

GENERAL INFORMATION

MISSION STATEMENT

We provide quality nursing education that prepares and supports students to become members of the health care profession meeting the needs of a diverse population, in an ever-changing health care environment.

PHILOSOPHY AND OBJECTIVES

This program upholds the ideal that all people have a right to equal, appropriate, quality health care, regardless of cultural, racial, educational, age, gender, sexual preference or economic status. Our goal is to educate our students so that clients and their families receive quality care; every staff member benefits from working with our graduates; and the profession advances from the leadership of Nightingale health care professionals.

HISTORY

Nightingale School of Vocational Nursing is a private institution approved to operate on November 17, 2003 by the Board of Vocational Nursing and Psychiatric Technicians, and was granted continued accreditation from February 4, 2009 through February 4, 2013. This school was also approved to operate on June 30, 2007 by the Bureau for Private Postsecondary and Vocational Education pursuant to Chapter 7 / Section 94700 / Pat 59 / Division 10 / Title 3 of the Education Code. The Nurse Assistant Program was started in 1993 and is certified by the California Department of Public Health.

LEGAL CONTROL

Nightingale School of Nursing is licensed as a proprietary corporation in the State of California with its campus in San Leandro, California. Nightingale School of Nursing was purchased by, and is owned, by Southern Home Care Services Inc. in December, 2010. Southern Home Care Services is a subsidiary of, and, is wholly owned by ResCare, Inc., which is based out of Kentucky. ResCare, Inc. was purchased by Onex ResCare Holding Corp. in December of 2010.

STATEMENT OF APPROVAL TO OPERATE:

Approval to operate issued by:

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

STATEMENT OF APPROVAL TO OPERATE: (continued)

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Web site: www.bppe.ca.gov

E-mail: bppe@dca.ca.gov

Student or any member of the public may file a complaint about the school with the Bureau by calling or by completing a complaint form, which can be obtained on the bureau's internet website.

ACCREDITATIONS

Board of Vocational Nursing and Psychiatric Technicians (BVN)
2535 Capitol Oaks Drive Suite 400
Sacramento, CA 95833
Phone (916) 263-7800
www.bvnpt.ca.gov

Department of Public Health (CNA)
Nurse Assistant Certification Section
MS 3301
P.O. BOX 997416
Sacramento, CA 95899-7416
Phone (916) 327-2445

AFFILIATIONS

San Leandro Adult School
225 Bancroft Avenue
San Leandro, CA 94577

REQUIRED STATEMENTS – READ CAREFULLY

1. Any questions or problems a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:
Bureau for Private Postsecondary Education (BPPE)
2. Prospective students are required to review this catalog prior to signing the Enrollment Agreement.
3. Students must also review the School Performance Fact Sheet, which must be provided to students prior to signing the Enrollment Agreement.
4. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
5. This school does not participate at this time in federal and state Financial Aid Program.

BANKRUPTCY STATUS

Nightingale School of Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the previous five years, or has not had a petition in bankruptcy filed against it.

APPROVED PROGRAMS

- A. Vocational Nursing – a 1556-hour program admitting an average of 20-30 students each year.

- B. Nursing Assistant/ Home Health Aide Program – a 150 hour program admitting 15 students per class with an additional 40 hour Home Health Aide option.

INSTRUCTIONAL FACILITIES

Instructional facilities are located in a modern, well-maintained, fully air-conditioned building on a bus line, a 10 minute walk from Bay Area Rapid Transit (BART), and 10 minutes from a freeway exit.

Additionally, the facility includes administration and faculty offices, reception area, pre-enrollment testing area, student lounge area, restrooms and two large classrooms. Additionally, we have a skills lab, a library and a computer lab. We also utilize the San Leandro Adult School computer laboratory furnished with 16 computers. Nightingale School of Nursing, Inc., complies with all applicable federal, state, and local ordinances and regulatory statutes relative to the facilities it occupies, the equipment it utilizes, and the instructional standards it maintains. Nightingale School of Nursing fully complies with all local ordinances related to fire, building maintenance, health, and safety.

Instruction complies with facility occupancy levels of 30 students in the classroom/lab.

OPERATING SCHEDULE

Office Hours: 9:00 a.m. – 4:30 p.m. Monday - Friday

HOUSING

The school does not provide housing for students. However, ample housing accommodations are readily available in the surrounding area. A one bedroom apartment in the vicinity could rent from \$900.00 - \$1,200.00.

RESOURCE CENTER

Nightingale School of Nursing maintains standard reference books and periodicals related to the course of study at the school as well as general education textbooks and materials. The school also uses the San Leandro Adult School computer lab.

RETENTION OF RECORDS

Nightingale School of Nursing maintains current records for a period of not less than five (5) years within the State of California. Transcripts are maintained indefinitely.

ACADEMIC CALENDAR AND SCHEDULES

See individual programs in this catalog.

Vocational Nurse

Nurse Assistant/Home Health Aide

FACULTY AND STAFF

Vocational Nursing Program Director	Minda Dudley, D.C., R.N.
Nurse Assistant Program Director	Joan Batiste, R.N.
Vocational Nurse Instructor	Bernie Cowl, L.V.N.,
Vocational Nurse Instructor	Jan Formanek, R.N.
Educational Coordinator	Sara Kang, L.V.N.
Vocational Nurse Instructor	Grace Ku, R.N.
Vocational Nurse Instructor	Carol Lee, R.N.
Nurse Assistant Instructor	Brandon Lewis, L.V.N., D.S.D.
Vocational Nurse Instructor, Substitute	Fe Montesclaro, R.N.
Assistant Director	Roseanne Packard, R.N.
Vocational Nurse Instructor	Vani Palukuri, R.N.
Vocational Nurse Instructor Assistant Director	Rita Ruderman, R.N.
Nurse Assistant Instructor	Nantal Scott, L.V.N., D.S.D.

ACADEMIC POLICIES

ADMISSION REQUIREMENTS

Background checks are required from all students before entering the program and Live Scan fingerprinting is required when applying for permission to take the state licensing exams. If criminal convictions, traffic tickets over \$500.00 and other irregularities are found, this may impact your ability of taking the state exam or obtaining a license. Contact the appropriate credentialing agency for guidance. See individual program in the catalog.

PROCEDURE FOR ADMISSION: ENROLLMENT PROCESS

See individual Vocational Nurse or Nurse Assistant programs.

TRANSFER CREDIT

The transferability of credits you earn at Nightingale School of Nursing is at the complete discretion of an institute to which you may seek to transfer. Acceptance of credentials you earn at Nightingale School of Nursing is also at the complete discretion for the institution to which you may seek to transfer. If the credits or certificate that you earn at this school are not accepted at the institution which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason you should make certain that your attendance at this school will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Nightingale School of Nursing to determine if your credits or certificate will transfer.

DEFINITION OF A CLOCK HOUR

For the purpose of transfer of credit to another institution accepting similar school credits, each clock hour equals one 60-minute span of time with no less than 50 minutes of instruction. Our standard, at this time, is as follows: one credit hour equals 15 hours of lecture or 30 hours of clinical time.

RELEASE OF INFORMATION

Nightingale School of Nursing maintains all educational records for a period of five years and in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974. Therefore, the student must provide written consent before his/her education records may be disclosed to third parties. If a student requests records, the first copy is provided at no charge, within one week after written request. After the first official copy is given, any additional requests will be charged at \$15.00 per copy. All requests must be in writing.

ATTENDANCE

See individual Vocational Nurse or Nurse Assistant programs.

GRADING SYSTEMS

See individual Vocational Nurse or Nurse Assistant programs.

MAKE- UP POLICY

Make-up time will be given at the discretion of the program director, who monitors your attendance. There may be an additional charge to any student who is above their allowed absences but requests make-up hours, as we do not provide private or semi private instructors in your tuition costs.

Missed exams and assignments:

- a) Exams are expected to be taken on the date that they are scheduled. If for any reason the test or other assignment is missed, it must be made up the first day back on campus.
- b) If an exam is missed for acute illness (with confirmation note from a healthcare provider), then the student can take a make-up with no penalty **only if** they have a written medical excuse.
- c) When an exam is missed for any other reason, the student can take a make-up, but will have a reduction in their score by 10%. The make-up may also be an essay or oral examination at the discretion of the program director.
- d) If students are out of theory class for 2 or more days, they must contact the educational coordinator or program director.

If a class final test is failed, the student will have one week to schedule a make-up examination. If the make-up test score does not evidence satisfactory improvement, continuation at Nightingale School will be determined through advisement between the program director and the appropriate instructor.

INCOMPLETE AND COURSE REPETITION POLICY

See individual Vocational Nurse and Nurse Assistant Program.

ACADEMIC PROGRESS AND RE-ENTRY

See individual Vocation Nurse and Nurse Assistant Program.

MITIGATING CIRCUMSTANCES

The program director may waive satisfactory progress requirements and/or probationary status for students with circumstances of poor health, family crisis or other significant occurrences outside of the control of the student. These circumstances must be documented with demonstration that the adversities directly impacted the students' rate of progress in their program.

LEAVE OF ABSENCE

Students in good standing ("C" average in theory, "S" average in clinical and tuition paid) may be granted a one time short leave of absence (LOA) at the discretion of the program director. Due to the specific hours requirement of the Board of Vocational Nursing (1556 hours completed for our program), vocational students cannot leave the ongoing program and be re-admitted to the same program after an absence of more than 30 hours. Students in good standing who must leave the program for a longer period are encouraged to do so at the end of the term.

LEAVE OF ABSENCE (continued)

The school will attempt to re-enter that student when and if that course is taught again in another cohort and if there is room in the class. **Re-admission is NOT guaranteed** and will depend on availability of staff and resources.

There are no LOAs granted in the Nurse Assistant Program due to its short duration of required hours (150).

ACCESS TO STUDENT RECORDS

Students may request access their academic, financial, or placement files by going to the school office. First-time copies of file documents are made available free of charge to students and graduates. Any subsequent requests for copies of the same documents will require a \$5.00 copy fee to be paid upon request for document copies. Students are welcome to review file material at any time.

Student records cannot be reviewed by third parties without the written consent of the student. If you would like a third party to have access to any school records, please provide written permission to the program director. Federal and state regulatory officials are not required to obtain students' permission to review student files and records.

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

General access to student records is granted to (1) an officer/employee of the U.S. Department of Education, State of California, city or county agency, accrediting agency, seeking information in the course of his/her duties; (2) school record personnel with legitimate educational interest, or (3) a person designated in writing by an adult student or the parent or guardian of such student, if student is a dependent minor. Authorized party must request copies or records in writing. All student records are kept for a five (5) year period of time.

GRADUATION REQUIREMENTS & COURSE COMPLETION

Successful completion of a program is based on examinations, class work, practical accomplishments in the clinical area, attendance, classroom participation and meeting financial obligations to the school. Students will be awarded Certificates of Completion for finishing their course of study, provided the students have attended the required scheduled class hours of instruction, have a passing grade average and have met all other administrative and financial requirements. Consult individual programs for details.

CAREER PLANNING AND PLACEMENT

Nightingale School does not guarantee employment. We do not promise that positions will be available to students upon graduation. However, we do have a program to provide assistance for all our graduates. This is accomplished by:

1. Classroom discussion and informative handouts on job seeking skills.
2. Job post board of current known openings and job fairs.
3. Providing recommendation letters on request.
4. Inviting healthcare staff and community facilities to discuss what they look for in future employees.
5. Individual interviews with students on request on specific job placement opportunities.

STUDENT SERVICES

Nightingale School of Nursing operates Student Services under the direction of the program director. The instructor has primary responsibility for student academic and personal advising, monitoring student attendance, and academic performance. This includes accountability for student satisfactory progress assessment.

The school does not provide personal counseling but if the student has personal problems interfering with success in school, the instructor will refer the student to the program director.

The Program Director maintains a referral process available to all students who make requests for information regarding resources within the community that are operated by public and private organizations offering assistance in housing, child care, personal and crisis counseling, financial management, transportation, AIDS awareness, drug rehab treatment, and other emergency services. Public library access is also available through the county system.

NOTICE OF STUDENT RIGHTS

1. You may cancel your Enrollment Agreement with the school, without any penalty or obligations except for non-refundable application fees, books and supplies, on the seventh business day following your first class session as described in the cancellation form that will be given to you on enrollment and is also in the catalog and school office. Read the Cancellation of Enrollment Agreement form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, please ask the school for a copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a pro rata refund for any part of the course not taken. Your refund rights are described in the Enrollment Agreement. If you have lost your contract, ask the school for a description of the refund policy.

NOTICE OF STUDENT RIGHTS (continued)

3. If the school closes before you graduate, you may be entitled to a refund. Contact the California Private Postsecondary Education department of Consumer Affairs, at the address and telephone number listed below, for more information.
4. If you have any complaints, questions, or problems which you cannot work out with the school, write or call:

State of California Department of Consumer Affairs

1625 Market Boulevard, Suite S-308, Sacramento, CA 95834

Phone (916) 574-8200.

METHODS OF INSTRUCTION

The school uses varied learning methods such as:

1. Classroom discussion with an emphasis on student participation.
2. Required textbook reading.
3. Testing on required reading and lecture material.
4. Other reading sources such as current journals and books in the field (in school and other libraries).
5. Video, film and other multimedia techniques
6. Visiting lecturers.
7. Computer research and enrichment sources in our computer lab.
8. Educational presentations by students.
9. Learning and practicing nursing skills in the school skills lab.
10. 16 hours a week in community health facilities practicing the nursing arts under supervision.
11. Online computer test practice for state licensing exam field trips to local health facilities.

STUDENT TUITION RECOVERY FUND (STRF)

There is a state requirement that a student who pays his or her tuition is required to pay a NON-REFUNDABLE state imposed assessment to the STRF. This fee is included in the tuition payment and is sent separately to the BPPE.

The fund was established by the legislature to protect students who attend a private postsecondary institution from losing tuition.

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. Contact the BPPE for information if you have a financial problem of this nature.

It is important that you keep copies of the Enrollment Agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education. If you have any complaints, questions or problems, which you cannot resolve with the school, write or call:

STUDENT TUITION RECOVERY FUND (STRF) (continued)
Bureau for Private Postsecondary Education (BPPE)

P.O. Box 980818
West Sacramento, CA 95798-0818
Email: bppe@dca.ca.gov

Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897

STANDARDS OF CONDUCT

STUDENT CONDUCT

Nightingale School of Nursing is an academic institution and diverse learning community with the goal of educating students in healthcare and preparing them to work in the healthcare environment. Upon enrollment in our academic community, there are standards of academic and professional behavior required of all students at all times. The objectives to meet these standards are:

To further learning for the whole community.

To work safely, efficiently, respectfully and helpfully with patients in the diverse clinical placements we have obtained for students.

To act professionally and follow policies and procedures in the clinical organizations with which we are affiliated.

To promote learning in the classroom setting. Disruptive, distracting, or overly intrusive classroom behavior is considered unprofessional. Disruptive and/or distracting behavior includes, but is not limited to, cell phone usage, leaving and entering class during lecture, chatting, attention seeking behavior and eating.

We expect “the talkers” to listen more and encourage quieter students to share their ideas. The school is a supportive academic environment to expand your communication skills. We expect verbal contributions from the quieter students to learn to express themselves in a professional environment. Mature, respectful, empathetic communication and conduct is essential to succeed in nursing.

In the Classroom

- Food and/ or drink are prohibited in the classroom and the skills laboratory. Routine breaks within the 4-hour lecture session shall provide ample time for students to eat and drink. The school accepts written medical excuses, submitted ahead of time to the program director, that the student is exempt from this policy.
- The school reserves the right to re-arrange the seating to promote new alliances, sharing of information and to increase learning.
- Students are responsible for their own personal property. The classroom and clinical sites are not secure.
- Except for emergencies, incoming or outgoing personal telephone calls for or by students will not be permitted during lecture time. Please use phones during breaks.

MISCONDUCT AND INSUBORDINATION

MISCONDUCT IN THE CLASSROOM

Appropriate and respectful conduct is especially important in nursing schools where students are learning professional standards of behavior that are necessary to work in a healthcare environment. The nurse/ patient and the nurse/ staff relationship is one of trust and reliance to keep patients safe at all times.

Misconduct may include, but is not limited to, lying, cheating, plagiarism, inappropriate touching, inappropriate flirting and sexual behavior, possession of drugs, alcohol or weapons on school premises, behavior creating a safety issue for other persons such as school staff or students, or any other determined infraction of conduct that is incompatible with professional behavior. Students have the right to appeal suspensions or terminations. Information will be provided by the program director.

MISCONDUCT IN THE CLINICAL SETTING

Being responsible for aspects of patient care is a serious matter, even for the beginning students. Patients are often vulnerable, depressed, confused, and physically impaired. They rely on doctors and nurses to sympathetically care for them, heal them and keep them safe. Professional nursing student conduct is essential. The following behavior would be considered misconduct:

- Use of or carrying of personal cell phone in the “on position.”
- Leaving the assigned nursing unit without informing the instructor.
- Arriving on the unit late or leaving early without permission from the instructor.
- Being on the unit, but unable to be located.
- Using clinical time to socialize rather than being engaged in patient-centered activities.
- Falsifying or omitting nursing information either verbally or in writing.
- Charting or reporting completion of nursing interventions or medical orders when in fact such action was not taken
- Misuse, abuse, or theft of the instructional equipment.
- Failure to report errors.
- Assuming responsibilities or performing skills in which the student has not been instructed or those not within the Scope of Practice.
- Violation of confidentiality.
- Unsafe performance of clinical practice.
- Performing nursing duties without the permission or knowledge of the instructor.

MISCONDUCT AND INSUBORDINATION (continued)

INSUBORDINATION

Nightingale School of Nursing considers insubordination a serious offense that can result in automatic suspension or termination as it impacts directly on our responsibility to keep patients safe and/ or deliver needed care. The following behaviors are insubordination:

- Failure to follow medical and/ or nursing orders or procedures from clinical personnel or the instructor.
- Failure to notify the instructor directly of your inability to be on the clinical unit on time or to notify the instructor when leaving the unit.
- Any error of judgment which impacts directly on patient safety.

PLAGIARISM

Plagiarism is the unauthorized use or close imitation of the language and thoughts of another author (including other students) and the representation of them as one's own original. Thus, plagiarism, cheating on exams, misrepresentation or fraud of any kind is considered a very serious offense in any professional school. Falsifying information or misrepresentation of any kind may transfer over to falsifying medical records, which is against the law. The student may be suspended or expelled from the program for this violation.

PROBATION, SUSPENSION AND TERMINATION

Students may be put on probation, suspended or terminated by the program director for any of the following reasons listed above as well as excessive absenteeism or tardiness, failure to achieve Satisfactory Academic Progress, failure to comply with probationary conditions, cheating, failure to meet financial obligations; behavior creating a safety hazard to other persons at the college. Students have the right to appeal suspensions or terminations by contacting the program director. In serious cases, the program director will summon a committee to review the facts and come to the decision. Information will be provided by the program director.

STUDENT DRESS CODE

After admission to the program, the student must comply with the required dress code which is derived from concepts of asepsis, protection of the patient, and professional appearance. The program director or instructor will explain the dress code for your program during the first few days in class. The school requires the following:

1. Clinical attire

Vocational Nurse

- Complete uniform includes ID badge, scissors, black pen, pencil, notebook, stethoscope, penlight, and necessary resources as deemed by the instructor.

STUDENT DRESS CODE (continued)

Nurse Assistant

- Complete uniform does not include stethoscope, scissors and penlight.
- Gait belt is required. Check with instructor about additional equipment.

All white uniforms or all white scrubs

- The fabric must be clean and in good repair, not discolored, torn, or stained.
- The white fabric must be of a quality sufficient that underwear does not show through.
- An all white sweater is acceptable, but **not** a sweatshirt.
- The uniform must be properly hemmed so cuffs do not drag and properly pressed.
- No colored t-shirts under uniform or scrubs at any time while in clinical.

Shoes

- Shoes must be all white with no colored marks or logos.
- Shoes must have backs; no clogs are permitted.
- Shoes and laces must be kept clean.
- Nurse Assistant students may wear all black shoes with no colored marks or logos.

Hair

- Hair must be chin length or else held back with a tie or clip. Can be dyed, but not un-natural colors such as blue, bright red, purple. Hair must be clean and odor free.
- Use unscented grooming products as patients may be allergic or sensitive; no perfumes or scents.

Nails

Nails must be short, clean and trimmed and not extend over the tops of the fingers. Only clear nail polish is permitted. Artificial nail additions or acrylic extensions, etc., are not permitted (due to bacterial or fungal transmissions).

Teeth and Mouth

Daily mouth hygiene is required.

Body Metal and Piercings

Visible body metal of any kind is not permitted in clinical or in class. No jewelry is allowed in piercings other than in the ears. Students who have either cultural and/ or a religious reason for wearing body metals and having piercings, shall be responsible for requesting an exemption from the program director.

Earrings/other jewelry

Earrings must be studs or otherwise small and not dangling, or have large hoops.

No necklaces or bracelets, of any type, are allowed in clinical sites.

Nightingale ID Badge

An ID Badge will be supplied. Students are required to wear their ID

STUDENT DRESS CODE (continued)

badges at all times during theory and clinical. The ID badge should always be visible. If it is lost, obtaining a replacement will cost \$5.00.

Clinical Facility ID Badge/ Parking

You will be notified by the clinical instructor of any requirements.

No gum chewing is allowed in the clinical areas.

No visible tattoos are allowed in the clinical setting.

Students will be informed by their clinical instructor of any individual dress requirements that are necessary in a particular clinical setting.

No cellular phones may be taken into clinical sites at all times. If you do have your cellular phone at the clinical site, you will be asked to leave by your instructor.

2. Theory classroom / skills and lab attire:

Modest street clothes are fine during theory and uniforms are required in skills labs, unless otherwise notified by your instructor.

DRUG-FREE SCHOOL POLICY

In compliance with federal and state laws, Nightingale School of Nursing has established a referral service for drug abuse prevention programs. All enrolled students are made aware of this program during the orientation week, and are required to read and abide by the Nightingale School of Nursing's Drug Free School policy outlined below. Failure to do so may result in probation, suspension, or termination.

The policy is as follows: It is unlawful to manufacture, distribute, dispense, possess or use any controlled substance in all buildings, property, facilities and branch locations of the school.

1. We believe that chemical dependency, including alcoholism, is a disease that can be treated and individuals can be returned to productive healthy lives. Identification and treatment of chemical dependency in the early stages will benefit both the school and the students/employees. We also recognize that chemical dependency by another member of the immediate family can create stress for the student/employee, which is detrimental to the school and/or job performance. For this reason, we encourage students and employees to utilize the procedures that are available in seeking assistance.
2. It is the responsibility of all directors, instructors and staff to ensure that no student/employee with alcoholism or other chemical dependency is terminated or demoted for seeking or accepting diagnosis and treatment. The school does not expect instructors to become experts in the diagnosis or treatment of the illness, but they must become familiar with job-related symptoms in order to discuss the subject with the individual when unsatisfactory performance is accompanied by indications of chemical dependency.

DRUG-FREE SCHOOL POLICY (continued)

3. The school reserves the right to request reasonable cause testing based on observable actions, physical evidence, or on observable changes in established behavior patterns. Reasonable cause testing may be requested by any school official or supervisory employee/instructor if circumstances warrant.
4. The confidential nature of the medical records of employees with chemical dependency, including alcoholism, will be preserved in the same manner as all other medical records. An employee who suffers from this disease will receive employee benefits and insurance coverage as outlined under our established Employee health insurance plans.
5. The school will make every reasonable effort to assist and encourage students and employees to make the decision to accept the recommended form of treatment for chemical dependency. However, if the student/employee refuses to accept treatment, or continually does not respond to treatment, or the indications of chemical dependency persist, disciplinary action will be taken.
6. Any student or employee violating the schools policy will be subject to disciplinary action, which may include termination.
7. Any student or employee convicted under criminal drug statute must report the conviction within 5 days to the Program Director. The U.S. Drug Agency will be notified within 10 days after receiving notice from an employee or student or otherwise a copy of such conviction will be submitted to the Agency. The school will take the following actions within 30 days of receiving notice with respect to any employee or student who is so convicted:
 - Terminate employment of the employee or schooling of the student, or
 - Require such employee or student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or Local health, enforcement, or other appropriate agency.

At the time of enrollment or employment, individuals are informed about Nightingale School of Nursing's drug-free school/workplace program. While individual drug testing is not part of the enrollment requirements, Nightingale School of Nursing requires that individuals agree to adhere to our drug-free school policy. Students and employees are subject to termination for violation of this school policy. In addition, persons distributing drugs to employees or students will be referred to the authorities and the school will press charges of drug distribution. Drinking alcoholic beverages, prior to attending class or clinical is reason for program dismissal.

DRUG-FREE SCHOOL POLICY (continued)

When you apply to the Board of Vocational Nursing to take the NCLEX or the Department of Public Health to take the Nurse Assistant Certification exam, you are required to state any prior convictions (including traffic tickets over \$500). If you have been convicted of a crime, even a minor one, or as a teenager, or if it has been expunged, you are required to report it under penalty of perjury on your State Application. It is up to the Boards to thoroughly review the conviction and decide if you have rehabilitated yourself and are suitable for the profession. If you have issues concerning prior criminal behavior, please contact the Department of Public Health or the Board for more information.

Occasionally, students are not permitted to take the state exams, or after taking them, are not permitted to work as a vocational nurse or nurse assistant without further investigation. The Nightingale School does not reimburse tuition not otherwise owed in these cases.

GRIEVANCE/COMPLAINT POLICY AND PROCEDURES

The school welcomes complaints given in a respectful and professional manner. It helps us improve. However, we do have guidelines. We do not accept complaint(s) during class and clinical time unless it is urgent. We request that the complaint(s) be brought to the attention of the instructor after class. If this is unresolved, then contact the program director after class for an appointment. The program director reserves the right to listen to each student's complaint on an individual basis and not as a group. The rationale for this process: This program is committed to preparing and educating students about grievance procedures that parallels the nursing profession's work environment.

Think through your complaint. Jot it down. Include suggestions for improvement and present your complaint in a respectful manner.

In addition, the school has a more formal complaint procedure, which advances to different levels and in an orderly fashion. First, the student is encouraged to meet with the instructor to mutually resolve the conflict. If the concern is unresolved, the student is welcome to make an appointment to meet with the program director. If the concern is unresolved after meeting with the director, the student has one week to make an appointment with the Nightingale Administration.

The student may always contact the agencies that credential the school at any time and is not obligated to go through a school process first.

Board of Vocational Nursing

2535 Capitol Oaks Drive, Suite 400
Sacramento CA, 95833

Toll Free: (888) 370-7589

GRIEVANCE/COMPLAINT POLICY AND PROCEDURES (continued)

**State of California Department of Public Health
Nurse Assistant Certification Section**

MS 3301
PO Box 997416
Sacramento, CA 95899-7416

Phone: (916) 327-2445

Bureau for Private Postsecondary Education

PO Box 980818
West Sacramento, CA 9579899-0818

Phone: (888) 370-7589

VOCATIONAL NURSE (VN) PROGRAM

IMPORTANT NOTICE TO ALL APPLICANTS

When students apply to the Board of Vocational Nursing (BVNPT) to take the state licensing exam (NCLEX-PN), they are required to state any prior convictions (including traffic tickets over \$500). If they have been convicted of a crime, even a minor one, or as a teenager and it has been expunged, they are still required to report this under penalty of perjury on the state license application. It is up to the Board to thoroughly review the convictions and tickets to decide if they are suitable to take the state exam or, even on passing the exam, if they are suitable to be granted a full license. If you have issues concerning any of the above information, please contact the BVN-PT for guidance before you enroll.

Occasionally students may not be permitted by the BVN to take the license exam or even after taking the exam, be denied licensure due to their background check. In these cases the school will not reimburse any tuition or other expenses that are not otherwise due to the student.

APPLICATION REQUIREMENTS

Prospective students to the Vocational Nurse Program must demonstrate satisfactory performance on a test of basic English and math skills. This test will be given at the school's expense before the application process begins.

1. All applicants interested in the VN program are required to pass a TABE (Test of Adult Basic Education). This is given at our school, during pre-determined times. The test takes 2 ½ hours and is at the school's expense.
2. 18 years old and above.
3. Must be a high school graduate or its equivalent (high school diploma, General Education Development Certificate – (GED) or foreign school diploma equivalent which must be obtained from your home school.
4. Current certified nurse assistant (CNA) license.
5. Transcript verifying the successful completion of a post secondary (after high school) Anatomy & Physiology course with a grade of “C” or higher (course need not have a laboratory component, but must be recent within 5 years.) Nightingale school may offer the Anatomy & Physiology course based on need.
6. A current CPR/BLS (Basic Life Support) card approved by the American Heart Association (AHA) for adults, children and infants.
7. Tour of campus in the company of an administrative representative.
8. Have received a School Catalog and read and understand all information, policies and procedures and disclosures.
9. Have an interview with the Program Director or representative.

PROCEDURE FOR ADMISSION: ENROLLMENT PROCESS

1. Take the pre-admission TABE test of basic English and math with a passing score.
2. Complete the “Application to Vocational Nursing Program.”
3. Schedule a personal interview with the director or educational coordinator who will explain tuition, funding sources, total cost of the program, tuition payment schedule, additional costs for uniforms, physical exams and state licensing fees.
4. Pay \$250.00 non-refundable application fee.
5. Tour the school with an admissions representative.
6. Receive, read, understand and sign-off on all required pre-enrollment disclosures:
 - A. Notice of Students Rights
 - B. School Catalog
 - C. School Tuition Recovery Fund
 - D. Drug free School Disclosure
 - E. Notice of Cancellation of Enrollment
 - F. School Performance Fact Sheet
 - G. Read and understand the Enrollment Agreement before signing.
7. Read and understand the enrollment agreement before signing. Pay \$2,500.00 at time of enrollment.

Catalog of Entry: When a student is admitted, the school accepts the responsibility to provide the vocational program in which the student has enrolled. All programs are under constant review for improvement and updating. If program requirements are changed, students already enrolled will be protected in that the course and hour requirements stated in the catalog at the time of students start date will remain in effect unless the Board of Vocational Nursing deems otherwise.

TUITION

VN TUITION PROGRAM COST-\$20,750.00

This cost includes books and ATI review program, first school patch, clinical supplies with tote bag and background check. Other expenses such as uniform, physical exams, immunizations, additional background/ Live Scan checks, if required, CPR, fingerprinting, license application and examination fees, which will amount to approximately an additional \$900.00 in charges paid to other parties. The tuition payments are due in 13 installments, which are:

1. \$5,000.00 due on acceptance to reserve enrollment in the program.
2. \$1,250.00 monthly payments for a total of 12 months.

A \$250.00 non refundable registration fee is included in the first \$5000.00 payment along with a Student Tuition Recovery Fee that totals \$50.00.

Students will not be issued a certificate of completion nor be approved to take the NCLEX-PN exam unless the tuition is paid in full. Failure to pay tuition according to the signed enrollment agreement may result in termination from the program.

The school does take private party checks, but if it is returned for insufficient funds then there is a \$25.00 fee and we ask you to pay any subsequent payments in money orders, debit or credit cards, cash, or with a bank check only.

SCHEDULE OF TUITION, FEES AND AMOUNTS TO BE PAID TO OTHER PARTIES

Books and materials are included in the tuition. The admissions department will provide all candidates with a list of books and materials that will be provided for their program.

TUITION and FEES

ITEM	AMOUNT
NON-REFUNDABLE Application Fee (includes \$50.00 Student Tuition Recovery Fund (STRF) assessment which the student is responsible for paying)	\$250.00
Books, Tote Bag and Supplies (this cost is included in tuition)	(\$378)
Tuition Balance	\$19,750.00

SCHEDULE OF TUITION, FEES AND AMOUNTS TO BE PAID TO OTHER PARTIES (continued)

ESTIMATED AMOUNT PAID TO OTHER PARTIES

Physical Examinations and Vaccinations	\$80.00
BLS/ CPR	\$75.00
TB Test (2-step) Chest X-ray may be needed	\$40.00
Uniforms (2) and shoes	\$120.00
BVNPT Application Fee	\$150.00`
Fingerprinting	\$80.00
State Exam (NCLEX-PN) Reg. Fee	\$200.00
TOTAL AMOUNT TO BE PAID TO OTHER PARTIES	\$750.00

TOTAL COST OF PROGRAM - \$ 20,750.00

Additional cost of clinical placements

The student must budget for the additional costs of attending clinical placements such as transportation, gas, parking and meals on site.

REFUND INFORMATION & BUYER'S RIGHT TO CANCEL

The student has a right to a full refund of all charges less the non-refundable application fee of **\$ 250.00** should the student cancel the agreement on or before the first day of instruction. In addition, you may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition you have paid to that date, less the application fee, if you have completed no more than 60% of the program. Books and materials received will be deducted from your refund, along with other costs the school may have provided. If you have completed more than 60% of the program, a refund is **not** given.

The request to withdraw must be submitted to the program director in writing and signed and dated by the student.

If you are dismissed from the program before completing 60% of the program, you will receive a pro rata refund. If you are dismissed after completing 60% of the program, a refund will not be given.

REFUND INFORMATION & BUYER'S RIGHT TO CANCEL (continued)

Refunds will be paid within 45 days of cancellation, withdrawal or dismissal via a Nightingale School of Nursing check.

For example, if the student paid \$20,000.00 tuition and completes only 100 hours of the 1556-hour course, then the student would receive a tuition refund of \$1285.34 (Calculation: \$20,000 minus \$ 250.00 non-refundable deposit is \$19,750.00.) \$19,750 divided by 1556 clock hours of instruction=\$12.69 per hour; 1556 hours minus 100 hours completed equals 1456 hours refundable; 1456 hours times \$12.69 per hour equals \$18,476.60. After this figure is calculated, then any supplies or books that you were issued will be subtracted from your refund, at cost.

If the school cancels or discontinues the vocational nursing program, every effort will be made to provide for the completion of the program at another accredited vocational nursing program. If this is not achieved, the school will make a full refund of pro rated charges. All refunds will be paid within 45 days via a check from Nightingale School of Nursing.

NURSING COURSE DESCRIPTIONS:

The following five courses are taught and tested during the program. Each course also has a clinical component. Students are required to **pass** both theory and clinical **before** the student can advance to the next course.

Fundamentals/Basic Medical/Surgical Nursing Fundamentals 4 weeks Basic Med/Surg 10 weeks	(F/BMS)	14 weeks
Intermediate Medical/Surgical Nursing	(IMS)	15 weeks
Advanced Medical/Surgical Nursing	(AMS)	15 weeks
Maternity Nursing	(MAT)	3 weeks
Pediatric Nursing	(PEDS)	3 weeks

In addition to the five main courses, the following material is taught and integrated into classes:

Nutrition	Psychology/ Dementia
Mental Problems/ Aging	Leadership & Supervision
Growth/ Development	Professional Adjustments
Nursing Process	Communicable Diseases
Communication	Home Health Nursing
Pharmacology	Gerontology
Patient Education	Skills Lab
Ethics	Cultural Diversity
Rehabilitation	

ACADEMIC CALENDAR – 03/ 28/2011 THROUGH 03/23/2012

Term I	Fundamentals	03/28/11 to 04/22/11
	Beginning Med/Surg	04/25/11 to 07/01/11
Term II	Intermediate Med/Surg	07/12/11 to 10/21/11
	Pediatrics	10/24/11 to 11/11/11
	Maternity	11/14/11 to 12/02/11
Term III	Advanced Med/Surg	12/05/11 to 03/23/12

Term I

Fundamentals/Beginning Med/Surg (F/BMS)- 14 weeks

Fundamentals are the student's first introduction to vocational nursing. In Fundamentals, the background and the instruction involves the care of the sick adult in the hospital setting will be taught along with clinical skills in basic care, physical assessment, aseptic technique, and professional communication. (4 weeks)

The following will be taught in the Beginning Med/Surg course. Body systems and common deviations from the norm, medical and nursing interventions, patient communication, data collection, and the nursing process will be included. Problem solving, effective observation and reporting, safety, and nutrition across the life span will also be included. Although the students do not administer medications in this course, Basic pharmacology dosage calculation will be introduced (10 weeks).

Term II

Intermediate Med/Surg (IMS)-15 weeks

This course continues to build on the Beginning Med/Surg course. More complex body systems, deviations from the norm, diagnostics, medical and nursing interventions, care planning, including pre and postoperative care, and cultural diversity are taught across the life span as well as psychological and spiritual approaches. Medication administration is undertaken in the clinical setting and more advanced level of vocational nursing interventions such as wound care, foley and naso-gastric insertion will be included. The number of patients will increase during your clinical hours that you will be responsible for. Time management, communication and charting skills are reinforced along with initiative, creativity and problem solving.

Maternity Nursing (MAT)-3 weeks

This course presents the nursing care of the client during pregnancy, labor, delivery and postpartum periods, including the related issues of medications, diet therapy, socioeconomic, psychological and cultural factors. Clinical supervision of students will include the applications of principle and practice to the nursing care of the woman during the peri-natal experience. Patient education and nursing care of the family is emphasized.

Pediatric Nursing (PEDS)-3 weeks

Normal growth and development of the child will be taught along with common health problems including medical and nursing interventions. The nursing treatment of children in the hospital setting, medications, diet therapy, socioeconomic, psychological, family and cultural factors will also be presented. The clinical setting will emphasize delivering nursing care while supporting the child's adaptations to the healthcare environment, and family relationships. Training in patients and family teaching will also be included.

Term III

Advanced Med/Surg (AMS)-15 weeks

This course continues to build on the previous two courses with the instruction of more complex body systems, deviations from the norm, and medical and nursing interventions. The special needs of geriatric patients is emphasized in this course. Anatomical and physiological changes resulting from disturbances in the body systems, diagnostic tests, and the role of the professional vocational nurse team participation and delegation are emphasized. Data collection, prioritization, and time management are highlighted with detail in this course.

TRANSFER CREDIT

Course credit earned at the school, in most cases will not be transferable to any other school, college, or university. Another vocational nursing school may agree to take students as transfer students. It is always up to the determination of the school you are applying to, whether they will accept credits transferred from another vocational school.

Nightingale School of Nursing may (if space allows) permit students to transfer from another accredited vocational institution, after the institution and student progress is evaluated by the program director. Students' letter grades do not transfer only credit for the course taken. Students would receive a "satisfactory" (S) for a course receiving a "C" or better. Transfer ratings will not affect students' cumulative grade point average. The program cost to transfer student will be determined by several factors such as portion of the program completed, costs of evaluating students, prior curriculum and clinical skills.

The criterion to receive transfer credit is as follows:

1. A transfer student may request from Nightingale School of Nursing at the time of application, that certain credits earned elsewhere be accepted by the school towards the student's program completion. This request should be placed in writing, by the students, and given to the school.
2. To successfully transfer credits into the school, the students must take and pass a challenge exam, which will cover the basic material found within the course(s) that they desire to transfer to the school.
3. Students must score 75%, or better, on the challenge test covering any course that they wish to transfer to the school.
4. The program director will grade the challenge exam and determine if the incoming students possess an understanding of the skills and knowledge required in this course, to a 75% or better, level of comprehension.
5. Grades from courses transferred into the school will not be used in figuring the students' GPA. However, credits transferred in will be counted towards the maximum time frame.
6. Students' tuition will be adjusted accordingly, so that students are not charged for any credits successfully transferred to the school.

TRANSFER CREDIT (continued)

7. The student has a right to appeal any failed transfer of credit by making an appointment and meeting with the program director. In such cases, the educational coordinator and the program director attend this meeting to explain why the credit was not allowed. The students can make their case as to why it should have been accepted. The final decision will be made by the Program Director within 3 days, or less, of the appeals meeting.

The program cost to transfer students will be determined by several factors such as portion of the module of the completed, costs of evaluating students' prior curriculum and clinical skills.

GRADING SYSTEM

Written, practical tests and projects are given on a regular basis to evaluate students' progress in the course of instruction.

Vocational Nursing

PERCENT	GRADE	DESCRIPTION
92 – 100	A	Excellent
83 – 91	B	Good
75 – 82	C	Average
66 – 74	D	Failing Grade

*No grade points are awarded for Pass/Fail, Incomplete, or Withdrawal

Students are required to complete each course of instruction with an overall grade of 75% (or "C") or above in theory and a "Satisfactory" in clinical performance. A student will not be advanced who has not achieved an "S" in clinical, even if the student has done well in theory. In addition, if the student cannot demonstrate professional behavior, including professional communication, the student will not be advanced in the program. For questions or concerns, students are advised to refer to the program director.

The second failing test grade within the same term may constitute dismissal from the program. The student may petition for re-admission into the next available term. The program director has the right to test any student prior to re-admission.

Pharmacology Grading Policy

Although pharmacology is not a separate course and the material is integrated into F, BMS, IMS, and AMS, there is an individual pharmacology grade, which has two parts.

1. Pharmacology Theory: must achieve an 80% grade to pass, in all levels
2. Dosage Calculation: the individual grading policy is described below:

GRADING SYSTEM (continued)

Pharmacology Dosage Calculation Grading

Fundamentals	75 average must be achieved
Beginning Med. Surg.	80 average must be achieved
Intermediate Med. Surg.	85 average must be achieved
Advanced Med. Surg.	90 average must be achieved

Failure to achieve a 75% in dosage calculation during Fundamentals will result in the student being required to take a remedial math class that is approved by the instructor of pharmacology. If the student is unable to achieve a 75% grade at the end of fundamentals, they may be dropped from the program.

These two grades (Pharmacology Theory and Dosage Calculation) will be averaged together and this combined grade will be averaged into each med/surg grade with a weight of 15%

APPLICATION OF STANDARDS

These satisfactory progress standards apply to all students, part-time or full-time, enrolled in any of Nightingale School of Nursing programs.

Clinical Grading Policy

Grades for the clinical segment of a course are assigned as follows:

- S – Satisfactory Student has met all clinical objectives.
- U- Unsatisfactory Student has not met all clinical objectives.

SATISFACTORY ACADEMIC PROGRESS

Satisfactory academic progress will be assessed as follows:

- After 12% of the program – or 130 hours of Fundamentals
- After 40% of the program – or 389 hours of Beginning Med. Surg.
- After 70% of the program – or 1089 hours of Intermediate Med. Surg.
- After 100% of the program – 1556 hours and Advanced Med. Completed.

Vocational Nursing Satisfactory Academic Policy Term I – Fundamentals and Beginning Medical/ Surgical Nursing (BMS)

Any student receiving a failing grade for Fundamentals or Beginning Medical Surgical nursing may be dropped from the Nightingale Vocational Nursing Program.

The student may apply for re-admission to the Nightingale School of Nursing Vocational Nursing Program on a space available basis and the recommendation of one theory instructor and one clinical instructor and approval of the Program Director.

SATISFACTORY ACADEMIC PROGRESS (continued)

Vocational Nursing Satisfactory Academic Policy: Terms II – Intermediate Med/ Surge (IMS) and Term III – Advanced Med/ Surg (AMS)

Unsatisfactory progress, such as failure of a body system exam, constitutes an academic warning status notification for the remainder of that term and immediate referral to the program director for remediation.

A student will be permitted to remediate only one failure per term providing that the student successfully completes and passes the remediation requirements upon completion of that term. This will allow the student to receive the maximum allowable grade of 80% for that system. A student who fails to meet the remediation requirements as above, or receives a second system failure within the same term, may be dropped from the Vocational Nursing Program.

- The student may apply for re-admission on a space available basis, recommendation of the Instructor and approval of the Program Director.
- If the student is accepted to re-enter the term, he/she will start at the beginning of the term they are repeating.
- The new grade received for all subjects in that term, will then be entered.

TRANSCRIPTS

Transcripts may be requested by the student, there is no charge for the first transcript, but there will be a \$15.00 charge for additional transcripts. Transcripts need to be requested in writing only.

ATTENDANCE AND ABSENCES, TARDINESS OR LEAVING EARLY

Students enrolled in the Vocational Nursing Program are expected to attend **all** scheduled classes and clinical hours, as required. Tardiness and absences of hours missed by a student **for any reason** will be tallied. Due to your academic and financial commitment to the VN Program, you are advised **not** to use your allowed absence days for scheduled appointments or family events. Illnesses and emergencies may also impede your success IN completing the program. The graduation requirement for the Vocational Nursing Program is **completion of 1556 hours.**

The following are allowed absences:

1 DAY OF ABSENCE PER MONTH : Any absences must be made up for whatever reason the absence occurs, and these make-ups are mandatory for hour to hour to fulfill the BVN requirements. Mandatory make-ups must be scheduled with your instructor and must be made up in the same term during which you were absent. If you miss more than 1 day during a term you may need to pay additional fees for make up hours and these hours will be scheduled through the program director. The make up day per month will be announced at the beginning of each term.

ATTENDANCE AND ABSENCES, TARDINESS OR LEAVING EARLY (cont.)

Tardiness or Leaving Early:

Tardiness three times in arriving **10 minutes** late shall be considered absent for one hour. After 10 minutes, you are required to wait until the next break to enter the classroom. Additionally, leaving as early as **10 minutes** before the class or clinical assignment ends is also considered to be one tardy, and is based on at least one hour, if not more according to the time that you leave.

Both of these situations will be taken as: 3 days late or/and leaving 3 days early will be your one absence for that month. For the people who are habitually late, this will put you very close to being dismissed in the event that you or your family becomes ill.

Students must have reliable transportation in their own vehicles or by carpooling. They must have a plan for **back-up** transportation should their vehicle or carpool unexpectedly fail.

Have reliable back up for childcare, in case your child becomes ill and cannot go to school and/or day care.

Life issues may hamper students' academic commitment, punctuality, and daily attendance. Students with life issues are recommended not to consider the program at this time.

If removal from the program due to inadequate attendance or a pattern of tardiness results, the student will be given refund according to the refund policy of the school.

All hours must be completed before the school sends in the student's application to the Board of Vocational Nursing requesting the student be permitted to take the state licensing examination.

For clinical

You must call clinical instructor no later than 30 minutes before the start of your assignment. You will be given the cell phone number of the faculty member. If you do not call, then it is grounds for dismissal from the program since there are patients that you may be assigned to. **You may not give your attendance to another student; you need to call the faculty member only.**

Tardy to clinical sites or skills lab hours:

You are to report to clinical and be on floor ready to start at your assigned time. If you are late you need to leave for the day. Please plan accordingly. If you are late over 5 minutes then you need to leave a message with your clinical instructor and miss clinical for the day. Please do not enter the facility over 5 minutes but call the educational coordinator to discuss your tardiness. Also, if you need to leave early on that day please note that you will have only the hours that you attend counted as attendance. You do need to advise the faculty member ahead of time of this situation.

ACADEMIC PROBATION

If students do not maintain the required academic progress for a term then they will be placed on ACADEMIC PROBATION. A remedial plan will be developed by the instructor and student and signed by program director. The instructor will work with the student directly and develop out specific time frames for the remedial plan. Students must attain the required grades and/or number of achieved credit hours during the probationary period or s/he will be dismissed from school.

Students who successfully complete the remediation requirements will be allowed to advance to the next term. A student who fails to meet the remediation requirements will not be able to advance to the next term and must leave the program.

- The student may apply for re-admission on a space availability basis, recommendation of the instructor and approval of the program director.
- If students are accepted to re-enter the term the following year, they will start at the beginning of the term they are repeating.
- For all subjects in that term, will then be entered.

APPEAL PROCESS

Any student not attaining the required grades, or achieved hours, during the probationary period will receive a written dismissal notice, sent by certified mail. The student may submit a written appeal of his/her dismissal within five calendar days of their receipt of the dismissal notice. The appeal should be addressed to the Program Director. The appeal must be accompanied by documentation of the mitigating circumstances that have prevented the student from attaining satisfactory academic progress. Only extraordinary circumstances will be considered, such as death or severe illness in the immediate family.

The Appeals Committee composed of the Program Director, one theory instructor and one clinical instructor will examine all appeals. A written decision will be mailed to the student within five days of the Program Director's receipt of the appeal. The decision of the committee is final.

Students reinstated upon appeal are on a probationary status for the next term, during which time they must meet the terms and conditions set out in the committee's letter granting the appeal. At the end of term, and at the end of every term thereafter, the student's academic status will be reviewed. The student may continue on probation as long as he or she meets the terms of the probation, until such time as satisfactory academic progress status is regained.

INCOMPLETE AND COURSE REPETITION POLICY

Students who leave at the end of a term:

Students who leave at the end of a term in good standing (grade of “C” or better in theory, grade of “S” in clinical and tuition responsibilities met) may re-enter the program at the discretion of the program director and if space allows a re-entering student.

Students who leave in good standing in the middle of a term.

Students may re-enter at the discretion of the program director but will have to repeat the term they did not complete.

Students who fail a term.

If a student receives a final failing grade of “D” or below, they will be allowed to re-apply and repeat the term when the training cycle offers it again, providing there is room in the class. It is up to the discretion of the program director for re-admission.

LEAVE OF ABSENCE (LOA)

Due to the hours requirement of the BVN, LOA's are not usually granted. However under unusual circumstances a student may request an LOA not to exceed 30 hours. The student will have to make-up these hours privately with an instructor and bear the additional expense. In addition, the requesting student must be in good standing with a “C” average (75% or above in theory, a “Satisfactory” in clinical performance and have demonstrated professional behavior.

RE-ENTRY

Should a student who has withdrawn from school seek to re-enter his/her course of study, the student is required to apply for re-entry with the Program Director, who will make a final determination to grant or deny re-entry based upon the assessment of the student's attendance and academic records during the previous enrollment as well as space in the next class. All financial obligations must be settled prior to a student being granted the opportunity to re-enter.

If the application for re-entry is approved, the student will be allowed the same amount of time to complete his/her education as was remaining when he/she first withdrew from school. The financial department will meet again with the student to determine, how the remaining tuition will be paid. No additional cost will be charged to the student upon re-entry. The original cost of attendance will remain in effect unless tuition and/or fees charged are increased during the time the student is out of school after his/her initial withdrawal. In that case the difference between the original cost of attendance and the new cost will be added to the student's charges upon re-entry.

Students, who are away from school more than one year, will be required to retake terms previously taken. The student will be given credit for tuition previously paid and make arrangements for payment of balance of tuition.

MITIGATING CIRCUMSTANCES

Every effort will be made to retain students in their cohort year especially for students with circumstances of poor health, family crisis or other significant occurrences outside of the control of the student.

CAREER PLANNING & PLACEMENT

Nightingale School of Nursing provides placement assistance for all its graduates. This is accomplished by providing a newsletter to assist students in resume writing, interviewing techniques and job search skills. The newsletter will also list current job opportunities listed in local publications.

Job placement assistance includes:

- Job development skills in newsletter created by the placement department.
- Helping the graduate to identify and communicate with companies that have job openings in their area of training, when Nightingale hears of opportunities.
- Follow-up and assistance, if necessary, with graduates after interviews with companies and/or gaining employment with a company.
- Please note NSN does not guarantee employment or promise any job placement.

NURSE ASSISTANT/ HOME HEALTH AIDE PROGRAM

IMPORTANT NOTICE TO ALL APPLICANTS

After students successfully complete the Nurse Assistant Program, they will apply to the Department of Public Health, Certified Nurse Assistant Division to take the state licensing exam (given to our students in San Leandro by the Red Cross). At this time, students will be fingerprinted (Live Scan technique) and the results reviewed by the Department of Public Health. If you have issues concerning any crimes or irregularities, contact the Department of Public Health, CNA Division (PO Box 997416 ,Sacramento, CA 95899, (916) 327-2445) for guidance before you give registration deposits to the school. Please read “Disqualifying Penal Code Sections” (see last page of application).

Occasionally students may not be permitted by the DPH to take the certification exam or even after taking the certification exam, be denied certification due to their background check. In these cases the school will not reimburse any tuition or other expenses that are not otherwise due to the student.

COURSE OFFERED

I. NURSE ASSISTANT COURSE

This is a course of 150 hours (50 hours theory, 100 hours clinical). Successful completion of this course prepares the student to take the state credentialing exam given by the California State Department of Public Health (administered by the Red Cross).

II. NURSE ASSISTANT/ HOME HEALTH AIDE (HHA) COURSE

After students successfully complete the Nurse Assistant program (150 hours), they can request to add on an additional 40 hour of study to complete the Home Health Aide course. This course does not have a state licensing test. Students will be awarded a HHA Certificate of Completion which will be submitted to the California Department of Public Health. Students will then be issued state certification which must be renewed every two years.

III. HOME HEALTH AIDE COURSE

If any community applicant with an active CNA license wishes to take only the HHA module, they may do so at the \$400.00 cost for 40 hours.

APPLICATION REQUIREMENTS

1. 18 years of age or older.
2. **US high school diploma or US high school transcript showing graduation date or diploma or GED or transcript**

Or Equivalency Certificate **or** written verification of a foreign high school or college diploma by an US “Verification of Foreign Education” service (This can take weeks so start the process as soon as possible. Go online for names and addresses of these Foreign Education Verification Services).

APPLICATION REQUIREMENTS (continued)

3. Reading Comprehension Test. This test has reading material and multiple choice questions to answer taking approximately 15 minutes. There is no cost to the student.

Nightingale School of Nursing does not provide English as a Second Language (ESL) instruction. Students with ESL needs are referred to the San Leandro Adult School ESL Program.

4. A physical exam which states applicant is in good health and able to meet the physical and mental demands of the program.

PROCEDURES FOR ADMISSION and ENROLLMENT PROCESS

- A. Take pre-enrollment Reading Comprehension Test provided by school at no cost.
- B. If the Reading Comprehension Test is passed, the student fills out the application to "Nurse Assistant/Home Health Aide Program."
- C. Student pays the NON-REFUNDABLE application fee.
 - Nurse Assistant Course \$100.00
 - Nurse Assistant/Home Health Aide Courses \$100.00
 - Home Health Aide Course \$50.00
- D. At this point the student receives and reads the School Catalog and the School Performance Fact Sheet.
- E. Students take a tour of the school with school personnel.
- F. Reads "Enrollment" form and discusses any necessary points with school personnel.
- G. Signs Enrollment Agreement.
- H. Student pays tuition on the first day of class or before.
 - Nurse Assistant Course \$725.00
 - Nurse Assistant course/Home Health Aide Course \$1025.00
 - Home Health Aide Course \$350.00

ATTENDANCE AND MAKE-UP POLICY

Students enrolled in the Nurse Assistant or Home Health Aide program must attend all scheduled class/clinical hours. Total number of hours missed by a student for any reason will be tallied at the end of the course and may result in the student not graduating. It is at the discretion of the instructor to provide opportunity to make up lost hours. If more than 8 hours are missed, the instructor may offer a make-up class at the student's additional expense. If the student misses more than four days of class they will be dropped from the program and given a refund according to the refund policy of the school. All hours must be completed and tuition and fees paid before the school sends in the necessary documents for the student to apply to take the state exam (Nurse Assistant program only) or to apply for state certification from the California Department of Public Health. Instructors will give students their contact number to reach the instructor directly in case of student absence from class. If you are unable to

ATTENDANCE AND MAKE-UP POLICY (continued)

reach the instructor, you must notify the school office of your absence. Students may contact the school or leave a message by calling (510) 352-6600.

GRADING SYSTEM

The grading standards are as follows:

Theory

90 – 100 = A

80 – 89 = B

70 – 79 = C

69 and below – Failing

Clinical

S = Satisfactory

U = Unsatisfactory

Students must end the course with at least a grade of 70% or above in theory and a grade of Satisfactory ("S") in clinical. Successful completion of this course requires passing both theory and clinical components independently. Failure to meet the minimum criteria for each area will result in student failing the course and no Certificate of Completion will be issued.

The scholastic regulations require that students submit their assignments completed and on time. They must be punctual, prepared and participate in class discussions. Students must complete all clinical objectives successfully and demonstrate competency in completion of all skills in a professional manner and documentation of the care rendered. Students must be able to perform basic care, to a minimum of two residents, and maintain the basic 'principles of care.' In addition students must demonstrate an ability to communicate in an effective and professional manner with instructors, other students, healthcare staff and patients.

SATISFACTORY ACADEMIC PROGRESS

Nurse Assistant Course –	150 hours
After 33% -	50 hours
After 66% -	100 hours
After 100% -	150 hours

Home Health Aide Course –	40 hours
After 50% -	20 hours
After 100% -	40 hours

ACADEMIC WARNING AND REMEDIAL PLAN

If a student fails to maintain the required academic progress during the course will receive a written warning and participate in developing a remedial plan.

NURSE ASSISTANT PROGRAM COURSE

This is a 150 – hour class for students who wish to work in acute care, convalescent hospital or a home care environment. Successful completion of the program make students eligible to take the state certification exam, administered by a state-approved testing vendor such as the Red Cross. Upon passing the exam, students will be credentialed as a Certified Nurse Assistant by the Department of Public Health.

Theory Topics Covered – 50 hours

- Introduction
- Patient's Rights
- Interpersonal Skills
- Prevention Management of Catastrophe and Unusual Occurrence
- Body Mechanics
- Medical/ Surgical Asepsis
- Weights and Measures
- Patient Care Skills
- Patient Care Procedures
- Vital Signs
- Nutrition
- Emergency Procedures
- Long-Term Care Patients
- Rehabilitative Nursing
- Observation and Charting
- Death and Dying

Clinical Skills Practiced – 100 hours

- Resident Rights – Safety Restraints/ Side Rails
- Catastrophe/ Unusual Occurrences
- Body Mechanics – transferring, Hoyer lift, ambulation, position techniques
- Weight and Measures – measuring intake and output
- Resident Care Skills – bathing, dressing, oral hygiene, hair care, incontinency and skin care, bedpan, urinal, and commode.
- Resident Care Procedures – collection of specimens, catheter, oxygen, bed making, enemas and suppositories, admissions, transfers, discharges, topical ointment application, non-sterile dressings
- Vital Signs
- Nutrition – feeding techniques
- Emergency Procedures
- Rehabilitative Nursing – adaptive equipment, motivation/ ADLs, resident/ family interaction, ambulation, range of motion
- Observation and Charting – reporting responsibility, resident care plans

NURSE ASSISTANT CLOCK HOURS OF TRAINING

		THEORY	CLINICAL
Module I	- Introduction	2	0
Module II	- Patient's Rights	2	1
Module III	- Interpersonal Skill	2	0
Module IV	- Prevention Management of Catastrophe	1	1
Module V	- Body Mechanics	2	4
Module VI	- Medical and Surgical Asepsis	2	8
Module VII	- Weights and Measures	1	1
Module VIII	- Patient Care Skills	14	44
Module IX	- Patient Care Procedures	7	20
Module X	- Vital Signs	3	6
Module XI	- Nutrition	2	6
Module XII	- Emergency Procedures	2	1
Module XIII	- Long term Care Patient	2	0
Module XIV	- Rehabilitative Nursing	2	4
Module XV	- Observation and Charting	4	4
Module XVI	- Death and Dying	2	0
	TOTAL	50	100

HOME HEALTH AIDE COURSE

This is a 40 hour class for Certified Nurse Assistants who wish to obtain the Certified Home Health Aide credential to work in an acute care or convalescent hospital, or a home care environment. Upon successful completion of the program, students become eligible for designation as a Certified Home Health Aide by the California Department of Health Services.

Theory Topics Covered – 20 hours

- Introduction
- Interpretation of Medical and Social Needs of People
- Personal Care Services
- Cleaning and Care Tasks in the Home
- The Home Health Aide's Role
- Communication
- Reporting
- Controlling Infection
- Patient Care in the Home
- Nutrition
- Home Maintenance
- Safety
- Emergency Care and the Dying Patient

Clinical Skills Practiced – 20 hours

- Bed Making – occupied
- Moving Patients in Bed/ Bath
- Assist with Tub/Shower
- Foot Care
- Oral Hygiene
- Shave
- Dressing Patient
- Ambulation
- Transfers
- Equipment
- Bedpan/ Urinal/ Bedside Commode
- Feeding Patient
- Shopping
- Meal Preparation
- Bowel Regime
- Catheter Care
- Range of Motion (ROM)
- Apply Elastic Stockings
- Laundry
- Cleaning/ Household maintenance
- Recording Intake/ Output
- Incident Report
- Injury on the Job – proper body mechanics

HOME HEALTH AIDE PROGRAM COURSE (continued)

- Rules Regarding: enema, medications, dressing changes
- CPR
- Emergencies
- Ethics and Confidentiality
- Dress Code

HOME HEALTH AIDE CLOCK HOURS OF TRAINING

		THEORY	CLINICAL
Module I	- Introduction	2	0
Module II	- Interpretation of Medical and Social Needs of People	5	0
Module III	- Personal Care Services	5	15
Module IV	-Nutrition	5	3
Module V	-Cleaning and Care Tasks in the Home	<u>3</u>	<u>2</u>
<hr/>		20	20

GRADUATION REQUIREMENTS AND COURSE COMPLETION

To be issued a “Certificate of Completion” which enables students to have documentation sent by the school to the Department of Public Health, the student must have successfully completed the following hours while in compliance with the school policies and procedures.

Nurse Assistant Course –	150 hours
Nurse Assistant/Home Health Aide Course –	190 hours
Home Health Aide Course –	40 hours

**NIGHTINGALE SCHOOL OF
NURSING**

School Catalog

January 2011- December 2011

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