



Moriah Medical College
26781 Bouquet Canyon Road
Santa Clarita, California 91350

School Catalog
2022 - 2023

Table of Contents

WELCOME	5
SCHOOL INFORMATION	6
BPPE APPROVAL.....	6
BVNPT APPROVAL	6
ACCREDITATION	6
OUR MISSION	7
OUR PHILOSOPHY	7
VN PROGRAM OVERVIEW.....	8
OUR PURPOSE.....	8
VN PROGRAM DESCRIPTION	8
<i>Hours of Operation</i>	8
VN PROGRAM CURRICULUM OVERVIEW.....	9
VN PROGRAM TERMINAL OBJECTIVES.....	9
VN CURRICULUM OBJECTIVES.....	10
VN COURSE OBJECTIVES & COURSE OUTLINE	10
VN ADMISSIONS OVERVIEW	15
ADMISSIONS PROCESS	15
SCREENING & SELECTION PROCESS	15
SELECTION PROCESS	16
CREDIT GRANTING POLICY	17
<i>Educational Credit</i>	17
<i>Experiential Credit</i>	17
<i>Transferability of Credits and Credentials</i>	17
FINANCES.....	17
VN PROGRAM SCHEDULE OF CHARGES.....	18
AMOUNT OF STRF ASSESSMENT.....	18
STUDENT TUITION RECOVERY FUND DISCLOSURES.....	18
TITLE IV	20
LOANS	20
BANKRUPTCY	20
FINANCIAL OBLIGATIONS OF THE STUDENT	20
CANCELLATION, WITHDRAWALS, AND REFUNDS	20
STUDENT’S RIGHT TO CANCEL	20
CANCELLATION POLICY	21
WITHDRAWAL POLICY.....	21
<i>Voluntary Withdrawal</i>	21
<i>Involuntary Withdrawal</i>	21
REFUND POLICY	21
STUDENT SERVICES	22
RETENTION OF RECORDS & TRANSCRIPTS	22
ADVISING & TUTORING	22
SPECIAL ACCOMMODATIONS.....	23
HOUSING	23
TEXTBOOKS	23
CAREER SERVICES.....	23
TRANSPORTATION	23

FOREIGN STUDENTS.....	23
GENERAL REGULATIONS.....	24
CRIMINAL BACKGROUND CHECKS	24
<i>Criminal Record</i>	24
DRUG-FREE CAMPUS.....	24
DRUG TESTING POLICY	25
ACADEMIC INTEGRITY POLICY	25
PROFESSIONAL BEHAVIOR.....	26
<i>Code of Conduct</i>	26
<i>Study Habits</i>	27
<i>Personal Property</i>	27
STUDENT HEALTH & DISABILITY	28
PREGNANCY	28
DRESS CODE POLICY	29
<i>Uniforms</i>	29
<i>Image</i>	29
OUTSIDE EMPLOYMENT.....	30
USE OF ELECTRONIC EQUIPMENT	30
CALCULATOR POLICY.....	31
SOCIAL MEDIA POLICY.....	31
VN PROGRAM ATTENDANCE POLICIES	32
<i>Week One Attendance</i>	32
<i>Absences and Tardiness</i>	32
<i>Make-Up Hours</i>	32
<i>Leave of Absence</i>	34
STUDENT ADVISEMENT	34
<i>Refusal to Sign</i>	34
PROGRAM EXCLUSION NOTIFICATION (PEN).....	34
APPEAL PROCESS.....	35
<i>Appeal Committee</i>	35
<i>Appeal Hearing</i>	35
<i>Notification of Appeal Decision</i>	36
<i>Probation</i>	36
GRIEVANCE POLICY	36
<i>Grievance Resolution Procedure</i>	37
<i>Protection from Bad Faith Complaints</i>	37
<i>Complaints</i>	37
TESTING POLICIES	38
<i>General Exam Rules</i>	38
<i>Pre-Examination Review</i>	39
<i>Post-Examination Review</i>	39
<i>Item Analysis</i>	39
<i>Exam Retake Policy</i>	39
REMEDIATION POLICY	40
EVALUATION METHODOLOGIES	40
<i>Standards for Student Achievement</i>	40
<i>Theory Evaluation</i>	41
<i>Clinical Evaluation</i>	43
<i>Dosage Calculations Policy</i>	43
RE-ENTRY PROCESS	43
TRANSFER PROCESS.....	44
VN PROGRAM GRADUATION	44
<i>Graduation Requirements</i>	44
<i>Pinning Ceremony</i>	44
<i>Pinning Ceremony Dress Code</i>	45

VN BOARD EXAMINATION & LICENSURE	45
<i>Application for Licensure Eligibility Requirements</i>	45
FACULTY	45
FACILITIES & EQUIPMENT	45
PARKING	46
LIBRARY RESOURCE CENTER	46
HESI® STUDENT LEARNING RESOURCES	46
CLINICAL SKILLS LAB	47
COMPUTER LAB	47
PRINTING SERVICES	47
STUDENT LOUNGES/MEALS.....	47
DISCLOSURES	48

Welcome

We're so glad you're here!

Here at Moriah Medical College, we are dedicated to producing highly qualified and caring graduates whose skills and service reflect best practices in the healthcare industry. The journey toward obtaining your certificate is a joint responsibility of this college in providing the learning experiences as required by the California Board of Vocational Nursing and Psychiatric Technicians, the California Department of Public Health, and your commitment to your nursing goal.

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

We trust you will become a proud alumnus of this college. Find your purpose, reach your peak!

In Care,

Moriah Medical College

School Information

MORIAH MEDICAL COLLEGE

26781 Bouquet Canyon Road
Santa Clarita, CA 91350
Tel. No. (661) 360-3501
Email: info@moriaheducationgroup.com
Website: www.moriahmedicalcollege.com

CATALOG DATE

This catalog covers the period of January 1, 2022 – January 1, 2023

ADDRESS

All classes are being held at the institution's primary address at 26781 Bouquet Canyon Road, Santa Clarita, 91350.

BPPE Approval

Moriah Medical College is a private institution. It has been granted approval to operate by the **Bureau for Private Postsecondary Education (BPPE)**. Approval to operate means that Moriah Medical College is in compliance with state standards as set forth in CEC and 5, CCR. Moriah Medical College does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. Moriah Medical College's Vocational Nursing Program has been approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Moriah Medical College's Nursing Assistant Training Program has been approved by the California Department of Public Health.

QUESTIONS

Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to: The Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, California, 95834. Mailing address: P. O. Box 980818, W. Sacramento, CA 95798-0818. Phone Number (916) 574-8900/Toll Free: (888) 370-7589/Fax Number: (916) 263-1897 Website: <http://www.bppe.ca.gov>

BVNPT Approval

Moriah Medical College is approved by the **Board of Vocational Nursing and Psychiatric Technicians (BVNPT)**. Upon completion, graduates are eligible to sit for the National Council Licensure Examination (NCLEX-PN) to become a Licensed Vocational Nurse.

Accreditation

Moriah Medical College (MMC) is not accredited by an accrediting agency recognized by the United States Department of Education. MMC students are not eligible for federal financial aid programs.

Our Mission

Moriah Medical College (henceforward referred to as “the Institution” or “the College”) will positively impact the economy and the national healthcare landscape by:

- Increasing the volume of safe, competent, and effective healthcare professionals entering the workforce;
- Improving the quality of care delivered to the communities we serve;
- Narrowing the socioeconomic gap among minorities and women;
- Decreasing the disparity of minorities in healthcare professions.

Moriah Medical College offers health training programs to foster the health and healthcare of our community. A rigorous curriculum coupled with the expertise of a distinguished faculty provides students of Moriah Medical College with a high quality, educational experience that will facilitate a successful career in healthcare and help meet the needs of the nursing shortage in the Southern California area, and beyond.

Our Philosophy

Nursing Impact on the Healthcare Landscape and Society

We, as a community of nurses, believe education, research, and a commitment to public service to be the foundation of nursing practice. We believe illness to be an integral part of the continuum of health and as such, view access to healthcare as an inherent right for everyone regardless of individual differences including socioeconomic status, gender, or race. We believe the discipline of nursing has the capacity to positively impact the healthcare landscape and society, by reducing health disparities and attending to the physical, psychosocial, and spiritual needs of those we encounter. We believe it is our responsibility as nurses and future nurses to promote quality of life or provide dignity in death.

Students/Learning/Education

We, as a community of nurses, believe education to be an inherent right for everyone regardless of socioeconomic status, gender, or race. We believe high quality education is not a privilege reserved for the elite, but that all individuals deserve the opportunity to attain a quality education at a reasonable cost, *without* the added burden of crippling debt. We believe learning should be a lifelong process, as education provides individuals the opportunity to contribute to the economy, their communities, and also to build a lasting legacy for themselves. We are committed to facilitating a lifelong academic journey among our students.

Teaching/Faculty

We, as a community of nurses, believe it is our responsibility to advance the profession through the pursuit of continuous professional growth and development. We believe research and evidence informs our instruction, and embrace caring as the driving force in all that we do. As facilitators of learning we will not only further the development of our student’s clinical competency, but also their capacity to care.

Diversity

As a community of culturally diverse nurses, we believe our community to be enriched by the individuality of our lived experiences. We will continually strive to promote diversity among our student body and faculty with the belief that a diverse learning environment not only promotes tolerance and compassion, but also broadens our perspectives and deepens our worldviews.

VN Program Overview

Our Purpose

Moriah Medical College seeks to train those interested in joining the nursing workforce as well equipped, caring, and highly effective healthcare practitioners.

VN Program Description

This 60-week program provides each Vocational Nursing student with 600 hours of theory and 954 hours of clinical experiences across four (4) terms. The entire program is equal to 1554 clock hours or 119.6 quarter credit hours. Method of Delivery: Residential Learning.

From Day 1, the program focuses on nursing outcomes and evidence-based practice as it prepares students for a career providing preventative, therapeutic, rehabilitative, and restorative nursing care to patients of all ages. Theories of caring, compassionate and culturally competent care underscore the nursing curriculum and will inform our students' nursing practice. The clinical portion of our program provides students with exceptional hands-on experience in a variety of healthcare settings including long-term care and skilled nursing facilities, outpatient clinics, sub-acute and acute care facilities, adult day care centers, community resource centers, private medical offices, home health, and hospice agencies.

Upon successful graduation from the program, the student is eligible to take the NCLEX-PN[®] (National Council Licensure Examination for Practical Nurses) to obtain licensure, as required for the practice of vocational nursing. Licensed Vocational Nurses (US Department of Labor Standard Occupational Classification Code 29-2060; 29-2061) care for ill, injured, or convalescing patients or persons with disabilities in hospitals, nursing homes, clinics, private homes, group homes, and similar institutions.

Hours of Operation

Didactic courses are from 9:00AM - 2:00PM or 5:00PM - 10:00PM. Didactic classes will *typically* meet two (2) days per week (either Monday/Tuesday or Wednesday/Thursday), except on scheduled holidays and breaks.

Clinical rotations may be scheduled two (2) or more days per week, Monday through Sunday. Hours will vary by facility, and may include 6:00AM – 2:00PM, 6:00AM – 6:00PM, 2:00PM – 10:00PM, or any other alternative scheduling. Clinical shifts will not exceed 12 hours per day.

Total hours of instruction (didactic and clinical) time will not exceed forty (40) hours per week.

VN Program Curriculum Overview

The VN program is divided into four terms, which must be passed in order to successfully complete the program. All courses in the Vocational Nursing Program are *Below College Level*.

Term	Length	Content Areas
I	15 weeks	Anatomy & Physiology Fundamentals of Nursing Fundamentals of Nursing Clinical
II	15 weeks	Medical – Surgical Nursing I Medical – Surgical Nursing I Clinical Geriatric Nursing Geriatric Nursing Clinical Pharmacology I
III	15 weeks	Medical-Surgical Nursing II Medical-Surgical Nursing II Clinical Pharmacology II Mental Health Nursing Mental Health Nursing Clinical
IV	15 weeks	Maternity Nursing Maternity Nursing Clinical Pediatric Nursing Pediatric Nursing Clinical Nursing Capstone Nursing Capstone Clinical
TOTALS	60 WEEKS	

Program length excludes the following observed holidays/breaks:

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- One (1) week for Spring Break
- Two (2) weeks for Winter Break

VN Program Terminal Objectives

Upon completion of the *Vocational Nursing Program*, successful students will be able to:

1. Apply the nursing process as a systematic problem-solving method to provide high quality care to a variety of patients and their families across a multitude of healthcare settings.

2. Employ critical thinking techniques to analyze and solve real or potential healthcare problems impacting patients, their families, and the healthcare community at large.
3. Collaborate and communicate effectively with patients, their families, and the various members of the interdisciplinary team.
4. Use evidence-based practices to deliver safe, competent, and effective nursing care to a variety of patients across the lifespan.
5. Accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the Vocational Nurse Practice Act.
6. Qualify for the National Council Licensure Examination (NCLEX-PN) licensure exam for Vocational Nursing.

VN Curriculum Objectives

The Vocational Nursing curriculum at Moriah Medical provides the student with the necessary theory and clinical practice to share in the care of individuals and families along the health/illness continuum. It is designed to prepare individuals for successful entry-level employment with provision for upward mobility in a health career. Proceeding from the simple to the complex, the teaching-learning process allows students to participate in activities whereby knowledge, skills, and attitudes are acquired. Planned learning experiences will prepare the graduate to function safely and effectively as an entry-level vocational nurse.

VN Course Objectives & Course Outline

Upon completion of Term 1, the successful student will:

1. Demonstrate knowledge of basic Anatomy and Physiology of the Human Body.
2. Understand the history and evolution of nursing.
3. Discuss the scope of practice for the Vocational Nurse.
4. Understand the role of the vocational nurse as a member of the health care team.
5. Demonstrate knowledge of the nurse's role in legal, ethical, and professional trends.
6. Assist with the development of evidence-based care plans utilizing the nursing process.
7. Identify cultural considerations impacting patients, families, and other members of the healthcare team.
8. Demonstrate basic communication skills in relating to patients, families, and other members of the health care team.
9. Demonstrate competency in obtaining Vital Signs and collecting Physical Assessment data.
10. Demonstrate proficiency with all basic nursing skills outlined in the Clinical Competency Checklist including teaching, transferring patients, hygiene, feeding, gastric intubation, and dressing changes.
11. Apply principles of safety and infection control while in the class and clinical setting.
12. Implement principles of caring interpersonal relationships when providing care for individuals and families.
13. Demonstrate accurate, valid, and complete Clinical Documentation.

14. Demonstrate competency in basic math calculations for safe administration of medications.

Nursing Concepts I		
Module	Week	Content Description
Anatomy & Physiology	1	<ul style="list-style-type: none"> • Introduction to the Human Body • Cells & Tissues • The Integumentary System • The Skeletal System
	2	<ul style="list-style-type: none"> • Muscular System • Central/Peripheral Nervous System • Sensory Receptors
	3	<ul style="list-style-type: none"> • Endocrine Regulation • Circulatory System
	4	<ul style="list-style-type: none"> • Immune System Respiratory System • Digestive System • Urinary System • Fluid & Electrolytes
Fundamentals of Nursing	5	<ul style="list-style-type: none"> • Evolution of Nursing • Scope of practice for the Vocational Nurse • Legal & Ethical Aspects of Nursing • Documentation
	6	<ul style="list-style-type: none"> • Communication • Patient Teaching • Nursing Process • Cultural & Ethnic Considerations
	7	<ul style="list-style-type: none"> • Asepsis, Infection Control, Hygiene • Body Mechanics; Mobility
	8	<ul style="list-style-type: none"> • Vital Signs & Oxygenation • Physical Assessment
	9	<ul style="list-style-type: none"> • Fluid & Electrolytes • Safety
	10	<ul style="list-style-type: none"> • Urgent Care; CPR
	11	<ul style="list-style-type: none"> • Nutrition
	12	<ul style="list-style-type: none"> • Elimination • Gastric Intubation
	13	<ul style="list-style-type: none"> • Surgical Wound Care • Specimen Collection & Diagnostic Testing
	14	<ul style="list-style-type: none"> • Pain Management • Comfort, Rest & Sleep • Complementary & Alternative Therapies
	15	<ul style="list-style-type: none"> • Introductory Math for Clinical Practice

Upon completion of Term 2, the successful student will:

1. Demonstrate knowledge of Integumentary, Musculoskeletal, Gastrointestinal, Genitourinary, Circulatory, Respiratory, and Endocrine disease processes.
2. Identify major health challenges and promote health maintenance for the older adult.
3. Apply the nursing process with assigned adult patients and demonstrate increasing independence in the clinical setting.
4. Describe diagnostic procedures, surgical procedures, and medications used when treating their patients.
5. Demonstrate therapeutic communication skills in relating to patients, families, and other members of the health care team.
6. Outline basic pharmacological principles and administer medications to assigned adult patients in the medical and surgical clinical setting.
7. Demonstrate critical thinking skills while in the class and clinical setting.

Nursing Concepts II		
Module	Week	Content Description
Medical-Surgical Nursing I	1	<ul style="list-style-type: none"> • Care of the surgical patient • Care of the patient with an Integumentary Disorder
	2	<ul style="list-style-type: none"> • Care of the patient with a Musculoskeletal Disorder • Care of the patient with a Gastrointestinal Disorder
	3	<ul style="list-style-type: none"> • Care of the patient with Gallbladder, Liver, Biliary, Exocrine Pancreatic Disorder • Care of the patient with Urinary Disorder
	4	<ul style="list-style-type: none"> • Care of the patient with Blood & Lymphatic Disorder
	5	<ul style="list-style-type: none"> • Care of the patient with Respiratory Disorder
	6	<ul style="list-style-type: none"> • Care of the patient with Endocrine Disorder
	7	<ul style="list-style-type: none"> • Care of the patient with an Endocrine Disorder
	8	<ul style="list-style-type: none"> • Care of the patient with an Endocrine Disorder
Geriatric Nursing	9	<ul style="list-style-type: none"> • Care of the Older Adult
	10	<ul style="list-style-type: none"> • Health Promotion of the Older Adult
Pharmacology I	11	<ul style="list-style-type: none"> • Foundations of Pharmacology for LVNs
	12	<ul style="list-style-type: none"> • Preparing and administering medications • Dosage calculations • Allergy and respiratory medications
	13	<ul style="list-style-type: none"> • Over the counter medications; herbal therapies • Topical medications • Pain management; anesthesia
	14	<ul style="list-style-type: none"> • Anti-inflammatory medications

		<ul style="list-style-type: none"> • Musculoskeletal medications
	15	<ul style="list-style-type: none"> • GI medications

Upon completion of Term 3, the successful student will:

1. Demonstrate knowledge of Cardiovascular, Reproductive, Sensory, Neurological, Immunological, and Cancer disease processes.
2. Plan and provide care to assigned adult patients utilizing the nursing process.
3. Demonstrate independence and identify anticipated needs of the patient and family while emphasizing prevention of complications.
4. Describe the role of the vocational nurse in specialty areas including home health, long-term care, rehabilitation, and hospice.
5. Provide evidence-based care to the patient and family experiencing death, dying, and grief.
6. Outline pharmacological principles and administer medications to assigned adult patients in the clinical setting.
7. Demonstrate understanding of the nursing principles for providing care to the patient and family with a mental health disorder.

Nursing Concepts III		
Module	Week	Content Description
Medical-Surgical Nursing II	1	<ul style="list-style-type: none"> • Care of the patient with Cardiovascular or Peripheral Vascular Disorder
	2	<ul style="list-style-type: none"> • Care of the patient with Cardiovascular or Peripheral Vascular Disorder
	3	<ul style="list-style-type: none"> • Care of the patient with a reproductive disorder • Care of the patient with a sensory disorder
	4	<ul style="list-style-type: none"> • Care of the patient with a Neurological Disorder
	5	<ul style="list-style-type: none"> • Care of the patient with an Immune Disorder, HIV/AIDS
	6	<ul style="list-style-type: none"> • Care of the patient with Cancer
	7	<ul style="list-style-type: none"> • Home Health Nursing • Long Term Care • Rehabilitation Nursing
	8	<ul style="list-style-type: none"> • Loss, grief, death, and dying • Hospice
Pharmacology II	9	<ul style="list-style-type: none"> • Drug Therapy for Diabetes • Cardiovascular medications • Renal medications
	10	<ul style="list-style-type: none"> • Central Nervous System medications • Hematological medications
	11	<ul style="list-style-type: none"> • Hormones
	12	<ul style="list-style-type: none"> • Antiinfectives, Antivirals, Antiretrovirals, Antifungals,

		<ul style="list-style-type: none"> • Immunologic Medications
Mental Health Nursing	13	<ul style="list-style-type: none"> • Mental Health concepts
	14	<ul style="list-style-type: none"> • Care of the patient with a psychiatric disorder
	15	<ul style="list-style-type: none"> • Care of the patient with addictive personality disorder • Care of the patient with substance abuse

Upon completion of Term 4, the successful student will:

1. Demonstrate understanding of the nursing principles for providing care to the maternity and newborn patient.
2. Identify major health problems impacting the obstetric and pediatric patient and family.
3. Demonstrate knowledge in care of the child with cognitive and/or physical disorders.
4. Demonstrate leadership skills with emphasis on implementation of the nursing process by planning, directing and evaluating a team of nurses in a long-term care setting.
5. Demonstrate communication skills in working with the health care team in the management of staff assignment, physician orders, and shift report.
6. Demonstrate pharmacological principles and administer medications to assigned pediatric/adult patients with common medical-surgical problems.
7. Utilize all available hospital and community resources for meeting the total needs of the patient.
8. Demonstrate employability skills specific to the nursing field.
9. Demonstrate ability to successfully pass the NCLEX-PN exam through successful completion of all comprehensive testing.

Nursing Concepts IV		
Module	Week	Content Description
Maternity Nursing	1	<ul style="list-style-type: none"> • Health promotion and Pregnancy
	2	<ul style="list-style-type: none"> • Labor & Delivery
	3	<ul style="list-style-type: none"> • Care of the mother & newborn
	4	<ul style="list-style-type: none"> • Care of the high-risk mother, newborn, and family with special needs
Pediatric Nursing	5	<ul style="list-style-type: none"> • Health promotion for infant, child, and adolescent
	6	<ul style="list-style-type: none"> • Basic pediatric nursing care
	7	<ul style="list-style-type: none"> • Care of the child with physical disorders • Care of the child with cognitive disorders
	8	<ul style="list-style-type: none"> • Care of the child with physical disorders • Care of the child with cognitive disorders
Nursing Capstone	9	<ul style="list-style-type: none"> • Professional nursing roles • Leadership
	10	<ul style="list-style-type: none"> • Scope of practice, nurse practice act • Mentoring, delegation

	11	• Preparation for employment
	12	• Professionalism in the workplace
	13	• Test-Taking Strategy
	14	• Therapeutic Communication
	15	• Capstone and Comprehensive Final Exams

VN Admissions Overview

The Vocational Nursing Program is open to individuals who have the sincere desire for a career opportunity in the medical field. Moriah Medical College encourages applicants from all cultural, racial, religious and ethnic groups and does not deny admission or discriminate against students enrolled at the College on the basis of race, color, gender, religion, national origin, age, disability, genetic information, marital status, veteran status, and sexual orientation, or any other category protected by law (referred to as “protected status”). To be eligible for admission to the program, prospective students must meet all criteria listed under **Screening Criteria & Selection Process**.

No more than thirty (30) students will be admitted per cohort; however, up to three (3) alternate students may be placed on the waiting list and allowed to attend theory and on-campus skills labs in the event that space becomes available within the first 8 weeks. If space does not become available prior to the commencement of off-site clinical rotations, all alternate students will be granted priority placement for the next incoming cohort. Alternate students will not receive credit for any coursework completed during this time.

Moriah Medical College does not accept part-time students.

Admissions Process

1. Submit a completed Admission Application and Application Fee
2. Interview with an Admissions Representative
3. Schedule the Entrance Exam (Wonderlic)
4. Interview with the Director of Nursing
5. Complete an Enrollment Agreement
6. Attend a General Orientation session

Screening & Selection Process

Applicants who desire to enroll at Moriah Medical College must meet ALL of the following criteria:

1. At least 17 years of age
2. Submit proof of High School graduation or GED equivalency*
3. Achieve a 350 or greater for the Verbal content and 300 or greater for the Quantitative content on the Wonderlic Basic Skills Test (WBST)**

4. Completion of a Level II criminal background check***
5. Negative Drug Test (10-panel) ****
6. Program Director Interview
7. Submit all health documentation requirements (including H&P, immunizations, PPD and/or CXR) by the deadline provided.

**US Diplomas/Transcripts must be from an accredited, Board-approved institution. Individuals who completed high school at an institution outside of the United States will be required to obtain a foreign transcript evaluation at their own expense. Both original diploma AND foreign transcript evaluation must be provided for consideration.*

***Academic support is available to students who minimally meet the entrance exam requirements. All incoming students will receive counseling about developing study plans, study tips, time management, and test taking strategies during General Orientation.*

****The criminal background report must be free of violations that may prohibit placement at a clinical site. Students may be admitted with prior or current criminal history, however, eligibility to test will be determined on a case by case basis by the Board of Vocational Nursing and Psychiatric Technicians at the time of application for licensure. (Criminal Background costs included in Application Fee).*

*****Drug screening will be required using the school's designated facility. A positive test for drug use, including marijuana and alcohol, prohibits enrollment. Please refer to the Drug Policy. (Drug Screening costs included in Application Fee).*

Meeting minimum requirements of the program does not guarantee admission into the program.

Selection Process

Moriah Medical College selects a specific number of applicants for each cohort using the screening and selection process and random (lottery) selection. An applicant must meet ALL admissions requirements outlined under Screening Criteria by the application deadline to be considered for the selection process. Points will accrue based on *Wonderlic Exam Score, Previous Academic Degree, Relevant Healthcare Experience, and Life Experiences*. The first 80% of available seats will be filled with applicants who obtain the highest points. The remaining available seats will be filled via random (lottery) selection.

Prospective students who meet eligibility criteria and apply *after* the deadline may be considered on a space available basis. The number of spaces available can vary from cohort to cohort.

Students who minimally meet admission requirements may be identified as “At-Risk” and subject to mandatory tutoring and regularly scheduled meetings with the Director of Nursing.

Credit Granting Policy

During the Admissions process, the student must request credit, in writing, for previous education or work experience to initiate the credit granting process. The student is informed, in writing, of their rights related to this credit in the Admissions packet. The Director of Nursing will also discuss the student's rights related to credit granting during the Director of Nursing Interview.

Educational Credit

Students who submit Official Transcripts (course descriptions may be necessary due to lack of detail on Official Transcripts) that note *related* previous education completed within the last **five** years may be granted a *financial* credit equivalent of up to 8 clock hours. Course credit may be granted at the discretion of the Director of Nursing in accordance with the **Transfer Process** outlined in this catalog.

MMC has not entered into an articulation or transfer agreement with any other school or university at this time.

Experiential Credit

Students who submit a resume of relevant work history for the last 5 years and include proof of licensure for review will be scheduled for a competency-based examination that may be written and/or practical in nature. The required competency-based examination score must be equal to or greater than 85% in order for the student to be eligible for a *financial* credit equivalent of up to 8 clock hours.

Transferability of Credits and Credentials

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Moriah Medical College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Vocational Nursing certificate you earn at MMC is also at the complete discretion of the institution to which you may seek to transfer.

If the certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your course work at the institution. For this reason, you should make certain that your attendance at MMC will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending MMC to determine if your credits or degree, or certificate will transfer. Moriah Medical College has not entered into an articulation or transfer agreement with any other college or university.

Finances

VN Program Schedule of Charges

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are specified below:

Schedule of Total Charges for a Period of Attendance	
Tuition Fees	\$31,357.25
Books, Uniform, Equipment , CPR	Included
Miscellaneous (stethoscope, penlight, ID Badge, etc.)	\$50.00
Cost:	\$31,407.25

Estimated Schedule of Total Charges for the LVN Program	
Registration Fee (Non-Refundable)	\$200.00
Tuition Fees	\$31,357.25
STRF (Non-Refundable)	\$77.50
Books, Uniform, Equipment	Included
Miscellaneous (stethoscope, penlight, ID Badge, etc.)	\$50.00
*Estimated Total Charges:	\$31,684.75

*Assumes no unexcused clinical absences.

Amount of STRF Assessment

- (a) Each qualifying institution shall collect an assessment of fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is fifty cents (\$2.50).
- (b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.
- (c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94843 and 94911(b), Education Code.

Student Tuition Recovery Fund Disclosures

- (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.”

- (b) (b) “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento California, 95834 CA **(916) 431-6959** or **(888) 370-7589**.”

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years

since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

Title IV

Moriah Medical College does not participate in any type of federal or state financial aid programs at this time.

Loans

MMC does not offer any type of student loans to its students. However, it has its own installment payment plan for tuition fee payments. No interest shall be charged for an installment payment plan.

If a student obtains a private loan to pay for an educational program, the student will have the responsibility to pay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal financial aid funds.

A student may not receive copies of any grades, transcript of records, diploma or letter of recommendation until all unpaid financial obligations/accounts have been met.

Bankruptcy

Moriah Medical College does not have a pending petition in bankruptcy, is not operating as a debtor in possession. It has not filed a petition within the preceding five years. It does not have 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.

Financial Obligations of the Student

Failure to comply with the terms of the finance agreement with the school may result in disciplinary action, up to and including termination from the program. Students will be assessed a payment penalty of \$25 per day for any missed payments.

Cancellation, Withdrawals, and Refunds

Student’s Right to Cancel

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 7th day after enrollment, whichever is later.

Cancellation Policy

The student must provide written notice of cancellation to the Admissions Office by mail, hand delivery, or email. Notice will be considered accepted when received by the Admissions Office.

Withdrawal Policy

Voluntary Withdrawal (Official): After the cancellation period, the student may withdraw at any time from any class or from the program as a whole. To be considered an official Withdrawal, the student must provide written notice of his/her intent to withdraw to the Admissions Office. Notice will be considered accepted when received by the Admissions Office. All fees due up to the date of the official withdrawal remain due and payable. The student will be eligible for a refund of any additional monies in accordance with the Refund Policy.

Involuntary Withdrawal (Administrative/Termination/Dismissal): A student may be involuntarily withdrawn by the institution for the following reasons:

- failure to attend classes for a period of 6 consecutive days;
- failure to return from a Leave of Absence (LOA);
- violation of the student Code of Conduct, pursuant to the institution's disciplinary procedures;
- failure to meet satisfactory academic progress; or
- violation of any institutional policy that may result in termination as outlined in the Student Catalog and/or Student Handbook.

All fees due up to the date of the involuntary withdrawal remain due and payable. The student will be eligible for a refund of any additional monies in accordance with the Refund Policy.

Refund Policy

To determine the refund, deduct the application fee not to exceed two-hundred dollars (\$200.00) from the total tuition charge. Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. Multiplying the hours by the hourly charge for instruction, plus the registration fee, derives the amount owed by the student for the purpose of calculating refund.

The Institution's refund policy is pro rata. If the amount that you have paid is more than the amount that you owed for the time you attended, then a full refund of the excess payment will be made within 30 days from the withdrawal date. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay it.

For purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

- A) You notify the school in writing of your cancellation/withdrawal and the effective date or;**
- B) The institution terminates your enrollment.**

Hypothetical Refund Example: Assume that a student, upon enrollment in the \$ 28,500.00 LVN 1554-hour program, pays \$2,200.00 for tuition, \$ 200.00 of which is the application fee. In the

Enrollment Agreement, if the student withdraws after completing 54 hours, the pro-rata refund to the student would be \$ 1,009.64 based on the calculation below:

Tuition Payment plus Registration \$2,200.00
Less: application fee (\$200.00) = \$ 2,000.00
Divided by 1554 hrs. = \$18.34/hr. (quotient)
54 hrs completed x \$18.34/hr = \$990.36

\$2000 – \$990.36 = Total Refund: \$1,009.64

Total amount paid (\$2,200) deduct application fee (\$200.00), and deduct (\$ 990.36) monetary equivalent of 54 hours of school attendance, at \$18.34/hour. Refund due to student will be (\$1,009.64).

Student Services

Retention of Records & Transcripts

A permanent educational record consisting of all admissions, academic, and financial records is retained for each student enrolled at Moriah Medical College. Individual students' records are maintained in locked fireproof filing cabinet on campus for at least three (3) years. After a period of three (3) years has passed, files will be converted to an electronic file format and stored on a remote server indefinitely; physical copies will be destroyed and discarded. Transcripts and Course Grades will be kept indefinitely using a secure Campus Management Program.

Transcripts are retained indefinitely and are available to the respective student upon request. One official transcript will be provided to students upon graduation from Moriah Medical College. Each additional transcript other than the one received upon graduation will incur a fee of \$10.

A student may not receive copies of any grades, transcript of records, diploma or letter of recommendation until all unpaid financial obligations/accounts have been met.

Advising & Tutoring

Academic advisement is available for all students. Students are encouraged to make an appointment with the Student Services Representative in order to receive advisement regarding their academic progress, placement opportunities, community resources, and other related matters. Tutoring is also available to all students. Tutoring schedules may vary and are subject to change. Students should contact Student Services to inquire about the most up-to-date tutoring schedules.

Special Accommodations

During the initial application process, the declaration of the existence of a valid individualized educational plan (IEP) should be made. The Director of Nursing will meet with the applicant to review documentation and create an Accommodations Agreement outlining any special accommodations the school is able to provide.

If the student is already enrolled, and later chooses to disclose the existence of an IEP, the student must inform the Director of Nursing by submitting the valid IEP. The Director of Nursing will review the document and provide the student with an Accommodations Agreement outlining the accommodations the school is able to provide.

An IEP may need to be re-evaluated if it is within the last three (3) years.

Housing

Moriah Medical College does not provide on-campus housing for students. MMC is not affiliated with, nor does it have control or ownership of any dormitory or housing facilities. Upon request, MMC will provide students with general information about housing in the area and other community resources. The price of housing varies widely by geographical location, however, on average the cost of housing in the area ranges between \$1,400.00 and \$1,950.00 per month.

Textbooks

The Nursing Program has a standardized textbooks list. It is the responsibility of each student to obtain required textbooks on schedule from Moriah Medical College. NCLEX Study Guides are strongly recommended to utilize during the course as a supplemental resource.

Career Services

Moriah Medical College does not guarantee job placement; however, the Student Services department will make every effort to assist all graduates in their job search. The Vocational Nursing Program is designed to prepare graduates for entry-level positions. The Student Services Department will help create a professional resume, sharpen students interviewing skills, advise on current job opportunities, and generally assist in the student's job search.

Transportation

Moriah Medical College does not provide transportation to its students but its campuses are centrally located in the heart of the Santa Clarita Valley, where public transportation is readily available. Students will need a reliable means of transportation for class, clinical, and field trips. Students are responsible for their own transportation throughout the program.

Foreign Students

MMC does not admit students from other countries and does not provide visa service or English language services to prospective foreign students. English is the only medium of instruction in

this institution. All textbook & other educational materials are in English. MMC is not authorized to provide student visas and will not vouch for student status, nor any associated charges.

General Regulations

Criminal Background Checks

Individuals having been convicted of a felony or certain other crimes may not be eligible to apply for state licensure in California (or certain other states). As part of Moriah Medical College's application process, applicants will be asked if they have a criminal record. Moriah Medical College does not decide or determine an individual's eligibility for licensure and/or certification; rather, this determination is made by the licensing and/or certifying entity. Students enrolled at Moriah Medical College will be asked to submit to a 7-year background check and a drug test in order to complete their clinical hours at hospitals or other medical facilities.

Criminal Record

Applicants who have a criminal record involving a felony may be permitted to enroll in the program. However, each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. The Board of Vocational Nursing and Psychiatric Technicians will review applications for the licensure and address criminal offenses on a case-by-case basis.

Any student having questions regarding his/her eligibility for licensure should contact:

Enforcement Coordinator
Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Dr #205
Sacramento, CA 95833
(916) 263-7800

Drug-Free Campus

The summary of Moriah Medical College's policy and penalties relative to controlled substances (illicit drugs) and alcohol, as required by the Drug Free Schools and Communities Act Amendments of 1989, is provided to each student enrolled at the institution. Students are required to be knowledgeable of and comply with Moriah Medical College's Drug-Free Campus/Workplace Policy, which is listed below:

Students are permitted to take legally prescribed and/or over-the-counter medications consistent with appropriate medical treatment plans while in class or clinical ***unless*** the prescribed or over-the-counter medications ***affect*** the student's ***safety, academic performance, the safety of fellow students, faculty/staff, patients, or members of the public.***

The name of the prescribed medication(s), purpose, and signature of the provider **must be on file** in the student's health record. The instructor(s), Director of Nursing, and/or Campus Director should be consulted to determine if the student is capable of continued participation in academic and clinical activities and remain on campus, or if the student needs to be removed from class, clinicals, or the campus. The student shall not take a friend's or relative's prescription drugs. **Failure to report any change in medication use to the instructor and/or Program Director immediately may result in disciplinary action, up to and including termination.**

Drug Testing Policy

Moriah Medical College may conduct drug testing under any of the following circumstances:

- 1. RANDOM TESTING:** Students may be selected at random for drug testing at any interval determined by the college.
- 2. FOR CAUSE TESTING:** Faculty or staff may ask a student to submit to a drug test at any time the student is presumed to be under the influence of drugs or alcohol, including, but not limited to the following circumstances: evidence of drugs or alcohol on or about the student's person or in the student's vicinity; unusual conduct on the student's part that suggests impairment or influence of drugs or alcohol; negative performance patterns; or excessive and unexplained absenteeism or tardiness.
- 3. POST-ACCIDENT/INCIDENT TESTING:** Any student involved in an on-campus or at-clinical accident or injury under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-campus or at-clinical injury" means not only the one who was injured, but also any student who potentially contributed to the accident or injury event in any way.

NOTE: Students may be responsible for any fees associated with drug testing.

All aspects of the vocational nursing program drug policy are conducted in good faith with compassion, dignity, and confidentiality to the extent allowed by state and federal law.

Academic Integrity Policy

Moriah Medical College acknowledges the importance of honest academic behavior. Academic integrity requires a shared commitment to the highest standards for learning. It is the belief of Moriah Medical College that academic honesty translates to personal and professional integrity in the class and clinical setting. We, in the nursing profession, are held to the highest level of integrity due to the special circumstances associated with the care of the client in our charge.

Acts of Academic Dishonesty include:

- *Cheating:* Intentionally using or attempting to use unauthorized materials, information or study aids; use of any unauthorized assistance, resources, materials or electronic

devices in taking quizzes, tests or examinations and the acquisition of a test or other academic material belonging to Moriah Medical College.

- *Plagiarism*: The reproduction of ideas, words or statements of another person as one's own without acknowledgement or use of an agency engaged in the selling of term papers or other academic materials.
- *Unauthorized Collaboration*: Intentionally sharing or working together in an academic exercise when such actions are not approved by the course instructor.
- *Falsification and Fabrication*: Intentional and unauthorized falsification or invention of any information or citation furnished to any college official, faculty member, or office.
- *Facilitation of Academic Dishonesty*: Permitting or attempting to help another to violate the academic honor code; alteration or sabotage of another student's work, such as tampering with laboratory experiments.

Students found to be in violation of the college's Academic Integrity expectations will be subject to immediate dismissal from the program, at the discretion of the Director of Nursing.

Professional Behavior

The California Nursing Practice Act requires its practitioners to be fully accountable for their clinical decisions and actions. The student vocational nurse is a recognized member of the professional health care team, and must conduct themselves in a professional manner at all times. Each student's behavior both on and off duty is a reflection of our chosen profession, as well as our college. Moriah Medical College reserves the right to dismiss or terminate a student for breach of the college's rules and regulations or for any cause by which Moriah Medical College deems necessary for the good of the college. Student conduct both in the classroom, clinical setting, and on college premises must be professional at all times.

Code of Conduct

The following list includes some, but not all, unacceptable behavior forms that can and may lead to disciplinary action up to and including termination:

- Obscene language
- Hostile arguing
- Failure to pay tuition
- Falsification of records (such as fraudulent documentation, signing documents for others, copying or allowing others to copy assignments, etc.)
- Violations of the Health Insurance Portability & Accountability Act (HIPAA)
- Striking and physical fighting
- Physical or mental intimidation; bullying
- Theft of college or personal property
- Disrespectful behavior towards a staff member
- Violent behavior or threats of violence
- Behavior disruptive to teaching or learning

- Behavior deemed harassing of any nature and/or discriminatory
- Unauthorized recording, photographing, publishing of others (including peers, patients, faculty, etc.)
- Any behavior that jeopardizes a contracted facility or school affiliated activity

Students are not allowed to initiate, maintain, or otherwise engage in a social relationship with any patient/resident or contracted facility staff during the course of his or her enrollment as a Moriah Medical College student. Students shall not exchange phone numbers, be engaged in sexual misconduct, or exchange acts of physical contact outside of the ethical nurse-patient relationship. Students shall not give or receive gifts, accept monetary gifts from patients/residents, their families, or staff. Students shall not email, give or receive written communication or photographs, nor have social media networking relationships with patients/residents, their families, or staff of a contracted facility.

If student behaviors bring disrespect, dishonor, dishonesty or embarrassment to the college (disruptive behavior such as arguing, fighting, profane language, boisterous tone while in uniform or representing the college), the student will be issued a Program Exclusion Notification, which requires attendance at an Appeal Hearing.

As it is impossible to predict every type of occurrence, disciplinary action may result based on an individual basis. If a student's actions are so flagrant or egregious as to jeopardize a clinical site, pose a risk of harm or threat of safety to others or breaks the law (including HIPAA), the student may face immediate termination without utilizing the PEN process.

Moriah Medical College endeavors to provide a safe learning environment for all students and staff; threats made to students and or staff will result in involving law enforcement and immediate termination.

Study Habits

Reading assignments before class will increase the value of your learning. Students should expect to dedicate *a minimum* of two hours of study time for every one hour spent in class. In other words, for every four hours of class, eight hours should be dedicated to self-study outside of class.

Personal Property

Moriah Medical College expressly disclaims liability of any kind for the loss, theft, damage, destruction or other casualty to personal property of any kind owned by students, visitors or others. Students must personally take all responsibility for guarding and safekeeping all personal property on school premises. A lost and found is maintained in the campus reception area. Items left more than 30 days will be discarded.

Student Health & Disability

Student vocational nurses provide direct patient care under the supervision of a Registered Nurse or Licensed Vocational Nurse. Bedside nursing requires the ability to stand on one's feet for extended periods of time; To turn, lift and transfer patients; To lift up to 50 lbs. to waist level; To push or pull patients in wheelchairs to a minimum of 150 lbs.; and to bend, sit or squat as needed. In order to safely accomplish the objectives of the vocational nursing program, the student must be able to perform the above duties without limitations which might cause injury to themselves or the clients in their care. Because of the high-risk population under their care, the student must also be free of communicable diseases.

All students must be able to meet the demands of the program physically and mentally without any restrictions, as evidenced by a **current** history and physical examination stating that the student is in good health. A current vaccination/immunization is required by affiliating agencies at all times to ensure each student is free of communicable disease. Documentation of these health requirements is required prior to entering the program, and it is the student's responsibility to ensure that all health records remain up-to-date through graduation.

All students should have health/accident insurance. Clinical facilities are not obligated to give free medical care. Illness of any form is to be reported to the clinical instructor. Information concerning who is to be notified in case of emergencies is recorded in each student's file.

If at any time during the program the student becomes injured or ill, it is the student's responsibility to provide a note from a healthcare provider stating that the student is not contagious and has no limitations on their ability to perform the expected duties of a VN student. Nursing administration may require the student to obtain clearance based on the student's report, appearance or behavior. If a student's healthcare provider deems that it is not safe for the student to operate without limitations, the student must obtain a note from said healthcare provider stating how long the disability is expected to last. The student may not attend classes until cleared by their healthcare provider.

Pregnancy

While pregnancy is a normal condition, there are certain legitimate concerns regarding the pregnant student while on campus and at the clinical site. In each case of pregnancy, the student will be required to inform the Director of Nursing and the Clinical Coordinator of her pregnancy. Additionally, any VN student who is or becomes pregnant must provide a note from their obstetrician stating that the student may perform the functions of a VN student without limitations. *The student may not attend theory class and/or clinical site until such clearance is obtained.* Nursing students must accept full responsibility for any risks to self and fetus associated with any class or clinical assignment. The student is required to notify the Director of Nursing and Clinical Coordinator of any change in her pregnancy status which may necessitate withdrawal from the program. Following delivery, written approval from the physician for unrestricted activity in clinical nursing practice must be submitted prior to return to class.

Every available means will be utilized to maintain the student's ability to make-up lost class time, but it must be recognized that this may not be possible. In cases of prolonged disability, a meeting will be held with the Director of Nursing to try to develop an alternate plan. However, if this cannot be achieved the student may need to be terminated and readmitted after delivery.

Dress Code Policy

The health profession maintains high standards for personal appearance and grooming. It is essential that the College's designated uniform be worn as described below by all students throughout the program, in the class, and in the clinical setting. Good personal grooming must be maintained at all times.

An instructor may dismiss a student from the classroom or clinical area for failure to comply with these regulations. The student will accrue an absence for that day.

Uniforms

- White or Red ironed nursing scrub top with *red* uniform pants (no elastic ankles)
- White knee-length dress.
- Conservative underwear, neutral in color with no patterns.
- A solid white short-sleeved T-shirt or cotton turtleneck jersey may be worn under the uniform top.
- Clean, white leather tennis or duty shoes with white laces must be worn, with plain white socks (shoes must have noiseless rubber heels)
- No clogs, open-toes, no sports or open-back shoes.
- Identification badges: The College picture ID should be worn at all times in the clinical area and on College premises.
- Plain white sweaters or white scrub jacket as assigned by the College are acceptable
- A white undershirt or sweatshirt (short or long-sleeved) may be worn under the uniform for warmth. No colored shirts may be worn. Undershirts may not extend below the hem of uniform top.
- Only surgical caps/hats are allowed (unless medical or religious exemption).

Image

- Fingernails must be clean and short. Colorless or flesh-tone polish may be worn. Artificial nails are prohibited.
- Makeup should be natural looking, moderate and attractive. Students are required to bathe daily and apply deodorant.
- Hair must be naturally colored; Mohawks are not acceptable.
- Proper oral hygiene is required. Dentures and caps must be white. Gold, silver or designer caps are not permitted.

- Heavy perfume and colognes are not permitted. The excessive odor of perfume, cologne, scented powders, tobacco, or other offensive body odors is unacceptable in the healthcare environment.
- Hair must not touch the collar of the uniform, and styling must be professional and appropriate. Hair should be styled neatly and in such a manner that it does not move about freely, thereby becoming a possible source of contamination. Wigs must comply with the above. Decorations/adornments are not permitted.
- Jewelry is limited to the following: wedding band, watch, one pair of small stud earrings in the lower lobe of ear (women only), and medic alert. No other jewelry is allowed, including but not limited to, tongue rings, body piercings, nose piercings, ear stretchers, bracelets. Key chains or lanyards that dangle out of the pocket are not allowed. Implanted decorative jewelry must be covered at all times.
- Chewing gum is strictly prohibited in all clinical facilities and classroom.
- All visible tattoos must be covered to the fullest extent possible in the classroom and clinical settings.
- Facial hair must be short and neatly trimmed.

Students are representing Moriah Medical College and the nursing profession. Adherence to the dress guidelines is mandatory. **The instructor is final authority on dress.** Students violating these rules will be receive a written Student Advisement for Conduct.

Violations that cannot be immediately corrected may result in dismissal from the class/clinical setting. The student will not be permitted to return until the next scheduled theory or clinical day, and will accrue an absence.

Outside Employment

It is recommended that students *not* work during the nursing program. However, students who choose to work should not commit to **more than 20 hours per week** while actively enrolled. Minimum class, clinical, and study time commitment to the nursing program is approximately 40-60 hours per week. Full-time employment is discouraged due to clinical, classroom and study commitments. Work commitment for evenings prior to clinical rotation is strongly discouraged.

Students may not be on duty within 8 hours preceding a clinical experience in an assigned healthcare agency. Such practice is unsafe for the patients and unhealthy for the student.

Use of Electronic Equipment

- **Tape Recorders** – Permission for using a tape recorder in class should be obtained from each instructor *before* use.
- **Other** – Possession of electronic equipment such as tablets, cellular phones, or personal laptops disrupt the educational process; therefore, are not permitted in the class or in the clinical setting without expressed permission of the instructor.

- Any visible cellular phones during class and/or clinical hours will be removed by the instructor and can be retrieved after class/clinical time. 1st offense: verbal advisement, 2nd offense: written advisement and probation, 3rd offense: dismissal from the program.

Calculator Policy

During the administration of an exam, students may only use calculators provided by the college for testing. Instructors will distribute calculators at the beginning of the exam and collect them when the exam is completed.

Students *are not* permitted to use personal calculators or technological devices with calculators.

Social Media Policy

Social Media is a way for people to use technology for social interaction through the use of words, images, audio and video. Examples of social media sites include but are not limited to, Facebook, Twitter, LinkedIn, YouTube, MySpace or “blogs”; and can also include media sites that are offered by television networks, newspapers, and magazines. Please remember that social networking sites are in fact public forums. This means that the information that is posted or shared can be viewed by others.

Information published on social media networks that has to do with any aspect of the College must comply with Moriah Medical College’s Code of Conduct, HIPAA compliance, and all policies outlined in the Student Handbook. **Any statement made electronically which can cause actual or potential harm or injury to another or to the school will be grounds for dismissal.**

Students of Moriah Medical College are free to express themselves as private citizens on social media sites to the degree that their speech or posting:

- Does not violate confidentiality implicit in their roles as Vocational Nursing students
- Does not directly or indirectly reflect patients, diagnoses, or any content related to patient care or clinical experiences.
- Does not impair working relationships among students and staff of the College
- Does not ridicule, malign, disparage or otherwise express bias against any race, religion or protected class of individuals
- Does not reflect behavior that would reasonably be considered reckless or irresponsible as members of Moriah Medical College
- Does not contain false information that harms the reputation of another person, group or organization (defamation)
- Does not cause harm or injury to another or to Moriah Medical College
- Does not negatively affect the public perception of Moriah Medical College

Moriah Medical College students may be required to access their social media sites at the request of the Nursing/Allied Health department to verify compliance with the above stated policies. **Failure to comply may result in immediate dismissal from the Nursing program.**

Moriah Medical College will not tolerate violations of the Social Media Policy. Activity on a social networking site, which is determined to be an infraction of the Social Media Policy, will result in disciplinary action, ranging from a written student advisement up to dismissal from the program.

VN Program Attendance Policies

Week One Attendance

Any absence by a student listed on the official class roster during Week One of Term I will result in the student being dropped from the program. A student dropped from the program based on an absence in week one will be replaced by a designated alternate. A student dropped from the program pursuant to this rule has the option of being placed back on the waiting list and, if there is no waiting list, being designated as an alternate. An alternate who is absent during the first week will lose his/her alternate position and be placed on the waiting list. Essentially, any absences during week one results in a forfeiture of the student's position in the class or as an alternate.

Absences and Tardiness

Excessive absenteeism is not permitted, as the Board of Vocational Nursing and Psychiatric Technicians requires a specific number of hours for completion of the program. Since the primary purpose of this program is to prepare students for employment, attendance and punctuality are of **utmost** importance. Theory and clinical absences will be treated separately. All absences, *whether excused or unexcused*, will result in the issuance of a written Student Advisement. Students will be subject to the Student Advisement and Program Exclusion Notice (PEN) Policy for an accumulation of absences.

NOTE: All clinical absences will accrue a penalty fee of \$25.00 per occurrence, per student, to offset the costs of scheduling additional faculty coverage and facility placement for the make-up day(s). No exceptions.

The course schedule and clinical assignments are subject to change at any time during the program. The staff will make every effort to notify students of any changes in a timely manner; however, **flexibility** is necessary in terms of class and clinical schedules.

Children are not allowed to be present during class or clinical assignments.

Six (6) consecutive absences will result in immediate termination from the program. Theory and Clinical Attendance is calculated separately. Six (6) total absences for theory or clinicals may result in termination from the program in accordance with the Program Exclusion Notice (PEN) policy.

Make-Up Hours

Theory:

Theory make-up hours must be completed within **seven (7) calendar days** of the date the theory absence was accrued. Students should consult with the assigned instructor for methodology.

Examples of theory make-up assignments may include one/some of the following:

- Case study,
- Journaling,
- Written assignment
- Examination,
- Attending a makeup lecture; seminar, workshop or special meeting

If the student does not make up theory hours within the specified timeframe, the student will receive a Student Advisement for Conduct, and be offered a 24-hour extension. Students who do not complete the makeup hours by the extension will not advance to the next course. Each student must complete all hours allotted for each course, no exceptions.

In all courses, if a student misses an exam due to absenteeism, the student must take the exam within **one (1) week** per instructor's direction and will incur a 10% deduction.

Clinical:

Students are required to make up any missed clinical objectives within **seven (7) calendar days** of the clinical absence. It is the student's responsibility to notify the clinical instructor of any missed clinical objectives prior to the beginning of the clinical shift. All clinical make-up hours must be completed prior to the end of the term at the Clinical Coordinator's discretion. The student's current scheduled hours and clinical sites are not guaranteed; and makeup shifts will be subject to availability. The student will be responsible for making arrangements with the Clinical Coordinator and/or Clinical Instructor.

Partial days are not permitted; any absence from clinicals will result in the student completing a minimum 8-hour clinical make-up day.

Clinical objectives that were not met may be satisfied by one of the following at the discretion of the Clinical Coordinator:

- Demonstration of specific procedures in the clinical skills laboratory
- Completion of the missed skills/objectives in the clinical setting

Failure to attend a scheduled clinical make-up day(s) will result in the issuance of a Program Exclusion Notification (PEN) for Conduct.

Tardiness/Leaving Early:

- A student is considered tardy five (5) minutes after class or clinical begins.
- Three (3) tardy episodes equals one absence.
- A student that is 15 minutes late may attend class or clinical at the instructor's discretion but will be considered absent.

- A student is considered absent if he or she leaves class or clinicals *before* being dismissed by the instructor.

Leave of Absence

A Leave of Absence may be granted by the Director of Nursing. The student may request a leave of absence for personal emergencies or those reasons included in the Family Medical Leave Act (FMLA), or military service. One leave of absence is allowed for the entire program. A Student who does not return after a leave of absence will be withdrawn from the program.

Student Advisement

A written Student Advisement may be issued* when a student violates Moriah Medical College's policies as outlined in the Student Handbook.

The Student Advisement categories include:

- Attendance (Theory *and* Clinical)
- Conduct
- Academics
- Financial
- Other

A Student Advisement may result in one or more of the following actions:

- Remedial Development Plan
- Program Exclusion Notice (PEN)
- Termination from the program

Three (3) student advisements in the same category will result in the issuance of a Program Exclusion Notice (PEN) for that category.

***NOTE: Advisements may be issued to students via email if necessary.**

Refusal to Sign

Students are required to sign the written Student Advisement form. Signature by the student acknowledges *receipt* of the Advisement Form and is not an admission of guilt. **Refusal to sign the advisement is insubordination and students refusing to sign the advisement will be issued a Conduct PEN.**

The student has the option to consult the Director of Nursing if they wish to challenge the grounds or validity of the advisement.

Program Exclusion Notification (PEN)

A Program Exclusion Notification (PEN) is issued when a student violates Moriah Medical College's policies. The four violation categories include **academic, attendance, conduct, and**

financial. Once a student has received a PEN, he or she will be scheduled for an appeal hearing with an Appeals Committee to discuss the student's ability to continue in the program.

Students may be terminated upon the issuance of a second (2nd) PEN in the same category or upon the issuance of a fourth (4th) overall PEN.

If a student's actions are so flagrant or egregious as to jeopardize a clinical site, pose a risk of harm or threat of safety to others, or breaks the law, the student may face immediate termination without the PEN process.

*Theory and clinical attendance are evaluated separately; however, absenteeism will be addressed in the same manner and pertains to each Term respectively.

Appeal Process

Appeal Committee

The Appeals Committee assists in bringing a fair resolution to the student after receiving a Program Exclusion Notification. The committee is comprised of 2-3 members: Students Services Director/Representative and 1-2 appointed college employees.

Appeal Hearing

The Appeal Hearing is the process that allows students to appeal the PEN and justify why they should be permitted to remain in the program. The student will explain in writing why the program's policy was violated, as well as any extenuating circumstances that may have contributed to the PEN. The students must also provide a list of interventions they will employ to improve future performance. The student must be physically present for the appeal, which is scheduled by the Student Services Director/Representative following receipt of the PEN.

Students unable to attend the Appeal Hearing must contact Student Services at least 48 hours *before* the scheduled hearing with a valid reason of why they are unable to attend their scheduled appeal. The student must provide supporting documentation by no later than 5:00pm of the following scheduled class date validating why they were unable to appeal. A new appeal date must be set no more than seven (7) calendar days from the first scheduled hearing. Failure to call or make arrangements with Student Services may result in immediate termination.

Students will be allowed to attend their regular class schedule throughout the appeal process unless the circumstances could jeopardize the safety of other students, instructors, a clinical site, or if the student is experiencing extreme academic failure.

The student is expected to comply with all college policies throughout the appeals process and any additional conduct, academic, attendance, or financial violations during the appeals process will accumulate written Student Advisements, and if warranted, an additional PEN.

Notification of Appeal Decision

The Appeals Committee will review the student's case, and follow up with one of the following decisions:

1. Void the written Student Advisement and/or PEN* or
2. Place the student on Probationary Status and implement a mandatory Plan of Action; or
3. Exclude the student from continuing in the program (termination).

*A PEN may be voided from the student's record if extenuating circumstances are deemed valid. Voided PENs will remain in student's file for documentation purposes but will not count against the student.

Probation

Students placed on Probation will be required to follow a Plan of Action that includes all requirements needed for the student to remain enrolled in the program. The student will be granted a *minimum* 30-day probationary period where the student must demonstrate evidence of improvement. Failure to abide by the Plan of Action may result in termination from the program.

One of the requirements of the Plan of Action is to have mandatory weekly scheduled appointments with the Student Services Director/Representative. In this meeting, the student and Student Services Director/Representative will discuss the student's progress during their probationary period. Failure to appear to weekly appointments is a violation of the probation and may result in termination from the program.

Grievance Policy

A grievance is anything, which, in the opinion of the student, is an infringement of his/her rights. This grievance policy outlines a systematic means by which conflicts may be resolved. The escalation process below must be followed **in sequence** until a satisfactory solution is reached:

For concerns regarding peers:

1. Respectfully, discuss the concern directly with the student(s) involved;
2. If the concern remains unresolved, notify the assigned instructor of your concerns;
3. If the concern remains unresolved, document your concern in writing using the **Grievance Form**, and submit to the Student Services Department for final resolution.

For concerns regarding faculty/office personnel:

1. Respectfully, express the concern to the involved personnel;
2. If the concern remains unresolved, document your concern in writing using the **Grievance Form**, and submit to the Student Services Department for resolution and follow up.

For clinical-related concerns:

1. Respectfully, discuss the concern with the assigned clinical instructor;

2. If the concern remains unresolved, document your concern in writing using the **Grievance Form**, and submit to the Clinical Coordinator for resolution;
3. If the concern remains unresolved, you may contact the Student Services Department for final resolution.

For all other program-related concerns:

1. Document your concern in writing, and submit to the Student Services Department for resolution and follow up.

Grievance Resolution Procedure

1. Upon receipt of the written **Grievance Form**, the Student Services Representative (or in the event of clinical matters – the Clinical Coordinator) will conduct an investigation into the details of the student’s concern.
 - a. For concerns regarding clinicals and faculty, the Director of Nursing will be consulted for final approval of the proposed resolution.
 - b. For concerns regarding office personnel and all other program-related concerns, the Student Services Representative will consult the Campus Director and/or Director of Nursing for final approval of the proposed resolution.
2. The Student Services Director will communicate the findings and resolution to the student in writing within ten (10) business days.
3. All documentation associated with the Grievance, Investigation, and Resolution Process will be collected and stored according to the guidelines set forth in the institution’s “Self-Monitoring Practices” Policy and Procedure.

NOTE: In instances where the Student Services Department cannot investigate the case objectively, the Campus Director will be notified immediately to facilitate the investigation and communicate the outcome to the student.

All grievances/concerns shall be held in strict confidence. Additionally, the student(s) is expected to cooperate fully with any investigation or request for additional information or documentation; failure to do so may limit the institution’s ability to bring resolution by the specified deadline.

Protection from Bad Faith Complaints

It is the responsibility of the institution to balance the rights of all parties. Therefore, if the institution’s investigation reveals that the complaint is malicious or knowingly false, the case will be dismissed and the person who filed the complaint may be subject to discipline, up to and including termination/expulsion from the program.

Complaints

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888-370-7589) or by completing a

complaint form, which can be obtained on the bureau's Internet Website:
<http://www.bppe.ca.gov>

Additionally, Vocational Nursing students are free to contact the State Board of Vocational Nursing and Psychiatric Technicians with program-related concerns. The contact information is as follows:

Board of Vocational Nurses and Psychiatric Technicians
2535 Capitol Oaks Dr #205
Sacramento, CA 95833
Phone: (916) 263-7800
Fax: (916) 263-7855

Testing Policies

General Exam Rules

- All personal belongings are left in the designated area - this includes cell phones, tablets, Apple watches, purses/ backpacks, etc.
- No communication is permitted between examinees while taking the exam. Examinees are expected to work independently
- All examinees will begin testing per proctor's instruction
 - Prior to the exam, the proctor will inform the examinees of the start time, end time and the return to class time
- Food and drink are prohibited during the exam unless it is deemed necessary due to a documented medical condition
- Examinees are not allowed to bring any additional materials with them to use during testing
- Personal calculators are not allowed; the proctor will provide a calculator if one is needed for the exam
- Scratch paper must be provided by the proctor and returned to the proctor at the completion of the exam
- Examinees are not allowed to have any resources, such as electronic devices, including Apple-watches (or similar technology) and identification badges, within view while testing

Restroom Breaks and Other Breaks

- Examinees should use the restroom prior to the start of the exam
- Examinees are not allowed to leave the room once testing begins
- If an examinee is permitted to leave the room during testing due to a medical condition and /or emergency, the examinee must hand all testing materials to the proctor. Examinees may not take their personal belongings outside of the testing room during an unscheduled break

Procedure for the End of the Exam

- Examinees will be informed of the end time for all exams

- Examinees may leave the room when they have completed the exam. The proctor will collect any scratch paper from the examinee and destroy it
- If the student leaves the room prior to completing the test, the student forfeits the opportunity to complete the test and will receive a grade based on what was submitted.
- Students who forget to label their examination will forfeit their test grade and be required to make up the exam, subject to the **Retake Policy**.

Pre-Examination Review

- Prior to the administration of a quiz or exam, the provision of a review or study guide is at the sole discretion of the instructor. Under no circumstances is the instructor **required** to provide a Study Guide or Pre-Exam Review.

Post-Examination Review

- Following the administration of a quiz or exam, the instructor may review the answers during class at their discretion. Students may or may not be given the opportunity to review their Scantron during this time. The instructor may use his or her judgment regarding how much clarification is spent on one question.
- If the student wishes to review his or her Scantron along with the exam, he or she must arrange time outside of class according to the instructor's availability.
- If a student believes there is an error with his or her Scantron, he or she must make an appointment with the instructor to review or challenge the grade. No challenges to test results will be allowed if not made within 7 calendar days of the posting of results.

Item Analysis

- Item Analysis will be done after the administration of each examination. The decision to eliminate questions, accept alternative answers, or make any adjustments to the results of the class is at the discretion of that instructor.
- With the exception of legitimate grading errors, mechanical errors, or miscalculation, under no circumstances is the instructor **required** to adjust or grant credit to any students' exam grade.

Exam Retake Policy

Students who successfully complete remediation will be eligible to retake the failed exam once. Students must notify the instructor in writing if they wish to retake an exam, and all retakes must occur within one (1) week of the original examination date. Retake exams will be subject to a 10% deduction, and the student will keep the highest score. Students will be allowed no more than two (2) retakes ***per term***.

Students will be allowed a maximum of three (3) attempts to pass the Nursing Concepts IV Final Exam (HESI Exit).

Retake opportunities are only available to students who have not reached the minimum “passing” benchmark.

Remediation Policy

Any student who fails an exam will be required to attend mandatory remediation. Remediation must be completed in order to gain eligibility for a Retake Exam.

Remediation is at the discretion of the instructor and will be individualized according to the student’s needs. Remediation may be offered in a 1:1 setting or in a small group setting. Remediation must be completed outside of class time but may be completed in the home or campus setting – depending on the instructor’s discretion.

Remediation may be required for theory and/or clinicals, and activities may include but are not limited to:

- Case study,
- Journaling,
- Written assignment
- NCLEX-style practice questions,
- Attending a makeup lecture; seminar, workshop or special meeting
- Participating in skills practice in the laboratory

Students and the Remediation Instructor must sign the **Remediation Form** to document the date and type of remediation completed, as well as success of the remediation efforts. Failure to do so will result in the student being required to complete remediation again.

Students *may not* progress to the next module/term without satisfying all mandatory remediation requirements. Students who do not comply with the Remediation Plan will be issued a Conduct - Student Advisement.

HESI provides an individualized detailed remediation plan for students regarding their specific areas of weakness. Remediation is the process of identifying the need to take action to help remedy a situation, that if left unresolved, may result in unfavorable outcomes.

Following the administration of a HESI Exam, students may be required to remediate based on their individual HESI examination score. Students with lower HESI scores require more intense remediation, whereas students with higher HESI scores require less remediation. HESI examination scores are indicative of a student’s success in the program and on their NCLEX examination for licensure.

Evaluation Methodologies

Standards for Student Achievement

MMC is committed to giving quality education and respect to students & staff by providing qualified instructors; acquiring instructional equipment & supplies; maintaining an appropriate

& adequate educational facility; as well as abiding by the rules, regulations & standards of all regulatory bodies.

Theory Evaluation

Any student having difficulty maintaining satisfactory academic progress will be referred to the Director of Nursing and/or Assistant Director of Nursing for advising.

The grading system used is as follows:

A	=	Excellent	93	-	100
B	=	Good	84	-	92
*C	=	Satisfactory	75	-	83
F	=	Fail	0	-	74

*A minimum grade of 75% in each term is required in order to progress in the VN Program.

A 75% exam average must be maintained to pass each course. Any student who fails an exam will receive a written Student Advisement, and be required to attend mandatory Remediation, in accordance with the **Remediation Policy**.

Any student who fails the Term IV Final Exam (HESI Exit), will be **required** to attend mandatory Remediation, in accordance with the **Remediation Policy** before re-taking Term IV.

The didactic grading rubric is as follows:

Nursing Concepts I	
Exam 1	10%
Exam 2	10%
Exam 3	10%
Exam 4	10%
Exam 5	10%
Exam 6	10%
Homework	15%
HESI Specialty: Fundamentals	5%
Comprehensive Term Final	20%
TOTAL	100%

Nursing Concepts II	
Exam 1	10%
Exam 2	10%
Exam 3	10%
Exam 4	10%
Exam 5	10%
Exam 6	10%

Homework	15%
Comprehensive Term Final	25%
TOTAL	100%

Nursing Concepts III	
Exam 1	10%
Exam 2	10%
Exam 3	10%
Exam 4	10%
Exam 5	10%
Exam 6	10%
Homework	5%
HESI Specialty: Med Surg	5%
HESI Specialty: Pharmacology	5%
HESI Specialty: Mental Health	5%
Comprehensive Term Final	20%
TOTAL	100%

Nursing Concepts IV	
Exam 1	10%
Exam 2	10%
Exam 3	10%
Exam 4	10%
Exam 5	10%
Capstone Project	10%
Homework	5%
HESI Specialty: Maternity	5%
HESI Specialty: Pediatrics	5%
HESI Specialty: Leadership	5%
Comprehensive Term Final: HESI Exit	20%
TOTAL	100%

Satisfactory Academic Progress & Term Advancement

In order to progress to the next term, students must meet satisfactory academic progress as demonstrated below:

- *Exam Average must be 75% or above; **and***
- *Comprehensive Term Finals* must be passed with a 75% or above; **and***
- *Overall Term Average must be 75% or above*

** HESI Exit Exam is the Comprehensive Term Final Exam for Term 4 and must be passed with a 900 or higher.*

In order to pass Term 4, each student must complete their Live Scan Fingerprints and furnish two (2) passport photos. Failure to submit these materials by the end of Term 4 will result in failure of the course.

Clinical Evaluation

The clinical grading rubric is as follows:

Nursing Concepts I Clinical	
Competency Checklist	100%
Dosage Calculations	Pass/Fail

Nursing Concepts II Clinical	
Competency Checklist	100%
Dosage Calculations	Pass/Fail

Nursing Concepts III Clinical	
Competency Checklist	100%
Dosage Calculations	Pass/Fail

Nursing Concepts IV Clinical	
Competency Checklist	100%
Dosage Calculations	Pass/Fail

*Dosage Calculations Exams are Pass/Fail and must be passed in order to attend clinicals and progress to the next term. Refer to **Dosage Calculations Policy**.

Dosage Calculations Policy

Students must pass a dosage calculations exam during each term. The first attempt will be given at the instructor's direction, while on campus. A second (2nd) attempt will be given at least 24-hours apart, outside of class time. The student must achieve a passing score of 90% or above on the first or second attempt.

First Attempt:

If the student scores below 90% on the first attempt, he or she must attend remediation then retake a dosage calculations exam after 24 hours.

Second Attempt:

If the student scores below 90% on the second attempt, he or she will receive a failing grade for Clinicals and will not advance to the next term; the current enrollment will cease and the student may apply for re-entry to the term when it is next available. The student will still be required to pass the dosage calculations exam to remain in the term.

Re-Entry Process

Students who do not successfully complete a term may apply for re-entry to repeat the term.

To re-enter, the student will:

1. Notify Student Services of intent,
2. Attend a Re-Entry Appeal Meeting that will be scheduled by Student Services, and

3. Complete the Re-Entry Checklist issued by Student Services.

The Re-Entry Checklist will denote the length of time the re-entry student has to complete all items. Failing to meet all items on the Re-Entry Checklist by the deadline voids the re-entry/return attempt.

NOTE: Re-entry is subject to the approval of the Student Services Representative and Director of Nursing in the Re-Entry Appeal Meeting. Prospective students will be notified of a decision within seven (7) days of the Re-Entry Appeal Meeting.

Transfer Process

Prospective students requesting to transfer into the Vocational Nursing Program from another school will follow the items below:

1. Complete the Admissions Process
2. Provide Admissions Representative with official transcripts and course descriptions
3. The Director of Nursing will review transcripts and course descriptions and inform the Admission Representative of which term(s) credit *may* be granted,
4. Complete a DON Interview that will be scheduled by Student Services; and
5. Complete the Plan of Action issued by Student Services.

The Plan of Action will denote the length of time the prospective transfer student has to complete all items. Failing to meet all items on the Plan of Action voids the transfer request.

VN Program Graduation

Graduation Requirements

1. Successfully pass each term with a 75% or greater;
2. Complete the 1554 hours of instruction including 600 Theory and 954 Clinical hours; and
3. Satisfy all financial obligations.

When all Graduation Requirements are met, the student may participate in the Pinning Ceremony and is eligible to apply as a Graduate for eligibility to test with the Board of Vocational Nurses and Psychiatric Technicians.

Pinning Ceremony

Moriah Medical College holds an annual pinning ceremony for its students. Students will be invited to participate if they meet the following criteria:

1. Successful completion of all courses and Nursing program requirements.
2. Fulfillment of all financial obligations to the college.

Pinning Ceremony Dress Code

Females: Nurse's dress, Nurse's cap, White Panty Hose, White shoes (open toe shoes or sandals are not permitted).

Males: White scrubs, White shoes (open toe shoes or sandals are not permitted).

VN Board Examination & Licensure

All VN Program graduates must take the National Council Licensure Examination (NCLEX-PN) to become Licensed Vocational Nurses in the State of California. Moriah Medical College is designed to provide those enrolled with the knowledge and skills needed to pass the licensing examination and function as safe, competent, and effective nurses.

Application for Licensure Eligibility Requirements

- At least 17 years of age;
- High School Diploma or GED equivalent;
- Successful completion of all *Graduation Requirements* set forth in this School Catalog.

Graduation from the Vocational Nursing Program does not ensure that all students will receive BVNPT approval to sit for the licensure examination (pursuant to *Business and Professions Code Division 1.5, Chapter 2, Section 480* outlining grounds for BVNPT denial of licensure).

Students who *do not* successfully graduate from the Vocational Nursing Program may contact the Director of Nursing to discuss alternative options.

Faculty

Members of the faculty are registered nurses and licensed vocational nurses who have been approved to teach by the California Board of Vocational Nursing & Psychiatric Technicians (BVNPT).

Jennifer Arce, BSN, RN
Patricia Chhun, BSN, RN
Meagan Jackson, MSN-Ed, RN
Luminita Mesesan, MSN-Ed, PHN, RN
Shana Molt, MSN, RN
Nancy Lee Siwula, MSN-Ed, RN
Dr. Y. Sherieda Stewart-Black, APRN, FNP-BC
Rogelio Torrente, BS, LVN

Facilities & Equipment

MMC operates out of a 3,913 square foot building located in the heart of Santa Clarita, California at the corner of Seco Canyon and Bouquet Canyon Road.

Parking

Convenient parking facilities are available at the school for student use. Students may be assigned parking offsite; in which case they must utilize it. All students and staff will be issued a Moriah Medical College parking decal which must be prominently displayed on the left side of the rear of their vehicle.

Library Resource Center

A library of additional resources (including textbooks, workbooks, and Compact Discs (CDs)) related to healthcare and to nursing is available to all students of Moriah Medical College. Students are asked to sign library resources in and out with the Student Services Representative or the Front Desk Receptionist. Hours may vary and are subject to change.

In addition to the on-site library, every hospital and long-term facility also has a library of healthcare-related reference books. The students may utilize these when they are at the clinical sites. Each facility may have a specific policy regarding the lending of library materials to students while onsite.

HESI® Student Learning Resources

Moriah Medical College has contracted with HESI® to provide additional support and assistance throughout the program in preparation for taking and successfully passing the NCLEX-PN® exam on the first attempt.

Students will first be introduced to HESI® student learning resources in Term I. Throughout each subsequent Term, students will receive several assignments which may include any combination of the following: practice quizzes, tests, case studies, and proctored examinations. Faculty will use the HESI® student learning resources as appropriate to supplement theory and clinical instruction, as well as to help prepare students to pass the NCLEX-PN®. At the beginning of each term, students will receive a HESI® Acknowledgement form outlining all HESI® expectations for the term.

At the end of Term I, III, and IV, students will be assigned one or more standardized HESI Exam(s) that correlate with the subject matter expected to have been mastered within that Term. Dates for all assessments will be available per the student's theory calendar, provided on the first day of class by the Theory Instructor.

At the end of the final term (Term IV), students will be assigned a Comprehensive HESI Exam, which will serve as the Final Exam for Term IV. **Students will be given a maximum of three (3) attempts to pass the Term IV Final Exam (Comprehensive Predictor)** with the *minimum* level of proficiency in order to successfully pass the term.

Clinical Skills Lab

The clinical skills lab includes two (2) hospital beds, two (2) low fidelity mannequins, and all lab supplies necessary for clinical simulation and hands-on practice of essential clinical skills including:

- Medication cart
- Mannequins
- Electric Hospital Beds (with siderails)
- Kangaroo (Joey) Pump and Enteral Feeding Supplies
- IV Pole
- Bedside Tables
- Vital Signs Monitor
- Thermometers
- Emesis basins
- Aluminum Walkers
- Wheelchair w/Swing Away Footplates
- Aluminum Crutches
- Bedside Commode/Shower Chair
- Blood Glucose Testing equipment and supplies
- Gloves (S, M, L, XL)
- Wound Care Supplies (2x2 and 4x4 Sterile Gauze, Abdominal pads, staple remover kits, suture removal kits)
- Linens (sheets, blankets, bedspreads, towels, washcloths, pillows)
- Syringes (all sizes)
- Mock Medications

Computer Lab

Students will have access to desktop computers in the computer lab during operating hours, Monday – Friday from 8:00 AM to 5:00 PM. All desktop computers have internet access in addition to several programs intended for NCLEX-PN practice, Pharmacology content review, Dosage Calculation review, Nutrition content review, Fundamentals content review, Nursing Skills review, and Anatomy and Physiology content review.

Students must use the college's computers responsibly and not engage in computer or Internet use that is inappropriate, offensive or includes pornographic material. Students may not install or remove software from the campus computers unless authorized by an instructor for class work. Students may not use the college's Internet connection to conduct or download trial and promotional software.

Printing Services

The front desk receptionist will assist students with their printing needs for a nominal printing fee.

Student Lounges/Meals

The Moriah Medical College campus features an area designated for students to be able to sit and enjoy refreshments and snacks. Tables and chairs are provided for comfort; a microwave is also available for student use.

Food may be purchased at nearby establishments or students may bring lunch to consume in the student lounge. Some hospitals and long-term care facilities offer lunch/dinner to students

at a reduced price. Students are usually informed of procedures during their orientation to the facility prior to clinical rotations. Students should return promptly to class or clinical areas at their scheduled times.

Disclosures

It is MMC's policy to always provide a copy of the latest school catalog, either in writing or electronically on the MMC website, to all prospective students. The MMC catalog is updated at least once a year or whenever changes in policies occur.

Both the catalog and School Performance Fact Sheet contain important policies and the performance date of MMC. MMC must have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination pass rates, salaries or wages, prior to signing an Enrollment Agreement.

Moriah Medical College

School Catalog Acknowledgement of Receipt

I _____
(Print your name)

Have received and read a copy of Moriah Medical College's School Catalog, and I agree to abide by all of the regulations, policies and procedures thereby stated. I also understand the consequences for non-compliance may result in dismissal from Moriah Medical College.

Student's Signature

Date

DON/ADON's Signature

Date



ACADEMIC PEN ADDENDUM

POSSESSION OF THIS DOCUMENT IS AN ACKNOWLEDGEMENT THAT IT AND ITS CONTENT ARE THE EXCLUSIVE PROPERTY OF MORIAH EDUCATION GROUP, LLC.

At-risk students who successfully complete the prescribed Plan of Action **and** meet criteria for course progression may have their Academic Program Exclusion Notification (PEN) voided at the discretion of the Program Director.

The signature below acknowledges receipt and understating of this policy.

Print Name

Signature

Date