



CATALOG

January 1, 2020 – December 31, 2020

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Revisions:

<u>DATE</u>	<u>DESCRIPTION</u>
2/13/2020	Update to the requirement for the VN entrance exam related to P-NAT.
5/22/2020	Update of MAT301 and PED301 tuition pricing.
6/10/2020	Clarification added to "28.14 Making up Credit Hours" for VN100 students.
6/11/2020	Removed CPR requirement for NA100 and VN100
6/12/2020	Updated policy 28.5 to include faculty and staff.
6/18/2020	Transfer Credit (28.12) and Refund (28.22) policies edited to accommodate Veteran Affairs funded students
7/24/2020	Update of BW101 and IT101 fees, grade criteria, and graduation requirements wording.
8/19/2020	Update NA100 Red Cross Testing Fee (from \$110.00 to \$120.00)

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1 SCHOOL HISTORY

Working for many years as a nursing consultant, developing curriculum and designing programs for many local schools, Dr. Williams decided to establish Curam College of Nursing "CCN".

Curam College of Nursing was inaugurated on July 9, 2009 at its present location: 6520 44th Street Suite #312, Sacramento, California 95823.

Initially, only two programs were offered at the college. The Nurse Assistant Training and Home Health Aide Programs laid a solid foundation enabling the college to grow. In the latter part of 2010, CCN submitted a proposal to start a Vocational Nursing Program with the Board of Vocational Nursing and Psychiatric Technicians "BVNPT". The BVNPT granted CCN the approval to initiate a Vocational Nursing Program commencing on July 5, 2011.

In May 2012, the BVNPT granted CCN a four-year approval for the Vocational Nursing Program, which spanned from May 30, 2012 through May 26, 2016. In May 2016 Curam College of Nursing was granted another four-year approval through May 31, 2020.

In August 2015, Curam College of Nursing was granted a five-year approval by the California Bureau for Private Postsecondary Education. Approval dates: August 2015 through August 2020.

2 MISSION STATEMENT AND PROGRAM OBJECTIVES

2.1 MISSION STATEMENT

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

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

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

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

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

2.2 PROGRAM OBJECTIVES

To provide programs that meet the needs of the community while consistently reviewing curriculum thus ensuring that the applicable skills and knowledge acquired will result in employment goals.

To provide intensive and comprehensive instruction that strengthens student academic achievement while promoting a positive self-esteem.

To employ only qualified and dedicated staff who possess both educational and related health care experience in the fields that they will teach. Encourage the faculty to participate in on going educational activities through conference attendance, workshops and professional associations.

To instill in our students, the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of cultural diversity.

To provide the student with facilities and equipment that offers progressive technologies inclusive of a computer center, state of the art mannequins and other nursing supplies so that they may become proficient in their skills.

To help students reach their educational goals by teaching communication skills necessary to work successfully with clients and other professionals, and by offering courses designed to prepare students to successfully participate in society.

To assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life.

To provide the health care community with individuals who can meet the ever-changing needs of the clients who they will provide care for in the community setting.

3 ACCREDITATION AND APPROVAL

Curam College of Nursing is a private institution "approved to operate" by Bureau for Private Postsecondary Education. "Approved to operate" means compliance with state standards as set forth in "The California Private Postsecondary Act of 2009." School Code: 41462859. Contact information for BPPE is: 1747 North Market, Suite 225, Sacramento, CA 95834, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897. www.bppe.ca.gov

Curam College of Nursing's Vocational Nursing Program, Intravenous Therapy, and Blood Withdrawal courses are approved by the Board of Vocational Nursing and Psychiatric Technician. School Code: US0400800. Contact information for BVNPT is: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone Number (916) 263-7800. www.bvnpt.ca.gov.

The Nursing Assistant Training Program and Home Health Aide at Curam College of Nursing are approved by California Department of Public Health Services. School Codes: S1249, S1264, HHP742. www.cdph.ca.gov.

4 FACILITY DESCRIPTION

Curam College of Nursing campus occupies 10,200 square feet of the existing building at 6520 44th Street Suites, 300, 302, 304, and 312 Sacramento, CA. The main administration office is in suite 312. All theory classes are held at this location and school consists of 4 classrooms, 2 skills labs, 1 computer lab, 5 restrooms, 1 student kitchen/break room, 1 staff lounge, 6 staff offices, 3 storage rooms, 1 file room, 1 medical supply room, 6 staff offices, and 2 storage rooms.

5 CONSUMER PROTECTION

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, Telephone Number: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

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

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

If a student obtains a loan to for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.

Curam College of Nursing does not participate in Title IV funding; however, we do accept funds from WIOA and various California rehabilitation programs.

Curam College of Nursing does not have a pending bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

Curam College of Nursing does not enter into an articulation or transfer agreement with any other colleges, universities or other schools.

6 EQUAL OPPORTUNITY IS THE LAW

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases: against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas: deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

Curam College is an equal opportunity employer/program and auxiliary aids and services are available upon request to individuals with disabilities.

6.1 WHAT TO DO IF YOU BELIEVE YOU HAVE EXPERIENCED DISCRIMINATION

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: the recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or

Director
Civil Rights Center
U.S. Department of Labor
200 Constitution Avenue, NW, Room N-4123
Washington, DC 20210; or

electronically as directed on the CRC website at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

Reference under 29 CFR Part 38.35

Disclaimer

Updated: June 16, 2017

7 STUDENTS' RIGHT TO CANCEL

The student has the right to cancel his or her enrollment agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student may not cancel by telephoning the school or not attending the class. After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro-rata refund if the student has completed 60 percent or less of the program less the registration fee and uniforms. The refund is to be paid within 45 days after cancellation date. Cancellation must be made in writing and delivered via U.S. Postal Service or hand delivered to the following address:

Attn: Program Director
Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

8 STUDENT TUITION RECOVERY FUND DISCLOSURES

8.1 76215 (A)

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.

8.2 76215 (B)

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, Suite 225, Sacramento, CA 95834, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
 - a. 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.
 - b. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

9 FOREIGN STUDENTS/VISA SERVICES

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

10 ACCREDITING AGENCY PARTICIPATION

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

Students who graduate from our Nurse Assistant Training Program are eligible to sit for the State of California Department of Public Health examination and upon passing this examination become a Certified Nursing Assistant.

Students who graduate from our Vocational Nursing Program are eligible to sit for the National State Boards of Nursing examination (NCLEX-PN) and upon passing this examination become a Licensed Vocational Nurse.

Students who graduate from our Home Health Aide Program are eligible for certification by the California Department of Public Health, no state examination is required for this certification.

Students who graduate from our Intravenous Therapy and Blood Withdrawal program are eligible to be certified by the California Board of Vocational Nursing and Psychiatric Technicians, no state examination is required for this certification.

11 ENGLISH LANGUAGE PROFICIENCY

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

Students are expected to have completed Grade 12 in the US and met the graduation requirements for English.

Students who graduated from Grade 12 in a foreign country are required to have their transcripts evaluated to determine if they meet the US equivalent of Grade 12 education including English Language and English Composition.

Applicants for the Vocational Nursing Program shall write a P-NAT, HESI, Kaplan, TEAS admissions exam and achieve a minimum score as indicated below to be selected for enrollment.

P-NAT (65% overall; average of (1) math, and (2) reading and language averaged), HESI (75%), Kaplan (Satisfactory), TEAS (Proficient)

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

12 COLLEGE HOLIDAY CALENDAR

The following holidays are observed by Curam College of Nursing and classes will not be held on these dates.

DATE	HOLIDAY
JANUARY 1	New Year's Day
MAY 25	Memorial Day
JULY 4	Independence Day
SEPTEMBER 7	Labor Day
NOVEMBER 26-27	Thanksgiving
DECEMBER 24-25	Christmas
DECEMBER 31	New Year's Eve

13 ADMINISTRATION

13.1 OWNER, PRESIDENT, COO, PROGRAM DIRECTOR, INSTRUCTOR

DR. WAYNE WILLIAMS PHD, MSN, CNS, PHN, RN.

Doctor of Philosophy, Nursing
 Master of Science, Nursing
 Bachelor of Science, Nursing
 Clinical Nurse Specialist
 Public Health Nurse
 Registered Nurse

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

13.2 VICE PRESIDENT OPERATIONS, NETWORK ADMINISTRATOR

IUSTIN RAMEL AAS, MCP

Associate of Applied Science, Computer Technology
 Associate of Applied Science, Networking Technology
 Microsoft Certified Professional

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

13.3 VICE PRESIDENT STUDENT AFFAIRS/COMPLIANCE, CUSTODIAN OF RECORDS

FRANK NEFF

Frank is the Campus Manager and is responsible for the day to day operations of the campus. In addition, he holds the position of Corporate Compliance Officer and in this position, he is responsible for ensuring the college adheres to the rules and regulations of governing agencies. Frank adds experience to CCN in office management and personnel management skills obtained from previous work experiences.

13.4 STUDENT SERVICES REPRESENTATIVE

TYLER RAMEL

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

14 FACULTY

14.1 PROGRAM DIRECTOR

DR. WAYNE WILLIAMS PHD. MSN. CNS. PHN. RN.

Doctor of Philosophy, Nursing
Master of Science, Nursing
Bachelor of Science, Nursing
Clinical Nurse Specialist
Public Health Nurse
Registered Nurse

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

14.2 INSTRUCTORS

BERNADINE MAURER AS, LVN

Associate of Science, Nursing
Licensed Vocational Nurse

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

HELEN SANTOS BSN, RN

Bachelor of Science, Nursing
Licensed Vocational Nurse

Helen holds a Bachelor of Science Nursing degree from Santo Tomas University in the Philippines as has many years of experience in a variety of different nurse practice areas. She has held several management positions and has vast knowledge in Medical Surgical Nursing.

JOHN VERTIDO BS, LVN

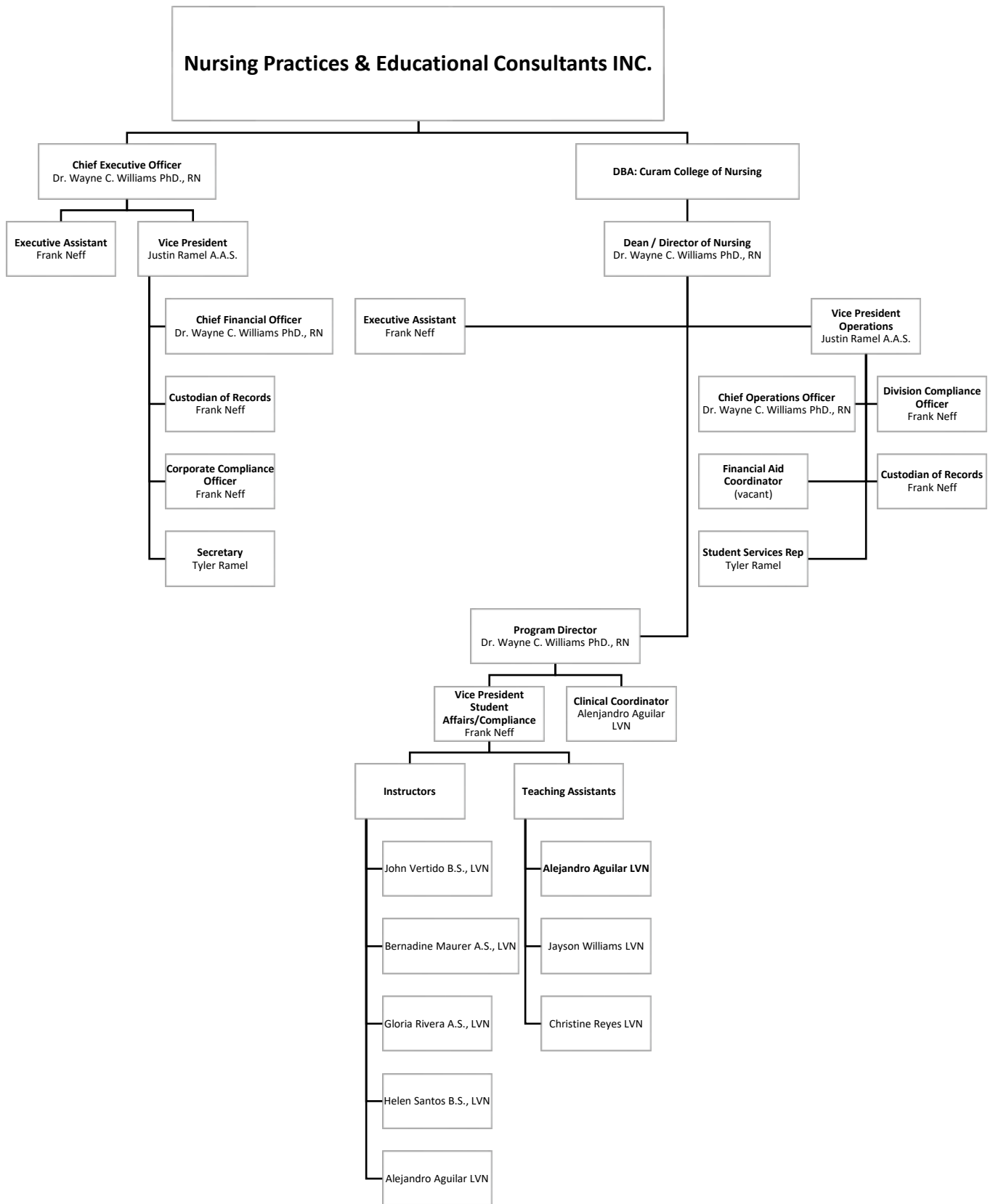
Bachelor of Science
Licensed Vocational Nurse

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

ALEJANDRO AGUILAR LVN

Licensed Vocational Nurse

Alejandro Aguilar, our primary Nurse Assistant Program instructor, graduated of Curam College's first Vocational Nursing Program and prior to that he completed a Medical Assistant Training Program. Since graduation, he worked in skilled nursing facilities in the local area. Alejandro recently completed a second year of medical school at the University of Guadalajara in Mexico and is currently taking a sabbatical from his studies to work at Curam College. He brings a wealth of knowledge to students who enroll in the Nurse Assistant Program. In addition, he is also a Teaching Assistant in our Vocational Nursing Program.



16 ADMISSIONS

Prospective students are encouraged to call, email or visit our campus in person to acquire information related to courses and programs of interest. Our Front Office staff can aid students in discovering courses or programs to which they qualify or communicate the prerequisites needed to attend such a program.

16.1 ADMISSION PROCEDURE

1. Visit Curam College and complete an application (VN applicants, \$50.00 non-refundable fee)
2. Obtain list of admission requirements for chosen course/program
3. Submit all completed documentation of admissions requirements
4. CCN will perform a review of admissions documentation and generate a notification of acceptance/denial (mail, email)
5. After acceptance, prospects must visit CCN to complete enrollment, (\$50 non-refundable fee), and financial documents.
6. This is the time to attain any required equipment for your chosen course/program and get uniform sizing complete.
7. Orientation will commence on the first day of class
8. Uniforms will be delivered to the student on the first day of class, for courses required to have official CCN uniforms.

17 HOME HEALTH AIDE PROGRAM (HHA100)

17.1 TYPE OF PROGRAM

Certification Course; attachment to Certified Nurse Assistant (CNA) certification

17.2 TOTAL HOURS OF PROGRAM

40 (20 theory, 20 clinical)

17.3 DISCLOSURES

- 1) Transfer credit; No transfer credit accepted for this program.
- 2) Applicants must have a valid CNA certification for an HHA attachment to be added to their CNA certification

17.4 EDUCATIONAL CONTENT LEVEL

Precollege

17.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

HHA101 – Home Health Aide 101

17.6 PREREQUISITES

Must be a current Certified Nurse Assistant (CNA)

17.7 ANTICIPATED ENROLLMENT

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

17.8 DESCRIPTION OF PROGRAM / COURSE

This forty (40) hour course prepares the Certified Nurse Assistant to become a Home Health Aide. The thrust of this course is to assist the CNA in acquiring skills necessary to provide services to clients in the home setting. Training will enable the CNA to identify the needs of clients which are essential in maintaining a good quality of life and attain the optimum

level of functioning. The areas highlighted by the course will also train the CNA to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide.

17.9 OBJECTIVES OF PROGRAM / COURSE

- Define home health care.
- Describe the growth of home care throughout the years.
- Verbalize the goals of home care.
- Recognize the types of individuals who would qualify for home care.
- Describe the necessity and benefits of home care services for the patient, family, and community.
- Verbalize the skills and qualities required to be a Home Health Worker.
- Describe accountability required when caring for a patient in their home, including confidentiality and patient rights.
- List reasons why a home care worker would be terminated.
- List tasks associated with being a home care worker.
- Provide examples of meeting the home care patient's emotional and physical needs.
- List the members of the health care team and explain their respective roles.
- Discuss the interaction among health care team members.
- Define the purpose and goals of the patient's care plan including:
 - Development of the plan by the team members
 - Case Manager's role
 - Tasks on the plan
- Describe observing and reporting responsibilities.
- Maintain a copy of the care plan in the home/confidentiality.
- Identify the role of the home care supervisor or coordinator.
- Verbalize reasons to contact supervisor/coordinator or RN/Case Manager.
- Understand and be sensitive to basic human needs and the cultural difference of the clients that they will care for.

17.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is fifteen (15) to maintain a maximum instructor-student ratio of 1:15.

The Instructor is a RN who is approved to instruct by the California Department of Public Health.

17.11 SCHEDULE OF HOURS

Taught over a five (5) day period.
Monday – Friday
Theory – 0800-1630
Clinical – 0600-1430

17.12 METHOD OF INSTRUCTION

The content, delivered through lectures and demonstrations, will expose students to actual nursing procedures and technicians while in the clinical setting.

17.13 TEXTBOOK

The Home Health Aide Handbook, 5th Ed.

17.14 ADMISSION REQUIREMENTS

- Must have a current Certified Nursing Assistant certification
- Medically cleared
 - Medical Physical: fit for duty, no restrictions
 - Tuberculosis 2-step test with negative reaction or submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis.

- Must provide proof of grade 12 completion or equivalent

17.15 REFERENCE LETTERS

None required

17.16 EQUIPMENT REQUIRED

- none

17.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Enrollment Fee	(non-refundable)
\$435.00	Tuition Fee	(includes book)
\$0.00	CA STRF Fee	(non-refundable)
\$40.00	Tuberculosis Test	(non-refundable)
\$55.00	Physical Exam	(non-refundable)
\$ 580.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

17.18 EVALUATION AND GRADING STANDARDS

- Grading for this program will be as follows:
 - Theory: Quizzes x 3 (33.3% each), Total 100%.
 - Clinical: Students will receive a Pass/Fail grade for their clinical experience.

17.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

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

17.20 GRADUATION REQUIREMENTS

A certificate of completion and transcript will be awarded to Home Health Aide students meeting the program's graduation requirements. Students must successfully complete the forty (40) hour program consisting of twenty (20) hours of classroom instruction and twenty (20) hours of clinical training. Students must score a minimum of 75% in all quizzes and written examination. Clinical skills must be performed with 100% accuracy. Students must fulfill all financial obligations with the school to graduate.

17.21 EMPLOYMENT OPPORTUNITIES

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

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

17.22 CURRICULUM BY: MODULES/TERM

MODULE 1: INTRODUCTION TO AIDE AND AGENCY ROLE

Theory 2 hrs. Clinical 0 hrs.

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

MODULE 2: INTERPRETATION OF MEDICAL AND SOCIAL NEEDS OF CLIENTS

Theory 5 hrs. Clinical 0 hrs.

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

MODULE 3: PERSONAL CARE SERVICES

Theory 5 hrs. Clinical 15 hrs.

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

MODULE 4: NUTRITION

Theory 5 hrs. Clinical 3 hrs.

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

MODULE 5: CLEANING AND CARE TASKS IN THE HOME

Theory 3 hrs. Clinical 2 hrs.

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

17.23 BREAKDOWN OF HOURS, BY MODULE

		THEORY	CLINICAL
MODULE 1	Introduction to Aide and Agency role	2	0
MODULE 2	Interpretation of Medical and Social Needs of Clients	5	0
MODULE 3	Personal Care Services	5	15
MODULE 4	Nutrition	5	3
MODULE 5	Cleaning and Care Tasks in the Home	3	2
	Subtotal Hours:	20	20
	Total Hours:		40

18 NURSE ASSISTANT TRAINING PROGRAM (NA100)

18.1 TYPE OF PROGRAM

Certification Course; leads to ability to write CA State exam for certification

18.2 TOTAL HOURS OF PROGRAM

160 (60 theory, 100 clinical)

18.3 DISCLOSURES

1. Transfer credit; No transfer credit accepted for this program.
2. According to CDPH regulations, NA students must complete their program within 12 months.

18.4 EDUCATIONAL CONTENT LEVEL

Precollege

18.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

NA101 – Nurse Assistant 101

18.6 PREREQUISITES

Grade 12 or equivalent

18.7 ANTICIPATED ENROLLMENT

The school anticipates offering this course twelve (12) times a year. Therefore, projecting enrollment of fifteen (15) students in each class totaling of one- hundred-eighty (180) students per year. Our three-year (3) projection is two- hundred-forty (240) students.

18.8 DESCRIPTION OF PROGRAM / COURSE

The Nurse Assistant Training Program consists of one-hundred-sixty hours (160). The theoretical portion has sixty (60) hours of classroom instruction, and the clinical portion has one hundred (100) hours. The training will be conducted from Monday through Friday and accomplished in twenty (20) days.

18.9 OBJECTIVES OF PROGRAM / COURSE

The educational objective of the Nurse Assistant Program is to prepare the nurse assistant for state certification and consequently function as an efficient and knowledgeable Certified Nurse Assistant. All instruction will emphasize the importance of delivering service that maintains and promotes the optimum level of functioning by the patient and carrying out duties in a sensitive yet efficient manner. Upon completion of the program, the student is eligible to take the State Board Exam and upon passing become a Certified Nurse Assistant.

18.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is fifteen (15) to maintain a maximum instructor-student ratio of 1:15.

The Instructor is a RN or LVN who is approved to instruct by the California Department of Public Health.

18.11 SCHEDULE OF HOURS

Taught over a twenty (20) day period.
Monday – Friday
Theory – 0800-1630
Clinical – 0600-1430

18.12 METHOD OF INSTRUCTION

The content, delivered through lectures and demonstrations, will expose students to actual nursing procedures and technicians while in the clinical setting.

18.13 TEXTBOOK

- Hartman's Nursing Assistant Care: The Basics - 5th Ed.
- Hartman's Nursing Assistant Care: The Basics Workbook - 5th Ed.

18.14 ADMISSION REQUIREMENTS

- Be at least 16 years of age
- Medically cleared
- Pass a physical exam (dated within 6-months of program start date);
- Tuberculosis 2-Step test with negative reaction or submit a copy of a chest x-ray result indicating the applicant does not have active tuberculosis.
- Provide proof of grade 12 completion or equivalent
- Provide a valid government-issued photo ID and Social Security Card
- Live Scan; Pass DOJ fingerprinting and criminal background screening

18.15 REFERENCE LETTERS

None required

18.16 EQUIPMENT REQUIRED

- Analogue wristwatch
- Gait belt
- Shoes: close toed, mostly black, does not easily absorb liquids (no suede or canvas)
- Uniform (supplied by CCN)

18.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Registration Fee	(non-refundable)
\$1255.00	Tuition (includes tuition, books, uniform)	
\$0.00	CA STRF Fee	(non-refundable)
\$43.00	Live Scan, DOJ	(non-refundable)
\$40.00	Tuberculosis Test	(non-refundable)
\$55.00	Medical Physical Exam	(non-refundable)
\$120.00	American Red Cross Certification Exam	(non-refundable)
\$1563.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

18.18 EVALUATION AND GRADING STANDARDS

- Knowledge validation is evaluated on an ongoing basis through written examination and skill demonstration.
- Grading for this program will be as follows:
 - Theory: Quizzes x 10 (10% each), Total 100%.
 - Clinical: Students will receive a Pass/Fail grade for their clinical experience.

18.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

River Bend Nursing Center, 2215 Oakmont Way, West Sacramento, CA 95691.

18.20 GRADUATION REQUIREMENTS

A certificate of completion and transcript will be awarded to Nurse Assistant students meeting their program's graduation requirements. Students must successfully complete the 160-hour program consisting of 60 hours of classroom instruction, and 100 hours of clinical training. Students must score a minimum of 75% in all quizzes and written examination. Clinical skills must be performed with 100% accuracy. Students must have satisfied all financial obligations with the school to graduate.

Students must complete the requirements for completion within 12 calendar months from the start scheduled training period, after this time students must repeat the course for credit.

18.21 EMPLOYMENT OPPORTUNITIES

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

18.22 CURRICULUM BY: MODULES/TERM

MODULE 1: INTRODUCTION

Theory 2 hrs. Clinical 0 hrs.

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

MODULE 2: PATIENTS' RIGHTS

Theory 8 hrs. Clinical 1 hrs.

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

MODULE 3: INTERPERSONAL SKILLS

Theory 2 hrs. Clinical 0 hrs.

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

MODULE 4: PREVENTION MANAGEMENT OF CATASTROPHE

Theory 1 hrs. Clinical 1 hrs.

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

MODULE 5: BODY MECHANICS

Theory 4 hrs. Clinical 4 hrs.

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

MODULE 6: MEDICAL AND SURGICAL ASEPSIS

Theory 2 hrs. Clinical 8 hrs.

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

MODULE 7: WEIGHTS AND MEASURE

Theory 1 hrs. Clinical 1 hrs.

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

MODULE 8: PATIENT CARE SKILLS

Theory 14 hrs. Clinical 10 hrs.

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

MODULE 9: PATIENT CARE PROCEDURES

Theory 7 hrs. Clinical 50 hrs.

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

MODULE 10: VITAL SIGNS

Theory 3 hrs. Clinical 6 hrs.

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

MODULE 11: NUTRITION

Theory 2 hrs. Clinical 6 hrs.

This module examines the body's need for food and the effect of food in the body. The module includes the basic food groups, nutrients, and the

common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

MODULE 12: EMERGENCY PROCEDURES

Theory 2 hrs. Clinical 1 hrs.

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

MODULE 13: LONG-TERM CARE PATIENT

Theory 4 hrs. Clinical 4 hrs.

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

MODULE 14: REHABILITATIVE NURSING

Theory 2 hrs. Clinical 4 hrs.

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

MODULE 15: OBSERVATION AND CHARTING

Theory 4 hrs. Clinical 4 hrs.

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

MODULE 16: DEATH AND DYING

Theory 2 hrs. Clinical 0 hrs.

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

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

18.23 BREAKDOWN OF HOURS, BY MODULE

		THEORY	CLINICAL
MODULE 1	Introduction	2	0
MODULE 2	Patient's Rights	8	1
MODULE 3	Interpersonal Skills	2	0
MODULE 4	Prevention Management of Catastrophe and Unusual Occurrence	1	1
MODULE 5	Body Mechanics	4	4
MODULE 6	Medical and Surgical Asepsis	2	8
MODULE 7	Weights and Measures	1	1
MODULE 8	Patient Care Skills	14	10
MODULE 9	Patient Care Procedures	7	50
MODULE 10	Vital Signs	3	6
MODULE 11	Nutrition	2	6
MODULE 12	Emergency Procedures	2	1

MODULE 13	Long-Term Care Patient	4	4
MODULE 14	Rehabilitative Nursing	2	4
MODULE 15	Observation and Charting	4	4
MODULE 16	Death and Dying	2	0
	Subtotal:	60	100
	Total Hours:		160

19 VOCATIONAL NURSING PROGRAM (VN100)

19.1 TYPE OF PROGRAM

Diploma Program; leads to ability to write State department exam for licensure as LVN

19.2 TOTAL HOURS OF PROGRAM

- Total: 1720 (744 Theory hrs., 976 Clinical hrs.)
 - Program 1584 + 136 prerequisite
 - 1584 (618 Theory hrs., 966 Clinical hrs.)
 - 136 (126 Theory hrs., 10 Clinical hrs.)

19.3 DISCLOSURES

1. Transfer credit for program content or prerequisite courses is at the sole approval and discretion of the Curam College Program Director. (see policy "Transfer Credit")

19.4 EDUCATIONAL CONTENT LEVEL

College

19.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

Integrated Curriculum: See "Curriculum by: Module or Term" below

19.6 PREREQUISITES

Prerequisite hours may be completed at Curam College of Nursing; however, these hours may also be completed at any other regionally accredited institution. Transfer of the prerequisites are at the sole approval and discretion of the Curam College Program Director.

- Anatomy & Physiology (36 hrs.)
- Certified Nurse Assistant (valid, signed card)
- Nutrition (36 hrs.)
- Pharmacology (54 hrs.)

19.7 ANTICIPATED ENROLLMENT

The school anticipates offering this course four (4) times a year. We anticipate enrolling fifteen (15) students in each class for a total of sixty (60) students a year. Our three (3) year projection is one-hundred-eighty (180) students.

19.8 DESCRIPTION OF PROGRAM / COURSE

The Board of Vocational Nursing and Psychiatric Technicians has approved Curam College of Nursing to offer a Vocational Nursing Program consisting of 1720 hours. Curam College of Nursing is responsible to deliver 1584 of the required hours while the student is required to transfer in 136 credit hours consisting of Anatomy and Physiology 36 hours, Nutrition 36 hours, Pharmacology 54 hours and be a Certified Nurse Assistant that will give them 10 credit hours for their clinical experience.

No student can complete the Vocational Nursing Program at Curam College without having the combination of 136 prerequisite credit hours, and 1584 hours of instruction delivered by Curam College. This procedure

is in accordance with the approval by the California Board of Vocational Nursing and Psychiatric Technicians and the California Bureau for Private Post-Secondary Education.

This program, taught by means of an integrated curriculum, is divided into three (3) terms. The core curriculum shall be taught in a sequence resulting in students' progressive mastery of knowledge, skills and abilities; which consists of: (1) Fundamentals, (2) Nursing Process, (3) Communication, (4) Patient Education, (5) Pharmacology, (6) Psychology, (7) Growth and Development, (8) Nutrition, (9) Communicable Disease, (10) Gerontological Nursing, (11) Rehabilitation Nursing, (12) Ethics, (13) Critical Thinking, (14) Culturally Congruent Care, (15) End of Life Cycle, (16) Medical-Surgical Nursing, (17) Maternal/Child Nursing, (18) Pediatric Nursing, (19) Professionalism.

19.9 OBJECTIVES OF PROGRAM / COURSE

The main objective of this nursing program is to prepare aspiring nursing students to write and pass the state board exam with confidence. To gain this confidence we employ theoretical classroom instruction, skills lab demonstration/practice, and clinical experiences designed to develop knowledge from a basic understanding to skilled student of nursing.

The curriculum objectives for this program are based on the philosophy and conceptual framework the school has adopted. Using Orem's Self-Care Theory/Maslow's Hierarchy of Needs the curriculum coordinates clinical and theoretical objectives of the major areas of nursing.

19.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is fifteen (15) to maintain a maximum instructor-student ratio of 1:15.

The Instructor is a RN or LVN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

19.11 SCHEDULE OF HOURS

Monday – Friday
Theory – 0800-1630
Clinical – 0600-1430

19.12 METHOD OF INSTRUCTION

The content, delivered through lectures and demonstrations, will expose students to actual nursing procedures and technicians while in the clinical setting.

19.13 TEXTBOOK

TERM 1

- Fundamental Nursing Skills and Concepts, 11th Ed.
- Workbook for Fundamental Nursing Skills and Concepts, 11th Ed.
- Nursing 2020 Drug Handbook, 40th Ed.
- Stedman's Medical Dictionary for the Health Professions and Nursing 7th Ed.

TERM 2

- Introductory Medical-Surgical Nursing, 12th Ed.
- Workbook for Introductory Medical-Surgical Nursing, 12th Ed.

TERM 3

- Introductory Maternity and Pediatric Nursing, 4th Ed.

19.14 ADMISSION REQUIREMENTS

1. Be at least 18 years of age

2. Submit valid government-issued ID and Social Security Card
3. Submit official grade 12 transcripts showing completion; OR
 - a. Official GED or foreign transcript evaluation showing equivalence
4. Verifiable proof of certification as a Certified Nurse Assistant from the CA Department of Public Health.
5. Complete a Live Scan background screening
6. Submit the following health screening documents:
 - a. Curam College Student Health Questionnaire form
 - b. Medical physical; Fit for duty, no restrictions
 - c. Current immunizations
 - i. Influenza
 - ii. Hepatitis B
 - iii. Tuberculosis exam
 - iv. TB 2-step test with negative results; OR
 - v. Chest x-ray showing clear results
 - vi. MMR (measles, mumps, rubella)
 - vii. Malpractice Insurance (May secure and submit proof after enrollment to the program)
7. Entrance exam results, dated within the last year, showing no less than minimum score listed below
 - a. TEAS: Proficient
 - b. HESI: Satisfactory
 - c. Kaplan: 75% in each section
 - d. P-NAT: 65% overall (which is the average score of (1) math, and (2) reading and language averaged)
8. Submit official transcripts from any institutions for transfer credit review
9. Completion of all prerequisite courses
 - a. Anatomy & Physiology (36 hours)
 - b. Nutrition (36 hours)
 - c. Pharmacology (54 hours)
10. Submit two letters of reference, preferably from a nursing professional on company letterhead. Must be dated and signed by the letter writer.
11. Submit "Admission Essay." An original essay written by the applicant which must describe in detail why they are a good candidate to care for people within the nursing community. Include a 5-year plan for the applicants nursing career.

19.15 ADMISSION PROCEDURE

1. Visit Curam College, speak to Front Office staff to obtain required forms
2. Take a tour of the school
3. Complete an application and pay the non-refundable fee (\$50.00)
4. Submit all required documents listed in "Admission Requirements"
5. Schedule an interview with the Program Director
6. Once accepted, schedule an appointment with the Front Office to complete enrollment documents and pay the non-refundable fee (\$50.00)
 - a. If denied, make improvements to any deficiencies from your application documents and reapply.

19.16 REFERENCE LETTERS

Two (2) letters of recommendation; must be from an employer, instructor, or another relevant person. We encourage applicants to acquire letters from nursing professionals when possible. Letters from relatives are not acceptable.

19.17 EQUIPMENT REQUIRED

- Analogue wristwatch
- Shoes: close toed, mostly black, does not easily absorb liquids (no suede or canvas)

19.18 FEES

PREPROGRAM FEES

FEE	DESCRIPTION	COMMENTS
\$ 50.00	VN100 Application	
\$ 65.00	Entrance examination	If needed
\$50.00	Registration	
\$165.00	TOTAL	

PROGRAM FEES

FEE	DESCRIPTION	COMMENTS
\$ 25,110.00	Program Tuition	Includes: tuition, books, uniforms (2 sets & lab coat), lab supplies, software subscription, etc.
\$ 0.00	CA STRF	Currently not collecting
\$ 25.00	Malpractice Insurance	Student must acquire from "NSO.com" after enrolled
\$25,135.00	TOTAL	

TOTAL CURAM COLLEGE PROGRAM FEES: \$25,298.00

POST-PROGRAM FEES

FEE	DESCRIPTION	COMMENTS
\$ 220.00	BVNPT Initial LVN Application	
\$ 65.00	BVNPT background check "Live Scan"	CA DOJ & FBI
\$ 10.00	BVNPT photo x1	Passport photo, for BVNPT Initial LVN Application
\$ 200.00	Pearson-Vue NCLEX-PN Exam	State Exam
\$495.00	TOTAL	

TOTAL FEES FOR LICENSURE: \$25,793.00

All prices and requirements are subject to change. All prices include applicable taxes.

19.19 EVALUATION AND GRADING STANDARDS

Students' knowledge will be assessed by written examination for all theory topics. Students must achieve a minimum score of 75% on each exam, not an average. Hands on skills are evaluated in the CCN skills lab by instructors. Clinical rotations are evaluated by CCN instructors.

GRADE WEIGHT BREAKDOWN

%	ASSIGNMENTS
5%	Prelecture Quizzes
5%	Concept Mapping
90%	Subject Exams
100%	Total

19.20 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

Adventure Club: 2271 Americana Drive, Roseville, CA 95747

Arden Rehab: 3400 Alta Arden EXPY., Sacramento, CA 95825

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

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

Norwood Pines: 500 Jessie Avenue, Sacramento, CA 95838

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

19.21 GRADUATION REQUIREMENTS

Students must achieve the following requirements to graduate from the CCN Vocational Nursing Program.

1. Achieve a passing grade of 75% or higher in all three terms.
2. Complete all theory and clinical hours in all three terms.
3. All hours a student failed to attend, for any reason, must be completed.
4. Complete a BVNPT-mandated post-program exam prep course.
 - a. CCN utilizes the Assessment Technologies Institute (ATI) NCLEX Prep Solution "Virtual ATI". Students are obligated complete the preparatory curriculum and achieve "green light" status from their Virtual ATI coach.
5. Meet all academic and financial obligations with CCN.

19.22 EMPLOYMENT OPPORTUNITIES

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

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

19.23 CURRICULUM BY: MODULES/TERM

INTEGRATED CURRICULUM; DESCRIPTIONS AND CREDIT HOURS BY TERM

TOTAL PROGRAM HOURS: 1720

Theory: 618 hrs. Skills Lab: 204 hrs. Clinical: 762 hrs.

TERM 1 – 520 HOURS

Theory: 204 hours Skills Lab: 76 hours Clinical: 240 hours

THEORY

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

SKILLS LAB

Students will achieve complex client care skills that are utilized by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college

campus lab. This includes a "Wellness" portion for the development of self-awareness of health practices.

CLINICAL

The student will demonstrate skills and knowledge learned in classroom and laboratory when in supervised clinical experience. 1. Fulfill the preparatory requirements to attend the clinical site as described in the Student Handbook, and the health care clinical facility information. 2. Apply knowledge from the long-term care nursing assistant course and successfully complete the skills checklist. 3. Demonstrate beginning ability to perform nursing aid skills. 4. Provide care for the geriatric patient. Apply procedures to protect and promote patient's rights. Identify basic medical conditions and psychosocial needs. Identify common signs, symptoms and treatment of disease and disorders. Establish effective communication with patients, members of the family, and health care team. Provide care based on the basic needs of the patient. Demonstrate infection control and safety measures as evidenced by the completion of module exam, performance skill exam and clinical evaluation with 100% accuracy. Appropriately respond to emergencies. Perform transfer and ambulation skills. Measure and record vital signs, and height and weight. Provide patient care and comfort measures. Report abnormal findings. Support rehabilitation plans. Provide principles of nutrition by providing and recording nutritional needs. Report diet modification needs. Provide hydration need and record intake and output. Perform special care procedures for patients exhibiting symptoms of impending death. Perform special care procedures for patients according to OBRA.

TERM 2 – 668 HOURS

Theory: 308 hours Skills Lab: 96 hours Clinical: 264 hours

THEORY

Term II focuses on the principles of medical-surgical nursing of the adult and the child. Emphasis will be on diseases and conditions of the endocrine, respiratory, integumentary, gastrointestinal, hematological, neurological, musculoskeletal, cardiovascular, immune, sensory, and renal systems. Students will explore each system identifying the function and relationship to other body systems to maintain the process of homeostasis. Students will focus on diseases that affect the system, signs and symptoms of abnormal conditions, treatment modalities, pharmacological interventions. The student will apply the Nursing Process and develop a concept map for each identified condition. The student will have the opportunity to care for patients with various conditions related to each body system while in the clinical setting. This course will also require the student to integrate the theory learned from their Anatomy & Physiology, Nutrition, Pharmacology pre-requisites as well as content discussed in the classroom lectures. Students shall demonstrate nursing procedures and skills on their assigned patients in this term.

SKILLS LAB

Students will achieve complex client care skills that are utilized by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. This includes a "Wellness" portion for the development of self-awareness of health practices. The student will practice more complex patient care skills and procedures in the skills lab assignments.

CLINICAL

The student will demonstrate skills and knowledge learned in classroom and laboratory when in supervised clinical experience related to Data Collection. Demonstrate basic clinical skills with a dual-patient load. Utilize information from patient's chart, electronic records, Kardex, and existing care plans. Collect accurate objective and subjective data and identify deviations from normal. Complete ongoing patient assessment. Contribute to the plan of care by providing objective, subjective, and diagnostic patient data. Collaborate with health care team members

during patient care. Determine patient and family understanding of patient rights and treatment plan. Utilize problem-solving techniques when analyzing data. Implementation, monitor patient, including vitals, visual or auditory cues, intake and output. Competently execute nursing interventions in an organized, timely, safe, and efficient manner. Adapt nursing care in response to changes in patient condition. Administer medications and parenteral therapies accurately and safely, using the six rights of medication administration. Provide accurate patient and family teaching within your current scope of practice. Notify appropriate faculty or staff of significant data, including changes in patient condition. Proactively manage hazards in the patient environment. Accurately document patient care. □ Evaluate patient's response to nursing care and determine if needs have been met. Provide input on effectiveness of patient and family teaching. Maintain safe, respectful and confidential environment for patient, self and others. Comply with professional standards in appearance, attitude and behavior appropriate clinical settings. Display good judgment, seeking appropriate guidance as needed. Appropriately respond to direction and constructive feedback. Demonstrate professional & ethical behavior, functioning within your current LPN student scope of practice. Maintain effective communication and interpersonal relationships with patients, family, facility staff, faculty and students. Serve as a positive role model, encouraging teamwork and cooperation among health care team members. Demonstrate resourcefulness, use initiative and displaying good critical thinking and problem-solving skills. Demonstrate cultural competency in patient care related to patient's physical, psychosocial, cognitive and moral needs. Employ appropriate practices to manage stress and to encourage proper self-care. Display excellent time management skills. Effectively and efficiently manage limited resources and contain costs. Actively participate in learning activities, including clinical and educational opportunities.

TERM 3 – 416 HOURS

Theory: 106 hours Skills Lab: 32 hours Clinical: 258 hours

THEORY

Term III focuses on the nursing skills and knowledge required for caring for, obstetrical patient and newborn infant, pediatric patient as well as growth, development and leadership. Key terms in all nursing areas: (i.e. Obstetrical patient and newborn infant, pediatric patient as well as growth and development and leadership) will be emphasized. The theories of aging, normal physiological and functional changes that occur with aging are discussed. The process of reproduction, fetal development, physiological and psychological changes during pregnancy is discussed. Pre-natal and post-natal education, diagnostic tests (maternal and fetal), and pharmacological agents used in pregnancy are discussed, as are the common complications and risk factors associated with maternal and fetal well-being. The student is taught to recognize the signs of impending labor, the variables affecting labor, the pharmacological agents and interventions used during labor; and how to assess body systems on the client in labor. The course will discuss the responsibilities of the nurse when preparing the pediatric client for hospitalization, procedures, surgery in a family centered environment. The course will demonstrate skills required when caring for a pediatric client with body system deficiencies, including, but not limited to, respiratory, cardiovascular, endocrine, urinary and gastrointestinal system deficits, along with dealing with death and dying in the pediatric population. Students will learn the nursing management of a client with a pediatric deficit according to the nursing process. The course will also discuss different types of leadership styles, the scope of practice of the vocational nurse.

SKILLS LAB

Students will achieve complex client care skills that are utilized by the nurse to implement the nursing process. Students gain competency by practicing skills in a supportive and supervised environment in the college campus lab. This includes a "Wellness" portion for the development of self-awareness of health practices. This third period of skills lab will allow

the student to practice all patient care skills and procedures and perfect any previous noted deficiencies.

CLINICAL

The student will demonstrate skills and knowledge learned in classroom and laboratory when in supervised clinical experience related to Data Collection. Demonstrate basic clinical skills with a multi-patient load. Utilize patient's chart, electronic records, Kardex and existing care plans. Interpret accurate objective and subjective data collection. Complete ongoing patient assessment. Recognize deviations from baseline assessment. Incorporate patient data in contributing to the plan of care. Modify nursing plan of care according to the nursing process. Prioritize patient care according to Maslow's Hierarchy of Needs, using critical thinking and creative problem-solving techniques. Utilize developed care plans to provide care for clients experiencing a variety of multiple health alterations. Provide practical nursing care for the client experiencing multiple health alterations commonly found in the elderly. Execute nursing interventions in an organized, timely, safe and efficient manner. Provide nursing care to the medical surgical patient. Adapt nursing care in response to changes in patient condition and based on age-appropriateness. Administer medications accurately and safely, utilizing the six rights of medication administration. Assist with accurate patient and family teaching within your current scope of practice. Facilitate continuity of care in all documentation and communication. Notify appropriate faculty or staff of significant data, including changes in patient condition or staffing. Proactively manage hazards in the patient environment. Report any variances, incidents or irregular occurrences. Provide input on the patient's response to interventions, determining if patient needs have been met. Provide input on the modifications made to nursing plan of care for effectiveness. Provide input on the patient and family knowledge obtained from patient teaching sessions. Maintain safe, respectful and confidential environment for patient, self and others. Demonstrate management and supervisory skills. Demonstrate

professional responsibility and dependability by complying with facility and clinical policies. Comply with professional standards in appearance, attitude and behavior appropriate clinical settings. Display good judgment, seeking appropriate guidance as needed. Appropriately respond to direction and constructive feedback. Demonstrate professional & ethical behavior, functioning within your current LPN student scope of practice. Maintain effective communication and interpersonal relationships with patients, family, facility staff, faculty & students. Serve as a positive role model, encouraging teamwork & cooperation among health care team members. Demonstrate resourcefulness, use initiative & display critical thinking and problem-solving skills. Demonstrate cultural competency in patient care related to patient's physical, psychosocial, cognitive and moral needs. Employ appropriate practices to manage stress and to encourage proper self-care. Constructively use extra time to maximize care, update patient information, and identify further learning opportunities. Effectively and efficiently, manage limited resources and contain costs. Actively participate in learning activities, including clinical and educational opportunities.

19.24 BREAKDOWN OF CLINICAL HOURS BY TOPIC

TOPIC	HOURS
FUNDAMENTALS	240
MEDICAL-SURGICAL	442
MATERNAL/PEDIATRIC NURSING	80
TOTAL CLINICAL HOURS	762

Students who have completed a Certified Nursing Assistant program will receive 10 prerequisite hours for Fundamentals of Nursing

19.25 SUMMARY OF INSTRUCTIONAL PLAN: VOCATIONAL NURSING PROGRAM CLOCK HOURS

CURRICULUM CONTENT	PREREQUISITES			TERM 1			TERM 2			TERM 3			TOTALS
	T	S	C	T	S	C	T	S	C	T	S	C	
Cardiovascular System							24						24
Certified Nurse Assistant	10												10
Communicable Disease				4			8			8			20
Communication				8						6			14
Critical Thinking				8									8
Culturally Congruent Care				8			8						16
End of Life Care				7									7
Endocrine System							24						24
Ethics				7									7
Fundamentals				76									76
Gastrointestinal System							24						24
Gerontological Nursing				8			8						16
Growth & Development				20									20
Immune System							24						24
Integumentary System							24						24
Intro. to Anatomy & Physiology	36						54						90
Leadership & Supervision										8			8
Maternal Nursing										28		40	68
Medical-Surgical Clinical						240			264			178	682
Medical-Surgical Skills Lab					76			86			32		194
Musculoskeletal System							24						24
Nervous System							24						24
Nursing Process				19									19
Nutrition for Nurses	36			2									38
Patient Education				4									4
Pediatric Nursing										28		40	68
Pharmacology for Nurses	54			16									70
Psychology				9									9
Rehabilitation Nursing				8									8
Reproduction System										28			28
Respiratory System							24						24
Sensory System							24						24
Urinary System							24						24
Total hours per type	136			204	76	240	318	86	264	106	32	258	1720
Total hours per Term		136			520			668			396		1720
Total Program Hours													1720

20 INTRODUCTION TO ANATOMY & PHYSIOLOGY (AP101)

20.1 TYPE OF PROGRAM

Certification course

20.2 TOTAL HOURS OF PROGRAM

36 hours (36 theory, 0 clinical)

20.3 DISCLOSURES

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

20.4 EDUCATIONAL CONTENT LEVEL

College

20.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

AP101 – Introduction to Anatomy & Physiology 101

20.6 PREREQUISITES

None

20.7 ANTICIPATED ENROLLMENT

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

20.8 DESCRIPTION OF PROGRAM / COURSE

This course is designed for students entering the health care professional programs. It provides a foundation for the clinical topics covered in those courses by requiring mastery of factual material and problem-solving

techniques. This course is intended to adequately prepare students for these courses and for health science and nursing programs. The course is also designed to encourage the student to apply critical think skills in the clinical setting related to the disease process.

20.9 OBJECTIVES OF PROGRAM / COURSE

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

20.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is twenty (20) to maintain a maximum instructor-student ratio of 1:20.

The Instructor is a RN or LVN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

20.11 SCHEDULE OF HOURS

Taught over two consecutive weekends for eight (8) hours each day and a final Saturday for four (4) hours.

Theory – 0800-1630

20.12 METHOD OF INSTRUCTION

The instructor will employ the following methods of training:

- Lectures by means of slideshows, DVD's, textbooks and instructors lesson plans
- Skeleton x2 anatomical charts for body systems
- Class participation
- Quizzes and examinations

20.13 TEXTBOOK

- Memmler's The Human Body in Health and Disease, 14th Ed.
- Study Guide for Memmler's The Human Body in Health and Disease, 14th Ed.

20.14 ADMISSION REQUIREMENTS

- Must be at least 16 years old
- Must provide proof of grade 12 completion or equivalent
- Possess a valid government-issued photo ID and Social Security Card

20.15 REFERENCE LETTERS

None

20.16 EQUIPMENT REQUIRED

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

20.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Registration	(non-refundable)
\$425.00	Tuition	
\$0.00	CA STRF	(non-refundable)
\$ 475.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

20.18 EVALUATION AND GRADING STANDARDS

Grading for this course will be as follows:

%	ASSIGNMENT
20%	Study Guide
20%	Essay: Function of a System
20%	Essay: Independent Research
40%	Final Exam
100%	Total

20.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

None

20.20 GRADUATION REQUIREMENTS

A certificate of completion and transcript will be awarded to students who successfully complete the thirty-six (36) hour course; Students must score a minimum of 75% on all assignments and examinations; Students must fulfill all financial obligations with the school to complete the course.

20.21 EMPLOYMENT OPPORTUNITIES

This course does not directly lead to employment.

21 BLOOD WITHDRAWAL (BW101)

21.1 TYPE OF PROGRAM

Certification course

21.2 TOTAL HOURS OF PROGRAM

6 hours (3 theory, 3 clinical)

21.3 DISCLOSURES

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

Students are required to perform supervised venipunctures and supervised skin punctures on live human subjects (students enrolled in this course are the human subjects and required to sign a liability waiver).

21.4 EDUCATIONAL CONTENT LEVEL

Precollege

21.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

BW101 – Blood Withdrawal 101

21.6 PREREQUISITES

Current Licensed Vocational Nurse; or

Student who is currently enrolled in a BVNPT approved vocational nursing program

21.7 ANTICIPATED ENROLLMENT

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

21.8 DESCRIPTION OF PROGRAM / COURSE

This course is designed to prepare Licensed Vocational Nurses and students who are currently enrolled in an approved Vocational Nursing Program to perform blood withdrawal. The course will cover psychological preparation of the patient, legal aspect of blood withdrawal, infection control, types of venipuncture devices, venipuncture sites, observation of the patient, selection of equipment, complications of blood withdrawal, method selection, safety measures, complications and preparation of withdrawal sites.

Students will perform simulated and actual blood withdrawal.

21.9 OBJECTIVES OF PROGRAM / COURSE

- Discuss the legal requirements pertaining to withdrawing blood.
- Discuss the legal requirements pertaining to performing arterial punctures for the purpose of withdrawing blood.
- Explain the rationale for blood withdrawal and arterial punctures.
- Identify types of skin puncture, arterial punctures and venipuncture devices.
- Describe the correct use of each skin puncture, arterial puncture and venipuncture.
- Describe accurate techniques for performing skin punctures, arterial punctures, and venipuncture; including direct and indirect methods.
- Discuss psychological preparation of a patient/client which should be completed prior to the procedure.
- Correlate relevant anatomy and physiology with criteria for selection of venipuncture, skin puncture or arterial puncture.
- Identify the safety precautions utilized when administering intravenous therapy, withdrawing blood and testing for adequate circulation pertaining to arterial puncture site.
- Discuss potential local and systemic complications of blood withdrawal and include correct nursing observations and preventative measures.
- Explain the procedure to the patient/client and provide adequate supportive measures. Select correct venipuncture, skin puncture, arterial puncture and correctly assemble for use.
- Select and correctly prepare an appropriate site for venipuncture, blood withdrawal or arterial puncture.
- Perform three (3) successful venipunctures/arterial punctures and three (3) successful skin punctures on live subjects while adhering to universal precautions.
- Observe the patient/client for adverse reactions.
- Demonstrate appropriate safety measures when performing venipuncture, blood withdrawal or arterial puncture, including universal precautions.
- Safely secure the venipuncture site.
- Adjust the flow rate to the prescribed rate.

- Safely discontinue a device from a puncture site using universal precautions to ensure patient/client and nurse safety.

21.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is fifteen (15) to maintain a maximum instructor-student ratio of 1:15.

The Instructor is a RN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

21.11 SCHEDULE OF HOURS

Taught over a one (1) day period.

Theory – 0800-1100

Clinical – 1130-1430

21.12 METHOD OF INSTRUCTION

The instructor will employ the following methods of training:

- Lectures using slideshows, DVD's, textbook and instructors lesson plan
- Class participation
- Practical hands-on experience.
- Charting exercises using the nursing process to correctly document administration.
- Quizzes and examinations
- Concept mapping and critical thinking exercises
- Supervision of student activities and actual punctures.

21.13 TEXTBOOK

Instructor handouts

21.14 ADMISSION REQUIREMENTS

- Must be at least 16 years old
- Must provide proof of grade 12 completion or equivalent
- Possess a valid government-issued photo ID and Social Security Card

21.15 REFERENCE LETTERS

None

21.16 EQUIPMENT REQUIRED

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

21.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Registration	(non-refundable)
\$130.00	Tuition	
\$0.00	CA STRF	(non-refundable)
\$20.00	State Application	(non-refundable)
\$ 200.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

21.18 EVALUATION AND GRADING STANDARDS

This course is a "Pass/Fail" course. A "PASS" will be awarded to students who successfully complete the six (6) hour course; completion criteria listed below.

(Students enrolled in this course are the human subjects and required to sign a liability waiver)

THEORY

Students are required to fully participate in all classroom assignments and discussions.

CLINICAL

Students must pass a "Clinical Performance Evaluation", which includes:

1. Patient preparation
2. Venipuncture, Skin Puncture, and Arterial Puncture
 - a. Safety measures, including universal precautions, related to blood withdrawal
 - b. Preparation and assembly of equipment and devices
 - c. Site preparation
 - d. Techniques
3. Successfully perform a minimum of three (3) supervised venipunctures on live human subjects.
4. Successfully perform a minimum of three (3) supervised skin punctures on live human subjects.

21.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

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

21.20 GRADUATION REQUIREMENTS

A "Certificate of Completion" and "Transcript" will be awarded to students who successfully "PASS" the six (6) hour course; see "Evaluation and Grading Standards" above;

Students must fulfill all financial obligations with the school to complete the course.

Students must adhere to all school policies.

21.21 EMPLOYMENT OPPORTUNITIES

This course does not directly lead to employment.

22 INTRAVENOUS THERAPY (IT101)

22.1 TYPE OF PROGRAM

Certification course

22.2 TOTAL HOURS OF PROGRAM

30 hours (24 theory, 6 clinical)

22.3 DISCLOSURES

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

Students required to perform at least three (3) supervised venipunctures and at least three (3) supervised skin punctures on live human subjects (students enrolled in this course are the human subjects).

22.4 EDUCATIONAL CONTENT LEVEL

Precollege

22.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

IT101 – Intravenous Therapy 101

22.6 PREREQUISITES

Current Licensed Vocational Nurse; or

Student who is currently enrolled in a BVNPT approved vocational nursing program

22.7 ANTICIPATED ENROLLMENT

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

22.8 DESCRIPTION OF PROGRAM / COURSE

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

Students will perform simulated and actual intravenous catheterizations.

22.9 OBJECTIVES OF PROGRAM / COURSE

- Discuss the legal requirements pertaining to starting and or superimposing intravenous fluids.
- Differentiate types of parenteral fluids and blood components.
- Correlate intravenous fluids with fluid and electrolyte imbalances.
- Identify clinical manifestations associated with fluid and blood component infusion.
- State indications for TPN therapy.
- Discuss potential complications from TPN therapy.
- Explain the rationale for blood withdrawal and arterial punctures.
- Explain the rationale for initiation of an intravenous infusion or transfusion of blood or blood products.
- Identify types of skin puncture, arterial punctures, and venipuncture devices.
- Describe the correct use of each skin puncture, arterial puncture and venipuncture.
- Identify types of fluid deliver systems.
- Describe correct use of each fluid delivery system device including regulation of infusion flow rate.
- Describe accurate techniques for performing skin punctures, arterial punctures, and venipuncture; including direct and indirect methods.
- Discuss psychological preparation of a patient/client which should be completed prior to the procedure.
- Correlate relevant anatomy and physiology with criteria for selection of venipuncture, skin puncture, or arterial puncture.

- Identify the safety precautions utilized when administering intravenous therapy, withdrawing and testing for adequate circulation pertaining to arterial puncture site.
- Discuss potential local and systemic complications of intravenous therapy and include correct nursing observations and preventative measures.
- Explain the procedure to the patient/client and provide adequate supportive measures.
- Select correct venipuncture, skin puncture, arterial puncture, and infusion equipment and correctly assemble for use.
- Select and correctly prepare an appropriate site for venipuncture or arterial puncture.
- Perform three (3) successful venipunctures/arterial punctures and three (3) successful skin punctures on live subjects while adhering to universal precautions.
- Observe the patient/client for adverse reactions.
- Demonstrate appropriate safety measures when performing venipuncture or arterial puncture, including universal precautions.
- Safely secure the venipuncture site.
- Adjust the flow rate to the prescribed rate.
- Safely discontinue a device from a puncture site using universal precautions to ensure patient/client and nurse safety.

22.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is fifteen (15) to maintain a maximum instructor-student ratio of 1:15.

The Instructor is a RN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

22.11 SCHEDULE OF HOURS

Taught over a four (4) day period.

Monday-Wednesday – Theory – 0800-1630

Thursday – Clinical – 0800-1430

22.12 METHOD OF INSTRUCTION

The instructor will employ the following methods of training:

- Lectures using slideshows, DVD's, textbook and instructors lesson plan
- Class participation
- Practical hands-on experience.
- Charting exercises using the nursing process to correctly document administration.
- Quizzes and examinations
- Concept mapping and critical thinking exercises
- Supervision of student activities and actual punctures.

22.13 TEXTBOOK

Instructor Handouts

22.14 ADMISSION REQUIREMENTS

- Must be at least 16 years old
- Must provide proof of grade 12 completion or equivalent
- Possess a valid government-issued photo ID and Social Security Card

22.15 REFERENCE LETTERS

None

22.16 EQUIPMENT REQUIRED

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

22.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Registration	(non-refundable)
\$255.00	Tuition	
\$0.00	CA STRF	(non-refundable)
\$20.00	State Application	(non-refundable)
\$ 325.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

22.18 EVALUATION AND GRADING STANDARDS

This course is a "Pass/Fail" course. A "PASS" will be awarded to students who successfully complete the thirty (30) hour course; completion criteria listed below.

(Students enrolled in this course are the human subjects and required to sign a liability waiver)

THEORY

Students are required to fully participate in all classroom assignments and discussions.

CLINICAL

Students must pass a "Clinical Performance Evaluation", which includes:

1. Patient preparation
2. Venipuncture, Skin Puncture, and Arterial Puncture
 - a. Safety measures, including universal precautions, related to blood withdrawal
 - b. Preparation and assembly of equipment and devices
 - c. Site preparation
 - d. Techniques
3. Successfully perform a minimum of three (3) supervised venipunctures on live human subjects.
4. Successfully perform a minimum of three (3) supervised skin punctures on live human subjects.

22.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

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

22.20 GRADUATION REQUIREMENTS

A "Certificate of Completion" and "Transcript" will be awarded to students who successfully "PASS" the thirty (30) hour course; ; see "Evaluation and Grading Standards" above;

Students must fulfill all financial obligations with the school to complete the course.

Students must adhere to all school policies.

22.21 EMPLOYMENT OPPORTUNITIES

This course does not directly lead to employment.

23 MATERNAL/CHILD NURSING (MAT301)

23.1 TYPE OF PROGRAM

Diploma course

23.2 TOTAL HOURS OF PROGRAM

45 hours (30 theory, 15 clinical)

23.3 DISCLOSURES

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

This course is designed for Certified Nurse Assistants applying to the California Board of Vocational Nursing and Psychiatric Technicians attempting to qualify based on equivalent education and/or experience (Method #3) to become eligible to write the state NCLEX exam and become a Licensed Vocational Nurse.

23.4 EDUCATIONAL CONTENT LEVEL

College

23.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

MAT301 – Maternal/Child Nursing 301

23.6 PREREQUISITES

None

23.7 ANTICIPATED ENROLLMENT

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

23.8 DESCRIPTION OF PROGRAM / COURSE

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

23.9 OBJECTIVES OF PROGRAM / COURSE

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

- Explain the role of the Vocational Nurse in the care of the childbearing family.

23.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is ten (10) to maintain a maximum instructor-student ratio of 1:10.

The Instructor is a RN or LVN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

23.11 SCHEDULE OF HOURS

Taught over a six (6) day period.

Monday – Friday

Theory – 0800-1630

Clinical – 0600-1430

23.12 METHOD OF INSTRUCTION

The instructor will employ the following methods of training:

- Lectures using slideshows, DVD's, textbook and instructors lesson plan
- Class participation
- Clinical practice at maternal/child clinical site.
- Charting exercises using the nursing process to correctly document administration.
- Quizzes and examinations
- Computerized birthing mannequin "Noelle"

23.13 TEXTBOOK

Introductory Maternity and Pediatric Nursing, 4th Ed.

23.14 ADMISSION REQUIREMENTS

- Must be at least 18 years old
- Must provide proof of grade 12 completion or equivalent
- Possess a valid government-issued photo ID and Social Security Card

23.15 REFERENCE LETTERS

None

23.16 EQUIPMENT REQUIRED

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

23.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Registration	(non-refundable)
\$1350.00	Tuition	
\$0.00	CA STRF	(non-refundable)
\$1,400.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

23.18 EVALUATION AND GRADING STANDARDS

Grading for this course will be as follows:

THEORY

%	ASSIGNMENT
20%	Quizzes x5

20%	Practical hands on return demonstrations
10%	Charting exercises
50%	Final Exam
100%	Total

CLINICAL

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

23.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

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

23.20 GRADUATION REQUIREMENTS

A transcript will be awarded to students who successfully complete the forty-five (45) hour course; Students must score a minimum of 75% on all assignments and examinations; Students must fulfill all administrative and financial obligations with the school to complete the course.

23.21 EMPLOYMENT OPPORTUNITIES

This course does not directly lead to employment.

24 NUTRITION FOR NURSES (NUT101)

24.1 TYPE OF PROGRAM

Certification course

24.2 TOTAL HOURS OF PROGRAM

36 hours (36 theory, 0 clinical)

24.3 DISCLOSURES

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

24.4 EDUCATIONAL CONTENT LEVEL

College

24.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

NUT101 – Nutrition for Nurses 101

24.6 PREREQUISITES

None

24.7 ANTICIPATED ENROLLMENT

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

24.8 DESCRIPTION OF PROGRAM / COURSE

This course is designed to provide the student an understanding of basic nutrition science for students who plan on entering a health care or

nursing profession. Students will become familiar with the principles of diet planning, food labeling; the biological functions and food sources of each nutrient, energy balance, weight management, and physical activity. The role of nutrition in chronic disease, development, food safety issues, nutrition throughout the life cycle and current nutrition related controversies.

24.9 OBJECTIVES OF PROGRAM / COURSE

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

24.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is twenty (20) to maintain a maximum instructor-student ratio of 1:20.

The Instructor is a RN or LVN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

24.11 SCHEDULE OF HOURS

Taught over two consecutive weekends for eight (8) hours each day and a final Saturday for four hours.

Theory – 0800-1630

24.12 METHOD OF INSTRUCTION

The instructor will employ the following methods of training:

- Lectures by means of slideshows, DVD's, textbooks and instructors lesson plans
- Food charts, food guide, nutrient value charts
- Quizzes and examinations

24.13 TEXTBOOK

- Nutrition Essentials for Nursing Practice, 8th Ed.

24.14 ADMISSION REQUIREMENTS

- Must be at least 16 years old
- Must provide proof of grade 12 completion or equivalent
- Possess a valid government-issued photo ID and Social Security Card

24.15 REFERENCE LETTERS

None

24.16 EQUIPMENT REQUIRED

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

24.17 FEES

FEE	DESCRIPTION	COMMENTS
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\$50.00	Registration (non-refundable)
\$375.00	Tuition
\$0.00	CA STRF (non-refundable)
\$ 425.00	Total Charges

All prices and requirements are subject to change. All prices include applicable taxes.

24.18 EVALUATION AND GRADING STANDARDS

Grading for this course will be as follows:

%	ASSIGNMENT
25%	Food Intake Log
25%	Meal Planning
25%	Buffet Observation
25%	Final Journal
100%	Total

24.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

None

24.20 GRADUATION REQUIREMENTS

A certificate of completion and transcript will be awarded to students who successfully complete the thirty-six (36) hour course; Students must score a minimum of 75% on all assignments and examinations; Students must fulfill all financial obligations with the school to complete the course.

24.21 EMPLOYMENT OPPORTUNITIES

This course does not directly lead to employment.

25 PEDIATRIC NURSING (PED301)

25.1 TYPE OF PROGRAM

Diploma course

25.2 TOTAL HOURS OF PROGRAM

45 hours (30 theory, 15 clinical)

25.3 DISCLOSURES

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

This course is designed for Certified Nurse Assistants applying to the California Board of Vocational Nursing and Psychiatric Technicians attempting to qualify based on equivalent education and/or experience (Method #3) to become eligible to write the state NCLEX exam and become a Licensed Vocational Nurse.

25.4 EDUCATIONAL CONTENT LEVEL

College

25.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

PED301 – Pediatric Nursing 301

25.6 PREREQUISITES

None

25.7 ANTICIPATED ENROLLMENT

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

25.8 DESCRIPTION OF PROGRAM / COURSE

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

25.9 OBJECTIVES OF PROGRAM / COURSE

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

25.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is ten (10) to maintain a maximum instructor-student ratio of 1:10.

The Instructor is a RN or LVN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

25.11 SCHEDULE OF HOURS

Taught over a six (6) day period.

Monday – Friday

Theory – 0800-1630

Clinical – 0600-1430

25.12 METHOD OF INSTRUCTION

The instructor will employ the following methods of training:

- Lectures using slideshows, DVD's, textbook and instructors lesson plan
- Class participation
- Clinical practice at pediatric clinical site.
- Charting exercises using the nursing process to correctly document administration.
- Quizzes and examinations
- Computerized birthing mannequin "Noelle"

25.13 TEXTBOOK

Introductory Maternity and Pediatric Nursing, 4th Ed.

25.14 ADMISSION REQUIREMENTS

- Must be at least 16 years old
- Must provide proof of grade 12 completion or equivalent
- Possess a valid government-issued photo ID and Social Security Card

25.15 REFERENCE LETTERS

None

25.16 EQUIPMENT REQUIRED

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

25.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Registration	(non-refundable)
\$1350.00	Tuition	
\$0.00	CA STRF	(non-refundable)
\$1,400.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

25.18 EVALUATION AND GRADING STANDARDS

Grading for this course will be as follows:

THEORY

%	ASSIGNMENTS
20%	Quizzes x5
20%	Practical hands on return demonstrations
10%	Charting exercises
50%	Final Exam
100%	Total

CLINICAL

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

25.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

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

25.20 GRADUATION REQUIREMENTS

A transcript will be awarded to students who successfully complete the forty-five (45) hour course; Students must score a minimum of 75% on all assignments and examinations; Students must fulfill all administrative and financial obligations with the school to complete the course.

25.21 EMPLOYMENT OPPORTUNITIES

This course does not directly lead to employment.

26 PHARMACOLOGY FOR NURSES (PHA101)

26.1 TYPE OF PROGRAM

Certification course

26.2 TOTAL HOURS OF PROGRAM

54 hours (54 theory, 0 clinical)

26.3 DISCLOSURES

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

26.4 EDUCATIONAL CONTENT LEVEL

College

26.5 PROGRAM COURSE(S) NUMBER(S) AND NAME(S)

PHA101 – Pharmacology for Nurses 101

26.6 PREREQUISITES

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

26.7 ANTICIPATED ENROLLMENT

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

26.8 DESCRIPTION OF PROGRAM / COURSE

This course is designed to introduce students to the nurse's role and responsibilities of medication administration and the basic principles of pharmacology. Presents introductory core concepts of pharmacology including drug regulations, classifications, schedules, categories, delivery systems calculations, drug administration. Presents immediate medical/surgical core concepts of clinical pharmacology which includes major body systems/disorders, and methods drugs are used therapeutically to treat them. Teaches the student to employ critical thinking skills to determine the effectiveness of the medication using the nursing process.

26.9 OBJECTIVES OF PROGRAM / COURSE

- Utilize the nursing process and five concepts of human functioning to assess appropriate/inappropriate responses to therapy.
- Identify the roles of the professional nurse in relation to medication administration and education in both acute care and community health settings.
- Explain the correct measures to ensure the prevention of medication errors.
- Employ critical thinking skills to determine the effectiveness of medication administration on client care outcomes.
- Predict potential drug to drug interactions and drug-food interactions based on physiologic responses to pharmacological agents and apply critical thinking skills for appropriate interventions.
- Recognize differences in physiology and pathophysiology that must be considered in assessing correct dosages administered to "at risk" populations such as the fetus, infant, child, pregnant woman, and the frail elderly.

- Describe the legal and ethical principles related to research and practice of medication administration in nursing
- Relate the differences in Pharmacology use and its effects across the lifespan, when administering medications to culturally diverse populations commonly occurring diseases.
- Define the pharmacological terminology pertinent to specific categories and classifications of medications in relation on commonly occurring diseases.
- Identify major classifications of pharmacotherapeutics by prototypes as used in the treatment of commonly occurring health challenges.
- Interpret effective communication in reports of the action, rationale for use, common and/or life-threatening side effects, nursing implications, and client teaching issues for each major classification of medications.

26.10 INSTRUCTIONAL DETAILS

The maximum number of students per class is twenty (20) to maintain a maximum instructor-student ratio of 1:20.

The Instructor is a RN or LVN who is approved to instruct by the Board of Vocational Nursing and Psychiatric Technicians.

26.11 SCHEDULE OF HOURS

Taught over three consecutive weekends for eight (8) hours each day and a final Saturday for six (6) hours.

Theory – 0800-1630

26.12 METHOD OF INSTRUCTION

The instructor will employ the following methods of training:

- Lectures by means of slideshows, DVD's, textbooks and instructors lesson plans
- Class participation
- Practical experience with the distribution of medication.
- Charting exercises using the nursing process to correctly document administration.
- Quizzes and examinations

26.13 TEXTBOOK

- Roach's Introductory Clinical Pharmacology, 11th Ed.
- Study Guide for Roach's Introductory Clinical Pharmacology, 11th Ed.

26.14 ADMISSION REQUIREMENTS

- Must be at least 16 years old
- Must provide proof of grade 12 completion or equivalent
- Possess a valid government-issued photo ID and Social Security Card

26.15 REFERENCE LETTERS

None

26.16 EQUIPMENT REQUIRED

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

26.17 FEES

FEE	DESCRIPTION	COMMENTS
\$50.00	Registration	(non-refundable)
\$475.00	Tuition	
\$0.00	CA STRF	(non-refundable)
\$ 525.00	Total Charges	

All prices and requirements are subject to change. All prices include applicable taxes.

26.18 EVALUATION AND GRADING STANDARDS

Grading for this course will be as follows:

%	ASSIGNMENTS
20%	Study Guide
20%	Medication Assignment
20%	Nursing Process & Interventions
40%	Final exam
100%	Total

26.19 THEORY AND CLINICAL SITE LOCATIONS

THEORY

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

CLINICAL

None

26.20 GRADUATION REQUIREMENTS

A certificate of completion and transcript will be awarded to students who successfully complete the thirty-six (36) hour course; Students must score a minimum of 75% on all assignments and examinations; Students must fulfill all financial obligations with the school to complete the course.

26.21 EMPLOYMENT OPPORTUNITIES

This course does not directly lead to employment.

27 EQUIPMENT REQUIREMENTS PER PROGRAM

Quantities of items are based on 15 students per class. All equipment, both disposable and non-disposable, are owned by Curam College of Nursing.

27.1 HOME HEALTH AIDE

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

DIETARY SUPPLIES	FORMS	MEDICAL EQUIPMENT	OTHER
Soup bowl 4 oz. Coffee cup 6 oz. Coffee pot 270 oz. Dietary Tray card DISPOSABLE MEDICAL EQUIPMENT 4 x 4 sponges adult briefs Alcohol wipes Bed protectors x 3 Clean catch kit x 3 Cotton balls EQUIPMENT AND MATERIAL LIST 3x5 Index Cards 4x6 Index Cards Name Badges Dry Erase Markers Dry Erase Board 3 Large sets of Clothing Markers Food Model Food Wheel Handheld battery-operated light Masking Tape x 3 Pencils x 15 Pens x 15 Videos Analog Watch Dentures Lip Lubricant Linen Protectors x 3 Mouthwash Shaving Cream Toothpaste Linen Hamper Hand rolls	ADL Flow sheet Decubitus assessment sheet Height and weight Incident report patient Incident report employee Intake/Output worksheet Personal items inventory Isolation door signs Nurse Assignment sheet Transfer sheet LINENS Bath Blankets x 3 Bedspreads x 3 Blankets x 3 Cloth isolation gowns x 3 Draw sheet Hand towels Hospital gowns x 3 Pillowcases x 6 Fitted Sheets x 6 Towels x 8	Adaptive eating equipment Bedside commode Regular bedpans Liquid soap Urinal x 2 Wash basins Waste basket with lid ONE RESIDENT ROOM Bed with side rails Over bed table Nightstand Chair Denture Cups emesis Basin Fracture pan Handheld mirrors	Red bags x 3 Dual head stethoscope x 3 External catheter Leg bags Nail equipment Gait belts x 4 Nasogastric tube Safety vest x 3 Sphygmomanometers & adult cuffs Stethoscopes x 8 Hand sanitizer Dental Floss Clothing protector Gloves S-XL Disposable Razor Lemon Glycerin swabs Sharps container Lotion Powder Toothbrush Alcohol wipes Paper towel Non-skid slippers Diet trays w/ dishes and condiments Glass 4 oz. Glass 6 oz. Ice cream cup 3oz. Medicine cup 30 cc Paper cups 5 oz. Pitcher 780 cc Pitcher top 200 cc Cane Fire extinguisher Upright scale Walker Wheelchair

27.3 VOCATIONAL NURSING PROGRAM

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

28.1 PREAMBLE

The following policies set forth by Curam College of Nursing are aimed to ensure the safety and fair treatment of all students, patients, instructors, staff, and Curam College of Nursing.

Students who do not follow school policies will be subject to suspension or dismissal and are required to make up any loss of credit hours prior to completion/graduation from the course/program:

- 1st Occurrence: written warning and dismissed from class for the day or 1-day suspension.
- 2nd Occurrence: written probation and 3-day suspension.
- 3rd Occurrence: dismissed from course/program.

Students involved in illegal activities, subjecting a patient to life threatening risk, or are engaged in malicious conduct shall be dismissed without written warning, or suspension.

28.2 GENERAL SCHOOL POLICIES

CHARACTER AND REPUTATION

Students engaging in bribery, cheating, deception, fabrication, fraud, impersonation, plagiarism, professional misconduct, sabotage, or theft regarding any student, instructor, staff member or clinical site staff is grounds for dismissal.

CHEWING GUM

No chewing gum is allowed inside Curam College. To keep our walkways clean, please dispose of your gum in a proper trash container prior to entering the building.

CLEAN WORK AREA

Whether working in a classroom or eating lunch in the lounge, when you are finished, keep your area free of clutter, return any used equipment, wipe down any minor spills, and dispose of all trash.

ENGLISH

Students are required to speak English in the classroom and at their clinical sites. Students are free to speak any language they choose outside the classroom before school, while on break, or after school.

FOOD AND BEVERAGES

No food or liquids are permitted in any classroom, skills lab or clinical work area. Water is permitted in Curam College classrooms if in a translucent container which has a securable lid.

Other than water, all food and beverages shall be consumed in the Student Lounge in suite #304. Please clean up after yourself, wipe up any small spills and discard your trash. In the event of a large spill, please contact the Front Office for assistance.

LEARNING ENVIRONMENT

Students are required to create an environment that is conducive to education and learning, including but not limited to respecting other student's values and faculties, beliefs and culture.

PARKING

Students may park in any vacant spot located in sections 1-8 on the following map. Please refrain from parking in other sections as they are reserved for Curam College staff or other business suites.



PRIVACY

Respect the personal business of the Faculty/Staff. Do not contact Faculty/Staff outside of school activities or engage in "trolling" them on social media etc. Students shall not have any contact with Faculty/Staff on any social media/gaming sites or other electronic activities.

RESPECT

Respect others space and privacy. Do not engage in name calling or other derogatory language any other offensive behavior to others. Strive to create an environment that is conducive to education and learning, including but not limited to respecting other student's values and faculties, beliefs and culture. Show respect to others in the classroom and clinical setting by keeping the noise level to a minimum. Keep voices low and never in a high pitch or shouting manner.

SLEEPING

Sleeping in class is never acceptable

SMOKING

Smoking is referred to as the use of any cigarette, cigar, or Electronic Nicotine Delivery System (ENDS). ENDS include but are not limited to, vapes, vaporizers, vape pens, hookah pens, e-cigs, and e-pipes.

Smoking not permitted anywhere inside Curam College or within 150 feet of any entrance or exit. If you choose to smoke, please dispose of any smoking paraphernalia in the proper trash container.

28.3 CONFIDENTIALITY

HIPPA

Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during provision of health care services. It is the nurses' responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

Curam College of Nursing expects that all students and faculty will not:

- Discuss the care of clients with anyone not involved in the client's direct care.
- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical settings (this includes but is not limited to computer printout information.)
- Use the client's name on any written form or notation (initials only.)
- Take any photographs of the clients or facility using cameras or any other device capable of capturing a client's image.

It is expected that students and faculty will comply with the guidelines set forth in The Health Insurance Portability and Accountability Act 1996 (HIPPA.)

Students who violate the client's right to confidentiality will be dismissed from the course/program. Faculty members who violate the client's right to confidentiality will be terminated from their teaching position at Curam College.

Furthermore, all students are to maintain the highest level of confidentiality related to their school, instructors, staff and fellow students personal and business information.

A student who is in breach of confidentiality will be dropped from Curam College in accordance with the Dismissal policy.

FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth,

honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

28.4 COPYRIGHT

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law, and is not condoned by Curam College of Nursing. Any faculty member, staff or students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from Curam College of Nursing.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please visit the U.S. Copyright Office web site, especially the FAQs section.

28.5 DISCRIMINATION, HARASSMENT, RELATIONSHIPS

Curam College strives to create and maintain an environment in which people are treated with dignity, decency and respect. The environment of the school should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Student should be able to study and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the school. For that reason, Curam College will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of students, the company will seek to prevent, correct and discipline behavior that violates this policy.

All students, faculty and staff are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination from the program.

DISCRIMINATION

It is a violation of Curam College's policy to discriminate against administrative staff, faculty, clinical site personnel or fellow students, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

THE AMERICANS WITH DISABILITIES ACT (ADA)

Reference: The Americans with Disabilities Act of 1990

The Americans with Disabilities Act of 1990 (ADA) provides a clear and comprehensive mandate to end discrimination against individuals with disabilities and to bring them into the economic and social mainstream of American life. Educational settings are expected to establish eligibility requirements and to provide accommodations to assist with the educational process.

Curam College of Nursing has established the eligibility requirements of students using key concepts such as critical thinking, interpersonal skills, communication, mobility, motor skills, sensory, and behavior. Each of these concepts is detailed in the appendix A. Identified Nursing Competencies for Americans with Disabilities Act.

Every student is required to perform without exception the required nursing competencies as outlined in this document.

Each student with an identified disability that requires accommodation from the school and faculty is expected to follow these guidelines.

Patient safety is our primary concern; it is also the right of every patient/client to refuse care from any health care provider.

The patient/client is not required to disclose their reason for not accepting care from any health care provider.

Students Responsibilities:

- Students who are requesting accommodations are required to disclose their needs at the beginning of the course/program.
- Student are required to provide documentation to support their request for special accommodations prior to the first day of class.
- Students are responsible to seek assistance and to make their needs known.
- Disabilities may include but are not limited to: Visual impaired, hearing impaired, learning disabilities, orthopedic disabilities, attention deficit disorder, chronic health conditions.

IDENTIFIED NURSING COMPETENCIES FOR THE AMERICANS WITH DISABILITIES ACT

2.1 CRITICAL THINKING

It is mandatory that each student demonstrate sufficient ability in the area of critical thinking which involves judgement and the sufficient power of assimilate, integrate, apply, synthesize, and evaluate information in order to solve problems.

Critical thinking must be demonstrated in the following areas:

- 1) Able to identify cause and effect relationships and correlational situations in the clinical practice area; intellect to acquire.
- 2) Develop nursing diagnoses and implement a nursing plan of care congruent with the nursing process;
- 3) Demonstrate ability to instantly, judiciously, and prudently respond to emergency situations;
- 4) Prioritize and adapt policy in relation to level of practice.

2.2 INTERPERSONAL

Each student must possess and demonstrate interpersonal abilities sufficient to interact with individuals, families, groups, and communities

from a variety of emotional, religious, sociocultural/ethnic, and intellectual backgrounds. Discrimination against individuals according to race, color, political, cultural, religion, gender, or health state/disability is prohibited.

Students are expected to demonstrate the following interpersonal interactions with clients/client's families, faculty, agency staff, and peers:

- 1) Establish rapport with clients/client's families and demonstrate a willingness to listen and act upon concerns;
- 2) Develop collaborative relationships with peers while practicing team nursing;
- 3) Demonstrate courteous/attentive behavior towards faculty/agency staff.

2.3 COMMUNICATION

Students accepted into upper division nursing courses must demonstrate communication abilities in a variety of modalities. Content of verbal and written messages must be easily understood, accurate, and timely.

Communication skills must be sufficient for but not limited to performance of the following:

- 1) Explain treatment, procedures, and initiate health teaching;
- 2) Document and interpret nursing actions and client responses;
- 3) Communicate information effectively (in a variety of modalities) with other departments;
- 4) Evaluate verbal and written orders, written requisitions for laboratory and radiographic procedures, care plans, and treatment requests;
- 5) Assess client's health status and past medical/surgical history and communicate this information in a timely manner through appropriate mechanisms. Examples: Client record, nursing care plan, and admission data sheet.

2.4 MOBILITY

Students accepted into upper division nursing courses must be physically capable of successfully performing activities in both practice and laboratory and clinical practice area. Sufficient physical health and stamina is needed to carry out all required procedures. It is also necessary for each student to determine their physical capabilities and report to the nursing department any physical limitations that would restrict or interfere with satisfactory clinical performance.

Each individual must have the physical abilities and mobility sufficient to perform all but not limited to the following activities:

- 1) Be able to move around a client's room, workspaces, and treatment areas;
- 2) Lift, move, position and transport clients without causing injury, undue pain, or discomfort to the client or oneself;
- 3) Transport and manipulate into a proper position all fixed and mobile equipment in a timely and cautious manner;
- 4) Be able to respond instantly and in an independent fashion to emergency situations that may otherwise jeopardize a client's physical state if care is not administered immediately.

2.5 MOTOR SKILLS

Each student must demonstrate fine motor abilities sufficient to provide safe and effective nursing care.

Proficiency is required but not limited to the following areas:

- 1) Able to use, manipulate, and calibrate all electronic monitoring equipment utilized in client care;

- 2) Able to set up, install, and operate all adjunct equipment utilized in client care;
- 3) Able to apply properly any appliances, protective devices, or therapeutic adjuncts during client care;
- 4) Able to perform all required invasive or non-invasive procedures involving the use of supplies or equipment in providing nursing care.

2.6 SENSORY

It is necessary, in order to observe, assess, and evaluate clients effectively, for each student to have sufficient use of the following senses: vision, hearing, touch, and smell. Sensitivity must be demonstrated in the classroom, laboratory, and clinical area.

Each individual must possess acuity in the following senses:

- 1) The sense of vision sufficient for inspection and assessment of clients and for monitoring client activities/responses in relation to safety needs;
- 2) The sense of vision sufficient for reading all documentation and monitoring devices;
- 3) The sense of hearing sufficient for monitoring alarms and emergency signals and for detecting clients' request for assistance or cries for help. Hearing must also be sufficient for the assessment of auscultatory sounds;
- 4) The sense of touch sufficient for conducting and performing a physical assessment on a client and interpreting the results. Assessment includes but is not limited to the following:
 - a. Performing the functions of a physical examination (e.g. palpation and percussion);
 - b. Performing functions related to therapeutic interventions (e.g. insertion of catheters);
 - c. Detecting the presence of abnormal or pathological phenomena or detecting any physical changes/deviancy from normal client health status;
- 5) The sense of smell sufficient for detection of any unusual odor emanating from client or client's body fluids.

2.7 BEHAVIORAL

Each student is expected to possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to function in new and stressful environments.

Appropriate behavioral responses include but are not limited to the following:

- 1) Acceptance of possible changes in client behavior/response or health status and ability to demonstrate caring/empathetic responses to client behavior.
- 2) Acceptance of assignment/schedule changes in the classroom, practice laboratory, and clinical setting.
- 3) Compliance with all departments of nursing and agency policies.
- 4) Ability to respond appropriately to constructive criticism and direction from faculty/agency staff during the learning experience.
- 5) A progressive increase in classroom/clinical workload, nursing responsibilities, and client assignments.

DISCRIMINATION IN VIOLATION OF THIS POLICY WILL BE SUBJECT TO DISCIPLINARY MEASURES UP TO AND INCLUDING DISMISSAL FROM THE PROGRAM.

HARASSMENT

Curam College prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce administrative staff, faculty, clinical site personnel or fellow student of Curam College. Verbal taunting (including racial and ethnic slurs) that, in the student's opinion, impairs his or her ability to perform his or her studies is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.

Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

SEXUAL HARASSMENT

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

CONSENSUAL ROMANTIC OR SEXUAL RELATIONSHIPS

Curam College strongly discourages romantic or sexual relationships between students, administrative staff, faculty and/or clinical site personnel. Such relationships tend to create compromising conflicts of interest. If there is such a relationship, the parties need to be aware that one or both must be dismissed from Curam College.

28.6 ETHICS AND CONDUCT

AMERICAN NURSES ASSOCIATION (ANA) - CODE OF ETHICS

The following provisions are excerpts from the American Nurses Association-Code of Ethics web page, www.nursingworld.org

PROVISION 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

PROVISION 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

PROVISION 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

PROVISION 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

PROVISION 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

PROVISION 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

PROVISION 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

PROVISION 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

PROVISION 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

STUDENT NURSES' CODE OF ACADEMIC AND CLINICAL CONDUCT

Nursing students of have a responsibility to society in learning the academic theory and clinical skills needed to provide quality, professional, safe, competent nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
2. Maintain client confidentiality.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold college policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per college grievance policy.

ACADEMIC DISHONESTY

Every student at Curam College is expected to always act professionally in their behavior and representation of the school.

Any student who is suspected of cheating on any coursework, skills testing, or examinations will be dropped from the course/program without any further notice.

If dropped from the course/program for academic dishonesty the student will not be given credit for the coursework completed.

Students are required to sign in for classes, skills labs and clinical experiences; in addition, signing out upon completion of these activities. Students are to sign their own documents and any students who engage in signing in or out for any other student will be subject to dismissal from the course/program.

Students who are dropped for academic dishonesty will not be readmitted to Curam College for any course/program.

28.7 ADMINISTRATIVE APPOINTMENTS

The administrative staff have many different functions and may not be able to help you immediately. Please be understanding as they may be involved completing tasks for another student or faculty member. The staff will address you and your concerns as soon as possible. The following procedure is used to schedule appointments.

- Administrator / Program Director –
 - Appointment is required.
- Faculty / Instructors –

- Appointment is required, unless they agree to speak with you before or after class hours.
- Please check with them regarding their appointment schedule.
- Administrative Office Staff –
 - The front office staff is usually available, and no appointment is necessary.
 - Please be aware that when you approach them, they could be engaged in completing tasks for other students and/or staff and cannot immediately help you. Please be patient.

All administration appointments are to take place either before class, on break, or after class.

28.8 DOCUMENTS & FORMS

Many documents and forms required to fulfill theory, skills lab, and clinical experiences will be emailed to students in “.pdf” format. As such, students will be required to have a working email address for their use throughout the program and on file with the Administration Office. Students are also responsible for notifying the Administration Office of any changes to this email address. Students will receive documents like simple worksheets, as well as CDPH and BVNPT testing information. Curam College would advise checking your email at least once per day as some time sensitive information may be delivered during the course/program. This time sensitive email could contain documents needed for a clinical session or an announcement for a weekend volunteer event in which the student could attend and receive hands on experiences which cannot be duplicated at the college.

Most cellular phones, tablets, and personal computers have software preinstalled on them that will enable you to view and print “.pdf” files. If you do not have the software on your phone, tablet or personal computer, you can download the software for free. Open your computer’s browser or your mobile devices “store/marketplace” and search for “Adobe Acrobat Reader”. Please make sure the Publisher of the software is “Adobe” to avoid downloading any malware.

Curam College of Nursing assumes no liability for any software students install on their devices. If you need assistance, please contact the Front Office with your concerns.

28.9 DRUG & ALCOHOL

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

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
 - This includes nursing students who have a valid California medical marijuana card.
- The sale of any controlled substance which is in violation of local, state or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized school activity.
- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.
- Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both.
- Violations of this policy also constitute grounds for dismissal from Curam College.
- Students suspected to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training.

RANDOM DRUG TESTING

Our students will graduate and go on to take care of elderly clients, as well as, others in the community. This great responsibility cannot be taken

lightly. Therefore, we must ensure the integrity and professionalism of the school and our graduates. Keeping this in mind, the Curam College has the following policy related to the use of drugs or alcohol by its staff and students.

- Random Testing: Any staff member or student is subject to drug/alcohol screening for any suspicious activity or behavior.
- Suspension: Any staff member or student who is suspected of using drugs or alcohol while on duty, classroom or clinical, will be required to complete a drug/alcohol screening and may face suspension.
- Positive Results: Any staff member or student who completes a drug/alcohol screening test which has a positive return will be terminated from the course/program/employment, no exceptions.
- School Rights: The school reserves the right to test its staff, faculty, and students at any time without any prior notice.

Any violation of this policy will lead to the termination of employment or dismissal as a student at Curam College of Nursing.

28.10 WEAPONS

PURPOSE

“Weapon” means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage. Weapons include the following items: firearms, including rifles, shotguns, handguns; bowie, dirks and knives (other than kitchen knives) with blades four (4) inches or longer, explosives, swords, nunchakus, throwing stars and other martial arts weapons, crossbows, compound bows, recurve bows, long bows, pepper spray (except for small, personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms.

“Campus” means the facilities and land owned, leased by or under the primary control of Curam College of Nursing and passenger vehicles owned, leased or otherwise under the control of the college.

POLICY

No student may carry or possess a weapon, regardless of whether the person has a permit to carry a concealed weapon, on Campus.

28.11 PERSONAL ELECTRONIC DEVICES

Since the inception of cellular phones, educators have been battling the ringing, buzzing, and attention these devices take from their classrooms. As such, Curam College has defined a Personal Electronic Device Policy specifically designed to protect the classroom, students, and patients.

- The use of cellular devices in the classroom, skills lab, or clinical setting is not tolerated at any time.
- Any disruption caused by a student’s personal electronic device shall be a violation.
- Students who leave the instructional setting to attend to an electronic device will not be permitted to return to the class or lab setting until after the next class break.
- Students who leave an examination due to a cellular call/ringing/vibrating will be dismissed from the examination and be given a score of “zero”.
- Students who may need to be reached for emergencies are encouraged to give the school phone number, (916) 427-4400, to anyone who may need to contact them with an emergency. If the Front Office receives an emergency call for a student, they shall be notified immediately by Curam College staff.

THEORY & SKILLS LAB

Students are advised to place their cellular phones in the “phone hotel” and turn them “OFF.”

CLINICAL ROTATIONS

Personal Electronic Devices are not allowed in the clinical setting.

28.12 TRANSFER CREDIT

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

Curam College of Nursing may grant credit for previous nursing education that has been completed within five years prior to admission.

- Transfer credit shall be given for related previous education completed within the last five (5) years. This includes the following courses:
 - Accredited vocational or practical nursing courses
 - Accredited registered nursing courses
 - Accredited psychiatric technician courses
 - Armed services nursing courses
 - Certified nurse assistant courses
 - Other courses the school determines are equivalent to courses in the program
- Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations. Credit will be granted through evaluation of course work (official transcripts) by the Program Director. Students who are enrolling in the Vocational Nursing Program and possess a current Certified Nursing Assistant certificate, will be granted 10.0 units of credit for their past experience and education (Fundamentals of Nursing, theory five (5) units; clinical five (5) units).

Official transcripts documenting that a prerequisite course has been taken and received a passing grade from the issuing institution shall be given credit at Curam College of Nursing.

The Program Director will determine if any theory or clinical credit will be granted and that determination will be final.

Refer to appendix A, "Credit Granting Worksheet", for specific documentation of credit for previous education and/or work experience.

28.13 CREDIT HOURS

Our hands-on instructional strategies are designed to engage all students in their own learning and are only effective when students attend class regularly. Therefore, it is expected that all students will strive to maintain 100% attendance. Regular attendance is a critical factor of successful employment. There are no excused absences; all clock hours for theory, skills lab and clinical must be completed in accordance with the California Department of Public Health (CDPH) and/or Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

No student will be permitted to complete the course/program unless all theory, skill and clinical hours have been completed and certified by the Program Director.

The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the instructor and/or Program Director will be implemented after a second occurrence, at which time, a decision shall be made by the instructor to either retain or dismiss the student from the course/program. This decision will be based on a student's overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal.

EARNING CREDIT HOURS

ATTENDANCE

- A) All courses at Curam College are based on credit hour attendance. Students must attend each hour of a course/program to receive credit. Any time a student is outside the classroom, for any reason, no credit will be granted. All missed credit hours shall be amended following the "Making up Credit Hours" policy and procedure below.
- B) Students are expected to report for theoretical classes at the time designated by the instructor and/or Program Director; For clinical rotations, students are expected to be present 20 minutes prior to the clinical start time.
- C) Students who are unable attend any portion of their training must call and notify the appropriate staff and/or faculty (see Section F & G below.)
- D) Absence of more than one theory, skills lab or clinical day may require the student to repeat the entire course if the student fails to arrange makeup hours with the Program Director.
- E) Planned or Unplanned Absence
 - a. Planned - when a student has a planned absence for an upcoming theory, skills lab or clinical session.
 - i. Students must notify the Front Office and their instructor at least one day prior to their planned absence.
 - b. Unplanned Absence / Emergency - when the student has no previous knowledge of an upcoming absence
 - i. Students must notify the Front Office, as soon as possible.
- F) How to contact the school for absence reporting. (This communication should be made by the student. If the student is unable to initiate this communication a family member may contact the school on their behalf.)
 - a. Accepted forms of absence reporting include:
 - i. Email (info@curamcollege.com)
 - ii. Filing a "Student Absence Report Form" (available from the Front Office or Instructor)
 - iii. Phone (916) 427-4400, followed up by an email to the Front Office or Student Absence Report when time permit (within reason)
- G) "No Call No Show"
 - a. If the student fails to give the school prior notification, their attendance will reflect a "no call no show" on the date of the absence.
- H) Tardy
 - a. Students who arrive late to theory, skills lab or clinical experience will be marked as tardy.
 - i. There is no grace time allotted, as such, students should strive to arrive a few minutes early to their scheduled sessions.
 - 1. Theory: Students arriving late for lectures will be required to remain outside the classroom until the next class break. (Make up of missed credit hours and coursework shall be required.)

2. Clinical: Students arriving late for clinical experiences will be dismissed for the day by the instructor and no credit hours will be earned.

I) Missed Credit Hours

- a. Students who miss time in theory or clinical have the option of making up their time in the next cohort. They may make up the time provided that a future cohort has no more than 15 students. Students will be required to pay the current rate per credit hour as the cohort they are making time up in.

J) Dismissal Criteria- related to attendance

- a. Nine (9) periods tardy for any type of class or session.
- b. Three (3) consecutive days of absenteeism without contacting the school or faculty.
- c. Taking excessive breaks in the clinical area.
 - i. Clinical breaks
 1. Two (2) x Fifteen (15) minute breaks.
 2. One (1) x thirty (30) minute lunch.

Students may quietly exit the instructional area at any time to attend to personal needs. Please understand and adhere to the following points:

- Inform the instructor when you are leaving the class for personal reasons.
- Exit and reenter the classroom quietly as to not disrupt the instructor and your classmates.
- Understand that instructors will not review any missed information.
- If you are on a clinical rotation and must attend to personal matters, make sure all your patients are protected by informing your instructor. Do not leave a clinical site early without notifying your instructor.
- If you have any medical condition which will require leaving the class on a semi-regular basis
 - This must be documented in your student record by a doctor's note
- Emergencies; As students are not allowed the use of personal electronic devices during instructional periods, students are encouraged to give family/friends Curam College of Nursing's Front Office phone number. In the event an emergency should arise, and the student needs contacted, family/friends are able to call the school and the Front Office will relay the message to the student in a timely manner.

Student will not get any credit for any time they are outside of classroom.

Please use your break time wisely and maximize your time inside the classroom.

SKILLS LAB / CLINICAL ATTENDANCE

Students must attend a skills lab prior to a clinical experience.

The following policy will apply to Skills Lab Hours affecting Clinical Attendance.

- Students must attend the related skills lab prior to any clinical experience to practice skills that will be applied in that next clinical experience.
- Students who miss a skills lab experience will not be allowed to participate in the next clinical experience in which the newly acquired skills will be applied. This may put a student at risk for dismissal as attending clinical is required to advance through the program.

28.14 MAKING UP CREDIT HOURS

POLICY

Students who have missed credit hours for their course/program shall complete each hour before they are eligible for completion.

- All makeup assignments must have the prior approval of the Program Director.
- All assignments must be completed under the supervision of a BVNPT approved and school consented instructor or no credit will be granted for the makeup credit hours.
- Assignments for missed instruction shall be directly related to the content missed.
 - Examples of acceptable theory assignments:
 - Reading pertinent periodicals and writing a summary
 - Attending lectures, conferences, or workshops related to the missed material. Writing a summary and orally presenting to the cohort.
 - Examples of acceptable clinical assignments:
 - Attending an actual clinical rotation. The facility with dates and times will be scheduled by the Program Director.
 - A Satisfactory performance evaluation in the skills lab.

PROCEDURE

VN100 students can makeup time at the end of each term using the allotted days. While the program allows for 9 make up days, students must make up all time owing at the end of each term. Students who do not make up the missed hours will not be permitted to advance to the next term.

All other courses and programs can makeup time in the next cohort if there is space and students are required to pay for any time beyond 1-day at the current hourly rate for the new cohort.

Students shall contact the Front Office for payments, scheduling guidance, and finally referring them to the faculty to schedule dates and times for makeup completion.

28.15 CCN OBLIGATION FOR MAKEUP CREDIT HOURS

The BVNPT approved curriculum states that CCN must provide a total of nine (9) makeup days for the entire Vocational Nursing Program. These makeup days are intended for students who have had to miss days due to no fault of their own.

Students who miss more than nine (9) days for the entire program will be required to make up the lost time at their own expense. The current cost per hour for makeup time is \$50.00 per hour and is the sole responsibility of the student to pay this fee. This fee must be paid in advance of any scheduling for makeup time and may be paid to an outside agency if necessary.

All scheduling and agreements for all missed time must be made directly with the Program Director or their designee.

The Program Director may allocate CCN instructors or any other BVNPT approved instructor from other institutions to supervise makeup theory or clinical time.

All theory and clinical hours must be fulfilled before any student will be certified to the BVNPT as having completed the VN Program.

28.16 SAP, EVALUATION, GRADING

SAP

All student progress will be assessed at 25% intervals throughout each course/program.

EVALUATION & GRADING

The evaluation of all coursework at Curam College will adhere to the following standards:

- All students must achieve no less than 75% on each exam for credit.
- All courses/programs assignments shall be weighted by the requirements set forth in their respective catalog sections.
- Students are permitted 2 attempts per exam. After which the course/program/content shall be repeated, at the students' expense, in order to receive credit.
 - Students repeating content are required to reenroll and pay all applicable fees.

NA100 – NURSE ASSISTANT PROGRAM

Students who achieve a grade of 74% or below – the exam must be rectified before attending clinical rotations.

VN100 – VOCATIONAL NURSE PROGRAM

Students who achieve a grade of 74% or below shall:

- 1) Within 2-days, schedule a time to meet with the instructor to review the test questions missed;
- 2) Within 3-days, schedule an appointment with the Program Director
 - a. A remediation plan shall be developed and carried out with the student and the Program Director. The student shall be allowed to retake the failed exam 1 time, with the understanding that the highest score possible is 75%.
 - b. If a passing score is not achieved, the student might be transferred to another class or possibly dismissed from the program.

RETAKING A FAILED EXAM

Students who fail a subject exam shall be required to complete remediation training prior to rewriting an exam. The remediation training shall be outlined in a remediation contract by an Instructor or the Program Director.

ELDER AND ADULT DEPENDENT ABUSE

All students who are required to complete this written examination must do so with 100% accuracy.

MATH FOR MEDICATION

Students who pass an entrance exam with a mathematics score of 75% or better are not required to write a "Math for Medication" exam during in the VN100 program.

28.17 PROBATION

ACADEMIC

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

- Failure to maintain satisfactory academic progress
- Failure to maintain satisfactory attendance
- Failure to meet financial obligations

If a student fails to achieve a cumulative grade point average of 75% or "C", the student will be placed on Academic Probation until a cumulative grade point average of 75% or "C". is attained.

During that probation period, the student must maintain, at a minimum, a grade point average of 75% or "C" on all course work.

If a student maintains a grade point average of 75% or "C" and/or achieves a cumulative grade point average of 75% or "C", probation will be removed.

Any student dismissed for failure to meet the academic requirements of the institution, may appeal the dismissal by following the Grievance Policy.

VN100 – VOCATIONAL NURSE PROGRAM

Students who do not maintain a 75% average for the term, shall not progress to the next term and shall be dismissed from the program.

ADMINISTRATIVE

- Violation of any school policies after 2nd Occurrence.
- Students on administrative probation who receive another violation shall be dismissed from Curam College.

Probationary details will be written into a probation contract by the instructors, approved by the Program Director and delivered to the student in a meeting with both parties.

28.18 DRESS & UNIFORM REGULATIONS

Uniforms are to be worn each day to theory, lab skills and at clinical settings. There are no substitute uniforms or colors allowed. Name badges, printed by Curam College, are a required part of every uniform.

Students who are not in compliance with the dress code will be dismissed from any theory, skills lab or clinical setting.

Students are required to adhere to uniform standards and dress code appropriate to the clinical setting. The complete student uniform must always be worn. Students must also maintain and have available any required equipment for theory, lab skills or clinical setting.

UNIFORMS:

- Scrub Top
 - No undershirts may extend past the hem line on the arm. Undershirts that extend past the hem line at the waist must be tucked into the scrub pant.
- Scrub Pants
- Shoes/Socks/Hose
 - Black shoes (no colored stripes, etc.)
 - No open-toed shoes
 - Socks or hose must always be worn.
- Name Badge (printed by the school)
 - If appropriate, clinical agency identification badges must always also be worn while in the clinical facility.
 - Students who present themselves in the clinical setting without a name badge will be dismissed until they have the appropriate name badge on their uniform.
 - Lost, misplaced or damaged badges are to be replaced at the students' expense (\$15.00).
- Lab Coat (optional)
- Wristwatch (Analog: with second hand)
- Ink pen (nurses should always have a working ink pen on their person!)
- Any other required equipment.
- Faded, Blemished, Stained, Bleached Uniforms & Badges
- Students are required to keep their uniform professional. Replacements can be purchased from the school at the students' expense.
- Cosmetics, Makeup, Deodorants, Antiperspirants
- Should be used in moderation.
- Perfume/Aftershave must NOT be worn while in client-contact situations.
- Deodorants and/or antiperspirants are to be used daily.

- Fingernails
- Must be worn short, clean, and trimmed neatly.
- Acrylic/False nails and colored nail polish are not permitted while in the clinical setting.
- Hair, Beards & Moustaches
- Must be well groomed and neatly trimmed.
- No spiking of the hair is permitted.
- Hair must be worn up off the collar. Medium length hair can be pulled back; long hair should be worn up.
- Jewelry, Body Piercings & Visible Tattoos
- Rings
 - One ring per hand. (wedding bands count as one)
 - Earrings must be small, non-dangling, and inconspicuous. One per ear.
- Necklaces must not be excessively dangly and must be worn inside the scrub top.
- No visible tattoos or body piercings are appropriate in the clinical setting, except 1 small earrings per ear. (the only exception is piercings of religious significance)
- One Watch, ID, medical or religious band is authorized; no more than one per arm.

Curam College may have days/events throughout the year which are regarded as dress down. During these events students may not be required to wear their daily uniform and have an opportunity to wear business casual attire.

BUSINESS CASUAL DRESS REGULATIONS

- Mended clothes and unprofessional logos on clothes are unacceptable.
- Shirts must have a collar, (e.g. polo or button-down), with short or long sleeves. (no T-shirts)
- No stretch tops, deep-cut front or back neck lines or bare midriffs.
- Slacks must be neutral colors, (e.g. brown, black, khaki, gray, and green).
- Jeans, high-waters, pedal-pushers, knickers and shorts are not allowed.
- Skirts and dresses hemlines must be no shorter than two (2) inches above the knee.
- No open-toed, open-heeled, sandals or flip-flops are permitted.
- Upper and lower undergarments are required.
- No texture hosiery is allowed. Plain white or natural colored stockings are recommended.

Students who have completed a course/program at Curam College and were granted permission to practice their skills on campus, must maintain adherence to the Dress & Uniform Code.

28.19 PAYMENTS

TUITION

All tuition payments are payable promptly on the dates specified in a student's financial agreement. Students are to have payment arrangements made outside of class time (Please, plan ahead). Therefore, students are not permitted to miss any class time to make payments or to have other dealings with the Front Office.

Payments must be made in person.

We do not accept any telephone or online payments.

NON-PAYMENT OF TUITION

Students whose tuition are past due according to their financial agreement with Curam College:

- May have their grades, transcripts, certifications, diplomas, and applications held.

- May not participate in theory, skills lab, or clinical assignments.
- May not participate in examinations.
- May be subject to suspension from class and clinical assignments until their account is paid and no longer past due.
- May be subject to "Intent to Drop"; dismissal from the course or program.

GRACE TIME

- There is no grace period for tuition payments.
- All payments are due promptly on the dates in students' financial agreement.
- Students who pay after their obligatory financial agreement dates will be assessed a 5% penalty per month for the amount past due (future penalties shall not calculate.)

28.20 DISMISSAL/WITHDRAWAL

DISMISSAL

POLICY

Placing a patient in jeopardy or violating the Patients code of rights shall result in automatic dismissal from the course or program.

Noncompliance with any Curam College of Nursing policies is grounds for dismissal.

The following examples constitute grounds for dismissal:

- Repeated tardiness and absences
- Failure to schedule and complete make up credit hours.
- Failure to achieve minimum exam scores
- Overdue tuition or other school related financial obligations

PROCEDURE

Students who do not follow school policies will be subject to suspension or dismissal and are required to make up any loss of credit hours prior to completion/graduation from the course/program:

- 1st Occurrence: written warning and dismissed from class for the day or 1-day suspension.
- 2nd Occurrence: written probation and 3-day suspension.
- 3rd Occurrence: dismissed from course/program.

STUDENTS INVOLVED IN ILLEGAL ACTIVITIES, SUBJECTING A PATIENT TO LIFE THREATENING RISK, OR ARE ENGAGED IN MALICIOUS CONDUCT SHALL BE DISMISSED WITHOUT WRITTEN WARNING, OR SUSPENSION.

WITHDRAWAL

POLICY

In order to qualify for a pro-rata tuition refund, students must officially submit a written notification of their intention to withdraw from the training. The letter shall be hand delivered to the Administration Office or mailed to the Program Director. Students have a right to a full refund of the tuition fee if they cancel on or before the first day of instruction, or the seventh day after enrollment. The registration fee is non-refundable. The student maybe eligible for a pro-rated refund after instruction has begun if the student has completed 60% or less of the course less the cost of the books, uniforms, equipment issued.

PROCEDURE

A student's intent to withdrawal must be made in writing and delivered via U.S Postal Service or hand delivered to the following address:

Attn: Program Director
Curam College of Nursing

28.21 LEAVE OF ABSENCE

If a "Leave of Absence" is needed, a student must submit in writing to the Program Director, the basis of the request, the expected return date and include the student's signature and the date of the request.

Requests should be submitted in person or by mail to: Curam College of Nursing, Attn: Program Director, 6520 44th Street Suite #312, Sacramento CA, 95823.

Submission of the request does not automatically reflect the school's approval. The request shall be made in advance, unless unforeseen circumstances prevent the student from doing so.

In addition, if unforeseen circumstances prevent a student from submitting any prior official written request, the school may grant the student's request for leave of absence and collect the written request later. In this case the student should submit a short email to the school indicating that a leave of absence is required.

An initial leave of absence may be considered for up to 180 days, based upon the reason(s) provided by the student. For financial aid recipients' leaves are limited to a total of 180 days "Leave of Absence" within a 12-month period that begins on the first day of the initial leave of absence.

If the leave of absence is approved, the student may return prior to or at the end of the leave of absence and resume training without paying any additional tuition and shall retain all credit for clock hours and academic progress status they held.

Students requesting leave of absences must understand that upon return, a revised course completion date shall be established, and the student shall be permitted to complete the course work they began prior to the leave of absence. They will not be able to complete with their current cohort and they will be assigned to a later cohort.

If the student's leave of absent is not approved, the student will be considered to have withdrawn from the school.

A Leave of Absence will only be granted if the student is within 15 consecutive absences from their last date of attendance, otherwise they will be terminated from the school and will not be allowed to take a leave.

28.22 REFUND

The student has a right to a full refund of all charges less the amount of \$50.00 for the registration fee if he/she cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. In addition, a student may withdraw from the course after instruction has begun and receive a pro-rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee, cost of books and uniforms (books and uniform must be in "new condition").

Refund shall be processed within 45-days of dismissal or withdrawal. Refer to the following example to understand how the refund computations are employed.

EXAMPLE CALCULATION:

If a student completes 18 hours of a 54-hour course and paid \$425.00 the refund will be computed as follows:

\$425.00		36 clock hours paid for, but not attended		\$283.33
Paid Tuition	X	54 clock hours of paid instruction	=	refund amount

STUDENTS FUNDED BY VETERAN AFFAIRS

Students not accepted by the school and students who cancel the contract by notifying the school within three business days are entitled to a full refund of all tuition and fees paid. If any student withdrawals after three business days, but before commencement of classes, he/she is entitled to a full refund of all tuition and fees paid including the registration fee in excess of \$10.

In the case of students withdrawing after commencement of classes, the school will retain a cancellation fee plus a percentage of the tuition and fees, which is based on the percentage of contact hours attended, as described in the table below. The refund is based on the last date of recorded attendance.

REFUND TABLE FOR VETERAN AFFAIRS FUNDED STUDENT(S)

Student entitled upon withdrawal/termination	Refund
10% of program completed	90% Refunded
20% of program completed	80% Refunded
30% of program completed	70% Refunded
40% of program completed	60% Refunded
50% of program completed	50% Refunded
60% of program completed	40% Refunded
70% of program completed	30% Refunded
80% of program completed	20% Refunded
90% of program completed	10% Refunded

- The student may cancel this contract at any time prior to close of the third business day after signing the enrollment agreement.
- The official date of termination for refund purposes is the last date of recorded attendance. All refunds will be made within 30 days from the date of termination.
- The student will receive a full refund of tuition and fees paid if the school discontinues a course/program within a period of time a student could have reasonably completed it, except that this provision shall not apply in the event the school ceases operation.
- Complaints, which cannot be resolved by direct negotiation between the student and the school, may be filed with the Division of Private Occupational Schools of the Colorado Department of Higher Education. The Division shall not consider any claim that is filed more than two years after the date the student discontinues his/her training at the school.

28.23 GRIEVANCE

To ensure that all grievances are reviewed, investigated and a report has been compiled for the student, faculty and school. Students are required to follow these guidelines if they have a concern with theory, clinical, skills lab, faculty or staff:

STEP 1:

Always approach the student, faculty or staff member first with any concerns, problems, or complaints that you may have. This action should be taken without delay. (This can be a verbal discussion however you should keep notes of this meeting)

STEP 2:

If a student is not satisfied with the response of the faculty, staff or student and still has concerns then the student is required to submit their concern in writing giving a copy to the faculty, staff or student and a copy to the Program Director. (This stage of the process must be in writing and must be no more than 3 days after initial contact with the faculty concerned)

The complaint must include:

1. Date and Time of Incident, Concern, Problem
2. Brief description of the problem
3. Indicate if it affects only the student or other students
4. Detail the contact that you have had with the faculty member and the solutions that were presented if any.

STEP 3:

Upon receiving a written formal complaint, the Program Director will review the complaint and contact the student within 5 working days. The Program Director will facilitate a meeting with the student(s) and the faculty member within 5 working days from the date of reviewing the original complaint.

The Program Director will render a final decision within 3 days after meeting with the student(s) and the faculty member.

STEP 4:

Should the student not agree with the final decision of the Program Director they may proceed with their complaint to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT), the Bureau of Private Postsecondary Education (BPPE), or the California Department of Public Health (CDPH).

HOWEVER, STUDENTS HAVE THE RIGHT TO CONTACT THE BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS FOR GUIDANCE OR TO FILE A COMPLAINT AT ANY TIME. A STUDENT MAY ALSO FOREGO THE GRIEVANCE POLICY AND MAKE DIRECT CONTACT WITH THE BVNPT, AND OR THE BPPE IF THEY CHOOSE TO DO SO.

Contact information for the BVNPT & BPPE:

Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite # 205
 Sacramento, California 95833-2945
 Phone: (916) 278-7800 Fax: (916) 263-7866
 Web: www.bvnpt.ca.gov

Bureau for Private Postsecondary Education

1747 North Market, Suite 225
 Sacramento, CA 95834
 Phone: (916) 431-6959
 Toll Free: (888) 370-7589
 Main Fax: (916) 263-1897
 Licensing Fax: (916) 263-1894
 Enforcement/STRF/Closed Schools Fax: (916) 263-1896
 Web site: www.bppe.ca.gov

California Department of Public Health

P.O. Box 997377
 MS 0500
 Sacramento, California 95899-7377
 Phone: (916) 558-1784
 Web: www.cdph.ca.gov

28.24 STUDENT SERVICES

COUNSELING

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

DISTANCE EDUCATION

Curam College of Nursing does not offer distance education.

EXPERIENTIAL LEARNING

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

HOUSING ACCOMMODATION

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

JOB PLACEMENT SERVICES

Curam College of Nursing does not provide any placement services.

LIBRARY AND STUDENT RESOURCES

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

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

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

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

- A current subscription to LPN Magazine with access to all previous issues.
- A current subscription to Nursing 2020 with access to all previous issues.
- Each student will be provided with a computer library access card so that they can download articles on site or on their home computers
- Virtual library with at least 10 reference books for Medical-Surgical Nursing, Obstetrics, and Pediatrics.

COMMUNITY FACILITIES

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

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

- University of California Davis Medical Library Resources, 4610 X Street Sacramento, CA 916-734-3529. Hours: Monday through Thursday 8:00am – 8:00pm, Friday 8:00am – 6:00pm, Saturday 9:00am – 6:00pm, Sunday 10:00am – 6:00pm. Community members are required to purchase a “User Card” for a fee of \$100.00 a year. Students may check out up to 5 textbooks that are not on reserve. No periodicals may be checked out but can be copied in the library. Additional information can be obtained at www.ucdavis.edu/academics/libraries/collections.html

REMEDATION ALGORITHM FOR TUTORING

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

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

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

WORKING PROCESS: SOURCES OF REFERRALS

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

28.25 TESTING LIABILITY

Curam College of Nursing assumes no responsibility for students attending a state exam for certification or licensure. Before scheduling and testing, please check the current requirements from the relevant agency and bring all required documents on your exam day.

28.26 SUMMARY OF PROCEDURE FOR CERTIFICATION/LICENSURE

VOCATIONAL NURSE LICENSURE

After completing the VN100 Program, students are required to accomplish a Virtual-ATI NCLEX preparatory exam review.

Students shall complete the VN100 Program, VATI preparatory exam review and complete all requirements with Curam College to ensure their application is on file with the BVNPT within 6-months of their program completion date. If students fail to complete their obligations with Curam College within the 6-month window, their application to the BVNPT will be submitted as Method #3.

28.27 RECORD RETENTION

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

28.28 REFERENCE LETTERS

Students interested in acquiring a reference letter from a faculty member after completion of studies at Curam College must contact the instructor directly and generate a request. Instructors are not obligated to generate a reference letter and may consider a student’s performance, attendance and attitude before choosing whether to write the letter. The letter will be sent directly to the requested party or parties. The instructor also has the authority to decline composing the letter without any stated reason.

The school can distribute references as well, but since administrative staff have no interaction with students in the clinical setting, the college can only give limited information (i.e. attending the school, meeting the objectives and completing a course/program at Curam College.)

28.29 TRANSCRIPTS/CERTIFICATES/DIPLOMAS

Initial copies will be provided free of charge, additional copies require the replacement fees to be paid.

- A Certificate of Completion shall be provided for Nurse Assistant Training and Home Health Aide Programs.
- A Transcript shall be provided for all courses and programs.
- A Diploma shall be provided to students completing the Vocational Nurse Program.

DOCUMENT REPLACEMENT FEES:

- Transcript, issue time: 7-14 days (\$15); Expedited, same day (\$35)
- Certificate of Completion (\$15)
- Diploma (\$35)

CDPH RENEWAL APPLICATIONS

- If we are only required to sign the application there is no charge.
- If we are required to complete the application because the student is not able to understand the requirements, we will charge the student \$20.00
- If the student has the original transcript from the course that they have taken, and it can be attached to the CDPH Application for Renewal then there is no charge.
- If the student requires another transcript there will be an additional fee of \$15.00 for the transcript that will be processed within 7-14 days. If they request same day then the expedited fee will apply.
- Curam College does not charge a fee for the completion of CDPH 283A or CDPH 283B forms.
- Upon completion of the Nurse Assistant Training Program and Home Health Aide Program students will be provided a certificate of completion. These certificates will be in accordance with the requirements listed on form CDPH 192.

End of Catalog