TRINITY
SCHOOL OF NURSING

"The Nurse Assistant Training Specialists"

2021 Catalog / Student Handbook

Location 1 - Ventura: 5500 Telegraph Rd Ste 145 Ventura, CA 93003
Tel: (805) 654-1500 Fax: (818) 456-1900
Location 2 - Santa Barbara: 7 W Figueroa Street Ste 300 Santa Barbara, CA 93101
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Website: www.trinityschoolofnursing.com

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Welcome to Trinity School of Nursing

In 2004, Trinity School of Nursing submitted an application for approval by the Bureau of Private Postsecondary and Vocational Education (BPPVE) to offer vocational education programs in compliance with California minimum state standards. Trinity School of Nursing, a private institution, opened its doors in March 2006 with the approval to operate by the Bureau for Private Postsecondary and Vocational Education (BPPVE), now called Bureau for Private Postsecondary Education (BPPE) and the California Department of Public Health (CDPH) in order to offer a Nurse Assistant program and a Home Health Aid program. In 2018, the school was approved to open a secondary location in Santa Barbara, CA to offer the Nurse Assistant program in the area.

Educational Philosophy and Mission

Trinity School of Nursing strives:

- To provide a QUALITY nursing assistant education program with academic and technical training to adult individuals desiring to enter the healthcare profession;
- To benefit the growing population of elder adults within the community;
- and to prepare the students to engage in productive employment in the healthcare industry.

Trinity School of Nursing serves a multi-ethnic population not only within Santa Barbara, but within the San Fernando, Santa Clarita and Ventura communities. All students who meet admission guidelines will be admitted into the program of their choice without regard to color, creed, or socio-economic status.

Objectives

The Nurse Assistant program will provide each student with the California state required hours in Theory and Clinical skills and prepare each student for the Certification examination. Programs will be held Full Time or Part Time, in the evenings, days and weekends to benefit the working adult.

Upon passing the Certification examination, the Nurse Assistant Student will be eligible to be employed as a Certified Nurse Assistant at a medical, long-term care, or registry facility.

Statement of Non- Discrimination

Trinity School of Nursing does not discriminate on the basis of sex, age, disability including physical handicap, race, creed or religion in any of its practices, training or activities from advertising, through and including graduation and placement-except under special circumstances that would constitute either an occupational limitation or a limitation in participation of the program offered. All inquiries and complaints under the sex discrimination provisions of Title IX should be directed, in writing to the School Director, who shall act equitably and promptly to resolve complaints. A response to any complaint under this act shall be provided within seven working days.

Any person seeking to resolve problems or complaints should follow the Grievance Policy explained in this Catalog.

Administration and Faculty

President/ Owner/School Administrator
Maria Antonietta Borruel, BA, LVN, DSD

Director of Nursing/RN Program Director
Karen Sue Small, RN

Nurse Assistant Program Faculty
Maria Antonietta Borruel, BA, LVN, DSD
Maricela Medina, LVN, DSD

Administrative Assistant
Yuritxy Morales

Hours of Operation

Main Office: 5500 Telegraph Rd Suite 145 Ventura, CA 93003

9:00 am to 3:30 pm   Monday thru Friday

Santa Barbara Office: *7 W Figueroa Street Ste 300 Santa Barbara, CA 93101*

9:00 am to 3:30 pm   Monday thru Friday

Santa Barbara Classroom and Lab: *7 W Figueroa Street Ste 300 Santa Barbara, CA 93101*

7:00 am to 3:30 pm   Monday thru Friday (Full Time Class)
7:00 am to 3:30 pm   Saturday and Sunday (Weekend Class)

Academic Calendar

Trinity School of Nursing operates on a 12-month calendar. For purposes of this Academic Calendar, the period covered in this Catalog is 01/01/2021 through 12/31/2021. The following holidays are observed, during which time no classes are offered and the school is closed. A special holiday, or class-free day, may be declared for extraordinary purposes.

Martin Luther King, Jr. Day   January 18, 2021

Memorial Day   May 31, 2021

Independence Day   July 4, 2021

Labor Day   September 6, 2021

Veterans' Day   November 11, 2021

Thanksgiving Day   November 25, 2021

Winter Holiday   `   Dec 20- Jan 3, 2022 (Winter Break, School is closed)

This Catalog

All information in this catalog is current and correct and is so certified. The catalog is revised annually by the Administrator prior to January 1st and as needed to comply with regulations. All students will be notified of any mid-year changes.

This catalog is always available for download on the Institution's website. This catalog will also be emailed to each prospective student.

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.

Any questions or concerns a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

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Bureau for Private Postsecondary Education
1747 N Market Blvd Suite 225
Sacramento CA 95834
www.bppe.ca.gov or toll-free telephone number (888) 370-7589 or by Fax (916) 263-1897

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Admissions

All potential students/applicants must complete an enrollment application, engage in a personal interview with a representative, meet the basic requirements, and provide all mandatory documents to the school in order to be considered for admission to Trinity School of Nursing. Parents, spouses, and other members in the support system of the student are encouraged to participate in the enrollment process. This gives applicants and their families an opportunity to receive clarification of the commitment needed to successfully complete the program.

Admission Requirements

Basic requirements include:
- High School Diploma or its equivalent (GED from an accredited testing organization or transcript)
- CPR / American Health Association Basic Life Support for Healthcare Provider Card prior to the start of Clinical training
- Confirmed Criminal Background clearance including fingerprinting via Live Scan
- Physical Examination clearance from a licensed MD or Nurse Practitioner prior to the start of Clinical training
- English Fluency

Mandatory documents include:
- Application Form
- Valid Photo ID (Driver's License / State ID/ Passport/ Permanent Resident Visa Card)
- Copy of Social Security Card
- Copy of High School Diploma, GED Certificate, and transcripts from other educational institutions
- CDPH283B Form (Criminal Background Clearance) – Sections I, II, III, and V completed
- Live Scan BCIA8016 Form
- Signed Performance Fact Sheet

- Trinity School of Nursing Physical Examination Form – prior to Clinical training (see Health Screening Policy)
- Enrollment Agreement

Trinity School of Nursing reserves the right to reject applicants if the admission requirements and procedures are not successfully completed.

Criminal Background Policy

Prior to acceptance into the program, all potential students must submit to a Criminal Background Check via Live Scan fingerprinting and receive Criminal Background Clearance.

To complete the Criminal Background Check, each potential student must obtain the CDPH283B Application Form and complete sections I, II, and III (top part) and sign and date section V. The completed form must then be given to the school. A Live Scan BCIA8016 Form must also be completed (2ⁿᵈ section only) by the potential student and provided to the school. The school will assist with scheduling of the Live Scan Fingerprinting.

Failure to submit these forms and complete a Live Scan Fingerprinting will delay the enrollment process and training.

If a potential student has any prior convictions or questions/concerns about their ability to gain clearance, he/she may request an "inquiry" with the Department of Justice by writing "Clearance Only with Letter" on top of the CDPH283B Application Form and the Live Scan BCIA8016 Form. A written letter explaining the results will be sent to the specified mailing address. The potential student may also call the Aide and Technician IVR line at (916) 327-2445 and request information from the ATCS phone representative. Additionally you can contact the Professional Certification Branch at cna@cdph.ca.gov.

Pregnancy Clearance

Students who are pregnant must receive clearance from a physician in order to work in a clinical setting with no physical limitations. Students who recently had given birth, must also receive clearance from a physician in order to work in a clinical setting with no physical limitations. A student may be asked to gain further clearance with her physician if clinical objectives are not being met, or an Instructor observes a potential health risk.

If clearance cannot be granted, the student will be required to temporarily withdraw from the program and return during the next available session after clearance is granted.

Physical Exam Policy

All students must undergo a health screening from a licensed MD or Nurse Practitioner **prior** to the start of Clinical training. This health screening cannot be completed earlier than 90 days prior to the start of Clinical training. The screening must include a physical examination and TB testing and/or chest x-ray. A flu shot will also be required during flu season.

At time of health screening, a licensed MD or Nurse Practitioner will complete the Trinity School of Nursing Physical Examination Form. If the student is cleared, the MD or Nurse Practitioner will state that the student does not have a health condition that creates a hazard to themselves or others. The student will then be able to proceed with Clinical training. If the student is not cleared, he/she must not attend Clinical training and withdraw from the program until cleared.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

Trinity School of Nursing does not hold or enter into any articulation nor transfer agreements with any colleges, universities, or other institutions. The institution also does not accept credits from other institutions nor awards credit for prior experiential learning. Further, the institution will not offer challenge examinations, achievement tests, or ability-to-benefit exams.

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

Non-US Citizens

Trinity School of Nursing will not provide visa services nor will the institution vouch for any student status. All Students must have a valid Social Security Card with eligibility to study and work in the US.

Language and English Fluency

All programs are administered in English ONLY. English as a Second Language (ESL) services will not be provided. In order to grasp the essential information discussed in each class, it is imperative all students are fluent in English. English fluency will be assessed during the interview process. No competency testing is required or accepted.

Academic Policies

Grading Policy

All students will be graded on all didactic and clinical modules.

The grading for didactic modules is the standard scale as follows:

90%-100%	"A"
80%-89%	"B"
70%-79%	"C"
69% and Below	Fail (Academic Probation)

A clinical evaluation will be conducted during clinical training on a three point scale as follows:

3 – Achieving Clinical Objectives
2 – Needs Improvement
1 – Not Achieving Clinical Objectives

Satisfactory Academic Progress Policy

The student must maintain satisfactory academic progress throughout the program. The student will receive a mid-program and a final evaluation. The evaluation will be completed by the Instructor and signed by the Director. Additionally, if a student is in "Academic Probation" status, the Instructor will evaluate and remediate with the student (if applicable) after each examination to ensure satisfactory progress of the student.

Academic Probation

A student is placed on Academic Probation as a result of a failure to meet academic standards. The student is also in jeopardy of dismissal from the program. Academic Probation can be identified at mid-term or any point in the course if a student has less than 70% grade result on modules.

Remediation Policy

If a student does not pass a Theory module, he/she will have the chance to remediate the specific module by reviewing the material with the Instructor and having a different form of a re-test. The student will need to pass the module before continuing on to the next module.

Cheating

Cheating of any kind will not be tolerated and will be grounds for suspension or cause to expel the student from the program.

Attendance and Absenteeism Policy

It is mandatory for each student to complete 100% of the required hours of both Theory and Clinical training in order to graduate as specified by the Department of Health Services. This means each student must have a minimum of fifty (50) logged hours of Theory training and one hundred (100) logged hours of Clinical training (not including tests).

There will be a ten (10) minute grace period. Anything beyond ten (10) minutes is considered tardy. Three (3) tardies will equal one (1) day of class to be made up.

Hours will be tracked by the Instructor through a daily Attendance/Sign-in Sheet to include Student Name, Date and Time, Student's signature at the beginning and end of the day, Name of Instructor, and Signature of Instructor. All tracked hours will be recorded on each student's Individual Student Record (CDPH 276C). Any missed hours must be made up per the Make-up Policy. Any hours not made up will prohibit or delay graduation.

Note- Students may NOT miss Day 12. There is no make-up time allowed for Day 12. Students will not be allowed to start Clinical training unless all hours of Theory training are completed first.

Tardiness Policy

Time is of the essence and the student is expected to be on time to all classes. For days that transportation would be affected by weather conditions, i.e. rain, there will be a ten (10) minute grace period. Anything beyond ten (10) minutes is considered tardy. Three (3) tardies will equal one (1) day of class to be made up.

<u>Make-up Policy</u>

The School understands absences or tardiness may occur while trying to adhere to the hour requirement. Therefore, all make-up hours must be hour for hour with the Instructor present for both Theory and Clinical training.

All Theory make-up hours must occur prior to start of Clinical training. The School allows and has scheduled a maximum of 2 full days or 16 hours of make-up time for Theory and Clinical training free of charge.

If any hours are missed and cannot be made up, the student will be dropped from the course and directed to consider starting over during the next session.

Note- Students may NOT miss Day 12. There is no make-up time allowed for Day 12. Students will not be allowed to start Clinical training unless all hours of Theory training are completed first.

<u>Leave of Absence Policy</u>

Students who are enrolled at Trinity School of Nursing are expected to fully commit to the attendance requirements and professional study. Such commitment involves fulfillment of the minimum required number of Theoretical and Clinical hours.

Voluntary Leave of Absence
While we recognize that circumstances may force students to interrupt their studies temporarily, Trinity School of Nursing adheres to a strict attendance policy. For personal or whatever reasons, however, the school may grant up to (1) one year leave of absence to students in good standing at any time upon filing of the appropriate Leave of Absence Request Form and approval of the same by the Director of the School.

Students on leave are urged to keep in touch with the school about their plans of continuing the program. It is assumed that if the School does not hear from the student within one (1) year from the time the leave of absence was granted, the student is no longer interested in continuing with the program and shall therefore be terminated automatically.

Involuntary Leave of Absence
Ensuring the safety of students and their learning environment is one of the primary concerns of Trinity School of Nursing. In doing so, the School reserves the right to place students on a Leave of Absence if circumstances require it. These circumstances include, but are not limited to, when a student's condition or behavior poses a threat of harm to themselves or others, disrupts the learning environment of the school, violates the School norms of respect for community and others, or evidences criminal behavior. Every effort will, however, be made first to persuade the student to take a voluntary leave of absence. Should a student wish to return to the program, medical and/or psychological evidence from qualified professionals that the student is ready to return must be submitted.

<u>Course Duration and Measurement</u>

Courses are measured in class hours. A class hour is 50 minutes in length. The required hours for each course must be completed at a minimum of fifty (60) logged hours of Theory training and one hundred (100) logged hours of Clinical training (not including tests).

Graduation Requirements

In order to meet the graduation requirements, the student must have the following:
A) All required 60 hours of Theory Training and 100 hours of Clinical Training at a minimum
B) A grade of "C" or better in all theory modules
C) Passing clinical evaluations demonstrating that the student has successfully completed all clinical objectives
D) Tuition and fees paid or arrangements made with the Director

The student will qualify to take the State Competency Evaluation Exam after all graduation requirements are met.

Conduct

Classroom and Clinical Facility Behavior

All students must behave in a respectable and professional manner while on Trinity School of Nursing premises and at the clinical facility. Fighting, threatening, rude, unsafe, or illegal behavior will not be tolerated and will be cause for suspension and/or the student will be expelled. In addition, English must be the only language in the classroom. Conversations between peers and/or faculty in another language is prohibited.

Dress Code

There will be two different dress codes each student must abide by:

Classroom Dress Code – Casual yet modest clothing. No revealing tops, or shorts or skirts above mid-thigh.

Clinical Dress Code – Scrubs/uniform provided by the school, ID badge, wrist watch with a second hand, and white clinical shoes. A student WILL be sent home if they do not have their ID badge.

All students must also have their hair pulled back and off the collar, clean non-acrylic nails of short length, light makeup, all tattoos covered, and no large or hanging jewelry (stud earrings are permitted). NO perfume, visible tattoos, or body piercings.

All violations of this policy will lead to disciplinary action.

Guests

Guest are not allowed in the classroom or clinical facility during instruction. This includes children of any age. NO EXCEPTIONS!

Food and Drink

Food and drinks are not permitted in the classroom or during instruction at the clinical facility. Scheduled meal times and breaks are provided during the day.

Cell Phone Usage

Cell phone usage is not permitted in the classroom or during instruction at the clinical facility. All cell phones must be set on silent or turned off completely during class time. This will aide in a distraction free environment.

Suspension and Termination Policy

The student may be subject to disciplinary actions leading to suspension or cause to expel due to:

1. Continuous academic probation which is defined as more than (3) three times during the course of the program;
2. The inability to grasp clinical skills;
3. Posing a threat to the lives of the patients;
4. Or, exhibiting inappropriate behavior. Examples of inappropriate conduct includes but is not limited to:
   - Disrespect to the faculty, staff, administration, clinical personnel, patients or other students
   - Cheating of any kind
   - Theft, deliberate or careless damage or destruction of Trinity School of Nursing's property or the property of any faculty, staff, student, facility, or patient
   - Removing or borrowing property without prior authorization
   - Unauthorized use of equipment, time, materials or facilities
   - Use or abuse of alcohol or any other illegal substance which, in the opinion of the School, interferes with the student's performance
   - Causing, creating or participating in a disruption of any kind on the School property or affiliated clinical site
   - Insubordination, including but not limited to failure or refusal to obey the orders or instructions, or the use of abusive or threatening language toward any faculty, staff, or facility member
   - Using abusive language at any time on the School premises, including verbal abuse or threats of physical harm
   - Sleeping or malingering in class or the clinical setting
   - Violation of any safety, health (Universal Precautions), rules or procedures
   - Excessive tardiness or absence
   - Failure to inform instructor when unable to attend class
   - Carrying firearms or any other dangerous weapons on the School premises at any time, except products used for personal defense such a pepper spray, if approved by the Director
   - Fighting or provoking a fight on School property or affiliated clinical site
   - Engaging in criminal conduct punishable as a felony, whether or not related to job performance
   - Unlawful harassment

Grievance Procedures/ Appeal Process

Students who feel they have been suspended or terminated unjustly, or have any other complaint about the school or any of its staff which cannot be resolved by an Instructor, are encouraged to submit a complaint in writing to the President of the School, who is responsible for the resolution of complaints. A written or oral complaint will be responded to within 15 days.

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

Student Services

Academic Advising

Each student will have a review of his/her progress at least twice during the course of study. Students experiencing academic or other problems will be advised by the Instructor and/or Program Director to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service.

Tutoring

Students who are experiencing academic problems can make an appointment with the Instructor for tutoring. In addition, peer tutoring may be available based on time and schedules.

Transportation

Trinity School of Nursing does not provide official transportation to any campus. Public bus transportation is available with stops located near each campus. Please check the local bus schedule and routes for more information.

Housing Services

Trinity School of Nursing does not provide assistance to find housing and has no dormitory facilities under its control. There are housing options available near campus. Cost for housing rentals may range from $200-300 a week. Please refer to local listings or directory for housing needs via an online search.

Job Placement Assistance

Trinity School of Nursing does not guarantee employment after graduation. There will be no job placement assistance provided. However, Trinity School of Nursing prepares the graduates to become Nursing Assistants in the state of California and will provide referrals to various hospitals, convalescent homes, rehabilitation centers, and long-term care facilities to which the School has affiliations. Pls refer to California (Occupational Classification Code 31-1014) https://www.bls.gov/oes/2018/may/oes311014.htm

Any follow up with the student regarding employment will be done via telephone calls, emails or in writing, to determine employment in the community.

Additionally, available in the library, the student will be able to access career development tools, such as resume writing and interview techniques, as well as conduct a job search via the internet.

Distance Education

Trinity School of Nursing does offer Online/Distance Education except when there is a State Emergency.
At such time, the Institution will transmit the first lesson and any materials to any student within seven (7) days after the institution accepts the institution for admission
 All students must be in personally in attendance for all required hours for Theory and Clinical Training.

Library and Reference Materials

The School maintains a library/study area with program-specific reference materials, pertinent publications and numerous audio and video instructional aids. Also available is access to career development tools, such as resume writing and interview techniques. Such materials are kept for use on the School premises. Additionally, the school provides unlimited internet access via Wi-Fi.

Medical Equipment, Uniforms, Textbooks

Each student will need to purchase two (2) sets of uniforms/scrubs. All other required items including a pair of white clinical shoes, applicable textbooks, and medical supplies (sphygmomanometer, stethoscope) are additional costs to the student in the program, which may have an estimated cost of $350 to $375.

Student Records

Records Retention

The school will maintain a complete student record / file for each student (current, graduate, and withdrawn) for a period of five (5) years regardless of whether or not the student completed the courses. The school will also permanently maintain each student's transcripts and copy of the Certificate of Completion (after graduation), and a copy of the State Competency Certificate.

Student Records/ Right of Privacy

Student files are broken down into the following sections: Personal, Academic Records, and Financial. The Federal Right of Privacy Act enables all students to review their records, including grades, attendance and counseling reports. Student records are confidential and only such agencies or individuals authorized by law are allowed access to these records.

Review of any records must be formally requested through a signed and written letter/statement by the Student and/or governing agency and delivered to the Administrative Assistant. All such reviews will be scheduled during regular hours under appropriate supervision.

Instruction

Our primary obligation is to prepare students for entry-level employment. The teaching, learning methods, and materials are competency-based. These methods allow individuals to progress as they gain competency in specific subjects. Individualized instruction, guided learning and tutorial techniques and materials are employed to assure that each participant receives the attention required to reach their objectives. This combination of methods, materials, equipment, techniques, and scheduling, assures that diligent participants are able to obtain their optimal potential in the shortest possible time.

Instructional Methods, Techniques and Materials

Competency-based methods, techniques and materials are used throughout the period of instruction. Instructors may lecture, demonstrate, discuss and provide tutorial instruction, in order to achieve the learning objectives. In addition, students practice their skills under the supervision of an Instructor.

Students must provide their own pens, pencils, notebooks, and other aides for retaining instructional topics.

Subjects are structured into specific modules or sections of instruction. Each module is a prerequisite knowledge or instruction. In this manner, an individual as well as a class approach to instruction and learning can be accomplished. Text materials are listed for each program, and are subject to change without notice due to changes in law and/or technology.

An Instructional Plan is provided to each student containing the following items:

- Objectives
- Instructional Materials
- Teaching Methods
- Testing Procedures
- Equipment
- Classroom
- Evaluation

For Skills Competency, a duly qualified, State approved Instructor will demonstrate and evaluate all Skills listed in the Skills Checklist provided by Department of Health Services, and has to be deemed "Satisfactory" to pass Clinical Training.

Skills Lab

The Skills lab is available for use any time to practice skills which have been defined in the curriculum and already demonstrated in class by the State approved Instructor. BEFORE USE, a student must notify and receive permission from an Instructor to use the skills lab.

All needed equipment will be provided by Trinity School of Nursing and is considered school property. No equipment shall leave the lab. All students must clean up the lab and place all equipment away in its proper place. It is the responsibility of the student to leave the lab as he/she had entered it.

Programs of Study

Nurse Assistant Program
160 Program Hours
Part- Time: *12 weeks*
Full Time: *5 weeks*

Prerequisites: Completion of Admission Requirements, Fingerprinting, and Physical Examination and Tuberculosis PPD Clearance or Negative Chest Xray
This program is designed to prepare students for positions in the healthcare field as nurse assistants. The subjects and hours are regulated by the California Department of Health Services. Upon passing the required examinations and clinical training, the student qualifies to take the State Competency Examination to become Certified Nurse Assistant (CNA) in the state of California.

Catalog Total Number Hours	Course Listing
NA- Module 1 2	Introduction
NA- Module 2 2	Patient's Rights
NA- Module 3 2	Interpersonal Skills
NA- Module 4 Catastrophe 1	Prevention and Management of
NA- Module 5 2	Body Mechanics
NA- Module 6 2	Medical and Surgical Asepsis
NA- Module 7 1	Weights and Measures
NA- Module 8 14	Patient Care Skills
NA- Module 9 7	Patient Care Procedures
NA- Module 10 3	Vital Signs
NA- Module 11 2	Nutrition
NA- Module 12 2	Emergency Procedures
NA- Module 13 2	Long Term Care
NA- Module 14 2	Rehabilitative Nursing
NA- Module 15 4	Observation & Charting
NA- Module 16 2	Death & Dying
NA- Module 17	Elder Abuse
NA- Clinical	100
TOTAL PROGRAM HOURS	160

Home Health Aide Program
40 Clock hours/ 26 Credit Hours

This course is to prepare CNA's for certification as Home Health Aide by the State of California

Prerequisite: CA Certificate in Nursing Assistant

HHA- Module 1	Introductions	(2)

HHA- Module 2	Interpretation of Medical and Socials Needs	(5)
HHA- Module 3	Personal Care Services	(20)
HHA- Module 4	Nutrition	(8)
HHA- Module 5	Cleaning and Care Tasks in the Home	(5)
TOTAL Program Hours:	40	

Cardiopulmonary Resuscitation (CPR)

8 Program Hours
Full Time: *1 day*

Prerequisite: None
This course is a requirement for clinical training. Training is outsourced by Trinity School of Nursing through American Heart Association approved Instructor. This course certifies student to provide basic life support to infants, children, and adults and satisfies the requirement for allied healthcare professionals.

Catalog Number	Course Listing	Total Hours
CPR	Basic Life Support for Healthcare Provider	8
	TOTAL PROGRAM HOURS	8

Tuition

Financial Aid and Scholarships

Trinity School of Nursing does not participate in State or Federal assistance programs, nor does it offer any loans or scholarships.

Tuition Payment Policy

Trinity School of Nursing only accepts two forms of payment as follows:

1. Full payment upon enrollment.
2. Partial Payments with the School's In-Housing Financing Program. If obtained, the student will have to repay the full amount of the tuition plus interest, less any amount of refund. . Late fee charge is $25.

All outstanding payments must be made prior to graduation or receipt of Certificate or Transcript. There will be a $20 charge for all returned checks.

Tuition and Fees

Program	Registration fee (Non-refundable)	Tuition	Estimated Fees for Supplies, Books, Uniforms, etc.	Estimated Cost of Entire Program
Nurse Assistant	$100	$1999*	$375*	$2,474
Home Health Aide	$100	$399.00	$50-75*	$574

*Supplies/ Requirements not included with tuition are: Malpractice Insurance, CPR Training, Fingerprinting, a pair of white shoes, Nurse Assistant textbook, blood pressure equipment and supplies, and the state exam fee. Estimated cost is between $325 -$375 for additional expenses. Discounts may be applied to tuition at school's discretion.

State of California Student Tuition Recovery Fund

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.

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

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

Cancellation, Withdrawal and Refund Rights

The student is obligated to pay only for educational services rendered. The student has the right to cancel the agreement for educational services and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. If the agreement is cancelled, the School will refund any money that was paid within 30 days after notice is received.

Cancellation occurs when written notice of cancellation is given to the School at the address specified on the Agreement. The Notice of Cancellation, if mailed, is effective when deposited in the mail, properly addressed, with postage prepaid. If the student is rejected for training, or if a course is cancelled, the student will receive a full refund.

The student has the right to withdraw from the School at any time. If the student withdraws after the cancellation period, all tuition, fees and other charges shall be refunded within 30 days following withdrawal on a pro rata basis, less a registration/administrative fee not to exceed $100.00.

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

Once purchased, books and supplies become the property of the student and no refund is made.

The refund shall be the amount paid for instruction multiplied by a fraction; the numerator is the number of hours that was not received but which was paid; the denominator is the total number of hours of instruction for which the student has paid. If equipment was received and returned in good condition within 30 days following the date of withdrawal, the School shall refund the amount paid for the equipment. If equipment was received and the student failed to return it in good condition within 30 days following the date of withdrawal, the School may retain the documented cost of the equipment. The student is liable for the amount, if any, where the pro rata or documented cost of the equipment exceeds the refund amount. If the student has paid more than they owe, a refund will be issued within 30 days of withdrawal. If the amount owed is more than that which was paid, arrangements must be made to pay the difference. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges.

Hypothetical Refund Example

Assume that the student enrolls in a 150 hour course, pays $1,999 for the tuition, $100 for registration, and $320 (fair market value) for the equipment and then withdraws after completing 30 hours (20%).

$1,999	-$100	= $1,899
Tuition	Registration Fee	Total money to determine refund

$100 Registration retained by School

$1,899	x 80%	=$1,519
Total money to determine refund	120 hours remaining	Total Refund due to student

For the purpose of determining the amount owed, the student will be considered to have withdrawn from the course when:
- The School receives notification of withdrawal, or the actual date of withdrawal
- The School terminates the enrollment
- The student fails to attend classes for a two-week period
- Failure of the student to return from a leave of absence

In the last case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

Revision of Programs and Tuition

The School reserves the right to change or modify, without notification, the program content, equipment, staff, instructional materials, equipment, and organization, if necessary, with approval from the Bureau of Private Postsecondary Education, if required. Such changes may be required to keep pace with technological advances and to improve teaching methods. No changes shall be made to diminish the competency of any program or result in tuition changes for current students.

Safety

Clinical Safety

Standard Universal Precautions must be taken by every student during clinical instruction. However, accidents may still occur.

In the event of an injury, the student must immediately:
- Notify the Instructor, Charge Nurse, and Program Director
- Properly document the injury
- Cooperate if the student is directed to seek medical attention/evaluation

In the event of exposure to bodily fluids, the student must immediately:
- Cooperate fully with all medical guidelines, procedures, and precautions
- Wash away the fluid
- Allow any bleeding to occur
- Notify the Instructor, Charge Nurse, and Program Director
- Document the incident
- Take proper action after an evaluation of the incident to include blood tests, HIV screening, etc.

Personal Property – Lost, Damaged, or Stolen

Trinity School of Nursing and the assigned clinical facility is NOT responsible for any lost, stolen, or damaged property. It is the sole responsibility of the student to keep personal items locked and/or out of plain site when he/she is not in its presence.

Parking Lot Policy

All students must park in the designated parking areas for Trinity School of Nursing and the clinical facility. Lack of parking spaces is not an excuse to violate parking regulations.

All vehicles must remain locked while on school grounds and at the clinical facility. Trinity School of Nursing and the assigned clinical facility is NOT responsible for any lost, stolen, or damaged property.

Additional Disclosure

This institution has no pending petition in bankruptcy , not operating as a debtor in possession, nor filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganizations under Chapter 11 of the United States Bankruptcy Code.

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Acknowledgements

This is to acknowledge that I have read or received a copy of Trinity School of Nursing's Student Catalog / Handbook and understand that it sets forth the terms and conditions of my admission and enrollment in the assigned program as well as my duties, responsibilities and obligations. I understand and agree that it is my responsibility to read and familiarize myself with the provisions of this document and to abide by the policies in it. If I do not understand any policy or procedure, I understand that I should address any questions to the Instructor or Program Director.

Student Signature_____   Date_____

Print Student Name_____