



Cordoba Medical Institute
College of Nursing

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June 1, 2024-May 31, 2025

CORDOBA MEDICAL INSTITUTE

ACADEMIC CATALOG



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Introduction

- The Cordoba Medical Institute welcomes all the nursing students in pursuing your goal of becoming excellent licensed nurses.
- We are devoted to excellence in teaching, learning, and research, and to developing best in the fields of healthcare that make a difference globally.
- We have taken to heart the spirit to find an institution to encourage each other to excel unpredicted lines of thinking in order to effect change on local and international levels.
- The information contained in this Student handbook provides the essential information of the Vocational Nursing Program which includes the policies, expectations, academic requirements and students' rights and responsibilities.
- The student handbook is subject to revision that may redefine expectations and requirements.
- Students will be notified of any changes through classroom announcements, email, campus communications boards, learning management system, and on the College website.

Mission Statement

- The Cordoba Medical Institute School of Nursing's mission is to provide nursing students a high quality, dynamic professional education environment while embracing the diversity of the students and engaging them in personal, academic, and professional development in healthcare.
- The Cordoba Medical Institute School of Nursing is committed to producing graduates with a solid foundation in providing safe management of care for clients from diverse populations across the life span.
- The Cordoba Medical Institute School of Nursing is compelled to serve members of the community and surrounding regions.

Philosophy

- The Cordoba Medical Institute School of Nursing is dedicated to preparing its students in the nursing education program for their role in the workforce. Its goal is to develop and prepare students to be independent, motivated, and driven in achieving their personal and academic goals and align them with those of the School of Nursing.
- The nursing education program curriculum comprises both general education classes and nursing education classes geared to prepare the students with the knowledge, skills, and attitudes they need to transform health care in the future successfully.
- Man/Person. A person is a unique individual with various biological, physiological, psychological, social, cultural, spiritual, emotional, and developmental dimensions.
- Environment. The environment impacts the disposition of a person through interaction with the external and internal stimuli in the environment.
- Adaptation. Adaptation is a process of the coping mechanism of a person to manage the constant changes in the environment.
- Health. Health is a condition of maintaining complete physical, mental, and social well-being and not merely the absence of disease or infirmity, with both subjective and objective perspectives.
- Community. The community comprises a group of people living in the same area. A community is also a social, religious, occupational, or other group sharing common characteristics or interests.

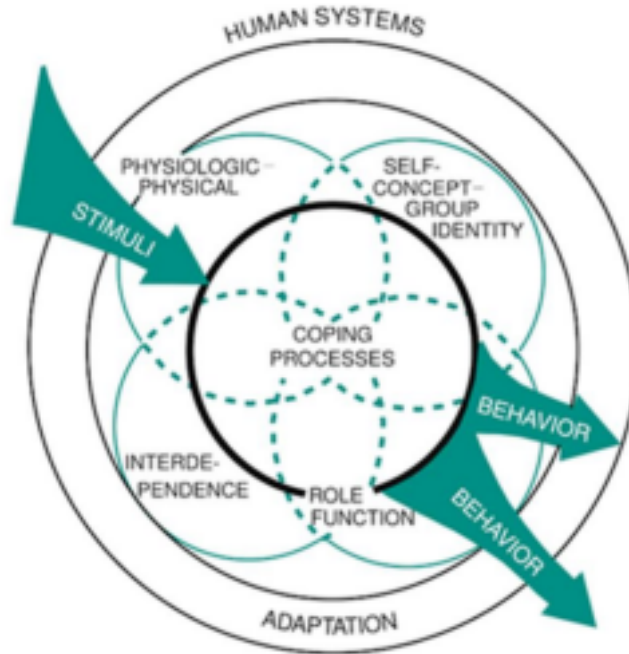


- Diversity. Diversity involves various human differences such as race, ethnicity, gender, gender identity, sexual orientation, age, social class, physical ability, or attributes, religious or ethical values system, national origin, political beliefs, and age generation.
- Nursing. Nursing incorporates self-directed and cooperative care of persons of all ages, sick or well, and in all settings. Nursing includes the maintenance of health, prevention of illness or diseases, and the care of the sick, immobilized, and terminally ill persons. (ICN, 2002)
- Education/Teaching/Learning. Teaching in nursing integrates the art and science of nursing and clinical practice into the teaching-learning process. Teaching involves skills or competencies essential to facilitating student-learning outcomes. (Billings, 2016)

Organizational Chart

Conceptual Framework

- In addition to the mission and philosophy, Cordoba Medical Institute School of Nursing believe that with the rapidly changing health care environment, a nurse must be able to think critically and make appropriate clinical judgment through evidence-based clinical reasoning.
- The conceptual framework of Cordoba Medical Institute School of Nursing as applied to the curriculum is the theory of Callista Roy's coping and adaptation process, which is the Roy Adaptation Model (RAM). (Roy, 2013)



- The Roy Adaptation Model will be utilized as a guiding source for assisting the students in their nursing education.
- The central concepts of the Roy Adaptation Model are the following (Roy, 2013):
 1. The internal coping processes of the person. The regulator subsystem uses neural, chemical, and endocrine systems to maintain the system; the cognate subsystem uses four dynamic cognitive processes: 1) perceptual processing, 2) learning, 3) judgment, and 4) emotion to adapt and grow.
 2. The adaptive modes. There are four ways the person or group adapts: a) physiologic or physical adaptation is meeting the basic needs such as oxygenation, nutrition, elimination, activity and rest; fluid, electrolyte, and acid-base balance; neurologic function; and endocrine function; b) self-concept or group identity deals with spiritual integrity, beliefs, and feelings, and group identity adaptation; c) role function adaptation maintaining social integrity, and relationship to others, and how the student behaves toward others; and d) interdependence adaptation focuses on interactions related to giving and receiving love, value, and respect, and the need for integrity, and sense of security in nurturing relationships.
 3. The stimuli are the environment. There are three types of stimuli: a) focal stimuli, which is the internal or external stimulus confronting the person or group; b) contextual stimuli are all other stimuli in the situation that add to the effect of the focal stimulus; and c) residual stimuli are environmental factors, that could be internal or external, that might have an unclear effect.
 4. Group adaptation is persons relating to the use of the stabilizer's internal coping processes and the innovator to reach stability and change. The stabilizer includes recognized structures, values, and daily activities to accomplish the group's primary purpose and contribute to society. The innovator contains the structures and processes for change and growth of human social systems.
 5. The behavior could be effective if the goals of adaptations are met or ineffective behavior if adaptation goals are not met. The behavior depends on the outcomes of the coping processes.



Program physical address:

2890 La Loma Drive
Rancho Cordova, CA 95670
916 - 701 - 2025

Prospective Students:

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 your prior to signing an enrollment agreement.

Facility and Equipment:

Cordoba Medical Institute uses technologies and equipment to support the learning process, such as Patient transfer equipment, adult high fidelity manikins, birthing manikins, child and infant manikins, wound care supplies and models, tracheostomy supplies. The classroom provides a desktop computer for each student to use during lectures and during exams.

Library:

The campus provides wireless access, and a medical library equipped with reference materials, textbooks, 3D anatomical models.

Contact information for Bureau for Postsecondary Education:

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 Blvd, Suite 225, Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818), (www.bppe.ca.gov), (916) 431-6959 or by fax (916) 263-1897).

Faculty:

Malalai Yusufzai- NP, BSN, RN-

- RN for 10 years with Dignity Health on medical/surgical floor bedside nursing
- Nurse practitioner for 5 years at internal medicine doctor's office

Alzeena Khan- LVN, ADN

- LVN for 10 years, worked as charge nurse and wound care nurse
- CNA Instructor for 5 years at Mary Seacole nursing care training academy

Financial Aid Unavailable:

Cordoba Medical Institute **does not** participate in **any form** of federal financial aid, grants and other forms of government aid assistance programs.

LOANS FOR EDUCATIONAL PROGRAM

Any student who obtains a loan to pay for an education program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. And if the student receives



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

Student Services:

Cordoba Medical Institute provides tutoring with instructors 1 hour following class time or by appointment.

Placement Services:

Cordoba Medical Institute **does not** offer job placement services.

HOUSING ACCOMMODATION Cordoba Medical Institute 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: Rancho Cordova- \$1,200, Sacramento- \$1,500. Cordoba Medical Institute assumes no responsibility in finding housing or assisting students with housing.

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. Requests for release of information by the student or from outside agencies must be made in writing with the student's signature. This ensures that only authorized individuals have access to specific information requested.

Gainful Employment

Once the certified nursing assistant training and licensed vocational nursing programs are completed- the graduate is prepared for potential occupations in the healthcare field. The occupation along with the detailed occupation level is listed. The codes may found at : https://www.bls.gov/soc/2018/major_groups.htm

- 1. 31-1131 Nursing Assistant*
- 2. 29-2061 Licensed Practical and Licensed Vocational Nurses*

Distance Learning

The certified nursing assistant program theory is available online with self paced studying. The lessons are available through the school website for asynchronous learning. The clinical portion will be held at the approved clinic site with the instructor.



CERTIFIED NURSING ASSISTANT TRAINING PROGRAM

Online Certified Nursing Assistant Training Program

- This document contains valuable information regarding the course, policies, and regulations for the CNA students.
- This handbook's registration and adherence are considered assent to the policies and a pledge to abide by them.
- Each student shall adhere to CORDOBA MEDICAL INSTITUTE policies, rules, and regulations, including Code of Conduct and Ethics.
- HIPAA. As needed by the Federal Health Insurance Portability and Accountability Act of 1996 (HIPAA), all healthcare professionals are required to protect a patient's medical history and identity confidential.

Course Description

- Certified Nursing Assistant Training Program offers an overview of basic anatomy and physiology, nutrition, medical terminology, and an introduction to common medical conditions.
- The course content focuses on safety principles, infection control, and the philosophy of the nursing care process, critical thinking, decision making, and team concepts while incorporating elements of care and communication skills are also practiced.
- The required nursing skills and procedures are practiced in the facility classrooms before being demonstrated to the community.
- Upon satisfactory conclusion of both the theory and clinical practice with a competency level of 80% on all the quizzes and tests with approval on all the nursing skills, the student will appear as a candidate for the Certified Nurse Assistant State Examination.

CORDOBA MEDICAL INSTITUTE CNA Training Program respects the credibility and trustworthiness of our adult learners and their dedication to pursuing a career in healthcare. Hence, instead of practicing pedagogy, we utilize andragogy for our adult learners.

- Andragogy was initially practiced in 1833 and got fame in teaching methodologies more significantly with the theorist Malcolm Knowles.
- Since adults are self-governed and autonomous, therefore task-oriented instructions are given. • Various teaching strategies, including case studies, role-playing, self-evaluation, and simulation, allow instructors to adopt the role of facilitator rather than just a lecturer.
- The program requires attendance, completion, and submission of assignments, and on top of this, students must be competent in module completion, and satisfactory skills return demonstration.

Recommended Supplemental Textbooks

- Hartman's Nursing Assistant Care: Long-Term Care

Support:

- Technical Support: Technical support is available by sending an email to info@healthcarecareer.net



Theory Onboarding Requirements:

- Student Onboarding: Upon acceptance to the program, the boarding process begins. •
- The following documents are required to be uploaded to the Sparkwork learning portal. •
- If a student does not perform this step, he/she may be terminated.

1. Government Issued ID: Driver license, US Passport, ID Card issued by the government, US Military Dependent ID card, US Coast Guard Merchant Mariner Card, Native American Tribal Document, Foreign Passport, Alien Registration Card,
2. IF currently in HS, a current HS ID card with a picture is acceptable. (Due: first day of the program start date).
3. Social Security Card: Please upload your Social Security Card or ITIN (Name must match government-issued photo ID).

Initial Application

- An Initial Application (CDPH 283B) (PDF) upon enrollment in the training program. (to be completed on the first day of your clinical training).

Clinical Onboarding Requirements:

- Medical documents required for students are:
 1. TB Skin Test: (at least one-year-old, or CXR)
 2. Influenza (Flu) Vaccine: Required September 1st and March 30th.
 3. Covid-19 Vaccination
 4. Varicella, MMR, Hepatitis B If you do not have active immunity, this vaccination is recommended but NOT REQUIRED.
 5. If not receiving the vaccination, you will need to complete and submit the Immunization Declination Waiver Form.
 6. Immunization Declination Waiver: Only needs to be filled out and submitted if no vaccinations are done due to a medical or religious reason. Your Doctor must sign it.
 7. The flu vaccine is required between September and March of each season
 8. Note: If immunizations are delayed, the clinical facility has the right to deny your access
- LiveScan Fingerprinting (performed at the beginning of the clinical training)
To be completed at 5706 Broadway, Sacramento, CA 95820. Phone: (916) 456-5260
- TB test (Chest X-ray if TB is positive)
- Physical Examination

Dress Code Policy:

- white scrub tops, navy blue scrub bottoms



Dismissal Policy:

- Conduct deemed unprofessional by the program director & instructor is ground for dismissal.

Cancellation/Refund Policy:

1. The registration fee is non-refundable and non-transferable.
2. If a student requests to cancel/withdraw
 - a) Upon starting module 1: \$600 deduction
 - b) Upon starting module 8: \$1100 deduction
 - c) Upon starting the first day of the clinical lab: \$1500 deduction
3. All approved refunds will be processed via the same method as the original payment. 4. No refunds will be granted for LiveScan Fingerprinting, Physical Examination, TB Test, Chest X-rays, Flu vaccinations, Covid-19 vaccinations, Covid-19 tests, uniforms, or equipment.

Equal Opportunity Policy:

- CORDOBA MEDICAL INSTITUTE Online CNA Training is an equal opportunity employer. *Please note beside the registration and tuition fee to Cordoba Medical Institute, students must get physical exams, COVID-19-tests, COVID-19 vaccine, TB-test, Flu shot (seasonal) from their healthcare provider as well as pay for the State Board CNA certification exam

Tuition:

- Registration \$250
- CNA Program: \$1250
- Total: \$1500



VOCATIONAL NURSING (VN) PROGRAM

VN Terminal Objectives

- Upon successful completion of the Vocational Nursing Program, the nursing graduate will:
 1. Demonstrate competency in the nursing process such as basic assessment (data collection), participate in planning, execute nursing interventions following the care plan or treatment plan, and contribute to the evaluation of nursing interventions related to the care plan or treatment plan.
 2. Provide safety in patient/client care in primary nursing care, such as medication administration and other nursing procedures.
 3. Communicate effectively with patient/client care and provide education.
 4. Actively participate in developing and implementing a teaching plan related to self-care for the patient/client.
 5. Accurately document patient/client care per standards of the vocational nursing profession.
 6. Comply with the ethical and behavioral standards of professional practice, which include but are not limited to the following:
 - a) Provide evidence-based knowledge and skills for safe and competent nursing practice.
 - b) Maintain strict patient/client confidentiality.
 - c) Uphold professional boundaries with the patient/client.
 - d) Abstain from chemical/substance abuse.
 - e) Cooperate with the Board during investigations.
 7. Apply clinical decision-making to provide culturally responsive, high-quality nursing care, healthcare team collaboration, and accountability for healthcare delivery and outcomes.
 8. Assume the nursing role in effectively implementing patient safety and quality improvement within the context of the interprofessional team using practical communication skills.

VN Curriculum Objectives

- Upon completion of Semester 1, the student will:
 1. Discuss increasing complexity the levels of organization of the body and the major organ systems, identifying the primary functions of each.
 2. Describe the nurse's role in nutritional therapy, special dietary needs, and health issues related to nutrition.
 3. Apply the nursing process in the management of patient care using clinical judgment and clinical reasoning.
 4. Use patient teaching for health promotion and disease prevention.
 5. Implement patient teaching based on the patient's learning needs, evaluate its effectiveness, and document accurately.
 6. Discuss nursing problems related to changes in psychosocial and cognitive health.
 7. Discuss the signs that the older person needs assistance.
 8. Appropriately delegate tasks to a nurse's aide or unlicensed assistive personnel (UAPs).
 9. Identify the Licensed Vocational Nurse (LVN) management functions working in a long-term care facility, home care, or an outpatient clinic.
 10. Comply with the facility's policies and procedures and uphold the standards of nursing practice.



11. Describe the consequences of violating the nurse practice act.
 12. Discuss components of the Code of Ethics for Licensed Vocational Nurse (LVN).
 13. Interpret rights that a patient has in a hospital, nursing home, community setting, or psychiatric facility.
 14. Discuss ways to prevent lawsuits or damage of lawsuits.
 15. Develop an understanding of the nurse's role in providing culturally congruent care.
 16. Demonstrate cultural competence when caring for patients with diverse ethnic backgrounds.
 17. Implement competent, safe, individualized, appropriate nursing care to assigned patients/clients.
 18. Discuss basic principles of health promotion and disease prevention.
 19. Utilize standard precautions while caring for assigned patients/clients.
 20. Adhere to ethical and legal principles when implementing primary care.
 21. Correlate the stages of grief and of dying with their associated behaviors and feelings. • After Semester 1, the student will demonstrate the knowledge and skill competencies mastered in Semester 1 and progress in meeting and mastering the following curriculum objectives for Semester 2.
- Upon completion of Semester 2, the student will:
 1. Apply the general documentation guidelines in the clinical setting.
 2. Consistently demonstrate the application of the US Centers for Disease Control and Prevention (CDC) Standard and Transmission-Based Precautions while caring for patients.
 3. Prepare to teach home care patients with wound infection how to prevent the spread of infection to family members.
 4. Describe methods to prevent accidents and injury in health care facilities and the home.
 5. Discuss the various forms of bioterrorism, safety measures to be taken, signs and symptoms of agents used, and measures to treat or contain the threat.
 6. Demonstrate knowledge of the legal implications of using protective devices.
 7. Determine factors that might affect the patient's temperature, pulse, respiration, or blood pressure.
 8. Assess the patient's psychosocial and physical functioning by gathering information in an organized way.
 9. Demonstrate competency in the procedures to follow in the event of emergency medical conditions.
 10. Discuss interventions to prevent potential postoperative complications.
 11. Explain the principles of growth and development.
 12. Relate how caregivers can encourage age-appropriate cognitive and psychosocial development.
 13. Explain the legal implications of the administration of drugs by nurses.
 14. Identify measures used to prevent medication errors.
 15. Discuss information about a drug, including action, use, usual dosage, side effects, interactions, recommended routes of administration, and nursing implications.
 16. Accurately calculate various drug dosages.
 17. Demonstrate safe practices in the administration of medications.
 18. Correctly document administered medications.
 19. Document nursing interventions and observations of the patient's responses to drug therapy.



20. Discuss the importance of being alert for unusual responses when giving new drugs and reporting of unknown adverse effects of a new drug.
 21. Discuss types of medication errors, causes of medication errors, ways to reduce medication errors, and ways to report medication errors.
- After Semester 2, the student will demonstrate the knowledge and skill competencies mastered in Semester 2 and progress in meeting and mastering the following curriculum objectives for Semester 3.
 - Upon completion of Semester 3, the student will:
 1. Compare the Licensed Vocational Nurse (LVN) roles and functions with those of the Registered Nurse (RN).
 2. Identify sites of employment for LPNs/LVNs in medical-surgical nursing.
 3. Relate how quality and safety education for nurses (QSEN) applies to LVN practice.
 4. Demonstrate ways to provide holistic care.
 5. Take part in a delegation of tasks to unlicensed assistive personnel (UAP).
 6. Distinguish how critical thinking, clinical reasoning, and clinical judgment are applied to the nursing process.
 7. Demonstrate various techniques of physical assessment within the scope of nursing practice.
 8. Use clinical reasoning to prioritize care for a specific patient.
 9. Describe the effect of decreased physical mobility on each of the body's major systems and identify how they are interrelated.
 10. Apply the goals of rehabilitation to patients with varying levels of disability.
 11. Discuss with the charge nurse the measures used for safety and fall prevention in a long-term care facility.
 12. Analyze situations that require the use of Standard and Expanded Precautions.
 13. Describe factors that make older adults more susceptible to infections.
 14. Compare and contrast the responsibilities of different healthcare team members in preventing infection in immunocompromised patients.
 15. Perform a focused assessment.
 16. Choose ways in which nurses can contribute to the prevention of various diseases.
 17. Compare the characteristics of verbal and nonverbal communication.
 18. Explain the principles of therapeutic communication and identify means of effective communication.
 19. Demonstrate therapeutic communication skills and techniques for communicating with clients who have psychological, or mental, or emotional problems.
 - After Semester 3, the student will demonstrate the knowledge and skill competencies mastered in Semester 3 and progress in meeting and mastering the following curriculum objectives for Semester 4.



- Upon completion of Semester 4, the student will:
 1. Demonstrate various techniques used for assessment within the scope of nursing practice.
 2. Discuss the various signs and symptoms of the common problems experienced by patients.
 3. Correlate changes that occur with aging with alterations in physiological function.
 4. Explain nursing management for patients with alterations in physiological functioning.
 5. Compare the needs of patients in various healthcare settings.
 6. Assess for specific age-related changes in an older adult.
 7. Perform a focused assessment on a patient with various physiological alterations.
 8. Distinguish appropriate nursing interventions for problems common to patients with a medical condition.
 9. Explain how to provide culturally competent care for patients in a diverse population.
 10. Distinguish the nurse's role during screening procedures, data collection, and patient education concerning their health.
 11. Analyze essential factors in the prevention of diseases.
 12. Discuss an emergency preparedness plan for a health care facility.
 13. Participate in a disaster drill.
 14. Management of care for the pregnant adolescent, the single parent, and the older couple.
 15. Discuss the antepartum, intrapartum, and post-partum complications, their treatment, and their nursing care.
 16. Demonstrate the details of the physical assessment of the newborn.
 17. Interpret a clinical pathway for a hospitalized child.
 18. Demonstrate proper techniques of assessing vital signs in infants and children.
 19. Discuss the concepts involved in standard precautions used to prevent the transmission of communicable diseases to children.
 20. Discuss the national immunization programs.
 21. Develop an awareness of worldwide efforts to control the spread of communicable diseases.
 22. Describe the nurse's role in the immunization of children.
 23. Demonstrate competency in passing the licensure examination (NCLEX-PN).



VN Course Outline

The Vocational Nurse program is preparing individuals with the knowledge, skills, and attitudes necessary to administer high quality-nursing care to individuals, families, and communities. Graduates of this program are eligible to take the National Council Licensure Examination for Practical Nurses (NCLEX-PN®) and gain employment in various healthcare settings as Licensed Vocational Nurses.

Course number	Semester 1	Total Contact Hours
VN 101	Introduction to Anatomy and Physiology	54
VN 102	Nutrition	54
VN 103	Nursing Fundamentals 1 includes but is not limited to: 1) Ethics and unethical conduct (2 hrs.) 2) Nursing process (2 hrs.) 3) Critical thinking (2 hrs.) 4) Patient education (2 hrs.) 5) Culturally congruent care (2 hrs.) 6) End-of-life (2 hrs.) 7) Gerontological Nursing (2)	200
	Total Semester Hours	308
Course number	Semester 2	Total Contact Hours
VN 201	Nursing Fundamentals 2	320
VN 202	Normal Growth and Development	54
VN 203	Pharmacology which shall include but is not limited to: 1) Commonly used drugs and action 2) Computation of dosages. 3) Preparation of medications. 4) Principles of administration.	54
	Total Semester Hours	428
Course number	Semester 3	Total Contact Hours
VN 301	Medical-Surgical Nursing 1 include but is not limited to: 1) Rehabilitation nursing (2 hrs.) 2) Communicable diseases, which shall include Human Immunodeficiency Virus (HIV) (2 hrs.)	356
VN 302	Psychology/ Mental Health Nursing include but is not limited to: 1) Communication, both verbal and written. (2 hrs.) 2) Communication with patients who have psychological disorders. (2 hrs.)	54



	Total Semester Hours	410
Course number	Semester 4	Total Contact Hours
VN 401	Medical Surgical Nursing 2 1) Leadership (14 hrs.) 2) Supervision (14 hrs.)	300
VN 402	Introduction to Maternity and Pediatric Nursing	172
VN 403	NCLEX-PN Review	{30}
	Total Semester Hours	472
	TOTAL PROGRAM HOURS	1618

Course Number and Name: VN 101 Introductions to Anatomy and Physiology

Course Description

This course is a presentation of the essential anatomy and physiology of the human body. Students will gain knowledge of the structure and function of the human body. The course begins with scientific organization of the body, structure and function of cells and tissues, and concludes with growth, development, aging, genetics, and heredity. The body systems covered includes the following body systems: integumentary, skeletal, muscular, nervous, sensory, hematological, cardiovascular, circulatory, lymphatic, respiratory, digestive, endocrine, and reproductive system. Basic concepts of medical terminology are also explored in this course.

Course Objectives: Mastery of content in this course will enable the student to:

- Discuss the structure and function of the cells and tissues.
- Identify, describe, and explain the structures and functions of all major systems, including, but not limited to integumentary, skeletal, muscular, nervous, sensory, hematological, cardiovascular, circulatory, lymphatic, respiratory, digestive, endocrine, and reproductive system.
- Describe the early stages in the development of the human embryo and explain the meaning of developmental biology.
- Discuss the major growth and developmental changes.
- Describe, by system, the effects of aging, and the leading causes of death in the United States.
- Describe the mechanism of gene function.
- Identify how genetic mutations may occur.



Course Number and Name: VN 102 Nutrition

Course Description

This course is a presentation of nutrients in food essential to our health and well-being. The optimal personal and community nutrition that are major components of health promotion and disease prevention will be discussed. The students will plan a balanced diet that is in accordance with individual needs and goals. The functions and food sources of carbohydrates, proteins, fats, vitamins, and minerals are explored in this course. The students will understand the concepts of digestion, metabolism, function of body water, nutritional requirement for growth and development, the aging process and nutrition needs. Furthermore, the social, cultural, psychologic, economic patterns and influences on food habits will be discussed in this course. The students will gain knowledge on the causes of obesity, lifestyle management guidelines, diet, and drug therapy, enteral or parenteral nutrition support and methods of feeding.

Course Objectives: Mastery of content in this course will enable the student to:

- Discuss the functions and food sources of carbohydrates, proteins, fats, vitamins, and minerals.
- Prepare a well-balanced diet that is in accordance with individual needs and goals.
- Identify, describe, and explain the concepts of digestion, metabolism, function of body water, nutritional requirement for growth and development, the aging process and nutrition needs.
- Discuss the social, cultural, psychologic, economic patterns and influences on food habits, and causes of obesity.
- Describe lifestyle management guidelines, diet and drug therapy, enteral or parenteral nutrition support and methods of feeding.

Course Number and Name: VN 103 Nursing Fundamentals 1

Course Description

This course introduces the student to the nursing and health care system, concepts of health, illness, stress, and health promotion, and legal and ethical aspects of nursing. This course is the foundation of nursing practice engaging the students into critical thinking, and clinical judgment, assessment, nursing diagnosis/problem identification, and planning, implementation, and evaluation. This course will develop the student's documentation of nursing care, communication and the nurse-patient relationship, patient education and health promotion across the life span. Basic nursing concepts discussed in this course includes cultural and spiritual aspects of patient care, loss, grief, and end-of-life care, infection control, admitting, transferring, and discharging patients; fluid, electrolyte, and acid-base balance, concepts of basic nutrition and cultural considerations; pain, comfort, and sleep; complementary health approaches. Students will learn nursing skills such as: safely lifting, moving, and positioning patients, assisting with hygiene, personal care, skin care, and the prevention of pressure injuries, patient environment and safety, measuring vital signs, assessing health status, diagnostic tests, and specimen collection; nutritional therapy and assisted feeding, care of the surgical patient, and providing wound care and treating pressure injuries.

Course Objectives: Mastery of content in this course will enable the student to:



- Discuss health care system, concepts of health, illness, stress, and health promotion, and legal and ethical aspects of nursing.
- Describe critical thinking, and clinical judgment, assessment, nursing diagnosis/problem identification, and planning, implementation, and evaluation.
- Explain documentation of nursing care, communication and the nurse-patient relationship, patient education and health promotion across the life span.
- Discuss cultural and spiritual aspects of patient care, loss, grief, and end-of-life care, infection control, admitting, transferring, and discharging patients; fluid, electrolyte, and acid-base balance, concepts of basic nutrition and cultural considerations; pain, comfort, and sleep; complementary health approaches.
- Demonstrate competency in nursing skills such as: safely lifting, moving, and positioning patients, assisting with hygiene, personal care, skin care, and the prevention of pressure injuries, patient environment and safety, measuring vital signs, assessing health status, diagnostic tests, and specimen collection; nutritional therapy and assisted feeding, care of the surgical patient, and providing wound care and treating pressure injuries.

Course Number and Name: VN 201 Nursing Fundamentals 2 with Clinical

Course Description

This course will enable the students to describe assisted feeding; assist with respiration and oxygen delivery; promote urinary and bowel elimination, and musculoskeletal function. Preparation for drug administration will be discussed in this course which includes dosage calculation and administration of the following medications such as: oral, topical, inhalant, intradermal, subcutaneous, intramuscular injection; and intravenous solutions and medications.

This practicum provides the beginning student the opportunity to learn and practice basic nursing principles related to meeting the daily needs of clients, especially the older adult. The nursing skills are initially learned and practiced in a skills lab and reinforced in the long-term care facilities with stable, non complex residents. The nursing skills learned and practiced in this practicum include handwashing, bed making, safely moving and positioning patients, assisting with hygiene, personal care, skin care, wound care, measuring vital signs, physical assessment, feeding which includes oral, gastric, and parenteral feeding; oxygen delivery; urinary and bowel elimination; preparation and safe administration of medications. Students are also provided with opportunities to practice basic communication and documentation skills in this practicum.

Course Objectives: Mastery of content in this course will enable the student to:

- Describe critical thinking, and clinical judgment, assessment, nursing diagnosis/problem identification, and planning, implementation, and evaluation.
- Demonstrate competency in tube feeding, insertion, irrigation, and removal of nasogastric tube, and procedure for tube feeding.
- Explain how the respiratory system functions; outline procedures to follow in the event of respiratory or cardiac arrest; describes the various methods used for oxygen delivery, and safety precautions to be observed when patients are receiving oxygen therapy.
- Describe the structure and functions of the urinary system.
- Demonstrate competency in insertion of indwelling and intermittent catheterization; continuous bladder irrigation system and managing urinary incontinence.



- Describe the process of bowel elimination, and the psychosocial implications for a patient who has an ostomy, and intestinal diversions.
- Discuss the different classifications of drugs based on their specific actions, legal implications of administration of drugs by nurses, areas of concern regarding medication administration to children or older adults; issues of medication administration in home care; and measures used to prevent medication errors.
- Accurately calculate various drug dosages.
- Discuss the promotion of musculoskeletal functioning.
- Demonstrate competency in nursing skills such as: safely lifting, moving, and positioning patients, assisting with hygiene, personal care, skin care, and the prevention of pressure injuries, patient environment and safety, measuring vital signs, assessing health status, diagnostic tests, and specimen collection; nutritional therapy and assisted feeding, care of the surgical patient, and providing wound care and treating pressure injuries; and assisting a patient with the use of each of the following: walker, crutches, cane, brace, prosthesis, and wheelchair.

Course Number and Name: VN 202 Normal Growth and Development

Course Description

This course is beginning with the concepts of Healthy People 2020 and includes the following concepts: government influences on health care; cultural considerations across the lifespan and in health and illness; and influence of family on developing a lifestyle. This course presents the theories of development, and prenatal influences on healthy development. The students will gain understanding on the growth and development of the following stages: infant, early childhood, middle childhood, adolescence, young adulthood, middle adulthood, late adulthood, and advanced old age and geriatrics.

Course Objectives: Mastery of content in this course will enable the student to:

- Describe Healthy People 2020 and its health issues.
- Discuss theories of personality development.
- Discuss physiological, cognitive, personality, social, and emotional changes that occur over the life span.
- Discuss the importance of prenatal health and nutrition as related to the health and life expectancy of the newborn.
- Describe the growth and development of the following stages: infant, early childhood, middle childhood, adolescence, young adulthood, middle adulthood, late adulthood, and advanced old age and geriatrics.
- Discuss mental health, mental illness, psychobiology, psychopharmacology, treatment settings, cultural implications, legal and ethical considerations, therapeutic groups, family interventions, and integrative care.
- Describe the application of psychosocial nursing tools such as: nursing process and standards of care; therapeutic relationships; therapeutic communication with patients who have psychological disorders; verbal and written communication; stress responses and stress management.



- Discuss the nursing intervention and management of psychobiological disorders such as the following: childhood and neurodevelopmental disorders; schizophrenia spectrum disorders; bipolar and related disorders; depressive disorders; anxiety and obsessive-compulsive disorders; trauma, stressor-related, and dissociative disorders; somatic symptom disorders; eating and feeding disorders; sleep-wake disorders; sexual dysfunction, gender dysphoria, and paraphilias; impulse control disorders; substance-related and addictive disorders; neurocognitive disorders; and personality disorders.
- Describe the various trauma interventions of the following situations: suicide and nonsuicidal self injury; crisis and disaster; anger, aggression, and violence; child, older adult and intimate partner violence; and sexual assault.

Course Number and Name: VN 401 Medical-Surgical Nursing 2 with Clinical

Course Description

This course is designed to provide the student with the knowledge and skills necessary to provide nursing care to adult patients in various health care settings. The course covers provision and management of nursing care of patients with head and spinal cord injuries, brain disorders, peripheral nerve and degenerative neurologic disorders; disorders with the sensory system; disorders of the upper and lower gastrointestinal system; disorders of the gallbladder, liver, and pancreas; disorders of the urinary system; pituitary, thyroid, parathyroid, adrenal disorders, diabetes and hypoglycemia; men and women with reproductive disorders; integumentary disorders and burn injuries. This course will provide knowledge and understanding of emergency and disaster management; care of patients in disasters or bioterrorism attack; care of patients with emergent conditions, trauma, and shock.

Leadership skills, such as delegating to the health care team members, effective communication with health care professionals, and time management are also explored in this course. This course also includes a practicum. The practicum provides the student with the opportunity to further build their skills in applying the nursing principles in meeting the needs patients, practicing, and understanding the role of the practical nurse in providing care for surgical and medical patients.

Course Objectives: Mastery of content in this course will enable the student to:

- Discuss management of nursing care to adult patients in various health care settings.
- Discuss provision and management of nursing care of patients with head and spinal cord injuries, brain disorders, peripheral nerve and degenerative neurologic disorders; disorders with the sensory system; disorders of the upper and lower gastrointestinal system; disorders of the gallbladder, liver, and pancreas; disorders of the urinary system; pituitary, thyroid, parathyroid, adrenal disorders, diabetes and hypoglycemia; men and women with reproductive disorders; integumentary disorders and burn injuries.
- Describe emergency and disaster management; care of patients in disasters or bioterrorism attack; care of patients with emergent conditions, trauma, and shock.
- Demonstrate leadership skills, such as delegating to the health care team members, effective communication with health care professionals, and time management are also explored in this course.
- Describe role of the licensed vocational nurse in providing care for surgical and medical patients.



Course Number and Name: VN 402 Introduction to Maternity and Pediatric Nursing with
Clinical Course Description

This course explores the fetal development, prenatal care, and adaptations to pregnancy. The students will gain understanding of nursing care of women with complications during pregnancy; nursing care of mother and infant during labor and birth; nursing management of pain during labor and birth; nursing care of women with complications during labor and birth; nursing care of women with complications following birth. This course focuses on the family after birth; the nurse's role in women's health care; the nursing care for the full term, preterm and post term newborns; and newborn with a perinatal injury or congenital malformation.

The pediatric aspect of this course covers the growth, development, and nutrition of the infant, toddler, preschool child, school-age child, and the adolescent. This course includes topics on child's experience of hospitalization, health care adaptations for the child and family. The student will be competent in the nursing care of a child with the following disorders and medical conditions: a sensory or neurological, musculoskeletal, respiratory, cardiovascular, blood, blood-forming organs, or lymphatic system; gastrointestinal, genitourinary, skin, metabolic, and emotional or behavioral condition. This course explores childhood communicable diseases, bioterrorism, natural disasters, and the complementary and alternative therapies in maternity and pediatric nursing.

Course Objectives: Mastery of content in this course will enable the student to:

- Describe the fetal development, prenatal care, and adaptations to pregnancy.
- Discuss nursing care of women with complications during pregnancy; nursing care of mother and infant during labor and birth; nursing management of pain during labor and birth; nursing care of women with complications during labor and birth; nursing care of women with complications following birth.
- Discuss family after birth; the nurse's role in women's health care; the nursing care for the full term, preterm and post term newborns; and newborn with a perinatal injury or congenital malformation.
- Describe growth, development, and nutrition of the infant, toddler, preschool child, school-age child, and the adolescent.
- Describe a child's experience of hospitalization, health care adaptations for the child and family.
- Demonstrate competency in the nursing care of a child with the following disorders and medical conditions: a sensory or neurological, musculoskeletal, respiratory, cardiovascular, blood, blood forming organs, or lymphatic system; gastrointestinal, genitourinary, skin, metabolic, and emotional or behavioral condition.
- Discuss childhood communicable diseases, bioterrorism, natural disasters, and the complementary and alternative therapies in maternity and pediatric nursing.



VN Admission

VN Admission Criteria

1. All applicants to Cordoba Medical Institute are required:
 - a) Upon admission to be at least 18 years of age (official I.D. is required) to enroll in the Vocational Nursing program.
 - b) Submit a valid social security number or Federal Tax ID number.
 - c) Submit a completed application.
 - d) Complete a clear criminal background check.
 - e) All applicable fees are paid as per the current published fee schedule before an enrollment contract is issued or making other payment arrangements acceptable to the school.
 - f) Show proof of their High School Diploma, G.E.D. or equivalent to comply with the enrollment requirements and be approved to start the program. Acceptable forms of proof are:
 - i. Copy of a U.S. High School Diploma or transcript from a state-approved or U.S. Department of Education approved school
 - ii. Copy of a G.E.D. certificate
 - iii. Copy of homeschooling completion certificate
 - iv. Copy of an Associate's, Bachelor's, or Master's Degree obtained from a school with accreditation recognized by the U.S. Department of Education.
 - v. A foreign Transcript at the High School, Associate's Degree, Bachelor's Degree, or Master's Degree levels are evaluated by a recognized agency for equivalency to U.S. High School Diploma or higher education.
 - vi. An applicant who submits documentation evaluated by an approved agency should provide such documents.
 - vii. Applicants who are not able to submit the documents required at the time of application may not be able to start the program even if they have met all other admissions criteria.
 - viii. Cordoba Medical Institute will not pay any fees that an applicant may incur to submit such proof.
2. Complete and pass the Test of Essential Academic Skills (TEAS) entrance exam with the minimum score strictly as follows:
 - a) TEAS Composite score of at least 70%
 - b) Reading score of at least 70%
 - c) Math score of at least 70%
 - d) Science score of at least 70%
 - e) English score of at least 70%
3. Re-take the TEAS entrance examination for at least thirty (30) days after the date of the last TEAS examination for any score of less than 70%.
4. Take a maximum of three (3) attempts within a calendar year to pass the TEAS examination for any score of less than 70% from the first exam's original date. Results are valid only for one year.
 - TEAS test study guides:
 - ATI TEAS Study Manual 6th edition.
https://atitesting.com/ati_store/product.aspx?zpid=1483 ISBN-13: 978-1565335752



➤ ATI TEAS <https://www.amazon.com/ATI-TEAS-Secrets-Study->

5. Meet with the Vocational Nursing Program Director to review all required disclosures and receive complete information before enrolling with Cordoba Medical Institute.
6. Pay all fees required as per the current published fee schedule before an enrollment agreement is issued or making other payment arrangements acceptable to the institute.
7. Comply with all Cordoba Medical Institute requirements for Immunizations, Health Screening, Background Check, and Basic Life Support (B.L.S.) certification from American Heart Association C.P.R.
8. Applicants are required to pass the interview with the Vocational Nursing Program Director.
9. Applicant must submit three reference letters to the Program Director. These may come from employers, colleagues, previous or current instructors. These letters must be submitted on formal organizational stationery.
10. The school reserves the right to reject students if the items listed above are not completed.

VN Registration Fee

1. Payment of the non-refundable one hundred (\$100) dollars registration fee must be paid by all new applicants.
2. Individuals who re-enroll after 180 days of an approved withdrawal/ expulsion/completion date must pay the registration fee again.
3. Individuals eligible to re-enroll are not subject to pay the one hundred (\$100) dollars registration fee if within 180 days of an approved withdrawal/expulsion/ completion date.
4. Individuals who would like to transfer from one cohort group to either a different program or a different time frame are not subject to pay the Registration Fee.

VN Screening and Selection

- I. Applicants will be rank ordered based on the Cordoba Medical Institute Vocational Nursing Program Admission Point System (APS) score and must comply with the program's performance requirements.

TUITION AND FEES:

Vocational Nursing (VN) Program

Tuition: \$35, 800.00

Registration Fee: \$250.00 (Non-refundable)

ATI Fees \$1,975.00 (Non-refundable)

Total Tuition and Fees \$38,025.00

Nursing Courses Tuition and Fees Per Semester:

Semester I Tuition & Fees		Semester II Tuition & Fees	
Tuition	\$8,950.00	Tuition	\$8,950.00



Non-refundable	ATI Fee 493.75
Total Semester I	\$9, 443.75

Non-refundable	ATI Fee 493.75
Total Semester II	\$9, 443.75

Semester III Tuition & Fees	
Tuition	\$8,950.00
Non-refundable	ATI Fee 493.75
Total Semester III	\$9, 443.75

Semester IV Tuition & Fees	
Tuition	\$8,950.00
Non-refundable	ATI Fee 493.75
Total Semester IV	\$9, 443.75

Included in Tuition:	Not Included in Tuition
Lab and Clinical Instruction*	Textbooks for Courses
Liability Insurance	Pre-Screening – Medical Exam
Electronic textbooks	Student Tuition Recovery Fund (non-refundable) - collection rate of \$2.50 per one thousand dollars (\$1,000) of institutional charge is non-refundable.
Scrubs (two sets)	
Aneroid sphygmomanometer	
Stethoscope	
NCLEX-PN preparation and assessment	
NCLEX-PN Application fee	
Ten Panel Drug Screening	



Refund Policy and Cancellation Policy

- A Student wishing to cancel an enrollment or withdraw may complete a Withdrawal/ Cancellation Form. The Student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.
- Cordoba Medical Institute will refund monies paid by students in the following manner:
 1. All monies will be refunded if the applicant is not accepted by the School or if the Student cancels within three (3) business days after signing the Enrollment Agreement and making payment.
 2. Cancellation after the third (3rd) business day, but before the first day of class, will result in a refund of all monies paid with the exception of the non-refundable Application/Registration Fee.
 3. Any textbooks, scrubs, or equipment that was issued must be returned to the school unused to receive the refund for those items.
 4. Refunds will be made within 30 calendar days of the date of the cancelation with proper submission of a Withdrawal/Cancellation Form by the student.
 5. Written notification may be submitted to the Operations Manager. Submit notification in person to mail to:
Mailing address: 2890 La Loma Drive, Rancho Cordova, CA95670
 6. Refunds will be made within 30 calendar days of the first day of class if no written notification is provided by the student and the student has withdrawn according to the following Withdrawal Procedures

Withdrawal Procedures

1. Notice of withdrawal should be made in person by submitting a Withdrawal Form to the Operations Manager, and the date of determination will be the Withdrawal Date the student submits the Withdrawal Form.
2. The Withdrawal Form and procedure may be obtained from the Operations Manager.
3. If a student is withdrawn by the school for absenteeism based on the attendance policy, the student's last date of attendance will be the withdrawal date.
4. The Withdrawal Date of will be no later than 14 days after the student's last date of attendance.
5. If a student is withdrawn by the school for failure to maintain required grades or passing rate, the Withdrawal Date of determination will be no later than 14 days after the student's last date of attendance, which will be the same day as the last failed exam or make-up exam.
6. I understand and agree that the School may change locations during the course of my enrollment.
7. Further, I understand that should I decide to discontinue my enrollment on or after the date of that relocation, that my refunds (if any) will be calculated using the policy outlined in this enrollment agreement.



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

The STRF is a non-refundable charge:

1. 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 either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

- 1.(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

"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.



VN Admission Point System

	Category	Admission Points
1	Real TEAS entrance exam. score	
	Total Score 70% to 75%	1
	Total Score 76% to 80%	2
	Total Score 81% to 85%	3
	Total Score 86% to 90%	4
	Total Score 91% and above	5
2	Previous Education with the official transcript provided	
	HS diploma or GED	1
	Associate degree	2
	Bachelor's degree	3
	Master's degree	4
	Doctorate	5
3	Healthcare Field Experience	
	One (1) year	1
	Two (2) to four (4) years	2
	Five (5) to seven (7) years	3
	Eight (8) to ten (10) years	4
	Eleven (11) years and over	5
4	Interview Assessment	
	Attitude/ Behavior	5



	Interview questions	5
	Appearance/ Presentation	5
	Communication skills	5
	Problem-solving/ Decision making	5
	Preparedness	5
	Responsibility	5
5	Letter of intent to enroll and why they have chosen professional nursing as a career.	5
6	Clear Background Check	5
7	Physical Examination completed	5
8	Essential Life Support (BLS) certification from American Heart Association CPR	5
9	Immunization Requirements completed:	
	TB/ PPD screening (within six months) or QuantiFERON®-TB Gold Plus (QFT Plus) and the T-SPOT®.TB test (T-Spot).	2
	Meningitis vaccine	1
	Hepatitis B vaccine (x3)	3
	Measles, Mumps, Rubella (MMR) vaccine (x2)	2
	Varicella vaccine (x2)	2
	Td or Tdap vaccine (10 years)	1
	Flu vaccine	1
	COVID- 19 vaccine	1
10	Negative drug urine test	1
11	Three letters of recommendation (five points each letter)	15
12	Paid non-refundable application fee	1
	TOTAL POINTS	100



Performance Requirements

- To ensure the safety and welfare of our students and patients, each of our programs has sets of specific physical and non-physical requirements. All students must be able to:
 1. Handle stressful situations related to technical and procedural standards and patient care situations.
 2. Respond quickly and appropriately to emergencies using the English language.
 3. Communicate effectively with patients and staff in both verbal and written forms in clear English.
 4. Read and interpret (or learn how to) patient charts and requisitions.
 5. Tolerate solid and unpleasant odors.
 6. Provide physical and emotional support to the patients during procedures.
 7. Report clearly and legibly through progress notes.
 8. Meet class standards for successful course completion.
 9. Collect, interpret, and integrate data about patients.
 10. Recognize and respond appropriately concerning individuals of all ages, genders, and races and from all socioeconomic, religious, and cultural backgrounds.
 11. Cope with the stress of heavy workloads, demanding patients, and life-threatening clinical situations.
 12. Recognize and respond appropriately to potentially hazardous situations.
 13. Demonstrate the physical and emotional capacity to work a 40-hour week while at the clinical rotation.
 14. Behave in an ethically sound, competent, compassionate, and professional manner in the classroom and the clinic.
 15. Lift/carry:
 - a) 1 - 5 lbs. frequently – image receptors, lead aprons, files
 - b) 20-50 lbs. occasionally – patient transfers and patient positioning
 - c) 50-70 lbs. rarely to occasionally – patient transfers
 - d) Stand and walk for up to 8 hours per day
 - e) Carry a minimum of 20 pounds while walking a distance of 100 feet
 - f) Bend or flex the upper trunk forward up to 45 degrees and flex the lower torso into a squatting position.
 - g) Rotate the upper trunk up to 30 degrees to the right and left.
 - h) Reach a minimum of 72 inches above floor level or a full arm's reach.
 - i) Utilize the sense of hearing to communicate with the patients and healthcare team effectively.
 - j) Utilize the sense of vision in all levels of hospital lighting, which varies from low levels of illumination to bright light levels.
 - k) Sit in class for up to 6 hours per day.
 - l) Palpate anatomical structures and handle injured body parts without causing injury to the patient.



- m) Give manual resistance to a patient's arm, leg, or trunk during exercise.
- n) Move with adequate agility and speed to ensure patient safety.
- o) Walk and balance well enough to help patients walk and transfer with or without equipment while preventing injury to patient and self.
- p) Safely grasp and manipulate small objects and set dials on electrical equipment.
- q) Use visual, auditory, and tactile senses to observe patients and collect and interpret data.
- r) Respond to warning sounds, machine alarms, and calls for help.

VN Re-Enrollment

- Individuals may not always be eligible to re-enroll to Cordoba Medical Institute.
 - The situations detailed below outline the various circumstances in which re-enrollment may or may not be permissible.
1. Expulsion. Students can be expelled by the Institute (involuntary) mainly for two reasons: academic and disciplinary.
 2. Academic Expulsion. Individuals expelled for academic reasons can be re-enrolled into the Vocational Nursing program one (1) time.
 3. A re-enrolled student (who was previously expelled for academic reasons) is placed on academic probationary status.
 4. The academic probationary status is lifted once the student graduates from the program.
 5. Students who have been expelled for cheating must complete an additional online ethics course prior to being eligible for re-enrollment.
 6. Individuals who were expelled for a second time are not permitted to re-enroll.
 7. Disciplinary Expulsion. Individuals who were expelled for disciplinary reasons are not permitted to re enroll in the Institute.
 8. Withdrawal. Students may withdraw voluntarily up to two times to be able to re-enroll.
 9. Individuals who withdraw more than two (2) times voluntarily may not re-enroll.



VN Foreign Transcript/Diploma Evaluations

1. All foreign transcripts and degrees must be evaluated and translated into equivalent college hours by a "Foreign education transcript evaluation organization" to be accepted by Cordoba Medical Institute.
2. Applicants to the Vocational Nurse Program must submit a copy of their original foreign high school diploma, or a copy of their original foreign transcript upon admission into either program, in addition to their foreign transcript/diploma evaluation.
3. Applicants who need to meet the course equivalency admission requirement must submit a copy of their original foreign degree and a copy of their original foreign degree transcript (in addition to their foreign transcript/degree evaluation) prior to admission into the program.
4. The following is a compilation of possible foreign education transcript evaluation organizations. Cordoba Medical Institute does not review nor endorse these (or other) providers of foreign education transcription; however, Cordoba medical Institute accepts their evaluations.
 - a) National Association of Credential Evaluation Services (NACES): <https://www.naces.org/>
 - b) Association of International Credential Evaluators (AICE): <http://aice-eval.org/>
 - c) American Association of Collegiate Registrars and Admissions Office (AACRAO): <https://www.aacrao.org/>
 - d) American Evaluation Association (AEA): <https://www.eval.org/>
 - e) America-Mideast Educational and Training Services, Inc (AMIDEAST): <https://www.amideast.org/>
 - f) American Translators Association (ATA): <https://www.atanet.org/>
 - g) European Association of International Education (EAIE): <https://www.eaie.org/>
 - h) Fikrat Consulting, Inc.: <http://www.fikratconsulting.com>
 - i) Globe Language Services, Inc.: <http://www.globelanguage.com/osc/index.php>NAFSA: Association of International Educators (NAFSA): <https://www.nafsa.org/>



VN Alternate Student Policy

A. Alternate Students (AS)

The Board of Vocational Nursing and Psychiatric Technicians allow vocational nursing programs to accept alternate students into the program.

1. Students chosen for alternate status will be informed of their standing on the first day of class (excluding orientation).
2. Permanent status is determined from a compilation of the students' entrance scores, personal interviews, previous education or work experience, and written assessment.
3. Those students not initially qualified for permanent status and assigned alternate status may remain in the program until the beginning of the clinical experience.
4. If a permanent status student is terminated prior to the clinical experience, the alternate student will be assigned a permanent status based on the alternate number.
5. Alternate students maybe admitted in each new class to replace students who may drop out.
6. The Vocational Nursing Program Director will select regular and alternate students by the first official class day with the selection based on the following:
 - a) Admissions Assessment Examination (TEAS)
 - b) Nursing experience
 - c) Writing skills
 - d) Pre-enrollment interview
 - e) Completion and accuracy of an enrollment application
 - f) Completion of financial aid and promissory note

B. AS not to exceed 10%

- The number of alternate students admitted may not exceed 10% of the school's Board approved number of students per class.

C. AS informed

- Prior to the first official class (curricular) day, alternate students will be informed in writing of their alternate status and may be dropped from the program.
 1. Regular and alternate students will receive written notification of their status on the first official class day with the alternate student(s) assigned numbers to designate their position when and if an opening occurs in the class.
 2. Students will review student status notification, sign, date, and return to the Vocational Nursing Program Director to be placed in their academic file.

D. AS until clinical experience

- Alternate students should attend class until the commencement of the scheduled clinical rotation.
 1. Alternate students may participate in classes until the commencement of scheduled clinical experiences at approved clinical facilities.
 2. Alternate students will be evaluated prior to the beginning of clinical rotations to determine their final status.



3. Alternate students may withdraw at any time and be refunded any tuition paid except for the registration fee.
4. Evaluation will be based on attendance, test and quiz scores, and overall compliance with policies and procedures outlined in the Student Handbook.
5. Regular students not meeting the required standards of the school may be terminated and replaced with an alternate at the discretion of the Vocational Nursing Program Director.

E. Number of students at the start of clinical

- Upon commencement of clinical experience at approved clinical facilities, the actual number of students in the class may not exceed the number of students approved by the Board of Vocational Nursing and Psychiatric Technicians for that class.

VN Credit Granting and Transfer Credit

- Cordoba Medical Institute reserves the right to deny credit from any college or university. 1. Credits earned at a college accredited by an agency acknowledged by the Council for Higher Education Accreditation (CHEA) or U.S. Department of Education (USDE) will be evaluated for transfer to Cordoba Medical Institute if a grade of 75% or better was earned for nursing and general education courses; and credits earned within the past five (5) years (except general education courses). 2. A maximum of 25% of the credits taught within the vocational nursing program accredited by an institution recognized by the U.S. Department of Education may be granted towards completing the program.
- 3. Courses that may be acceptable for credit granting include:
 - a) Completed approved vocational or practical nursing courses.
 - b) Completed approved registered nursing courses.
 - c) Completed approved psychiatric technician courses.
 - d) Completed armed services nursing courses.
 - e) Completed certified nurse assistant courses
 - f) Other courses the school determines are equivalent to courses in the program.
- 4. Any student who wishes to have their credit units assessed for transfer needs to notify the program director at the time of enrollment and fill out the credit-granting request form and provide official sealed transcripts and course descriptions at the time of application, or they forfeit the opportunity for credit granting.
- 5. Transfer of credit will be based on an evaluation of the official academic transcript(s). 6. All Veteran's Educational funding students must submit copies of their military and academic transcripts for credit evaluation.
- 7. The transfer course content matches the Institute course objectives and is comparable. 8. The course applies to the graduation requirements of the Vocational Nursing Program. 9. Competency-based credit shall be granted for knowledge and skills acquired through experience. Written and practical examinations shall determine credit.
- 10. Students may not challenge a nursing course where a similar nursing course has been previously completed in which the grade received was below 75% or a C.
- 11. Students who request to take a challenge examination for a clinical course must first:
 - a) Transfer in credit for the related theory course; or
 - b) Pass the theory course challenge exam prior to attempting the clinical challenge examination.



12. Students who did not pass a lower-level nursing course with a clinical component may not challenge a higher-level nursing course with a clinical component.
13. Cordoba Medical Institute maintains a written record of the previous education and training of all students.
14. Credit Granting for courses with nursing skills lab.- the student is required to pass both Comprehensive Examination and the required Nursing Skills Competency demonstration for the course. Students will be charged a fee for the examination equivalent to the enrollment fee for the course.
15. Transfer credit evaluation determinations are final.
16. The student will be notified the outcome of the decision within ten (10) school days on the request for Credit Granting.
17. Methods by which tuition and fees are adjusted for credits granted.
18. Credits from transfer units for the Vocational Nursing Programs are adjusted financially due to the number of credit hours being granted for those courses.
19. Total tuition is then recalculated, and monies are either a) collected according to the new tuition amount due or b) refunded once final loan disbursement is received or adjusted.
20. Credits acquired by examination are not applicable for meeting such unit load requirements as Selective Service deferment, Veteran's or Social Security benefits.
21. Credits transferred will not count toward financial aid eligibility or Veterans Administration benefits.
22. A currently enrolled student may not transfer in course credits to complete Cordoba Medical Institute's graduation requirements.
23. Transfer credits accepted from other institutions are shown on the Cordoba Medical Institute transcript with the original letter grade earned and count as both attempted and earned credit hours. These credits will be used to calculate Satisfactory Academic Progress (SAP) but will not be used to calculate the Institute cumulative grade point average.
24. The transferability of credits you earn at Cordoba Medical Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cordoba Medical Institute to determine if your credits will transfer.
25. The Institution does not award credit for prior experiential learning.
26. The language of the education program will be only in English. The level of English language proficiency will be measured by the Test of English as a foreign Language (TOEFL). There are no English language services such as ESL provided.



Vocational Nursing Student Orientation

- Nursing student orientation is mandatory for all admitted nursing students before starting the Fundamentals of Nursing 1 course.
- The following are expected during the mandatory nursing orientation:
 1. Overview of the school, academic policies, procedures, offices, key faculty, and student resources.
 2. Meet and greet your classmates.
 3. Access, verification of access, and instructions with important student resources.
 4. Vocational Nursing Student Handbook
 5. Question and answer sessions
 6. Picture-taking for ID badge.

VN Theory Make-up

- A student is responsible for all work assigned and missed during an absence in theory.
 1. The student is responsible for contacting the faculty member for make-up work.
 2. During extended absence, student is required to notify the faculty prior to the missed classes.
 3. The student and the instructor will complete a make-up plan within seven (7) days upon return of absence and documented on the didactic make-up form.

4. All make-up forms must be filled out completely and accurately with all required signatures for all missed hours before the credit of make-up hours is granted.
5. The make-up contents should meet the objectives of missed days with the required number of content hours.
6. Theory make-up should include and is not limited to the following activities:
 - a) Case studies;
 - b) Independent studies;
 - c) Written examination;
 - d) Attendance at seminars or workshops;
 - e) Research reports
7. The didactic absence make-up assignment is due within fourteen (14) days from the date of absence.
8. If a test is missed and the absence is excused, students must be prepared to take the missed examination on or before their first day back in class.
9. In the event of an unexpected situation that is beyond the student's control (serious illness, accident, death of an immediate family member, and others), the student must notify faculty by email or voicemail prior to the beginning of the scheduled examination to request an excused absence prior to the exam.
10. A healthcare provider's documentation of the student's inability to complete an exam will require an excused absence based on student health.
11. Such documentation may be obtained from the student's provider.
12. Failure to obtain an excused absence, submit the appropriate documentation, or complete the make-up exam at the scheduled time will result in a grade of "0" for that exam.
13. Make-up exams are scheduled outside of class time.



VN Clinical Make-up

- Clinical experience is critical to the study of nursing and the attainment of nursing skills. • Clinical experience includes the time scheduled on the clinical unit and time scheduled in the campus lab.
- 1. Students are required to make up missed clinical time at the clinical site with patient care activities or lab. performing nursing skills.
- 2. It is the responsibility of the student to make arrangements with the instructor.
- 3. The student and the clinical instructor are required to complete the make-up plan of action for clinical absences within seven (7) days upon return from absence.
- 4. Clinical absence make-up assignment is due within fourteen (14) days from the date of absence.
- 5. The clinical instructor will determine how the time is to be made up.
- 6. Excessive absence is defined as missing three (3) days of clinical experience per clinical course. As a result of excessive clinical absences, a student will be required to repeat the course.
- 7. A typical clinical day is up to eight hours per session.
- 8. Any absence greater than eight hours in one clinical day will count for more than one clinical day missed.
- 9. Students absent from their clinical site will be given a required assignment equivalent to the clinical objectives' hours missed.
- 10. Any clinical time missed will be documented on the student's clinical attendance record regardless of assignment completion. The missed clinical time will be counted towards the percentage of absences.



VN Testing: Administering, Analysis, Review and Make-up

- All students will be required to take exams/quizzes on the day and time scheduled. 1. A student who is not able to take an exam for the course on the date and time it is scheduled, will receive a score of zero for the exam/quiz.
 - a) In the event of an extreme extenuating circumstance, with documented proof, the student is required to make an appointment with the nursing program director.
 - b) The decision of the nursing program director will be final, and there will be no appeal process.
- 2. Calculators, if needed, are accessible on computer, as instructed by faculty.
- 3. Review of completed exam or assignment must be scheduled with the instructor no later than three business days after the grade for the exam/assignment is posted, or before the next exam is administered, whichever comes first.
- 4. Any student suspected of cheating will be immediately removed from the testing area.
- 5. Student name badges and lanyards or other clip devices will be removed prior to start of exam and placed on the front desk.
- 6. No form of cheating is allowed during examination. Cheating includes, but is not limited to:
 - a) Looking at or copying from another student's exam.
 - b) Communicating or receiving answers during the exam.
 - c) Using unauthorized notes, texts, or other materials during an exam.
 - d) Obtaining and/or distributing an unauthorized exam or part of an exam.
 - e) Having additional browser windows open before, during, or after an exam.
 - f) Discussing exam content or questions with classmates who have not yet taken the exam.
- 7. If there is a question or concern about a typo or error in the question, a student should raise their hand and wait for the instructor.
- 8. Faculty is not allowed to answer any questions about the content or the question, terminology, or other information the student is expected to know.
- 9. All computerized testing will be proctored, and students are expected to be looking only in the direction of their own computer.
- 10. Students who are observed looking at other computer screens will be verbally warned.
- 11. If the behavior continues, the student's computer test will be terminated, and the student will receive a zero for that exam.
- 12. The only browser window allowed to be open during an exam is the one that is being used to administer the exam. This browser window is not to be opened by the students 30 minutes prior to the exam and 30 minutes after the conclusion of the exam process.
- 13. Absolutely no other browser windows are to be opened before, during, or after an exam (including emails).
- 14. Under no circumstances will a student print out or email an exam or exam results.
- 15. Students may not discuss the content of an exam until all students have taken the exam.
- 16. If a student skips a question or does not save an answer correctly, the student will not receive credit for that question.



17. Only proctor-approved items are allowed during tests (i.e., scratch paper provided by instructor, Kleenex, etc.).
18. No drinks or food are allowed in the testing room.
19. Students must follow all other instructions given by the instructor or proctor.
20. Students will have an opportunity to review the exam in a group, proctored, formal setting, but not see their specific answers.
21. The faculty will not accept questions concerning answer rationales during the exam or review.
22. Students may only review the exams in a proctored setting.
23. Accessing an exam outside of a proctored setting is prohibited.

VN Graduation Policy

- The requirements for graduation from the Cordoba Medical Institute Vocational Nursing Program are as follows:
 1. Complete all required program courses with a passing grade of at least 75%. Students are required to pass all the courses for each term before moving on to the next term.
 2. Successfully complete all required clock hours assigned to each course. The breakdown of program hours are as follows: 1) Term 1= 304 hours; 2) Term 2= 428 hours; 3) Term 3= 410 hours; and 4) Term 4= 472 hours. The total program hours are 1,614 hours. Students are required to complete all required clock hours for each term before moving on to the next term.
 3. Successfully complete the total number of clinical clock hours and receive satisfactory clinical experience evaluation. Students are required to complete the clinical clock hours with satisfactory clinical experience evaluation for each term before moving on to the next term.
 4. Complete all program requirements. Attained satisfactory competency evaluation on all nursing skills check-off. Students are required to complete all nursing skills check-off for each term with satisfactory competency evaluation before moving on to the next term.

VN Nursing Convocation (Pinning)

- Nursing Pinning Ceremony dress requirements:
 1. Students will wear the approved, clean, white scrubs (no visible undergarments).
 2. Shoes should be all white (no stripes), closed, flat or low heeled, and closed (no high heels, no sandals, no sling-backs, and no boots).
 3. Jewelry must be conservative (e.g., no large/ oversized earrings or necklaces).

VN Achievement Awards

- The Vocational Nursing program may award graduates who have demonstrated excellence.
 1. Nursing Excellence Award
 - This award will be presented to the graduating senior who achieved the highest cumulative GPA in the completion of the nursing program.
 2. Clinical Excellence Award
 - This award will be presented to the graduating senior who faculty determines has/have demonstrated caring attitude and expertise in critical thinking, assessment skills, and nursing interventions while on clinical rotation.
 3. Nursing Leadership Award



- This award will be presented to the graduating senior who most demonstrated outstanding leadership ability. Such demonstration includes, but is not limited to, class, college, and community activities.

4. Peer Recognition Award

- Students will be asked to nominate a peer who exhibits excellence in scholarship, leadership, personality, and character.

5. Honor List

Each semester students whose cumulative GPA places them in the top 5% of the class will be honored.

VN Notification to Students

- The Vocational Nursing Program Director shall advise students in person and in writing the following:
 1. Right to contact the Board of Vocational Nursing & Psychiatric Technicians (BVNPT) of program concerns.
 - a) Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
Address: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.
Phone: (916) 263-7800
 2. Credit for previous education and experience.
 3. School's grievance policy
 4. List of Board-approved clinical facilities

Statement of Non-Discrimination

- Cordoba Medical Institute is committed in maintaining an environment which prohibits discriminatory behavior and provides equal opportunity for all persons.
 1. The Institute provides a respectful educational environment, in which all individuals may benefit from each other's experiences and foster mutual respect and appreciation of divergent views.
 2. Cordoba Medical Institute prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of students in its programs and activities.

Compliance with American Disabilities Act

- The Americans with Disabilities Act (ADA) ensures that individuals with disabilities could take exams in a manner accessible to persons with disabilities.
 1. The Department of Justice (Department) published revised final regulations implementing the ADA for title II (State and local government services) and title III (public accommodations and commercial facilities) on September 15, 2010. These rules clarify and refine issues that have arisen over the past 20 years and contain new and updated requirements.
 2. The testing accommodations that Cordoba Medical Institute can provide to students with documented ADA provisions are as follows:
 - a) Testing in a separate room from other students taking the same test.



b) Providing extended time of testing from the specified allotted time for the same test.

Family Educational Rights and Privacy Act (FERPA)

- The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records.
 1. The law applies to all schools that receive funds from the U.S. Department of Education.
 2. FERPA gives parents certain rights with respect to their children's education records.
 3. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level.
 4. Students and former students to whom the rights have transferred are called eligible students.
- Right to inspect and review records
 1. As a post-secondary school, students have the right to inspect and review their education records maintained by the school.
 2. Cordoba Medical Institute is not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students to inspect the records.
 3. All post-secondary schools must have written permission from the eligible student before releasing any information from a student's record.
 4. The law allows Cordoba Medical Institute to disclose records, without consent, to the following parties:
 - a) School employees who have a need to know.
 - b) Other schools to which a student is transferring.
 - c) Certain government officials to carry out lawful functions.
 - d) Appropriate parties in connection with financial aid to a student.
 - e) Organizations conducting certain studies for the school.
 - f) Accrediting organizations.
 - g) Individuals who have obtained court orders or subpoenas.
 - h) Persons who need to know in cases of health and safety emergencies, and State and local authorities, within a juvenile justice system, pursuant to specific State law.
 5. Cordoba Medical Institute may disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance.
 6. A student may elect to have directory information withheld by notifying the Registrar's Office with a written request to have their information withheld.
 7. Complaints regarding the failure to comply with FERPA should be directed to:
Family Policy Compliance Office / U.S. Department of Education
400 Maryland Avenue. S.W. Washington, DC 20202-4605

International Student Admission

- International applicants must meet the exact requirements of U.S. citizens.

Ability to Benefit

- Cordoba Medical Institute does not accept Ability-to-Benefit (A.T.B.) students.



Immunization Requirements

1. For protection and compliance with state regulations, Cordoba Medical Institute requires all students to be adequately immunized.
2. Documentation of immunizations must be provided to the Vocational Nursing Program Director prior to the start of the program.
3. Students performing clinical rotations must comply with the minimum health requirements from each clinical facility
4. The student will pay the cost of immunizations.
5. Students must show proof of the following vaccinations (immunization documents or evidence of a blood titer):
 - a) COVID-19 vaccine with booster dose.
 - b) Varicella immunity or vaccines (x2)
 - c) MMR immunity or vaccines (x3)
 - d) Tetanus vaccine (within the past ten years)
 - e) Hepatitis B immunity or vaccine series (x3, within one month from the 1st vaccine and for the 3rd vaccine within six months from the 1st vaccine).
 - f) Two-Step Tuberculin test within the past six months or TB/ PPD screening (within six months) or QuantiFERON®-TB Gold Plus (QFT-Plus) and the T-SPOT®.TB test (T-Spot). In case of a positive TB test result, the student must provide proof of a negative chest x-ray within two years.
 - g) A student may be expected to comply with additional TB screening requirements as determined by the hospital/clinical setting.
6. Failure to keep these immunization requirements up to date could impact the student's ability to attend the clinical facility.
7. Cordoba Medical Institute reserves the right not to accept titers if they are not done within three years.

Health Screening Requirements

1. Each applicant must provide an attestation from his or her family physician certifying the absence of physical, mental, and contagious disorders.
2. Negative drug screening test results must be completed at the Cordoba Medical Institute's chosen laboratory.
3. Positive results of a student's drug testing could impact the student's ability to attend the nursing program.
4. The student will pay the cost of examinations, screenings, and drug tests.

Background Check

1. Applicants need to complete a general background check prior to admission to the nursing program and as requested by a hospital/clinical setting.
2. Background check results will be provided to the clinical facility by the student upon request of the clinical education site.
3. Applicants should be aware that the clinical education site can request an additional



background check or refuse a student based upon the results.

Cardiopulmonary Resuscitation (CPR)

1. Prior to starting the nursing program students must submit proof of completion and current certification in CPR for Basic Life Support (BLS) from the American Heart Association (AHA).
2. Failure to keep this BLS certification current could impact the student's ability to attend the clinical facility.

Change of Name, Address, Phone Number

- It is important for the student to keep the school informed of any changes in contact information (name, email, address, phone number, or emergency contact information).
 1. Submit these changes in writing to the Registrar's office so that you may be contacted if there is a change in schedule, emergency, or any other necessary communication.

STUDENT POLICIES

Student Code of Conduct

- Unprofessional conduct includes but is not limited to:
 - 1) Verbal and physical altercations
 - 2) Lying, cheating, plagiarism
 - 3) Sexual harassment
 - 4) Vulgar and offensive language or actions
 - 5) Threats of violence
 - 6) Possession of weapons, illegal drugs, or being under the influence of alcohol or illegal drugs.
 - 7) Any action that violates state/federal law or the policies of the clinical facility.
 - 8) Threatens by any means, intimidates, or uses physical or sexual force in a manner that will increase the risk of the health or safety of another person, or which reasonably causes another person to be fearful of physical or emotional harm.
 - 9) Knowingly and without consent or authorization possesses, removes, uses, misappropriates, or sells the property or services of another person or Cordoba Medical Institute.
 - 10) Intentionally or negligently damages or destroys property owned by, or in possession of, another person or Cordoba Medical Institute.
 - 11) Obtains the property of another person by misrepresentation or deceptive means.
 - 12) Enters or uses Cordoba Medical Institute facilities or property without consent or authorization.
 - 13) Engages in illegal, obscene, or indecent conduct on Cordoba Medical Institute property or at a Cordoba Medical Institute-sponsored event.
 - 14) Forges, alters, possesses, duplicates, or uses documents, records, keys, or identification without consent or the authorization of appropriate Cordoba Medical Institute officials.
 - 15) Engages in solicitation in or on Cordoba Medical Institute property, or involving the use of Cordoba Medical Institute property, unless appropriate Cordoba Medical Institute



- officials approve such solicitation.
- 16) Intentional acts to impair interfere with or obstruct the orderly conduct processes and functions of Cordoba Medical Institute.
 - 17) Destruction or damage of personal or school property.
 - 18) Reckless driving or parking violations on campus.
 - 19) Hazing of students or initiation that is dangerous, harmful, or degrading.
 - 20) Distribution or obstruction of instruction, classroom activity, research, administrative activity, or other school activity on campus.
 - 21) Forceful or illegal entry into an area of the school property.
 - 22) Stealing
 - 23) Illegal activities or other actions deemed inappropriate by the Vocational Nursing Program Director
 - 24) Distributing or posting of materials, publications, leaflets, or other printed materials without prior permission from the school administration.
 - 25) Possession of firearms, fireworks, explosives, or any other weapons
 - 26) False alarms or threats
 - 27) Sexual harassment of any kind
 - 28) All students must respect the rights of others and conduct themselves in a manner conducive to the educational purposes of Cordoba Medical Institute.
 - 29) Profanity in the patient care areas or the campus or classroom environments is prohibited. 30) Insubordination to faculty, clinical instructors, or administrator; or dishonesty, could be a reason for immediate expulsion from the program.
 - 31) Students are responsible for conforming to the laws of the national, state, and local governments and for conducting themselves in a manner consistent with the best interests of the Institute and of the students.
 - 32) No smoking or eating is permitted in classrooms, halls, or labs.
 - 33) No cannabis/marijuana or other illegal substance is allowed in Institute's premises, clinical sites, and events participated by Cordoba Medical Institute. Cannabis/Marijuana is still prohibited by the 1970 federal drug policy known as the Controlled Substances Act and classed as a Schedule I narcotic.
 - 34) A student suspected of use or possession of marijuana or other illegal substance will be required random supervised drug screening test. Students found positive will be withdrawn from the program with or without a medical marijuana prescription.
 - 35) A student determined by Cordoba Medical Institute to have violated the standards of professional conduct will be terminated.



Academic Integrity

- Any dishonesty is subject to penalty, including expulsion from the program.
 1. Dishonesty includes:
 - a) Cheating during an examination,
 - b) Keeping unauthorized materials to assist in an examination,
 - c) Plagiarism, taking as one's statements of another without giving credit to the author. d) Obtaining test information, falsifying documents indicative of student qualifications.
 2. Cordoba Medical Institute considers the following to be a violation of integrity:
 - a) Falsification of patient records.
 - b) Violation of patient confidentiality.
 - c) Stealing drugs from clinical sites or patients.
 - d) Felony convictions.
 - e) Intoxication or under the influence of drugs.
 - f) Endangering patients due to psychological impairment or by falsification of documents.
 3. A severe penalty could result from a failing grade to termination from the program.

Attendance Policy

- Cordoba Medical Institute is an attendance-taking institution, and attendance is taken daily in every course assigned to each day.
 1. Class attendance is the student's responsibility, and each student is expected to attend class daily and arrive on time.
 2. An official record is maintained of each student's attendance covering his or her entire period of enrollment.
 3. The school keeps attendance records reflecting absences.
 4. The student's responsibility is to contact their instructor or the program director when they may be tardy or anticipate an absence.
 5. A series of consecutive absences in any course or combination of courses or missing 20% or more of the scheduled hours in the grading period is considered excessive absenteeism. Excessive absenteeism may result in probation and termination.
 6. Students whose enrollment is terminated for violation of the attendance policy while on Attendance Probation may apply to reenter after at least one entire grading period has passed.
 7. Any student who misses more than one (1) school day within the first six days of the first term may cancel their enrollment agreement.
 8. Students are expected to return on time from scheduled class breaks and to remain in class until dismissed by the instructor.
 9. Students are responsible for any subject material missed.
 10. It is the student's responsibility to contact instructors for assignments during the absence and to be always current with schoolwork.
 11. Absence from school does not excuse program obligations required for satisfactory academic progress.
 12. Completing make-up work does not eliminate a previous absence.
 13. The instructor will assign make-up work based on the course content missed by the student during their absence(s).



14. Once all make-up requirements are met to demonstrate proficiency in the missed area, the approved make-up time is entered in the student records.

Absences

- An absent student must notify the instructor or Program Director in advance whenever possible.

 1. Students absent four (4) days are at significant risk for withdrawal.
 2. Students absent 10% of the total hours for any classroom or laboratory course element will receive a written warning.
 3. Students who are absent 15% or more of the total hours for any classroom or laboratory course element will be withdrawn from the course.
 4. Students who arrive more than 15 minutes late to clinical experiences will meet with the Program Director for Attendance Advising.
 5. Violations of the Attendance Policy are not eligible for appeal.
 6. Students must provide proof of documentation for the following excused absences:
 - a) Medical Emergency
 - b) Jury Duty
 - c) Family Emergency
 - d) Bereavement
 - e) Subpoenaed Court Dates
 - f) Naturalization/Citizenship Appointments
 - g) Mandatory Work Orientation
 - h) Medical clearance

Leave of Absence

- Cordoba Medical Institute recognizes that there may be times when, due to extreme circumstances, a student may need to take time away from attending school temporarily.
 1. The Vocational Nursing Program Director may authorize a Leave of Absence (LOA).
 2. In a 12-month calendar period, a student may be granted no more than two leaves of absence that combined do not exceed 180 calendar days.
 3. If the LOA is granted, it is understood that the projected graduation date will be extended based on the schedule of available courses to complete the program.
 4. Reasons for a leave of absence include, but are not limited to:
 - a) Serious student or immediate family member medical problems
 - b) Military duty
 - c) Death of an immediate family member
 5. A leave of absence can only be initiated by a signed request from the student detailing the reason(s) for the leave.
 6. This information is then submitted for approval to the program director.
 7. If approved, the student is expected to resume attending their scheduled courses on the date of return from the LOA.
 8. If necessary, the student may submit a signed request for an extension of their leave and provide any supporting documentation that justifies their inability to return at the previously defined date (i.e., medical documentation, military orders, and others).



9. Any student who fails to attend on the determined return date may be terminated for failure to return from a leave of absence.
10. Students who are contemplating a leave of absence should be cautioned that one or more of the following factors may affect their eligibility to graduate within the maximum program completion time:
 - a) Students returning from a leave of absence are not guaranteed that the courses required maintaining the normal progression in their program will be available at that time.
 - b) Students will be required to repeat any course they withdrew from before receiving a final grade.
 - c) Tuition costs may be affected.
 - d) Time away from school while on an approved LOA does not count as an absence.
 - e) Students are expected to meet all financial obligations while on leave.

Pregnancy

- Cordoba Medical Institute provides all students with a safe environment for clinical experiences and training.
 1. In compliance with regulations regarding pregnant students, female students have the option to inform the Vocational Nursing Program Director whether they are pregnant.
 2. The student may choose one option over another during the pregnancy if all program objectives are completed. A written request and notification must be sent to the Vocational Nursing Program Director.
 3. A student who disclosed pregnancy during the nursing program to the Vocational Nursing Program Director must provide written notification.
 4. A student may withdraw her declaration of pregnancy by submitting a written request.
 5. A student who declares her pregnancy will be allowed to choose one of the following options for completing the training at Cordoba Medical Institute. The options are as follows:
 - a) They are continuing the training without modification or interruption.
 - b) The student will attend and complete all classes.
 - c) The student must present a medical clearance from a physician releasing the student to continue the training with Cordoba Medical Institute, reserving the right to contact the physician to verify the student's physical restrictions to complete all clinical experience requirements.
 - d) The student may take a leave of absence that is medically necessary. The student shall be reinstated to the status which she held when the leave began.
 - e) The student must make up all clinical and didactic hours missed and complete all the necessary competencies. This option is based upon the availability of student positions in an appropriate clinical facility.



Student Bereavement

- Recognizing that a time of bereavement is challenging, every effort will ensure that a bereaved student can attend to family matters.
 1. The student needs to provide documentation of the death to the Vocational Nursing Program Director. The Vocational Nursing Program Director will inform the student's instructors of the student's leave.
 2. Students can use three (3) days within five (5) consecutive days for the death of immediate family (a spouse, domestic partner, parent, child, grandparent, grandchild, or sibling).
 3. Students are eligible for one (1) day for the death of an uncle, aunt, niece, nephew, or first cousin.
 4. The student needs to make up all hours missed and meet all course objectives.

Dress Code

- Students must practice good personal hygiene habits and maintain a clean, neat, and professional appearance always.
- Violation of the dress code policy may lead to disciplinary action, including being sent home.
 - A. Uniform
 1. Students must wear their unaltered, appropriately sized school-designated scrubs at all times, and they must be clean and free of wrinkles, stains, or tears.
 2. The uniform set consists of white scrub tops, navy blue scrub bottoms, and a white student lab jacket.
 3. Students may wear white short or long-sleeved undershirts without visual designs for additional warmth.
 4. Students must wear their Cordoba Medical Institute Identification Badge always clipped (no lanyards) on the left chest height (near the heart) while on the property of campus and its affiliates.
 5. Students cannot place anything on their ID badges, such as stickers, pins, and others.
 6. Clinical facilities may require an identification badge issued by their department to be worn during the students' clinical experiences at their facility.
 7. Students found in violation of the dress code will be subject to disciplinary action.
 8. Students must wear the uniform issued by the Institute, consistent with the type of apparel required in the field.
 9. A hooded jacket, sweater, or any apparel cannot be worn on campus property.
 10. No head coverings, including hats, except for verified religious practices.
 11. Shoes: Black professional shoes- without logos and decorations, non-porous, leather/leather-like, or pleather material that can be easily cleaned and polished are permitted during the didactic, laboratory, and clinical sites.
 12. Black socks are to be always worn and are to cover the ankle.
 13. Undergarments must be always worn.
 14. Underwear: Should not be visible.
 15. Knitted thermal garments are not acceptable for wear at the clinical site.
 - B. PPE
 1. Personal protective equipment (PPE) must be worn as required.



C. Hair

1. Hair should have a professional appearance, clean, neatly styled, and short.
2. Long hair should be pulled back and up.
3. Hair accessories (head bands, scrunchies, hair clips, etc.) should be white or black only.
4. Short and long hair should be off the face and off the collar.
5. Hair colored out of human hair color ranges is not permitted. (Examples: blue, orange, green, or extremely red).
6. Facial hair must be closely trimmed.
7. Students must wear a facial mask with no facial hair showing around the mask.
8. Beards, mustaches, or sideburns must be short and neat.

D. Fingernails

1. Fingernails should be neatly trimmed, naturally colored; no long artificial nails are permitted.
2. Nails must be clean and trimmed close to the fingertips (approx. ¼ inch past fingertips).
3. According to Center for Disease Control (CDC) guidelines, artificial nails of any type and nail polish (other than clear) are not permitted for safety/ health reasons per Center for Disease Control (CDC) guidelines.

E. Face

1. Makeup must be minimal and natural-looking.
2. Intense or dark colors, heavy makeup is not permitted.

F. Jewelry

1. Visible piercing jewelry is not allowed.
2. One small, single earring (stud or dime-sized loop) may be worn in each ear lobe.
3. A wedding band and wristwatch with a second hand is allowed.
4. Smartwatch is not permitted, including bracelets of any style.
5. A fingernail, facial, tongue, nose, and other jewelry on the face are unacceptable.
6. Necklaces are not permitted.
7. Religious articles are worn as necklaces are not permitted unless a high neck undergarment covers them.
8. Earlobe gauges are not permitted.
9. Please note: Infection Control Policies at individual clinical facilities may prohibit the use of ANY jewelry.

G. Tattoos

1. Tattoos must be always covered entirely while in the vicinity of the campus and clinical sites.
2. Tattoos on the arms (including upper arm, forearm, and wrists) must be covered by long white sleeves.
3. A black undershirt or turtleneck must cover tattoos on the chest and extend up the neck without visual designs.
4. Tattoos that cannot be covered must not convey a message contrary to professional standards and must not pose a potential customer relations issue.

H. Hygiene

1. Daily hygiene observed to (shower, deodorant, oral care).
2. Fragrance: Perfumes, colognes, perfumed lotions, and body odors (including smoking) are not permitted in the classroom, clinical sites, or skills lab.
3. There is a strict no scent policy due to the high incidence of reactive airway disease and allergies.



Skills Laboratory and Simulation Guidelines

- All students and faculty must have proper orientation to the equipment in the simulation lab.
- Pre-lab. assignments
- Students are to complete any required Pre-lab assignments, (i.e. watching of required videos, completing case studies, reading assigned articles or text, completion of ATI skill modules, etc.).
- Lab. area
 1. Keep the lab neat and orderly.
 2. It is the student's responsibility to bring the required, standard equipment for the learning lab/simulation experience, including, but not limited to textbooks, paperwork, stethoscope, etc.
 3. Students are to speak with their peers and instructor with professional communication.
 4. No food or drink is allowed in the simulation area/skills lab.
 5. Do not sit on any bed.
 6. Students are not to video or audio record any learning lab/simulation experience.
 7. Individual practice times and remediation are scheduled through the course with the faculty.
 8. Students are not allowed in the lab unsupervised.
 9. Only those currently enrolled in the nursing program will be allowed to utilize the lab.
 10. If unable to keep a scheduled appointment, the student will notify the course faculty.
 11. Standard precautions must be adhered to in the lab setting including proper disposal of sharps.
 12. Students disturbing other students using the laboratory will be instructed to leave the area.
 13. Simulation recording and live video streaming are expected to be available to students.
 14. All faculty members are to ensure that lab. rooms are secure and safe when using the rooms.
 15. In case of a fire, all persons are expected to evacuate the building.
 16. Any person should use caution when practicing lifting skills and should not lift a manikin or heavy object without assistance.
- Manikin
 1. When working with the manikins, students must wash their hands and wear gloves.
 2. Consider all manikins (or peers acting as patients) to be true patients and treat them with respect – keep them covered and dressed.
 3. Maintain privacy between your patients (manikins or peers) by pulling screens or drapes, as necessary.
 4. Do not move, reposition, or disconnect any manikin unless instructed by the instructor.
 5. Do not use ink pen on or around the manikins to avoid permanently marking them.
 6. Do not lay printed papers on the bed or manikin.
 7. Do not apply or insert any substances, such as Betadine, KY jelly, and Foley catheters to any manikin without specific direction from your instructor. There are specific manikin lubricants and tapes available.
- Equipment
 1. Equipment is to be cleaned and put away after use where instructed.
 2. Be aware of any wires and tubes which may pose a risk for falls or student endangerment.



3. Equipment is utilized only for its intended purpose and treated with respect.
 4. Lab equipment and supplies must remain in the lab unless approved by the faculty.
 5. If removed with permission, it must be signed out and returned in the same condition and on time.
 6. Failure to return equipment checked out will result in an incomplete grade in the course until the equipment is returned or may require replacement cost.
 7. Do not leave items on the floor or on the tables.
 8. Laundry is placed in the provided hampers after use.
 9. Equipment should be disposed of appropriately such as: sharp's containers and biohazard trash containers.
 10. The use of any bio-hazardous materials such as blood, urine, and any human tissue is strictly prohibited. Simulated blood and urine are provided.
 11. Many supplies will have expiration dates and are intended for practice, but all students should check for expiration dates on their supplies.
 12. The wheels of all equipment (beds, wheelchairs, stretchers, etc.) are to be locked.
- Simulation Student Feedback
 1. Students will be given an anonymous survey after each scenario.
 - a) The faculty will collect all completed student feedback form.
 - b) Student feedback is used to identify areas of opportunity and potential improvement in simulation program.

Technology

Mobile, Electronic Devices, and Social Media

- When students are in classroom, laboratory or clinical settings, cellular telephones and all other personal electronic devices may not be used unless otherwise directed by the instructor.
 1. Phone calls, text messaging and emailing are not permitted during learning experiences.
 2. It is a courtesy for students to request permission of individual faculty before taping lectures or demonstrations.
 3. For test security reasons, students may not tape test review sessions.

Video and Audio Surveillance Notification

- For the safety and security of employees and students, Cordoba Medical Institute may have video and audio surveillance of its property at any time, except private areas such as restroom.

Personal Property

- Cordoba Medical Institute does not assume responsibility or is held liable for any loss, damage, or theft of any students' personal property.
 1. Personal property includes but is not limited to clothing, jewelry, electronic devices, school material, credit cards, checks, cash, or cash equivalent.
 2. All personal property is the student's sole responsibility, and it is strongly recommended to avoid bringing valuable items when attending class on campus or in a clinical environment.
 3. Students bringing any valuable belongings to school do so at their own risk.



Academic Policies

Grading System

- The following grading scale applies to all courses in the Vocational Nursing program. Students must earn a grade of “C” or better to pass a course; otherwise, the course must be repeated. Two “F” course grades during the program (even if the course is repeated and passed) will result in dismissal from the program.

Letter Code	Description	Included in Credits Attempted	Included in Credits Earned	Includ ed in CGPA	Grade Point Value
A	Excellent (90-100)	Yes	Yes	Yes	4.0
B	Above Average (80-89)	Yes	Yes	Yes	3.0
C	Average (75-79)	Yes	Yes	Yes	2.0
F	Failing (Below 75)	Yes	Yes	Yes	0.0
W	Withdrawn	No	Yes	No	N/A
T	Transfer Credit	Yes	Yes	No	N/A

PE	Proficiency Exam	Yes	Yes	No	N/A
WM	Withdrawn Military	No	No	No	N/A
WX	Withdrawn prior to Add/Drop Period	No	No	No	N/A

- Students may transfer course credit from other post-secondary public or private institutions accredited by an agency recognized by the US Department of Education for up to 75% of their program.
- There is no rounding of grades.
- Any assignment submitted late, or not submitted will be given a zero.
- Any student achieving an examination grade less than 75% must schedule an appointment with their faculty member within two days from the return of the exam grades.
- The grade for nursing skills lab., simulation and clinical experience will be “Pass” or “Fail”.
- Students must receive a “Pass” to successfully complete and pass the full course.
- A final grade of “Fail” in skills lab., simulation, or clinical portion is an overall failure of the course.



Mandatory Tutoring Policy

- A student, who has a grade below 75% on any nursing exam, or an overall course grade of 75% or lower, will be required to attend mandatory tutoring as scheduled.
 1. Attendance for mandatory tutoring will be monitored.
 2. Any student who does not attend a tutoring session as required will receive a Conduct Advisory.
 3. Once a student achieves a passing exam grade of 75% or above following an exam, and an overall course grade of 75% or above, tutoring will no longer be required for the student but will be highly recommended for continued success in the course.

Student Remediation

- Cordoba Medical Institute recognizes there are times and circumstances where students may find they have a poor academic, laboratory, or clinical performance.
- The Institute is dedicated to promoting and supporting the student's academic achievement through remediation.
 1. All faculty members will assist in retention and remediation efforts as needed.
 2. All students who receive a failing grade in any didactic or laboratory course will be placed on remediation.
 3. Faculty will initiate Learning Remediation Plan (LRP) using the Academic Advising form. 4. The purpose of the LRP is to assist at-risk students in developing strategies to promote successful progression through the nursing program.
 5. An at-risk student is a student enrolled in the nursing sequence which has a pattern of:
 - a) Risk of academic failure as evidenced by failing examination grade.
 - b) Risk of clinical failure as evidenced by not meeting clinical objectives.
 - c) Personal issues that disrupt the learning process.
 - d) Financial burden.
 6. The course instructor will counsel the student after the first examination and each failed examination for an LRP.
 7. The student will be referred to the program director after the second examination failure. 8. A copy of the completed Academic Advising form will be maintained in the permanent student record.
 9. The faculty will meet with the student to discuss LRP and obtain the student signature in the Academic Advising form.
 10. A follow-up meeting is scheduled once the student has fulfilled the requirement(s) of the LRP. 11. The student's performance is monitored to keep track of their progress in their academic performance to determine the need for remediation or removal from the nursing program. 12. The Program Director monitors compliance with LRP by viewing and printing the individual student transcript from the website as needed.
 13. The LRP report is utilized during academic advisement and at midpoints throughout the program. 14. Students are required to demonstrate remediation efforts to improve academic



success.

15. The course instructor will suggest a Learning Remediation Plan (LRP) of content for students failing to meet academic standards.
16. The course instructor will notify the student when the student fails to meet the academic standard in the course in person during Academic Advising and via email.
17. A copy of the Academic Advising will be emailed to the Program Director and part of the student's file.

Student Progress

SATISFACTORY ACADEMIC PROGRESS (SAP)

- Students must maintain SAP while enrolled at Cordoba Medical Institute.
1. A student must meet the following criteria:
 - a) Cumulative Grade Point Average (CGPA) of 2.5 (equivalent to 75%) in Vocational Nursing Programs each time SAP is evaluated.
 - b) Achieve a minimum Pace of Completion (POC) rate of 67% for all programs. POC is calculated by dividing the credits earned by the credits attempted. Only those credits required in the student's program of study, including credits that were transferred from other approved institutions, and proficiency credits earned, are used in the POC calculation. The POC requirement will be evaluated at the end of each term after posted grades to determine if the student is progressing satisfactorily.
 - c) The maximum timeframe is considered as 150 percent of the program's published length as evaluated by the cumulative number of hours the student is required to complete as expressed in calendar time. The maximum time applies to the amount of hours on calendar time the student takes to complete.
 - d) The Vocational Nursing Program evaluates SAP at the end of each term, based on scheduled hours earned.
 2. The student will be on SAP warning if a student has not met the minimum SAP requirements.
 3. The Vocational Nursing Program Director will conduct an advising for students for SAP warning.
 4. The student will be given an advising form indicating the probation risk and the conditions to be met to avoid SAP Probation.
 5. A letter on SAP Warning will be mailed or emailed to the student, which informs the student that she/he did not maintain satisfactory academic progress towards completing the program of study.
 6. A student must pass all courses within the term in order to continue onto the next term.
 7. Students will be withdrawn from their Vocational Nursing program who do not achieve SAP by the maximum probationary period.
 8. All students placed on SAP Probation will complete a remediation plan with the faculty, Vocational Nursing Program Director, or authorized designee.
 9. All remediation plans include specific outcomes and a timeline.



10. An SAP Probation letter will be mailed to the student notifying him/her that she/he is not making satisfactory progress towards completing his/her nursing program.
11. Students have the right to appeal within ten days from the date on the SAP Probation letter. 12. The appeal should include an explanation and supporting documentation of any circumstances that prevented the student from maintaining SAP throughout the terms in question.
13. Examples of such circumstances are the death of a student's relative, severe personal injury or illness of the student, and other exceptional circumstances that have a causal link to the deterioration in academic performance.
14. A committee will review the appeal, and the student will be notified of the result by a letter mailed or emailed to the student's address on file.
15. The appeal committee's decision is final and non-appealable.

Grievance

- Cordoba Medical Institute grievance procedure is available to any student who believes that a school decision has affected his/her status, rights, or privileges.
 1. Academic and non-academic complaints should follow the student complaint procedures listed below.
 2. The following process should be followed in order to reasonably and fairly resolve the grievance.
 3. Complaints involving an instructor or staff member should first be discussed with the individual involved.
 4. To address these grievances, the Institute allows a process for students to appeal the College's decision.
 5. If a student or faculty member has any questions regarding grounds for an appeal, they may make an appointment to review with the Program Director.
 6. An appeal may be made for specific reasons defined by the Institute's Academic department, and all decisions made due to an appeal are final.
 - a) Stage 1- Informal Appeal
 - i. The student may initiate an appeal by contacting the instructor or individual the grievance arose as soon as the discrepancy has been identified.
 - ii. The student completes the Student Appeal form and submits it to the instructor.
 - iii. The student and the instructor will have a meeting with another instructor.
 - iv. A written summary of their determination will be provided to the student within three (3) days from the date of the Informal Appeal.
 - v. The student may request a Stage 2 appeal in writing no later than five (5) days after the determination of the appeal decision if the student does not agree with the decision.



b) Stage 2- Formal Program Appeal Committee Hearing

- i. The student may initiate a Stage 2 appeal by submitting the request for an Appeal Hearing in writing to the Vocational Nursing Program Director.
- ii. The Program Director will investigate the request thoroughly, including interviewing all individuals involved and reviewing all documents that relate or may potentially relate to the student's grievance.
- iii. The Committee will consist of:
 - 1) Program Director (Committee Chair)
 - 2) School Administrator or Campus Director
 - 3) Campus Registrar
 - 4) Two (2) faculty, minimum of one full-time faculty member or one (1) part-time faculty.
- iv. All documents and interviews, including the summary of the Campus Committee's decision to make their determination, will be signed by each committee member.
- v. A written summary of their determination will be provided to the student within three (3) days from the date of the Formal Program Appeal Committee Hearing.

c) Stage 3- Operational Management/ Corporate Office Hearing

- i. A Stage 3 appeal may only be initiated if a Stage 2 appeal was performed but did not resolve the grievance to the student's satisfaction.
- ii. The student may initiate a Stage 3 appeal by submitting his/her appeal request to the Operational Management/ Corporate Office Hearing for review no later than five (5) days from the date of the Formal Program Appeal Committee Hearing.
- iii. The Operational Management/ Corporate Office will schedule an appointment with the student, and all information related to the appeal request will be reviewed.
- iv. All decisions made by the Operational Management/ Corporate Office are final.
- v. Stage 3 appeal is the last step in the appeals process provided by Cordoba Medical Institute.
- vi. Decisions of the Operational Management/ Corporate Office are the final step in appeals within the processes and procedures of Cordoba Medical Institute.
- vii. A written summary of their determination will be provided to the student within three (3) days from the date of the Operational Management/ Corporate Office Hearing.

7. However, students may, at any time, submit their appeal and grievance to applicable

agencies: a) Bureau for Private Postsecondary Education: P.O. Box 980818, West Sacramento, CA 95798-0818

b) Board of Vocational Nursing and Psychiatric Technicians (BVNPT): 2535 Capital



Oaks Drive, Suite 205, Sacramento, CA 95833

c) U. S. Department of Veteran Affairs (V.A.): 810 Vermont Avenue, N.W.; Washington, DC 20420

8. Student grievances will be addressed confidentially unless maintaining confidentiality impedes the ability to investigate and resolve the student's concerns.
9. Information will be shared only with those necessary to resolve the concerns.
10. No reprisals will be taken by any party or by any Cordoba Medical Institute administration member against any party involved.
11. Students will not be subject to adverse action due to filing a complaint or initiating the grievance process.
12. All complaints must include a student complaint form, a signed Family Educational Rights and Privacy Act (FERPA) Consent and Release Form, and a Consent and Agreement Form.
13. Due to the minimal timeframe between terms, after submitting the Appeal form, a student will be permitted to attend the class for the first five (5) days of the term while the appeal board reaches a decision.
14. Upon approval of the academic appeal, the student will have to meet with the Program Director and complete an Academic Success Plan.

Filing a complaint about this institution

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

Administrative

Student Communication

- A Communication Board is maintained within the nursing program where relevant information and notices are posted. Students are responsible for checking the boards whenever they are on campus to be aware of information pertinent to the nursing program.
 1. Information may also be provided through syllabus addendums, handbook revisions, e-mail, letters, certified letters, handouts, and class communication.



Holidays and Vacations

- The Institute schedule for Official Holidays and any Special Days Off during a calendar year is released in the fall of the preceding year.
 1. The Vocational Nursing Program Director has the discretion to declare Special Days Off (SDO) throughout the year in addition to official Institute holidays.
 2. The number of Special Days Off is subject to change each year.
 3. While the Institute’s administrative offices may be observing official holidays (e.g., Labor Day, President's Day, and others) and Special Days Off, employees in some offices may be required to work to support students.
 4. The table below illustrates the Holidays and vacations observed by the Institute.

HOLIDAYS and VACATIONS

Year Date

- 1 Martin Luther King Day
- 2 Presidents Day
- 3 Memorial Day
- 4 Independence Day
- 5 Labor Day
- 6 Thanksgiving
- 7 Winter Break

Communicable Disease

- Students must report illness, communicable diseases, and any signs and symptoms of the conditions to a clinical instructor or faculty.
 1. The instructor is responsible for reporting the condition to the clinical site and Program Director.
 2. The student must submit a medical clearance from the health care provider before the student returns to the program,
 3. Student exposed to tuberculosis (TB) should be tested immediately with a PPD TB skin test and a three (3) month follow-up, or QuantiFERON®-TB Gold Plus (QFT-Plus) and the T SPOT®.TB test (T-Spot).
 4. A copy of the incident report should be sent to the Vocational Nursing Program Director.
 5. Anytime that a student encounters diseases outside of the program must be reported to the Vocational Nursing Program Director immediately.
 6. A student exposed to a communicable disease may be asked to leave the clinical area until the incubation period has expired.
 7. Guidance for Institutions of Higher Education (IHEs). Prevention Strategies that Reduce Spread. (Retrieved from CDC https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Fcolleges-universities%2Findex.html#section3)



8. Implementation of prevention strategies to slow the spread of COVID-19 at the IHE and in the local community.
9. Key prevention strategies include the following:
 - a) Offering and promoting vaccination
 - b) Consistent and correct use of masks
 - c) Avoid crowds and poorly ventilated spaces
 - d) Handwashing
 - i. Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, or sneezing.
 - ii. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
 - iii. Avoid touching your eyes, nose, and mouth with unwashed hands.
 - e) Cover coughs and sneezes
 - i. If you are wearing a mask: You can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands.
 - ii. If you are not wearing a mask:
 - Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow and do not spit.
 - iii. Throw used tissues in the trash.
 - iv. Immediately wash your hands with soap and water for at least twenty (20) seconds.

Blood and Body Fluid Exposure Policy

- If a student has an injury, a needle stick, or exposure to blood and/or body fluids in a clinical setting, the student shall:
 1. Stop the activity through which the exposure has occurred.
 2. Immediately report the incident to their supervising faculty member.
 3. Follow the clinical agency's policy and procedure for blood/body fluid exposure.
- Procedure:
 1. Immediately wash skin/irrigate (eye) area thoroughly with soap and water (eye-water only).
 2. Identify the source of contaminant (e.g., patient).
 3. If unable to immediately contact faculty, inform the supervisor of the unit.
 4. Faculty will immediately inform the Vocational Nursing program director.
 5. Faculty will inform the appropriate staff at the clinical site of the exposure.
 6. Faculty will investigate the source of exposure (patient) as soon as possible.
 7. The faculty will complete the incident report and if applicable, clinical agency incident report.



Latex Allergy/ Sensitivity

- Latex is used in a variety of medical products including, but not limited to gloves, blood pressure cuff, equipment, urinary catheters, and certain skin barriers such as Tegaderm.
 1. Allergic reactions range from mild to severe.
 2. Students who experience allergy symptoms should:
 - a) Cease contact with the product and notify the faculty member.
 - b) Notify a primary health care provider and/or seek immediate emergency medical care, if necessary.

Federal Law Concerning Chemical Hazards

- Federal law requires that all individuals be notified about hazardous chemicals present in the workplace.
 1. The Hazard Communication Standard (HCS) provide Safety Data Sheets (SDSs) (formerly MSDSs or Material Safety Data Sheets) for each hazardous chemical to downstream users to communicate information on these hazards.

Inclement Weather Events

- Students should contact the campus to determine if classes have been suspended.
 1. If severe weather or emergency situations make it advisable to discontinue classes, Cordoba Medical Institute will make every effort to notify its students.
 2. The Cordoba Medical Institute President will determine an official cancellation of classes and clinical.
 3. Makeup days for official class and clinical cancellations will be scheduled as needed.
 4. If the campus is open, clinical activities are scheduled, and students are expected to attend the assigned clinical facility as scheduled.
 5. During the closing of campus, WebEx lectures or online assignments may be used to replace regular lectures.
 6. Inclement weather will not change the due dates of online assignments.

Disclosure

The Institution is a private institution, that it is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Bankruptcy

The institution **does not** have a pending petition in bankruptcy, operating as debtor in possession, has filed a petition within the preceding five years, or has 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.)

**Requirements for Licensure For Vocational Nursing
Application through Board of Vocational Nursing and Psychiatric Technician
https://www.bvnpt.ca.gov/applicants/summary_vn.shtml**

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).



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



Appendices

Appendix A: FERPA Consent to Release Student Information

Family Educational Rights and Privacy Act (FERPA)

Consent to Release Student Information

TO: _____
(Name of University Official and Department that will be releasing the educational records)

Please provide information from the educational records of _____
[Name of Student requesting the release of educational records] to:

_____ [Name(s) of person to whom the educational records will be released, and if appropriate the relationship to the student such as “parents” or “prospective employer” or “attorney”]

(Note: this Consent does not cover medical records held solely by Student Health Services or the Counseling Center – contact those offices for consent forms.)

The only type of information that is to be released under this consent is:

- _____ transcript
- _____ disciplinary records
- _____ recommendations for employment or admission to other schools
- _____ all records
- _____ other (specify) _____

The information is to be released for the following purpose:

- _____ family communications about university experience
- _____ employment
- _____ admission to an educational institution
- _____ other (specify) _____ I

understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parents’ financial records and certain letters of recommendation for which the student waived inspection rights). I understand I may revoke this Consent upon providing written notice to [Name of Person listed above as the University Official permitted to release the educational records]. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to [Name of Person listed above to whom the educational records will be released] for the specific purpose described above.

Name (print) _____

Signature _____

Student ID Number _____ Date _____



Appendix B: Application for the Nursing Program

Application for the Nursing Program

COMPLETE ALL INFORMATION BELOW IN PRINT
First Name, Middle Name, Last Name
Former Last Name:
Date of Birth: Social Security Number:
Address:
City/ State/ Country/ Postal Code:
Contact Information
Email:
Phone Number (10-digit phone number):
Please enter the number you would like us to use for text messages.
Demographic Information
• Gender: Female _____ Male _____ Unknown _____
• Primary language other than English:
• Veteran Status
1. Active Military Duty: _____
2. Dependent/Spouse of Active Duty: _____
3. Veteran: _____
4. National Guard or Active Reserve: _____
5. Other (specify): _____
6. Dependent/ Spouse of Veteran: _____
Has at least one of your parents earned a 4-year college degree? Yes _____ No _____
Are you a single parent? Yes _____ No _____



Ethnicity and Race Information
• Are you Hispanic/Latino ethnicity or descent? Yes _____ No _____
• Select with a check <input type="checkbox"/> mark:
1. _____ Central American
2. _____ Cuban
3. _____ Dominican
4. _____ Mexican
5. _____ Other Hispanic
6. _____ Puerto Rican
7. _____ South American
8. _____ Unknown

Select one or more races which you identify yourself:
1. _____ American Indian or Alaska Native
2. _____ Asian
3. _____ Black or African American
4. _____ Native Hawaiian or Other Pacific Islander
5. _____ White

Education History
1. Institution Name:
2. Institution Address:
3. End Date:
4. Degree attained:

Source
• How did you hear about us?



School Policy

- Have you ever been dismissed from a school/college for disciplinary reasons?

Please Note: If have been suspended or dismissed from any college or university you will be required to file an appeal with us to gain admissions.



Appendix C: Medical History and Disclaimer

Medical History and Disclaimer

Personal Information:

Student Name:

Address: Telephone:

Age: Height: Weight:

HEALTH HISTORY: (Please check appropriate box)

	Never Had	Have Had	Presently Have	Family History
Heart Disease				
Chest pain w/exertion				
Difficulty Breathing				
High Blood Pressure				
Pulmonary Lung Disease				
Diabetes				
Epilepsy				
Thyroid Disease				
Hypoglycemia				
Asthma				
Arthritis				
Persistent Headaches				
Dizzy Spells				
Bursitis				
Varicose Veins				



Obesity				
Allergies				
Bulimia				
Anorexia Nervosa				
Other:				

1. List any muscle injuries you have had:
2. List any bone or joint injuries you may have had:
3. List any muscle, bone, or joint pain you are presently experiencing: _____
4. Specify any medications you are presently taking:
5. Specify any activities a physician has advised you to avoid:
6. Specify any activities about which you must be cautious:
7. Do you smoke? Yes No If yes, how much?
8. Are you pregnant or have had a baby in the last six months? Yes No 9. Do you have any other health condition that might limit your participation in this class?

By signing this document, I attest that I have provided accurate information about the status of my health history.

Printed Name: _____

Student Signature: Date:



Appendix D: Student Emergency Procedure Information

Student Emergency Procedure Information

Name:

Address: Telephone:

In case of emergency, illness or accident, proceed as indicated: (List order of contact 1, 2, 3, etc.)

Contact next of kin

Name Telephone Number

Contact:

Name Telephone Number

In the even the above persons cannot be contacted. I authorize a representative of Cordoba Medical Institute to take the necessary emergency procedures.

DISCLAIMER

I accept full responsibility for any injury or accident to myself as a result of my participation in this course. Every reasonable effort will be made by Cordoba Medical Institute and its employees to make this course safe and enjoyable. *I have read and understand the medical history and disclaimer form.*

Printed Name: _____

Student Signature: Date:



Appendix E: Transfer Course and Credit Granting Form

Transfer Course and Credit Granting Form

Transfer course approval steps for credit granting:

1. Submit with this form the official transcript from the transfer institution (where course was taken).
2. Provide a syllabus, catalog course description or similar form of documentation from the transfer institution.

Name: Date:					
Date of Birth: Phone Number: Email:					
Please complete the information below for courses to be considered for credit granting:					
Institution	Course Number	Hours/Units	Course Name	For office use only	
				Credit Granted	Credit Denied
Comments:					
Student Signature: Date:					
Signature of VN Program Director: Date:					



<ul style="list-style-type: none"> • Absence <ol style="list-style-type: none"> 1. Student who are absent 15% or more of the total hours for any classroom or laboratory course element will be withdrawn from the course.
<ul style="list-style-type: none"> • Grade <ol style="list-style-type: none"> 2. If final grade below is 75% (F), the course must be repeated. Two “F” course grades during the program (even if the course is repeated and passed) will result in dismissal from the program.
<ul style="list-style-type: none"> • Performance

3. A final grade of “Fail” in skills lab., simulation, or clinical portion is an overall failure of the course.

Acknowledgement

I understand the purpose for this advising and acknowledge that failure to take the agreed upon measures discussed could result in dismissal/withdrawal from school.

Student signature: _____ Date: _____

Faculty signature: _____ Date: _____



Appendix G: Nursing Referral

Nursing Referral

<input type="checkbox"/> Tutoring <input type="checkbox"/> Skills Lab. <input type="checkbox"/> Clinical <input type="checkbox"/> Simulation
Student Name (print): _____ Date: _____ _____
Faculty Referring Student (print name): _____
Course and course number: _____
Reason for Referral: _____ _____ _____ _____ _____ _____ _____
Student initials: _____ Faculty initials: _____ Date: _____
Referral Implementation
Activities completed: _____ _____ _____ _____ _____ _____
Student initials: _____ Faculty initials: _____ Date: _____



Appendix H: Student Discipline Form

Student Discipline Form

Student Name:		Date:	
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STUDENT CONDUCT AND DISCIPLINE
Warning Suspension Termination

Students whose actions constitute misconduct will be subject to disciplinary action by Cordoba Medical Institute that may lead to suspension or termination.

- INAPPROPRIATE CONDUCT
- ACADEMIC DISHONESTY
- POLICY RELATED (specify policy violated)
- DRESS CODE
- OTHER _____

Details of the incident (attach documentation if applicable):

Actions to be taken:



Comments/Notes:

Acknowledgment: I understand that I must comply with the Student Code of Conduct and that failure to do so could result in termination.

Student Signature Date

Faculty Signature Date

Program Director Signature Date



Appendix I: Makeup Work Form

Makeup Work Form

Directions: Print this form, attach make-up assignment, and turn in for credit.

Purpose of Makeup Work: When a student is absent, they have missed instructional time, guided practice exercises, and independent work. All absences must be made up to receive credit. When a student is absent, their grade for that day is a zero (0). To get the grade missed, the student must complete assigned work on the due date. Make up work can be scheduled with the faculty.

Print _____ Student _____ Name: _____

_____ Date of Absence: _____

_____ Class Missed: _____ Name of

class/lab./clinical instructor: _____ Date of

Makeup (Must be next school day after absence): _____

Assignment _____ Missed: _____

_____ Makeup work must

be done in a timely matter to obtain grade.

Submission of Makeup Work

Attached to this sheet the written makeup work and assignment.

Date of Submission of Make-up Work: _____

Student signature: _____ Date: _____

Printed name of faculty: _____

_____ Faculty signature: _____

_____ Date: _____



Appendix J: Simulation Confidentiality Agreement

Simulation Confidentiality Agreement

As a nursing student enrolled in Cordoba Medical Institute, I will actively be participating in clinical simulation. I understand that the content of these experiences will be kept confidential so that the integrity of the learning experience for my fellow students and me can be preserved.

I understand that I will also be observing my fellow students during clinical simulation and will not discuss their performance with anyone outside the simulation or the debriefing that follows each simulation.

I fully understand that the unauthorized disclosure of confidential information or inappropriate exchange of information is prohibited and is a violation of the Cordoba Medical Institute Academic Honesty Policy, subject to disciplinary action according to the institute catalog and the student nurse handbook.

I will exemplify the School of Nursing's values of integrity, respect for human dignity and confidentiality.

Student Name (print) _____ Student

Signature _____ Date: _____



Appendix K: Photography/Video Release

Photography/Video Release

I (print name) _____, have read and understand the information contained in the Nursing Clinical Simulation Manual.

The contents of the Manual have been discussed with me by the Simulation Lab. Manager and any questions I asked have been answered.

I hereby grant Cordoba Medical Institute the irrevocable right and permission to use photographs and/or video recordings of me on the Institute and other websites and in publications, promotional flyers, educational materials, derivative works, or for any other similar purpose without compensation to me.

My signature on this page is an acknowledgment that I will abide by the rules, regulations, and standards outlined in this Handbook. My signature on this page also permits the Nursing Department to take photos and videos of me during the simulation lab. activities.

I understand that in some areas, the nursing policy may be different from Institute policy. When this occurs, the nursing policy will be upheld and override the Institute Policy.

I understand that by law, all information obtained while providing nursing services or any information learned while working and studying in a healthcare facility will always remain confidential. This includes anything from a patient record or oral information obtained. Making photocopies of patient records, tape recordings, photos or videos are not allowed. If these items are found, I may be terminated from the program.

I understand that a copy of this acknowledgment page with my signature will be placed in my student academic record.

Student name (Print):

_____ Student signature:

_____ Date: _____ Nursing Faculty

(Print): _____ Nursing

Faculty signature: _____ Date: _____



Appendix L: Simulation Sign-in Sheet

Simulation Sign-in Sheet

Reminder: Confidentiality is essential during simulation. By signing in you agree not to discuss any events during briefing or simulation or debriefing with anyone other than students and faculties who participated during the simulation lab.

Print Name of Faculty: _____ Date: _____ Title of Scenario: _____
 Objectives:

1. _____
2. _____
3. _____
4. _____

	Print Name of Student	Signature
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		



Appendix M: Student Complaint Form

Student Complaint Form

All students will be notified within two (2) business days that a complaint has been received and a follow-up will be scheduled within ten (10) days of the date of the written complaint.

Print Student Name: _____ ID Number: _____

Phone Number: _____ Email: _____ Date: _____

Nature of complaint (please select with a check mark):

_____ Academic (program, course content, delivery method, instructor, learning environment, access to resources, etc.)

_____ Non-Academic (student services, safety concern, administrative action, procedure, decision, etc.)

Students are encouraged to discuss their concerns and complaints via informal conferences with the appropriate administrator or instructor.

Have you attempted to resolve your complaint? Yes _____ No _____

If yes, please provide any evidence of resolution steps (include dates, times, names, etc.):

Summarize the nature of your complaint. You may attach an additional sheet of paper if needed:

Specify the outcome being sought:



With any additional comments, please attach a separate sheet to this form. For academic complaints, please submit a hard copy of this form to the Program Director. For non-academic complaints, please submit a hard copy of this form to the Chancellor.

I hereby declare the information on this form is correct, true, and complete to the best of my knowledge. I understand that any misrepresentation of the information may result in disciplinary action in accordance with Student Code of Conduct policies.

Student Signature: _____ Date: _____



Appendix O: Incident Report Form

Incident Report Form

Use this form to report accidents, injuries, medical situations, or student behavior incidents. (Incidents involving a crime or traffic incident should be reported directly to the Campus Public Safety officer.) If possible, the report should be completed within 24 hours of the event.

Submit completed forms to the Program Director.

INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT		
Full Name:		
Home Address:		
Phone Number:		
INFORMATION ABOUT THE INCIDENT		
Date of Incident:	Time:	Police Notified: Yes ___ No ___
Location of Incident:		
Description of incident (what happened, how it happened, factors leading to the event, etc.). Be as specific as possible (attached additional sheets if necessary).		
Were there any witnesses to the incident? Yes ___ No ___		
Was the individual injured? If so, describe the injury (laceration, sprain, etc.). the part of body injured, and any other information known about the resulting injury/injuries.		



Was medical treatment provided? Yes ___ No ___ Refused ___		
If yes, where was treatment provided: On site ___ Urgent Care ___ Emergency Room: ___ Other (specify): _____		
REPORTER INFORMATION		
Individual Submitting Report (print name):		
Signature:		
Date Report Completed:		
FOR OFFICE USE ONLY		
Report Received by (print name):		
Signature: Date:		
FOR OFFICE USE ONLY		
Document any follow-up action taken after receipt of the incident report.		
Date	Action Taken	By Whom



Appendix P: Acknowledgment of Receipt

Nursing Student Handbook

Acknowledgment of Receipt

I hereby certify that I have received the Nursing Student Handbook and will read and be responsible for all information contained in the handbook. My continued enrollment in the nursing program signifies my willingness to abide by the rules and regulations contained herein. I understand that I must comply with all policies as presented in the Nursing Student Handbook.

Student's printed name: _____

Student's signature: _____ Date: _____

Faculty printed name: _____

Faculty signature: _____ Date: _____

This signed statement will be kept in the student's file.

**Cordoba
Medical
Institute**