



**HONOR HEALTH SCIENCES
STUDENT CATALOG
June 1, 2023 – May 31, 2024**

Vocational Nursing

Instruction will take place at: 1605 Scott Ave #100, El Centro, California 92243

Tel No: (760) 592-4818

Fax No: (760) 592-4440

<https://honorhealthsciences.com/>

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Welcome Letter from the Administration and Faculty

Welcome!

The Administration and Faculty of the Honor Health Sciences welcomes you. Honor Health Sciences fosters an environment which enhances the development of each individual student. We believe that through education, commitment, and caring we can achieve our goal of educating, preparing, and graduating excellent nurses.

Please acquaint yourself with this student catalog as it contains important information on School policies and available student services.

We are here to guide and assist you. We maintain an open-door policy and are always available to speak with you. Please feel free to call or stop by our offices at any time.

Honor Health Sciences wishes you the best in your nursing education.

Jeffrey Chan
Program Director

Jaymee Chan
Faculty

Maria Gomez
Faculty

Veronica Ramirez
Faculty

Esperanza Andalon
Faculty

Jasmine Foo
Faculty

Rosa Diaz
Admin Staff

Vic Calo
Admin Staff

Irene Janda
Admin Staff

OUR MISSION STATEMENT

The Mission of Honor Health Sciences is:

1. Dedicated to the Advancement and Transmission of Knowledge to form Competent and Compassionate Professionals committed to the service of the country
2. Offer and Provide Focused education to passionate students about careers in healthcare.
3. Promote the importance of Cultural Sensitivity in education, Empathetic Care, and Wellness
4. Promote Healthcare careers in the community.

We achieve our mission by offering educational programs in the healthcare field that provide Knowledge, support Passion, and Promote upward mobility in the healthcare profession.

Our motto is: *"THE PATHWAY TO SUCCESS"*

HONOR HEALTH SCIENCES PHILOSOPHY

Honor Health Sciences was founded to provide nursing education to assist students in functioning in the healthcare workforce environment, specifically promoting optimal health and self-care, preventing illness, and delivering quality care to individuals, families, and communities. The Vocational Nursing Program allows faculty and students to participate in and experience intellectual, cultural, and social activities essential in their growth.

Honor Health Sciences believes that philosophical values are significant in the foundation of vocational nursing and nursing education where educational experiences are based. Learning experiences are structured on the technological and social advances in nursing to meet the evolving needs of society. Honor Health Sciences provides students with learning experiences to adapt to the changing healthcare needs.

Honor Health Sciences believes that teaching is the right and responsibility of nurse educators. The faculty utilizes sound educational practices, theoretical concepts, and a systematic problem-solving approach to facilitate their highest potential. The faculty also recognizes individual differences in needs, learning styles, ethnicity, and cultural backgrounds as essential components in effective teacher-learner interactions. The interactions among the faculty and students will promote the maturation of values, and encourage critical thinking, and a spirit of inquiry.

Learning is an essentially continuous process where an individual acquires knowledge through education, practice, experience, and reinforcement. Honor Health Sciences believes that learning is enhanced by active student participation in both the classroom and clinical areas. Learning becomes meaningful when instruction is directed toward the pertinent applicable goals. The faculty is responsible for assessing and responding to adult learner styles and needs.

CATALOG REVIEW

QUESTIONS

COMPLAINTS

As a prospective student, you are encouraged to review this student 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.

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. Ste 225
Sacramento, CA 95834
P.O. Box 980818, West Sacramento,
CA 95798-0818
www.bppe.ca.gov
Toll-free telephone # (888) 370-7589
or by fax (916) 263-1897 or
Telephone # (916) 574-8900 or
by fax (916) 263-1897

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

Although every effort has been made to assure the accuracy of the information in this student catalog; students and others who use this student catalog should note that laws, rules, and policies change from time to time and that these changes might alter the information contained in this publication.

GENERAL INFORMATION

HOURS OF OPERATION

Office Hours: 8:00 AM to 5:00 PM Monday – Friday
8:00 AM to 4:00 PM Saturday by appointment

*Office Hours may vary on School Holidays

CAMPUS INFORMATION

The campus is located at 1605 Scott Ave #100, El Centro, CA 92243. It is a single-story building within easy access to State Route 86. We have ample parking in our campus and the nearest bus stop is a block away. We have 2 classrooms, 2 skills laboratories, a conference hall that can be converted to 3 classrooms when needed, and a computer laboratory, all adjacent to each other. The student breakroom is located near the entrance of the building.

All classrooms are airconditioned and heated and have substantial space to accommodate all enrolled students. Each classroom is equipped with relevant equipment and materials to broaden the student's knowledge and training in their fields of study. Facilities are spacious, clean, and simulate the professional environment in which students will eventually work. The facilities and equipment utilized by HHS fully comply with federal, state, and local ordinances and regulations, including those requirements pertaining to the fire safety, building safety, and health.

ACCREDITATION

Honor Health Sciences is a private institution, that is approved to operate by the Bureau of Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. It does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

The Vocational Nursing Program is approved by the Board of Vocational Nursing and Psychiatric Technicians. The program is compliant with all requirements in Article 4 of the Vocational Nursing Practice Act and Article 5 of The California Code of Regulations, Title 16. A candidate's completion of an approved vocational nursing program is partial fulfillment of requirements for the vocational nurse licensure examination in California.

BPPE (Bureau for Private Postsecondary Education)
1747 N. Market Blvd., Suite 225 Sacramento, CA 95834
P.O. Box 980818 West Sacramento, CA 95798-0818
Phone (916) 574-8900 or Toll Free (888) 370-7589
Fax (916) 263-1897
www.bppe.ca.gov

BVNPT (Board of Vocational Nursing and Psychiatric Technicians)
2535 Capitol Oaks Drive, Suite 205 Sacramento, CA
Phone: (916) 263-7843 Fax: (916) 263-7859
www.bvnpt.ca.gov

Notice that the Institution is unaccredited with the United States Department of Education

Honor Health Sciences is in the process of accreditation with an accrediting agency recognized by the United States Department of Education. As a new school, HHS is required to operate for at least two years prior to being eligible for the accreditation process. As such, students enrolled in HHS are not eligible for federal financial aid programs. Nonetheless, students who completed the Vocational Nursing Program are **eligible to sit for the state licensure exam in California only and not with other states.**

NON-DISCRIMINATION POLICY

HHS welcomes students of any color, race, gender, national, and ethnic origin. The institution does not discriminate based on race, color, gender, national, and ethnic origin in administration of its educational and admissions policies or any other programs that it administers. The school director is the coordinator of Title IX: The Educational Amendment Act of 1972, which prohibits discrimination based on gender in any education program or activity receiving federal financial assistance.

All inquiries or complaints under the discrimination provisions of Title IX should be directed immediately to the director. The director will then act equitably and promptly to resolve all complaints and issue a response in seven (7) working days.

RIGHT TO REFUSE OR CANCEL SERVICE

Honor Health Sciences reserves the right to refuse or cancel service for violating financial agreements, violation of student conduct policies, failure to maintain satisfactory attendance, and failure to maintain satisfactory academic progress.

CLASS SIZE

The approved class size for the Vocational Nursing Program is 24 students.

HOUSING INFORMATION

Honor Health Sciences does not offer housing assistance or dormitories facilities, and it is not responsible for finding or assisting students in finding housing. Students can find housing at approximately 2 miles from campus. A one-bedroom apartment starts out at approximately \$1,200 per month.

STATE TUITION RECOVERY FUND (STRF)

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

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

(5, CCR § 76215 (a))

"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, 1747 North Market Blvd., Suite 225, Sacramento, California, 95834, (916) 574-8900 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:

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number." (5, CCR § 76215 (b))

STATEMENT REGARDING BANKRUPTCY

Honor Health Sciences has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

PROGRAM INFORMATION

PURPOSE OF THE PROGRAM

Upon completion of the Nursing Program, the student will be able to:

- Demonstrate command of basic knowledge and principles of safe and effective nursing care by passing the NCLEX-PN exam on the first attempt.
- Demonstrate safe and effective clinical decision-making skills as an entry-level nurse.
- Utilize the Nursing Process in determining the needs of the client.
- Collaborate with the client, family, and members of the interdisciplinary team to achieve positive outcomes for the clients.
- Participate in the process of exploring the many varied and dynamic roles of nursing in our society today.
- Utilize effective communication skills with clients and healthcare team members.
- Demonstrate culturally competent care by the identification, honor, and respect of each client's cultural heritage.
- Practice within the legal and ethical standards of the nursing profession.

CONCEPTUAL FRAMEWORK

The Conceptual Framework of Honor Health Sciences VN Program is based on the humanistic philosophy of Abraham Maslow's Hierarchy of Needs. It is inherent in the philosophy, mission statement, objectives, terminal behavioral statement, and curriculum of the Vocational Nursing Program. This philosophy emphasizes that man's behavior is motivated by basic needs, which are familiar to all people, and satisfaction of man's basic needs through the experience of physical, mental, and social well-being, results in a healthy individual. Health and wellness are a dynamic continuum within the context of Maslow's hierarchy of needs.

Nursing involves an interaction between client and nurse, designed to promote, maintain and restore an optimal state of health. Nursing is establishing a therapeutic interpersonal process that consists of the individual, his family, and the

community to prevent or cope with threats to the individual's basic needs. Each person is unique, sharing essential interactive biophysical, cognitive, developmental, and spiritual life experiences common to all human beings. Competent nursing care incorporates knowledge of a person's hierarchy of needs (including health and transcultural needs). It applies the nursing process to meet clients' needs or to assist clients in meeting their needs. The nursing process requires the development of problem-solving, nursing assessment, and gathering data relevant to the patients' medical condition, implementation, and evaluation skills, as identified in the Vocational Nursing Practice Act. Cultural integrity/congruity is included within a person's hierarchy of needs. Recognition must be given to the uniqueness of the individual concerning culture, ethnicity, sexual identity, and socioeconomic status.

STANDARD OCCUPATIONAL CLASSIFICATION CODE AND INFORMATION

SOC Code 29-2061 - Licensed Practical and Licensed Vocational Nurses

According to the Bureau of Labor Statistics, in 2021 there are 657,200 total employees classified in this occupation in the USA, with an average Hourly Wage of \$23.11 and average Annual Wage of \$48,070. Employment of licensed vocational nurses is projected to grow 6 percent from 2021 to 2031, about as fast as the average for all occupations.

Licensed vocational nurses (LVNs) provide basic medical care. They work under the direction of registered nurses and doctors. Job duties typically include:

- Monitor patients' health—for example, by checking their blood pressure
- Administer basic patient care, including changing bandages and inserting catheters
- Provide for the basic comfort of patients, such as helping them bathe or dress
- Discuss the care they are providing with patients and listen to their concerns
- Report patients' status and concerns to registered nurses and doctors
- Keep records on patients' health

35% of vocational nurses are employed by nursing care facilities. Around 15% work in hospitals while 14% are employed in home healthcare services. Another 12% are in offices of physicians and 7% are employed by the government. Nurses often stand on long period. They are vulnerable to back injuries, because they may have to lift patients who have trouble walking, standing, or moving in bed. These duties can be stressful, as can dealing with ill and injured people.

Most licensed vocational nurses work full time. Many work nights, weekends, and holidays, because medical care takes place at all hours. They may be required to work shifts of longer than 8 hours.

ADMISSION

The school reserves the right to reject applicants and/or rescind eligibility for an applicant to begin classes if all general and selective admissions requirements are not successfully completed within the required timeframe.

Students will be ranked based on their oral interview, written exam, and Wonderlic Scholastic exam scores. The first 24 students will be given a letter of admission and will need to complete the requirements for admission on the date provided. Students on the waiting list will be notified if any of the students withdraw or fail to complete the admission requirements.

GENERAL ADMISSION REQUIREMENT

The following items must be successfully completed prior to enrollment and prior to being eligible to sit in class:

A high school diploma or GED is a requirement for the Vocational Nursing program. The programs offered by HHS are open to both men and women who possess a high school diploma/GED or its equivalent (evidenced by an evaluation of transcripts by a reputable evaluator) and pass a Wonderlic entrance exam. We are unable to accommodate "ability-to-benefit" students and we are not able to sponsor any students from outside the United States of America. We do not provide visa services or vouch for student status. The institution does not offer high school diploma programs.

To qualify for enrollment:

1. The applicant must be at least 18 years old.
2. The applicant must be a high school graduate or GED equivalent.
3. The applicant must have foreign transcripts formally evaluated and results must be on file.
4. The applicant must be able to meet financial requirements.
5. The applicant must complete an oral interview.
6. The applicant must have had a physical exam within the last year, with no evidence of a communicable disease, history of immunizations and flu shots, and a yearly tuberculosis test or chest x-ray within the last 2 years.
7. The applicant must pass the Wonderlic Scholastic Level Exam at a 10th grade level.
8. The applicant must have a CLEAR with Background checks using the U.S. Department of Health & Human Services – Office of Inspector General Exclusion Database.

Acceptable documentation of high school graduation must be received by the Institution prior to the student's first scheduled class of the program. It is the student's responsibility to provide acceptable documentation of high school graduation or its equivalency, as well as any additional documentation that may be needed to support the validity of the documentation. Any student who does not provide valid documentation of high school graduation or its equivalent within this timeframe will be unregistered from all classes and his or her program of study.

Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation no later than the first scheduled day of class.

Admission to HHS is open to all applicants who will be 18 years of age at the time the clinical/externship portion of their program begins (as applicable). A parent, legal guardian, or spouse of legal age must co-sign the Enrollment Agreement for applicants under 18.

Applicants must be able to read, speak, and write English.

All applicants must be citizens, permanent residents, or eligible noncitizens of the United States. Documentation of eligibility status may be required.

Please refer to the "Financial Information" section of this catalog for information on additional requirements applicable to tuition financing.

SOCIAL SECURITY NUMBER

Applicants for admission must possess a valid social security number. Documentation must be provided upon request. A valid social security number is required to be registered and/or certified by appropriate boards. Other documents may be required by some licensing agencies.

FOREIGN STUDENTS

Applicants indicating that they graduated from a foreign high school and have the equivalent of a U.S. secondary education must present original credentials (diploma, transcript, etc.). In addition, documentation from foreign countries must be translated and certified to be at least the equivalent of a U.S. high school diploma. The institution admits students from other countries however the institution does not provide visa services.

Foreign Transcripts

Coursework taken at a foreign institution (excluding secondary school documents that are in English and are recognized by the U.S. Department of Education) must be evaluated for equivalence to coursework taken at a United States institution. HHS only accepts for consideration the evaluations of foreign coursework conducted by agencies approved by the National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators, Inc. (AICE), which charges applicants directly for these services. Listings of approved agencies can be found at:

www.naces.org
www.aice-eval.org

DOCUMENT INTEGRITY

Any forged/altered academic document, foreign or domestic, submitted by a prospective student will be retained as property of the Institution and will not be returned to the prospective student. The student will not be considered for admission.

If a student is currently attending, and the Institution becomes aware of a forged credential, the following applies:

- If the forged document was used to admit the student, and the absence of that credential would make the student inadmissible, the student will be dismissed from the Institution with no earned credits awarded; or
- If the forged document was used to gain transfer credit, the student will be dismissed from the Institution and any transfer credit already awarded from the forged credential will be removed.

PERSONAL INTERVIEW

The institution requires a personal, on-campus interview with each applicant prior to acceptance into any program. The institution encourages parents or spouses to attend the interview. This gives applicants and their families the opportunity to see the campus's equipment and facilities and to ask specific questions relating to the school, the curriculum, and the career training being considered. The personal interview also gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude.

ACCEPTANCE BY THE SCHOOL

The applicant will be provided an acceptance letter from the school stating the date that entrance requirements need to be fulfilled.

STUDENT ORIENTATION

Prior to beginning classes, all new students attend an orientation program. Orientation facilitates a successful transition into HHS; therefore, attendance for new students is imperative regardless of prior college experience. At orientation, students are acquainted with the campus, administrative staff, faculty, and their peers. Administrative departments explain ways in which they assist students and clarify students' rights and responsibilities. In the event a student is unable to attend orientation, Student Affairs will meet with the student during the first week of class to ensure all relevant information is reviewed with him/her.

ALTERNATE STUDENT POLICY

When a new Course is scheduled to start and has the maximum number of students enrolled, a student may become an alternate student in case of a cancellation or drop in the course. Each new cohort may temporarily accept 2 additional students temporarily admitted to Honor Health Sciences for no more than six (6) weeks while waiting for a position to open. The student will attend each scheduled class, and participate in lectures, including testing. As an Alternate, the student will not be required to pay any monthly fees or deposits. If no position becomes available before the scheduled clinical experience at seven (7) weeks, the alternate student will be dropped from the program and placed at the top of the next class waiting list, if the student chooses to do so. If a position becomes available, the student will be expected to complete the application process with the regular fees and deposit and can continue in the course.

Alternate Student Policy for the Vocational Nursing Program

A school may admit alternate students in each new class to 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. Before the first day of class, alternate students will be informed in writing of their alternate status and that they may remain in class until the commencement of clinical and at that time, if all admitted students remain, will be dropped from the program.

Alternate students may participate in classes until the commencement of scheduled clinical experiences at approved clinical facilities. Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board for that class.

Admitted and alternate students will receive written notification of their status on the first official class day with the alternate student(s) assigned numbers to designate their position when and if an opening occurs in the class. Students will review student status notification, sign, and date, and return to the Director to be placed in their academic file. Alternate

students will be evaluated before beginning 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 outlined in the School Catalog. Regular students not meeting the required standards of the school may be terminated and replaced with an alternate at the discretion of the Director.

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 except for the registration fee and unreturned books and equipment.

PHYSICAL REQUIREMENTS

HHS does not discriminate based on physical handicaps. However, students must be mentally and physically capable of safely participating in classroom instruction daily to successfully complete the program. Honor Health Sciences encourages all students who may have a concern regarding a physical issue to visit the school and allow the school to evaluate individual circumstances. The school may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges. **(For additional information, refer to “Students with Disabilities”).**

ENGLISH PROFICIENCY

HHS does not provide English-as-a-Second Language (ESL) instruction. All testing, lectures and clinical communication are in English, and must have demonstrated proficiency of at least 10th grade level. This will be evaluated by the Wonderlic entrance exam. Students are required to pass Wonderlic entrance exams at 10th grade level. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

ADMISSION PROCEDURE

Applicants must apply for admissions at any time prior to enrollment. Applicants must submit a completed Admissions Application to the School to apply for enrollment. Proof of identification in the form of a driver’s license, social security card, birth certificate or other form of identification must be required prior to admission. The Wonderlic test (\$20) must be passed at a qualifying pass rate for the desired program (pass rate varies by program). Payment arrangements must be arranged, and students must be able to meet financial obligations. Program Director or designee must complete the admission interview and provide approval before enrollment. Student to pay applicable registration fee.

TRANSFER OR EXPERIENCE CREDIT

The awarding of credits for coursework completed at any other institution is at the sole discretion of HHS. Students who have previously attended another school or college accredited by an agency recognized by USDE (United States Department of Education) or CHEA (Council for Higher Education Accreditation) may receive credits (maximum of 54 hours) for such attendance when proof of said attendance is presented at the time of enrollment and upon review of the transcript by the HHS school administration. AP (Advanced Placement), USAFT (the United States Armed Forces Institute), and other nontraditional, but widely accepted, means of earning college credit will be recognized when relevant. A limited number of credits for military service may also be awarded. Students receiving veteran’s benefits must have all prior education and be evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified in writing.

Procedure for requesting Transfer or Experience Credits:

1. Official Transcripts must be sent directly from the other schools or the armed forces to Honor Health Sciences for review and evaluation.
2. If requested, prospective students may be required to supply course descriptions, syllabi, or other supporting materials as proof of the equivalency for any course in question.
3. The Program Director or the School Director will do transfer evaluations. An evaluation sheet is completed during the review of the documentation. This sheet is kept in the student’s permanent file.

4. If a student wishes to appeal the determination of credits granted, they may do so in writing and by supplying any other supporting documentation for their claim. The School Director will review the additional information and has final authority to grant or deny any transfer credits.

Student will not be required to pay any charges for the application or award of Credit for prior experiential learning.

ADVANCED PLACEMENT

1. Students transferring from other colleges must have achieved a “C” or better in any course (nursing or other) to be considered for advanced placement and may be eligible for advanced placement during designated times.
 - a. The application must be completed six weeks before the start of the program. The maximum hours accepted for each course is 54 hours for those courses successfully completed in the areas of Nutrition, Anatomy, Physiology, Psychology, Growth, and Development.
 - b. Students who have previously successfully completed a specific course in the Program (ex. 1st 54 hrs. Med. Surg.), may be given credit for the course with written permission from the Program Director. The application to receive credit for the course must be completed six weeks before the start of the course.
2. Applications for Advanced Placement/reinstatement are available from the Program Director. Advanced Placement students must meet the program criteria for admission and any additional criteria as delineated by the Director and Section 2535 of the Nursing Rules and Regulations, which include:

Transfer credit shall be given for related previous education completed within the last five years.

- A) Accredited vocational or practical nursing courses.
- B) Accredited registered nursing courses.
- C) Accredited psychiatric technician courses.
- D) Armed services nursing courses.
- E) Certified nurse assistant courses.
- F) Other courses the school determines are equivalent to courses in the program.

A competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

3. Advanced Placement students are considered chronologically by the date on the Advanced Placement or reinstatement application, as spaces are available.
4. Students must keep the Program Director apprised of their current addresses and phone numbers by notifying the Program Director in writing of changes. If a student cannot be reached by registered mail when an opening occurs, the opening in the course will go to the next student in chronological order.
5. Applications for Advanced Placement or reinstatement are valid for one program year. Students must resubmit an application and meet additional prerequisites, if necessary.

TRANSFERABILITY OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Honor Health Sciences is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the Vocational Nursing Diploma educational program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your education goals. This may include contacting an institution to which you may seek to transfer after attending Honor Health Sciences to determine if your diploma will transfer. (CEC §94909 (a)(15))

Honor Health Sciences has not entered an articulation or transfer agreement with any other college or university.

ACADEMIC INFORMATION AND STANDARD

ACADEMIC ACHIEVEMENT

HHS elects to award academic achievement based upon clock hours as a unit of measurement. The School utilizes a performance based learning model; whereas, performance objectives reflect minimum competencies for individual courses, and those skills that must be performed by the student before moving on to the next level of instruction.

CLOCK HOUR DEFINITION

Honor Health Sciences defines credits in terms of clock hours. A clock hour is defined as a fifty-minute period of lecture and/or field instruction.

DEFINITION OF CLOCK HOURS TO QUARTER CREDIT HOURS CONVERSION

- *1 Quarter credit hour for at least 10 hours of classroom contact; or
- *1 Quarter credit hour for at least 20 hours of supervised laboratory; or
- *1 Quarter credit hour for at least 30 hours of clinical practice.

TRAINING PROGRAMS OVERVIEW

The institution's commitment is toward preparing students for successful placement in jobs with quality employers. As such, the teaching methods and materials are the most up-to-date and reflect the frequent changes in the allied health care field. This combination of methodology, intensive technique, and regular revision assures participants of the highest quality instruction available in the shortest possible time. Program lengths are measured in class hours of instruction.

METHODS OF INSTRUCTION

Method of instruction for all programs is Direct Instruction or Face to Face. All programs are delivered on-site campus and in clinical areas. Instruction includes lectures, lab, practical demonstrations, and mandatory student participation. The progress of all students is monitored and graded regularly. Grades are based on a combination of objective and subjective evaluations of written and verbal tests, quizzes, and proficiency in practical application. This method is specifically geared toward achieving high state board passing rates and ensuring job retention.

Instructional Mode will be given by Lecture, Audiovisual, Demonstration, and Lab Practice.

COURSE HOURS

Students should consult the schedule and course syllabus for the specific hours that each course will meet. Clinical and skills lab hours may vary depending on the groups assigned. Skills testing is assigned on an individual basis with the testing instructor. Students are assigned day, and evening shifts. Days and hours may be altered as each clinical agency may experience changes in the census, accreditation, or status of the unit assigned. Every effort is made to give students advance notice for any change in schedule.

CLINICAL REQUIREMENTS

Students are responsible for renewing immunizations, CPR, drug screening, background checks, and licensure or certification. Flu vaccine and TB clearance are required annually. Covid-19 vaccine and booster will be required at the beginning of the semester.

Contact Information

Students must maintain a current telephone number, street address and email with the clinical instructor and the School Office. Facilities require a current listing for all students.

Identification

Official photo ID badges are required at all times in the clinical area. Students will not be allowed in the clinical setting without proper identification. This could result in a clinical absence for the day.

Parking

Students must park in student parking areas designated by the college or your assigned clinical agency. The clinical orientation will delineate the assigned student parking spaces.

PROGRAM OVERVIEW

Honor Health Sciences

Licensed Vocational Nursing

Program Title	VOCATIONAL NURSING DIPLOMA
Level Course	Undergraduate
Program Description	The Vocational Nursing program is designed to provide students with the knowledge and skills necessary for an entry-level licensed vocational nurse position in a medical office, clinic, health-maintenance organization (HMO), acute care hospital, long-term care facility or other health care setting. Vocational nursing students develop knowledge and skills to provide direct care to patients/clients under the supervision of a physician, dentist or registered nurse (RN) in a variety of health care settings.
Program Objectives	At the end of this course, the graduate will be eligible to take the National Council Licensure Exam (NCLEX-PN) and once passed becomes a Licensed Vocational Nurse.
Standard Occupational Classification (SOC) Code:	29-2061.00 - Licensed Practical and Licensed Vocational Nurses
Admission Requirements	Applicants enrolling in the Vocational Nursing programs must provide a copy of their high school diploma, transcripts, or a copy of their official GED/HSE. Pass the Wonderlic Scholastic Level Exam at a 10th grade level We are unable to accommodate "ability-to-benefit" students. Must have had a physical exam within the last year, with no evidence of a communicable disease, history of immunizations and flu shots, and a yearly tuberculosis test or chest x-ray within the last 2 years. CLEAR with Background checks (HHS-OIG)
Program Length	617 Theory Hours 156 Lab Hours 856 Clinical Hours 1629 Total Clock Hours 50 Weeks
Program Schedule	Start and Graduation Date 09/12/22 – 09/25/23

Method of Instruction	Direct Instruction
Program Delivery	Lectures, lab, assignments, demonstration, handouts, quizzes, etc.
Supplies and Nursing Equipment	Supplies includes uniform scrubs (2 sets), watch, Blood Pressure Cuff, Stethoscope, laptop, lab kits Equipment includes catheters, nasogastric tubes, oxygen and masks, IV Fluid, tubing, hemostats, Foley catheter tray, syringes, bandage scissors, suction machine, K-pad, wheelchairs, stethoscopes, sphygmomanometers, glucometer, thermometers, ophthalmoscope, simulated patient units, teaching mannequins/models, sterile supplies, and other teaching aids
Textbooks	Wolters Kluwer Fundamentals of Nursing, 9th edition Wolters Kluwer Clinical Nursing Skills, 5th edition Pearson Core Concepts in Pharmacology, 5th edition Psychology for Nurses by Rana and Upton Openstax Anatomy and Physiology, 8th edition Nutrition Concepts and Controversies, 15th edition Elsevier Medical Surgical Nursing, 8th edition Davis Maternal-Newborn Nursing, 4th edition Elsevier Pediatric Nursing, 11 th edition Wolters Kluwer Gerontological Nursing, 10th edition Elsevier Saunders Comprehensive Review for the NCLEX-PN Exam, 8th edition
Graduation Requirements	A student is eligible to graduate from the program when all classroom, practical, laboratory, and clinical/externship hours are completed with a combined grade of a "C" (75%) grade or higher and a "Credit" grade for clinical/externship. All students must have no outstanding incompletes in the school records and must have satisfied all financial obligations to the school. Upon program completion, the student will receive school certification attesting to successful completion of their respective certificate/degree program. All VN students must pass Exit Exam (ATI Comprehensive Exam) with 77% "chance of passing NCLEX on first attempt" or above.

PROGRAM OUTLINE

Vocational Nursing Diploma (VN)

Course Number	Course Title	Lecture Hours	Lab Hours	Clinical Hours	Total Hours	Quarter Credits
First Term						
VN I	Fundamentals of Nursing	78	60	20	158	12
VN II	Pharmacology 1	30	0	0	30	3
VN III	Human Anatomy	78	20	0	98	9
VN IV	Psychology	30	0	0	30	3
Second Term						
VN V	Medsurg 1	78	20	160	258	14
VN VI	Pharmacology 2	30	0	0	30	3
VN VII	Nutrition	30	0	0	30	3
Third Term						
VN VIII	Medsurg 2	90	24	224	338	17
Fourth Term						
VN IX	Medsurg 3	90	24	224	338	17
Fifth Term						
VN X	Medsurg 4	83	0	236	319	16
Total		617	148	864	1629	97

COURSE DESCRIPTIONS

Vocational Nursing Diploma (VN)

COURSE TITLE: VN I. Fundamentals of Nursing

PREREQUISITES: Successful completion of entrance exam, and completion of enrollment requirements.

COURSE DESCRIPTION:

This course covers the Wellness, Health Care Delivery Systems, Emergency Preparedness, Transcultural Considerations, Legal Issues, Admission, Transfer, Discharge Basic Human Needs, Introduction to Nursing Process, Introduction to Body Systems, Introduction to Data Collection, Therapeutic Communication Skills, Assisting the Physician, Data Collection, Elimination Needs, Basic Nutrition, Patient Rights Oxygen Needs, Tracheostomy, Internal Feedings, Perioperative Care, and Skills Review.

COURSE TITLE: VN II. Pharmacology I

PREREQUISITES: Successful completion of entrance exam, and completion of enrollment requirements.

COURSE DESCRIPTION:

Introduces the students to the understanding of basic mathematics before learning the basics of essential pharmacology. An introductory course in pharmacology designed to assist the student in acquiring the basic skills of drug dosage calculations and the administration of medications.

COURSE TITLE: VN III. Human Anatomy**PREREQUISITES:** Successful completion of entrance exam, and completion of enrollment requirements.**COURSE DESCRIPTION:**

Includes a logical analysis of body tissues, organs, and organ systems. Stresses the microscopic, developmental and gross anatomy of mammals, with special emphasis on human anatomy. Major topics include cell structure and function, tissues, organization of the human body, and all body systems. The laboratory work includes study of the developmental, microscopic, and gross anatomy of preserved specimens and models

COURSE TITLE: VN IV. Psychology Nursing**PREREQUISITES:** Successful completion of entrance exam, and completion of enrollment requirements.**COURSE DESCRIPTION:**

Explains the normal role of defense mechanisms and the results when they are overused. Also, the role of neuropsychological and neuro-diagnostic testing in diagnosing mental illness is explained. The method of psychiatric nursing is discussed, along with nursing responsibilities. Psychodrama and the use of role-playing is discussed. The signs and symptoms of substance abuse and withdrawal are identified along with the effects of abuse in the elderly.

COURSE TITLE: VN V. Medical-Surgical I**PREREQUISITES:** Successful Completion of VN I - IV**COURSE DESCRIPTION:**

Describes the anatomy and physiology of the Respiratory system and respiratory disorders, hematologic and Immunologic Disorders, cardiovascular system and cardiovascular disorders, Digestive system and digestive disorders, fluid and electrolyte balance, integumentary system, and skin disorders, and includes transcultural and pharmacology and nutrition aspects of systems included this term.

COURSE TITLE: VN VI. Pharmacology II**PREREQUISITES:** Successful Completion of VN I - IV**COURSE DESCRIPTION:**

Pharmacology II includes those aspects of pharmacology used by nurses in the daily care of patients. Nurses are called upon to perform many aspects of drug related activities. In order to successfully accomplish these responsibilities, the nurse must understand why a drug is being administered or being withheld. She/he must be capable of monitoring the beneficial effects of the medication as well as recognizing and taking appropriate actions to deal with adverse effects. This course provides the pharmacologic information needed by the nurse to carry out these diverse activities.

COURSE TITLE: VN VII. Nutrition**PREREQUISITES:** Successful Completion of VN I - IV**COURSE DESCRIPTION:**

Introduction to nutrients and the role of diet therapy in growth and development and in the maintenance of health. The student will identify the basic nutrients; discuss the role of nutrients in growth and development, health maintenance, and diet therapy.

COURSE TITLE: VN VIII. Medical-Surgical II**PREREQUISITES:** Successful Completion of VN V - VN VII**COURSE DESCRIPTION:**

The first section is the continuation of Medical-Surgical 1. In Medical-Surgical 2, the students will gain theoretical knowledge using the nursing process for patient-centered, evidence-based nursing care of adult patients with acute conditions and health deviations related to endocrine (liver, gallbladder, and pancreas) urologic, musculoskeletal, amputations, eye and vision disorders. Content threaded throughout the course includes cultural diversity, nutrition, pharmacology, patient advocacy, and physical, behavioral, and social aspects of human development. The second part of medical-surgical 2 covers the physiology of conception and the body alterations that occur during a normal and high-risk pregnancy. The course covers the events of each of the four stages of labor and delivery and the nursing considerations of each. The four main goals for immediate care of the newborn are identified. The term "high-risk" pregnancy and childbirth is defined along with five types of abortions and nursing considerations. Additionally, a study of the biological, psychological, and sociological concepts applicable to the family's basic needs, including childbearing and neonatal care. Utilization of the nursing process in the assessment and management of the childbearing family. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor, delivery, and the puerperium.

COURSE TITLE: VN IX. Medical-Surgical III**PREREQUISITES:** Successful Completion of VN VIII**COURSE DESCRIPTION:**

Medical Surgical III includes neurocognitive disorders such as dementia and delirium, psychobiological disorders, substance abuse, fluid and electrolytes, First Aid, Emergency Care and disaster management, cancer patients, surgical care patients and Shock and Cerebrovascular accidents. Content threaded throughout the course includes cultural diversity, nutrition, pharmacology, patient advocacy, and physical, behavioral, and social aspects of human development. Additionally, the fundamentals of prevention and health maintenance as they pertain to children are identified, including the immunizations provided and nursing considerations related to toddler, preschooler, school-age child, and adolescent. It will also include the review of systems and disorders of the pediatric population. The stages of separation anxiety are discussed, normal vital signs, and pediatric safety care during hospitalization.

COURSE TITLE: VN X. Medical-Surgical IV**PREREQUISITES:** Successful Completion of VN IX**COURSE DESCRIPTION:**

Medical Surgical IV includes the reproductive system, the reproductive disorders, professional organizations, medical-surgical practice settings, medical-surgical patients, the older adult patients, nutritional requirements of healthy adults, nutritional care of the older adult, and palliative and hospice care. Additionally, NCLEX-PN review will be included in this course.

ELIGIBILITY FOR LICENSURE

Upon successful completion of the Vocational Nursing Program, students are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®). Graduates of this program are able to demonstrate competence in direct patient care activities in hospitals and in community-based health care agencies; demonstrate ethical and caring behaviors while providing nursing care; successfully pass the vocational nursing program, successfully pass the NCLEX-PN® exam, and are eligible for employment as licensed vocational nurses once they have passed the NCLEX-PN® (Note: The BVNPT requires applicants to be at least 17 years of age). Upon successful completion, the students are awarded a Vocational Nursing Diploma.

REQUIREMENTS FOR LICENSURE ELIGIBILITY

- Minimum Age - 17 Years.
- Completion of high school or its equivalent.
- Complete and sign the Application for Vocational Nurse Licensure.
- Complete and sign the Record of Conviction form.
- Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. Note: A license will not be issued until the board receives the background information from DOJ.
- Attach the appropriate nonrefundable fee made payable to the BVNPT.
- Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
- The Board will advise the applicant of the Initial license fee to be paid. This fee is in addition to the application fee.
- Graduate of a California Approved School of Vocational Nursing or, successful completion of a California Approved Vocational Nursing Program. Contact the Program Director for application forms and instructions.

Note: It may take the Board 4-6 weeks to process an Application for Licensure. Honor Health Sciences has no control over the extent of time the BVNPT takes to process applications.

*Pursuant to Public Law 104-193, the Federal Personal Responsibility and Work Opportunity Reconciliation Act, Title IV Section 401, government agencies (such as the Board of Vocational Nursing and Psychiatric Technicians [BVNPT]) are required to eliminate “public benefits” to individuals who cannot provide proof of their legal status in the United States. Under this law, professional licenses are considered public benefits. This means that all applicants for licensure as vocational nurses will be required to submit verification of citizenship or legal residence in the

United States. The Board will not issue licenses unless legal status in the United States has been confirmed by the United States Citizenship and Immigration Services (USCIS).

POLICIES OF THE VOCATIONAL NURSING PROGRAM

COURSE PROGRESSION AND RETENTION

Progression in the LVN program is contingent upon passing all of the following criteria:

1. Have a minimum theory exam average score of 75% or better. Theory exams include theory tests, midterms, and final exams.
3. Receive a Satisfactory grade in clinical.
4. Pass all skills tests.

THEORY

Theory tests, midterms and final exams cannot be repeated. Grading criteria for each course is contained in the course syllabus and made available to the student at the beginning of the semester.

CLINICAL EVALUATION

Grading criteria for each course is contained in the course syllabus and made available to the student at the beginning of the semester.

SKILLS TESTS

Skills tests are required in all courses to demonstrate competency and safety. Each student will perform three randomly selected skills appropriate to the student's level and must demonstrate competency in the performance of all three skills to pass the course. If a student fails a skill, then the student will be allowed to retest on that skill plus an additional skill randomly chosen by the instructor. If a student fails all three skills, they will retest on the three skills they failed plus three

additional skills randomly chosen by the instructor. Students will be required to remediate prior to retesting. Only one re-test is allowed. The student must pass all the skills by the second testing. Inability to demonstrate the selected skills competently after the second testing results in course failure.

In the LVN program the following percentage values have been assigned to the letter grades of A, B, and C. A "C" grade is considered the lowest level that can be achieved in the nursing program and still successfully pass a course and proceed with the next course in the curriculum.

A+ = 97-100%

A = 94-96.99%

A- = 90-93.99%

B+ = 87-89.99%

B = 84-86.99%

B- = 80-83.99%

C+ = 77-79.99%

C = 75-76.99%

F = less than 75%

STUDENT'S CONDUCT AND RESPONSIBILITIES FOR COURSE PROGRESSION AND RETENTION

Progression in the nursing program is dependent on academic and clinical performance. A grade of 75% or better is required for each nursing course, in order that the student may progress to the next term. Where theory courses include a lab component graded Pass/Fail, a pass is necessary to successfully pass the course and earn the theory grade.

A significant aspect affecting progression within the program is a student's conduct. Without exception, students are expected to display mature conduct toward their responsibility in meeting course objectives:

1. Be prepared for clinical assignments.
2. Abide by Code of Ethics- Confidentiality policy.
3. Maintain a professional attitude demonstrated in all communication and behaviors.
4. Channel any criticism of an agency or individual first through the clinical instructor and then the VN program director, as needed.
5. Be aware that clinical performance is adversely affected by alcoholism, drug abuse and/or emotional illness. These conditions, if left unattended, lead to disciplinary action and may disqualify the student in the state of California. It is the responsibility of the nursing student to seek diagnosis and treatment of these conditions. Faculty will assist and support the student in his/her efforts toward recovery and wellness. If necessary, faculty have the authority to take immediate corrective action, if the student's behavior is unsafe either in the classroom or clinical up to and including dismissal from the program.

NURSING FACULTY OFFICE HOURS

The nursing faculty has designated office hours that promote opportunities for student involvement with the faculty. These hours are announced and posted at the beginning of each term. If a student is unable to meet with a faculty member during their posted office hours, special arrangements can be made to meet specific needs.

FACULTY MEETINGS

Regular meetings of Honor Health Sciences shall be held at least every quarter, the dates and times to be established at the onset of each year. Special meetings may be called by the Chairperson and/or at the request of at least two faculty members. The Program Director will be designated as Chairperson. The last meeting of the year shall be to receive recommendations for the coming year and handle any other business of the organization.

STUDENT REPRESENTATION TO THE FACULTY MEETINGS

The nursing faculty holds meetings at regularly scheduled intervals. Meetings are usually at 11:00 am on the first Friday of each term. A representative from the LVN program is elected to attend scheduled nursing faculty meetings and advisory boards. The student's representative acts in a liaison capacity between their respective classes and the nursing faculty.

FACULTY EVALUATION

All part-time and full-time faculty are evaluated at least every term. Student questionnaires are anonymous and the evaluation procedure is carried out by a student in the absence of a faculty member. The responses will be used by the instructor in improving the course and the manner in which it is taught and the school for the improvement of instruction.

STUDENT CODE OF CONDUCT

Students are expected that their conduct are pristine at all times due to the fact that they will be dealing with individuals that are sick and are dependent upon their caregivers and providers around them. It is expected that students will carry these conduct in their profession. Components of these standards include professional attitudes, professional appearance and professional behaviors.

ACADEMIC HONESTY

Each student shall maintain academic honesty in the conduct of his or her studies and other learning activities at Honor Health Sciences. The integrity of this academic institution and quality of education are based upon the principles of academic honesty. The maintenance of academic integrity and quality education is the responsibility of each student. Dishonest conduct, including cheating and plagiarism, is considered an offense for which a student may be expelled, suspended or put on probation. **Note: Students found cheating on a quiz or exam will immediately be expelled from the program. Use or attempting to use unauthorized materials, information, or study aids in any academic exercise constitutes cheating. Dishonest conduct** also includes fabricating information and data, copying or photographing any testing materials, allowing students to view your test, viewing or copying another students' test. Students must not allow others to conduct research or prepare any work for them without advance authorization from the instructor. Violation of this policy may result in disciplinary action up to and including dismissal from the program. The instructor may temporarily suspend the student from class or the clinical area until the question can be reviewed by the Program Director or designee. Any hours missed due to suspension must be made up before program completion.

Procedure for Examinations

The following standards will be enforced during the giving and taking of examinations:

1. All examinations will have an instructor or proctor present in the room at all times.
2. Backpacks, bottled water, books, paper, coats, personal articles, cell phones (turned off), smart watches and other electronic devices are to be placed away from the student before the exam begins in a spot designated by the instructor or proctor.
3. If it is found that a student has a cell phone or smart watch on their person during any exam, whether it has been used or not, the student will be given a zero on the exam.
4. If necessary, the instructor will provide a sheet of paper to everyone for calculations or to take notes. Each paper must have the student name and must be turned over to the instructor at the end of the exam.
5. If calculators are needed they will be provided by the instructor or proctor.
6. There will be absolutely no talking, eating or drinking during an exam.
7. If a student has a question about the test, they raise their hand, and the instructor will go to the seat of the student. The instructor will answer only non-substantive questions. The information given to the individual student will then be made available to the entire class if it is deemed relevant by the instructor.
8. It is the responsibility of each student taking the examination to position themselves so that they are as far away from other students as possible so that the papers or computer screen of other students are not visible.
9. It is also the responsibility of each student to monitor their own behavior so that the possibility of personal suspicion is minimal.
10. If a student's behavior during an exam is deemed suspicious, the instructor will immediately collect the student's examination papers or suspend the computer exam. Evidence of cheating on exams is grounds for student dismissal as unprofessional conduct.

11. After the student has completed the examination, they are to leave the room immediately and silently, taking their personal belongings with them. Students should not discuss the exam content. Students will not be readmitted to the testing room until the exam is completed.
12. In compliance with the Americans with Disabilities Act, accommodations are granted for verified disabilities.
13. All tests must be taken on the date/times as scheduled.

CELLPHONES

Cellphones are not allowed in classrooms. Cellphones are not allowed to be carried in the clinical facilities. Phones are to remain in your bag or in your vehicle, only to be used on your break. Violation of this policy may result in disciplinary action up to and including dismissal from the program. The instructor may suspend the student from class or the clinical area until the question can be reviewed by the Program Director or designee.

Personal Electronic Devices - Clinical

Cell phones and smart watches must be turned off in clinical settings. Students must follow hospital policy regarding cell phones and smart watches.

CLASSROOM AND CLINICAL BEHAVIOR

Students are expected to maintain respectful and professional behavior. If a student becomes disruptive or argumentative with the instructor or other students, there will be a disciplinary warning. If behavior continues, students will be at risk for dismissal. If the student disagrees with an instructor's assignment or behavior, the student is to speak with the instructor in a private setting during break or after class. If the student does not feel the issue was resolved, the student is to make a written statement and report to the Program Director. Under no circumstance is a student to have a verbal or physical altercation with an instructor, staff member, patient, or peer. Disrespectful, loud and disruptive behavior can be a cause for immediate dismissal from the program. Inappropriate comments and touching will place the student at risk for dismissal. All complaints and reports of inappropriate and disruptive behavior will be investigated by the Program Director or designee.

PERSONAL APPEARANCE

Asepsis, safety, and comfort are integral parts of patient care. Student interference with these aspects of patient care due to uniform, hair, rings, tattoos, piercings, nails, jewelry, offensive odors or any other contributing factors must be corrected as determined by the instructor. Students not meeting appearance standards may be dismissed from the clinical setting.

UNIFORM POLICY

Students are required to adhere to the uniform policy. Appropriate attire for the clinical laboratory settings is:

Males: Scrub uniforms, white shoes. **No** t-shirts or shorts. **No** facial jewelry. **No** visible tattoos.

Females: Scrub uniforms. Hosiery or socks may be worn. White shoes only. **No** t-shirts or shorts. **No** large dangling earrings. **No** facial jewelry. **No** visible tattoos. **No** Acrylic Nails, must be short, clear polish allowed.

Note: **No** strong colognes, perfumes, or aftershave odors.

Name badge must be worn at all times to identify you as a student.

Students are expected to attend all clinical or hospital assignments in compliance with HHS's Uniform Policy. Students who do not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such purposes will apply to absence time. Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled hospital assignment, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation". A second occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the course. An instructor may temporarily suspend a student from class or the clinical area if, in the professional judgment of the instructor, the student poses a danger to the physical safety of the student, the client, or to others. Students are not allowed to be disrespectful to faculty, clinical staff, patients, and fellow students. No loud talking or cursing in classrooms or at clinical sites. One verbal warning will be given.

PHOTO ID BADGES

Photo ID badges identifying you as a HHS LVN Program student are required while in the clinical area. Failure to wear a photo ID will result in exclusion from clinical practice. For security reasons, the ID badges must be surrendered should you discontinue in the LVN program or withdraw from HHS.

TRANSPORTATION/CHILD CARE

All transportation/childcare arrangements are the responsibility of the student. Clinical rotations are assigned by instructors and are non-negotiable. Under no circumstances will children be allowed in the classroom.

CURRENT ADDRESS

Each student is to keep his or her current address and telephone number and personal email on file with the office of the Program Director and School Office. This information will be kept confidential at the student's request.

RENEWALS/CERTIFICATIONS

CPR Renewal * Immunizations/TB Tests/Titers * Drug Screen* Criminal Background Check* Physical Exam

It is the responsibility of the student to monitor renewal dates and send immunization copies to hhs@honorhealthsciences.com. Failure to do so will result in exclusion from clinical practice.

LIABILITY INSURANCE

Liability insurance, though not required, is recommended for all nursing students.

HEALTH INSURANCE

Students in the LVN program are strongly urged to have their own health insurance. Costs associated with emergency treatment of injuries to students that occur in the clinical facility are covered by the college through Worker's Compensation. Any injury is to be immediately reported to the instructor. The involved instructor will initiate steps to ensure prompt notification to the school. Any injury sustained in an on-campus laboratory/class is not covered by Worker's Compensation. Students injured on campus must assume responsibility for medical care.

GIFTS AND GRATUITIES

Gifts and gratuities to instructors are discouraged. Cards and letters of appreciation are appropriate. Acceptance of gratuities or gifts by students from patients is inappropriate.

CLINICAL ETHICS

Clinical facility copy machines, phones, or other equipment are not to be used without authorization of instructor and/or clinical facility employee. Scrubs, office supplies, dressings, or other clinical facility property may not be removed from the facility.

STUDENTS AS CLINICAL FACILITY EMPLOYEES

When students are functioning in any of our cooperating agencies in a role other than as a student, such as a volunteer or paid employee, they are NOT then functioning in a student role. At such times they are not representing the school, and may not wear the student uniform. At such times these employees are governed by the policies and regulations that are applicable to the particular job and the scope of practice allowed within that job as a clinical facility employee. In such instances, the college assumes no responsibility for the employee's work and the college's liability insurance does not apply. Example: LVN student is a CNA and works as a CNA at a local hospital. Working as a CNA, even though they are an LVN student, the employee cannot do any LVN or LVN level skills.

PERSONAL REASONS FOR VISITING IN THE HOSPITAL AND OTHER CLINICAL SETTING

If present at the hospital and other clinical settings for personal reasons, such as visiting relatives or friends, students should NOT wear their uniforms. Appearance and dress should be acceptable and conform to standards for appearance in public places. Students abide by the same visiting regulations as all other visitors.

QUALITY OF CARE

A patient has the right to safe nursing care. When an LVN student performs care that is customarily given only by a licensed vocational nurse, the courts have held the LVN student to the high standard of care of the licensed vocational nurse.

LVN students are expected to maintain a physical and mental state, which will enable them to meet these professional responsibilities. They must be intellectually and technically prepared to give nursing care. Improper student conduct in the clinical area can result in civil liability, loss of clinical facilities, loss of program accreditation or loss of licensure. At no time should a student assume responsibility for nursing care without the knowledge and supervision of their instructor.

STUDENT EVALUATION

Clinical evaluation occurs formally, at the midterm and end of each term. The VN faculty evaluate the student's clinical application of theory to practice according to stated clinical objectives.

Feedback for clinical evaluation is also given throughout the term. It may be given verbally, to reinforce positive student outcomes. A skills lab/ Mandatory Attendance form may be issued to direct students to increase their proficiency in a specific skill. An Advisement form may be issued to identify a single deficiency. It is the student's responsibility to meet clinical objectives, elicit feedback, and promote open communication about progression toward that goal. The process of clinical evaluation is designed to give ample time for students to learn and improve with the hope that probation or more serious action will not be necessary.

If at any time, a student's behavior poses a serious threat to patient safety, as determined by the nursing faculty, the probation process may be waived. Examples include, but are not limited to stealing narcotics, client abuse, desertion, falsifying documents, misrepresenting self, and actions on paper, or performing procedures outside the scope of program objectives. The student will not be permitted in the clinical area. Faculty review may result in dismissal from the program.

REMEDATION: MANDATORY ACADEMIC

When an instructor identifies areas needing improvement or a student has an unsuccessful course exam below level of competency, then a remediation plan will be provided. The remediation plan will allow the student to develop and demonstrate required knowledge, skills, and attitudes through self-directed learning and purposeful interactions with faculty. This will enable students to increase their knowledge and understanding to identify, correct, and reinforce their learning difficulties.

Any students scoring <75% on a course exam identified by the course instructor will receive a mandatory remediation plan. The student and instructor will meet and discuss the steps for compulsory remediation. The course instructor and the student will develop an individualized course action plan. The course action plan may include reviewing the course content of where the student is failing and reviewing the missed questions in the exam, attendance, assignments, concept maps, and case studies. Specific follow-up dates will be indicated to provide expectations and a guide to both the instructor and the student. Additionally, the consequences of failing to complete the remediation plan will also be stated.

A completed remediation plan stating the actions to meet the objectives must be signed by the course instructor, student, and Program director. If the signature of the student is missing, the remediation plan will remain in effect. The original copy of the completed remediation plan will be given to the course instructor and placed in the student file.

The remediation plan should be completed one week before the next term starts in order for the student to enroll for the subsequent course. Failure of the student to complete the remediation plan and obtain an appropriate signature by the deadline date will result in course failure.

REMEDATION: MANDATORY CLINICAL

Clinical remediation will be given to the students who are needing to remedy their situation and if left unresolved will result in failure of the course. The clinical remediation will allow improvement of the clinical performance of the student, provides further evaluation and information to the student and faculty on the student's clinical performance, improves clinical performance and will allow the instructor to focus on the student at risk of failing.

Any student receiving a failing grade will receive a mandatory remediation referral. The clinical instructor will meet with the student to develop a collaborative action plan. The action plan will include improvement in the clinical skills, critical

thinking, time management and other factors determined by the instructor during discussion with the student. This will also have a description of the consequences of failure to complete the remediation plan. Dates will be identified for the completion of the action plan and will be signed by the faculty of the course. Contract remains in effect even if there is no student signature. And the completed remediation plan will be placed in the student file.

GUIDELINES FOR PROBLEMS RESOLUTIONS

To resolve problems, concerns, or questions, the student should first communicate with the individual instructor. If resolution does not occur, the student is encouraged to meet with the VN Program Director.

PROBATION PROCESS

Probation is a warning and an indication that changes must occur in performance if the student is to progress satisfactorily in the program. This procedure is a means of identifying student problem(s) in writing, describing what actions have taken place to correct the problem(s), and specifying what changes must occur. Once probation is initiated, conferences and written notations will indicate student progress toward meeting objectives.

Probation will be initiated in response to patterns of behavior/performance which interfere with a student's progress in meeting objectives. Examples are but not limited to absences, incomplete assignments, lack of preparation for clinical practice, inability to apply theory to clinical practice, lack of accountability, not calling in to an agency when ill, inadequate communication compromising patient safety, or not arranging for make-up assignments.

Probation can occur at any time in the program when these or similar problems arise. Probation length depends on the types of problem(s) and on the resolution of problem(s).

Probation Process:

1. Student is conferenced by the instructor. Problem areas are identified, and a plan of improvement is established within a timeline.
2. Lack of progress toward improvement will result in the student being placed on probation. The student is conferenced by the faculty team and the Program Director. Problem areas are discussed, documented, and a written plan for remediation initiated.
3. Regular conferences and written notations will take place and indicate progress toward objectives.
4. If after a team review of all available information indicates a lack of progress, within the given time frame, recommendation regarding retention will be made by the faculty.
5. Together, the faculty and the VN Program Director will review the recommendations and make a decision regarding the dismissal. The decision or summary of the conference will be written.

DISMISSAL POLICY

Honor Health Sciences educates students to become professional healthcare providers. The students will be responsible for protecting the public and the community from unsafe and unprofessional nursing practices. Therefore, any students in the vocational nursing program will be dismissed from the program for any unsafe and unprofessional nursing practice. Students dismissed from the program for violating professional, legal, or ethical conduct will not be eligible for re-admission in the nursing program.

The student will be subject to dismissal from the vocational nursing program based on, but not limited to, the following:

- A. Unsafe Clinical Practice
 1. Inability to display stable mental, emotional, or physical behavior affecting other students, faculty, and patients.
 2. Failure to comply with a mandatory remediation plan.
 3. A single occurrence of behavior endangering a patient, staff, fellow students, and instructor.
 4. Failure to follow protocols such as wearing protective equipment when needed, following instructions of the instructor that results in an adverse event, performing skills and procedures without supervision.

- B. Violations of Professional, Legal, or Ethical Conduct:
1. Dishonesty. Falsification of records of patients and data submitted as a requirement for the course. This can also include academic records and other information related to it.
 2. Failure to observe patient confidentiality according to HIPAA regulations.
 3. Behaviors leading to disruption of patient care and or class coordination

If the instructor determines that a student is subject to dismissal, the instructor will communicate the problem to the program director. Written documentation will state the specific violation and corresponding status of the situation, group, or patient involvement. The student involved will always be encouraged to have written and or verbal input. Any students displaying unsafe clinical practice or violating professional, legal, or ethical conduct will be dismissed immediately. The student will not be eligible for re-entry into the Licensed Vocational Nursing program.

Additionally, students failing to obtain 75% for the course, having unsatisfactory clinical performance on the final clinical evaluation, unsafe clinical practice, unprofessional clinical performance, incomplete required community service hours, or incomplete assignments must exit the LVN program. The student will be scheduled for an exit interview with the Program Director. Students who have not been dismissed from the nursing program due to unsafe clinical practice or violate professional, ethical, or legal behaviors will be eligible to re-apply to the LVN program one additional time on a space-available basis.

ATTENDANCE

Students are expected to attend each scheduled class, laboratory session, and clinical session. Students are required to make up their absences according to school policy. Instructors may require students to make up their absences even if their absences do not exceed the maximum absences required by the school policy.

The maximum allowable number of absences is two days in Theory. Theory absences can be made up may include presentations, research, concept maps, or other designated assignments. Any theory hours missed over two days are considered excessive, and the student will be dropped from the Program.

For the clinical hours, absences must be limited to two days of the total term and can be made up before the end of the term. The Program Director or designee will counsel students during the first absence. If the student incurred two absences, then they will be placed on probation with the possibility of dismissal. Any students having absences after the second absence will be dropped from the Program. Make up for clinical skills lab, simulation, and clinical time in the facilities.

The students are expected to comply with Honor Health Sciences' Uniform Policy and have appropriate medical equipment for clinical or hospital assignments. Students who do not conform to the said Policy will be asked to leave the clinical area. The time missed will be an absence.

TARDINESS

All students are expected to attend their classes on time and finish their courses on the scheduled time. Leaving early and any delay of 5 minutes for both lecture and laboratory will be accrued as one-half of an absence. Any student whose cumulative tardiness will lead to excessive absence will be at risk of being dropped. A student may file for readmission once during the entire Program due to excessive absences.

ABSENCES

Students are expected to attend all theory and clinical courses. The student must notify the instructor or the school of at least 1 hour's notice of the reason for their absence and provide documentation about the nature of the absence afterward. The student must notify the school or the instructor by phone. Failure to inform the instructor or the school one hour before the scheduled Theory and clinical class will be considered a no-call no-show. The student will be put on attendance probation and make up for the clinical time. The second time the student fails to inform the instructor, the student will be dropped one hour before the clinical class starts. Moreover, students are given only two excused absences in both Theory and clinical courses. An excused absence must be made up with concept maps, case scenarios and other appropriate assignments, and clinical attendance. Still, any additional absences will be excessive, and the student can be dropped from the class. Excused absences can be made up with a theory assignments and clinical attendance. Additional absences will be excessive and will cause the student to repeat the course once.

CANCELED CLASS POLICY

When a scheduled class is canceled for unforeseen reasons (e.g., inclement weather, power outage, etc.), the class will be made up before the end of the term in which the cancellation occurred. If students are unable to attend the rescheduled class, they will be marked absent, and the Student Attendance Policy will apply.

In the event of unfavorable weather conditions, classes may be canceled at the discretion of the School Director. Students will be notified through **email and text message**.

WITHDRAWAL

A student may withdraw from an Honor Health Sciences program at any time after the registration. Withdrawal must be in writing. Failure to withdraw from the course will result in a failing grade for each course. If the student decides to come back from the withdrawal, they will start from the beginning of the term from where they withdrew if the space is available.

LEAVE OF ABSENCE

Any student wishing to take three or more days off from the LVN program must present a request in writing before the beginning of Leave of Absence. The request should state the reasons for requesting the Leave of Absence. The Program Director will make an appointment to discuss the leave with the student. The Director will then decide whether to approve or deny the request in writing. If the student is granted leave, the student will return at the beginning of the term if there is space available.

Any students who could not continue their Program due to valid personal reasons, who have satisfactory academic and attendance records, and passing clinical may be reinstated in the Program at the next available entry point, providing space is available.

IMPAIRED NURSING STUDENTS

Honor Health Sciences is a drug-free campus. Students enrolled in the vocational nursing program agree to the random drug screening policy, including testing. The testing will be at the expense of the student. Any student determined to be impaired in class or clinical or who has a positive drug screening test will be dismissed from the Program. Additionally, students who are showing signs of mental illness will be directed to the healthcare provider. Mental illness and chemical dependency should be treated.

If the instructor found the student impaired, causing harm to staff, visitors and students, the student will be removed from the nursing program. The impaired student will be directed to seek appropriate assistance through their healthcare provider. It is the responsibility of the student to seek diagnosis and treatment for any chemical dependency or mental illness. The student should provide proof of treatment and medical clearance before petitioning to return to the nursing program.

REINSTATEMENT INTO THE PROGRAM

The following students may be reinstated in the Program at the next scheduled entry point as determined by the Program Director:

1. Students who have not passed the course.
2. Students who were suspended causing them to be dismissed from the Program but are able to appropriately do remediation or treatment
3. Students who have unsatisfactory attendance and unable to complete the course.
4. Students who did not pass the course may be readmitted one time as space is available. You must pass clinical and Theory at the same time.

All students are given only one reinstatement for the dismissal from the Program for unsatisfactory academic, clinical, and excessive absence. A student who has been dismissed twice shall not be readmitted to the Program.

POLICY FOR TEMPORARILY IMPAIRED STUDENTS

Students who become temporarily impaired due to illness, injury, surgical procedure, or pregnancy while in the Program will provide the school with a letter from their doctor stating what restrictions pertain to the student's ability to perform in the classroom and clinical settings. The school will make every effort to accommodate the student to continue safely in the Program. If the student needs to leave, the school will require the student to provide a physician's letter stating that the student can return. If they decide to come back, they will start when they leave if the space is available.

HEALTH REQUIREMENTS

HEALTH SERVICES

The institution does not provide health services on campus other than making available immunizations, if any, at scheduled times.

IMMUNIZATIONS

Clinical sites require various vaccinations prior to participation in a clinical rotation. The immunization requirements are based on general requirements for working in a healthcare setting and may change without notice. It is the students' responsibility to ensure compliance with immunization requirements at their own cost. If a student declines any of these immunizations, HHS cannot guarantee placement at a clinical site. In these cases, the student may be required to complete additional health facility-specific documentation, including waivers. Under no conditions can HHS guarantee employment.

HEALTH INSURANCE COVERAGE

The clinical sites do not provide health insurance coverage for students. All students are covered by accident and liability insurance policies while in school or on clinical rotation. This policy does not automatically pay for all medical expenses due to school-related accidents. It is designed to work together with the insurance the student may already have. A student is required to meet with the Program Director regarding the processing of a claim. None of the programs provide health insurance as part of the tuition fee. Health insurance is the sole responsibility of the student.

HEALTH CONDITIONS

It is the responsibility of the student to inform the appropriate instructor(s) of any physical or mental condition that could interfere with the safety of the student and/or patient while at the clinical site.

While ill, it is the responsibility of the student to notify the Program Director and the clinical site. Students are not permitted to attend class or clinical with a communicable disease.

FINANCIAL INFORMATION

PROGRAM EXPENSES

Approximate cost per year (subject to change without notice):

Tuition Fees \$34,000.00

This amount includes the Registration Fee, Books, ATI Student Access Account, 1 set of Uniform, and Miscellaneous Fees. Please refer to the Enrollment Agreement for amount details.

The following would be the responsibility of the student to comply with statutory requirements at their own expense:

California STRF Fees

Licensure Applications

Any Other Statutory Expenses not listed above

The following would be responsibility of the student to procure from any provider of their choice at their own expense:

Materials Fee

Health Examination, Related Tests & Immunizations

Medical Equipments for Clinical

Transportation to and from Clinical Facilities

Drug Testing for Licensure Application

Background Clearance for Licensure Application

Any Other Incidental Expenses not listed above

Tuition for the first enrollment period of the program selected is due by the first day of each term unless alternative arrangements are made with the Financial Department. Payment may be made with cash, check, credit card, or money order made payable to Honor Health Sciences. Checks that are returned for non-sufficient funds will be assessed a \$30 processing fee. If tuition payments by check are returned more than once for non-sufficient funds during the term of the enrollment agreement, all future payments must be paid in cash or by money order.

EDUCATION COST

HHS will assist students in developing financial plans to pay for their education through a combination of student or family contributions, and finance plans. All payments are the full responsibility of the student and are payable as stated in the student's Enrollment Agreement.

Students may be required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled.

Any change in financial situation that may affect a student's financial ability to make scheduled payments must be discussed with the Financial Officer and the Business Office.

Failure to keep all payments current may result in withdrawal from the school

TUITION FEES, CHARGES AND EXPENSES BREAKDOWN

TUITION FEE (Prorated upon course withdrawal plus nonrefundable fees) \$34,000.00

Refer to 'Student's Right to Cancel'.

Non-Refundable Fee in case of Cancellation or Withdrawal (included in Tuition Fee Charges)

Registration Fee \$75.00

Non-Refundable Fee in case of Withdrawal (included in Tuition Fee Charges)

Equipments: Nursing Scrubs - Uniform 1 set \$100.00

Books (estimate only, actual amounts will be based on actual purchase price on actual books received by the student) \$1,900.00

ATI Student Access Account (estimate only, actual amount will be based on actual purchase price of subscription) \$1,500.00

Miscellaneous Fees (estimate only, actual amount will be based on expenses incurred for attended labs and clinicals) \$3,000.00

OTHER CHARGES IN ADDITION TO TUITION (NON-REFUNDABLE)

Student Tuition Recovery Fund \$85.00
(\$2.50 for every \$1,000 rounded up to the nearest \$1000)

Note: The student must provide for other equipments for clinicals at their own expense from any provider of their choice. They have to provide for stethoscope, bp cuff, thermometer and any other equipments necessary for clinicals. In addition, they are urged to maintain a valid health insurance at their cost when performing clinicals and provide for transportation to and from clinical facilities at their own cost.

TOTAL DUE FOR THE ENTIRE PROGRAM \$34,085.00

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE/PAYMENT PERIOD \$34,085.00

FEDERAL STUDENT LOAN PROGRAMS OR FINANCIAL AID

Honor Health Sciences is not eligible for the Federal Student Loan Programs or Financial Aid. This institution does not meet the U.S. Department of Education criteria that would allow its students to participate in federal student aid programs.

STUDENT'S RIGHT TO CANCEL

A student has the right to terminate the enrollment agreement at any time. You have the right to cancel the enrollment agreement and obtain a full refund of charges paid through attendance at the initial class session, or the seventh day after enrollment, whichever is later. After the cancellation period, you have the right to withdraw at anytime and obtain pro-rata refund provided that you have not completed more than 60% of the period of attendance.

CANCELLATION PERIOD AND PROCEDURE

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement on the first class session, or the seventh calendar day after enrollment, whichever is later. You can do this by mail, hand delivery or e-mail. The written notice of cancellation sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. For the purposes of this Agreement, the date stamp on the postmark made by the post office will be considered as the date of notice regardless of the actual date it was delivered in the mailbox.

The written notice of cancellation need not take any form and is effective if the written notice shows that you no longer wish to be bound by this Agreement. You will be given two [2] Notice of Cancellation forms [attached to the Enrollment Agreement] to use on the first day of class, but you can use any written notice that you wish. If the school has given you any equipment, including books or other materials, you shall return them to the school within 7 calendar days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the seven [7] day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

REFUND

If you cancel this Agreement within the cancellation period, the School will refund 100% of all money that you paid, less the registration fee and STRF fee as outlined in the Enrollment Agreement and any deduction for equipment not timely returned in good condition, within seven days after your Notice of Cancellation is received. A refund will be made within 45 days of receiving an official cancellation notice. If the payment is made by the student, the refund will be sent to the student. If the payment is made by a loan company in behalf of the student, the refund will be sent to the loan company.

Note:

In the event the eligible person fails to enter the course, withdraws, or discontinues attendance at any time prior to the completion and who have completed 60% or less of the period of attendance, the amount charged to the eligible person for tuition, fees, and other charges should not exceed the approximate pro-rata portion of total charges for that program plus the nonrefundable charges related to the program as outlined in the Enrollment Agreement.

If a student obtains a loan to pay for an education program, the student must repay the full amount of the loan plus interest and origination fees, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid programs. CEC 94911(e) (2). CEC 94919 or 94920. **Please refer to the refund policy specific to financial aid and financial aid disclosures.**

WITHDRAWING FROM A COURSE AFTER THE SEVENTH (7TH) DAY OF ENROLLMENT DATE OR FIRST CLASS SESSION, WHICHEVER IS LATER.

After the cancellation period, you have the right to withdraw from a course of instruction at any time. Withdrawal shall occur when you give written notice of withdrawal at the address of the School shown on the top of the first page of the Enrollment Agreement at anytime AFTER the first class session, or the seventh calendar day after enrollment, whichever is later. You can do this by mail, hand delivery or e-mail. The written notice of withdrawal sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. For the purposes of this Agreement, the date stamp on the postmark made by the post office will be considered as the date of notice regardless of the actual date it was delivered in the mailbox.

You have the right to receive a pro-rata refund if you have completed sixty percent (60%) or less of the scheduled period of attendance. If you withdraw after completing more than 60% of the scheduled attendance, any additional funds in your

account will be considered additional earned tuition. If you withdraw from the program after the period allowed for cancellation of the agreement but before more than 60% of the scheduled of the scheduled period of attendance have been completed, then the school will remit a pro-rata refund less the STRF Fee, Registration Fee and other Non-Refundables as outlined in the Enrollment Agreement within 45 days following your withdrawal. You are obligated to pay only for educational services rendered and the equipments, online student subscription accounts, books and supplies already issued to you.

If you obtain books or other materials outside of what was provided to you (i.e., replacement book for lost or stolen book), you would be charged for it in the computation for refund if you have not paid for it upon receiving the said item.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE GIVEN WITHIN FORTY FIVE DAYS OF WITHDRAWAL. THE REFUND WILL BE SENT TO THE LOAN COMPANY IF THE TUITION WAS MADE BY THEM IN BEHALF OF THE STUDENT. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS WITH THE SCHOOL TO PAY THE BALANCE.

If a student obtains a loan to pay for an education program, the student must repay the full amount of the loan plus interest and origination fees, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid programs. CEC 94911(e) (2). CEC 94919 or 94920.

After the cancellation period, a student will receive "W" notation on their transcript. No credit will be given for incomplete courses.

If a student is granted a leave of absence and fails to return on the approved date, then the refund will be calculated based on the day the student was scheduled to return from the leave of absence. Students who fail to return will be subject to termination.

STUDENT SERVICES

The following services will be available to all students whenever applicable:

1. ACADEMIC ADVISING

Students experiencing academic or any other kind of distress are encouraged to seek advice from assigned staff, faculty and the director of the program. They can provide guidance. Should the student prefer, these staff and faculty can provide referrals to other programs or organizations that are better suited to be of assistance?

2. TUTORIAL PROGRAMS

Tutoring is made available to any student at no additional cost on an as-needed basis. Specific tutorial services for class material are provided by the student's regular instructor. Should there be a conflict; arrangements may be made for another instructor to assume tutorial duties. Whenever possible, tutoring will be provided at the student's scheduled class time, usually during one of the break times. Otherwise, the student and the instructor are responsible for scheduling a time when there is no conflict. The amount of tutoring will depend on the need of the student as determined by the instructor.

3. LIBRARY

HHS maintains a wide variety of virtual reference materials and publications to aid in furthering comprehension of coursework. The library contains computers and resources of supplemental educational materials for students that are available during office hours of operation. The library houses books, journals, magazines, as well as audio and video instructional aides. The Library is located in Room 3 and will be open Monday to Thursday from 10:00 am to 3:00 pm. All students can access the virtual references through the computer by using their login name and password. Access to virtual references are included in the program tuition & fees. Students may check out books, periodicals, and any other learning materials available to check out by placing a request with the Front Desk. The School Director maintains the library and retrieves books for students. Students may check out books for two (2) weeks and return them to the Front Desk. The

School Director then sends the student an email confirmation that the books have been returned to the library. All checked out materials shall be due in two (2) weeks after which a past due fine shall be charged accordingly. Students will be responsible for lost books/reference materials the cost of which shall be computed at its current prevailing price. The school is in very close proximity to the public libraries in the following cities:

1. El Centro Public Library
1140 N Imperial Ave., El Centro CA 92243
M-F 9:00 am to 7:00 pm; Sat 9:00 am to 1:00 pm
2. Imperial Public Library
200 W 9th St, Imperial CA 92251
M-F 10:00 am to 8:00 pm; Sat 11:00 am to 3:00 pm
3. Camarena Memorial Library
850 Encinas Ave., Calexico CA 92231
M-Thurs 10:00 am to 8:00 pm; Fri – 10:00 am – 6:00 pm

4. STUDENTS WITH DISABILITIES

Honor Health Sciences meets the requirements of the Americans with Disability Act and Occupational Safety and Health Act. HHS does not discriminate based on physical handicaps. However, students must be physically capable of safely participating in classroom & clinical instruction daily to successfully complete the program.

The institution encourages all students who may have a concern regarding a physical issue to visit the School and allow the School to evaluate individual circumstances. The School may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

Reasonable accommodations will be considered on a case by case basis for individuals who meet eligibility under applicable statutes. Any person expecting to need accommodations should request them prior to beginning the program, as some accommodations may not be considered reasonable and may impact an applicant's ability to complete all components of the program.

- If accommodations are needed for any disability, students must ask for needed accommodations on acceptance into the program. Student is referred to the Program Director for arrangements.
- If a student is admitted and requests needed accommodations for a disability, the student must have appropriate documentation validating disability.
- Students are held to the same expectations of performance as others.
- Nursing Students must meet Technical Standards set by the Nursing Program for performance.

VOCATIONAL NURSING TECHNICAL STANDARDS / ESSENTIAL FUNCTIONS

The following listing has been prepared to assist you in understanding the technical standards of the Nursing program in order to affiliate in the clinical agencies and ultimately practice the profession. The technical standards as stated herewith are not conditions of admission to a program of study. Rather, they reflect performance abilities that are necessary for a student to successfully complete the requirements of the specified Health Occupations program.

The purpose of this document is to notify prospective Nursing students of these technical standards to enable them to make an informed decision regarding enrollment in the Nursing program at Honor Health Sciences.

The delivery of safe, effective nursing care requires that students be able to perform functions related to the technical standards outlined here. The inability of a student to perform these functions may result in the student being unable to

meet course objectives and to progress in the Nursing program. Additionally, if a student is unable to perform these required competencies, the student may pose a risk of harm to the patient(s) for whom care is provided.

All applicants meeting the appropriate academic requirements shall be considered equally for admission to Honor Health Sciences regardless of race, color, religion, sex, marital status, beliefs, sexual orientation, national origin, age, or physical or mental disability.

TECHNICAL STANDARDS (Essential Functions)	DESCRIPTION	EXAMPLES OF ACTIVITIES (not all-inclusive)
Cognitive Ability	<ul style="list-style-type: none"> • Demonstrate critical-thinking ability sufficient for collecting, analyzing, and integrating information and knowledge in order to make safe clinical judgments and decisions that promote positive patient outcomes and professional behavior. • Exhibit ability to organize and prioritize tasks. • Exhibit ability to function effectively under stress and time constraints. • Exhibit awareness of, and ability to, work with diverse populations. • Exhibit ability to respond appropriately to emergencies. 	<ul style="list-style-type: none"> • Identify cause/effect relationships in clinical situations. • Develop and implement nursing interventions. • Evaluate care and patient response to care. • Demonstrate problem solving abilities (reason, prioritize, and synthesize data) sufficient for clinical judgment. • Use sound judgment and safety precautions. • Organize and prioritize multiple tasks, integrate and analyze written, verbal, and observed data regarding patient care. • Implement evidenced-based nursing interventions. • Demonstrate the ability to assist accurately with all patient care duties and medical procedures. • Understand the rationale for, and comply with, HIPAA standards, especially confidentiality. • Follow a process from start to finish utilizing sequential established policies and procedures.
Communication Ability	<ul style="list-style-type: none"> • Demonstrate abilities sufficient for interaction with others in verbal, nonverbal, electronic, and written form. • Demonstrate ability to speak, read, comprehend, and write English at a level that meets the need for clear and effective communication with instructors, peers, coworkers, patients/families, and other health care providers. • Demonstrate ability to adjust non-verbal and verbal language appropriately to meet the needs of the multilingual and culturally 	<ul style="list-style-type: none"> • Communicate effectively with patients, families, and other members of the healthcare team. • Provide patient teaching. • Provide explanations. • Understand communicated patient information. • Provide ongoing verbal report. • Document accurate patient information. • Interact and establish rapport with individuals, families, and groups from diverse populations. • Engage in therapeutic communication.

	<p>diverse patients, families, and colleagues.</p> <ul style="list-style-type: none"> • Demonstrate an appropriate model of speech production and English language for clients and families. 	<ul style="list-style-type: none"> • Maintain patient confidentiality in spoken and written communications.
Interpersonal/ Intrapersonal Skills and Behavior	<ul style="list-style-type: none"> • Demonstrate emotional and psychological stability sufficient to function under stress and adapt to ever changing situations. 	<ul style="list-style-type: none"> • Maintain composure in clinical and classroom environments. • Respond professionally and appropriately to emergency situations. • Demonstrate a caring attitude. • Demonstrate respect for individual differences.
Visual Ability	<ul style="list-style-type: none"> • Demonstrate visual acuity sufficient for observation and assessment of patients and their environment in the provision of nursing care. 	<ul style="list-style-type: none"> • Observation of patient responses to care and their environment. • Demonstrate visual acuity sufficient to observe, monitor, and assess equipment, patients, and their environment. • Assess and measure drainage and bodily fluids. • Detect fire and initiate emergency measures. • Read medication labels, and draw up and read syringe volumes accurately.
Auditory Ability	<ul style="list-style-type: none"> • Demonstrate hearing acuity sufficient to assess patient needs, perform physical assessment, and hear normal conversation as it relates to their working environment. • Demonstrate hearing acuity sufficient to successfully interact with environment. 	<ul style="list-style-type: none"> • Detect cries for help. • Detect sounds related to bodily functions by auscultation with a stethoscope. • Detect audible alarms within the frequency and volume ranges of the sounds generated by the monitoring equipment. • Hear and communicate clearly by telephone. • Hear conversations well enough to communicate with patients, peers, instructors, and other members of the healthcare team.
Tactile Ability	<ul style="list-style-type: none"> • Demonstrate tactile ability and dexterity sufficient for the use of small instruments using a light touch for control. • Demonstrate tactile ability to interpret characteristics such as sharpness, texture, temperature, and bodily fluids. • Demonstrate tactile ability sufficient for patient care, physical assessment, and intervention. 	<ul style="list-style-type: none"> • Detect changes in skin temperature. • Palpate both superficially and deeply and discriminate tactile sensations. • Detect safe temperature levels of hot and cold applications. • Perform functions of physical exam and therapeutic interventions such as insertion of a catheter.

	<ul style="list-style-type: none"> • Demonstrate ability to put on and remove Personal Protective Equipment, or PPE. 	<ul style="list-style-type: none"> • Demonstrate ability to put on and remove gloves, gown, shoe covers, mask, protective eyewear, and head covering.
Olfactory Ability	<ul style="list-style-type: none"> • Demonstrate olfactory ability sufficient to assess patients and healthcare environment. • Demonstrate olfactory ability sufficient to detect unusual odors/smells emanating from patients and/or the environment. 	<ul style="list-style-type: none"> • Detect malodorous or unusual odors from bodily fluids, wounds, and food. • Distinguish smells which contribute to assessing and/or maintaining the patient's health status and environment (fire, noxious fumes, etc.). • Tolerate exposure to various chemical odors.
Strength and Mobility	<ul style="list-style-type: none"> • Demonstrate physical abilities and strength sufficient to perform clinical, administrative, and emergency procedures. • Demonstrate sufficient energy and vitality to interact with people of all ages. • Demonstrate ability to freely walk, stand, sit, squat, balance, climb, reach, grip, lift, pull, and push as needed in the performance of clinical duties. • Demonstrate ability to move in tight quarters. • Demonstrate proper body mechanics. • Demonstrate ability to stand for long periods of time. • Demonstrate ability to move quickly to perform direct patient care. 	<ul style="list-style-type: none"> • Demonstrate ability to effectively use appropriate ergonomic techniques (good body mechanics). • Assist with patient transfers for those who may require physical assistance, such as moving in and out of beds or chairs, when necessary. • Demonstrate strength to position, lift, move, and transfer patients. • Lift up to 25 pounds without assistance. • Demonstrate ability to maneuver in small spaces (walk, stand, and bend over). • Push or pull heavy objects such as occupied hospital beds and gurneys, and lift and move heavy equipment with assistance. • Ability to walk, stand, and bend over in the course of providing nursing care. • Maneuver and move quickly and easily in examination and patient rooms, labs, hallways, work spaces, and treatment areas. • Quickly intervene for a patient's health and safety, including the ability to perform Cardiopulmonary Resuscitation (CPR), if needed.
Motor Skills	<ul style="list-style-type: none"> • Demonstrate gross and fine motor abilities sufficient to perform safe and effective patient care, as well as providing safe environments and 	<ul style="list-style-type: none"> • Demonstrate ability to quickly intervene for patient safety. • Manipulate syringes and dispose of needles safely.

	<p>responding to unexpected situations in a timely manner.</p> <ul style="list-style-type: none"> • Demonstrate agility and dexterity sufficient to meet the needs of the work environment. • Demonstrate physical ability sufficient to maneuver in small spaces (including standing, walking, bending, and range-of-motion of extremities). 	<ul style="list-style-type: none"> • Manipulate vials, ampules, and medication packaging and administer medications. • Perform Cardiopulmonary Resuscitation (CPR) and other basic life support functions on a patient if needed. • Calibrate adjust, use, and clean equipment.
Physical Endurance	<ul style="list-style-type: none"> • Demonstrate sufficient physical endurance to complete assigned periods, the required shift, and assigned tasks during clinical practice. • Demonstrate sufficient physical endurance to attend, participate, and complete assigned periods in lecture and skill lab activities, and school functions. 	<ul style="list-style-type: none"> • Demonstrate ability to work 8- to 12-hour shifts on AM or PM clinical rotations. • Demonstrate ability to complete patient care assignment in a timely manner. • Demonstrate ability to attend 4 - 8 hours of lecture. • Demonstrate ability to work in skills lab for 4 - 8 hours/week.
Environmental Tolerance	<ul style="list-style-type: none"> • Demonstrate ability to work in the healthcare environment. • Demonstrate sensitivity and ability to protect self and others from environmental risks and hazards. • Demonstrate ability to tolerate prolonged periods of time amidst artificial lighting, air conditioning, dust and odors, residue from cleaning products, noise, congested workplace, and bodily fluids. • Demonstrate ability to wear Personal Protective Equipment, or P.P.E., for extended periods of time during patient treatment, educational study, and labs. • Demonstrate awareness that the health care environment may contain latex and other allergens, including but not limited to medication (topical and ingestible), chemical, and mundane; tolerance of such allergens in the work place must also be demonstrated. 	<ul style="list-style-type: none"> • Perform Universal Precautions to work safely in an environment that includes respiratory and blood borne pathogens. • Tolerate noise. • Show awareness of, and sensitivity to, environmental allergens that affect patient comfort and wellness. • Perform frequent evaluation and correction of facility for vapors/fumes, excessive noise, and facility cleanliness in the performance of patient care. • Tolerate offensive odors and bodily fluids and functions. • Wear gloves, mask, head covering, protective eyewear and gown for extended periods of time during patient treatment, educational study, and labs.

5. GRIEVANCE PROCEDURE

1. For informal complaints, the student must have first communicated with the instructor or staff about the problem. The student should notify the instructor or the staff member within ten business days to resolve the issue.

2. If the issue is not resolved following an informal complaint, the Student Complaint Form, available in the office, should be completed by the student and forwarded to the Program Director for review.
3. When a grievance is submitted, the Program Director will investigate within seven days of receiving the grievance.
4. The student will be given an appointment to meet with the Program Director. The appointment for the meeting should be delivered within ten business days from the submission of the completed Student Complaint Form.
5. At the time of the appointment, the Program Director, the staff involved, and the student will attempt to resolve the complaint in a satisfactory manner. If both parties agree that the meeting will be recorded, then it can be allowed. The recording will become part of the complaint file and property of the school.
6. If the student who filed the complaint did not appear during the set appointment, the complaint will be terminated, and the student shall have no further recourse.
7. Following the meeting between the student and the staff, the Program Director shall notify them of the recommended resolution. If the resolution is acceptable to the student and staff involved, then a final copy of the decision will be placed in the student file.
8. If the student feels the decision has not been handled fairly, the student may apply to the school administrator for a final decision within 30 days.
9. For any further concerns about the procedure or the program, the student may contact the Board of Vocational Nursing and Psychiatric Technicians:

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
2535 Capitol Oaks Dr. Suite 205. Sacramento CA 95833-2945.
Telephone: (916) 263-7800
www.bvnpt.ca.gov

The student may also contact the Bureau for Private Postsecondary Education:

Bureau for Private Postsecondary Education
1747 N. Market Blvd., Suite 225 Sacramento, CA 95834
P.O. Box 980818 West Sacramento, CA 95798-0818
Phone (916) 574-8900 or Toll Free (888) 370-7589
Fax (916) 263-1897
www.bppe.ca.gov

6. JOB PLACEMENT ASSISTANCE

The institution emphasizes job placement and retention in all its programs. In the pursuit of maintaining high employment standards, Honor Health Sciences employs a method of intensive career advising including resume assistance services, and job skills workshops conducted a month before graduation. The school does provide free job placement assistance, but there is **no guarantee of employment or income level**.

7. ACCIDENTS/ILLNESSES/INSURANCE

On campus all accidents which occur during or after classes involving personal injury and/or damage to equipment must be reported immediately to the instructor or Program Director.

A. Accidents involving personal injury must be reported to the School office immediately.

B. Students must be covered by Student Liability and Medical insurance.

Off Campus Illness or Accidents when a student is at a facility. When a student becomes ill or is injured at an affiliating health care agency, the following procedure is to be followed:

A. If the injury is of an absolute emergency nature or is a reportable hospital incident, the student receives initial emergency care at the institution in which they were injured.

B. If the student belongs to an HMO, a prepaid medical plan, or has a private health insurance plan they obtain all except essential emergency care from their own agency, or designated physician.

C. If the student has no health insurance, they contact Honor Health Sciences School Director and receive direction from that office.

D. All injuries incurred at an affiliating clinical agency must be reported to the HHS School Office regardless of where they are obtaining care within 24 hours of the occurrence of the incident to complete necessary forms.

E. All injuries incurred at an affiliating clinical agency must be reported to the nursing instructor in charge of the clinical course within 24 hours of the occurrence of the incident.

STUDENT INFORMATION AND AFFAIRS

ANNUAL SECURITY REPORT

The safety and security of our students are of great importance to our institution and members. Honor Health Sciences provides an annual report of information regarding the safety and preventative actions students, employees and visitors should be aware of. The report provides statistics related to any crimes or criminal acts that have occurred on the campus, in the building, or on public property in the immediate vicinity of the campus.

REPORTING CRIMES & OTHER EMERGENCIES

ANNUAL DISCLOSURE OF CRIME STATISTICS REQUIREMENT CAMPUS SECURITY (CLERY ACT)

Details of the Clery Act (Campus Security)

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 is part of the Higher Education Act. The goal of the Clery Act is to ensure students, prospective students, parents and employees have access to accurate information about crimes committed on campus and campus security procedures.

It requires institutions of higher education to report statistics on specified crimes on or near our college campus to the federal Department of Education by October, 1 of each year. Failure to comply with the reporting requirements may be punished with a \$35,000 fine, and egregious non-compliance may cause an institution to lose all federal financial aid funds.

CRIME AND SECURITY REPORTING

Any victim or witness to a crime that occurs on the campus, property immediately adjacent to the campus, or clinical facilities, may immediately report the incident to the College Director or available office staff. Any suspicious activity or observations made by students, staff or visitors may also be reported to the College Director or available office staff. All criminal activity can immediately be reported to law enforcement by dialing 911. Reports can be confidential. Listed below are the names and direct phone numbers for reporting:

1. Jeffrey Chan, College Director: (760) 336-9330
2. Front Office personnel: (760) 592-4818 (will contact College Director, 911, or appropriate agency)

VOLUNTARY CONFIDENTIAL REPORTING

All victims will have the opportunity to report any criminal incidents or suspicious incidents to the local police department. On a report of the incident to the College Director or Office Staff, the student will have assistance in contacting appropriate law enforcement agencies and making a report. If the student decides not to have the incident reported to local police authorities, the situation will then be handled internally by the institution. If their offensive or dangerous activities are from an enrolled student, the institution retains the right to provide disciplinary action, even if it is not investigated by a police department. If there is a threat to the safety or health of those at the institution, the institution representative will notify local law enforcement.

SECURITY & ACCESS POLICY

The campus is open to employees, students and visitors during normal business hours of operation. Visitors are to check in with the Front Office Staff for information or tour of campus. Students are only allowed at clinical facilities during scheduled hours and only with a Clinical Instructor present.

Multiple businesses occupy the building and shared parking lot. The main entrance and exits may require special access after-hours and the College Director or Instructor will have the ability to access main doors. There are no dedicated campus law enforcement personnel on duty at Honor Health Sciences. Honor Health Sciences does not have a campus police/security department.

TIMELY WARNINGS, EMERGENCY NOTIFICATION & EVACUATION POLICY

If the College Director determines there may be a possible or probable threat to the employees and students, a campus Timely Warning will be issued. The College Director and Office Staff will implement the Timely Warning Notification System. Timely Warnings may be communicated by the following methods:

1. Email to students, faculty and staff
2. Text Notifications to students, faculty and staff
3. Warnings and announcements posted at entrances to campus.
4. Phone calls to students, faculty and staff
5. College Director or designee will contact any applicable law enforcement agencies.

EMERGENCY NOTIFICATION & EVACUATION POLICY

The College Director or designee will determine if there is an emergency or dangerous threat that requires notification and/or evacuation. An emergency or dangerous threat is defined as an immediate threat to the students, faculty or staff in the campus, local area, or at the clinical facility where students and faculty are training. If it has been advised that a dangerous situation exists, the notification system will be implemented in the safest manner to respond to the existing threat or danger. Once the notification and evacuation system has been determined to be initiated, all students and staff will be notified by the College Director or designee. The College Director will maintain contact with and updates on existing dangerous situations. Notification and evacuation systems will be tested on a yearly basis, including announced and unannounced tests. The drills will be documented in log with the date and time initiated; what type of test; whether it was announced or unannounced.

DRUG & ALCOHOL POLICY

The sale, offer to sell, purchase, use, transfer, possession, and /or manufacture of illegal drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on Honor Health Sciences premises including parking lots, cafeterias, and other non-work areas. Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including

for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for : speech, walking, standing , physical dexterity, agility, coordination, actions, movement; as well as an employee's demeanor, appearance, clothing , body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol. The consumption and/or possession of any alcoholic beverage by any person younger than 21 years old is forbidden as provided by state law and campus regulations. Students and employees will be subject to criminal prosecution for any unlawful possession or distribution of alcohol or drugs. Honor Health Sciences may refer violations to appropriate authorities for prosecution.

DRUG AND ALCOHOL ABUSE PREVENTION INFORMATION

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

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, and 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 A), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. 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:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

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.

DRUG & ALCOHOL COUNSELING

More information about alcohol and drugs and the risk they pose to health is available at Imperial County Behavioral Health Services: Alcohol and Drug Adolescent Outpatient Drug Free Clinic Impact Drug (442) 265-1905, (800) 817-5292. These are outside counseling services and support groups available. Individuals can speak with their own physician about counseling referrals. Other community resources may be found online.

It is the goal of Honor Health Sciences to provide a drug-free environment for all college students and employees. Under the Drug- Free Workplace Act and the Drug Free Communities Act

The Drug-free Campus and Workplace Policy is required by law to make you aware of the dangers of drugs and alcohol in the workplace, along with drug and alcohol counseling services that may be available.

All faculty and staff are expected and require reporting to work on time and in an appropriate physical and mental condition for work. Honor Health Sciences is committed to maintaining a safe, healthy, and secure work environment, free of unauthorized drugs and alcohol. The sale, offer to sell, purchase, use, transfer, possession, and /or manufacture of illegal

drugs including marijuana (medical or otherwise) and alcohol are strictly prohibited on Honor Health Sciences premises including parking lots, cafeterias, and other non-work areas.

Employees who report to work impaired by illegal drugs (or their metabolites), marijuana (including for medical use) or alcohol are in violation of this policy. Impairment means symptoms that include diminished capacity for: speech, walking, standing, physical dexterity, agility, coordination, actions, movement; as well as an employee's demeanor, appearance, clothing, body odor, irrational or unusual behavior, negligence or carelessness in operation equipment or machinery, disregard for the safety of the employees or others, involvement in an accident that results in serious damage to equipment or property, any injury to the employee or others or other symptoms causing a reasonable suspicion of the use of drugs or alcohol. Employees who use over-the-counter and prescribed medications are expected to remain fit for duty. All such medications should be used in accordance with instructions. Whenever there are prescribed medications, employees should discuss their job functions with their physician and verify that the medications will not threaten safety.

Employees may not possess, consume or be under the influence of alcohol while working, participating in Honor Health Sciences events, or present on school premises (including parking lots, cafeterias, and other non-work areas), unless pre-authorized by senior management. Any employee who is convicted of a criminal drug violation in the workplace must notify Human Resources within five calendar days of the conviction. Honor Health Sciences will take appropriate action within 30 days of notification. Failure to inform the school subjects the employee to disciplinary action, up to and including termination.

HEALTH RISKS

There are definite health risks associated with the use of alcohol and illegal substances. Alcohol or any other drug used in excess over time can produce illness, disability, and death. The health consequences of substance abuse may be immediate and unpredictable, such as cardiac arrest with cocaine use, or more subtle and long term, such as liver deterioration associated with the prolonged use of alcohol. In addition, on health-related problems, other concerns relating to substance abuse include the following:

1. Regular users of alcohol and other drugs often have erratic lifestyles which interfere with sleep, nutrition, and exercise
2. Alcohol and substance use and abuse may lead to financial difficulties, domestic violence, deterioration of the family structure, motor vehicle accident injuries, and reduced job performance.
3. Repeated use of alcohol leads to dependence.

SANCTIONS

Local, state and federal laws make illegal use of drugs and alcohol serious crimes. Conviction can lead to imprisonment, fines and assigned community service. Additionally, sanctions will be imposed on students or employees who violate Honor Health Sciences drug and/or alcohol policies. Sanctions may include suspension or expulsion or for students and, for employees, disciplinary actions up to and including immediate discharge.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE & STALKING POLICY

If possible, victims of sexual assault, dating violence, domestic violence, rape, or stalking, should be reported as soon as possible. If an assault or rape has taken place, it is imperative to preserve evidence of the crime.

All victims of crimes or those that have observed a crime will be directed and assisted to contact local law enforcement. If the victim feels unable to report the crime, the institution will respect the victims' confidentiality and anonymity request as long as the institution, students, and staff are not placed at any risk or danger. If the institution determines there may be a risk to staff and students, local law enforcement will be contacted. Any incident investigation by the institution and resolution will be maintained confidentially. Privacy of the records specific to the investigation is maintained in accordance with state law and the federal Family Educational Rights and Privacy Act (FERPA). Any publicly released reports of crimes will not contain names or names of victims or information that could lead to the identification of the victim. Information about victims is maintained privately in accordance with Title IX and FERPA. The accused and the accuser are both entitled to the same privacy and confidentiality. Both parties will be able to have equal rights in presenting their case with witnesses during a hearing at the campus. Once an informal or formal complaint of sexual assault, misconduct or harassment has

been received, an investigation will be conducted under the most confidential manner. Disciplinary action for a student that has been found to be guilty of offense can be expelled, suspended, or placed on probation. Staff accused and found guilty of sexual harassment, misconduct or assault will be terminated.

STUDENT DISCIPLINARY HEARING RESULTS

Honor Health Sciences will disclose the results of a disciplinary proceeding for a violent crime or sex offense to the victim.

MISSING STUDENT NOTIFICATION POLICY

Honor Health Sciences does not have campus housing, therefore, there are no policies for missing student notification policy.

SECURITY AWARENESS PROGRAMS

All students, staff and faculty are provided a copy of the Annual Security Report. If there are any occurrences of criminal or suspicious activity, a bulletin and email will be sent to staff, students and faculty.

CRIME PREVENTION PROGRAMS

Crime prevention is discussed in all staff and student orientations. Weekly staff and monthly faculty meetings address any safety concerns related to the campus security and clinical facility security.

REGISTERED SEX OFFENDER POLICY

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the institution provides a link to the State Sex Offender Registry. All sexual offenders are required to register and provide notice to each institution of higher education at which the person is employed, carries out a vocation or is a student.

DEFINITION OF REPORTABLE CRIMES

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses – Forcible: Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force, violence and/or causing the victim fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.

Larceny – Theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another.

Liquor Law Violations: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor, maintaining unlawful drinking places; bootlegging, operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition).

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine), marijuana, synthetic narcotics (Demerol, methadone), and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Illegal Weapons Law Possession: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

STUDENT RECORDS

RETENTION OF STUDENT RECORDS

5 CCR 71810 (b) (14) Student Records - State law requires that student records be kept for five years after the student graduates or otherwise cancels enrollment. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to specific information requested. Honor Health Sciences maintains all student records in hardcopy format in locked areas only accessible by staff. Records are also maintained in a computerized storage database only accessible to staff of Honor Health Sciences. Records are kept in both formats indefinitely.

All records are stored and kept securely in a locked filing cabinet inside the locked record room and access to it is limited to authorized personnel. Student Records are organized and maintained alphabetically by quarter and year. Academic and financial records are maintained in the same file but in different folders. It is the policy of Honor Health Science that all program records kept on each student are available for review by appointment.

Records will not be removed from the program office where they are kept in locked filing cabinets. Students who wish to see their records must request in writing from the Program Director who will make them available for review.

STUDENT ACCESS TO FILE INFORMATION

Students are allowed access to copies of items in their student file at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students and prospective employers within 3 business days.

Student file contains education records with information about a student, such as: a student's name, address, and telephone number; a parent's or guardian's name and contact information; grades and test scores; transcripts; health and immunization records; discipline reports; documentation of attendance; schools attended; courses taken; awards conferred and degrees earned

STUDENT INFORMATION RELEASE POLICY

Honor Health Sciences may release certain information regarding a student's attendance, grades, completion status, and personal data if the student requests so in writing. The School will not release any information without a written request.

Confidential information from the student educational records shall not be disclosed to any individual or agency outside of the program without written consent from the student. The exceptions to this being a lawful court order, subpoena, Bureau for Private Postsecondary Education (BPPE) representatives or request of a site visitor representing the program's accreditation agency

CONFIDENTIALITY STATEMENT

The Health Insurance Portability and Accountability Act (HIPAA) and its regulations, the California Confidentiality of Medical Information Act and other federal and state laws and regulations were established to protect the confidentiality of medical and personal information, and provide, generally, that patient information may not be disclosed except as permitted or required by law or unless authorized by the patient.

In the normal course of business, any person connected with an organization has the potential to come into contact with confidential information. In some cases, exposure to such information is coincidental or incidental; in others it is an integral part of the job function. This information may be personal, clinical, financial, or other. It may be computerized (that is, in electronic form), or in hard copy, or even oral in nature.

Examples of such confidential information include, but are not limited to: medical records, employee records, financial records and reports, information distributed to committee members to inform deliberation and decision making, and information found accidentally. It also includes information gained through discussion in committees, from employees, from patients and their families or friends, from external agencies, the media, or the medical staff, and so on.

It is the policy of the Honor Health Sciences to maintain confidential information in strict confidence, both while at the clinic and when off duty. Therefore, all students/staff that have access to confidential information are prohibited from disclosing such information in any unauthorized manner. They must use this information only in ways that are consistent with this commitment to confidentiality. Consistent with the principle of "need to know", it is also incumbent on all who are exposed to confidential information to see that they use only as much of such information as is needed to their job or perform their function.

It is the policy of the Honor Health Sciences to maintain all aspects of confidentiality. Students are accountable for being aware of the legal implications in respecting the rights of others, especially the right to privacy. The following guidelines are strictly adhered to as per HIPAA.

1. Confidentiality of client information must never be violated.
2. Client personal, family or health related information may not be removed from the healthcare setting.
3. Any written assignments must not have any client identifying information on them and are to be treated with confidentiality, i.e. do not share any of the information or paperwork with others.

It is also the responsibility of any who have contact with confidential information to preserve such records against loss, destruction, tampering and inappropriate access and use, including inappropriate disposal. Any breach of confidentiality represents a failure to meet the legal, professional and ethical standards expected, and constitutes a violation of this policy. A breach need not take the form of a deliberate attempt to violate confidentiality, but includes any unnecessary or unauthorized use or disclosure of confidential information-due to carelessness, curiosity or concern, or for personal gain or

malice, including but not restricted to informal discussion. Such breaches may result in discipline and/or civil or criminal penalties.

FACULTY

Dr. Jeffrey Chan
President

Dr. Jeffrey Chan has been in the valley for years. He established Healthpeak Home Health in 2011 and was previously a Director of Nursing at Valley Convalescent Center (now El Centro Post Acute). He also worked as a biology professor at SDSU, Director of Nurses for Imperial Manor, and a Case Manager for El Centro Regional Medical Center. Dr. Jeffrey Chan is a Family Nurse Practitioner, and a Doctor of Nursing Practice. He also has a Masteral of Nursing, and Masteral of Teaching, Biology and Administration. Dr. Chan also established assisted living homes for the elderly in the San Diego county: Serene Greenfield Manor and Serene Richview. Besides being president of the school, he also teaches Anatomy & Physiology, Medical Surgical Nursing and Pharmacology at Honor Health Sciences. He resides in Imperial Valley with his wife and four children.

Jaymee Chan, RN BSN
Vice President / Professor

Jaymee Chan is a Registered Nurse and has a Bachelor's Degree in Nursing. She is also the co-founder and the Administrator of Healthpeak Home Health. She used to work as a Treatment RN in Valley Convalescent Center (Now El Centro Post Acute), and CEO of Old Faithful Yellowstone LLC. Currently, she teaches Nutrition and Psychology for Nurses at Honor Health Sciences. Jaymee Chan also established, co-founded and is the Administrator of Serene Greenfield Manor & Serene Richview which are assisted living homes for the elderly located in the San Diego region. She resides in Imperial Valley with her husband and four children.

Maria Gomez, RN
Clinical Instructor / Professor

Maria Gomez has been a Registered Nurse for years. Her journey started in Valley Convalescent Center (now El Centro Post Acute) as a Certified Nursing Assistant. She eventually became a Registered Nurse, and also worked at El Centro Regional Medical Center. She then became a Nurse Supervisor at Healthpeak Home Health. Maria is now a Clinical Instructor for Honor Health Sciences and a Professor of Fundamentals of Nursing. She resides in Imperial Valley with her husband, daughter and son.

Veronica Ramirez, LVN
Clinical Instructor / Professor

Veronica Ramirez started her journey when she became a Certified Nursing Assistant at Pioneers Memorial Hospital. She then eventually became a nurse assigned in Medical Surgical and Pediatrics Department. She also used to work at IVHH as an Intake Coordinator while working part time at PMH. Veronica also used to work at the Calipatria state prison. She then worked at Unicare and Methadone Clinic as a licensed nurse, Currently, she's a home health nurse for Healthpeak Home Health and a Clinical Instructor for Honor Health Sciences. Veronica resides in Imperial Valley with her family.

Esperanza Andalon, LVN
Clinical Instructor / Professor

Esperanza Andalon has worked for years as an LVN in the nursing home and home health settings. She is currently a home health nurse for Healthpeak Home Health and a Clinical Instructor for Honor Health Sciences. She is a long-time resident of the Imperial Valley.

Jasmine Foo, RN
Clinical Instructor / Professor

Jasmine Foo began her career as a Registered Nurse in her home country, Philippines, as a hemodialysis nurse in their local hospital. She relocated to the United States in 2012 and obtained her professional license in the State of New York, where she continued her career as a rotating charge nurse and treatment nurse in an inpatient/outpatient hemodialysis treatment center in the Bronx. She moved to California and attended College State University in San Bernardino to further her education. She is currently working at a home health agency in charge of nursing assessment and documentation.