

January 2011 to January 2012 Catalog

OTHER CLASSES WE OFFER

• **Short Courses:**

- ◇ Anatomy and Physiology
- ◇ CPR/AED Training
- ◇ Acute Care C.N.A. Training Program
- ◇ Home Health Aide Training Program

• **NCLEX - RN/PN Review Class**

• **Continuing Education Classes:**

- ◇ IV & Blood Withdrawal Certification
- ◇ Wound Care Management Training
- ◇ Pharmacology Course
- ◇ General Psychology Course

Questions/Complaints:

“Any questions a student may have regarding this catalog that has not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education.”

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling or by completing a complaint form, which can be obtained at the bureau’s website.”

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

P.O. Box 980818 (mailing address)

West Sacramento, CA 95798 Tel: (916) 431-6959 TF: (888) 370-7589

Email: bppe@dca.ca.gov

Website: www.bppe.ca.gov

American College of Nursing

TOLL: (888) WE-LUV-VN



• **Vocational Nursing Program**

- ◇ BVNPT Accredited
- ◇ Day & Evening Classes

• **Psychiatric Technician Program**

- ◇ BVNPT Approved
- ◇ Evening Classes

• **Nurse Assistant Training Program**

- ◇ 28 Day Training
- ◇ Day & Evening Classes

**Published on January 3, 2011*

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3 Reasons Why You Should Enroll With Us

1. Experienced Director and Instructors.
2. Stimulating Learning Environment.
3. We're committed to help you pass the NCLEX-PN.

Map and Direction



From 680 South:

- Take **Exit 52** toward CONCORD/PACHECO
- Turn **LEFT** onto CONTRA COSTA BLVD.
- Turn **LEFT** onto CONCORD AVE.
- Turn **LEFT** onto STANWELL DRIVE

From 680 North:

- Take **Exit 52** toward BURNETT AVE. exit, toward CONCORD AVE.
- **Stay straight** to go onto BURNETT AVENUE
- Turn **LEFT** onto DIAMOND BLVD.
- Turn **SLIGHT RIGHT** onto CONCORD AVENUE

From CA 4 East/West

- Turn **LEFT** onto STANWELL DRIVE

PAYMENT PLAN OPTIONS

Payment Plan Options Available:

- ◇ In-House Installment Payment Plan for 12 months
- ◇ In-House Extended Payment Plan with Interest (Special Arrangement Only)
- ◇ Sallie Mae Career Training Smart Option Plan (Private Student Loan)
- ◇ Travis Credit Union (Signature/Personal Loan)
- ◇ Full Payment
- ◇ Bi-Level Payment
- ◇ Quarterly Payment

DISCLAIMER OF EMPLOYMENT GUARANTEE

While the College offers Placement assistance, the cannot, in any way , guarantee employment after the student has successfully completed the program of study.

**We accept Cash, Checks,
Visa, Master Card, Discover and
American Express.**

Financial Aid and Federal Loans are not
available at this time

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M-1 STUDENT VISA

DURATION OF STATUS:

When an M-1 student is admitted to the United States for "Duration of Status" (as indicated on the I-94 (Arrival/Departure Record issued to the international student at the time of entry into the United States that shows the length of time he/she is allowed to remain in the United States while pursuing his/her studies) and I-20 with the abbreviation of "DS"). It means that the student is admitted for the period during which the student is pursuing a full course of study. After completing their program, M-1 students have 30 days to depart the United States.

EXTENSION OF STAY:

M-1 students are limited to a one-year duration of status and M-1 program extensions require Department of Homeland Security (DHS) adjudication. M-1 program of study can be up to a total of three years; however, extensions are given in one-year increments. M-1 extensions require review and adjudication by DHS. When there is a change in the program end date on an M-1 student SEVIS record, a new Form I-20 has to be issued to the student. The new Form I-20 has to be signed by the M-1 student and file a Form I-539 (Application to Extend/Change Non-immigrant Status) with the required fee at the appropriate USCIS Service Center 15 days prior to the student's current program end date. Once the application for the program length extension has been properly filed, student remains in status while the application is pending, even if the original program end date has passed. M-1 student must continue to attend school and maintain full-time enrollment.

After the student sends the request for extension to the Service Center, the Service Center will either *approve* or *deny* the application. If the adjudicating office approves the application, the student's record is electronically updated and the student receives a Form I-20 with the Service Center approval stamp and a new Form I-94 with the program end date. If the adjudicating office denies the application, the student record is electronically updated to show the request for extension was denied and the student receives notice of the denial of the request for extension. The student must depart the US immediately.

M-1 STUDENT VISA

Form I-94

Form I-94 (Arrival/Departure Record) is issued to the international student at the time of entry into the United States. It is an extremely important document -it shows that the international student entered the United States legally and the length of time the international student is allowed to remain in the United States while pursuing his/her studies. It is the official record of an international student's current status in the United States. .

Form I-20

The Form I-20 is issued to the international student once he/she has met all appropriate conditions as listed in the College's Admission Requirements.

ARRIVAL, REGISTRATION, AND ORIENTATION

All M students must report to their assigned American College of Nursing DSO upon arrival. At the beginning of each semester/level, the DSO will register the current program start and end dates and will also enter into the SEVIS system the date of the student's arrival at American College of Nursing thus enabling the student to register.

Maintenance of M-1 VISA (Student Status)

The following are specific regulations that the international student must follow in order to properly maintain M-1 status:

FULL COURSE OF STUDY:

The student must attend full time. Full time is defined by the vocational Nursing Program length at American College of Nursing. To determine the number of hours that must be taken each level to be considered full time, the student should contact the DSO. If for any reason a deviation from the full course of study requirement occurs, the student should contact the DSO immediately. An M-1 student may not change educational objective.

Our Mission and Our Goals

The mission of the American College of Nursing is to provide entry level nursing education and training to students from diverse backgrounds and cultures. The training programs are committed to provide competent entry level health providers to meet the healthcare needs of this culturally diverse and dynamic community – the community of Contra Costa County and of the greater San Francisco Bay area.

Our goals are to:

- Provide an environment that will enhance and stimulate learning for students.
- Equip the classrooms and laboratory with current and sufficient equipment, materials, and learning tools.
- Hire and retain qualified and experienced faculty.
- Produce graduates that will successfully pass the National Council Licensure Examination of Vocational Nursing (NCLEX -PN) and the California State Psychiatric Technician Examination at first sitting.
- Ensure that the graduates of the American College of Nursing are competent and qualified graduates to work in hospitals, nursing homes, wellness centers, government and private clinics, psychiatric facilities, doctors' offices, college clinics, and in other health care facilities in the community and in Contra Costa County in general.

“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.”

History

The American College of Nursing was born from a coalition of health care professionals whose dream is to produce quality nurses who will serve humanity with great compassion and the highest integrity.

The founders of the American College of Nursing are Dr. Orilynn Giron-Roxas, RN, BS, MD, MSN, RN and Dr. Laura Smith McKenna, BS, MS, DNSc, RN.

Dr. Orilynn Giron-Roxas earned a Bachelor of Science in Biology and Doctorate Degree in Medicine at De La Salle University, Philippines. When she migrated to the US, she went back to school in New York and became a Registered Nurse. She also earned her Master's Degree in Nursing and Hospital Administration at the California University-Los Angeles. She is state board certified to train LVNs for intravenous therapy and blood withdrawal certification, and also approved as a continuing education provider. She is also a Certified Wound Care consultant and an NCLEX-PN/RN reviewer with six (6) years experience as an educator.

Dr. Laura Smith McKenna began her nursing career as a diploma graduate from Mercy Hospital School of Nursing in Watertown, New York. She earned a Bachelor of Science degree at Syracuse University in New York and a Masters' Degree and Doctorate of Nursing Science at the University of California, San Francisco. Dr. McKenna was certified as a Clinical specialist in Psychiatric Nursing by the American Nurses Association, and has acted as an item writer for the NCLEX-RN. She has over 20 years experience as an educator.

The founders collaborate with other members of the nursing profession who believe that quality education and training will provide direction to the profession in meeting the service mission within the health care system and a diverse society.

M-I STUDENT VISA

- A completed Official Certification of Finances form with accompanying documents, such as an original bank verification letter and/or scholarship letter.
- A non-refundable application fee of \$100.00
- A valid passport size photograph of the applicant and dependent(s), if any.
- A copy of the Passport ID page of applicant and dependent (if any)

TRAVEL Documents

Passport

The passport is the basic travel document issued by the international student's home country. It identifies the international student as a citizen of that country. The passport must be kept valid at all times. International students are cautioned to be aware of the expiration date of their passport as they are not permitted to travel once their passports have expired.

VISA

A United States visa is a stamped or affixed entry in the passport by a United States Consulate which entitles the international student to apply for entry into the United States. The stamp specifies the visa type, the number of approved entries into the United States, and the expiration date.

The Department of Homeland Security implemented the SEVIS fee for any student seeking an I-20 (the SEVIS Certificate of Eligibility for Nonimmigrant Student Status) after September 1, 2004. This fee is \$200.00 and no visa will be issued until the student had paid the fee and has shown the embassy official a receipt. Students who are applying for reinstatement will be subject to the SEVIS fee as well. See <http://www.fmjfee.com> for more details

An M-1 visa is defined as an "individual who is temporarily in the United States to study full time at a vocational or technical institute." An M-1 student is a non-immigrant who wishes to enter the United States solely and temporarily for the purpose of study. He/she must have no intention of abandoning his/her permanent residence in a foreign country.

M-1 STUDENT VISA

American College of Nursing admits students from other countries. The visa most commonly held by international students at American College of Nursing is the M-1 (student) visa. Spouses and dependents of M-1 international students typically hold an M-2 (spouse/dependent) visa. The M-1 (student) visa is obtained on the basis of Form I-20 A-B issued by the College to the international student. Issuance of an I-20 by the College confirms that the student has been admitted to the College and has met all requirements for I-20 issuance.

Admission Requirements for International Students (Vocational Nursing Program)

Upon applying for admission into the Vocational Nursing training program of American College of Nursing, the international student must submit the preliminary documents to the school for review. After the review, an admission interview is required either in person or through the telephone. When accepted, the school issues an Initial Form I-20 and a Letter of Acceptance to the prospective student. These documents are:

- A completed Application for Admission Form
- A Personal Statement
- A certified evaluation of all foreign transcript(s) and diploma (sent directly to the school by the evaluating agency) along with translated official school transcripts. Educational equivalency level should be at least 12th grade US high school.
- A certified evaluation of Anatomy & Physiology, a preparatory course (also sent directly to the school by the evaluating agency, if completed within the last 5 years upon application) along with translated official school transcripts. Contact hours should be at least 56 hours or 3 units equivalent.
- Letters of Recommendation (at least 2), example: from an educator/ employer
- Health Records re: current physical examination report, and required immunizations such as, PPD or recent chest X-ray, MMR, Varicella, and Hepatitis B
- Official TOEFL score (61%) report sent directly to the school by testing agency

Approving Agencies

American College of Nursing's Vocational Nursing Program was accredited by the California Board of Vocational Nursing and Psychiatric Technicians (BVN/PT) for the period from March 4, 2008 through March 3, 2012.

This institution has received a temporary approval to operate from the Bureau for Private Post Secondary and Vocational Education (BPPVE) on April 20, 2007 prior to its sunset on July 1, 2007. **This institution's application for approval to operate has not yet been reviewed by the Bureau for Private Postsecondary Education (BPPE).**

The Nurse Assistant Certification Training Program at the American College of Nursing is approved by the California Department of Health Services effective December 12, 2007.

The BVNPT approved Psychiatric Technician (PT) Program is now under the management of American College of Nursing since its transfer of ownership from Health Care Career College effective August 7, 2009. The PT Program is currently in the process of accreditation.

American College of Nursing was also approved by the Student and Exchange Visitor Program (SEVP) for certification and enrollment in Student and Exchange Information System (SEVIS) on April 30, 2009. The approval is valid for a vocational program for an M student (nonimmigrant student).

The Home Health Aide Training Program at the American College of Nursing is also approved by the Department of Health Services effective March 7, 2011.

Description of the Physical Facility

The American College of Nursing is conveniently located in the center of the city of Concord and is accessible by public transportation such as BART and The County Connection buses. The college is also easily accessible from Highways 4, 680, and 242.

The college occupies approximately 5,611 square feet on the first floor of a 2-level concrete and glass building situated in the light industrial zone of Concord, the Stanwell Technology Park. The space consists of two (2) classrooms, a skills lab, a computer lab, a library/study area, the College Director's office, a faculty office, a business office, an admission's office, an accounting office, an administrative/student services office, and a reception area. A shared break room is available on campus. Parking spaces are available along the streets or in the parking lots located in front and at the back of the building.

Philosophy

The administration, faculty and staff of the American College of Nursing adhere to the following beliefs:

Health is a dynamic process of biological, psychological, behavioral, social, cultural, and spiritual well being, and reflects each person's ability to interact with a constantly changing environment. The nurse and the person collaborate as partners to design, implement, manage, and evaluate interventions for the promotion of well being, the prevention of illness, and the achievement of optimal functioning.

The Art of Nursing involves intuition, creativity, caring, application of nursing interventions and communication skills. These competencies are integrated with knowledge from the natural and behavioral sciences through the processes of critical thinking and systematic investigation. Together, the art and science of nursing provide direction for the profession in meeting the service mission within health care systems and a diverse society.

Nursing is a profession that is both an art and a science which requires a holistic approach. The education process therefore must encompass both art and science components. In a dynamic society, for nursing professionals must include not only development of competence, but also of sociable and responsible citizens in a multi-cultural education. The theoretical and vocational framework must reflect humanistic nursing and instill in students a sense of service to community and society in general.

The environment consists of biological, psychological, behavioral, social, cultural, and spiritual factors. Nurses, in providing health promotion, disease prevention, and illness care in hospitals, long term care facilities, and community based settings, become a part of the person's environment, necessitating both artful collaboration and scientific knowledge in achieving positive outcomes within a caring environment.

Library and Other Learning Resources:

The College library resources and computer laboratory are vital parts of every student's continuous learning experience. Both are available to the students during business hours. Each student is assigned a User ID by the College and each respectively creates his/her own password to gain access to the computers in the Computer Lab.

Students who need library materials for research must first inform the Student Services Office to sign out any of these materials or resources before use.

STUDENT TUITION RECOVERY FUND

The **Student Tuition Recovery Fund (STRF)** exists to relieve or mitigate pecuniary losses suffered by a California resident who is or was a student of a qualifying institution, prepaid tuition, paid the assessment, and suffered loss as a result of any of the following:

The closure of the institution;

The institution's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purposes, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the institution;

The institution's failure to pay or reimburse loan proceeds under a federally guaranteed loan program as required by law or to pay or reimburse proceeds received by the institution prior to closure in excess of tuition and other costs;

A significant decline in the quality or value of the educational program within the 30-day period before the closure of the institution or, if the decline began before that period, the period of decline determined by the Bureau, to a degree that results in the institution's failure to meet minimum operating or academic standards; and

The student's inability to collect a judgment entered against a qualifying institution for a violation of the Act, subject to all of the following:

The student has reasonably tried, and failed, to collect on the judgment. The Bureau will determine the reasonableness of the effort on a case-to-case basis;

The Bureau receives the student's application within 4 years from the school's closure;

The student has not received reimbursement or forgiveness from any other source.

A student whose total charges were paid by a third-party payer is not eligible to make a claim.

LOANS

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.

FEES AND CHARGES

Review Classes:

NCLEX-PN/NCLEX-RN Review (40 hours)	\$ 500.00
NCLEX-RN (80 hours)	\$ 800.00

CE Courses:

IV and Blood Withdrawal Certification (36 hours) (American College of Nursing Alumni)	\$ 375.00 \$ 275.00
Wound Care Management (16 hours)	\$ 200.00
Pharmacology Course (56 hours)	\$ 595.00
General Psychology Course (56 hours)	\$ 595.00

Nurse Assistant Training Program

Tuition Fee	\$ 995.00	\$1,261.50 *
◇ Fingerprint (live scan)		
◇ CPR Fee		
◇ Other expenses:		
• Registration Fee (<i>non-refundable</i>)	\$75.00	
• STRF Fee	\$ 2.50	
• Textbook and Study Guide	\$ 64.00	
• Blue Uniform (<i>1 set</i>)	\$ 35.00	
• Hooded Jacket	\$ 20.00	
• State Exam (American Red Cross) fee	\$ 90.00	

Acute Care C.N.A. Training Program

		\$ 1,017.00*
◇ Tuition Fee	\$ 895.00	
◇ Other expenses:		
Registration fee (<i>non-refundable</i>)	\$ 75.00	
Textbook	\$ 47.00	

Home Health Aide Training Program

		\$ 495.00*
◇ Tuition Fee	\$ 395.00	
◇ Other expenses:		
Registration fee (non-refundable)	\$ 75.00	
Textbook	25.00	

*Subject to change per class

Faculty

The faculty members of American College of Nursing are experienced professionals with extensive educational backgrounds and many years of experience. They provide quality instruction to our students not only in the classroom, but also in the clinical settings. The faculty maintains the standards of their professions through continuing education focusing on the latest methods of teaching and on current practice in their areas of expertise.

Dr. Laura Smith McKenna, RN, BS, MS, DNSc, College Director

Dr. McKenna earned a BS in Nursing at Syracuse University, an MS and DNSc at the University of California, San Francisco. Dr. McKenna has many years experience since 1963 to the present) related to teaching, administration, and leadership in a variety of settings. She has served as administrative consultant, chief operating officer, program developer/evaluator and researcher in educational institutions and in community based health care organizations. Dr. McKenna's experiences as an educator uniquely qualify her for the oversight of curriculum development/implementation, for supervision and development of faculty, and for ongoing evaluation of the curriculum.

Dr. Orilynn T. Giron, MD, RN, MSN, MHA, WCC,

Asst. Administrator, Instructor

Dr. Giron earned a BS in Biology and a doctorate degree in Medicine at De La Salle University, Philippines. She is a Registered Nurse in California. She earned her Master's Degree in Nursing and Hospital Administration at the California University. She is also a Certified Wound Care Consultant. She has worked as a professor and as a resident physician in the Philippines. She worked as an instructor, a clinical coordinator, a staff developer, an assistant DON, and as an assistant vocational nursing program director at various schools and skilled nursing facilities since moving to the US in 2002. She is one of the founders of American College of Nursing and currently the Dean of Academic Affairs up to the present.

Mary Grace Young, BSN, RN, NATP Director, Instructor

Ms. Young earned her BSN Degree from the Emilio Aguinaldo College, Philippines in 1995. She is a Registered Nurse in California and currently taking a masters degree program with Walden University, specializing on Leadership and Management. She obtained her Operating Room Nurse Certification from George Brown College, Toronto, Ontario, Canada in 2004. She worked as a charge nurse, an operating room (OR) nurse, and a clinical coordinator at various hospitals in Canada.

Faculty Members

She worked as a nurse supervisor in a skilled nursing facility since moving to the bay area in 2008 and currently works an OR staff nurse with an acute care hospital in the east bay. She joined American College of Nursing as a VN instructor in May 2010 up to the present.

Daisy Aguirre, BS, LVN, RN, Instructor

Ms. Aguirre has a Bachelor of Science in Biology degree from the University of the Philippines in 1992 and earned her Vocational Nursing Certificate from Unitek College in Fremont, CA in 2005. She obtained her RN license from the state of Nevada in 2010. She has worked as a staff nurse, and a charge nurse at various skilled nursing facilities in the bay area since 2005. She joined American College of Nursing as a VN instructor in February 2008 up to the present.

Trinidad "Tess" Atienza, RN, Instructor

Ms. Atienza earned her diploma in nursing from St. Anne's Hospital, Philippines in 1975. She currently works as the staff developer at the San Pablo HCC in San Pablo, CA. She worked as a DSD, a charge nurse, and a treatment nurse, and a school nurse for 36 years. She joined American College of Nursing as an NA instructor in May 2009.

Belinda Bueno, BS, LVN, Instructor

Ms. Bueno earned her Vocational Nursing Certificate from American College of Nursing in 2008. She has a BS degree in Food and Nutrition from Philippine Women's University in 1982. She worked as a district manager for East Bay Equities for 14 years. She currently works as a medication/treatment nurse at Diamond Ridge HCC and at the Veteran Hospital in Martinez, CA in 2010. She joined American College of Nursing as an instructor in April 2011 up to the present.

Shirley Concepcion, BSN, RN, Instructor

Ms. Concepcion earned her BSN degree from the Philippine Women's University in 1981. She obtained her RN license in the state of Texas. She worked as an instructor in a vocational nursing program at South Texas College for 3 years. She also worked as a school nurse, an oncology and chemotherapy nurse, a charge nurse, an education unit coordinator, a staff clinical supervisor, a preceptor to students and newly hired nurses, and a staff RN at various hospitals in the east coast and Texas area for 26 years. She joined American College of Nursing as a VN instructor in August 2010 up to the present.

FEEES AND CHARGES

Vocational Nursing Program:	\$26,850.00
◇ Entrance Examination Fee	\$
◇ Application Fee (non-refundable)	\$ 30.00
◇ STRF Fee	\$ 100.00
◇ Training Materials and Tuition Fee Package	\$ 50.00
	\$ 26,870.00
● Books/Study Guide and Handouts	
● Clinical Uniforms (2 sets)	
● Classroom Uniforms (1 set)	
● Clinical & Lab Equipment and Supplies	
● ATI Training Package	
● NCLEX-PN Review (Live Lecture, On-Line Access, Review Materials)	
● Graduation Expenses	

Pre-Requisite Courses:

● Anatomy & Physiology (Tuition and Textbook)	\$ 595.00
<i>(Can be paid in 2 installments: before class and 2 weeks after class start date)</i>	
● CPR/AED for the Professional Rescuer (public)	\$ 70.00
(A.C.N. Alumni)	\$ 65.00

Psychiatric Technician Program: \$ 20,165.00

◇ Entrance Examination Fee	\$ 30.00
◇ Application Fee (non-refundable)	\$ 100.00
◇ STRF Fee	\$ 40.00
◇ Training Materials and Tuition Fee Package	\$ 19,995.00
● Clinical Uniforms (2 sets)	
● Classroom Uniforms (1 set)	
● Books and Handouts	
● Clinical & Lab Equipment and Supplies	
● Review (Live Lecture, On-Line Access, Review Materials)	
● Graduation Expenses	

Pre-Requisite Course:

● CPR/AED for Professional Rescuer (public)	\$ 70.00
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Plus: Packaged cost from Psychiatric Technician to Vocational Nursing \$ 5,565.00

(Transfer credits granted only to courses taken within the last five (5) years prior to enrollment)

Student Email (Continued)

Password Administration

At the time of enrollment, the student will be provided with information concerning his/her account and a default password for that account. Email account information can also be obtained from the Student Services Front Office with proper student identification.

Use of College Maintained Mailing Lists

The use of College Maintained Mailing list (e.g. clinical groups, staff, faculty) is to be restricted to OFFICIAL COLLEGE business or class work only. Each mailing to any mailing list should be appropriate for the function of that mailing list and adhere to the policy set forth for that mailing list.

Use of Personal Mailing Lists

Students may create and maintain their own personal mailing lists provided that it is used for OFFICIAL COLLEGE business or class work only. Each student is responsible for the use and/or abuse of his/her American College of Nursing e-mail account. Any report submitted for misuse of email accounts will be subject to review, revocation of e-mail account and/or punishment.

Mailbox Size and Aging Limits

Student mailboxes are limited to **250MB**. This limit applies to all mail items stored on the server (including subfolders, sent items and deleted items, etc.) All items stored in the server will follow the schedule of expiration of accounts as discussed above.

Email attachments are limited to 10MB per email. Please use careful judgment when sending email attachments that are large in size.

Prohibited Uses

The American College of Nursing Mail System is not to be used for the following:

- Personal gain and/or business
- Chain letters (e.g. any communication which requested or demands the recipient to forward the message to one or more individuals)
- Solicitations for contributions for non-College sponsored entities
- Deliberate acts associated with denying, interfering with or disrupting service of American College of Nursing's e-mail service or that of any other agency or institution
- Attempts to perform mass mailings to the entire campus (or a large subset of the campus) of a non-official nature, which has a negative impact on the daily operation
- Any unlawful activity

Faculty Members

Dennis Javillonar, BSN, RN, Instructor

Dennis earned his BSN degree from the University of Northern Philippines as Cum Laude in 2006. He worked as a volunteer nurse and as a Public Health Nurse from 2006 and as a Clinical Instructor at the College of Nursing at the University of Northern Philippines, his Alma Mater. He now works as an RN at a skilled nursing facility in the East Bay. He joined American College of Nursing as a VN Instructor in July 2009 up to the present.

Mila Josue, BSN, RN, Instructor

Ms. Josue earned her BS Degree in Nursing at the University of Santo Tomas, Manila, Philippines in 1970. She is a California Board Certified Rehabilitation RN. She is also a certified educator and Director of Staff Development. She has served as a staff nurse/supervisor, a charge nurse, a case manager, a staff developer, and as a nursing instructor for the last 29 years. She joined American College of Nursing as a VN Instructor, then as the Nursing Assistant Training Program Director and has been with the college since 2007.

Diana Moissant, MSN, RN, Instructor

Ms. Moissant completed her BSN and MSN Degree from the San Francisco State University in 1992 and in 2002 respectively. She has worked as an RN at Kaiser Permanente since 2004 till the present and as a clinical instructor at UC San Francisco in 2006. She joined American College of Nursing in 2008 as a VN instructor up to the present.

Grace Olandria, BSN, RN, Instructor

Ms. Olandria completed her BSN degree from San Pedro College, Philippines in 1992. She has worked as an aviation nurse before migrating to the US and as a charge nurse and staff developer with various skilled nursing facilities in the bay area since 2007 till the present. She has joined American College of Nursing in February 2011 as a VN part-time instructor up to the present.

Mary Jeanne Paz, BS, MD, Instructor

Dr. Paz earned her BS degree in Management and Industrial Engineering from Mapua Institute of Technology, Philippines in 1986 and graduated Doctor of Medicine from Manila Central University, Philippines in 1994. She worked as a Resident Physician in OB-GYN and a Fellow in OB-GYN Ultrasound at the Manila Central University Hospital, Philippines for four years before migrating to the US.

Faculty Members

She currently works a Medical Assistant/Surgery Scheduler/Phone Triage at a private OB-GYN clinic in Walnut Creek for 10 years. She joined American College of Nursing as Anatomy & Physiology and Pharmacology instructor in October 2009 up to the present.

Geraldine Plegaria, BSN, RN, Instructor

Ms. Plegaria earned her BSN degree from the Family Clinic College of Nursing, Philippines in 1991. She worked as an RN staff nurse in the Philippines and in Bahrain, Saudi Arabia for 10 years before migrating to the US in 2001. She currently works as an RN at the Chinese Hospital in San Francisco, CA. She joined American College of Nursing as a part-time instructor this June 2011.

Emma Powell, BSN, RN, Instructor

Ms. Powell earned her BSN degree from United Doctors Medical Center, Philippines in 1988. She worked as an RN staff nurse at the Veterans' Memorial Medical Center, Philippines for six years before migrating to the US. She worked as an RN staff nurse and charge nurse at various skilled nursing facilities in the bay area and at the VA California Healthcare System for three years. She joined American College of Nursing as a part-time VN instructor in December 2010 up to the present.

Suzanne Sanders, RN, BS, MS, NP, Instructor

Ms. Sanders has earned her BSN degree from the Samuel Merritt/ St. Mary's Intercollegiate Nursing Program in Oakland, CA in 2002. She is also an Adult Nurse Practitioner with Subspecialty in Integrated Complementary Healing, Minor in Education since 2002. She obtained her Masters of Science in Nursing (MSN) from the University of California, San Francisco in 2002. She has over 25 years experience as an RN in critical care/emergency settings and four years as a staff nurse/midwife in labor and delivery. She joined American College of Nursing as a part-time vocational nursing instructor in December 2007 up to the present.

Gelina Shepherd, BSN, LVN, Instructor

Ms. Shepherd earned her BSN degree from St. Jude College of Nursing, Philippines in 1977. She obtained her LVN license in California and has been working as a wound care consultant, an instructor of a vocational nursing program and a nursing assistant training program, and as a staff developer in various schools and skilled nursing facilities in California since 1999. Ms. Shepherd joined American College of Nursing as a part-time instructor in August 2010 up to the present.

Student Email Policy and Procedure

The purpose of American College of Nursing's student email system is to provide e-mail services to enrolled students of the College. This type of service allows the students to conduct collaborative work efforts and share information with other students, faculty, and staff of the College. The College restricts student's use of this e-mail for any purpose other than school-related business. Students should conduct themselves in an appropriate manner during their communications. Every e-mail sent from your American College of Nursing account carries American College of Nursing's name and all communications should reflect that.

This service is for the use of the students of American College of Nursing ONLY. Accounts should not be loaned out to or shared with family and friends.

Creation of Accounts

All students are issued an official American College of Nursing email account when they register for their first class at American College of Nursing. **The student email account is the official email address to which the College will send electronic communications.** This official address will be recorded in the College's electronic directories and records for the student. For these reasons, **all students** are required to use, and maintain their college-provided email accounts. Student Services will perform the account creation without any action necessary by the student. Please be careful to check your ACN account at least daily.

Account Information

Your email account information may be shared with staff, faculty and students of the College by the Student Services Department. Students/Classmates may also obtain email account information from the Student Services Department.

Expiration of Accounts

- Accounts for students who graduate from the Program will expire **3 months** after graduation
- Accounts for non-returning students from the Program will expire **1 month** after their official withdrawal date
- Accounts for students who withdraw but with intentions to return to the Program will expire 1 month after their official withdrawal. Students will be issued a new email account upon reinstatement in the Program
- Accounts for students participating in contract courses will expire at the end of the course.

Student Services

Admission Services

Interested applicants inquiring about the College programs are channeled to the Administrative Office for guidance on the procedure of admission, evaluation of previous education completed (if applicable), and other financial concerns. The transcripts are reviewed by the Director for any possible transfer credit or advised to take prerequisite courses needed prior to admission..

Student Guidance

All courses in the Vocational Nurse Training program at American College of Nursing are “lock step” and the sequence of courses is predetermined. Most academic counseling is in relation to deficiencies identified by the student or by the course instructor. The instructor and/or director meet with the student who is not achieving academically and advises the student, according to policy, on the need to remediate or to repeat a course. Students who have excessive absences from classroom or clinical experiences are cautioned when repeated effort to assist the student to make up experiences does not end the repeated absences. All academic counseling sessions are recorded and become part of the student’s academic record at the American College of Nursing.

Student Records

Student records are kept at American College of Nursing, located at 2600 Stanwell Drive, Suite 103, Concord, California, 94520. The records are organized according to class, with each class contained in separate filing drawers. They are arranged in alphabetical order according to the students’ names. These documents are kept in filing cabinets in the administrative office. Student records are maintained for at least five years after the date of the student’s graduation, withdrawal, or termination, whether or not the student completed the educational program.

Financial Services

American College of Nursing offers Tuition Installment Plan where students will have two (2) payment options: **Option 1** offers higher down payments with lower monthly tuition installments, and **Option 2** offers lower down payments with higher monthly tuition installments. Students interested to apply for student loans may inquire for additional information from the Business Office. Salle Mae and Travis Credit Union Loans are available upon request.

Job Placement Assistance

Upon request from the graduates, American College of Nursing will assist on their job search. Contacts are maintained with affiliate clinical facilities and consortium of employers totaling more than 60 facilities in the Bay Area that recruit and hire vocational nurses and CNAs. Resume writing and interviews may be coordinated for students and graduates who need assistance. A Career Day may be held wherein prospective employers are invited to come to the College. **Although the college provides placement assistance, the college cannot guarantee employment.**

Faculty Members

Kerrilyn Soldavino-Amayo, BS, LVN, CHPLN, Instructor

Ms. Amayo earned her BS degree in Sociology from Canterbury University, United Kingdom in 1994. She completed her vocational nursing certification from Red Wing College, MN in 1986. She is currently taking a MS degree in Health Care Management with Colorado University (distance learning). She has worked as a DSD, a RCF-CI supervisor, a visit home nurse/hospice, and as a hospice nurse since 2002. In addition, she also works as a Methadone Dispensing Nurse since 2003 up to the present. She joined American College of Nursing as a part-time vocational nursing instructor in October 2010 up to the present.

Deepa Kunjalakattu Ulahannan, BSN, RN, Instructor

Ms. Ulahannan earned her Diploma in Nursing at J.S.S. School of Nursing at Karnataka State, India in 1996. In addition, she completed Post-RN Bachelor of Science in Nursing Program from the School of Medical Education, Mahatma Gandhi University in 2001. This is comparable to completion of a RN-BSN program in the US. She had several years of experience as a nurse supervisor and as a clinical instructor in India before moving to the United States. In California, she has been working as a staff nurse. She joined American College of Nursing as an instructor in August 2007 up to the present.

Mabelle Joy Viera, BSN, MA, RN, Instructor

Ms. Viera obtained her BSN degree from San Pedro College, Davao City, Philippines in 1981. She earned 18 units of postgraduate studies in Masters in Nursing-Major in Nursing Education in 2007. She worked as a Dialysis Nurse in 2003 and as a Clinical Instructor at the College of Nursing, San Pedro College, Philippines for two years before migrating to the US. She worked as an RN staff nurse at the Diamond Ridge HCC in Pittsburg, CA for a few months before she joined American College of Nursing as a vocational nursing instructor in July 2009. She became a full-time instructor and a VN/PT Program Coordinator in February 2011 up to the present.

Vocational Nursing Program

PROGRAM DESCRIPTION

The Vocational Nursing Program is a 12-month Certificate program designed to prepare students to perform direct patient care under the supervision of an RN and/or physician. The program is taught in two (2) levels for a total of 1,560 hours of classroom instruction and clinical training., including Anatomy and Physiology as a prerequisite. The VN training program provides students the necessary knowledge and skills to become safe and competent practitioners. Students are also prepared for upward mobility in the nursing career.

Upon completion of the program, graduates receive a Certificate of Completion from the college and become eligible to take the licensing examination known as the National Council Licensing Examination for Practical (Vocational) Nurses (NCLEX-PN).

ADMISSION REQUIREMENTS

Each applicant of the American College of Nursing's Vocational Nursing Program must meet the following requirements:

- Must be at least 17 years of age and older. The student must become 18 years of age before taking the National Licensure Examination.
- Submit a high school diploma or its equivalent [GED, foreign credentials evaluated to be equivalent to US high school education].
- Complete Anatomy & Physiology, a prerequisite general science course, with a minimum grade of 75% ("C" or higher) prior to application for admission to the Vocational Nursing Program.
- Complete CPR for healthcare providers, a prerequisite course prior to admission to the vocational nursing program.
- Obtain a passing score on the standardized scholastic achievement entrance test.
- Complete a personal interview with the Program Director.
- Submit a copy of a valid California Driver's License or DMV Identification Card.
- Submit a copy of a valid Social Security Card.
- **CNA applicants are preferred.**

ADMISSION PROCEDURE

To apply for admission, each applicant must meet all the requirements listed above and submit the following:

- A completed application form and payment of application fee. Application forms can be obtained at the American College of Nursing, 2600 Stanwell Drive, Suite 103, Concord, CA 94520.

Credit Granting

Applicants may be granted credit for previous education at other educational institutions on a case-by-case basis by the Director of the Vocational Nursing Program. Previous education must have been completed *within the five years prior to admission* into the program.

Credit for a required course is permitted providing the applicant can demonstrate that the previous educational experience meets the requirements of the Board of Vocational Nursing and Psychiatric Technicians and is equivalent to the course offered at American College of Nursing. **Official* transcripts, and in some cases a course syllabus, must be submitted prior to admission into the program. In addition, the applicant must have achieved a passing grade of "C" or higher in the course being considered for credit granting.

Transfer students from an equivalent program will be required to submit **official* transcripts, and in some cases course syllabi, of both theory and clinical courses for evaluation. If course work is determined to be equivalent to the course work at American College of Nursing, the applicant will receive credit for the transfer course.

If a student requests transfer credit for a course taken at another institution that is equivalent to a course offered at the American College of Nursing (ACN), the student has the option of attending the same course at ACN and waiving credit granting if the student earns a higher grade in the ACN course.

Competency based credit may also be granted based on knowledge and/or skill gained through experience. Credit shall be granted based on results of a written and/or practical examination.

**Official transcripts are original documents submitted by mail for the institution issuing the transcript or by hand in a sealed envelope to the administrative office of American College of Nursing.*

Credit for courses taken at American College of Nursing are transferable to other institutions at the discretion of the receiving educational institution.

The American College of Nursing grants credit for related previous education completed within the previous five (5) years at other educational institutions after a review of official transcripts. Only official transcripts will be accepted. "Official" means that the educational institution issuing the transcripts must submit an original document by mail or hand delivery in a sealed envelope to American College of Nursing's Administrative Office. Each course must be verified by the Director to be equivalent to the course offered at the American College of Nursing and to meet the standards and course requirements as specified by the Board of Vocational Nursing and Psychiatric Technicians.

Grievance Policy

POLICY

Students who have a grievance related to the implementation of any American College of Nursing's policy may appeal the decision and ask for acceptable resolution.

PURPOSE

To promote a fair and reasonable resolution of academic and disciplinary issues in the management of the program.

PROCEDURE

1. Aggrieved student must first request a conference with the faculty or staff member concerned. If the student is not satisfied with the outcome of the conference, the student must write a Letter of Grievance. The letter must clearly state the grievance and why the student feels the outcome is not satisfactory.
2. The Instructor must within one (1) week of receipt of the letter notify the student of the change in the outcome or refer the grievance to the Director.
3. Within one (1) week of referral, the Director will notify the student and the faculty or staff member concerned of the time and the place of the conference to explore the situation.
4. The Director must make a decision and shall respond to the student in writing within one (1) week following the conference.
5. The student may appeal the Director's decision within one (1) week to the Administrator whose decision will be final.
6. The student can refer complaints, grievance, and questions that cannot be resolved at the school level to:

Board of Vocational Nursing & Psychiatric Technicians (VN/PT Students)

2535 Capitol Oaks Drive, Suite 205
Sacramento, CA 95683 Tel.: (916) 263-7800 Fax: (916) 263-7859

California Department of Health Services (NA Students)

1615 Capitol Avenue
P.O. Box 997377, MS 3301
Sacramento, CA 95899 Tel.: (916) 327-2445 Fax: (916) 552-8785
Email Link: cna@cdph.ca.gov

Vocational Nursing Program

- Two (2) personal references from previous teachers or employers.
- Proof of high school education or equivalent. Foreign academic credentials must be evaluated for equivalency to U.S. high school education.
- Official transcript of records for the prerequisite general science course completed for transfer credit. Transfer credit may be given for previous related courses completed within the last five (5) years.
- A CPR (Healthcare Provider) Certification: Current certification is required before the student attends any clinical course.
- Health Requirements: Students must submit documentation of recent physical examination and immunization records.. These records must be on file within the first two weeks of classes.
- Insurance requirements: Health insurance is strongly recommended. The American College of Nursing assumes no responsibility for any injuries and/or illnesses incurred while performing duties as a student nurse.

CANDIDATE ACCEPTANCE PROCEDURE

The Admissions Committee reviews all complete applications for admission. Successful applicants who are granted admission into the American College of Nursing's Vocational Nursing Program are notified in writing. The successful applicants are required to return a signed copy of the acceptance letter with the initial deposit to the College's administrative office at least two weeks before the start of classes.

EMPLOYMENT OPPORTUNITIES

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

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

Vocational Nursing Program

GOALS/OBJECTIVES

Graduates of our Vocational Nursing program will be eligible to take the NCLEX-PN, a licensure examination.

Consistent with the Vocational Nursing Practice Act, the graduate of this Vocational Nursing Program will be able to:

- Use the nursing process holistically to assist in meeting the needs of culturally diverse clients across the life span in a variety of health care settings.
- Use appropriate knowledge and skills, and available resources to provide safe and competent nursing care to culturally diverse clients across the life span in a variety of health care settings.
- Communicate effectively with diverse clients, family members and other health care team members in the planning, implementation and evaluation of an individualized plan of care.
- Develop a code of personal and professional conduct based on ethical principles and the standards of Vocational Nursing Practice.
- Develop and implement an ongoing professional/personal development plan based on assessment and evaluation of one's own performance.

CLASS HOURS

MORNING CLASSES: MONDAY – THURSDAY

EVENING CLASSES: MONDAY - THURSDAY, SATURDAY & SUNDAY

Morning classroom hours are from 7am to 4pm while evening classroom hours are from 6pm to 10pm on weekdays, and from 7:00 am to 4:00 pm on weekends. Clinical hours may vary per clinical site. Generally, the clinical site hours are from 7:00 a.m. to 4:00 p.m.

Inter-level breaks are scheduled between each level of the curriculum. The following holidays are observed: New Year's Day, Martin Luther King, Jr's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day/Indigenous Peoples Day, Thanksgiving Day, and Christmas Day.

Maximum Class Size

American College of Nursing's vocational nursing program is approved to admit forty five (45) to fifty (50) students in a typical classroom setting; fifteen (15) students in a laboratory/clinical setting.

Student's Right to Cancel

A student has the right to cancel his or her agreement for a course of instruction, without any penalty or obligations, **through attendance at the first class session, or the seventh day** after enrollment, whichever is later. After the end of the cancellation period, the student also has the right to stop school at any time; and has the right to receive a **pro rata refund if he/she has completed sixty (60) percent or less of the program** less the cost of books or any equipment issued; and a **registration or administration fee not to exceed \$250.00. The refund is to be paid within 45 days of withdrawal.**

REFUND POLICY

Cancellation may occur when the student provides a written notice of cancellation at the following address: **American College of Nursing, 2600 Stanwell Drive, Ste 103, Concord, CA, 94520.** This can be done by mail or by hand delivery.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absence in excess of maximum set for by the institution; and/or failure to meet financial obligations to the school.
- The student has unexcused absences greater than 10% of the required hours of attendance.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the *last date of recorded attendance*. Any refund due will be paid within 45 days from the date of the receipt of the cancellation letter or withdrawal letter.

No refunds will be given if the student has attended **more than 60%** of the course and the student concerned will still be liable for any tuition due.

Student Conduct Policy

American College of Nursing is dedicated to uphold the rights, liberty and freedom of individual students and others. It is therefore necessary to have an atmosphere that is conducive to pursue educational goals and development. To realize this objective, it is therefore necessary to have regulations and procedures. Generally, school disciplinary action will be limited to conduct which adversely affects the institution's pursuit of its objectives. Where possible, every effort will be made by the faculty members in consultation with the program director to rapidly address incidents of misconduct.

STUDENT'S DISMISSAL POLICY

American College of Nursing promotes an environment that is safe for its students, faculty, staff members and the general public. Students whose conduct violates and threatens the school's policies and regulations that are necessary to maintain order, to protect individuals and property may be dismissed.

THE SCHOOL'S COMPLAINT POLICY

American College of Nursing believes in an "open door" policy that encourages suggestions and feedback from students. This policy assists faculty and administration to meet the students' needs. The college also conducts periodic evaluations by students, faculty, and community members regarding classroom instruction, course content, and clinical instruction to assist the college in maintaining high academic standards.

Any student complaint should first be brought to the attention of the faculty member. Complaints that are not satisfactorily resolved at this level; should be submitted in writing to the College Director. A response will be given within five (5) working days from receipt.

For those who would like to remain anonymous, the student can drop his/her complaint in the suggestion box located on the hallway (near the Students' Computer Lab) in campus or drop a letter of complaint at the Student Services Office

NON-DISCRIMINATION POLICY

The American College of Nursing does not discriminate on the basis of race, color, creed, religion, ancestry, national origin, age, non-disqualifying disability, sex, sexual orientation, marital status, an status in the recruitment and admission of students, in the recruitment and employment of faculty and staff, or in the implementation of its programs, policies, procedures and activities. Sexual harassment is a prohibited aspect of sexual discrimination under this policy.

Vocational Nursing Program Outline

Course Name	Theory	Skills	Clinical	Total Hrs.
Anatomy & Physiology (<i>Prerequisite</i>)	56			56
Sub-total	56			56
Level One				
Fundamentals of Nursing (FUN)	56	72	48	176
Medical/Surgical Nursing 1 (M/S1)	104	32	296	432
Communication & Personal Development (COM)	24			24
Nursing Process (NP)	16			16
Pharmacology (PHARM)	56			56
Nutrition (NUT)	16			16
Psychology (PSY)	56			56
Sub-total	328	104	344	776
Level Two				
Medical/Surgical Nursing 2 (M/S2)	96		360	456
Introduction to Maternal/Child Nursing (MAT)	48	32	24	104
Introduction to Pediatric Nursing (PED)	60	16	48	108
Patient Education (PE)	08			08
Leadership & Supervision (LDR/SUP)	16		36	52
Sub-total	212	48	468	728
Program Total Hours	599	155	812	1560

Class Schedules/Class Sessions

Each student will be given a class schedule at the beginning of each level of the program. Class schedules will also be posted on Bulletin Boards on campus.

All classroom instructions and skills laboratory practice are held within the campus. Clinical experience will be off-site at various facilities affiliated with American College of Nursing.

ENGLISH AS A SECOND LANGUAGE COURSE

American College of Nursing does not offer English as a Second Language (ESL) course.

Vocational Nursing Program Courses

Prerequisites:

ANATOMY AND PHYSIOLOGY 56 Theory Hrs.

This course is designed to introduce the physical life to serve as a basis for understanding the human body. The structure and function of each system of the human body is emphasized. Topics include how the body maintains homeostasis, the relationship between Anatomy and Physiology, the interrelationship among organ systems, the understanding of the role each organ plays in sustaining life, and what happens when the delicate balance is disturbed. Topics are presented from simplest to the most complex structure of the human body.

LEVEL ONE

FUNDAMENTALS OF NURSING 56 Theory Hrs. 72 Skills Hrs. Clinical Hrs.

This course focuses on basic concepts of nursing care and actions common to all clients across the lifespan, regardless of health status. Content includes developmental processes and life cycle of adult and older adults, health care delivery systems, cultural diversity, therapeutic nature of nursing, professional accountability, ethical and unethical conduct, medication administration, and calculation of drug dosages, and nursing management of basic client care needs including concepts of safety and infection control, fluid and electrolyte balance, skin integrity, and nutrition. The role of the vocational nurse is also explored.

MEDICAL/SURGICAL NURSING 1 104 Theory Hrs. 32 Skills Hrs. 296 Clinical Hrs.

This course focuses on the concept of total care to individuals and families in order that the student recognizes that nursing is concerned with each individual as a whole and the family as a unit. A study of selected and families in order that the student recognizes that nursing is concerned with each individual as a whole and the family as a unit. A study of selected acute/chronic health care problems is investigated by focusing on pathophysiology, behavioral, and socio-economic interrelationships. Attention is given to the effects of poverty, upon the health of the individual, the family, and the community. Particular emphasis is given to health problems and care to clients in an urban community setting.

Licensure Requirements

All applicants for licensure as a Psychiatric Technician in California must have successfully completed a California Accredited Psychiatric Technician Program to qualify for the state examination.

List of requirements for eligibility for licensure for Graduates of a California Accredited School of Psychiatric Technician:

1. Complete and sign the "Application for Psychiatric Technician Licensure" and furnish a valid U.S. Social Security number.
2. Complete and sign a "Record of Psychiatric Technician Program" form.
3. Complete and sign the "Record of Conviction" form.
4. Submit picture (passport photo) inserted in an envelope.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see enclosed "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
6. Attach the appropriate non refundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the California Psychiatric Technician Licensure Examination.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. **This fee is in addition to the application fee.** It takes 4-6 weeks to process your license once this fee has been received.

Licensure Requirements

Students who have successfully completed a California Accredited Vocational Nursing Program will be eligible to sit for the state board examination.

List of requirements for eligibility for licensure for Graduates of a California Accredited School of Vocational Nursing:

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

VN Course Descriptions (Continued)

The basic principles of administration of medications are included as well as the policies and methods of administration. Related clinical experiences will take place in long-term care and rehabilitation facilities.

COMMUNICATION & PERSONAL DEVELOPMENT 24 Theory Hrs.

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes the adult learner's rights and responsibilities, review of various learning styles, time management, learning and retaining information, test-taking strategies, critical thinking, role in nursing process, cultural congruence, basics of communication, therapeutic communication, personal health promotion and assertiveness as a nursing responsibility.

NURSING PROCESS 16 Theory Hrs.

This course provides the student with the theoretical framework of the curriculum and a systematic way of effectively applying the scientific approach to nursing care of the individual client. The student learns the steps of the nursing process: (1) assessment, (2) diagnosis, (3) planning, (4) implementation and (5) evaluation and the vocational nurse's role in care planning. The content includes writing care plans and applying critical thinking skills to the process of developing nursing care plans with the registered nurse.

PHARMACOLOGY 56 Theory Hrs.

This course is designed to provide the student with an understanding of classifications and actions of commonly used drugs. Emphasis is placed on the nurse's responsibilities to anticipate, observe, and report the effects and adverse effects of various drugs on the patient. Calculation of accurate medication dosage is also included. Further study of medications is integrated throughout the curriculum.

NUTRITION 16 Theory Hrs.

This course is designed to introduce to the students concepts related to basic nutrition, food nutrients, and the nutritional needs of the human body to maintain optimum health. It also provides the student with information necessary to form basic understanding of the physiological value of nutrients, food sources, diet guidelines, and menu planning in health promotion.

VN Course Descriptions (Continued)

The role of the nurse in diet modification is also addressed and discussions on societal concerns such as: how culture influences food preference, eating habits and weight management, health disorders and other factors affecting nutritional status of clients, and the impact of age-related changes in nutrition.

PSYCHOLOGY

56 Theory Hrs.

This course is designed to help the student develop a fundamental understanding of psychology. The course content includes concepts and application of therapeutic communication, current and evolving principles in mental health care, legal and ethical guidelines, and human developmental needs. Critical thinking continues to be used within a framework of the nursing process.

LEVEL TWO

MEDICAL/SURGICAL NURSING 2

**96 Theory Hrs.
360 Clinical Hrs.**

This course is designed to build on prior learning experiences and is designed to help the student develop knowledge and skills, which will aid him/her in understanding the needs of clients and families with acute and chronic health problems. Focus is on the nursing needs of clients whose conditions require adaptation of activities of daily living, interruption of the family unit and/or return to the community.

Further emphasis is on application of Maslow's Hierarchy of needs and the nursing process in the implementation of effective nursing interventions. Principles of nutrition, pharmacology, and communication are integrated throughout the course. Related clinical experiences will take place in hospitals, out-client surgical centers, long-term care, and sub-acute health care facilities.

MATERNAL-CHILD HEALTH NURSING

**48 Theory Hrs.
32 Skills Hrs.
24 Clinical Hrs.**

This course is designed to provide comprehensive discussions of family-centered care, wellness, health promotion and illness prevention, women's health issues, and the growth and development of the newborn child and the parent. The information forms a continuum of knowledge that flows from conception to adulthood. Focus on the systems approach will be used to address physiological illnesses. The student continues to use the nursing process within the framework of providing care to the childbearing family.

Further emphasis is on application of the nursing process and Maslow's Hierarchy of Needs in the implementation of effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course.

Graduation Requirements

Vocational Nursing/Psychiatric Technician Programs

Eligibility for graduation requires that each student:

- Completes all course requirements and maintains a grade average of 75% or a "C."
- Completes required hours of attendance.
- Meets all academic and financial obligations to the College.
- Completes a mandatory ten (10) days NCLEX-PN Live Lecture Review (80 hours) or five (5) days Live Review for PT Licensure Examination.
- Passes two (2) proctored NCLEX type tests from the Comprehensive Review for NCLEX-PN CD, earning a passing score of 95% or higher (VN Program Graduates Only).
- Completes all proctored ATI PN Comprehensive Assessment & Review Program (CARP) assignments including a Comprehensive Vocational Nursing Predictor Examination on-line and earn a passing score of 75% as prescribed by the American College of Nursing (VN Program Graduates Only).

Nurse Assistant Training Program

The following requirements must be met by a student in order to qualify for a Certificate of Completion of the Certified Nurse Assistant Training Program:

- Successfully completed the 174-hour program consisting of 24 hours of skills laboratory, 50 hours of classroom instruction, and 100 hours of clinical training.
- Successfully demonstrated during the skills lab and clinical training, the basic skills and techniques in delivering safe and efficient care.
- Completed a minimum of ninety percent (90%) of all scheduled classroom hours, and ninety percent (90%) of all scheduled clinical hours and/or has taken the make-up class (maximum of 2 make-up absences per term).
- Satisfied all financial obligations to the college.

Withdrawal and Readmission

Withdrawal

Student may request to withdraw/drop a course anytime during the semester, but no later than one (1) week before the final examination of the course. A grade of "W" is assigned to course dropped. Student may only withdraw/drop a course *once* during the program. Student intending to withdraw/drop a course must obtain a "Withdrawal Form" from the American College of Nursing administrative office and return the completed form to the college Director no later than one (1) week prior to the beginning of the final examination of the course.

The American College of Nursing reserves the right to ask the student to withdraw from the program for reasons of unsatisfactory academic or clinical performance, clinical incompetence, emotional instability, and/or questionable integrity.

Re-Admission

Student may be readmitted into the program after voluntary or involuntary withdrawal. To be readmitted, student must submit a written request to the College Director/Admissions Committee and if approved, the student must meet all admission criteria prior to re-entering the program. Student granted readmission is subject to the tuition rate and fees in effect at the time of re-entry into the program.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at American College of Nursing is at the discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Nurse Assistant Certification Training Program is also at the 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 seek to transfer after attending American college of Nursing to determine if your certificate will transfer.

VN Course Descriptions (Continued)

The student spends time in the client care area and is expected to assume more responsibility for his/her nursing actions. Clinical experiences include care of mothers and newborns and are held in in-client and/or ambulatory maternal/child health settings.

PEDIATRIC NURSING

44 Theory Hrs.
16 Skills Hrs.
48 Clinical Hrs.

This course is designed to provide discussions of family-centered care, wellness, health promotion and illness prevention, and the growth and development of the child. The information will form a continuum of knowledge that flows from conception to adulthood. Focus on systems approach will be used to address physiological illnesses.

Child health theory is presented within a framework of Maslow's Hierarchy of needs, the nursing process, and the implementation of effective nursing intervention. Principles of nutrition, pharmacology, and communication are integrated throughout the course. Related clinical experiences will take place in the acute care and/or out-client health care facilities.

PATIENT (CLIENT) EDUCATION

8 Theory Hrs.

This course is designed to introduce the student to the principles of client/patient education, selected teaching strategies, and the concept of client education as an important dimension of nursing care. The role of the vocational nurse in the education of the client and family is discussed in the contexts of Maslow's Hierarchy of Needs and of the promotion, protection, and maintenance of health. Theories of learning are reviewed and case studies are used to illustrate differences in client education plans based on the developmental stage and health status of the client.

LEADERSHIP & SUPERVISION

16 Theory Hrs.
36 Clinical Hrs.

This course is designed to explore the leadership role of the vocational nurse and to assist students to develop behaviors that contribute to effective leadership in the health care setting. Course content includes: selected theories of leadership and management, characteristics of the effective leader, assessment of leadership styles, conflict resolution strategies, delegation, accountability, nurse practice standards, and ethical and legal issues related to leadership role of the vocational nurse. The importance of effective communication in providing leadership to a multicultural workforce is emphasized.

Psychiatric Technician Program

PROGRAM DESCRIPTION

The Psychiatric Technician Program is a 12-month program designed to prepare individuals, under the supervision of psychiatrists, psychologists, nurse, and other mental health care professionals, to provide direct patient care services, assist in developing and implementing treatment plans, administer medications, and perform related administrative functions. The program includes instruction in mental health theory, applied psychopathology, patient communication and management, crisis intervention, psychotropic medication, mental health treatment procedures, substance abuse, record-keeping, clinical administrative skills, and applicable standards and regulations.

The curriculum is approximately one-third nursing and two-thirds behavioral science. The curriculum is regularly updated so the skills that are taught match the current needs in the community practice settings. Psychiatric Technician skills focus on mental illnesses and developmental disabilities. It is a profession that attracts those who truly want to help improve the quality of life for some of the most vulnerable individuals in today's society.

Upon completion of the program, graduates receive a Certificate of Completion from the college and become eligible to take the state examination for licensure.

ADMISSION REQUIREMENTS

Each applicant of the American College of Nursing's Psychiatric Technician Program must meet the following requirements:

- Must be at least 17 years of age and older. The student must become 18 years of age before taking the National Licensure Examination.
- Submit a high school diploma or its equivalent [GED, foreign credentials evaluated to be equivalent to US high school education].
- Complete CPR for healthcare providers, a prerequisite course prior to admission to the psychiatric technician program.
- Obtain a passing score on the standardized scholastic achievement entrance test.
- Complete a personal interview with the Program Director.
- Submit a copy of a valid California Driver's License or DMV Identification Card.
- Submit a copy of a valid Social Security Card.
- **CNA applicants are preferred.**

Academic Standing, Progression & Retention

The progress of each student through the program is regularly monitored in an effort to assist them to achieve high levels of success. Students receive feedback at regular intervals on their performance in theory and clinical practice to help them maintain the standards of academic performance set by the college. To progress in a satisfactory manner, the following expectations must be met.

To maintain satisfactory progress in theory classes, the student must:

- Maintain a minimum grade of "C" (75%) in each course.
- Attend all classes as scheduled.
- Prepare adequately for each class by reading as assigned, etc.
- Be punctual in attendance and in submission of assignments.
- Make-up course objectives missed due to documented and unavoidable absence. una-
- Remediate courses according to college policy.

To maintain satisfactory progress in clinical practice, the student must:

- Attend all clinical rotations as scheduled.
- Provide safe and effective nursing care following policies and procedures of the college and of the clinical site.
- Be punctual in attendance and in submission of assignments, etc.
- Make up clinical objectives missed due to documented and unavoidable absence. una-
- Maintain professional conduct.

HONOR ROLL AND STUDENT RECORDS

Honor Rolls

The American College of Nursing recognizes superior academic achievement through Honor Roll awards. To earn an honor roll award, a student must maintain a grade point average [GPA] of 3.0 or 91% or higher.

Student Records

Students and former students, who have met their financial obligations to the College, may make written requests for their academic transcripts. Written requests must include the student's social security number, admission number, date of graduation or last year attended and payment of \$10.00. Students' permanent records are maintained by the College. Students may have access to their records after completing a release form.

Grading Policy

The quality of student work in theory courses is measured by a system of grades consisting of five letter grades which are used in calculating grade point average. Instructors assign a percentage/letter grade using the following scale:

A [Superior]	90% - 100%	4 points
B [Above Average]	80% - 89%	3 points
C [Average]	75% - 79%	2 points
D [Below Average]	70% - 74%	1 point
F [Failed]	Below 70%	0 point

CR

IP

Practicum components of the Vocational Nursing Program/ Psychiatric Technician Program (skills labs and clinical rotation) are graded on Satisfactory (S) or Unsatisfactory (U) basis. Evaluation of the clinical component of a course will be made based on the clinical objectives for that particular course.

S Satisfactory – met at least 85% of the daily objectives for the rotation

U Unsatisfactory – needs more guidance and instruction required by students at this level.

Grade Incomplete

The grade Incomplete (I) may be assigned by an instructor after consulting with the program director if a student's work in a course has been of passing quality but is incomplete for reasons beyond the student's control. In this situation, there must be official documentation of the reasons which may include: a major illness, death of a close family member or a major catastrophic event. A course graded "I" may not be included in calculation of GPA and will not appear on the transcript. The grade "I" may be changed to the earned grade provided the course work is completed before the end of the level in which the course is taken. If at the end of the level the course work is not complete, the grade "I" will be changed to "F".

Psychiatric Nursing Program (Continued)

ADMISSION PROCEDURE

To apply for admission, each applicant must meet all the requirements listed above and submit the following:

- A completed application form and payment of application fee. Application forms can be obtained from American College of Nursing 2600 Stanwell Drive, Suite 103, Concord, CA 94520
- Two (2) personal references from previous teachers or employers.
- Proof of high school education or equivalent. Foreign academic credentials must be evaluated for equivalence to U.S. high school education.
- Official transcript of records for the prerequisite general science course completed for transfer credit. Transfer credit may be given for previous related courses completed within the last five (5) years.
- A CPR (Healthcare Provider) Certification: Current certification is required before the student attends any clinical course.
- Health Requirements: Students must submit documentation of recent physical examination and immunization records.. These records must be on file within the first two weeks of classes.
- Insurance requirements: Health insurance is strongly recommended. The American College of Nursing assumes no responsibility for any injuries and/or illnesses incurred while performing duties as a student nurse.

EMPLOYMENT OPPORTUNITIES

Labor Market Information research states, "a growing, older population requiring increased mental health care for illnesses such as dementia and related diseases will contribute to employment growth for Psychiatric Technicians. In addition, prison reform has contributed to the use of Psychiatric Technicians to care for inmates resulting in employment opportunities in this area. The majority of the job openings will occur due to the need to replace workers who retire, transfer to other occupations, leave the labor work force, or move."

According to Labor Market projections in California, the number of Psychiatric Technicians is expected to grow at an average rate compared with the total for all occupations. Jobs are expected to increase by 9.2 percent, or 800 jobs between 2008 and 2018. An average of 80 new jobs openings per year, plus an additional 220 job openings due to net replacement needs, will result to a total of 300 job openings annually.

Psychiatric Technician Program Outline

Course Name	Theory	Skills Lab	Clinical	Total
<u>Level One</u>				
Anatomy & Physiology (A&P)				56
Nutrition (NUT)	56			16
Communication & Personal Development (CPD)	24			24
Nursing Process (NP)	16			16
Pharmacology (PHARM)	56			56
Psychology (PSY)	56			56
Nursing Science:				
◇ Fundamentals of Nursing (FUN)	59*	75*	48	182
◇ Medical/Surgical Nursing (M/S)	70	32	240	342
Sub-total	353	107	288	748
<u>Level Two</u>				
Mental Health I (MH1)	108	48	222	378
◇ Mental Disorders				
Mental Health II (MHII)	108	48	222	378
◇ Developmental Disabilities				
Patient Education (PE)				
Leadership and Supervision (LS)	8	24	24	848
Sub-total	248	96	468	812
Program Total Hours	601		959	1560

◇ Includes CPR 3 Theory/3 Skills

CLASS HOURS

EVENING CLASSES: Monday –Thursday, Saturday and Sunday

Evening classroom hours are from 6:00 pm to 10:00 and from 7:00 am to 4:00 pm on weekends. Clinical hours may vary per clinical site. Generally, the clinical site hours are from 7:00 a.m. to 4:00 p.m.

Inter-level breaks are scheduled between each level of the curriculum. The following holidays are observed: New Year's Day, Martin Luther King, Jr.'s Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day/Indigenous Peoples Day, Thanksgiving Day, and Christmas Day.

Academic Probation

A student may improve his/her performance by making up classes or clinical schedules to provide remediation options to those who are not able to meet minimum course requirements.

Theory:

- If a student's grade is a "D" in a course/module, the instructor concerned should meet with the student and establish a remediation plan that includes the student's identified deficiencies, specific learning objectives, and date of completion.
- The highest grade attainable for remediation is 75% or a "C." If the student fails to raise the grade to "C" following remediation attempt, the grade received will be the grade of record.
- For the VN/PT Programs that has two (2) levels, the student on remediation shall only be allowed one (1) remediation per level. The student will only be allowed to advance to Level II upon successful completion of all courses in Level I.

Clinical:

- If a student has demonstrated unsafe practice in the clinical area, he/she will be removed from clinical rotation. The student's actions will be reviewed and may be placed on clinical probation or termination from the program.
- If the student is performing below satisfactory or needs improvement (NI) in the clinical area, but is considered a safe practitioner, he/she will be placed on clinical probation for 30 calendar days. The clinical instructor will outline the student's major deficiencies to be corrected with the student and he/she will be evaluated weekly. If the student fails to show some progress in clinical performance, the student may be terminated from the program.

POLICY RELATING TO TERMINATION

The school may cancel/terminate the Enrollment Agreement with the student if the student violates any of the following:

- Failure to maintain satisfactory progress.
- Failure to comply with the school's attendance policy.
- Failure to comply with the school's student conduct policy.
- Fails to meet all financial obligations to the school.
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement.

The American College of Nursing promotes an environment that is safe for its students, faculty, staff members, and the general public. Students whose conduct violates and threatens the school's policies and regulations that are necessary to maintain order and to protect individuals and property may be dismissed from the program.

Remediation Policy (Continued)

- A student may remediate only one course on each level of the curriculum. If a grade of “D” is earned in a second course on the same level of the curriculum, the student is required to retake the course to achieve a satisfactory grade of “C” or higher.

Maximum Time Frame for Completion of Program

The program must be completed within the 150 percent of the normal duration of the program:

<u>Program</u>	<u>Normal Duration</u>	<u>Maximum Time Frame</u>
Vocational Nursing Program	12 months (full-time)	18 months
Psychiatric Technician Program	12 months (full time)	18 months
Nursing Assistant Training	8 weeks	12 weeks
Acute Care Training	8 weeks	12 weeks
Home Health Aide Training	4 weeks	6 weeks

Note: If the student fails to meet the minimum grade or fails to complete the training within the maximum time frame, the student will be terminated from the program.

POLICY RELATING TO MAKE-UP WORK

Students will be required to make-up all assignments, exams, or other work missed as the result of any excused or unexcused absence. Arrangements must be made with the instructor to take a missed exam or a missed clinical day to ensure that all work is made-up before the end of a course/module in which the work was missed. This arrangement must be done by the student within two (2) days upon returning to class from an absence. All arrangements are subject to approval by the College Director.

Acceptable methods of make-up include:

Theory: Case studies, written examination, and research reports.

Clinical: Performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.

Psychiatric Technician Program (Continued)

Class Schedules

Each student will be given a class schedule at the beginning of each level of the program. Class schedules will also be posted on Bulletin Boards on campus.

All classroom instructions and skills laboratory practice are held within the campus. Clinical experience will be off-site at various facilities affiliated with American College of Nursing.

Maximum Class Size

American College of Nursing’s Psychiatric Technician Program is approved to admit forty five (45) students in a typical classroom setting; fifteen (15) students in a laboratory/clinical setting.

GOALS/OBJECTIVES

The Psychiatric Technician Program is a 1,560-hour program consisting of theory (601 hours) and skills and correlated clinical experience (959 hours).

Upon completion of the Psychiatric Technician program, the graduates will be eligible to take the State Licensing Examination and will be able to:

- Systematically and continuously collect data about the health and functional status of clients/patients that can be recorded, accessible and communicated.
- Assist in developing a plan with goals and interventions unique to the needs of each client/patient and participated in peer review and other means of evaluation to assure quality nursing care.
- Intervene as guided by interdisciplinary treatment plan to implement actions that promise, maintain or restore health, prevent illness and promote habilitation as an integral member of the interdisciplinary team.
- Participate in the evaluation of client/patient responses to nursing actions in order to assess progress towards meeting healthcare objectives of the client/patient.

The LPT is under the supervision of a qualified health care professional, participates in the assessment, planning, implementation and evaluation of nursing care.

Psychiatric Technician Program

COURSE DESCRIPTIONS

LEVEL ONE

ANATOMY AND PHYSIOLOGY 56 Theory Hrs.

This course is designed to introduce the physical life to serve as a basis for understanding the human body. The structure and function of each system of the human body is emphasized. Topics include how the body maintains homeostasis, the relationship between Anatomy and Physiology, the interrelationship among organ systems, the understanding of the role each organ plays in sustaining life, and what happens when the delicate balance is disturbed. Topics are presented from simplest to the most complex structure of the human body.

NUTRITION 16 Theory Hrs.

This course is designed to introduce to the students concepts related to basic nutrition, food nutrients, and the nutritional needs of the human body to maintain optimum health. It also provides the student with information necessary to form basic understanding of the physiological value of nutrients, food sources, diet guidelines, and menu planning in health promotion.

The role of the nurse in diet modification is also addressed and discussions on societal concerns such as: how culture influences food preference, eating habits and weight management, health disorders and other factors affecting nutritional status of clients, and the impact of age-related changes in nutrition.

COMMUNICATION & PERSONAL DEVELOPMENT 24 Theory Hrs.

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes the adult learner's rights and responsibilities, review of various learning styles, time management, learning and retaining information, test-taking strategies, critical thinking, role in nursing process, cultural congruence, basics of communication, therapeutic communication, personal health promotion and assertiveness as a nursing responsibility.

Policy Relating To Attendance (Continued)

- ◇ Excessive tardiness may result in a failing grade for a course and the student will be required to repeat the course to earn a satisfactory grade.

Interruption for Unsatisfactory Attendance – Excessive absence or tardiness may result in the student's inability to complete the program. Students with three (3) unexcused absences from any class must meet with the College Director. A determination will be made in writing, if the student will be allowed to continue in the program and placed under academic probation for a period of one (1) month. Any additional unexcused absence during such probationary period will be a cause for interruption of the student's training program.

Make-Up Work - Examinations, quizzes, and return demonstrations of clinical practicum missed due to absence or tardiness can be made up. Exceptions will be made only for illness that is officially documented by an attending physician.

When a student is absent or tardy for a theory class or clinical experience, the student must demonstrate that the objectives missed during the absence have been met. Make-up plan is created by the student and the instructor together and will produce evidence that the missed objectives have been met. Acceptable methods for make-up include:

- Theory: case studies, independent study, written examinations, attendance at a seminar or workshop, auto-tutorial laboratory, and research reports.
- Clinical: performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.

Leave of Absence – Written requests for leaves of absence will be considered and such leaves will be granted to students at the discretion of the College Director.

REMEDATION POLICY

Remediation options are available to students who are not able to meet the requirements of a course and achieve a satisfactory grade.

- If a student receives a course grade of "D" (70 – 74%), the student may establish a remediation plan with the instructor and increase the grade to a maximum grade of "C" (75%). If the remediation attempt is not successful, the original grade ("D") will be the grade of record. To receive a satisfactory grade in the course, the student will be required to retake the course.

Policy Relating To Attendance (Continued)

- B) Bereavement due to death in the immediate family (grandparent (s), mother, father, sibling (s), spouse, child) verifiable through a death certificate or the student's signed statement indicating the name, date of death, and relationship to the student.
- C) Court appearance – Jury duty or court summons submitted to the Coordinator of Admissions, Placement and Records.

Tardiness – Students are expected to arrive on time for classes and clinical assignments and to remain for the entire length of the session as scheduled. Students must be at the designated meeting place, and/or unit at the clinical site, at least five (5) minutes prior to the beginning of the assignment. Students must remain on the units for the entire clinical time, unless released by the instructor. Students will not leave for the day until all assignments and documentation are complete and have been approved by the instructor.

Habitual tardiness is as harmful to the student as unexcused and will not be tolerated. It not only disrupts the class, but also deprives the student of valuable concepts and skills he/she needs to meet course and training requirements.

Unavoidable tardiness or absence: In the event that a student is unavoidably tardy or absent, these procedures must be followed:

- ◇ Students must inform the American College of Nursing administrative office, the Instructor, and/or the clinical facility no later than one (1) hour prior to the beginning of a scheduled class or clinical rotation. Please obtain the name of the person to whom the message is given by telephone. It is not sufficient to leave a voicemail message.
- ◇ Students must arrange for make up time (theory and/or clinical), within three (3) days of returning to the college. Any remedial tests, quizzes, examinations, or assignments must be scheduled within one week of returning to campus.
- ◇ If a student is fifteen (15) minutes tardy in the classroom setting, it will be considered as one (1) hour absence. A second tardy to the classroom will be referred to the college Director for appropriate action.
- ◇ If student is fifteen (15) minutes tardy to the clinical site. The student will be sent home and be given an absence for that day. A second tardy to the clinical site will be referred to the Program Director for appropriate action.

Psychiatric Technician Program

NURSING PROCESS

16 Theory Hrs.

This course provides the student with the theoretical framework of the curriculum and a systematic way of effectively applying the scientific approach to nursing care of the individual client. The student learns the steps of the nursing process: (1) assessment, (2) diagnosis, (3) planning, (4) implementation and (5) evaluation and the vocational nurse's role in care planning. The content includes writing care plans and applying critical thinking skills to the process of developing nursing care plans with the registered nurse.

PHARMACOLOGY

56 Theory Hrs.

This course is designed to provide the student with an understanding of classifications and actions of commonly used drugs. Emphasis is placed on the nurse's responsibilities to anticipate, observe, and report the effects and adverse effects of various drugs on the patient. Calculation of accurate medication dosage is also included. Further study of medications is integrated throughout the curriculum.

PSYCHOLOGY

56 Theory Hrs.

This course is designed to help the student develop a fundamental understanding of psychology. The course content includes concepts and application of therapeutic communication, current and evolving principles in mental health care, legal and ethical guidelines, and human developmental needs. Critical thinking continues to be used within a framework of the nursing process.

HOUSING

The College does not provide housing, transportation, or child-care for students; however, a current listing of available rental units, local public transportation, car pooling information, and child care information is available upon request.

PT Course Descriptions (Continued)

FUNDAMENTALS OF NURSING

59* Theory Hrs.
75* Skills Hrs.
Clinical Hrs.

This course focuses on basic concepts of nursing care and actions common to all clients across the lifespan, regardless of health status. Content includes developmental processes and life cycle of adult and older adults, health care delivery systems, cultural diversity, apertic nature of nursing, professional accountability, ethical and unethical conduct, medication administration, and calculation of drug dosages, and nursing management of basic client care needs including concepts of safety and infection control, fluid and electrolyte balance, skin integrity, and nutrition. The role of the vocational nurse is also explored.

* Includes CPR : 3 hours Theory/3 hours Skills

MEDICAL/SURGICAL NURSING

70 Theory Hrs.
32 Skills Hrs.
240 Clinical Hrs.

This course focuses on the concept of total care to individuals and families in order that the student recognizes that nursing is concerned with each individual as a whole and the family as a unit. A study of selected acute/chronic health care problems is investigated by focusing on pathophysiology, behavioral, and socio-economic interrelationships. Attention is given to the effects of poverty, upon the health of the individual, the family, and the community.

The basic principles of administration of medications are included as well as the policies and methods of administration. Related clinical experiences will take place in long-term care and rehabilitation facilities.

LEVEL TWO

MENTAL HEALTH 1 (Mental Disorders)

108 Theory Hrs.
48 Skills Hrs.
222 Clinical Hrs.

The content focuses on the development of student self-awareness in the therapeutic relationship and addresses issues related to the care of individuals and groups experiencing select psychiatric disorders from 1773 to present. The course explores basic concepts such as: misconceptions about mental illness, legal and ethical issues, therapeutic communication in the nurse-patient relationship, the use of defense mechanisms, therapeutic milieu, and the current state of psychiatric care.

Policy Relating To Attendance

The American College of Nursing requires all students to adhere strictly to the following classroom and clinical attendance guidelines. Attendance at all scheduled classes and clinical experiences is mandatory as required by regulatory agencies of the State of California.

Regular attendance in theory classes and clinical training is an obligation assumed by each student at the time of registration. When absent from a theory class and/or clinical, the student misses the content, the experiential training, and the continuity of the course designed for each session. Missed theory course work jeopardizes the student's success in meeting the academic and attendance requirements of his/her program and missed clinical training jeopardizes patient safety which is paramount in clinical training.

Absences - Regular attendance and punctuality are required for the role of the vocational nurse. To maintain satisfactory attendance, the student must attend a minimum of ninety percent (90%) of all scheduled classroom hours, and ninety percent (90%) of all scheduled clinical hours. Any missed classroom and/or clinical time (excused/unexcused), must be made up. If a student misses more than ten percent (10%) of any course or clinical rotation, the course or clinical rotation may need to be repeated for the student to earn a passing/satisfactory grade.

- ◇ Cutting Classes will be considered as unexcused absence.
- ◇ A student who incurs an absence equivalent to 10% of the required days or equivalent clock hours in a theory course or clinical training will receive a grade of INCOMPLETE which can be removed as soon as the student provides the course instructor evidence of satisfactory completion of required make-up work. All make up work must be completed by the second week of the new course or clinical cycle.
- ◇ A student who incurs an absence equivalent to 10% of the required days or equivalent clock hours in a theory class or clinical training and who *do not* provide the instructor appropriate evidence of satisfactory completion of required make-up work will be *dismissed* from the course.
- ◇ Excused Absences:

The following are mitigating circumstances that are acceptable reasons for excused absences:

- A) Illness or injury afflicting the student (infection, surgery, illnesses requiring home or hospital confinement, injury sustained from accidents or work place, quarantine) – as verified by a licensed physician. The physician's note must indicate that the student is able to return to class and/or clinical training without restrictions.

HHA Program Module Descriptions

Module Descriptions

Module 1: Introduction to Aide and Agency Role 2 Theory Hours

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

Module 2: Interpretation of Medical and Social Needs of Clients 5 Theory Hours

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

Module 3: Personal Care Services 5 Theory Hours 15 Clinical Hours

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

Module 4: Nutrition 5 Theory Hours 3 Clinical Hours

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

Module 5: Cleaning and Care Tasks in the Home 3 Theory Hours 2 Clinical Hours

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

PT Course Descriptions (Continued)

MENTAL HEALTH 2 (Care of the Mentally Disabled) 108 Theory Hrs. 270 Clinical Hrs.

The content addresses current issues in psychiatric nursing and care of the developmentally disabled, as well as the many treatment settings in which these clients will be encountered. The science of psychopharmacology and rationale for the use of various psychoactive agents will be discussed. Indications, contraindications, adverse effects and common uses of electroconvulsive therapy will be explored.

Issues regarding psychopharmacology, psychosocial theories and various therapeutic modalities are addressed as a basis for understanding the care and treatment of various psychiatric and/or developmental disabilities.

PATIENT (CLIENT) EDUCATION 8 Theory Hrs.

This course is designed to introduce the student to the principles of client/patient education, selected teaching strategies, and the concept of client education as an important dimension of nursing care. The role of the vocational nurse in the education of the client and family is discussed in the contexts of Maslow's Hierarchy of Needs and of the promotion, protection, and maintenance of health. Theories of learning are reviewed and case studies are used to illustrate differences in client education plans based on the developmental stage and health status of the client.

LEADERSHIP & SUPERVISION 24 Theory Hrs. 24 Clinical Hrs.

This course is designed to explore the leadership role of the vocational nurse and to assist students to develop behaviors that contribute to effective leadership in the health care setting. Course content includes: selected theories of leadership and management, characteristics of the effective leader, assessment of leadership styles, conflict resolution strategies, delegation, accountability, nurse practice standards, and ethical and legal issues related to leadership role of the vocational nurse. The importance of effective communication in providing leadership to a multicultural workforce is emphasized.

Vocational Nursing and Psychiatric Technician Program Fees and Charges:

See Page 63

Nurse Assistant Training Program

PROGRAM DESCRIPTION

This training program is a 174-hour course designed to prepare students for the state competency evaluation, which tests for knowledge and applied skills. The program includes classroom instruction, skills laboratory, and clinical training. Upon successful completion of the program, students receive a Certificate of Completion and must also pass a competency evaluation (testing program) before they can be employed. The exam consists of both written and demonstrated skills. Upon successfully passing the state examination, they may become certified by the State of California.

ADMISSION REQUIREMENTS

The American College of Nursing's Nurse Assistant Program requires applicants to meet certain criteria before admission into the program to maintain its high standard of training and produce quality graduates. The criteria for admission are:

1. Must be at least 16 years old.
2. Possess a high school diploma/GED or pass ATB examination
3. Submit a valid California Driver's License or ID
4. Submit a copy of Social Security Card
5. Submit a fingerprint/live scan upon enrollment
6. Has not committed any felony based on the list of penal codes provided by CDHS
7. Submit a current CPR card (Healthcare Provider)
8. Submit a completed physical examination report and record of required immunizations signed by a physician/nurse practitioner.
9. Submit proof of negative PPD or, if positive, a current chest x-ray and annual review of symptoms.
10. Submit a completed Application for Admission

ADMISSION PROCEDURE

To apply for admission, the applicant must:

1. Contact the college to schedule an interview and a tour of the college facilities.
2. Visit the college and receive an application packet and a list of admission requirements.

Home Health Aide Training Program

Employment Opportunities

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

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

PROGRAM OUTLINE

Module	Title		Clinical Hours	Total Hours
1	Introduction to Aide and Agency Role	Class	2	2
2	Interpretation of Medical and Social Needs of People being Served		0	5
3	Personal Care Services		15	20
4	Nutrition		5	8
5	Cleaning and Care Tasks in the Home	5	3	5
			2	
Total			20	40

Continuing Education Credits

Students who will complete the course will receive a Certificate of Completion and will also be awarded 26 units of continuing education credit hours that can be used when renewing their Certified Nurse Assistant certificates

CLASS HOURS

Thursday and Friday : 4:30pm-9:30pm (8 sessions)

Maximum Class Size

Thirty (30) students in a typical classroom setting; fifteen (15) students in a typical clinical setting.

Home Health Aide Training Program

Program Description

This training program was developed following the Department of Health Services guidelines for the education of nurse assistants to become certified home health aides. It was designed as a 40-hour add on course to follow a nurse assistant curriculum that meets Federal and State training regulations.

The intent of this curriculum is threefold: 1) to promote quality of care in the home care setting; 2) to provide entry-level skills for employment as a home health aide and 3) to expand the role of a C.N.A. as a paraprofessional.

Admission Requirements

1. Must be a Certified Nursing Assistant to enroll
2. License and CPR must be current
3. Health screening and TB test must be current

Admission Procedure

To apply for admission, the applicant must:

1. Contact the college to schedule an interview and a tour of the college facilities.
2. Visit the college and receive an application packet and a list of admission requirements.
3. Submit all completed documentation as listed in the admission requirements.
4. Pay a non-refundable application fee of seventy five dollars (\$ 75.00) upon enrollment.
5. Attend an Orientation prior to start date of program.

Educational Objectives

The objective is to prepare CNAs for certification as a home health aide by the State of California. The curriculum is structured to provide theory and practical applications to function as a home health aide. Home health aides help the elderly, convalescent, or disabled persons in their own homes instead of a health facility. Some help discharged patients who have relatively short-term needs. They work for licensed home care agencies and provide basic nursing care in private homes or hospice programs under the supervision of Registered Nurses.

Home health aides provide health-related services. They teach patients to care for themselves despite illness or disability. They may also care for children of their sick or disabled patient.

Nurse Assistant Training Program (Continued)

3. Schedule a date for taking the Entrance Examination (Ability To Benefit only). High School graduates or GED holders are exempted from taking this examination after providing proof of completion of secondary education or its equivalent.
4. Pass the standardized entrance test (Ability To Benefit), if applicable.
5. Submit all completed documentation as listed in the admission requirements.
6. Pay a non-refundable application fee of seventy five dollars (\$ 75.00).
7. Attend an Orientation prior to start date of program.

The Ability-to-Benefit (ATB) is required of students who did not graduate from high school in the United States. These students must demonstrate they possess sufficient "ability to benefit" (ATB) from post-secondary education via their performance in an approved test.

American College of Nursing administers an ATB Version of the ACCUPLACER test. Students must complete the ACCUPLACER Reading Comprehension, Sentence Skills, and Arithmetic tests. The Department of Education requires that the three tests in a single testing session. In order to "pass" the test, the student will need to successfully complete all three tests.

GOALS/ OBJECTIVES

Upon completion of the Nursing Assistant Training Program, the student will be able to:

- ◇ Pass the state competency evaluation
- ◇ Demonstrate skills and competencies to assist in basic nursing care under the supervision of an RN
- ◇ Effectively communicate verbally to clients, their families, peers, and other members of the health care team
- ◇ Demonstrate technical skills needed in the workplace

Nurse Assistant Training Program

EMPLOYMENT OPPORTUNITIES

There are five industries that employ most Nurse Assistants: nursing and personal care facilities, hospitals, residential care facilities, temporary agencies, and home health care services. Assisted living facilities are a growing sector of personal care facilities. Nurse assistant is the entry-level job in the nursing field. With additional training and schooling, an NA can work in a specialty area such as pediatrics, geriatrics, surgery, medicine, obstetrics, orthopedics, and psychiatry. Nurse Assistant begins the foundation skills and knowledge that could lead to other health care occupations. Nurse Assistants could further their nursing career by enrolling in Vocational Nursing and subsequently in Registered Nursing programs

In addition, per California Labor Market Information projections, jobs for Nursing Aides, Orderlies, and Attendants are expected to increase by 21.0 percent, or 22,700 jobs between 2008 and 2018. An average of 2,280 new job openings per year is expected, plus an additional 1,080 job openings due to net replacement needs, resulting in a total of 3,360 job openings.

Class Schedules/Class Sessions

Each student will be given a class schedule at the beginning of the training program. Class schedules will also be posted on Bulletin Boards on campus.

All classroom instructions and skills laboratory practice are held within the campus. Clinical experience will be off-site at various facilities affiliated with American College of Nursing.

Maximum Class Size

Thirty (30) students in a typical classroom setting; 15 students in a laboratory/clinical setting.

Nursing Assistant Training Program Fees and Charges:

See Page 64

Acute Care NA Module Descriptions (Continued)

Module 13: Neurological Care **4 Theory Hours**
4 Clinical Hours

The purpose of this module is to prepare the nursing assistant to perform skills necessary to safely care for the neurological patient. The student will learn to recognize and report abnormal signs and symptoms to the licensed nurse.

Module 14: Oncology, Immunosuppression **3 Theory Hours**
3 Clinical Hours

The purpose of this module is to prepare the nurse assistant to care for patients undergoing cancer therapy and treatment from HIV/AIDS.

It includes the skills required for nurse assistants to provide physical care and emotional support to these patients and significant others.

Module 15: Death and Dying **3 Theory Hours**
3 Clinical Hours

This module is to prepare the nurse assistant to reinforce the concepts of grief, loss, death and dying. It includes the skills required for nurse assistants to provide physical care and emotional support to these patients and significant others.

Module 16: Pediatric Care **4 Theory Hours**
8 Clinical Hours

The purpose of this module is to introduce concepts of growth and development for the pediatric patient, and outline age-appropriate care. Learning experiences will prepare the nurse assistant to safely care for pediatric patients (infant through adolescent) and assist with needs that the patient cannot perform independently.

Class Schedules/Class Sessions

Each student will be given a class schedule at the beginning of each training program namely: *Nursing Assistant, Acute Care Nursing Assistant, and Home Health Aide Training Programs*. Class schedules will also be posted on Bulletin Boards on campus.

All classroom instructions and skills laboratory practice are held within the campus. Clinical experience will be off-site at various facilities affiliated with American College of Nursing.

Acute Care NA Module Descriptions (Continued)

Module 7: Renal Care 3 Theory Hours 3 Clinical Hours

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting needs affecting the renal system.

Module 8: Reproductive Care 3 Theory Hours 3 Clinical Hours

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting reproductive care needs that the patient cannot perform independently.

Module 9: Endocrine Care 3 Theory Hours 3 Clinical Hours

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting the endocrine care needs that the patient cannot perform independently.

Module 10: Cardiovascular Care 4 Theory Hours 4 Clinical Hours

The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the cardiac patient. The student will learn to recognize and report abnormal cardiovascular signs and symptoms to the licensed nurse.

Module 11: Respiratory Care 4 Theory Hours 4 Clinical Hours

The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the patient with respiratory disorders. The student will learn to recognize and report abnormal respiratory signs and symptoms to the licensed nurse.

Module 12: Orthopedic Care 3 Theory Hours 4 Clinical Hours

The purpose of this module is to prepare the nurse assistant to recognize the special needs of orthopedic patients and appropriately perform skills necessary for their care.

Nursing Assistant Training Program Outline

Module	Title	Clock Hrs.
1	Introduction	2
2	Patient's Rights	2
3	Communication/Interpersonal Skills	2
	Prevention/Management of Catastrophic & Unusual	
4	Occurrences	1
5	Body Mechanics	2
6	Medical and Surgical Asepsis	2
7	Weights and Measures	1
8	Patient Care Skills	14
9	Patient Care Procedures	7
10	Vital Signs	3
11	Nutrition	2
12	Emergency Procedures	2
13	Long Term Care Residents	2
14	Rehabilitative Nursing	2
15	Observation and Charting	4
16	Death and Dying	2
	Classroom Instruction (Theory)	50
	Skills Lab	24
	Clinical Training	100

CLASS HOURS

EVENING CLASSES: Monday-Thursday & Saturday (days may vary per class)

Classroom hours are from 4:30pm-9:30pm. Clinical hours may vary per clinical site. Generally, the clinical site hours are from 4:00pm to 8:00pm on weekdays and 7:00 am to 4:00 p.m. on Saturdays.

NA Training Program Module Descriptions

MODULE DESCRIPTIONS

Module 1: Introduction 2 Theory Hrs.

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

Module 2: Patients' Rights 2 Theory Hrs. 1 Clinical Hr.

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

Module 3: Communication/Interpersonal Skills 2 Theory Hrs.

This module introduces the concepts and skills required for the student to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

Module 4: Prevention and Management of Catastrophic and Unusual Occurrences 1 Theory Hr. 1 Clinical Hr.

This module introduces the student to the concepts and procedures related to the resident's safety and environmental emergency issues are presented. The CNA's role in creating a safe environment for the resident is discussed.

Module 5: Body Mechanics 2 Theory Hrs. 2 Skills Lab Hrs. 4 Clinical Hrs.

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

Acute Care NA Module Descriptions

Module Descriptions

Module 1: Acute Nurse Assistant Responsibilities 3 Theory Hours 2 Clinical Hrs.

The purpose of this module is to introduce the role and limitations of the nurse assistant in the acute care setting. The responsible performance of the nurse assistant will help assure quality patient care.

Module 2: Communication/Documentation 3 Theory Hours 2 Clinical Hrs.

The purpose of this module is to reinforce the concepts and skills required for nurse assistants to communicate effectively and interact appropriately with individuals from diverse cultures and backgrounds including patients, families, guests and other members of the health care team. This module includes instruction in communication skills, reporting and recording observations on appropriate documents, and using medical terms and abbreviations.

Module 3: Safe, Secure Environment 3 Theory Hours 3 Clinical Hrs.

The purpose of this module is to reinforce the concepts and procedures related to patient safety; review asepsis and infection control; and to examine precautions to protect patients and staff in the acute care setting.

Module 4: Care of the Surgical Patient 5 Theory Hours 8 Clinical Hrs.

The purpose of this module is to prepare the nurse assistant to care for the perioperative patient in the pre-operative and post-operative phases and in preparation for procedures.

Module 5: Gastrointestinal Care 4 Theory Hours 4 Clinical Hrs.

The purpose of this module is to review concepts and introduce procedures related to patients with altered gastrointestinal function and altered nutritional status.

Module 6: Nutritional Care 3 Theory Hours 3 Clinical Hrs.

The purpose of this module is to review concepts and introduce procedures related to patients with altered nutritional status.

Acute Care Nurse Assistant Training Program

Educational Objectives

This course is intended to familiarize CNAs with current techniques and procedures in assisting care of patients in an acute care setting under the direct supervision of a licensed nurse. Upon completion, the C.N.A. will be able to review its role and functions within the ethical and legal scope and responsibilities to practice in an acute care facility. In addition, the C.N.A. will also be able to review the scientific principles, medical terminology, infection control, updated universal precautions, as well as acquire new knowledge and skills of all body systems and related care procedures commonly practiced in an acute care facility.

Upon successfully completing all requirements, the student will receive a Certificate of Completion.

Employment Opportunities

With additional training and schooling, a C.N.A can work in a specialty area such as pediatrics, geriatrics, surgery, obstetrics, orthopedics, or psychiatry. Many employers encourage advancement by giving training within the facility and offering flexible work schedules to make formal classroom study easier.

PROGRAM OUTLINE

Module	Title	Clinical Hours	Total Hours
1:	Acute Care Nurse Assistant Responsibilities Class	3	5
2:	Communication-Documentation	3	5
3:	Safe, Secure Environment	3	6
4:	Care of the Surgical Patient	5	13
5:	Gastrointestinal Care	4	8
6:	Nutritional Care	3	6
7:	Renal Care	3	6
8:	Reproductive Care	3	6
9:	Endocrine	3	6
10:	Cardiovascular Care	4	8
11:	Respiratory Care	4	8
12:	Orthopedic Care	3	7
13:	Neurological Care	4	8
14:	Oncology, Immunosuppression	3	6
15:	Death and Dying	3	6
16:	Pediatric Care	4	12
TOTALS		61	116

NA Training Program Module Descriptions

Module 6: Medical and Surgical Asepsis

**2 Theory Hrs.
2 Skills Lab Hrs.
8 Clinical Hrs.**

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

Module 7: Weights and Measures

**1 Theory Hr.
2 Skills Lab Hrs.
1 Clinical Hr.**

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

Module 8: Patient Care Skills

**14 Theory Hrs.
6 Skills Lab Hrs.
44 Clinical Hrs.**

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

Module 9: Patient Care Procedures

**7 Theory Hrs.
6 Skills Lab Hrs.
20 Clinical Hrs.**

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

Module 10: Vital Signs

**3 Theory Hrs.
4 Skills Lab Hrs.
6 Clinical Hrs.**

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

NA Training Program Module Descriptions

Module 11: Nutrition

**2 Theory Hrs.
6 Clinical Hrs.**

This module examines the body's need for food and the effect of food on the body. The module includes the basic food groups, nutrients, and common therapeutic diets as well as assisting the resident to meet nutrition and hydration needs.

Module 12: Emergency Procedures

**2 Theory Hrs.
2 Skills Lab Hrs.
1 Clinical Hr.**

This module introduces the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the CNA in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.

Module 13: Long-Term Care Resident

2 Theory Hrs.

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

Module 14: Rehabilitative Nursing

**2 Theory Hrs.
4 Clinical Hrs.**

This module introduces the student to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The CNA assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15: Observation and Charting

**4 Theory Hrs.
4 Clinical Hrs.**

This module prepares the student to know how, when, and why to use objective and subjective observation skills. The student learns to report and record observations on appropriate documents using medical terms and abbreviations.

Module 16: Death and Dying

2 Theory Hrs.

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

Acute Care Nurse Assistant Training Program

PROGRAM DESCRIPTION

This training program has been developed to prepare the long term care nurse assistant to function at a competent level in an acute care setting. The intent of this curriculum is threefold: 1) to promote quality of care; 2) to build upon and expand previously-learned C.N.A. skills that enables nurse assistants to function at a competent level in the acute care setting; 3) to provide an awareness of opportunities/choices in health care occupations.

The course requires a total of 116 hours of instruction consisting of 55 hours of theory conducted in the classroom and 61 hours of direct patient care conducted in an acute hospital setting

Students who will complete the course will receive a Certificate of Completion and will also be awarded 48 units of continuing education credit hours that can be used when renewing their Certified Nurse Assistant certificates.

Admission Requirements

1. Must be a Certified Nursing Assistant to enroll
2. License and CPR must be current
3. Health screening and TB test must be current

Admission Procedure

To apply for admission, the applicant must:

1. Contact the college to schedule an interview and a tour of the college facilities.
2. Visit the college and receive an application packet and a list of admission requirements.
3. Submit all completed documentation as listed in the admission requirements.
4. Pay a non-refundable application fee of seventy five dollars (\$ 75.00) upon enrollment.
5. Attend an Orientation prior to start date of program

CLASS HOURS

(To be announced)

Maximum Class Size

Fifteen (15) students in a typical classroom setting; eight (8) students in a typical clinical setting.