CEO on a variety of matters and oversee various administrative functions when necessary or delegated or assigned by the Board Members
- The CAO may also serve as the central point of contact on disciplinary problems both with the student body and administration. The CAO will monitor student progress toward their respective degrees and certify graduations. The CAO is expected to maintain the school’s professional and statewide roles by representing the school with external entities and the public. As a professor, the CAO shares the academic responsibilities and privileges of full-time faculty. The CAO also performs other duties as assigned or delegated by the CEO or Board Members.

## Advisory Board

### Advisory Board for Nurse Assistant (NA) Program\*

Name	Organization	Programs
Aaron Burrup	Administrator Paradise Valley Manor	Nurse Assistant Program Home Health Aide Program

	2345 E 8 <sup>th</sup> St. National City, Ca. 91950 Tel: 619-470-6700	
Julie Leal	Accent Care 411 Camino Del Rio South Suite 302 San Diego, Ca. 91950 Tel: 619-380-4878	Nurse Assistant Home Health Aide Program
Arturo S Mckay, LVN	2701 Moss Ave Los Angeles, CA 90065 213-618-2908	Nurse Assistant Home Health Aide Program

### Advisory Board for Vocational Nursing (VN) Program\*

Name	Organization	Programs
Dr. James Nguyen	Orthopedics, Sport, Spine and Pain Center 18035 Brookhurst St. Suite 1100 Fountain Valley, Ca. 92708 Ofc. 714-861-4888 Fax: 714-861-4777 Cell: 714-719-3573	Vocational Nursing Program
Cleddy Arellano, DNP	Program Director Adult Gero Nurse Practitioner California State University, Long Beach 310-351-3486	Vocational Nursing Program
Ms. Elizabeth Gerber, RN	President of Medical Allied Career Center 12631 Imperial Hwy D108, Santa Fe Springs, CA 90670 (562) 807-2420	Vocational Nursing Program

\* See addendum for most updated Advisory Board

## General Information

### Approvals

The Nurse Academy is a private institution that is approved to operate by the Bureau for Private Postsecondary Education. Approval means that the institution is in compliance with the

California Private Postsecondary Act of 2009.

Bureau for Private Postsecondary Education  
1747 N Market Blvd, Ste 225  
Sacramento, CA 95834  
P.O. Box 980818, West Sacramento, CA 95798-0818  
916-574-8900 or by fax 916-263-1897  
888-370-7589 or by fax 916-263-1897  
Web site Address: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
School Approval Code: 8397928

The Nurse Assistant (NA) program is approved through the California Department of Public Health (CDPH), Licensing and Certification, Nurse Assistant Certification Section.

California Department of Public  
MS 3301, P.O. Box 997416  
Sacramento, CA 95899

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technician (BVNPT).

Board of Vocational Nursing and Psychiatric Technicians  
2535 Capitol Oaks Drive, Suite 205  
Sacramento, CA 95833  
916-263-7800

The school is approved unaccredited and offers a degree program, whereas the graduate of the degree program is eligible to sit for the licensure exam in California. A degree from an unaccredited school is not recognized for some employment positions, including, but not limited to, positions with the State of California. That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

## Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N Market Blvd., Suite 225, Sacramento, CA 95834; PO Box 980818, West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897 or (916) 574-8900 or by fax (916) 263-1897.

## Statement of Non-Discrimination

Revised March 29, 2019; April 28, 2019; July 6, 2019; September 9, 2019; September 19, 2019; October 5, 2019; February 27, 2020; 02282020; 04062020; 07/20/2020; 0812/2020; 0825/2020; 10/20/2020

The Nurse Academy does not discriminate in its enrollment practices on the basis of race, religion, national origin, sexual orientation, gender or ethnicity.

## Disability Services

The Nurse Academy complies with the Americans with Disability Act of 1990 and section 504 of the Federal Rehabilitation Act 1973. In accordance with the college policy, when requested, reasonable accommodations may be provided for individuals with disabilities.

The practice of nursing is an applied discipline that uses cognitive, sensory, affective and psychomotor elements. Students must be able to perform the functions that are necessary for the safe practice of nursing.

Students seeking special accommodations due to a disability must submit an application with supporting documentation to the Program Director or designee. The Program Director or designee will consider all materials and will afford qualified individuals with appropriate accommodations. If a student is denied accommodation or believes the accommodation afforded is insufficient may appeal within thirty days of the original decision by writing:

Dr Alfie Ignacio, DNP  
Chief Operating Officer  
2345 E 8<sup>th</sup> St., Suite 113  
National City, CA 91950

## Review Documents Prior to Signing

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.

## Filing a Complaint

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll Free 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](http://www.bppe.ca.gov)

## Bankruptcy

The Nurse Academy has NO pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, or 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.).

## Catalog

Is updated annually; copy of the school's catalog can be available to the prospective students or to the general public by contacting the school or the school's website:

[www.thenurseacademy.com](http://www.thenurseacademy.com)

## Certificate and Licensure Programs

### OVERVIEW

#### Program of Study and Course Descriptions – Nurse Assistant (NA)

The program of study currently offered at The Nurse Academy is the Nurse Assistant training program which is designed to lead to employment in the health care setting such as acute care hospitals, long-term care setting, skilled nursing facility, board and care facilities and/or assisted living facilities.

Students learn to assist patients with the activities of the daily living; able to measure and record vital signs; prepared to assist nursing staff with patient care; know how to change bed linens and supplies; understand nursing vocabulary and acronyms; conduct themselves professionally with patients and their family; admitting and transferring and discharging residents; death and dying care; restorative nursing and time management. Once students complete the program they are qualified to take the certification examination through the National Nurse Aide Assessment Program (NNAAP) to be employed as Certified Nurse Assistant.

The Nurse Assistant training program is under the general supervision of the Program Director who is duly approved by CDPH. The instructors are licensed registered nurses, and licensed vocational nurses with Director of Staff Development Certificate, and actively employed in the field.

Equipment and materials used for the instruction include: 2 hospital beds, linens, 2 mannequin, bedside tables, personal protective equipment, wheelchair, scale, bedside commode, blood pressure equipment, stethoscope, thermometer; pulse oxymeter, disposable supplies.

The Nurse Academy applied and developed the five core competencies in our training program. These are:

- **Communication:** Effectively communicate findings/observations and work collaboratively with the interdisciplinary team.
- **Health, Safety and Security:** Nurse Assistant student understands their responsibility in ensuring the safety, health promotion and security of and in their residents.
- **Service Improvement and Quality:** Nurse Assistant student participation in simulation lab training to promote skills, increase confidence and develop critical thinking abilities to provide the best care for the residents. “Always do your best even when no one is watching.”
- **Cultural Diversity:** Nurse Assistant student Learn and develop the appreciation and understanding of the cultural diversity. Graduates will be able to provide and demonstrate culturally competent care.
- **Personal and People Development:** Nurse Assistant students are encouraged to be lifelong learners. Students develop the understanding and appreciation of the art of human caring through all five competencies.

## Program of Study and Course Descriptions – Vocational Nursing

Under general supervision, the vocational nurses will provide a wide variety of direct patient care by performing the more responsible, non-registered nursing duties under the direction of a Registered Nurse; will perform assigned responsible patient care, utilizing specialized knowledge in the techniques, methods, procedures, and equipment required in support of the professional staff; will observe, record and report unusual conditions or behaviors; will take and record blood pressure, temperature, pulse, and respiration; will administer medications as prescribed by physicians; may adjust or discontinue flow of intravenous therapy; performs various types of catheterizations and irrigations; will provide for the safety, emotional and physical comfort of the patient; will learn and operate a wide variety of hospital equipment; will administer enemas, irrigations, and catheterizations; will establish and maintain effective working relationships with the staff, patients and patients' families.

## Facilities for NA Program

Revised March 29, 2019; April 28, 2019; July 6, 2019; September 9, 2019; September 19, 2019; October 5, 2019; February 27, 2020; 02282020; 04062020; 07/20/2020; 0812/2020; 0825/2020; 10/20/2020

- The Nurse Academy school facilities comply with all federal, state and local ordinances and regulations, including those related to fire safety, building safety, and health. Facilities are accessible to disabled individual. The School is conveniently located near public transportation and is easily accessible from Freeways 805, 5, and 54. Free parking is available.
- All classes are held at 2345 East 8th Street Suite 113, National City CA 91950. The Nurse Academy is 1,284 square foot suite on ground level and consists of one classroom, one simulation laboratory, a student lounge, a resource center, and administrative offices. The simulation laboratory has an electric hospital bed, a mannequin for demonstration and supplies needed for actual patient care demonstration.
- Practicum and clinical training take place at several off-campus locations. All off-campus sites will be equipped with all of the necessary equipment conducive to teaching and learning for training. Off campus sites will be as close to the campus as possible. Clinical training facilities\* are approved by the California Department of Public Health.
- Clinical training sites are listed in the addendum.

## Facilities for VN Program

- All classes are held at 2345 East 8th Street Suite 113, National City CA 91950. The Nurse Academy is 1,284 square foot suite on ground level and consists of one classroom, one simulation laboratory, a student lounge, a resource center, and administrative offices. The simulation laboratory has an electric hospital bed, a mannequin for demonstration and supplies needed for actual patient care demonstration.
- Practicum and clinical training take place at several off-campus locations. All off-campus sites will be equipped with all of the necessary equipment conducive to teaching and learning for training. Off campus sites will be as close to the campus as possible. Clinical training facilities\* are approved by the Board of Vocational Nursing and Psychiatric Technicians.

\*Clinical training sites are listed in the addendum.

## Equipment for NA Program

The Nurse Academy owns and is equipped and with instructional equipment that is in good working order and sufficient to meet the needs of the current student body. Equipment and materials used for instruction include but not limited to: audiovisual, hospital beds, linens, mannequin, bedside and overhead table, personal protective equipment, wheelchair, cane,

scale, bedside commode, disposable supplies, computers and software and video camcorder.

## Equipment for VN Program

The Nurse Academy is equipped with instructional equipment that is in good working order and sufficient to meet the needs of the current student body. Equipment and materials used for instruction include but not limited to: audiovisual, hospital beds, linens, mannequins, bedside and overhead table, personal protective equipment, wheelchair, cane, scale, bedside commode, disposable supplies, computers and software and video camera.

## Academic Calendar

The following Legal holidays are recognized

- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas
- New Year's Day

## Campus Administrative Office Hours

Regular business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.

Evening and weekend administrators and staff support are available in a limited capacity to students requiring assistance.

The Nurse Academy reserved the right to change the administrative office hours of operation without notice.

## NA PROGRAM CLOCK HOURS/CREDITS

Program	Theory hours	Clinical/Lab hours	Credit	Weeks
NA Day Program	60 hrs	100 hrs	N/A	4 weeks
NA Evening Program	60 hrs	100 hrs	N/A	9 weeks
NA Weekend Program	60 hrs	100 hrs	N/A	11 weeks



## VN PROGRAM CLOCK HOURS/CREDITS

Courses	Theory Hours	Skills Lab Hours	Clinical Hours	Simulation Hours	Credits	Weeks
<b>TERM 1</b>						
Anatomy & Physiology	40	0	0	0	2.5	2
Psychology	40	0	0	0	2.5	2
Nutrition	40	0	0	0	2.5	2
Growth & Development	40	0	0	0	2.5	2
<b>TERM 2</b>						
Pharmacology	54	0	0	0	3.5	3
Fundamentals of Nursing	56	38	142	0	8.0	8
Medical Surgical I	60	20	120	0	6.5	5
Medical Surgical II	60	32	192	0	8.5	8
<b>TERM 3</b>						
Medical Surgical III	60	36	172	0	8.5	8
Maternity Nursing	48	20	36	16	4.5	4
Pediatric Nursing	48	20	36	16	4.5	4
Geriatric Nursing	24	0	32	0	2.50	2
Leadership & Supervision	24	0	32	0	2.50	2
<b>TOTAL HOURS (1554 hours)</b>	594	166	762	32	59 Credits	52 Weeks

### VN Program Schedule:

Weekday Fulltime Schedule:

Monday to Friday

13 Months; 52 weeks; 1554 hours

## Admission Procedure

### NA Program

- Appointment with Admission Representative for screening and acquisition of student catalog and School Performance Fact Sheet
- Faculty assessment evaluation
- Appointment with the Administrative Assistant for financial payment arrangements.

## Admission Requirement for NA Program

- Be at least 18 years of age.
- Must have a high school diploma or its equivalency. If students do not have high school diploma or its equivalency, the students must pass the scholastic level exam, Wonderlic Basic Skills Test (WBST) or other US Department of Education recognized ATB eligibility exam.
- Submit completed physical examination report, and TB test or chest X-ray report. TB test must be done within the last 12 months. Chest X-ray is needed if tested positive for TB. Chest X-ray reports is valid for 2 years. Submit Immunization records and Influenza vaccine.
- Pass a criminal background check and LIVE Scan screening
- Submit a valid ID and Social Security card

## Health Exam and Screening Requirements

Each student enrolled in a certification training program or competency evaluation program shall have a health examination prior to participating in segments of the program which involve contact with patients in a nursing facility.

This examination shall include:

- A medical history and physical examination.
- A test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA), unless medically contraindicated. If a positive test result is obtained, a chest x-ray shall be taken within 90 days of starting clinical, unless medically contraindicated.
- A report, signed by the physician, physician's assistant or nurse practitioner, shall be provided to the nursing facility. This report shall indicate that “the student does not have any health condition that would create a hazard to self or other.”
- The MMR (measles, mumps, and rubella) vaccinations are optional for students; however, are not required by the training program, unless otherwise required by the clinical training sites.
- The Hepatitis B vaccines are optional for students; however, are not required by the training program, unless otherwise required by the clinical training sites.
- Flu vaccine as a requirement annually.

## The Type and Amount of General Education Requirement:

Nurse Assistant and Home Health Aide requires a high school diploma or its equivalency. However, if the student does not have high school diploma or its equivalency, he/she must take and pass the school required examination, Wonderlic Basic Skills Test (WBST) or other US Department of Education recognized ATB eligibility exam.

## Ability-To-Benefit Students

Ability-to-Benefit (ATB) students are those who do not possess a high school diploma, GED, or recognized equivalent and are beyond the California State age of compulsory school attendance.

Certified, passing scores from the Wonderlic Basic Skills Test (Wonderlic exam) or other US Department of Education recognized ATB eligibility exam are valid for five years.

All ATB students will undergo pre-admission advising prior to enrollment. An applicant who is not a high school graduate or the equivalent may apply for enrollment in the Nurse Assistant program after successful completion of WBST.

ATB testing is administered by a certified independent test administrator and is scored by the test publisher. Student must provide a valid government issued ID card and a social security number prior to testing. ATB students may not begin classes until they have passed the ATB test as evidenced by an unofficial test report. ATB students will not be officially accepted until official passing scores have been received by the school from the publisher.

An ATB applicant who fails the Wonderlic exam must wait a minimum of 7 calendar days before retaking a second version of the Wonderlic exam. If the applicant fails both versions of the Wonderlic exam, the applicant must wait a minimum of 30 days from the date of the second attempt before re-applying for admission to the school. Passing scores for the Wonderlic exam are valid for five years.

Students admitted on an Ability-to-Benefit basis must score the following minimums:

<b>WONDERLIC</b>	<b>Minimum Score</b>
Verbal	200
Quantitative	210

## Criminal Background Clearance Policy

**Upon enrollment** in a training program for nurse assistant certification, students must fill out CDPH 283B Forms and complete and submit Live Scan form

- A. How to fill out CDPH 283B For
  - a. Student fills out Section I-III.
  - b. School fills out Section IV.
- B. Live Scan Form
  - a. All students complete Live Scan fingerprinting upon enrollment. If LiveScan result matches the fingerprints in the Department of Justice database (oag.ca.gov), the student may be disqualified from admission and from taking the certification exam.
- C. School submits CDPH 283B and Live Scan forms to the Department's Aide & Technician Certification Section Registry upon student enrollment.
- D. School keeps copies of Initial CDPH283B in student files for 5 years.
  - a. If applicants have concerns about prior convictions of a crime or misdemeanor, they may contact the California Department of Public Health at (916) 327-2445 or write to them at 1615 Capitol Ave., MS 3301, Sacramento, CA 94234-7320.

## Enrollment Procedure

After being granted admission, a prospective student is required to sign an enrollment agreement detailing the specific training the student will receive, the costs the student will incur, and when the student will begin classes.

1. Application form must be completed and signed.
2. Student Agreement form must be signed.
3. Present the original copy of the Social Security Number and submit a copy.
4. Submit Copy of the Driver's license.
5. Submit completed physical examination form (attached).
6. Live scan fingerprint service.
7. Complete criminal screening form.
8. Consent to Release of Information Form.
9. Full payment is due on or before first day of class.

## VN Program

## Admission Policy

Before applying to the Licensed Vocational Nursing Program, please review the following admission requirements and recommendations.

- Be 17 years old and above
- Be high school graduate, GED holder or its equivalent.
- Submit a complete admissions application.
- Submit completed physical examination report, and TB test or chest X-ray report.
- Submit immunization records and Influenza vaccine.
- Pass the Test of Essential Academic Skills (TEAS) entrance exam given by the school with at least Proficient level.
- Submit an essay “Why I want to be a part of the Nursing Program” Submit proof of background check and passing drug screening.
- You must have the ability to communicate safely, accurately, and effectively in both written and spoken English. For students whose native language is other than English or those who speak some English at home but feel they need to strengthen their English skills in order to prepare for entry into college academic or vocational programs and to interact effectively in their community, we encourage students to take ESL classes offered at community colleges. Submission of an application does not guarantee acceptance.
- If you are requesting a transfer from another nursing programs or advanced placement, you will need to obtain a petition from Student and Learning Center. See Credit Granting Policy.

## Alternate Students Policy

- The Board of Vocational Nursing and Psychiatric Technicians allows VN programs to be accepted as alternate students into the program. Because of our rigorous admission standards, the quality of our applicants, and the limited number of students we accept, some qualified students may not be admitted. However, alternate students in each new class may replace students who may drop out. The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.
- Students chosen for alternate status will be informed of their standing on the first week of class (excluding orientation). Regular status is determined from a compilation of the student’s entrance scores, personal interview, previous education or work experience, and written assessment.

- The Director will select regular and alternate students by the first week of class with the selection based on the following:
  1. Admissions Assessment Examination
  2. Nursing experience
  3. Writing skills
  4. Pre-enrollment interview
  5. Completion and accuracy of enrollment application
  6. Completion of financial aid and/or promissory note
- Regular and alternate students will receive written notification of their status on the first week of class and their assigned numbers to designate their position in class.
- Alternate students will be evaluated prior to beginning of clinical rotations to determine their final status. Evaluation will be based on attendance, test and quiz scores, and overall compliance with policies and procedures as outline in the School Catalog.
- Alternate students should attend class until the commencement of the scheduled clinical rotation. Alternate students may withdraw at any time and be refunded any tuition paid with the exception of the registration fee and other items listed on the enrollment agreement.
- Determination of final class roster will be as follows:
  1. An alternate student must maintain SAP to become a regular student
  2. Alternate students who become regular students are subject to remediation, academic probation, and termination policies throughout the program.
  3. Alternate students who become regular students will be responsible for the charges as outlined under Tuition, Fees, and other charges in the program.

## Health Exam and Screening Requirements

- Each student enrolled in a certification training program or competency evaluation program shall have a health examination prior to participating in segments of the program which involve contact with patients in a nursing facility.
- This examination shall include:
  1. A medical history and physical examination.
  2. A test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA), unless medically contraindicated. If a positive test result is obtained, a chest x-ray shall be taken within 90 days of starting clinical, unless medically contraindicated.
- A report, signed by the physician, physician's assistant or nurse practitioner, shall be provided to the nursing facility. This report shall indicate that “the student does not have any health condition that would create a hazard to self or other.”

- The MMR (measles, mumps, and rubella), Hep B and Varicella vaccinations are required for students
- Flu vaccine as a requirement annually.

## Criminal Background Clearance Policy

**Upon enrollment** in a training program for vocational nursing, application and Live Scan must be submitted. The Live Scan is completed; however, it will be processed towards the end of the program prior to taking the NCLEX-PN.

## Admission Procedure

- Appointment with Admissions Representative for screening and acquisition of student catalog and School Performance Fact Sheet
- Interview with Director
- Appointment with the Administrative Assistant for financial payment arrangements.

## Enrollment Procedure

After being granted admission, a prospective student is required to sign an enrollment agreement detailing the specific training the student will receive, the costs the student will incur, and when the student will begin classes.

1. Application form must be completed and signed.
2. Student Agreement form must be signed.
3. Present the original copy of the Social Security Number and submit a copy.
4. Submit Copy of the Driver's license.
5. Submit completed physical examination form (attached).
6. Live scan fingerprint service.
7. Complete criminal screening form.
8. Consent to Release of Information Form.

## Transfer/Experiential Credits

### NA PROGRAM

The Nurse Academy will review transfer of credits; however, may not guarantee acceptance of credit.

Notice concerning transferability of credits and credentials earned at our institution

“The transferability of credits you earn at **The Nurse Academy** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **certificate** you earn in **the educational programs** is also at the complete discretion of the institution to which you may seek to transfer. If the **certificate** that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending **The Nurse Academy** to determine if your **certificate** will transfer.”

## Transfer or Articulation Agreements

The Nurse Academy has not entered into a transfer or articulation agreement with any other college or university.

## VN Program

### Credit Granting Policy

1. Transfer credit shall be given for related previous education from an accredited institution completed within the last five (5) years. This includes the following courses:
  - Accredited Vocational or Practical Nursing courses
  - Accredited Registered Nursing courses
  - Accredited Psychiatric Technician courses
  - Armed Services Nursing courses
  - Other courses determined to be equivalent to courses in the program
2. Any student requesting transfer from another accredited nursing program to TNA, Vocational Nursing Program must submit the following requirements:
  - Application Form
  - Transcript of records/copies of certificates of completion
  - Letter of referral showing good standing
  - Copies of course syllabi and catalog descriptions
3. The School will review the submitted documents for meeting the required transfer criteria considering the following:
  - A grade of “C” or better for all established program prerequisites
  - Minimum cumulative grade point average of 2.0 in previous programs
  - The content and hours of transferring courses and must be equivalent to courses



offered at The Nurse Academy

4. Credits will be determined using official transcripts only. Transfer credits will be subject under the Director's discretion and the students will be placed depending on space availability and successful completion of the courses.
5. Credit, to a maximum of 150 hours, may be granted according to the relationship of the examination score and length of work experience or class hours. Such credit will be granted during the first 7 weeks of the program.
6. Students with credits transferred may have the possibility of not having the same graduation date as to the original students under vocational nursing program.
7. If the transfer student is not competent in clinical areas, the instructor will have to meet with the Program Director to determine if the student will continue in class or will be asked to start the semester.

## Acceptance of Credit for Prior Education or Experience

Students who have previously attended another school or college accredited by an agency recognized by the United States Department of Education (ED) or Council for Higher Education Accreditation (CHEA), per BVNPT, may receive 150 hours credit for such attendance when proof is presented at time of enrollment and proper review of the transcript(s).

Credits will be granted if the class credits meet the school's curriculum. The school does not have any agreement with other institutions.

Acceptance of a maximum of 150 credit hours from other schools and institutions is at the sole discretion of TNA. A student may obtain credits for previous academic study.

## Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

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

which you may seek to transfer after attending The Nurse Academy to determine if your credits, diploma or certificate will transfer.

## Transfer or Articulation Agreements

The Nurse Academy has not entered into a transfer or articulation agreement with any other college or university.

## Visa/Foreign Students

The Nurse Academy does not offer visa services to prospective students from other countries or English language services.

The Nurse Academy language of instruction is English. The school does not offer English-as-a-Second Language (ESL) instruction.

## Language Proficiency

### NA and VN Programs

The student must demonstrate and document a level of English language proficiency. The students shall also meet the TOEFL score for English language proficiency. The student is required to take and pass the Wonderlic Basic Skills Test (WBST) or other US Department of Education recognized ATB eligibility exam.

The Nurse Academy language of instruction is English. The school does not offer English- as-a-Second Language (ESL) instruction.

### VN Program

All instruction will be in the English language. Students must possess a high school diploma or GED.

## Non-Credit / Remedial Courses

The Nurse Academy does not offer non-credit or remedial courses

## Distance Education

### NA and VN Program

The Nurse Academy does not currently offer Distance Education classes.

## Length of Program

### NA Program

The Nurse Academy meets the minimum required training hours for their nurse assistant program set forth by California Code of Regulations (CCR) Title 22, Section 71835(n). The program has a total of 160 hours of training: 60 hours for the theory based on the Nurse Assistant Training and Assessment Program (NATP); and 100 hours for the clinical training at the contracted, state approved clinical sites.

There are three class schedules offered at The Nurse Academy. The Day class, 160 hours/4 weeks; Evening Class 160 hours/9 weeks; Weekend Class 160 hours/11 weeks to completion.

### VN Program

The Vocational Nursing Program is a 13-month program (Fulltime Schedule) that begins each Fall semester.

## Class Size

### NA Program

The student to instructor ratio will be limited to 15:1 for demonstration of skills and clinical training.

### VNA Program

The initial full-time class size is 24 students.

## Self-Monitoring Procedures

### NA and VN Programs

The training program maintains a policy and procedure that is reviewed by the business managers,

program director and instructors annually. The major responsibility of program is compliance with the requirements of the state and the BPPE.

Program monitoring will include quarterly report of the class completion pass rate, certification pass rate, and gainful employment. Program satisfaction survey from the students will also be included.

## Class Cancellation

### NA and VN Program

The school may not change the start date or delay a class outside the range of time that the student is scheduled to attend the institution unless at least 90% of the students who are enrolled consent to the change and the institution offers full refund to the student who do not consent to the change.

### VN Program

To achieve full range program enrichment, a minimum number of students are required. If this is unmet, the class may be rescheduled until the minimum number is attained. If the class is cancelled due to class size, all monies received will be refunded in full.

## Course Delivery Mode

### NA Program

The method of instructional delivery of the course is a face-to-face (F2F) course is in which class meetings are delivered fully on-site with face-to-face interaction between the instructor and student. A face-to-face course includes lecture, class discussions, role play, PowerPoint discussions and Q & A.

### VN Program

The method of instructional delivery of the course is residential.

## Course Syllabus

### NA Program

### PROGRAM DESCRIPTION

Nurse Assistants work under the supervision of a nurse and provide assistance to patients with daily living tasks. Working closely with patients, Nurse Assistants are responsible for basic care services such as bathing, grooming and feeding patients, assisting nurses with medical equipment, and checking patient vital signs. Nurse Assistants give patients important social and emotional support and also provide vital information on patient conditions to nurses.

160 Hours/ 4 weeks –Day Class; 160 Hours/ 11 weeks – Weekend/160 Hours-9 weeks Evening

Day Class:

160 hours/4weeks

Theory: Monday through Friday 8:00 am to 4:30 pm

Clinical: Monday through Friday 7:00 am to 3:30 pm

Evening Class:

160 hours/9 weeks

PM class: Theory: Monday through Friday 6pm to 10pm Clinical: Saturday and Sunday 6:30am to 3:00pm

Weekend Class:

160 hours/11 weeks

Theory: Saturday and Sunday 8am to 4:30pm Clinical: Saturday and Sunday 6:30am to 3:00pm

Class Size: Instructor to Student Ratio: 1:15

## PROGRAM OBJECTIVES

Upon completion of the Nurse Assistant Program, the student will be eligible to take the certification by the State of California and be able to:

1. Provide nursing care to patients in hospitals, nursing homes or long-term care settings.
2. Perform comfort and personal care measures in the health/home care setting.
3. Provide basic emotional, physical, psychological and spiritual support to clients in the health/home care settings.
4. Cooperate with the health care team members to coordinate delivery of Nurse Assistant care and seek guidance when necessary.
5. Exhibit professional conduct, appearance, and ethical behavior when providing Nurse Assistant care.
6. Demonstrate skills which provide for the restorative needs of clients.
7. Demonstrate effective written/oral communication in maintaining relationship with clients, families, and other health care members.
8. Maintain the rights of clients.

9. Perform Nurse Assistant care with regard to the principles of infection control.
10. Perform basic emergency procedure for all aged clients.
11. Demonstrate procedures in a safe therapeutic manner in the health/home care setting to meet federal/state mandates.
12. Demonstrate defensive driving techniques.
13. Conduct a self-inventory of personal strengths for the purpose of improving performance.
14. Identify the similarities/differences in the role of the Nurse Assistant in the health care setting and the role of the health nursing aide in the home care setting.

## Course Syllabus

**Course Title:** NURSE ASSISTANT

**No. of Weeks:** 4 weeks – Day Program; 9 weeks – Evening Class; 11 weeks – Weekend

### Course Description:

The course prepares the students to function as Nurse Assistant in nursing centers, hospitals and home care settings. It also emphasizes the needs of individuals across life span like caring, understanding, protecting and respecting the person's and resident's rights as persons with dignity and values. It includes understanding of the legal principles both federal and state laws with regards to their roles, range of functions and limitations. This also focuses on the role, limitations, responsibilities and professional boundaries.

### Student Learning Outcomes

- Students will be able to demonstrate knowledge of common elements required for certification by the CDPH. This will be measured by student achievement of a passing grade on instructor developed and administered final examinations.
- Students will be able to demonstrate compliance with standards of practice for Nurse Assistants. This will be measured by an administered skills test given at the end of each program to each student that contains core elements of practice such as privacy, safety dignity and patient rights.
- Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test given at the end of each program that contains elements of all required steps for all required skills.

### Method of Delivery Nurse Assistant Program:

The method of instructional delivery of the course is a face-to-face (F2F) course in which class meetings are delivered fully on-site with face-to-face interaction between the instructor and student. A face-to-face course includes lecture, class discussions, role play, PowerPoint discussions and Q & A.

### Instructional Methodology

The class is conducted through interactive presentation by using PowerPoint presentation and audiovisuals to facilitate group learning, discussion and presentation. For example, video camera is used during simulation laboratory to record students performing skill demonstration for self-improvement leading to mastery of the skills. Examinations are given to assess student learning and understanding of the instructions. Take home assignments and activities are given to students to enhance learning and reinforcement.

### Course Syllabus

	Theory	Clinical
(1) Module 1. Introduction.	2	0
(A) Role and responsibilities of the Certified Nurse Assistant.		
(B) Title 22, division 5, California Code of Regulations, overview.		
(C) Requirements for nurse assistant certification.		
(D) Professionalism.		
(E) Ethics and confidentiality.		
(2) Module 2, Patients' Rights.		
(A) Title 22		
(B) Health and Safety Code		
(C) Code of federal regulations	3	1
(D) Preventing, Recognizing & reporting of resident right violations		
(E) Preventing, Recognizing and reporting of residents abuse.		
(3) Module 3. Interpersonal skills.	2	0
(A) Communications.		
(B) Defense mechanisms.		
(C) Sociocultural factors.		
(D) Attitudes toward illness and health care.		
(E) Family interaction		
4) Module 4. Prevention and Management of Catastrophe and Unusual Occurrences.	1	1
(A) Emergency.		

(B) General safety rules.		
(C) Fire and disaster plans.		
(D) Roles and procedures for Certified Nurse Assistants.		
(E) Patient safety.		
(5) Module 5. Body Mechanics.	2	4
(A) Basic rules of body mechanics.		
(B) Transfer techniques		
(C) Ambulation.		
(D) Proper use of body mechanics and positioning techniques.		
(6) Module 6. Medical and Surgical Asepsis.	2	8
(A) Micro-organisms.		
(B) Universal precautions		
(C) Basic principles of asepsis.		
(7) ) Module 7. Weights and Measures.		
(A) ) The metric system.	1	1
(B) Weight, length and liquid volume.		
(C) Military time i.e. a twenty-four (24) hour clock.		
(8) Module 8. Patient Care Skill.	14	40
(A) Bathing and medicinal baths		
(B) Dressing.		
C) Oral hygiene.		
(D) Hair care, hair shampoo, medicinal shampoo, nail care and shaving.		
(E) Prosthetic devices.		
(F) Skin care including prevention of decubitus ulcers.		
(G) Elimination needs.		
(H) Bowel and bladder retraining.		
(I) Weighing and measuring the patient.		
(9) Module 9. Patient Care Procedures.	7	20
(A) Collection of specimens, including stool, urine and sputum.		
(B) Care of patients with tubing		
(C) Intake and output.		
(D) Bedmaking.		
(E) Cleansing enemas and laxative suppositories		
(F) Admission, transfer and discharge.		
(G) Bandages and nonsterile dry dressings		
(10) Module 10. Vital Signs.	3	6
(A) Purpose of vital signs.		



(B) Factors affecting vital signs.		
(C) Normal ranges.		
(D) Methods of measurement.		
(E) Temperature, pulse, respiration.		
(F) Blood pressure.		
(G) Abnormalities.		
(H) Recording.		
(11) Module 11. Nutrition.	2	6
(A) Proper nutrition.		
(B) Feeding techniques.		
(C) Diet therapy.		
(12) Module 12. Emergency Procedures.	2	1
(A) Signs and symptoms of distress.		
(B) Immediate and temporary intervention.		
(C) Emergency codes.		
(13) Module 13. Long-Term Care Patient (Non-SNF/ICF)	5	4
(A) Special needs of persons with developmental and mental disorders including intellectual disability, Alzheimer's disease, cerebral palsy, epilepsy, dementia, Parkinson's disease, and mental illness (2hours)		
(A2) Special needs of persons with Alzheimer's disease and related dementias (2 hours)		
(B) Introduction to anatomy and physiology (B-F Minimum 1 hour)		
(C) Physical and behavioral needs and changes		
(D) Community resources available.		
(E) Psychological, social and recreational needs.		
(F) Common diseases and disorders including signs and symptoms.		
(14) Module 14. Rehabilitative Nursing.	2	4
(A) Promoting patients' potential.		
(B) Devices and equipment.		
(C) Activities of daily living.		
(D) Family interactions.		
(E) Complication of inactivity.		
(F) Ambulation.		
(G) Range of Motion.		
(15) Module 15. Observation and Charting.	4	4

(A) Observation of patients and reporting responsibility.		
(B) Patient care plan.		
(C) Patient care documentation.		
(D) Legal issues of charting.		
(E) Medical terminology and abbreviations.		
(16) Module 16. Death and Dying.	2	0
(A) Stages of grief.		
(B) Emotional and spiritual needs of the patient and family.		
(C) Rights of the dying patient.		
(D) Signs of approaching death.		
(E) Monitoring of the patient.		
(F) Post mortem care.		
Module 17: Abuse (as per HSC 1337.1 and 1337.3)	6	0
(A) Preventing, recognizing, and preventing instances of resident abuse		
Total Hours	60	100

### Module 1 – Introduction

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

### Module 2 – Patient Rights

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

### Module 3 – Communication/Interpersonal Skills

The purpose of this unit is to introduce concepts and skills required for the nurse assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

#### Module 4 - Prevention and Management of Catastrophe and Unusual Occurrences

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The nurse assistant's role in creating a safe environment for the resident is discussed.

#### Module 5 – Body Mechanics

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

#### Module 6 – Medical and Surgical Asepsis

The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

#### Module 7 – Weights and Measures

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by Nurse Assistant in the clinical setting.

#### Module 8 – Patient Care Skills

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nurse assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

#### Module 9 – Patient Care Procedures

The purpose of this unit is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

## Module 10 – Vital Signs

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

## Module 11 – Nutrition

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.

## Module 12 – Emergency Procedures

The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the nurse assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

## Module 13 – Long Term Care Resident

The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.

## Module 14 - Rehabilitative Nursing

The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

## Module 15 – Observation and Charting

The purpose of this unit is to prepare students to know how, when, and why to use objective

and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.

## Module 16 – Death and Dying

The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

## 17 – Patient/Resident Abuse

The purpose of this unit is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

Review day is to help prepare students for the NNAAP written and practicum test.

Counselors and teachers will also assist students with job preparation such as writing resume and interview skills.

# VN Program

## PHILOSOPHY

The faculty believes that nursing is a scientific discipline with a distinct body of knowledge, manifested by the art of caring. The faculty is committed to an educational philosophy that emphasizes adult learning and competency assessment. Faculty is responsible to determine what is to be learned and how that learning will be evaluated. Faculty facilitates learning through a variety of approaches such as developing material, selecting learning strategies and resources, implementing teaching strategies, stimulating discussions, participating in dialogue, monitoring/evaluating student progress, adjusting curriculum to meet student needs, and reporting progress.

The faculty acknowledges that a person is a holistic individual in continuous interaction with society and the environment. Society and the environment are unique open systems, which include biophysical, psychosocial, economic, political, spiritual and cultural interactions. A person in health

and wellness is in process; he/she responds to changes in his/her external and internal environment of optimal body, mind and spirit. Illness is an imbalance of the external and the internal environment, which upsets the body, mind and spirit.

The faculty acknowledges that the student's ability to learn, willingness to learn, motivation to learn, and responsibility to learn are characteristics of the learner rather than the faculty or school. The faculty believes that students who are willing to learn the science of nursing will understand and assist people, maintain health and wellness or assist people in illness to reach an optimal state of body, mind and spirit.

## CONCEPTUAL FRAMEWORK

The Vocational Nursing Program at The Nurse Academy has integrated three major concepts within its theoretical framework. The primary concept is the Nursing Process, which describes a systematic, patient/client-centered, goal-oriented method of providing competent and safe care. The second major concept is Abraham Maslow's theory of basic human needs, which is focused on the physical and psychological needs considered essential to human life. This concept is integrated into all nursing courses to assist students with prioritizing needs and with conceptualization of the five levels according to Maslow's hierarchy. The third and final concept is Erikson's theory of psychosocial development, which emphasizes how human beings interact with the world. Erikson's theory defines specific tasks or conflicts that are accomplished during what he defined as the eight stages of life. All three major concepts utilize theory and information from biological and social sciences and from the humanities integrated within these three major concepts is re-occurring content known as curriculum threads.

These curriculum threads are as follows:

- Critical Thinking and the Nursing Process
- Developmental Needs
- Nursing roles
- Health promotion and teaching
- Psychosocial
- Ethical – legal
- Community health
- Wellness/Health Promotion
- Nursing interventions/skills
- Communication

## Program Description

Under general supervision, the vocational nurses will provide a wide variety of direct patient care by performing the more responsible, non-registered nursing duties under the direction of a Registered Nurse; will perform assigned responsible patient care, utilizing specialized knowledge in the techniques, methods, procedures, and equipment required in support of the professional staff; will observe, record and report unusual conditions or behaviors; will take and record blood pressure, temperature, pulse, and respiration; will administer medications as prescribed by physicians; may adjust or discontinue flow of intravenous therapy; performs various types of catheterizations and irrigations; will provide for the safety, emotional and physical comfort of the patient; will learn and operate a wide variety of hospital equipment; will administer enemas, douches, irrigations, and catheterizations; will establish and maintain effective working relationships with the staff, patients and patients' families.

## Program Objectives:

Upon completion of the Vocational Nursing Program, the student will be eligible for application for licensure as a Licensed Vocational Nurse and be able to:

1. Utilize the nursing process in using and practicing basic assessment (data collection), participating in planning, executing interventions in accordance with the care plan or treatment plan, and contributing to individualized nursing interventions under the direction and guidance of a registered nurse.
2. Provide patient/client care and perform basic nursing services as defined in scope of practice for Vocational Nursing.
3. Apply communication skills for the purpose of a continuity of patient/client care and education.
4. Provide assistance to influence the client's development in achieving an optimal level of self-care.
5. Promote an understanding and appreciation of the principles of health and health education, and insight into disease treatment and prevention, and for the client's return to self-care.
6. Promote an awareness of essential social attributes necessary to perform safely and efficiently.
7. Perform safely and efficiently, while maintaining confidential positive interpersonal relationships, empathy, and patient advocacy.
8. Fulfill the social responsibility of being a role model for a positive health example in health care facilities, in the community, and in the home.

## COURSE SYLLABUS

Courses	Theory Hours	Skills Lab Hours	Clinical Hours	Simulation Hours	Credits	Weeks
<b>TERM 1</b>						
Anatomy & Physiology	40	0	0	0	2.5	2
Psychology	40	0	0	0	2.5	2
Nutrition	40	0	0	0	2.5	2
Growth & Development	40	0	0	0	2.5	2
<b>TERM 2</b>						
Pharmacology	54	0	0	0	3.5	3
Fundamentals of Nursing	56	38	142	0	8.0	8
Medical Surgical I	60	20	120	0	6.5	5
Medical Surgical II	60	32	192	0	8.5	8
<b>TERM 3</b>						
Medical Surgical III	60	36	172	0	8.5	8
Maternity Nursing	48	20	36	16	4.5	4
Pediatric Nursing	48	20	36	16	4.5	4
Geriatric Nursing	24	0	32	0	2.50	2
Leadership & Supervision	24	0	32	0	2.50	2
<b>TOTAL HOURS (1554 hours)</b>	594	166	762	32	59 Credits	52 Weeks

FORMULA IN CALCULATING CREDIT HOURS BASED ON A CONTINUOUS TERM:

Conversion of clock hours to semester credit

15 clock hours = 1 semester credit

30 clock hours = 2 semester credits

45 clock hours = 3 semester credits

Laboratory Skills

30 clocked hours = 1 semester credit

60 clocked hours = 2 semester credits

Externship/Clinical

45 clocked hours = 1 semester credit

90 clocked hours = 2 semester credits



**Course Title:** ANATOMY AND PHYSIOLOGY  
**No. of Weeks:** 2 Weeks (Full Time)  
**Course Hours:**  
**Theory:** 40 Hours (2.5 Semester Credit Units)  
**Skills Lab/Clinical:** 0 Hour

**Course Description:**

Anatomy & Physiology includes instruction on structure and functions of the body system, observation and common disorders of the different systems of the body for the skin, bones and joints, muscular system and nervous system, brain, and cranial nerves, sensory system, respiration, blood and circulation, the heart, endocrine system, digestion, urinary system, male and female reproductive system and lymphatic system. It also includes the application of the knowledge acquired in anatomy and physiology in understanding the structure, functions and pathology in taking care of various patients.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Describe the organization of the body from chemicals to the whole organism.
2. Describe the function and composition of the plasma membrane and the cytoplasm.
3. Describe cells, tissues, glands, membranes, and their functions.
4. Discuss main groups of tissues and give the locations and general characteristics of each.
5. Describe the functions, structure, observation and common disorders of the different systems of the body for the skin, bones and joints, muscular system, nervous system, brain and cranial nerves, sensory system, respiration, blood and circulation, the heart, endocrine system, digestion, urinary system, male and female reproductive system and lymphatic system.
6. Discuss disorders, its causes and preventive measures.
7. Application of the knowledge acquired in anatomy and physiology in understanding the structure, functions and pathology in taking care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Anatomy & Physiology Course, the student will be awarded

**Course Hours:**

**Theory:** 40 Hours (2.5 Semester Credit Units)  
**Skills Lab/Clinical:** 0 Hour

**Description of Outside Work:**

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours for each hour of class time which equals to 80 hours.

**Prerequisite Required:**

No prerequisites required for this course.

<b>Course Title:</b>	NUTRITION
<b>No. of Weeks:</b>	2 Weeks (Full Time)
<b>Course Hours:</b>	
<b>Theory:</b>	40 Hours (2.5 Semester Credit Units)
<b>Skills Lab/Clinical:</b>	0 Hour

**Course Description:**

Nutrition course includes the discussion of the basic principles of nutrition, the relationship of food and health and the importance of a healthy diet, the different processes of digestion, absorption and metabolism, and the functions of carbohydrates, lipids and fats, proteins, vitamins, minerals and water in the body. The course also includes discussion of the cultural, social, and religious influences, excesses and deficits, special care patients and nutritional support.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Discuss the relationship of food and health and the importance of a healthy diet.
2. Explain the different processes of digestion, absorption and metabolism.
3. Identify the functions of carbohydrates, lipids and fats, proteins, vitamins, minerals, and water in the body.
4. Plan a healthy diet.
5. Describe allergies and elimination diets and their uses.
6. Describe diet during pregnancy and lactation, infancy, childhood and adolescence, young and middle adulthood, and late adulthood.
7. Discuss the different medical nutrition therapy.
8. Application of the knowledge acquired in nutrition in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Nutrition Course, the student will be awarded

**Course Hours:**

**Theory:** 40 Hours (2.5 Semester Credit Units)

**Skills Lab/Clinical:** 0 Hour

**Description of Outside Work:**

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours for each hour of class time which equals to 80 hours.

**Prerequisite Required:**

No prerequisites required for this course.

**Course Title:** PSYCHOLOGY

**No. of Weeks:** 2 Weeks (Full Time)

**Course Description:**

Psychology course includes the discussion of the philosophy of individual worth, the essentials for developing one's potential in order to identify one's life role, the relationship of social needs and behavior, and other matters relating to the psychological behavior/influences of an individual.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Discuss the challenges and responsibilities of health care providers and explain the relationship between your achievement standards as a student and your performance standards as a health care provider.
2. Explain the philosophy of individual worth and apply the philosophy of individual worth to relationships with patients and their families.
3. Discuss the essentials for developing one's potential in order to identify one's life role and appropriate behaviors for each role.
4. Identify and explain the primary influences of one's value system on behavior.
5. Discuss and explain influences on the formation physical needs and behavioral patterns.

6. Describe the influence of others on one's sense of self.
7. Describe the relationship between "success expectation" and "performance".
8. Discuss relationship of social needs and behavior.
9. Describe emotions and behavior and its influences.
10. Differentiate between effective behavior versus ineffective behavior.
11. Discuss ways how one's emotional patterns influence adjustment, life stages and change.
12. Describe the stages of life that present new challenges to a person's adjustment.
13. Discuss normal reactions to a traumatic experience.
14. Identify the different defense mechanisms and its purpose.
15. Define inner conflict and explain how it differs from interpersonal conflict and discuss on its influences.
16. Apply a systematic approach to study a situation in which frustration is occurring and make a rational decision about how to deal with.
17. Describe the effects of illness on behavior.
18. Discuss communication techniques on coping with client behavior.
19. Discuss guidelines for improving one's inter-personal skills and ways a healthcare provider can help patients.
20. Apply non-verbal communication purposefully to improve inter-personal relations.
21. Develop and utilize verbal communication in dealing with others.
22. Discuss the guidelines for using loss and grief as a Growth experience.
23. Develop a personal philosophy about death and end-of-life care.
24. Describe the indications of unresolved grief and explain guidelines for assisting the family of a dying patient.
25. Describe the trends in health care.
26. Describe the challenges and holistic approach for health care providers who wish to contribute to a patients healing process.
27. Describe and utilize effective stress management.
28. Application of the knowledge acquired in psychology in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Psychology Course, the student will be awarded

**Course Hours:**

**Theory:** 40 Hours (2.5 Semester Credit Units)

**Skills Lab/Clinical:** 0 Hour

**Description of Outside Work:**

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours for each hour of class time which equals to 80 hours.

**Prerequisite Required:**

Revised March 29, 2019; April 28, 2019; July 6, 2019; September 9, 2019; September 19, 2019; October 5, 2019; February 27, 2020; 02282020; 04062020; 07/20/2020; 0812/2020; 0825/2020; 10/20/2020

No prerequisites required for this course.

**Course Title:** GROWTH AND DEVELOPMENT

**No. of Weeks:** 2 Weeks (Full Time)

**Course Description:**

Growth and Development course includes the discussion of the nursing implications and fundamental concepts of growth and development, general characteristics, physical, mental, psychosocial and emotional development of pre-school child, school age child, adolescent, young adult and older adult. It also includes assessment of needs for various age groups.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Discuss the nursing implications and fundamental concepts of growth and development.
2. Describe the physical and psychosocial development of infants from age 1 to 12 months, listing age-specific events and guidance when appropriate.
3. Describe the nutritional needs and self-feeding abilities of a toddler.
4. Discuss general characteristics, physical, mental, social, and emotional development of pre-school child, school age child, adolescent, young adult, middle adult and older adult.
5. Describe the impact of growth and development on Nursing.
6. Discuss safety and injury prevention measures in the different stages of growth and development.
7. Explain how to maintain good health and prevent illness in the different stages of growth and development.
8. Application of the knowledge acquired in normal growth and development in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Growth and Development Course, the student will be awarded

**Course Hours:**

**Theory:** 40 Hours (2.5 Semester Credit Units)

**Skills Lab/Clinical:** 0 Hour

**Description of Outside Work:**

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours for each hour of class time which equals to 80 hours.

**Prerequisite Required:**

No prerequisites required for this course.

**Course Title:** PHARMACOLOGY  
**No. of Weeks:** 3 Weeks (Full Time)

**Course Description:**

Pharmacology course includes discussion of the foundation and basic principles of pharmacology. It also includes the review of math, basic rules in calculations, legal aspects affecting the administration of medication, patient education and health promotion related to medications, and specific nursing behaviors that assist in successfully helping patients be compliant with their medication plans.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Discuss the foundation and basic principles of pharmacology,
2. Describe specific nursing activity related to assessing, diagnosing, planning, implementing and evaluating the patient's response to medication.
3. Describe the legal aspects affecting the administration of medications.
4. Develop beginning skills in patient education and health promotion related to medications.
5. Define the key terms and principles used in pharmacology and drug administration.
6. Describe specific nursing behaviors that assist in successfully helping patients be compliant with their medication plans.
7. Describe some of the precautions to be considered in taking herbals or other alternative or complementary therapies.
8. Discuss different routes of medication administration.
9. Apply basic rules in calculation using fractions, decimal fractions, percentages, ratios, and proportions.
10. Strengthen mathematical skills in drug and dosage calculations.

11. Application of the knowledge acquired in pharmacology in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Pharmacology Course, the student will be awarded

**Course Hours:**

**Theory:** 54 Hours (3.5 Semester Credit Units)

**Skills Lab/Clinical:** 0 Hour

**Description of Outside Work:**

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours for each hour of class time which equals to 108 hours.

**Prerequisite Required:**

Anatomy & Physiology, Nutrition, Growth and Development, and Psychology

**Course Title:** FUNDAMENTALS OF NURSING

**No. of Weeks:** 8 Weeks (Full Time)

**Course Description:**

Fundamentals of Nursing include classroom instruction, skills laboratory and clinical experiences in acute care and long term facilities. It includes the discussion of nursing history, legal protection system, controls and importance of ethics in the role of a nurse, environmental and personal safety, basic nursing assessment and interventions, documentation, medical/surgical asepsis, communication, overview of anatomy and physiology, and death and dying.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Define your knowledge of the importance of academics in vocational education and identify one's personal learning style.
2. Define the historical significance of nursing as a profession.
3. Define legal protection system, controls and importance of ethics in the role of a nurse.

4. Define the importance of good communication skills.
5. Develop beginning skills in reporting and documentation.
6. Demonstrate knowledge of the phases of the nursing process.
7. Describe appropriate nursing intervention to develop positive communication in the nurse-patient relationship.
8. Identify ethical/legal roles and responsibilities including confidentiality, non-disclosure and consent.
9. Identify the personal responsibilities for the job of Vocational Nurse.
10. Discuss critical thinking and problem-solving skills on the job.
11. Define medical asepsis and surgical asepsis and utilize nursing process in medical asepsis and control.
12. Describe environmental factors related to patient comfort.
13. Apply restraints appropriately in compliance with legal constraints for patient and facility safety.
14. Discuss proper procedure for assessing blood pressure, temperature, pulse, respiration and pain.
15. Discuss the nature, types, causes and nursing assessment for Pain Management.
16. Differentiate between complementary and alternative therapies and allopathic (conventional) medicine.
17. Describe the different stages of the life cycle with emphasis on the middle adulthood and older adulthood.
18. Explain how the concept of loss affects the grief reaction.
19. Identify how loss, grief, dying and death affect changes in health.
20. Discuss the nursing interventions necessary for proper preparations for a patient having diagnostic examination.
21. Confidently use basic mathematical skills to solve dosage problems accurately.
22. Explain how to use diet planning guides in the assessment and planning of a diet.
23. Utilize the nursing process in the care of patients with urinary and bowel elimination.
24. Application of the knowledge acquired in fundamentals of nursing in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Fundamentals of Nursing Course, the student will be awarded

**Course Hours:**

**Theory:** 56 Hours (8.0 Semester Credit Units)

**Skills Lab:** 38 Hours

**Clinical Hours:** 142 Hours

**Description of Outside Work:**



The student MUST complete 142 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved clinical instructor/faculty. If the student does not complete the required 142 hours of practicum hours within the time frame of the course, but has completed a minimum of 75% of the course requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 112 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Anatomy & Physiology, Nutrition, Growth and Development, and Psychology

**Course Title:** MEDICAL SURGICAL I  
**No. of Weeks:** 5 Weeks (Full Time)

**Course Description:**

Medical Surgical Nursing I includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing process to plan care of patients with intravenous therapy and blood transfusion emphasis on the fluid, electrolyte, acid base balance, nutritional, skin and immune disorders; and in clients with preoperative and postoperative conditions.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Utilize the nursing process to plan in the care of patients with intravenous therapy and blood transfusion, emphasis on the fluid, electrolytes, acid base balance, nutritional, skin and immune disorders; and in clients with preoperative and postoperative conditions.
2. Define terms, purpose, factors and nursing assessment of surgery.

3. Describe and manage care of client with major skin disorders and infections.
4. Utilize the nursing process in the care of patients with fracture and those in surgery, with tumors and infections.
5. Discuss the education patients will need to prepare for diagnostic tests.
6. Compare methods for assessing circulation, nerve damage and infection in a patient who has a traumatic insult to the musculoskeletal system.
7. Define terms and mechanisms of immune response.
8. Discuss the differences between HIV infection, HIV disease and AIDS.
9. Describe common disorders of the salivary glands and usual management.
10. Discuss nursing interventions for diagnostic examinations for patients with disorders of the gastrointestinal tract, intestinal tract, liver, gallbladder and pancreas.
11. Discuss and apply the basic nursing responsibilities associated with urinary disorder.
12. Strengthen skills in leadership, management, reporting and documentation.
13. Strengthen collaboration skills with other members of the health team.
14. Application of the knowledge acquired in Medical Surgical Nursing I in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Medical Surgical Nursing I Course, the student will be awarded

**Course Hours:**

<b>Theory:</b>	60 Hours (6.5 Semester Credit Units)
<b>Skills Lab:</b>	20 Hours
<b>Clinical Hours:</b>	120 Hours

**Description of Outside Work:**

The student MUST complete 120 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved clinical instructor/faculty. If the student does not complete the required 120 hours of practicum hours within the time frame of the course, but has completed a minimum of 75% of the course requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 120 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Successful completion of Term I

Revised March 29, 2019; April 28, 2019; July 6, 2019; September 9, 2019; September 19, 2019; October 5, 2019; February 27, 2020; 02282020; 04062020; 07/20/2020; 0812/2020; 0825/2020; 10/20/2020

**Course Title:** MEDICAL SURGICAL II  
**No. of Weeks:** 8 Weeks (Full Time)

**Course Description:**

Medical Surgical Nursing II includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing interventions, nursing care plan, etiology and pathology in the care of clients with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders. The course also includes discussion of the medical and surgical management of respiratory disorders for a client with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Identify nursing interventions in the care of clients with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders.
2. Discuss the etiology and pathology of a client with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders.
3. Identify strategies the nurse can teach patient to decrease the risk of infection.
4. Discuss the importance of patient education for infection and disorders.
5. Discuss important aspects that should be presented in patient teaching and home care planning for the patient with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders.
6. Discuss the medical and surgical management of respiratory disorders for a client with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders.
7. Develop a nursing care plan for clients with cancer, respiratory, cardiac, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal and urinary disorders.
8. Strengthen skills in leadership, management, reporting and documentation.
9. Strengthen collaboration skills with other members of the health team.

10. Application of the knowledge acquired in Medical Surgical Nursing II in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Medical Surgical Nursing II Course, the student will be awarded

**Course Hours:**

**Theory:** 60 Hours (8.5 Semester Credit Units)

**Skills Lab:** 32 Hours

**Clinical Hours:** 192 Hours

**Description of Outside Work:**

The student MUST complete 192 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved clinical instructor/faculty. If the student does not complete the required 192 hours of practicum hours within the time frame of the course, but has completed a minimum of 75% of the course requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 120 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Medical Surgical I

**Course Title:** MEDICAL SURGICAL III

**No. of Weeks:** 8 Weeks (Full Time)

**Course Description:**

Medical Surgical Nursing III includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the nursing interventions, etiology and pathology, and comprehensive nursing care and teaching plan for clients with neurological, sensory, endocrine, female and male reproductive and sexual disorders, HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and

computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

### **Course Objectives:**

At the end of the course, the student will be able to:

1. Identify nursing interventions in the care of clients with neurological, sensory, endocrine, female and male reproductive and sexual disorders, HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies.
2. Competently perform physical assessment of clients with clients with neurological, sensory, endocrine, female and male reproductive and sexual disorders, HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies.
3. Discuss etiology and pathology of neurological, sensory, endocrine, female and male reproductive and sexual disorders, HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies.
4. Develop a comprehensive nursing care and teaching plan for patient with neurological, sensory, endocrine, female and male reproductive and sexual disorders, HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies.
5. Discuss important aspects that should be presented in patient teaching and home care planning for the patient with neurological, sensory, endocrine, female and male reproductive and sexual disorders, HIV and AIDS, mental disorders, clients with substance abuse and clients in emergencies.
6. Strengthen skills in leadership, management, reporting and documentation.
7. Strengthen collaboration skills with other members of the health team.
8. Application of the knowledge acquired in Medical Surgical Nursing III in the care of various patients.

### **Clock Hours/Credits:**

Upon successful completion of the Medical Surgical Nursing III Course, the student will be awarded

#### **Course Hours:**

**Theory:** 60 Hours (8.5 Semester Credit Units)

**Skills Lab:** 36 Hours

**Clinical Hours:** 172 Hours

#### **Description of Outside Work:**

The student MUST complete 172 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved clinical instructor/faculty. If the student does not complete the required 172 hours of practicum hours within the time frame of the course, but has completed a minimum of 75% of the course

requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 120 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Successful completion of Medical Surgical II

**Course Title:** MATERNITY NURSING

**No. of Weeks:** 4 Weeks (Full Time)

**Course Description:**

Maternity Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the human reproductive anatomy and physiology, prenatal development, the normal physiologic changes in pregnancy and nursing care of women with complications in pregnancy, and common disorders of the newborn and nursing care of the newborn with congenital malformation.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Describe human reproductive anatomy and physiology prenatal development.
2. Describe the process of gametogenesis in human reproduction.
3. Discuss prenatal care and adaptation in pregnancy.
4. Discuss the normal physiologic changes in pregnancy and nursing care of women with complications in pregnancy.
5. Discuss the nursing care after normal birth and after complications following birth.
6. Describe the family reaction to preterm infants and nursing interventions.
7. Define the more common disorders of the newborn and describe the nursing care of the newborn with congenital malformation.

8. Develop a nursing care plan for antepartum, postpartum and neonate.
9. Provide health teachings related to breastfeeding, neonatal, antepartum and postpartum care.
10. Strengthen skills in leadership, management, reporting and documentation.
11. Strengthen collaboration skills with other members of the health team.
12. Application of the knowledge acquired in Maternity Nursing in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Maternity Nursing Course, the student will be awarded

**Course Hours:**

<b>Theory:</b>	48 Hours (4.5 Semester Credit Units)
<b>Skills Lab:</b>	20 Hours
<b>Clinical Hours:</b>	36 Hours
<b>Simulation:</b>	16 Hours

**Description of Outside Work:**

The student MUST complete 36 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved clinical instructor/faculty. If the student does not complete the required 36 hours of practicum hours within the time frame of the course, but has completed a minimum of 75% of the course requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 96 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Medical Surgical III

<b>Course Title:</b>	PEDIATRIC NURSING
<b>No. of Weeks:</b>	4 Weeks (Full Time)

**Course Description:**

Pediatric Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the comprehensive nursing care and teaching plan for children with sensory, neurologic, musculoskeletal, respiratory, cardiovascular, hematologic,

lymphatic, and gastrointestinal, genitourinary, skin, metabolic, communicable, emotional and behavioral conditions. It also includes discussion of the important aspects that should be presented in patient teaching and home care planning for care of pediatric clients afflicted with various diseases.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Discuss the child's experience of hospitalization.
2. Develop a comprehensive nursing care and teaching plan for children with sensory, neurologic, musculoskeletal, respiratory, cardiovascular, hematologic, lymphatic, and gastrointestinal, genitourinary, skin, metabolic, communicable, emotional and behavioral condition.
3. Discuss various health care setting and how the change in settings affects the child of each age group.
4. Apply the nursing process and proper communication in the care of pediatric clients.
5. Observe and assist in common diagnostics and treatment procedures.
6. Discuss important aspects that should be presented in patient teaching and home care planning for care of pediatric clients afflicted with various diseases.
7. Strengthen skills in leadership, management, reporting and documentation.
8. Strengthen collaboration skills with other members of the health team.
9. Application of the knowledge acquired in Maternity Nursing in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Pediatric Nursing Course, the student will be awarded

**Course Hours:**

<b>Theory:</b>	48 Hours (4.5 Semester Credit Units)
<b>Skills Lab:</b>	20 Hours
<b>Clinical Hours:</b>	36 Hours
<b>Simulation:</b>	16 Hours

**Description of Outside Work:**

The student MUST complete 36 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved



clinical instructor/faculty. If the student does not complete the required 36 hours of practicum hours within the time frame of the course, but has completed a minimum of 75% of the course requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 96 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Medical Surgical III and Maternity

**Course Title:** GERIATRIC NURSING

**No. of Weeks:** 2 Weeks (Full Time)

**Course Description:**

Geriatric Nursing includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the difference of home health care from community and public health service care, the uniqueness of pediatric and gerontologic rehabilitation nursing and the common psychosocial events that occur to the older adult.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Describe how home health care differs from community and public health service care services.
2. Relate the nursing process to home health care practice.
3. Define and recognize the uniqueness of pediatric and gerontologic rehabilitation nursing.
4. Describe changes associated with aging for each body system.
5. Discuss health and wellness in the aging population of the United States.
6. Describe appropriate nursing interventions for common health concerns of the older adults.
7. Describe common psychosocial events that occur to the older adult.
8. Define, identify and discuss issues and philosophies in rehabilitation nursing.

9. Define role of LVN and discuss their specialized practice.
10. Identify and discuss how the community can assist the patient to develop health goals.
11. Application of the knowledge acquired in Geriatric Nursing in the care of various patients.

**Clock Hours/Credits:**

Upon successful completion of the Pediatric Nursing Course, the student will be awarded

**Course Hours:**

**Theory:** 24 Hours (2.5 Semester Credit Units)

**Skills/Clinical Hours:** 32 Hours

**Description of Outside Work:**

The student MUST complete 32 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved clinical instructor/faculty. If the student does not complete the required 36 hours of practicum hours within the time frame of the course, but has completed a minimum of 75% of the course requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 32 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Medical Surgical, Maternity and Pediatric Nursing

**Course Title:** LEADERSHIP/SUPERVISION

**No. of Weeks:** 2 Weeks (Full Time)

**Course Description:**

Leadership and Supervision includes classroom instruction, skills lab and clinical experience in acute care and long-term facility. It also includes discussion of the methods for applying for a job, what can be expected from an interview, advantages of membership in professional organizations and the Nurse Practice Act and how it affects the graduate and how licensing process is completed. It also includes the discussion of the Computerized Adaptive Testing for National Council Licensure Examination (NCLEX) and LVN candidate, career opportunities for the LVN and the guidelines to be an effective leader.

**Method of Instruction:**

The strategies utilized in this course include classroom discussion, review questions, critical thinking, oral presentation, group discussion, role-play, use of audio-visuals, concept mapping, and computer-assisted activities. Evaluation includes quizzes, class participation, homework, attendance, midterm and final exam/comprehensive exam.

**Course Objectives:**

At the end of the course, the student will be able to:

1. Discuss methods for applying for a job.
2. Describe what can be expected from an interview for a new job and confidentiality.
3. Discuss the advantages of membership in professional organizations.
4. Discuss what is the Nurse Practice Act and how it affects you, the graduate, and how licensing process is completed.
5. Define the regulations for the vocational nurse practice.
6. Describe how to maintain current licensure and how to obtain licensure in a different state.
7. Discuss the styles of leadership that may be used by nurses.
8. Identify strategies for burnout prevention.
9. Identify important functions of a state board of nursing.
10. Discuss reasons a state board of nursing could revoke a nursing license.
11. Discuss professionalism in the telephone.
12. Describe the Computerized Adaptive Testing for NCLEX and LVN candidate.
13. Explain the duties, structure and role of the charge nurse and the nurse team leader.
14. Discuss career opportunities for the LVN.
15. Discuss guidelines for being an effective leader.
16. Describe types of physician's orders and discuss the legal aspects of each.
17. Discuss how you can ensure accuracy when transcribing physician's orders.
18. Discuss pertinent data necessary to compile an effective end-of-shift report.

**Clock Hours/Credits:**

Upon successful completion of the Leadership/Supervision Course, the student will be awarded

**Course Hours:**

**Theory:** 24 Hours (2.5 Semester Credit Units)

**Clinical Hours:** 32 Hours

**Description of Outside Work:**

The student MUST complete 32 hours of clinical practice in an approved and supervised clinical setting such as a hospital, clinic, nursing home or skilled nursing facility. The student may also fulfill some clinical hours in a learning skills laboratory under the supervision of an approved clinical instructor/faculty. If the student does not complete the required 36 hours of practicum

hours within the time frame of the course, but has completed a minimum of 75% of the course requirements, the student will receive an incomplete grade. Incomplete grade must be resolved within six weeks from the end of the course or sooner, as determined by the practicum course facility. The student is responsible in arranging clinical make-up to fulfill all clinical hour requirements.

The amount of time needed to prepare and do homework varies from student to student, but the expected average study time is considered two hours of study for each hour of class time which equals to 32 hours. Time is needed before each clinical day to prepare for clinical and laboratory experiences.

**Prerequisite Required:**

Medical Surgical III, Maternity Nursing, Pediatric Nursing and Geriatric Nursing

**Instructional Resources:**

The following instructional resources are utilized by instructors and students during the course of this training program:

- Cooper, K., & Gosnell, K. (2015). Foundations of Nursing & Adult Health Nursing 7<sup>th</sup> Ed; St Louis, Missouri; Elsevier Mosby
- Assessment Technologies Institute (ATI) (2013). Leadership and Management Review Module 6<sup>th</sup> Ed.

## Faculty

### Faculty: NA Program

The faculty members\* at The Nurse Academy have met the minimum qualifications of three years of experience, education, and training in the current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

The instructors are registered nurses and licensed vocational nurses with Director of Staff Development Certificates, who are actively employed in the field. The program director supervises and monitors the program.

\*See addendum for current listing for faculties

## Curriculum Development

The curricula for the Nurse Assistant Training Program (NATP) and Home Health Aide were adapted

from the Health Workforce Initiative. Curriculum development was supported by the Economic and Workforce Development funds awarded to Butte Community College by the Chancellor's Office, California Community College. The curricula can be accessed online via the website [ca-hwi.org/curriculum/access-curriculum/](http://ca-hwi.org/curriculum/access-curriculum/) The curricula were revised September 2013 by the Health Workforce Initiative. They were also reviewed by the RN Program Directors including the instructors/faculty of The Nurse Academy in January 2016 prior to approval by the California Department of Public Health (CDPH). The NATP curriculum was approved by CDPH on March 16, 2016 prior to the start of the first class. Instructors, students, administrative staff, and employers provide input to the curriculum on an ongoing basis.

- Alfie Ignacio, DNP, Administrator
- Shalani Albayalde, NP-C, RN Program Director
- Sherry E Do, NP-C, VN Program Administrator
- Marvin Lagac, LVN, DSD, Instructor

**Administrator** creates work schedules, gives performance reviews, and develops work policies. Other job duties include keeping up established ethical and legal standards for job performance, attending administrative personnel meetings, and developing new employee training. See Policy and Procedure.

#### QUALIFICATIONS:

A nurse administrator meets the school required qualifications. Has a minimum of 3 years of nursing experience. He/she holds at least a bachelor's degree in nursing and be a registered nurse (RN), though a master's degree is preferred with background in finance, management, health planning, health policy, and nursing research.

**The RN Program Director** for NA is primarily responsible for assessment, planning, implementation, and evaluation of program effectiveness. The Administrator and RN Program Director work collaboratively to promote business, market, recruit, counsels, and manage office operations. See Policy and Procedure RN Program Director.

#### QUALIFICATIONS:

The RN Program Director has met the school required qualifications.

Must possess a current, active California RN license;

- (For Nurse Assistant Program) Possess at least two years of nursing experience, at least one year of which is in the provision of long-term care facility services. Has a minimum of 3 years of nursing experience.

- (For Home Health Aide Program) Possess at least one year of home health experience. Has a minimum of 3 years of nursing experience.
- Must meet the approval process by the California Department of Public Health
- Must have Director of Staff Development (DSD) certificate or proof of DSD eligibility or teaching credentials.
- Knowledge of CDPH Training Model;
- Knowledge of computers and computer-based instruction and ability to integrate into instructional practice; must be proficient in Word, Excel, and Outlook, with general knowledge of PowerPoint. Must have the ability to use the Internet.
- Knowledge of local and regional health care systems and facilities;
- Ability to relate to students from the widest variety of backgrounds;
- Ability to work effectively as an individual and as a team member;
- Ability to multi-task, work with aggressive timelines, be detail-oriented;
- Manage and organize self and others;
- Expected to Appendix initiative, enthusiasm and flexibility in accomplishing the responsibilities of the position.

**The Instructor** will have the immediate responsibility for the development, implementation, management and teaching of a curriculum which will qualify completing students for certification as a Nurse Assistant. Training will be provided in a long-term care facility and/or a community site under the immediate supervision of the approved instructor. See Policy and Procedure NATP Instructor.

## QUALIFICATIONS

The instructors have met the school required qualifications.

### Education, Training, and Experience

Be currently licensed to practice as a Licensed Vocational Nurse or Registered Nurse in California. One year of teaching experience is preferred. Has a minimum of 3 years of nursing experience.

In addition, the instructor also must meet the approval process by the California Department of Public Health which includes one year of experience providing direct patient care in a long-term care facility in addition to one (1) year of experience as a licensed nurse providing in planning, implementing, and evaluating educational programs in nursing; two years of full time experience as a licensed nurse at least one year of which must be in the provision of direct patient care in a nursing facility; and Director of Staff Development (DSD) certified or proof of DSD eligibility; or teaching credentials.

### Knowledge, Skills, and Abilities

Knowledge of effective instructional methods and techniques used to develop employable skills in nursing assistance---home health occupations; attitudes needed for achieving personal success in nursing assistance occupations; sources of instructional materials and information concerning nursing assistance occupations; current operating and safety practices of the nursing---home health industry. Ability to effectively use audio---visual and other teaching aides; develop student performance objectives; identify student with learning handicaps and disabilities and to assist the students in getting the help needed for the remediation of the handicap(s) or disability(ies); supervise in training activities.

### Other Characteristics

Prefer familiarity with California State and Federal Regulations pertaining to Nurse Assistant Training. Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments.

Per Diem clinical instructor will perform the same responsibilities of the full-time teacher.

**The administrative assistant/staff** will be responsible for providing clerical, technical, maintenance, professional, and safety services that support the instructional and daily operation of the school. See Policy and Procedure NATP Administrative Assistant.

### QUALIFICATIONS:

- The Administrative assistant/staff has met the school required qualifications.
- He/she has college education with courses in computer, communication and office skills

## FACULTY: VN PROGRAM

The faculty\* at The Nurse Academy is qualified to educate and counsel. The instructors, at minimum, are licensed vocational nurses with Director of Staff Development Certificates, who are actively employed in the field. The program director supervises and monitors the program.

- Alfie Ignacio, DNP, Director of Nursing
- Shalani Albayalde, NP-C, RN Instructor
- Sherry E Do, NP-C, Instructor
- Roselle Campos, RN Instructor

\*See addendum for current listing for faculties

# ACADEMIC and PROGRESS STANDARD

## NA Program

The Nurse Academy is committed to ongoing outcomes assessment for continuous improvement of student learning and teaching strategies. The assessment process allows for faculty to explore ways to continually improve student learning, course design, the effectiveness of programs, and overall teaching and learning. Unlike evaluation, which looks at mastery of content, assessment looks at the process of learning. Assessment should enhance learning and should reflect the outcomes, purpose, and direction of learning design.

Assessment also provides the means for transformative learning by providing relevant, clear, and timely feedback to students and other stakeholders.

1. Definition of **Outcomes Assessment for Student Learning**: Outcomes assessment is the process for ongoing measurement and continuous improvement of student learning at The Nurse Academy and has specific and interrelated purposes:
  - To maximize student learning;
  - To improve teaching strategies;
  - To document best practices;
  - To identify opportunities for systemic improvements; and
  - To provide evidence for institutional effectiveness.
2. Outcomes Assessment Process: The Nurse Academy assessment process is ongoing and mission driven. This process includes the assessment of student learning outcomes, course learning outcomes, program outcomes, and general education goals. In addition, the process validates program outcomes.
3. The Administrative Committee including the RN PROGRAM DIRECTOR and NATP Instructors shall be responsible in evaluating performance and learning of students.

## GRADING AND EVALUATION PROCEDURES

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the program syllabus. The grading scale is as follows:

LETTER GRADE	RANGE/PERCENTAGE	INDICATOR/INTERPRETATION
A+	96 – 100%	Excellent
A	94 – 95%	Excellent
A-	92 – 93%	Excellent



B+	89 – 91%	Above Average
B	87 – 88%	Above Average
B-	84 - 86%	Good
C+	82 – 83%	Average
C	79 - 81%	Average
C-	75 - 78%	Below Average
D/F	74% and below	Failing
I	Incomplete	
W	Withdrawn	
*Remediation	75%	
Clinical Grade		
P	Pass	
F	Fail	

## METHODS OF EVALUATION OF THEORY:

Quizzes/Exams	30%
Class Participation/Homework	15%
Attendance/Professionalism	15%
Midterm/Final Exam	40%
Course Grades and Cumulative Grades	100%

## METHODS OF EVALUATION

The Nurse Academy utilizes various methods to assess the students' progress to provide the faculty with the tools to certify a student competency upon completion of the program.

These methods are:

- Course and module evaluation and grades. Students are evaluated in each of their courses through written examinations assignments group projects and performance checklist. The methods of evaluation for each course or modules are described in the syllabus.
- Student is given 3 attempts to remediate. Passing grades of 75% or greater from the remediation will earn a final grade of 75% and will be entered in the transcript as “\*Remediation”
- The academic progress of each student will be reviewed at the end of each module and at the end of the training. Faculty will provide each student with summative evaluations of his/her progress including recommendations for strengthening academic or

professional competencies. Copies of these evaluations will be maintained in the students file.

- Satisfactory academic progress - the student has met all requirements and may progress to the next module.
- The program faculty oversees the academic progress of program for students throughout their education.

## Quantitative and Qualitative Measurement

### Rate of Progress - Maximum Time Frame

- Students must complete a minimum grade of 75% or better to maintain SAP
- All students are expected to complete their program within an acceptable period of time. The maximum time frame for the completion of a program is 150% of the published length of the program. Hours include all hours that would appear on a
  - Student’s academic transcript at the end of the program
  - Student’s failing to complete their program of study within the maximum time frame will be terminated from the program and are not eligible for reinstatement. Failures, withdrawals, incompletes or other designations, are not considered successful completion. Incompletes, withdrawals, and repeated or failed classes count towards the maximum time frame. A leave of absence is not counted as part of the 150%-time frame
- Successfully completed hours include meeting the minimum grade point average.

Program	Student Evaluation: Satisfactory Academic Progress (SAP)		
NA Program	SAP Meeting #1 on 10th Day  Evaluation of Module 1-17	SAP Meeting #2 on <sup>Day</sup> 15th Day  Evaluation of Midterm Exam*	SAP Meeting #3 on 21st Day  Evaluation of Final Exam

\*see Termination Policy for grade below 75%

## Satisfactory Progress Evaluation

Satisfactory Academic Progress (SAP) ensures that students are successfully completing coursework. To determine student’s SAP, grades are tallied based on quizzes (30%); homework (15%); Midterm (20%); Finals (20%); and attendance (15%). Student with a grade of below 75% on midterm, the student is placed on probation. In order to remove from probation, a student must get a score of 75% or greater on midpoint\* between midterm and finals.

	% Point	Student Grades
Modules 1-17 (Cumulative grades from all quizzes tallied)	30%	
Midterm Exam (Given on the 10th of the program)	20%	
Final Exam (Given on last day of the program)	20%	
Attendance	15%	
Homework	15%	
Total Grade	100%	

Copy of SAP is given to student by mail or in person.

## Satisfactory Academic Progress - Termination Policy

### Termination from the program:

- Students, who have below a 75% or C letter-grade,
- Students who have below 75% at midterm\*, SAP #2.
- Fail to meet satisfactory academic progress or
- Fail to successfully remove oneself from probation
- Fail to complete program within 150% timeframe

### Academic Probation

Students failing to make satisfactory progress, whose average grade between 72% and 74% will be placed on program probation. When a student is placed on probation, he/she will be notified in writing. The letter will include the factor(s) of why the student is on probation and the requirements to be removed from probation. Maximum of two probationary event will be allowed for the entire program.

## Probation Appeal

Students that have been placed on probation may request an appeal with the Academic Review Committee within one (1) working of day of being placed on probation, to develop an academic plan that will ensure the student is able to meet passing score by a specific time frame. The students' academic plan will be reviewed with the student during the probationary period as stated on the plan.

## Probation Appeal Procedure

- In order for an appeal to be considered, the student must provide the Academic Review Committee with a letter that includes information about the circumstances or events which prevented the student from attaining satisfactory grade, and a corrective action plan is instituted for the student to be successful.
- The Academic Review Committee will then review the appeal and any documentation submitted to support the appeal to determine whether the student is eligible for an academic plan and can regain satisfactory score within the maximum timeframe. The student will be notified in writing, within one (1) working day, of the final decision. There are no additional appeals processes.
- If the student is unsuccessful with the appeal, probation status conditions will continue until the student meets the passing requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn.
- A student will be allowed one appeal of probation status for the length of the program.

## Reinstatement Appeal

- A student who fails to make satisfactory progress and is terminated has the right to appeal. Appeals for reinstatement must be based on unusual or extenuating circumstances, including but not limited to death of a relative, illness, hospitalization, or injury of the student. There is no guarantee for approving an appeal and each appeal is resolved on a case by case basis.
- The student must submit a written appeal to the Director petitioning for reinstatement at least one month prior to the start of the new program.
- Appeals based on unusual or extenuating circumstances must include an explanation of the circumstances beyond the student's control that affected academic progress and a detailed plan for success. Such appeals must include official/professional documentation (i.e. medical

records, court documents, or any other documentation which would support an appeal) which supports written explanation.

- The written appeal will be reviewed and considered by the Director and approved or denied based on the student's individual circumstances, past academic record, and his or her proposed course of action to make satisfactory academic progress in the future.
- Appeals may be deferred pending additional documentation from the student.
- The Director reserves the right to place conditions which the student must meet in order to be considered for reinstatement on a probationary basis into a course.
- The Director will provide a formal response and decision to the student within five business days.
- The determination of the Director is final
- Reinstatement is based on class and space availability.
- Students who are reinstated and required to repeat a course must satisfactorily complete the repeated course. Students are responsible for and required to pay a "repeat fee".
- Students must be current on any outstanding debt with the School and cannot be in default on any loan for reinstatement.
- Failure to achieve satisfactory progress and complete the terms of probation, will result in termination from the program.

## Appeals Process

Re-admission to the school following withdrawal for any reason will be at the discretion of the Program Director. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Director will review the student's previous progress records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Director's decision. Students accepted for readmission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

## VN Program

The Nurse Academy is committed to ongoing outcomes assessment for continuous improvement of student learning and teaching strategies. The assessment process allows for faculty to explore ways to continually improve student learning, course design, the effectiveness of programs, and overall teaching and learning. Unlike evaluation, which looks at mastery of content, assessment

looks at the process of learning. Assessment should enhance learning and should reflect the outcomes, purpose, and direction of learning design. Assessment also provides the means for transformative learning by providing relevant, clear, and timely feedback to students and other stakeholders.

1. Definition of Outcomes Assessment for Student Learning: Outcomes assessment is the process for ongoing measurement and continuous improvement of student learning at The Nurse Academy and has specific and interrelated purposes:
  - To maximize student learning;
  - To improve teaching strategies;
  - To document best practices;
  - To identify opportunities for systemic improvements; and
  - To provide evidence for institutional effectiveness.
2. Outcomes Assessment Process: The Nurse Academy assessment process is ongoing and mission driven. This process includes the assessment of student learning outcomes, course learning outcomes, program outcomes, and general education goals. In addition, the process validates program outcomes.
3. The Administrative Committee including the Program Director and Instructors shall be responsible in evaluating performance and learning of students.

## GRADING AND EVALUATION PROCEDURES

Grade reports are issued to students at the completion of each term. Grades are based on the quality of work as shown by written tests, laboratory work, and projects as indicated on the program syllabus. The grading scale is as follows:

Letter Grade	Range/Percentage	Indicator/Interpretation
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A	94 – 95%	Excellent
A-	92 – 93%	Excellent
B+	89 – 91%	Above Average
B	87 – 88%	Above Average
B-	84 - 86%	Good
C+	82 – 83%	Average
C	79 - 81%	Average
C-	75 - 78%	Below Average
D/F	74 and below	Failing
I	Incomplete	
W	Withdrawn	

*Remediation	75%
Clinical Grade	
P	Pass
F	Fail

#### METHODS OF EVALUATION OF THEORY:

Quizzes/Exams	30%
Class Participation/Homework	15%
Attendance/Professionalism	15%
Midterm/Final Exam	40%
Course Grades and Cumulative Grades	100%

#### METHODS OF EVALUATION

The Nurse Academy utilizes various methods to assess the students' progress to provide the faculty with the tools to certify a student competency upon completion of the program.

These methods are:

1. Course and module evaluation and grades. Students are evaluated in each of their courses through written examinations assignments group projects and performance checklist. The methods of evaluation for each course or modules are described in the syllabus.
2. The academic progress of each student will be reviewed at the end of each module and at the end of the training. Faculty will provide each student with summative evaluations of his/her progress including recommendations for strengthening academic or professional competencies. Copies of these evaluations will be maintained in the students file.
3. Satisfactory academic progress - the student has met all requirements and may progress to the next module.
4. The program faculty oversees the academic progress of program for students throughout their education.
5. Completion of the VN Skills Checklist

#### Leave of Absence

- In case of serious illness, family bereavement, short-term military obligations or other emergency circumstances, a student may apply for a leave of absence. Requests for a leave of absence will be considered on an individual basis and must be approved by the Director.
- A leave of absence must be requested in writing by the student.
- A leave of absence may not exceed a total of 120 days in any 12- month period.

- The School does not charge a student during or for the leave of absence.
- Acceptance back into School from an approved leave of absence is dependent upon class space and class availability.
- Students returning from a leave of absence must repeat the entire term in which they began their leave of absence, regardless at what point during the term the leave of absence was granted.
- A student who fails to return to class on the scheduled date will be considered withdrawn and the refund requirements will apply. The withdrawal date is the last recorded date of class attendance as documented by the School.
- A physician’s statement must be provided upon return from a maternity or medical leave stating that the student can resume studies without restrictions.

## Effects of a Leave of Absence on Satisfactory Academic Progress

Students who are contemplating a leave of absence should be cautioned that one or more of the following factors might affect their eligibility to graduate within the maximum program

Completion time:

- Students returning from a leave of absence are not guaranteed that the course required to maintain their normal progression in their training program will be available at the time they reenter.
- They may have to wait for the appropriate course to be offered.
- They may be required to repeat the entire course from which they elected to withdraw prior to receiving a final grade.

## Maternity Leave

A student who becomes pregnant during her School enrollment may continue in the program for whatever time she and her physician determine is advisable. A physician statement will be required stating “the student is under no restrictions during her pregnancy”. Every effort will be made on the part of the School to enable her to continue safely in the program and still receive the required learning experience. Students may not return to School following a pregnancy leave until released from her physician’s care and must return with a signed release from her physician indicating she may return to School with “no restrictions”

## Bereavement

In the event of death in student’s immediate family the student may have up to three School days



to handle family affairs and to attend the funeral. Immediate family is defined as: father, mother, brother, sister, spouse, domestic partner, child, mother-in-law, father-in-law, grandparents, grandchildren and grandparents-in law. Students must make up any days absent due to bereavement leave. Bereavement days off apply towards allowed days absent in a term. Students missing School due to bereavement will be required to make-up all missed work, test and/or quizzes, and be given full credit for missed work.

## Quantitative Measurement

### Rate of Progress - Maximum Time Frame

- All students are expected to complete their program within an acceptable period of time. The maximum time frame for the completion of a program is 150% of the published length of the program. Hours include all hours that would appear on a student’s academic transcript at the end of the program
- Student’s failing to complete their program of study within the maximum time frame will be terminated from the program, and are not eligible for reinstatement. Failures, withdrawals, incompletes or other designations, are not considered successful completion. Incompletes, withdrawals, and repeated or failed classes count towards the maximum time frame. A leave of absence is not counted as part of the 150% time frame
- Successfully completed hours include meeting the minimum grade point average.

### Satisfactory Progress Evaluation

Satisfactory progress is evaluated each quarter. Student with a grade of below 75% on each quarter, the student is placed on probation. In order to remove from probation, a student must get a score of 75% or greater at the next term:

Program	1 <sup>st</sup> quarter hrs	2 <sup>nd</sup> quarter hrs	3 <sup>rd</sup> quarter hrs	4 <sup>th</sup> quarter hrs
VN	388 hrs	776 hrs	1164 hrs	1554 hrs

### Probation

Students failing to make satisfactory progress, whose average grade between 72% and 74% will be placed on academic probation. When a student is placed on probation he/she will be notified in writing. The letter will include the factor(s) of why the student is on probation and the requirements to be removed from probation. Maximum of two probationary event will be allowed for the entire program.

## Probation Appeal

Students that have been placed on academic probation may request an appeal with the Academic Review Committee within one (1) working of days of being placed on probation, to develop an academic plan that will ensure the student is able to meet passing score by a specific time frame. The students' academic plan will be reviewed with the student during the probationary period as stated on the plan.

## Probation Appeal Procedure

- In order for an appeal to be considered, the student must provide the Academic Review Committee with a letter that includes: information about the circumstances or events which prevented the student from attaining satisfactory grade, and a corrective action plan is instituted for the student to be successful.
- The Academic Review Committee will then review the appeal and any documentation submitted to support the appeal to determine whether the student is eligible for an academic plan and can regain satisfactory score within the maximum timeframe. The student will be notified in writing, within one (1) working day, of the final decision. There are no additional appeals processes.
- If the student is unsuccessful with the appeal, probation status conditions will continue until the student meets the passing requirements, fails to meet the probation terms or reaches the maximum timeframe to complete the course and is withdrawn.

## Satisfactory Academic Progress - Termination Policy

Termination from the program:

- Students, who have below a 75% or C letter-grade,
- fail to meet satisfactory academic progress or
- fail to successfully remove oneself from probation
- fail to complete program within 150% timeframe

## Reinstatement Appeal

- A student who fails to make satisfactory progress and is terminated has the right to appeal. Appeals for reinstatement must be based on unusual or extenuating circumstances, including but not limited to death of a relative, illness, hospitalization, or injury of the

student. There is no guarantee for approving an appeal and each appeal is resolved on a case by case basis.

- The student must submit a written appeal to the Director petitioning for reinstatement at least one month prior to the start of the new program.
- Appeals based on unusual or extenuating circumstances must include an explanation of the circumstances beyond the student's control that affected academic progress and a detailed plan for success. Such appeals must include official/professional documentation (i.e. medical records, court documents, or any other documentation which would support an appeal) which supports written explanation.
- The written appeal will be reviewed and considered by the Director and approved or denied based on the student's individual circumstances, past academic record, and his or her proposed course of action to make satisfactory academic progress in the future.
- Appeals may be deferred pending additional documentation from the student.
- The Director reserves the right to place conditions which the student must meet in order to be considered for reinstatement on a probationary basis into a course.
- The Director will provide a formal response and decision to the student within five business days.
- The determination of the Director is final
- Reinstatement is based on class and space availability.
- Students who are reinstated and required to repeat a course must satisfactorily complete the repeated course. Students are responsible for and required to pay a "repeat fee".
- Students must be current on any outstanding debt with the School and cannot be in default on any loan for reinstatement.
- Failure to achieve satisfactory progress and complete the terms of probation, will result in termination from the program.

## Appeals Process

Re-admission to the school following withdrawal for any reason will be at the discretion of the Program Director. Students may petition in writing for reinstatement within one year of dismissal. The petition must be filed at least two weeks before the beginning of a module. The Director will review the student's previous progress records and his/her current situation in making a decision for reinstatement. The student will then be notified of the Director's decision. Students accepted for readmission will be entitled to the same rights and privileges and are subject to the same regulations as any student. Students will not be entitled to appeal if they are terminated for exceeding the maximum program completion length.

## GAINFUL EMPLOYMENT

### NA Program

- Student who successfully completed the program and pass the state exam may find entry level employment as Certified Nurse Assistants in skilled nursing facilities, home health care agencies, staffing registries, assisted living/RCFE facilities, medical offices, outpatient clinics, clinical labs and numerous other health care facilities.
- Job classification described under the United States Department of Labor’s Standard Occupational Classification codes:
- 31-1130 Nurse Assistants, Orderlies, and Psychiatric Aides This broad occupation includes the following three detailed occupations:
- 31-1131 Nurse Assistants
- 31-1131 Nurse Assistants Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants. Excludes “Home Health Aides” (31-1121), “Personal Care Aides” (31-1122), “Orderlies” (31-1132), and “Psychiatric Aides” (31-1133).

Illustrative examples: Certified Nurse Aide, Certified Nurse Assistant, Nursing Care Attendant

### VN Program

#### OCCUPATIONS TO WHICH THE COURSE IS EXPECTED TO LEAD

29-2061 Vocational Nurse. Employers would include hospitals, private duty (registries), doctor’s offices or clinics, nursing homes, recreational facilities, health maintenance organizations, community agencies, business and industry.

## ELIGIBILITY FOR CERTIFICATION

### NA PROGRAM

#### Eligibility for Certification

- The nurse assistant program is approved by the California Department of Public Health (CDPH). At the completion of the training program, the students are qualified to take the certification exam through The NNAAP (National Nurse Aide Assessment Program). Upon successfully passing the certification examination, the candidate will receive a CNA license from the CDPH and can practice as a CNA in the state of California.
- The school will schedule the students for the first available certification exams through the Regional Testing Center for the NNAAP.
- NATP School refers students to CDPH approved testing vendor, National Nurse Aide Assessment Program for competency evaluation exam.
- In 1987, the Nursing Home Reform Act was adopted by Congress as part of the Omnibus Budget Reconciliation Act (OBRA '87). It was designed to improve the quality of care in long-term health care facilities and to define training and evaluation standards for Nurse Assistants who work in such facilities. Each state is responsible for following the terms of this federal law. As defined in the OBRA regulations, a Nurse Assistant competency evaluation program provides specific standards for Nurse Assistant related knowledge and skills. The purpose of a Nurse Assistant competency evaluation program is to ensure that candidates who are seeking to be Nurse Assistants understand these standards and can competently and safely perform the job of an entry-level Nurse Assistant.
- There are two parts to the Nurse Assistant competency examination—a multiple-choice knowledge test and a manual skills test. Exam candidates must complete an approved training program, pass both parts of the exam and meet all other requirements of CDPH to qualify for certification as a Nurse Assistant in California. The information in the School Catalog will include Testing Policy to help candidates prepare for the examination.

## Scheduling a Nurse Assistant Exam

- In order to schedule an examination date, candidates must successfully complete an approved training program. State and federal regulations allow candidates three (3) attempts to pass both the Skills Evaluation and the Written (or Oral) Examination. If candidate should fail either part or both parts three (3) times, the candidate will be required to successfully complete a state-approved training program and re-take both parts. Candidate must take and pass both the Written (or Oral) Examination and the Skills Evaluation within twenty-four (24) months of the Nurse Assistant training in order to be placed on the California Nurse Assistant Registry. RN PROGRAM DIRECTOR will review the final list of candidates who are eligible to take the certification exam. The school submits the candidates Registration and Examination fee to:

Regional Testing Center

15744 Golden West College, Forum I, Room 112A

Huntington Beach, CA 92647

- Each candidate must complete the CNA Exam Registration Form Southern Region (See Exhibit U). The exam fee is included in the program cost. However, for re-take exam, candidates are responsible for the appropriate testing fees. The candidate must submit both exam fee and exam registration form directly to:

Regional Testing Center Golden West College  
15744 Golden West Street – Forum I, Room 112A  
Huntington Beach, CA 92647

### Testing Day Instructions:

- Bring your original social security card, photo identification, original 283B Initial Application form or original approval notice with you to the examination. (Note: copies of your social security card, laminated social security cards or receipts from the SSA will not be accepted).
- If you fail to bring any of the above listed documents or if you do NOT present them at the day of testing registration, you may not take the examination. You will be required to reschedule and pay the rescheduling fee.
- First and last names on 283b/932 form, photo identification, social security card and all presented documentation must be exactly the same or you will not be permitted to take the examination.

### Rescheduling Policy:

- If you are unable to attend your scheduled examination or do not bring the required documents for testing you will be charged a \$25 rescheduling fee.
- Send and new registration application with the rescheduling fee to the Regional Test Coordination Center to reapply for the exam.
- A \$25 reschedule fee will apply for all cancelled, rescheduled or missed exams
- See candidate handbook for details
- All registration materials are processed upon receipt, therefore there are no refunds

## VN PROGRAM

### Student Eligibility for Certification

Upon completion of this curriculum the student will receive a Certificate of Achievement and will be eligible to take the National Council Licensing Examination-Practical Nurse (NCLEX-PN) and if successful will qualify to receive a license from the Board of Vocational Nurse and Psychiatric

Technician Examiners regulations to practice in the State of California. Completion of the program does not guarantee licensure.

A grade of 75% or better in all Vocational Nursing coursework is required to meet the California Board of Vocational Nurse and Psychiatric Technician Examiners regulations.

## GRADUATION REQUIREMENTS

### NA PROGRAM

#### GRADUATION REQUIREMENTS NA PROGRAM

A certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate of completion are those who have:

- satisfactorily completed their program of study with the appropriate number of hours (60 hours of theory and 100 hours of clinical)
- passed the final exam with a letter grade of C- or better and with a cumulative grade average of 75% or better
- successfully completed all required skills demonstration fully paid all tuition and other charges.

### VN PROGRAM

#### GRADUATION REQUIREMENTS VN PROGRAM

A certificate of completion will be awarded to those students meeting the graduation requirements. Students eligible for a certificate of completion are those who have satisfactorily completed their program of study with the appropriate number of hours and cumulative grade point average of 75%, who have passed the final exam with a letter grade of “C” or better, attended the mandatory NCLEX Review, achieved a score of at least 70.7% or higher on the ATI proctored exit exam which has a predicted probability of 90% passing the NCLEX PN, and who have fully paid all tuition and other charges. If a third-party is paying for the program, the school will not issue the program completion record until the program has been completely paid in full. If a student does not meet graduation requirements, records of his/her attendance and grading will be maintained through official transcripts.

## ATTENDANCE POLICY

Revised March 29, 2019; April 28, 2019; July 6, 2019; September 9, 2019; September 19, 2019; October 5, 2019; February 27, 2020; 02282020; 04062020; 07/20/2020; 0812/2020; 0825/2020; 10/20/2020

## NA PROGRAM

### LEAVE OF ABSCENCE

Leave of absence will not be granted by the school due to the short course of the NA Training Program.

### ATTENDANCE

- \* NATP Instructor and RN PROGRAM DIRECTOR are responsible to develop and implement make-up assignments for Theory and Clinical.
- \* Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades; enjoy school more, and are more employable after leaving adult school. For these reasons, we feel that a student must satisfy academic and attendance requirements.
- \* All make-up is hour for hour with an instructor present. Allowable make up is 8hrs/day for Theory or Clinical. The Theory Training or Clinical Training would show a 8 hour time-frame for “Theory make-up” or “Clinical make-up”
- \* Classroom theory make-up occurs prior to clinical and is supervised by an instructor available for questions and module/course exam administration.
- \* Training schedules (CDPH 276B) show make up time.

### EXCUSED ABSENTEEISM

The Nurse Academy considers absences in the training program as a regular work. Frequent absences will keep the students out from gaining and developing knowledge, professional work attitude and skills necessary for learning. The school takes absences or tardiness seriously and makes very limited allowances for it. The following rules apply for absences:

- \* ALL absences (excused and unexcused) in theory and/or clinical must be made up.
- \* A student with one (1) absent day will be placed on academic probation

The student shall make the written explanation of the absence to the assigned faculty member or to the Program Director. An excuse for absence from school may be approved on the basis of any one (1) or more of the following conditions:

- \* Death of a relative: the absence arising from this condition is limited to a period of two (2) days unless a reasonable cause may be shown by the student for a longer absence.
- \* Relative is defined as immediate family only. This includes grandparents, parents, siblings and significant other.



- \* Personal illness: if she/he deems it advisable, the Program Director may require a medical certificate
- \* Observance of religious holidays: any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed of belief.
- \* Court Appearance/Subpoena: if she/he deems it advisable, the Program Director may require the court documents.
- \* Emergency or set of circumstances which in the judgment of the Program Director constitutes a good and sufficient cause for absence from school.

## UNEXCUSED ABSENTEEISM

The following rules would apply regarding unexcused absences:

- \* Any absence not justified by one (1) of the above categories will be judged unexcused. Final course grades or marks will not automatically be reduced because of an unexcused absence, but there will be a zero (0) given for any work for which credit is given during the period of the unexcused absence(s).
- \* Two unexcused absences would result to the student automatically withdrawn or dismissed from the program. However, the student will be given a chance to reapply for the next batch.

## TARDINESS

All students are required to arrive in class on time and to stay for the entire class sitting. The following rules should be considered by the students:

- \* A tardy is defined as arriving 10 minutes after the contracted time for class/clinical.
- \* Three (3) occurrences of tardiness is equivalent to one unexcused absence.
- \* Six (6) tardy would automatically dismiss the student from the program

NOTE: If a student is more than 50 minutes late or leaves clinical/theory more than 50 minutes early, the student will be considered absent. The student will have to make-up for the absence for a full day of theory and/or clinical.

Theory:

Student will be responsible for making up work or tests within three (3) days of observed excused or unexcused absence.

- \* Faculty member/NATP Instructor shall meet with student within twenty-four (24) hours of student returning to school.
- \* Faculty member shall evaluate time and course objectives the student has missed, as well as the student's past history of absences.
- \* The faculty member shall assign student case studies, independent study, written examination

and/or computer tutorial or other reports.

- \* The make-up work with due date will be signed by both students and faculty member and turned into Program Director or designee.
- \* Program Director or designee shall review make-up work against course module and approve the assigned make-up work or request additional work from the student within twenty-four (24) hours of receiving make-up work.
- \* A student may not progress to the next module until all the theory and clinical make-up hours are completed.

#### Clinical:

Student will be responsible for making up clinical time within three (3) days of observed excused absence in clinical lab or clinical area with clients/patients.

- \* Faculty member/NATP Instructor shall meet with student within twenty-four (24) hours of student returning to school.
- \* Faculty member shall evaluate time and course clinical objectives the student has missed, as well as the student's past history of absences.
- \* The faculty member shall assign clinical time in the lab or clinical time with patient/client care in the clinical setting.
- \* The make-up clinical date or dates will be signed by both student and faculty member turned into the Program Director or designee.
- \* Program Director or designee shall review clinical time against course module and approve the assigned clinical make-up hours or request additional hours from the student within twenty-four (24) hours of receiving clinical make-up hours.
- \* A student may not progress to the next module until all theory and clinical make-up hours are completed.

## VN PROGRAM

### ATTENDANCE POLICY

- \* Instructor and Director of Nursing are responsible to develop and implement make-up assignments for Theory and Clinical.
- \* Students are expected to attend classes regularly and to be on time in order to receive the full benefit from our instructional program and to develop habits of punctuality, self-discipline and responsibility. Continuity in the learning process is seriously disrupted by excessive absences. Students who have good attendance generally achieve higher grades; enjoy school more, and are more employable after leaving adult school. For these reasons, we feel that a student must satisfy academic and attendance requirements.

- \* All make-up is hour for hour with an instructor present. Allowable make up is 8hrs/day for Theory or Clinical. The Theory Training or Clinical Training would show an 8-hour time-frame for “Theory make-up” or “Clinical make-up”
- \* Classroom theory make-up occurs prior to clinical and is supervised by an instructor available for questions and module/course exam administration.

## EXCUSED ABSENTEEISM

TNA considers absences in the training program as a regular work. Frequent absences will keep the students out from gaining and developing knowledge, professional work attitude and skills necessary for learning. The school takes absences or tardiness seriously and makes very limited allowances for it. The following rules apply for absences:

- \* ALL absences (excused and unexcused) in theory and/or clinical must be made up.
- \* A student with more than four (4) absent days will be placed on academic probation
- \* The student shall make the written explanation of each absence to the assigned faculty member or to the Program Director.

An excuse for absence from school may be approved on the basis of any one (1) or more of the following conditions:

- \* Death of a relative: the absence arising from this condition is limited to a period of two (2) days unless a reasonable cause may be shown by the student for a longer absence.
  - o Relative is defined as immediate family only. This includes grandparents, parents, siblings and significant other.
- \* Personal illness: if she/he deems it advisable, the Program Director may require a medical certificate
- \* Observance of religious holidays: any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed of belief.
- \* Court Appearance/Subpoena: if she/he deems it advisable, the Program Director may require the court documents.
- \* Emergency or set of circumstances which in the judgment of the Program Director constitutes a good and sufficient cause for absence from school.

## UNEXCUSED ABSENTEEISM

The following rules would apply regarding unexcused absences:

- \* Any absence not justified by one (1) of the above categories will be judged unexcused. Final course grades or marks will not automatically be reduced because of an unexcused absence, but there will be a zero (0) given for any work for which credit is given during the period of the unexcused absence(s). A written warning would be given to the student.
- \* A student with more than four (4) absent days will be placed on academic probation.

## TARDINESS

All students are required to arrive in class on time and to stay for the entire class sitting. The following rules should be considered by the students:

- \* A tardy is defined as arriving 10 minutes after the contracted time for class/clinical.
- \* Three (3) tardy is equivalent to one unexcused absence and a written warning would be given to the student.
- \* If after receiving one unexcused absence due to 3 tardy and the student would still be late for more than ten (10) minutes in class, the student will have an hour of make-up work/clinical per hour missed.
- \* Six (6) tardy would result to academic probation.
- \* Nine (9) tardy would automatically dismiss the student from the program

NOTE: If a student is more than 30 minutes late or leaves clinical/theory more than 30 minutes early, the student will be considered absent. The student will have to make-up for the absence for a full day of theory/clinical.

Theory:

Student will be responsible for making up work or tests within seven (7) days of observed excused or unexcused absence.

- \* Faculty member shall meet with student within twenty-four (24) hours of student returning to school.
- \* Faculty members shall evaluate time and course objectives the student has missed, as well as the student's past history of absences.
- \* The faculty member shall assign student case studies, independent study, written examination and computer tutorial or research reports.
- \* The make-up work with due date will be signed by both students and faculty member and turned into Program Director or designee.
- \* Program Director or designee shall review make-up work against course curriculum and approve the assigned make-up work or request additional work from the student within twenty-four (24) hours of receiving make-up work.
- \* A student may not progress to the next module until all the theory and clinical make-up hours are completed.

#### Clinical:

Student will be responsible for making up clinical time within seven (7) days of observed excused absence in clinical lab or clinical area with clients/patients.

- \* Faculty member shall meet with student within twenty-four (24) hours of student returning to school.
- \* Faculty member shall evaluate time and course clinical objectives the student has missed, as well as the student's past history of absences.
- \* The faculty member shall assign clinical time in the lab or clinical time with patient/client care in the clinical setting.
- \* The make-up clinical date or dates will be signed by both student and faculty member turned into the Program Director or designee.
- \* Program Director or designee shall review clinical time against course curriculum and approve the assigned clinical make-up hours or request additional hours from the student within twenty-four (24) hours of receiving clinical make-up hours.
- \* A student may not progress to the next module until all theory and clinical make-up hours are completed.

#### LEAVE OF ABSENCE

Occasionally circumstances arise that require students to interrupt their training. Depending on the situation and length of time, students may be granted a leave of absence. Students who find it necessary to take a leave of absence must submit a written request to the Program Director.

A student who has been granted a LOA from the program must petition the school to be permitted to re-enter. The student may be readmitted provided space is available in the class.

Leave of absence will not be granted by the school if the student is receiving Federal Student Aid.

#### Pregnancy:

A physician must verify absences of more than two consecutive days related to any medical condition. The physician must also document a full medical release without restrictions.

- \* The school may require medical clearance for any health condition and will require medical clearance for pregnancy. A leave of absence may be granted for the birth of a child or significant illness.
- \* The student must provide the school with full medical clearance when returning to school after a Medical leave of absence. **The student will be re-admitted on a space-available basis.**

#### Attendance Pride:

Each student who has perfect attendance at the end of the program shall receive a Certificate of

Perfect Attendance, a trophy, and his/her name will be put in the graduation program.

### Termination

- \* A student terminated for unsatisfactory attendance will not be allowed to re-enter the program for the duration of the term.
- \* A student who has been terminated from the program must petition the school to be permitted to re-enter.
- \* Students are allowed to appeal termination for unsatisfactory attendance if major extenuating circumstances existed. The appeal must be made in writing directly to the Program Director. The director, in conjunction with the principal, and faculty representative, will have the authority to make a decision related to the appeal.

### REMEDIATION POLICY

- \* If the student's grades fall below the standard, a conference will be held with the student, which would result in academic probation. At this time, a remediation plan would be developed. If the student is unsuccessful and fails the course module, the student is now on academic probation. The student is then required to repeat the failed module during his/her probationary period. The failed module must be repeated at the earliest time.
- \* While the student is on probationary period, he/she must maintain a cumulative grade of at least 75%. Once achieved at the end of the Term, probationary status will be removed. If the student still fails to receive a grade of 75% after remediation, the student will be withdrawn from the program.
- \* Student must request Remediation Form from admission office and complete and submit to the Instructor.

#### Remediation Agreement Form

**Student Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Learning Need Assessment**      \_\_\_\_ **Theory**      \_\_\_\_ **Clinical**

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**Recommendations:**

- 1) Skills Lab      2) Campus Library      3) Independent Study      4) Tutor

**Learning Goals/Expected Outcome**

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**Planned Activities                      Due Date \_\_\_\_\_                      Time \_\_\_\_\_**

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**Evaluation of Learning Outcome                      Date \_\_\_\_\_**

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**Signature \_\_\_\_\_                      \_\_\_\_\_**  
**Student**                      **Instructor**

**REMEDICATION SERVICES**

- \* Students in need of academic assistance may utilize remediation services either by self-referral or faculty referral. These services are available outside of normal class time and are available after class hours. Remediation by faculty and health care providers.
- \* TNA will provide this ongoing method of evaluation and assistance for students to be able to complete the program and prevent failure.

**STUDENT RECORDS**

**NA Program**

The Nurse Academy will maintain retain a separate academic and financial Student records are kept locked file cabinet for a period of five years, transcripts are kept permanently.

Student records located at:

2345 E 8<sup>th</sup> St., Suite 113  
 National City, CA 91950

**RECORDS/MAINTENANCE**

Revised March 29, 2019; April 28, 2019; July 6, 2019; September 9, 2019; September 19, 2019; October 5, 2019; February 27, 2020; 02282020; 04062020; 07/20/2020; 0812/2020; 0825/2020; 10/20/2020

The following student records will be maintained in the student file:

Students (current, withdrawn, graduate)

- \* Enrollment agreement
- \* Admission determination documentation (e.g., admission exam, English proficiency exam).
- \* Financial records (e.g., required financial aid documentation, tuition payments, refund calculations and evidence of monies returned).
- \* Academic transcript (must be maintained indefinitely)
- \* Attendance records (if applicable)
- \* Progress reports (Student Academic Progress) or correspondence
- \* Evaluations for externships and/or internal clinical experiences
- \* Documentation of placement activity
- \* Exams and Skills Checklist

Instructor is responsible for completing daily attendance theory/clinical sign-in sheets.

Instructor is responsible for completing records (Theory/Clinical).

Instructor is responsible for timely submission of student records during the course and at the time of completion.

Student theory/clinical records completed prior to RN PROGRAM DIRECTOR signs CDPH 283B.

Administrative Assistant is responsible for faxing CDPH283B to the Department. Use of Form CDPH 283I, Transmittal For Criminal Background Clearance with CDPH 283B and Live Scan BCIA8016

Administrative assistant will monitor and keep forms submitted by students upon enrollment.

Additionally, the admin assistant will also keep the following records:

- \* Student and Emergency Contact records
- \* Grades, test scores, courses taken, and other performance records
- \* Transcript of Records
- \* NATP keep copies of Initial CDPH283B, Live Scan BCIA 8016, and signed CDPH 283B in student files for 5 years and that transcripts are maintained indefinitely. The student retention period is 5 years from the student's completion/withdrawal date.
- \* Special education records;
- \* Disciplinary records;
- \* Schools attended, courses taken, awards conferred, and diploma/degrees earned;
- \* The old policy/procedure will be retained to serve as reference in the event of litigation. Write REVIEWED and the date on the bottom of the policy/procedure.

## PERIODIC REVIEW OF STUDENT RECORDS



- \* To assure the students' records are complete, accurate and safe guarded in accordance with the Family Educational Rights and Privacy Act (FERPA) policy, the office program manager or program director shall be responsible for establishing appropriate procedures for the periodic review of student records.
- \* The office program manager or program director will conduct random student records of at least 2 students per batch at the end of each program using a standardized student record review checklist (See appendix).
- \* Any discrepancies or missing record will be communicated to the record custodian/administrative assistant and will be communicated to the student as well for completion.

## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Nurse Academy complies with the provisions of the 1974 Family Educational Rights and Privacy Act (FERPA) 1974, which regulates the confidentiality of data in learner education records and the terms for its disclosure. The Office Program Manager/Program Director is the official person responsible for ensuring compliance with the act and creating relevant policies and procedures regarding the release of learner education records and related information under the act.

### Procedures

#### 1. Education Records

##### A. Education records include the following documents, whether in electronic or any other format:

- a. Documents collected or created during the application process, including but not limited to the school application, professional history, and transcripts.
- b. Documents collected or created during the course of an academic program, including but not limited to transcripts, test scores, grades, advising records, financial aid information, academic dishonesty records, learner conduct files, and records of educational services provided to the learner.
- c. Official correspondence to or from a learner pertaining to his or her academic progress, advising, financial status, learning disability records, physical disability records, academic dishonesty records, and disciplinary and learner conduct records.

##### B. Education records do not include the following documents:

- a. Records and notes of instructional, supervisory, administrative, and certain

educational personnel that are the sole possession of their originator and are not accessible or revealed to any other individual except a substitute performing the duties of the individual who originated the records and/or notes.

- b. Records related to individuals employed by the institution that are made and maintained in the normal course of business, that are related to individuals exclusively in their capacity as employees, and that are not used for any other purpose.
- c. Records relating to a learner that are (1) originated or maintained by a physician, psychiatrist, psychologist, or paraprofessional acting in his or her professional capacity or assisting in a paraprofessional capacity, (2) used solely in connection with providing treatment to the learner, and (3) not disclosed to anyone other than individuals providing such treatment. These records must be available to a physician or other appropriate professional of the learner's choice. "Treatment" in this context does not include remedial educational activities or activities that are part of the program of instruction at the institution.
- d. Institutional records that contain only information related to previous learners (e.g., information gathered on the accomplishments of alumni).

## **2. Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

**FERPA** provides learners certain rights with respect to their education records. The rights include:

- a. The right to inspect and review the learner's education records within 45 days of the school receiving a request for access. Learners must submit a written request to the Registrar's Office identifying the record(s) they wish to review. The Registrar's Office will make arrangements for access and notify the learner of procedures for records access and inspection.
- b. The right to request the amendment of the learner's education records where the learner believes information is inaccurate or misleading. Learners may ask the school to amend a record they believe is inaccurate or misleading. To do so, learners must submit a written request to the Registrar's Office clearly identifying the part of the record they want changed, specifying why the record is inaccurate or misleading. If the school decides not to amend the record as requested by the learner, the school will notify the learner of the decision and advise the learner of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the learner when he or she is notified of the right to a hearing.
- c. The right to consent to disclosure of personally identifiable information contained in

education records is permitted under specific circumstances. FERPA allows disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the school has contracted (such as an attorney, auditor, or collection agent); a person serving on The Nurse Academy Board of Directors; or a learner serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if an education record must be reviewed in order to fulfill his or her professional responsibility. Upon request, the school may disclose education records without consent to officials of another school in which a learner seeks or intends to enroll.

- d. The right to file a complaint with the U.S. Department of Education alleging failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education 400  
Maryland Avenue, SW Washington, DC 20202-4605  
Phone: 202.260.3887 Fax: 202.260.9001

Learners receive notification of their rights under FERPA each July.

### 3. Right to Withhold Copies of Official Documents

The school reserves the right to deny copies of official transcripts or other records (not including records required to be made available under FERPA) if the learner has past-due financial obligations to the university or if there is an unresolved disciplinary or academic dishonesty action against the learner.

### 4. Disclosure of Learner Information

Information contained in a learner's education record that generally would not be considered harmful or an invasion of privacy if disclosed to outside organizations is considered directory information. Directory information may be released without prior learner consent upon request by any individual or agency.

At The Nurse Academy, directory information is defined as the following:

- \* Learner name
- \* State or country of residence
- \* Email address
- \* School affiliation

- \* Program (NA)
- \* Major field of study (specialization or concentration)
- \* Class level (freshman, sophomore, junior, senior, graduate, or year in program)
- \* Enrollment status (full-time or part-time)
- \* Certificates or degrees received, and dates conferred
- \* Dates of attendance
- \* Photographs (individual photographs posted by learners in the course room or group photographs taken at public events; this does not include photographs to be used for marketing materials)
- \* Anticipated graduation date

5. FERPA generally requires prior written consent from the learner before an educational agency or institution may disclose personally identifiable information from education records to a third party. However, the law contains exceptions to this general rule. Exceptions that permit the release of personally identifiable information without the learner's prior written consent are as follows:

- a. Ex Parte order - permits educational agencies and institutions to disclose personally identifiable information from the learner's education records, without the consent of the learner, to the Attorney General of the United States or designee in connection with the investigation or prosecution of terrorist crimes.
- b. Lawfully issued subpoena and court order - allows educational agencies and institutions to disclose education records to the entity or persons designated in a federal grand jury subpoena or law enforcement subpoena without notifying the learner. With all other subpoenas, a reasonable effort will be made to contact the learner prior to the release of information.
- c. Health or safety emergency - permits non-consensual disclosure of education records or personally identifiable information in response to a situation that presents imminent danger to a learner or other members of the community, or to avert or diffuse serious threats to the safety or health of a learner or another individual.
- d. Directory information - allows a school to disclose directory information as defined in this policy from its education records without prior consent from a learner only after giving notice to learners of the institution's directory information policy and allowing learners the opportunity to deny disclosure of their directory information.
- e. Disclosure to federal, state, local, or independent organizations engaged in studies for or on the behalf of The Nurse Academy - allows disclosure of personally identifiable information in order to develop, validate, or administer learner aid programs, to administer predictive tests, or to improve education only if the following two conditions are met:

1. The Nurse Academy receives confirmation that the study will be conducted in a manner that does not permit personal identification of learners or parents by anyone other than a representative of the organization conducting the study; and
2. Information that could result in personal identification of learners or parents will be destroyed when it is no longer needed for the study or the purposes for which the study was conducted.

## VN PROGRAM RETENTION OF RECORDS

- \* TNA will maintain student records for five (5) years, as required by state law. Student transcripts will be maintained for fifty (50) years. Financial payment documents will be kept for a period of at least five (5) years after completion or withdrawal of the student. Students have a right to access their records 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's 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 the right to review student records. No outside personnel will be allowed to view records except for the appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena via court order. A transcript for program work will be issued upon request by the student. Students and former students shall be entitled to two free copies of their transcripts or to two free verifications of enrollment. Additional copies shall be made available to students, or to designated addressees identified by students, at a cost of \$10.00 each. Students may request special processing to expedite their request for an additional fee of \$7.00 per request.
- \* The institution reserves the right to issue transcripts for training for which the student has paid tuition. The institution reserves the right to refuse any service to the student who has unsettled financial obligations.
- \* The school may disclose to government agency, accrediting agency and court subpoena, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not to disclose directory information about them. Schools must notify parents and eligible students annually

of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

- \* For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.
- \* Or you may contact at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920

## FINANCIAL POLICIES

### FINANCIAL POLICIES

The Nurse Academy will require a minimum deposit of \$250.00 or an agreement of payment at the time of enrollment in order to guarantee placement in a specific cohort. Students who fail to make prompt payments or fail to make a good faith effort to catch up on their account in a timely manner may be subject to disciplinary action up to termination. Students who have been dismissed for non-payment of tuition will not be readmitted until all delinquent payments have been paid in full. When student leaves the School without fulfilling their financial obligation, certificate will be held until the loan obligations are paid in full.

### Late Fees and Returned Check Fee

It is the student responsibility to make all tuition payments as agreed upon. Students, who issue personal checks which are returned by banks, will be charged a \$25.00 service fee in addition to the \$25.00 late fee. Checks which have been returned for nonpayment must be replaced with a cash, certified check or money order. Students who have had checks returned will not be allowed to pay any further payments by check.

### Transcript Request:

TNA will provide 2 free official transcripts following graduation. Additional transcripts will be provided at a cost of \$10 each. A written request must be submitted. The student financial account must be current for transcripts to be furnished.

## FINANCIAL AID

The Nurse Academy does not participate in neither federal nor state financial aid programs.

## LOANS

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

### Student Tuition Recovery Fund Disclosure (STRF):

1. “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.
2. 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.”
3. “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 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:
  - 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.
  - 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.
- 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.
  - The institution has been ordered to pay a refund by the Bureau but has failed to do so.
  - 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.
  - 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.
  - 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.
4. 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.
  5. A student whose loan is revived by a loan holder or debt collector after a period of non-collection 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.”

## Language of Enrollment Agreement

1. An enrollment agreement shall be written in language that is easily understood. If English is not the student's primary language, and the student is unable to understand the terms and conditions of the enrollment agreement, the student shall have the right to obtain a clear explanation of the terms and conditions and all cancellation and refund policies in his or her primary language.



2. If the recruitment leading to enrollment was conducted in a language other than English, the enrollment agreement, disclosures, and statements shall be in that language.
3. If the student requires translation of the Enrollment Agreement in his/her primary language, the school will provide Language Line from AT&T service.
4. The Enrollment Agreement is available in Spanish.

## PROGRAM COST

### NA PROGRAM

#### TUITION COSTS

In case the student withdraws from the program, the documented cost of the uniforms, books, learning media and lab supplies, BP kit and gaitbelt, and LiveScan Fee will be charged but unearned instruction will be excluded.

#### TRAINING PROGRAM COST: NURSE ASSISTANT PROGRAM

Tuition:	\$ 2,142.00
Registration Fee (Non-Refundable):	\$ 250.00
STRF - (Non-Refundable)	\$0.00
2 Uniform Sets with School log	\$70.00
Textbook	\$35.00
Learning media and lab supplies	\$50.00
BP kit and Gaitbelt	\$55.00
LiveScan	\$47.00
State Exam Fee	\$100.00

TOTAL TUITION FEE FOR THE NA PROGRAM = \$2,749.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE = \$2,749.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM = \$2,749.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT = \$250.00

### VN PROGRAM

In case the student withdraws from the program, the documented cost of the uniforms, books, learning media and lab supplies, BP kit and gaitbelt, LiveScan, and Criminal Background Fee will be charged but unearned instruction will be excluded.

**REGISTRATION:** The registration fee of \$250, which includes processing fee.

Tuition:	\$ 38,000.00
Included in tuition costs: Exam fees, Student Blanket Policy, Lab Fees	
In case the student withdraws from the program, the documented cost of the 4 sets of uniforms (\$200), books (\$528.07), learning media and lab supplies (\$1,299), BP kit and gaitbelt (\$55), LiveScan (\$45), and Criminal Background Check (\$50) will be charged but unearned instruction will be excluded.	
Registration Fee (Non-Refundable):	\$ 250.00
STRF - (Non-Refundable)	\$0.00
Total Charges of the Entire Educational Program	\$38,250

**OTHER Miscellaneous Cost**

Students are responsible for paying for their Physical Examinations, TB test, chest x ray. Please retain copies of your TB and physical. The Nurse Academy will charge \$10.00 for any requested copies.

## FINANCIAL AID

The school does not provide financial assistance. The Nurse Academy does not participate in Federal or State Financial Aid Program.

### STUDENT’S RIGHT TO CANCEL:

1. The student has the right to cancel the enrollment agreement and obtain a refund. Student can cancel within three (3) business days of signing an enrollment agreement, with a full refund of all monies paid. Subsequent to this three-day cancellation period, a student requesting cancellation prior to the start of classes is entitled to a refund of all monies paid less a registration fee of 10% of the contract price or \$100, whichever is less. The institution shall pay or credit refunds within 45 days of a student’s cancellation or withdrawal.
2. The school shall refund all monies paid less a registration fee or 10% of the contract price or \$100, whichever is less if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall pay or credit refunds within 45 days of student’s cancellation or withdrawal.

Student’s initials\_\_\_\_\_

### WITHDRAWAL POLICY

1. Cancellation may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance, unsatisfactory academic progress, inability of a student to conduct himself/herself in a professional manner in the classroom and/or clinical session, and non-compliance with the financial obligations as stipulated in this Enrollment Agreement. Withdrawal or cancellation may occur when the student provides a written notice of cancellation at the following address:

The Nurse Academy  
2345 E 8<sup>th</sup> Street, Suite 113  
National City, CA 91950  
Tel: 619-488-3460

2. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
3. The student's last day of attendance, following withdrawal, is the last day a student had academically related activity, as determined by the institution from its attendance records, which may include projects, clinical experience, or examinations. The determined date of withdrawal for a student who does not return from an approved leave of absence is set retroactively to the last date of attendance, as determined by the institution's attendance records.
4. Students who do not officially withdraw from a course will automatically receive a grade of "F" (Fail)

Student's initials\_\_\_\_

## LOAN DEFAULT

If the student defaults on a federal or state loan, both the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government financial assistance until the loan is repaid.

Student's initials\_\_\_\_

## REFUND POLICY:

1. If a student withdraws from the class, any registration fee paid (not to exceed \$100) and fees for other books/materials (if received and opened) and LiveSacr and Criminal Background Check fees will not be refunded. Refunds are based on the portion of the program not completed, less the registration fee (not to exceed \$100), up to the completion of 60 percent of the program.
2. If a student has completed more than 60 percent of the scheduled hours in the current term (actual hours attended divided by total training hours), then he/she will owe the full amount of tuition charged for the term including, unreturned equipment, books, materials and copy charges.

3. The institution shall provide a pro-rata refund of nonfederal student financial aid program moneys paid for institutional charges who have completed 60 percent or less of the period of attendance.
4. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.
5. If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
6. The institution shall refund unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a prorated refund.
7. Students are obligated to pay only for educational services rendered based on hours attended (including fees associated with those services), and for unreturned books, materials or equipment.
8. If the amount that the student owes is more that the amount that the student has already paid, then the student will have to make arrangements with the training program to pay it. The exact amount of prorated refund will be based on the formula listed below.

## HOW REFUNDS ARE CALCULATED

If a student has completed 60 percent or less of the period of attendance in a program, refunds are based on the total number of clock hours in the student’s program of study and will be calculated as follows:

1. Total amount paid for program\* minus registration fee (not to exceed \$100) and fees for other books/materials (if received and opened) and Livescan and Criminal Background Check fees equals amount paid for instruction.
2. Amount paid for instruction divided by total number of program hours equals program fee per hour multiple by hours attended to get total program charges or used by the student. Total amount paid for instruction less total program charges or used by the student equals total refund to be given to the student.

\*Include tuition, registration fee. It does not include equipment charges or other costs incurred by the student. For example: assume that a student enrolls in a program with 160 clock hours. The total program cost is \$2,142. The student has paid \$2,000 for program instruction and \$200 registration fee. The student withdraws after 100 hours of instruction. The refund would be \_\_\_ based on the calculation below:

\$2,142	/	160	x	60	=	\$803.25
(Total amount paid for instruction)		(Total # of Program Hours)		(Hours attended)		Amount used
\$2,000	-	\$803.25	+	\$100	=	\$903.25
(Total amount paid)		(Amount used for program instruction)		(Any registration fee paid, not to exceed \$100)		Refund amount

## Institution in Default

An institution shall be considered in default of the enrollment agreement when an educational program is discontinued or canceled, or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.

## ACADEMIC ADVISING

Academic advising may be initiated by the instructor or the student when the need is identified. The school provides students support in academic and vocational guidance. The Nurse Academy is committed to the success of each and every learner; faculty and staff are available to assist student during office hours.

Students are encouraged to discuss any academic concerns with their instructor. The program maintains an open-door policy. The instructors and counselors are very proactive in their approach to each student.

The college may provide tutoring for students having academic difficulties. Tutoring sessions will take place outside of scheduled class times and will be lead by experienced faculty or staff.

## STUDENT SERVICES

### Housing

The Nurse Academy does not maintain any form of housing (dormitory) for its students, the availability of housing located and an estimation near The Nurse Academy facility is approximately \$800-\$900 per month. **The school assumes no responsibility for student housing.**

### Transportation

1. Public transportation is available with stops located close to campus. The local transportation system has student passes available at a weekly or monthly rate. Schedule

and rates information can be obtained at the local transportation offices and their web pages.

2. Free daily parking is available at all campuses. Students are responsible for observing parking regulations and signs and for parking costs associated with use of an automobile. The Nurse Academy is not responsible for damage or theft to or from students' vehicles.
3. The Nurse Academy is not responsible for transportation to and from classroom, clinical or practicum sites.
4. The Nurse Academy is not responsible for transportation to and from classroom, clinical or practicum sites.

## LIBRARY and REFERENCE MATERIALS

1. The Nurse Academy maintains a number of reference books and other pertinent publications for use of students and faculty. Reference materials are available at the school location.
2. In addition, the school is able to provide students and faculty with access and instruction to online reference materials such as the directory of open access journals. Students and faculty may access materials from nearby public libraries.
3. The Nurse Academy Student Resource-Library Center supports the audio-visual and computer-based education and training programs. The Resource Center provides library function, housing books, online reference resources, CD- ROMS/DVDs/videotapes, that will help the students in their projects, care plans and other research needs.
4. A wide variety of innovative materials and services necessary to support instructional programs taught at The Nurse Academy are available at the Resource- Library Center. Students can use the variety of materials the Center has to offer for assignments, homework, review, and other enrichment activities.
5. The assigned custodian monitors the logbook for sign-in and sign-out of students using this facility. The Resource-Library Center Service Hours:

Monday-Friday	10:00 am – 5:00 pm
Saturday	Closed
Sunday	Closed

## Regulations

1. All Students must log in at the front desk upon entry.
2. Large bags are not allowed in the Resource Center. Large bags may be left at the front desk.

3. The Resource Center is a study friendly environment. Only a minimum level of noise will be tolerated.
4. Users should not talk except as necessary to conduct school-related activities inside.
5. Talking on cell phones is prohibited in the Resource-Library Center.
6. Food and beverages are prohibited inside the Center.
7. All furniture, equipment, books and other property shall be treated with care.
8. Tampering e.g. tearing-off pages, use of paper clips or 'post-its' in books or any of the Resource-Library materials is prohibited.

## Borrowing Policy

The Borrowing policy for the Resource-Library Center is as follows:

1. Items may be checked-out of the Resource-Center for use in-school use only. Students will sign a log-book but will not be allowed to leave the school premises with a book checked out from the Resource-Center. At the end of the day, students are required to return the book to the resource center custodian or designated person.
2. Each student is limited to check-out two items at a time.
3. Violation of this policy will cause the borrowing policies to be suspended.
4. Students are expected to return materials in the same condition as when borrowed.
5. Each student is responsible for materials checked out, and may be liable for fines of lost items, and replacement costs for items damaged beyond repair.
6. A lost or damaged item must be replaced with an exact, new copy of the item.

## PLACEMENT ASSISTANCE

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

## STUDENT CODE OF CONDUCT and TRAITS

The code of student conduct is established to foster and protect the core missions of our educational center, to foster the civic responsibility of the students in a safe and secure learning environment, and to protect the people, properties and processes that support our school and its missions. The core missions of this center are teaching and learning, and service.

#### Prohibited conduct

Any student found to have engaged, or attempted to engage, in any of the following conduct while in the training program will be subjected to disciplinary action by the school.

1. Dishonesty is the most serious violation of student conduct. Dishonest conduct, including, but not limited to, knowingly reporting a false emergency; knowingly making false accusation of misconduct; misuse or falsification of school documents by actions such as forgery, alteration, or improper transfer; submission to a school official of information known by the submitter to be false.
2. Cheating is the unauthorized use of study aids, examination files, and other related materials and receiving unauthorized assistance during any academic exercise.
3. Theft/unauthorized use of property Theft, or the unauthorized use or possession of school property or services, or the property of others
4. Fabrication is the falsification or invention of any information in an academic setting.
5. Drugs Use, production, distribution, sale, or possession of drugs in a manner prohibited under law.
6. Endangering Behavior Taking or threatening action that endangers the safety, physical or mental health, or life of any person, or creates a reasonable fear of such action, whether intentionally or as a result of recklessness or gross negligence.
7. Dangerous weapons or devices Use, storage, or possession of dangerous weapons or devices including, but not limited to, firearms, ammunition, or fireworks unless authorized by an appropriate university official or permitted by a university policy, even if otherwise permitted by law.
8. Sexual Misconduct. Physical contact or other non-physical conduct of a sexual nature in the absence of clear, knowing and voluntary consent, including but not limited to:
  - a. Sexual harassment. Examples of sexual harassment include but are not limited to the following:
  - b. Unwelcome requests or demands for sexual favors. This may include subtle or blatant expectations, pressures, or requests for any type of sexual favor, including repeated unwelcome requests for dates, whether or not accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment or student status.
  - c. Unwanted and repeated verbal abuse or kidding that is sexual in nature, such as unwelcome sexual jokes or innuendos, graphic verbal commentaries about an



- individual's body, sexually degrading words, or the display of offensive or sexually suggestive items.
- d. Unwelcome or unwanted sexual advances. This may include patting, pinching, hugging, cornering, kissing, fondling, or any other similar physical conduct of a sexual nature.
  - e. Indecent exposure, defined as the exposure of the private or intimate parts of the body, in a lewd manner, in public or in private premises, when the accused may be readily observed.
  - f. Sexual exploitation defined as taking non-consensual, unjust or abusive sexual advantage of another example includes, but not limited to touching patients in malicious manner and inappropriate places.

#### Traits of a NA and VN Students:

- Accept assigned duties and responsibilities.
- Demonstrate a well-rounded personality and professional competence while completing their graduation requirements.
- Demonstrate initiative and productivity.
- Demonstrate sensitivity, compassion and a caring attitude towards your peers and patients.
- Demonstrate strong ethical character.
- Follow the College Rules of Conduct which are based on the California Administrative Code.
- Maintain professional grooming and personal hygiene at all times.
- Treat people as you would like to be treated.

Violation of the Code of conduct may lead to dismissal from the school and/or probation. The administration will review the complaints and interview the person(s) involved. Action will be determined based on the review findings which may include dismissal of the charge, dismissal of the student, probation or suspension for a specified period of time. The finding will become part of the student's permanent file, possibly affecting a recommendation from The Nurse Academy. The school reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the school.

The Administration reserves the right to expel student on any of the following:

- Breach of the school enrollment agreement
- Carrying concealed or potentially dangerous weapon
- Cheating, plagiarism, dishonesty
- Computer crime
- Conduct that reflects unfavorably towards the school and its students

- Demonstrating poor judgment or inability to function properly, which could put patient safety in jeopardy
- Entering classes or clinical sites while under the influence or effect of alcohol, drugs narcotics and dangerous substances of any kind
- Failure to abide the rules and regulations of clinical sites
- Failure to pay charges when due
- Falsifying school records
- Violation of the dress code
- Insulting or harassing of the faculty, administration or student
- Non-compliant with the rules and policies of the school
- Unsatisfactory academic progress
- Use of profanity
- Vandalism of school property

## RE-ENTRY POLICY

Students who have been terminated for violating the attendance policy may be re-entered through the appeal process.

## Summary of Termination/Reinstatement Policies

Those who fail to maintain the required policies described under the sections related to satisfactory academic/attendance progress requirements, leave of absence, conduct, dress code, substance abuse and/or financial obligations included within this catalog may be subject to termination. Examples include, but are not limited to, the following:

- Violation of the attendance policy.
- Failure to maintain satisfactory academic progress.
- Violation of personal conduct standards.
- Inability to meet financial obligations to the school.

## Expulsion

The following practices are causes for expulsion:

- **Cheating** – The unauthorized use of study aids, examination files, and other related materials, and receiving unauthorized assistance during any academic exercise.
- **Fabrication** – The falsification or invention of any information in an academic exercise.
- **Facilitating Academic Dishonesty** – The intentional helping or attempting to help another student to commit an act of academic dishonesty.
- **Plagiarism** – The intentional or conscience representation of words, ideas, or work of others as one's own in any academic exercise.

# GRIEVANCE POLICY

## Reporting Procedure:

Any student, staff member, or faculty member who would like to file a grievance may follow the formal complaint procedure for the TNA and/or may contact the Board of Vocational Nursing and Psychiatric Technicians.

- A. Complaints and grievances regarding grades and other topics related to students' program of study would go through the following procedures:
  - a. Students must log in to the Students Complaint Sheet and must set an appointment to discuss the problem with the individual involved to have case settled.
  - b. If there is no mutual understanding within the individuals, the student submits a formal Student Grievance Form to be signed by the Director of the School who will inform the individual concerned about situation where he/she must respond in writing within 5 working business days.
  - c. If the student is still dissatisfied with the response, a committee meeting will be held where all persons involved with the incident would be present. Final decision will be released after review of all evidences. (Approximately 10 days.) The School Director has the final authority.
  - d. All Student Grievance Forms are available in the Registrar's office.
  
- B. For unresolved cases, the student may write, call or fax:
  - a. Directly to the Board of Vocational Nursing and Psychiatric Technicians at 2535 Capital Oak Drive, Suite 205, Sacramento, CA 95833-2945. Telephone number 916-263-7800 Fax 916-263-7859
  - b. Department of Consumer Affairs Bureau for Private Postsecondary Vocational Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento 95833. Telephone Number 916-431-6959

### **Sample format of Student Complaint Sheet:**

Name of Student	ID #	Date	Complaint	Actions Taken	Signature


**Sample of Student Grievance Form:**

STUDENT GRIEVANCE FORM

CASE NO. \_\_\_\_\_

I, \_\_\_\_\_ with student number \_\_\_\_\_ would like to file a formal grievance report for an incident that took place last \_\_\_\_\_. Attached below are the details of the said incident:

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Students Signature \_\_\_\_\_

Directors Signature \_\_\_\_\_

Date \_\_\_\_\_

**COMPLAINT GRIEVANCE PROCEDURE**

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so. Please read the following student complaint procedure:

1. All complaints will be investigated thoroughly, including interviewing all people and reviewing all documents that relate or may potentially relate to the complaint;

2. Complaints may be rejected if, after investigation, they are determined to be unfounded or to compromise or resolve the complaints in a reasonable manner, including the payment of a refund;
3. A summary of the complaint, its disposition, and the reasons will be placed, along with any other related documents, in the student's file, and an appropriate entry in the log of student complaints will be made.
4. If the complaint is valid, the institution will determine what other students, if any, may have been affected by the same or similar circumstances and provide an appropriate remedy for those students;
5. The institution will implement reasonable policies or procedures to avoid similar complaints in the future;
6. Students should communicate directly to any person in control regarding complaints, their investigation, and resolution or lack of resolution.
7. A student may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the School Director.
8. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period or before the student complains again about the same matter, the student must submit the complaint in writing.
9. If a student complains in writing, TNA shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of the matter. If the complaint or relief requested by the student is rejected, the reasons for the rejection must be provided.
10. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
11. The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of duties under this section.

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. The student may contact the Department for further details. Unresolved complaints may be directed to:

**Bureau of Private Postsecondary**  
**1747 N Market Blvd, Ste 225**  
**Sacramento, CA 95834**  
**Toll-Free (888) 370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)**

## Reinstatement Policy

Students who have been terminated for failing to maintain satisfactory academic progress may be reinstated through the appeal process. Upon reinstatement, the student will be placed on probation. At the end of the first module after reinstatement, the following standards must be achieved: a cumulative GPA of 75% and 90% cumulative attendance.

## DRESS CODE POLICY

The Nurse Academy requires all students, faculty and employees to dress appropriately and behave professionally. This includes cleanliness and personal hygiene.

### ***Dress Code for Clinical Experience:***

1. Wearing of school ID
2. White uniform – during theory classes in campus and grey uniform during Clinicals. The uniforms should be clean and crisp. They must be with the school patch. When you need to wear a sweater, you can only wear white sweaters over the white uniform. All students must wear clean, white clinical shoes\* and hose. \*Sandals and clogs are **NOT** acceptable substitutes for clinical shoes. (All white, leather athletic shoes that meet agency guidelines are acceptable). Undergarments worn should not be conspicuous to the naked eye especially when wearing the white uniforms. Male and female students are to wear school uniform with school patch and school ID. Only white sweaters may be worn.
3. Hair must be styled neatly and worn above the collar.
4. Makeup, if used, should be conservative.
5. Use of cologne/perfume is not permitted.
6. Nails are to be clean and short with smooth edges. If nail polish is worn, it should be a natural color and unchipped.
7. A wedding band is the only ring allowed in the clinical area.
8. No neck chains, ornamental pins, or bracelets are to be worn with the uniform.
9. Persons with pierced ears may wear **only one small, plain, post earrings per earlobe**. Any other body piercing must be covered.
10. Only **warm neutral colored hair** is allowed in school.
11. Anybody arts (tattoo) must be covered.
12. A watch with a second hand is necessary.
13. Students are responsible for purchasing shoes, white hose, watch with second hand, bandage scissors, stethoscope and pen light.

## DRUG AND SUBSTANCE ABUSE POLICY

The Nurse Academy, Inc. is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. Our commitment

to helping promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well-being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drugs and the health hazards they pose and the possible legal consequences of participating in drug related activities. Any inquiries regarding this program can be made confidentially through the School Director.

To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and / or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Department of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW  
Room 3124, GSA Regional Office Bldg., #3  
Washington, DC 20202-1571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol.

## Drug and Alcohol Abuse Prevention Program (DAAPP)

## **Guidelines and Procedures:**

### **Purpose**

The Nurse Academy is dedicated to the safety, health and welfare of its students, faculty and staff. The unlawful use and or abuse of drugs and alcohol can have a negative impact on the safety and well-being of college students and on our TNA educational environment.

The primary purpose of the following guidelines are in support of the Drug and Alcohol Abuse Prevention Program (DAAPP) developed and implemented in an effort to prevent the unlawful possession, use, and distribution of drugs and alcohol on campus and at recognized events and activities. The school aspires to educate, call our community to action, help those in need, and be in full compliance with the Drug-Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA).

### **Guidelines**

#### ***I. Entities Affected by this Policy***

Persons covered by the Drug and Alcohol Abuse Prevention Program (DAAPP) are employees of The Nurse Academy and students who enroll in one or more classes for any type of academic credit except for continuing education units.

#### ***II. Standards of Conduct***

The Nurse Academy complies with local, state, and federal laws and penalties regarding the unlawful use of drugs and alcohol including the possession of illegal drugs and drug paraphernalia on college premises and the sale or use of alcoholic beverages on TNA premises. (Please see DRUG AND SUBSTANCE ABUSE POLICY)

#### ***III. Disciplinary Procedures***

The Nurse Academy believes it is the responsibility of all employees and students to report prohibited use or abuse of drugs and alcohol. If a student/employee is suspected of violating the Drug and Substance Abuse Policy of the TNA, the College will perform an investigation to determine the appropriate course of action. An Incident Report (student or employee) detailing alleged violations of the Standards of Conduct by an TNA student/employee will need to be completed to initiate the Disciplinary Actions/Due Process procedures.

#### ***IV. Disciplinary Sanctions***

Violations of the The Nurse Academy Standards of Conduct refer to a student's failure to meet his/her responsibilities and are subject to General Disciplinary Action in accordance with college policy as stated in the TNA Student Handbook and School Catalog.

Sanctions - The School Director has the authority to issue sanction(s) including, but not limited to, the following:

1. Written reprimand
2. Loss of privileges/access
3. Removal from course/s



4. Warning
5. Suspension
6. Expulsion
7. Termination (employee)
8. Referral for prosecution (student and/or employee)

#### ***V. DAAPP Information Dissemination***

Notification of the information contained in the DAAPP is distributed to all enrolled students registered in classes for academic credit in the following methods:

1. Admissions application notification to all applicants
2. End of semester notification to all students
3. Catalog and/or Registration guide
4. Online student handbook

Notification of the information contained in the DAAPP is distributed to all employees in the first day of employment and annually thereafter.

#### ***VI. Program Resources for Individual and Group Counseling***

A list of local resources with descriptions of drug and alcohol counseling treatment, rehabilitation or reentry programs available to students are provided below:

Prevention Programs:

Central San Diego County

Central Region Prevention Coalition Social Advocates for Youth (SAY) San Diego 4275 El Cajon Blvd. Ste. 101 San Diego, CA 92105 Tel: (619) 283-9624 ext. 367 Fax: (619) 641-7656 Email: [mbaum@saysandiego.org](mailto:mbaum@saysandiego.org) Contact: Mary Baum Website: [www.saysandiego.org/program/alcohol-tobacco-and-otherdrug-prevention-program/centralelision-prevention-coalition](http://www.saysandiego.org/program/alcohol-tobacco-and-otherdrug-prevention-program/centralelision-prevention-coalition)

North Central San Diego County

North City Prevention Coalition Social Advocates for Youth (SAY) San Diego 8755 Aero Dr. Ste. 100 San Diego, CA 92123 Tel: (858) 565-4148 ext. 205 Fax: (858) 565-4178 Email: [klenyoun@saysandiego.org](mailto:klenyoun@saysandiego.org) Contact: Karen Lenyoun Website: [www.saysandiego.org/program/alcohol-tobacco-and-otherdrug-prevention-program/north-city-prevention-coalition](http://www.saysandiego.org/program/alcohol-tobacco-and-otherdrug-prevention-program/north-city-prevention-coalition)

East San Diego County

East County Community Change Project Institute for Public Strategies  
2615 Camino del Rio S. Ste. 300 San Diego, CA 92108  
Tel: (619) 476-9100 ext.109 Fax: (619) 476-9104  
Email: [jmoore@publicstrategies.org](mailto:jmoore@publicstrategies.org) Contact: Joyce Moore  
Website: [www.publicstrategies.org/projects/san-diego](http://www.publicstrategies.org/projects/san-diego)

#### North Inland San Diego County

North Inland Community Prevention Program Mental Health Systems, Inc. (MHS)  
12344 Oak Knoll Rd, Ste. C-1 Poway, CA 92064  
Tel: (858) 391-9303 Fax: (858) 391-9302  
Email: [rstark@mhsinc.org](mailto:rstark@mhsinc.org) Contact: Ron Stark  
Website: [www.mhsinc.org/listing/north-inland-community-prevention-program-2](http://www.mhsinc.org/listing/north-inland-community-prevention-program-2)

#### North Coastal San Diego County

North Coastal Prevention Collaborative Vista Community Clinic  
465 La Tortuga Vista, CA 92081  
Tel: (760) 407-1220 ext.7150 Fax: (760) 414-3736  
Email: [eleary@vistacommunityclinic.org](mailto:eleary@vistacommunityclinic.org) Contact: Erica Leary  
Website: [www.vistacommunityclinic.org/locations](http://www.vistacommunityclinic.org/locations)

#### South San Diego County

South Bay Community Change Project Institute for Public Strategies  
2615 Camino del Rio S. Ste. 300 San Diego, CA 92108  
Tel: (619) 476-9100 ext.127 Fax: (619) 476-9104  
Email: [mguillen@publicstrategies.org](mailto:mguillen@publicstrategies.org) Contact: Manolo Guillen  
Website: [www.publicstrategies.org/projects/san-diego](http://www.publicstrategies.org/projects/san-diego)

#### Countrywide Initiatives & Services

Methamphetamine Strike Force (MSF) Center for Community Research  
8885 Rio San Diego Dr. Ste. 111 San Diego, CA 92108  
Tel: (619) 200-9769 Fax: (619) 919-0027  
Email: [msf@ccrconsulting.org](mailto:msf@ccrconsulting.org) Contact: Marla Kingkade  
Website: [www.no2meth.org](http://www.no2meth.org)

#### Prescription Drug Abuse Task Force (PDATF) Center for Community Research

8885 Rio San Diego Dr. Ste. 111 San Diego, CA 92108  
Tel: (619) 200-9769 Fax: (619) 919-0027  
Email: [pdatf@ccrconsulting.org](mailto:pdatf@ccrconsulting.org) Contact: Marla Kingkade  
Website: [www.sandiegorxabusetaaskforce.org](http://www.sandiegorxabusetaaskforce.org)

#### Binge/Underage Drinking Initiative & Alcohol Policy Panel Institute for Public Strategies

2615 Camino del Rio S. Ste. 300 San Diego, CA 92108  
Tel: (619) 476-9100 ext.125  
Email: [creed@publicstrategies.org](mailto:creed@publicstrategies.org) Contact: Craig Reed  
Website: [www.alcoholpolicypanel.org](http://www.alcoholpolicypanel.org)

#### **Other Helpful Resources**

Access and Crisis Line 888-724-7240 (TTY: 711)

Community Resource Information & Referrals 2-1-1

County of San Diego Behavioral Health Services (BHS) 619-563-2700

Alcoholics Anonymous (AA) 619-265-8762 (24 hrs)

Narcotics Anonymous (NA) 619-584-1007 (24 hrs)

San Diego County Network of Care [www.sandiego.networkofcare.org/mh](http://www.sandiego.networkofcare.org/mh)

County of San Diego Website [www.sdcounty.ca.gov](http://www.sdcounty.ca.gov)

2-1-1 San Diego [www.211sandiego.org](http://www.211sandiego.org)

Medi-Cal [www.medi-cal.ca.gov](http://www.medi-cal.ca.gov)

Optum San Diego [www.optumsandiego.com](http://www.optumsandiego.com)

It's Up to US [www.up2sd.org](http://www.up2sd.org)

For more information or for help with substance use disorder issues, call the: Access and Crisis Line 888-724-7240 (TTY: 711)

### **Payment Structure & Forms**

Medicare Assistance, Private Pay, Self-Pay

### ***VII. Oversight Responsibility***

The school director and financial aid director shall serve as the main contacts that will have oversight responsibility of the Student DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to students, and the biennial review report.

### ***VIII. Assessment of Program Effectiveness and Biennial Report***

The school director and financial aid director will review documented infractions of the student conduct policy on an annual basis. The assessment includes reviewing the incident(s) and the outcome(s) to ensure that college policy regarding drug, alcohol and other substance abuse violations and sanctions are imposed and consistently enforced.

The school director and financial aid director will conduct an annual review to determine program effectiveness and implement changes as necessary. The school director and financial aid director

will prepare a biennial review report as required to be in full compliance with the Education Department General Administrative Regulations (EDGAR) 34 CFR Part 86.100.

A review of the number of documented cases regarding students of concerns referred through TNA's behavioral intervention team(s) will be gathered for statistical purposes and to ensure prevention and awareness activities are delivered appropriately to all student populations.

Under the leadership of the school director an assessment to measure student perceptions and behavior will be conducted periodically. These data will be analyzed to continuously determine the most appropriate interventions.

### ***IX. Policy History***

The DAAPP for students and policy with accompanied guidelines will be reviewed on an annual basis to ensure that it accurately reflects institutional policy, procedures and programs; and to consider expansion of evaluation, prevention, and awareness activities.

### ***X. Related Documents***

Drug and Alcohol Abuse Prevention Program (DAAPP) Drug Free Schools and Campuses Regulations (34 CFR Part 86) Drug Free Schools and Communities Act (DFSCA) Administrative Rule, DUG AND SUBSTANCE ABUSE POLICY

### ***XI. Health Risks Associated with Alcohol and Drugs***

#### **Alcohol**

Alcohol is a legal drug. Nonetheless, it is a depressant and is the leading drug of abuse in America. Use of alcohol may affect judgment and decision-making abilities, slow down the central nervous system and brain function, and reduce coordination and reflex actions. Alcohol use (even low doses) may increase the incidence of a variety of aggressive acts, including physical altercations, threats, and domestic abuse. Higher doses may cause marked impairments in mental functions, severely altering a person's ability to learn and remember information. Very high doses may cause respiratory depression and death. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, also can lead to permanent damage to vital organs such as the brain and the liver.

A 12-oz. can of beer, a 5-oz. glass of wine and a 1.5-oz. shot of hard liquor all contain the same amount of alcohol. Coffee, cold showers and exercise do not speed up the body's ability to metabolize alcohol – only the passage of time will free the body from the effects of alcohol.

#### Signs and Symptoms of Abuse

- Dulled mental processes
- Lack of coordination
- Slowed reaction time
- Poor judgment
- Reduced inhibitions

Alcohol consumption causes a number of marked changes in behavior. Even small amounts alcohol can significantly impair the judgment, reaction time and coordination needed to safely operate equipment or drive a car.

#### Health Effects of Alcohol

- Decreased sexual functioning
- Liver cancer, fatty liver, hepatitis, cirrhosis
- Increased cancers of the mouth, tongue, pharynx, esophagus, rectum, breast and skin
- Kidney disease
- Ulcers
- Increased acid in the stomach
- Insomnia
- Gout
- Contributes to high blood pressure and strokes
- Heart muscle disease or heart failure
- Use during pregnancy can cause fetal alcohol syndrome, increased risk of miscarriages, premature births, stillbirths, and low-birth-weight babies;
- Increased blood sugar levels which makes diabetes worse;
- Increased severity of mental health problems such as bipolar disorder, posttraumatic stress disorder, depression, anxiety, and addiction

#### **Marijuana**

Marijuana is a derivative of the cannabis sativa plant and is illegally used for its intoxicating effects and dreamy state of relaxation and euphoria. All forms of marijuana have negative physical and mental effects. Long-term users of marijuana may develop tolerance levels requiring more and more marijuana to achieve the same “high”. Prolonged use leads to dependence, and the drug can become the center of users’ lives. The active ingredient in marijuana is Delta-9-Tetrahydrocannabinol, or THC.

#### Signs and Symptoms of Use

Several regularly observed physical effects of marijuana include:

- substantial increase in heart rate
- bloodshot eyes
- dry mouth and throat
- increased appetite
- chronic sore throat

Use of marijuana also has mental effects that may include:

- impaired or reduced short-term memory and comprehension

- altered sense of time
- changed sensory perception--sight, smell, hearing, touch
- reduced ability to perform tasks requiring concentration and coordination, such as driving a car

Research also shows that people do not retain knowledge when they are “high”. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana also can produce paranoia and psychosis.

#### Health Effects

- Emphysema-like symptoms
- Respiratory track and sinus infections
- Lowered immune system response
- Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke.

#### **Inhalants**

Inhalants are mood-altering substances that are voluntarily inhaled. Most substances used are commercial and household products, such as solvents and aerosols, which are easily obtained and are not harmful, if used for the purpose intended and as directed. Because they are common products, inhalants often are a young person’s first attempt at “getting high”. Inhalants can severely impair judgment and driving ability. They also cause severe disorientation, visual distortion and confusion. There is evidence that tolerance to the effects of inhalants develops with continued use so, users need to increase use to obtain the same high. Studies have shown that dependence on inhalants continues even when the user goes on to use other drugs. Inhalants include: Nitrous Oxide, laughing gas, propellant aerosol cans, Amyl Nitrite, poppers, snappers in ampules, Butyl Nitrite, rush, bullet, climax, aerosol sprays, aerosol paint cans, containers of cleaning fluid, gasoline, glue and paint thinner.

#### Signs and Symptoms of Use

Inhaling solvents allows the substance to reach the bloodstream very quickly. The immediate negative effects of inhalants include:

- nausea
- sneezing
- coughing
- nosebleeds
- fatigue
- poor coordination

- loss of appetite

Solvents and aerosol sprays also may decrease heart and respiratory rates. Amyl and Butyl Nitrite cause rapid pulse, headaches and involuntary passing of urine and feces.

#### Health Effects

- hepatitis
- brain damage
- debilitating effects on the central nervous system
- weight loss
- fatigue
- electrolyte imbalance
- muscle fatigue
- permanent damage to the nervous system
- Deeply inhaling the vapors, or using large amounts over a short time, may result in disorientation, violent behavior, unconsciousness or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or depressing the central nervous system to the point that breathing stops.

#### Cocaine

Cocaine is the most potent stimulant of organic origin and the most widely used of the stimulants. Although cocaine has been used in the past as a topical anesthetic, its therapeutic uses have almost been eliminated due to the development of safer anesthetics. Cocaine is a powerfully addictive drug leading to physical and psychological dependence. Cocaine powder is sniffed or snorted. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Cocaine powder can also be injected into the bloodstream when it is mixed with water. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Inhalation of cocaine fumes from freebasing produces effects that are very fast in onset, very intense and momentary in duration. Crack is cocaine that is processed into tiny chips having the appearance of slivers of soap. Crack has become a very popular form of cocaine, since it is inexpensive and relatively easy to use. It is smoked in a pipe or rolled with tobacco in a cigarette.

#### Signs and Symptoms of Use

- dilated pupils
- increased pulse rate
- elevated blood pressure
- insomnia
- loss of appetite

- tactile hallucinations
- paranoia
- seizures
- anxiety, agitation
- periods of increased activity followed by fatigue and depression
- wide mood swings
- difficulty in concentration

#### Health Effects

- Cocaine stimulates the central nervous system. Its effects include:
  - dilated pupils
  - elevated blood pressure
  - elevated heart rate
  - elevated respiratory rate
  - elevated body temperature
  - death by cardiac arrest or respiratory failure

#### **Other Stimulants**

Stimulants are drugs that stimulate the central nervous system and excite bodily activity. Methamphetamine is one of the fastest growing drugs of abuse. These drugs create less intense and less expensive cocaine-like effects in the body. Persons who use large amounts of amphetamines over a long period of time can develop an amphetamine psychosis that includes hallucinations, delusions and paranoia. These symptoms usually disappear when drug use ceases. Amphetamines can be swallowed in pills or capsules, smoked as “crank” and “ice” or injected. An amphetamine injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure.

#### Signs and Symptoms of Use

- Mood changes
- Impaired concentration
- Impaired mental functioning
- Swings between apathy and alertness
- Restless, anxious and moody behavior.

#### Health Effects

- increased heart and respiratory rates
- elevated blood pressure
- sweating



- headaches
- blurred vision
- dizziness
- sleeplessness and anxiety
- rapid or irregular heartbeat
- tremors
- poor coordination
- physical collapse
- Physical exertion while using stimulants can be dangerous because of the drugs' effects on the body's temperature-regulating and cardiovascular systems and can cause deaths in otherwise healthy young athletes.

### **Depressants**

A depressant is a drug that depresses the central nervous system, resulting in sedation and a decrease in bodily activity. Depressants, taken as prescribed by physicians, can be beneficial for the relief of anxiety, irritability, stress and tension. The main classes of medical depressants are barbiturates and benzodiazepines. When regular users suddenly stop taking large doses, they can develop withdrawal symptoms ranging from restlessness, insomnia and anxiety to convulsions and death. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result. Depressants are known as: barbiturates, downers and tranquilizers, such as Valium, Librium, Equanil, Serax, Tranxene and Zanax.

#### Signs and Symptoms of Use

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause:

- slurred speech
- staggered walk
- altered perception
- mental clouding and drowsiness
- respiratory depression
- coma and death

#### Health Effects

- physical and psychological dependence
- tolerance to the drug, leading the user to increase the quantity consumed.

### **Hallucinogens**

Hallucinogenic drugs distort the senses and often produce hallucinations--experiences that depart from reality. Some negative health effects may last six months to a year following prolonged daily use. Phencyclidine (PCP) interrupts the function of the neocortex, the section of the brain that controls the intellect and keeps instincts in check, because the drug blocks pain receptors. Violent PCP episodes may result in self-inflicted injuries. Lysergic acid (LSD), mescaline and psilocybin also are hallucinogens that cause illusions and hallucinations. It is common to have a bad psychological reaction to LSD, mescaline and psilocybin. The user may experience panic, confusion, suspicion, anxiety and loss of control. Delayed effects or flashbacks can occur even after use has ceased.

#### Signs and Symptoms of Use

- impaired concentration
- confusion and agitation
- muscle rigidity
- profuse sweating
- a sense of distance and estrangement
- muscular coordination worsens and senses are dulled
- blocked and incoherent speech
- dilated pupils
- elevated body temperature
- increased heart rate and blood pressure
- loss of appetite
- sleeplessness
- tremors

#### Health Effects

- persistent memory problems
- speech difficulties
- Mood disorders, such as depression, anxiety and violent behavior
- paranoid and violent behavior
- hallucinations
- convulsions and coma
- heart and lung failure

#### **Narcotics**

Narcotic analgesics are the most effective compounds used for pain relief. Narcotic analgesics include Opium, Opiates (morphine, codeine, Percodan, heroin and dilaudid) and Opioids (synthetic substitutes such as Vicodin, Darvon, Demerol and methadone). Narcotics can be smoked or eaten

(opium), injected, taken orally or smoked (morphine), inhaled, injected or smoked (heroin). Opiates also are known as: heroin, smack, horse, brown sugar and black tar.

#### Signs and Symptoms of Use

A feeling of euphoria that is often followed by:

- drowsiness
- nausea and vomiting
- constricted pupils
- watery eyes and itching
- low and shallow breathing
- clammy skin
- impaired respiration
- convulsions
- coma
- possible death

#### Health Effects

- easy addiction
- addiction in pregnant women can lead to premature, stillborn or addicted infants who experience severe withdrawal symptoms

#### **Designer Drugs**

Illegal drugs are defined in terms of their chemical formulas, but underground chemists can modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs, which do not meet these definitions. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

Many of the so-called designer drugs are related to amphetamines and have mild stimulant properties but are mostly euphorants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause symptoms such as those seen in Parkinson's disease, including uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating and faintness.

Psychological effects include anxiety, depression and paranoia. As little as one dose can cause brain damage, and the designer drugs still cause illusions, hallucinations and impaired perception.

Some designer drugs are: Synthetic Heroin White, MPTP (New Heroin), analogs of MDMA (Ecstasy, XTC, Essence), hallucinogens (STP, PMA, EVE) and analogs of PCP.

## TERMINATION, APPEAL AND REINSTATEMENT

Should students find it necessary to discontinue their training, they should arrange to meet with the Director to discuss their situation and submit written notification of their request. Students shall be terminated for failure to:

- meet minimum standards for academic progress,
- meet the minimum conduct standards of the school, or
- Fulfill their financial obligations according to their agreement with the school.

Whether termination of enrollment is voluntary or involuntary, students should realize that they will remain obligated for the amount of tuition and fees due the school based on the refund policy. Students have the right to appeal dismissal decisions made by the school administration by submitting a written request to the School Director describing any mitigating circumstances or conditions, which warrant special consideration. If the appeal is accepted, the student may be reinstated according to special terms and conditions stipulated by the School Director.

## UNOFFICIAL WITHDRAWAL

If the student fails to attend school for more than 5 consecutive days or misses 25 hours of class work, the school will consider the student a drop and automatically withdraw him/her from the program.

## AUTOMATIC WITHDRAWAL

A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend school for 5 consecutive class days of the program.
- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to maintain satisfactory progress for two consecutive terms.
- Failure to fulfill financial agreements.
- Failing any course/subject in the program twice during one enrollment period.

**NOTE: Per Department of Health Guidelines, short courses are not allowed any absent day or tardiness.**

## APPEAL

Suspended or terminated students may appeal the school's decision in writing to the School Director. The School must receive the appeal from the student within three business days of being

notified of the dismissal. All appeals will be responded to within ten (10) business days of receipt by the school.

## STUDENT'S RIGHTS (STUDENT'S PROTECTION ACT)

TNA is in compliance with the articles and provisions of the Maxine Water Student Protection Act. Such act will guarantee fair and honest operations to promote the welfare of the students. The school has not authorized external representatives and has not entered into a contract with individuals or agencies to conduct and perform recruiting activities outside of its premises. All information to be disseminated to prospective students will originate from the institution. The school will provide and disclose to prospective student information to assist in making decisions to proceed with their career.

All inquiries received regarding any or all of the program courses offered by TNA will be provided with a copy of the agreement with general description of the program instruction and any equipment to be used during the program.

The Agreement shall contain the following information:

- The total number of classes, hours and lessons required to complete the program.
- The total amount that the student is obliged to pay, including all fees, charges and expenses itemized that might be paid to complete the program.
- The total amount charged for each item of equipment which will not exceed the Fair Market Value.
- Schedule of payments.
- The student's right to withdraw from the program of instruction and to obtain a refund and an explanation of the refund rights and how the amount will be determined including a hypothetical example
- A detailed explanation of the student's to cancel
- A clear statement that the student is not eligible for protection if the student is not a resident of California
- A statement saying that the student is not eligible for payment for the STRF if the student's entire tuition and fees are paid by the 3<sup>rd</sup> party organization

Applicants would also be provided information on the percentage of students completing the program course, percentage of students who completed the program and obtained employment, information on state licensure examination required for applicable program course and the passing rate of graduates of the program offered by the institution from the most calendar year that ended.

Current catalogs or brochure containing information on program course offered, occupational; or job titles to which the program is represented to lead, length of program, faculty and qualifications schedule of tuition payments, fees and all other charges and expenses necessary for completion of the course,

cancellation or refund rights under the Student Recovery Tuition Fund and all other material facts concerning the institution that might reasonably affects the student decision to enroll will also be provided.

TNA will pursue the welfare and educational well-being of students as embodies in its Mission Statement to provide quality education and to promote service to diversify population.

## CURRICULUM EVALUATION METHODOLOGY POLICY

- The Director of Nursing and instructors are responsible for monitoring the level, breadth and effectiveness of the curriculum, to propose changes where necessary; and to interact closely with the faculty in the development of new courses or revision of existing courses/modules.
- The Advisory Board members review mission, vision, goals, and objectives of the program on an annual basis. The VN curriculum will be reviewed at least annually by the Director of Nursing and presented to the Advisory Board Members during the annual meeting. Any recommendations will be incorporated in the revision of the curriculum.
- Surveys or evaluations from students and recommendations from instructors will be summarized and taken into consideration in the development of the existing curriculum. Recommendations shall be reviewed and a plan for change developed to include content that is evidence-based and constructed on the most current NCLEX-PN detailed test plan from National Council of State Boards of Nursing. A summary of the student evaluations will be presented by the Director of Nursing to the Advisory Board Meeting which is held annually.
- At the completion of each module the Program Director and the faculty shall review the student's current status, including exam scores, papers, class evals, faculty evals, clinical performance, and surveys from clinical sites. Recommendations shall be reviewed and plan for change developed to include revision of curriculum content and education to faculty.
- When The Nurse Academy receives feedback on licensure exam results, the information shall be reviewed by the Program Director and faculty. The annual pass rate will be presented by the Director of Nursing to the Advisory Board Meeting which is held annually. Any recommendations from the Board Members will be incorporated in the revision of the curriculum.

## CLINICAL FACILITIES EVALUATION POLICY

### **Policy:**

Clinical Facilities shall be evaluated on ongoing basis utilizing the following methodology:

- The Program Director or designee shall visit, discuss and document conversations every clinical rotation for each clinical site in which the students are assigned. Concerns shall be documented to include plans to provide feedback on planned program revisions.
- Concerns identified shall be presented in the monthly faculty meetings and quarterly advisory board meetings. Recommendations shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.
- The Program Director shall be responsible in providing education for faculty and ensuring feedback to each clinical site.
- At the completion of each module the student shall complete an evaluation of the instructor, facility and the curriculum. The information shall be reviewed by the Program Director and summarized. The summary and areas of concern shall be presented at the faculty and advisory board meetings. Identified concerns shall be reviewed and a plan for change developed to include scheduled dates of implementation and education for faculty.

## CLINICAL ROTATION/AFFILIATION POLICY

- All students are required to be in the clinical site for the pre-conference and post conference.
- Students should not exhibit any behavior that will jeopardize the health and safety of the patients, faculty and fellow students.
- Students must always work with the Clinical Instructor; they may not function in the place of an employee or assume primary responsibility for patients, residents and clients without the instructor's guidance.
- Students must not appear in the School or in the clinical site under the influence of liquor or narcotics or drugs.
- Students must respect the confidentiality of the resident patients or clients.
- All information must not be disclosed including the name of the patients or residents. Students must observe HIPAA at all times.
- Students must not present themselves as LVN and must wear their school ID badge at all time.
- Students must arrive in the clinical site on time attend and participate all educational and post clinical activities.
- Students cannot leave Clinical site without prior permission from their Clinical Instructor.

## COUNSELING SERVICES

- Counseling services are available whenever a student requests an appointment for academic or personal counseling. If necessary, referrals will be made to community and health services as appropriate.
- Career counseling, as well as motivational counseling, will be established on the first days of class and will be an ongoing part of the teaching process facilitated by each instructor.
- TNA is committed in providing a low stress environment that is conducive to student learning. When the conduct of a student transcends the bounds of law and interferes with the normal process of education, TNA must take appropriate action. All counseling referrals are submitted and/ or reviewed by the Program Director.
- Students who may be in need of additional counseling services will be referred to local licensed practitioners.

## DISCLOSURES

### STATE REGISTRATION DISCLOSURE

We are registered with the state of California. Registration means we have met certain minimum standards imposed by the state for registered schools on the basis of our written application to the state. Registration does not mean we have met all of the more extensive standards required by the state for schools that are approved to operate or licensed or that the state has verified the information we submitted with our registration forms.

### DISCLOSURE STATEMENTS

To protect your rights as a student, we offer the following information:

- 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. You are to receive a copy of this catalog prior to your signing an enrollment agreement or contract.
- The contract or agreement you sign shall not become operative (enforceable) until you attend the first class or session of instruction.

## STUDENT AND CAREER SERVICES



To serve all our students better, TNA offers Student and Career Services. These services are set forth to make your career training experience as easy as possible and to ensure the quality and well-being of all students. Some of the Student Services we offer include:

- Awards
- Carpooling
- Graduation Ceremony
- Orientation (a mandatory informative meeting for all new students)
- Parking Passes
- School IDs

TNA also offer the following student services:

- Tutorial services will be made available to all students who seek extra assistance because of academic difficulties with their instructor. Every instructor who conducts tutorial programs should send out a written report to monitor the student's progress. A Tutorial Program written form should be submitted to the Program Director for review. Additional fees for tutoring will be charged accordingly.
- Advising and Guidance Services wherein the student experiencing personal problems unrelated to their educational training will be referred to counselors or outside agencies where they could

receive additional assistance. However, the staff and faculty members would assist in advising and guiding students in working out solutions related to academic problems.

- The school will offer job placement assistance to the graduates. A letter of recommendation will be given to the students upon request. Interested hospitals and extended/long-term care facilities should set up an appointment with the Program Director to discuss their staffing needs. A workshop on career development will be given to all graduates to ensure that the students has the job seeking skills, such as resume writing, interviewing techniques and filing out an application.

**TNA cannot guarantee employment or salary amounts, however, every effort will be made to bring together the potential employers with appropriately skilled graduates.**

- The school will offer NCLEX-PN review classes. This is open not only for enrolled TNA students but also for students from other schools. However, students from other schools will have to pay an amount for the class and materials to be used. TNA students are required to complete the review class before they are allowed to graduate.

**All programs are “non-residential.” TNA has no responsibility to find or assist a student in finding housing.**

## CERTIFICATION EXAM PROCESS

### NA PROGRAM

#### Scheduling a Nurse Assistant Exam

- In order to schedule an examination date, candidates must successfully complete an approved training program. State and federal regulations allow candidates three (3) attempts to pass both the Skills Evaluation and the Written (or Oral) Examination. If candidate should fail either part or both parts three (3) times, the candidate will be required to successfully complete a state-approved training program and re-take both parts. Candidate must take and pass both the Written (or Oral) Examination and the Skills Evaluation within twenty-four (24) months of the Nurse Assistant training in order to be placed on the California Nurse Assistant Registry. RN PROGRAM DIRECTOR will review the final list of candidates who are eligible to take the certification exam. The school submits the candidates Registration and Examination fee to:

Regional Testing Center  
15744 Golden West College, Forum I, Room 112A  
Huntington Beach, CA 92647

- Each candidate must complete the CNA Exam Registration Form Southern Region (See Exhibit U). The exam fee is included in the program cost. However, for re-take exam, candidates are responsible for the appropriate testing fees. The candidate must submit both exam fee and exam registration form directly to:

Regional Testing Center Golden West College  
15744 Golden West Street – Forum I, Room 112A  
Huntington Beach, CA 92647

#### Testing Day Instructions:

- Bring your original social security card, photo identification, original 283B Initial Application form or original approval notice with you to the examination. (Note: copies of your social security card, laminated social security cards or receipts from the SSA will not be accepted).

- If you fail to bring any of the above listed documents or if you do NOT present them at the day of testing registration, you may not take the examination. You will be required to reschedule and pay the rescheduling fee.
- First and last names on 283b/932 form, photo identification, social security card and all presented documentation must be exactly the same or you will not be permitted to take the examination.

### Rescheduling Policy:

- If you are unable to attend your scheduled examination or do not bring the required documents for testing you will be charged a \$25 rescheduling fee.
- Send a new registration application with the rescheduling fee to the Regional Test Coordination Center to reapply for the exam.
- A \$25 reschedule fee will apply for all cancelled, rescheduled or missed exams
- See candidate handbook for details
- All registration materials are processed upon receipt, therefore there are no refunds

## VN PROGRAM

### ATI TESTING AND COURSE PROGRESSION POLICY

The ATI system is part of the support learning system which parallels the usual course work for certain courses within the VN Program (i.e. pharmacology, fundamentals, mental health, pediatric nursing, OB/GYN nursing, leadership and management, medical-surgical nursing, and the comprehensive exit exam). **ATI testing is a mandatory component of the VN program and is significant in determining student's readiness for progression through the program.**

### Materials and Procedure

- Students will receive ATI modules online or books (if applicable), usually by the second week of the program.
- Students will create a login to the ATI web site ([www.atitesting.com](http://www.atitesting.com)) using their social security number. They will select a Username and personal Password. This password will be used consistently throughout the program when taking an ATI test (non-proctored or proctored).
- Students will be given the applicable assessment number to access the “non-proctored” test by the course instructor for that respective course.

## Non-proctored Tests

- Students are expected to log on to the ATI web site and take the “non-proctored” test at least once during the middle of the course. It is strongly recommended that students take the “non-proctored” test as often as necessary to secure the required score for the respective course. This will be confirmed by a printout individual report generated by the student.
- Students will be required to present the printed individual report with a score of Proficient Level 1 to the course instructor by the middle of the course unless otherwise noted below or on the individual course syllabus.
- Term 2 - Beginning Med-Surg I students must provide non-proctored scores of at least Proficient Level 1 or better in order to sit for the final Med Surg I exam at the end of the term.
- Term 3 - Advanced Med-Surg II students must provide evidence of a score of Proficient Level 1 or better on an unproctored exam to sit for the final MS II exam at the end of the term.
- Students who do not achieve a Proficient Level 1 or the stated score noted above or as noted on the individual course syllabus prior to middle of the course will not be allowed to take the final exam and will receive an “Incomplete” grade for the course.
- Students who receive an “Incomplete” will be counseled by their advisor, the DON/ADON will determine when and how the course will be completed. Options may include, but are not limited to, taking a leave of absence (LOA) until the course is offered again.

## Proctored Tests

- Proctored ATI tests will be administered whenever possible by computers on a date to be announced or as scheduled in the calendar. If computer access is not available, then the proctored test will be administered by pencil/paper test and proctored by the course instructor.
- Proctored exams will be given on the last week of Fundamentals of Nursing, Pharmacology, Intermediate Med Surg, Pediatric, Maternity, and Leadership and Supervision. NOTE: The proctored exam for Med-Surg is not given until end of Term 3.
- Students who achieve a passing score equivalent of Level II on all modules of proctored ATI tests and an overall course grade of 75% or better will proceed to the next scheduled course.
- If the student achieves a Level III on any module of proctored ATI test and an overall course grade of 75%, the student will receive extra credit to be added to the final course grade of 3 points.

- A student who achieves a below proficient level II will receive an “Incomplete” until the student has completed remediation as follows:
  1. Within 1 week or less from the failed ATI proctored test date, the student will review content ideas indicated for improvement by the ATI test summary and discuss remediation plan with the course instructor or tutor.
  2. The student will retake the non-proctored test until the score is at least Proficient Level II.
  3. The student will submit a copy of the non-proctored test score to course instructor no more than a week from the failed ATI proctored test date.
  4. The student will be scheduled to take the remedial proctored exam no more than a week from the first failed ATI proctored test date. Upon receipt of a remedial proctored grade of Proficient Level II, the course instructor will process the grade change to the earned course grade. No extra credits will be earned with the remedial proctored exam.
  5. If the student fails to achieve a Proficient Level II or better within the given timeframe of two weeks, the student will not be allowed to progress on the next course or clinical practicum.

#### ATI Comprehensive Exit Exam

- A student who has successfully completed all course work and attended the ATI review, must take the ATI Comprehensive exit exam
- Students must obtain an ATI comprehensive exam individual score of at least 70.7% with a predictive 90% probability of passing the NCLEX-PN
- Students who are unsuccessful in passing the ATI Exit exam will have mandatory remediation.
- Within 1 week or less from the failed ATI Exit Exam test date, the student will review content ideas indicated for improvement by the ATI test summary and discuss remediation plan with the course instructor or tutor.
- The student will be scheduled to take the remedial ATI Exit exam no more than a week from the first failed ATI Exit Exam test date.
- If the student fails to achieve a 90% probability of passing the NCLEX-PN on the remedial exit examination, the student will be considered a non-graduate.
- **Note:** If a student does not show up on a scheduled proctored ATI without a valid reason, this will constitute failure and the student will not be allowed to take any further exams. Valid and acceptable reasons are but not limited to:
  1. Death of a relative: the absence arising from this condition is limited to a period of two (2) days unless a reasonable cause may be shown by the student for a longer

absence. Relative is defined as immediate family only. This includes grandparents, parents, siblings, significant other and child.

2. Personal illness: a medical certificate is required.
  3. Observance of religious holidays: any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed of belief.
  4. Court Appearance/Subpoena: court document is required.
  5. Emergency or set of circumstances which in the judgment of the Program Director/Administrator constitutes a good and sufficient cause for absence from school.
- Student must submit a request for approval/denial addressed to the Program Director.

**POLICY ON SUBMITTING NCLEX-PN EXAM  
PAPERWORK TO BVNPT**  
**(Effective: July 5, 2019)**

Students who complete the Vocational Nursing Program (1554 clock hours) and pass ALL academic requirements including ATI Exit Exams are required to submit within the following timeframe:

Two (2) weeks	Paperwork for BVNPT <ul style="list-style-type: none"> <li>• Live scan</li> <li>• High School Diploma</li> <li>• 2 passport pictures</li> <li>• \$150 money order for registration fee for BVNPT</li> </ul>
Within six (6) months from the time of submission of said paperwork	Take the NCLEX-PN licensure exam

Students who come to request submission of their paperwork to the Board after a year or more will be required to submit proof of attending an NCLEX-PN review class (online or classroom) from any review school.

TNA reserve the right to dishonor any request until proof is submitted

## SEXUAL HARRASSMENT POLICY

Students should immediately report, in writing or orally, any incident in which he/she believes sexual harassment has occurred. Complaints should be presented to the student's instructor. If the problem recurs, or if for any reason the student does not wish to discuss the problem with his/her instructor, contact a member of management or the Director of Nursing.

## SUBSTANCE ABUSE PREVENTION POLICY

- The Nurse Academy is committed to maintaining a comfortable and safe environment in which our employees can work and our students can pursue their academic objectives. Our commitment to helping promote healthy lifestyles for our students and staff has resulted in the creation of a program designed to prevent the abuse of illicit drugs and alcohol. We are concerned for you, as an individual, as well as for the well-being of those around you. We strongly encourage you to participate in this program if you or someone close to you is experiencing a problem with substance abuse, or if you simply wish to become better educated regarding the various drugs and the health hazards they pose and the possible legal consequences of participating in drug related activities. Any inquiries regarding this program can be made confidentially through the School Director.
- To the extent allowed by local state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, termination of employment, referral for prosecution and / or required completion of a drug or alcohol rehabilitation or similar program.
- This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded, are required by federal regulation to report that conviction in writing to the:

Department of Grants and Services  
United States Department of Education  
400 Maryland Avenue SW  
Room 3124, GSA Regional Office Bldg., #3  
Washington, DC 20202-1571



- The report must be made within 10 days after the conviction.
- In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Students are required to successfully pass drug screening to be admitted to the program.

**Vocational Nursing Student Handbook**

This Student Handbook will serve as a guideline tool for students' use for Vocational Nursing Program offered by The Nurse Academy (TNA)

I have received, read, understood and agree to comply with all of the policies and procedures of

The Nurse Academy (TNA)

\_\_\_\_\_  
Students Printed Name

\_\_\_\_\_  
Witness Printed Name

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_

\_\_\_\_\_  
Date

## School Catalog Acknowledgement

This is to acknowledge that I have received a copy of The Nurse Academy Catalog prior to signing the enrollment agreement. I understand that it contains important information on the School's general policies and procedures and on my privileges and obligations as a student. I acknowledge that I am expected to adhere to these policies and procedures and will familiarize myself with the material in this catalog. I also understand that this catalog covers policies and procedures in effect at this time and that the School may change, rescind or add to any policies, benefits or practices described in this guide at its sole discretion but only in writing and signed by the Director. I am aware that no one has the authority to modify this catalog orally or in writing except with the written approval of the Director.

ACKNOWLEDGED:

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Signature Date

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Print Name

Please sign one copy and return to your instructor. This will be placed in your academic file. The other copy remains in your catalog for reference

## Student Confidentiality Agreement

I understand that in the performance of my duties as Nurse Assistant student, I may have access to confidential patient related information and that I have no right to read any medical record or portion of a medical record that does not relate to the performance of my duties. I also understand that personnel information, reports to regulatory agencies, and conversations between or among health care professionals regarding patient matters are considered confidential and should be treated with utmost confidentiality.

I agree as a student of The Nurse Academy and a student at the assigned clinical facilities, I will not make any voluntary disclosures of such confidential information except to authorized persons.

I understand that a violation of confidentiality may result in disciplinary action up to termination.

I certify by my signature that I concur with the terms of this agreement.

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Signature Date

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Print Name

Please sign one copy and return to your instructor. This will be placed in your academic file. The other copy remains in your catalog for reference

## Enrollment Projection

According to the United States Bureau of Labor and Statistics, jobs as Nursing Aides or Nurse Assistants is not only expected to grow by 19 percent between the years of 2008 and 2018, but also growing faster than other professional jobs.

The Nurse Academy projects to enroll 180 students in 2018 and a 15-20% growth in the next 2 years. The projection is based on the feasibility studies and our marketing efforts to the community.

Opportunities for The Nurse Academy includes: high demand for Nurse Assistants due to increasing elderly population; aging of the workforce; high turn-over rates; and high unemployment rate.

The Nurse Academy has strong community network as its faculty and counselors are actively working in the field of gerontology; positive good working relationships with the community case managers and potential employers such as nursing homes facilities, board and care facilities, assisted living facilities.

Projected Student Enrollment and Faculty Needed for the Next 3 Years Nurse Assistant Program				
Projected Years	Class Offered	Faculty/Student Ratio	No. of Enrolled Students	No. of Faculty Needed
YEAR 1	Weekdays	1:15	180	1 Full Time & 1 Per Diem
<b>TOTAL</b>			<b>180</b>	<b>1 FT, 1 PD</b>
YEAR 2	Weekdays	1:15	180	1 Full Time & 1 Per Diem
	Evening	1:15	120	2 Part Time
<b>TOTAL</b>			<b>300</b>	<b>1 FT, 1 PD, 2PT</b>
YEAR 3	Weekdays	1:15	180	1 Full Time & 1 Per Diem
		1:15	120	2 Part Time
		1:15	120	1 Part Time & 1 Per Diem
<b>TOTAL</b>			<b>420</b>	<b>1 FT, 2 PD, 3PT</b>

**Projected Student Enrollment and Faculty Needed for the Next 3 Years  
Home Health Aide Program**

Projected Years	Class Offered	Faculty/Student Ratio	No. of Enrolled Students	No. of Faculty Needed
YEAR 1	Weekdays	1:15	45	
<b>TOTAL</b>			<b>45</b>	<b>1PD</b>
YEAR 2	Weekdays	1:15	60	
<b>TOTAL</b>			<b>60</b>	<b>1PD</b>
YEAR 3	Weekdays	1:15	90	
<b>TOTAL</b>			<b>90</b>	<b>1PD</b>

ATTACHMENTS:

CATALOG ADDENDUM