



INTEGRITY COLLEGE OF HEALTH

2012 COLLEGE CATALOG VOCATIONAL NURSING

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MISSION

The Mission of Integrity College of Health is to provide personal and focused educational training to students that would choose to have careers in healthcare. Our Mission is to provide multicultural sensitive education to all students that attend our college. These careers include Nursing and the many areas to experience in nursing. Our Mission is to also promote the importance of empathetic care and wellness in a multicultural environment, and continue to promote nursing in the community.

The main objective of Integrity College of Health is to offer programs in the health care field that increase knowledge and promote upward mobility in the health care profession.

We would also strive to promote the diverse opportunities in healthcare.

SCHOOL HISTORY

Integrity College of Health was founded in 2007 by Bea Martin and Vella Dennis.

The management and staff of Integrity College of Health are strongly committed to maintaining high standards of quality and integrity in all aspects of operating an educational institution. The educational philosophy incorporates a variety of teaching strategies including but not limited to training in the following environments: classroom, lecture, field, lab, and site.

Integrity College of Health continually seeks to provide training programs that will best serve the changing demands of students, business, industry and the community at large.

APPROVALS AND MEMBERSHIPS

Integrity College of Health is a private institution for Continuing Education.

Integrity College of Health is approved to operate by the Bureau of Private Postsecondary Education and the Bureau for Vocational Nursing and Psychiatric Technicians. Approval to operate includes a compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent.

School approvals and memberships are displayed in the lobby for public viewing. The school director will furnish additional information upon request.

FACILITIES AND EQUIPMENT

Integrity College of Health is located at 1460 N. Lake Ave. Altadena, CA 91104, over 3,500 square feet in Suites 102, 102A and 102B. The building is located close to the 210 freeway. The two largest streets are Lake Ave and Washington St.

Class sizes range from 10 to 30 students. Classes are scheduled with a view toward classroom availability and size.

The affiliates the school uses for clinical facilities are located in El Monte, Baldwin Park, Glendora, and Rosemead. Integrity College of Health is constantly adding and making changes to the current list of affiliates in order to best suit the needs of students, employers and community.

Equipment used includes medical mannequins, stethoscopes, blood pressure cuffs, and blood withdrawal paraphernalia.

APPROVED PROGRAMS

Name of Program	Cert/Diploma	No. of Hours
Vocational Nursing	Certificate/ BVNPT	1,560

BUSINESS OFFICE HOURS

Monday thru Friday 9:00 a.m. to 5:30 p.m.
Saturday and Sunday 7:30 a.m. to 4:00 p.m.

Phone: (626) 808-0215

TRAINING HOURS

Please see Program Description for LVN program

HOLIDAYS

New Years Day
Easter Sunday
Mother's Day
Memorial Day
Father's Day
Independence Day
Labor Day & Labor Day Week-end
Thanksgiving Day and Day after
Christmas Day

PROGRAM START DATES

(WITH MINIMUM ENROLLMENT)

Vocational Nursing

January 18, 2012	Theory 6:00 p.m. to 10:00 p.m. (Mon & Wed) Clinic 2:00 p.m. to 11:00 p.m. (Sat & Sun)
April 10, 2012	Theory 8:00 a.m. to 4:00 p.m. (Tues) Clinic 7:00 a.m. to 4:00 p.m. (Sat & Sun)
July 17, 2012	Theory 6:00 p.m. to 10:00 p.m. (Tues & Thurs) Clinic 2:00 p.m. to 11:00 p.m. (Sat & Sun)
October 27, 2012	Theory 8:00 a.m. to 4:00 p.m. (Wed) Clinic 7:00 a.m. to 4:00 p.m. (Sat & Sun)

NON-DISCRIMINATION POLICY

Integrity College of Health welcomes students of any color, race, sex, gender, national, and ethnic origin. The College does not discriminate on the basis of race, color, sex, national, and ethnic origin in administration of its educational and admissions policies or any other programs that it administers.

The school director is the coordinator of Title IX: The Educational Amendment Act of 1972, which prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance.

All inquiries or complaints under the discrimination provisions of Title IX should be directed immediately to the director. The director will then act equitably and promptly to resolve all complaints and issue a response in seven (7) working days.

ADMISSION

Admission Requirements

The programs offered by Integrity College of Health are open to both men and women who possess a high school diploma/GED or its equivalent, and pass a Wonderlic entrance exam. At this time we are not able to sponsor any students, therefore we cannot accept students from outside the United States of America.

To qualify for enrollment:

1. The applicant must be at least 18 years old.
2. The applicant must be a high school graduate or GED equivalent.
3. The applicant must get any foreign transcripts formally evaluated and results must be on file.
4. The applicant must be able to meet financial requirements.
5. The applicant must complete an oral interview.
6. The applicant must have had a physical within the last year, with no evidence of a communicable disease, and a yearly tuberculosis test or chest x-ray.
7. The applicant must pass the Wonderlic Scholastic Level Exam at a 10th grade level.
8. The applicant must have a CLEAR with Background checks.

ADMISSIONS PROCEDURES

Applicants must submit a completed Admissions Application to the School to apply for enrollment. Proof of identification in the form of a driver's license, social security card, birth certificate or other form of identification must be required prior to admission. Applicants must apply for admissions at any time prior to enrollment.

FINANCIAL AID

Integrity College of Health does not offer any form of Financial Aid at the present time. We do not participate in Federal or State Financial Aid programs.

HOUSING

Integrity College of Health does not offer on-campus accommodations or off-campus housing assistance.

APARTMENTS

Students may find apartments near Integrity College of Health. Rent charges vary according to location, size of apartment, and facilities in the complex.

ENGLISH PROFICIENCY

Integrity College of Health does not provide English-as-a-Second-Language instruction. Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All courses are taught in English.

PHYSICAL REQUIREMENTS

Integrity College of Health does not discriminate based on physical handicaps. However, students must be mentally and physically capable of safely participating in classroom instruction on a daily basis in order to successfully complete the VN program. Integrity College of Health encourages all students who may have a concern regarding a physical issue to visit the school and allow the school to evaluate individual circumstances. The school may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

TRANSFER OR EXPERIENCE CREDIT

The awarding of credits for coursework completed at any other institution is at the sole discretion of Integrity College of Health. Students who have previously attended another school or college accredited by an agency recognized by USDE (United States Department of Education) or CHEA (Council for Higher Education Accreditation) may receive credits (maximum of 54 hours) for such attendance when proof of said attendance is presented at the time of enrollment and upon review of the transcript by the Integrity College of Health administration. AP (Advanced Placement), USAFT (United States Armed Forces Institute) and other nontraditional, but widely accepted, means of earning college credit will be recognized when relevant. A limited number of credits for military service may also be awarded.

Students receiving veteran's benefits must have all prior education and evaluated upon enrollment. Credit will be awarded where applicable with the program being shortened accordingly. The student and the Department of Veteran Affairs will be notified in writing.

Procedure for requesting Transfer or Experience Credits for the Vocational Nursing Program:

1. Official Transcripts must be sent directly from the other schools or the armed forces to Integrity College of Health for review and evaluation.
2. If requested, prospective students may be required to supply course descriptions, syllabi or other supporting materials as proof for the equivalency for any course in question.
3. The Program Director or the School Director will do transfer evaluations. An evaluation sheet is completed during the review of the documentation. This sheet is kept in the student's permanent file.
4. If a student wishes to appeal the determination of credits granted, they may do so in writing and by supplying any other supporting documentation for their claim. The School Director will review the additional information and has final authority to grant or deny any transfer credits.

ADVANCED PLACEMENT

1. Students transferring from other colleges must have achieved a "C" or better in any course (nursing or other) to be considered for advanced placement, and may be eligible for advanced placement during designated times.
 - A. Application must be completed six weeks before the start of the program. Maximum hours accepted for each course is 54 hours for those courses successfully completed in the areas of Nutrition, Anatomy and Physiology, Psychology, Growth and Development. (See Appendix I)
 - B. Students who have previously successfully completed a specific course in the VN program (ex. 1st 54 hrs. Med. Surg.), may be given credit for the course with written permission from the Vocational Nurse Program Director. The application to receive credit for the course must be completed six weeks before the start of the course.
2. Applications for Advanced Placement/reinstatement are available from the VN Program Director.

Advanced Placement students must meet the program criteria for admission and any additional criteria as delineated by the V.N. Director and Section 2535 of the Vocational Nursing Rules and Regulations, which include:

1. Transfer credit shall be given for related previous education completed within the last five years.
 - A) Accredited vocational or practical nursing courses.
 - B) Accredited registered nursing courses.
 - C) Accredited psychiatric technician courses.
 - D) Armed services nursing courses.
 - E) Certified nurse assistant courses.
 - F) Other courses the school determines are equivalent to courses in the program.
 - a) competency-based credit shall be granted for knowledge and /or skills acquired through experience. Credit shall be determined by written and/or practical examinations.
3. Advanced Placement students are considered chronologically by the date on the Advanced Placement or reinstatement application, as spaces are available.
4. Students must keep the VN Program Director apprised of their current addresses and phone numbers by notifying the VN Program Director in writing of changes. If a student cannot be reached by registered mail when an opening occurs, the opening in the course will go to the next student in chronological order.
5. Applications for Advanced Placement or reinstatement are valid for one program year. Students must re-submit an application and meet additional prerequisites, if necessary.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS

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

PAYMENT METHOD

Financial arrangements must be made with the Director, and the Business Office, and a schedule of fees to be made must be followed, accordingly. At a minimum, arrangements include \$2000 deposit, then monthly payments will begin the second month and thereafter for 13 or 16 months. A 10% late fee is charged on any outstanding amount over 30 days. If a cancellation is made before class begins, 100% of the deposit will be refunded, however the \$75 registration fee is non-refundable. This institution does not participate in federal and state financial aid programs.

If a loan is obtained for payment of the program, you are responsible for that amount. If you get a loan, you are responsible for repaying the loan amount plus any interest.

REVISION OF PROGRAMS AND TUITION

Integrity College of Health reserves the right to change or modify, without notification, the program content, equipment, staff, instructional materials, equipment and organization as necessary with approval from the appropriate State agency, if required. Such changes may be needed to stay abreast with ever-evolving technological advances, legislation in the allied healthcare field and to improve teaching methods. No changes will be made to diminish the competency of any program, or result in tuition changes for students currently enrolled in a program.

TUITION AND FEES

Estimated Expenses

Blood Pressure Cuff	\$30
Stethoscope	\$30
Uniform	\$150 (1 scrub uniform included)
Watch with second hand	\$20
Malpractice Insurance	\$20
<u>Books (\$200 initial + \$400 in 3rd Semester)</u>	<u>\$600</u>
Total	\$850

STRF Assessment Student is assessed at \$2.50 per \$1,000 of tuition paid (except third party paid tuition) for STRF

Course Name	Tuition	Registration Fee non-refundable.	Books	Total Cost
Vocational Nursing (VN)	\$16,777	\$75	Not included	\$16,852

CANCELLATION & REFUND POLICY

You have the right to cancel this Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery or telegram. The written notice of cancellation is sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

The written notice of cancellation need not take any particular form and is effective if the written notice shows that you no longer wish to be bound by this Agreement. You will be given two [2] Notice of Cancellation forms [attached to this Agreement] to use at the first day of class, but you can use any written notice that you wish.

If the school has given you any equipment, including books or other materials, you shall return them to the school within thirty days following the date of your Notice of Cancellation. If you fail to return this equipment, including books and other materials, in good condition within the thirty [30] day period, the School may deduct its documented cost for the equipment from any refund that may be due to you. Once you pay for the equipment, it is yours to keep without further obligation.

If you cancel this Agreement, the School will prorate any money that you paid, less any deduction for equipment not timely returned in good condition, within thirty days after your Notice of Cancellation is received.

Note:

In the event, the veteran or eligible person fails to enter the course, withdraws, or discontinues attendance at any time prior to the completion, the amount charged to the veteran or eligible person for tuition, fees, and other charges should not exceed the approximate pro-rata portion of total charges for that program. For veteran students, any registration fee in excess of ten (\$10.00) dollars is subject to prorated refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. CEC 94911(e)(2). CEC 94919 or 94920

Withdrawing from a Course after the Fifth (5th) Day of Class

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the first business day following the first class you attended, the School will remit a refund less a registration fee, if applicable, not to exceed \$75.00 within thirty days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, as specified in the Agreement as a separate charge, and return it in good condition within thirty days following the date of your withdrawal, the School shall refund the charge for the equipment paid by you. If you fail to return the equipment in good condition, allowing for reasonable wear and tear, within this thirty-day period, the School may offset against the refund the documented cost to the school for that equipment. You shall be liable for the amount, if any, by which the documented cost for equipment exceeds the prorated refund amount. The documented cost of the equipment may be less than the amount charged, and the amount the School has charged in the contract. In any event, you will never be charged for more than the equipment charges stated in the contract. For a list of these charges, see the list on the first page of this agreement. **IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE GIVEN WITHIN THIRTY DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE BALANCE.**

Students whose entire tuition and fees are paid by a third party organization are not eligible for a refund.

HYPOTHETICAL REFUND EXAMPLE:

Assume that a student, upon enrollment in a 400 hour course, pays \$2,000 for tuition, \$75 for registration and \$150, documented cost to school, for equipment as specified in the Enrollment Agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,462 based upon the calculations stated below. If the student returns the equipment in good condition within thirty [30] days following his/her withdrawal, the School shall refund the charge for the equipment paid by the student.

Refund Table

\$2,225 total paid	Minus	\$75 registration fee [the amount the school may retain]	= \$2,150
\$2150	Divided by:	400 hours in the program	= \$5.38 Hourly charge for the program
\$2,150	Minus	\$150 [documented cost of unreturned equipment]	= \$2,000 Total refundable amount
\$5.38	Multiplied by:	100 hours of instruction attended	= \$538 Owed by the student for instruction received.
\$2,000	Minus	\$538	= \$1,462 total refund amount*

REFUND TABLE (Based on Actual Cost of Educational Service):

Refundable Amount	10% Refund	25% Refund	50% Refund	60% Refund	75% Refund
\$2,000	\$200	\$500	\$1,000	\$1,200	\$1,500

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

- a. You notify the School of your withdrawal or the actual date of withdrawal.
- b. The School terminates your enrollment.
- c. You fail to attend classes for a three [3] week period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan, if any. Any remaining amount of refund will first be used to repay any student financial aid programs from which you received benefits, in proportion to the amount of the benefits received. Any remaining amount will be paid to you. If there is a balance due, you will be responsible to pay that amount.

Student Tuition Recovery Fund (STRF)

The Student Recovery Fund (STRF) was established by the Legislature to protect any California resident who attends a private postsecondary institution from losing money if they prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement or refusing to pay a court judgment.

To be eligible for STRF, you must be a California resident and reside in California at the time the enrollment agreement is signed or when you receive lessons at a California mailing address from an approved institution offering correspondence instruction. Students who are temporarily residing in California for the sole purpose of pursuing an education, specifically those who hold student visas, are not considered a California resident. Further, those students who are the recipients of third-party tuition and course costs are not eligible for protection under and recovery from the STRF.

To qualify for STRF reimbursement you must file a STRF application within one [1] year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four [4] years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two [2] years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding the STRF may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95798-0818

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959

Fax: (916) 263-1897

Toll Free: (888) 370-7589

CALIFORNIA CODE OF REGULATIONS
TITLE 5. EDUCATION
DIVISION 7.5. PRIVATE POSTSECONDARY EDUCATION
CHAPTER 7. STUDENT TUITION RECOVERY FUND
ARTICLE 3. PAYMENTS FROM THE FUND

This database is current through 02/02/07, Register 2007, No. 5
s 76215. Student Tuition Recovery Fund Disclosures.

(a) An institution approved under Article 8 (commencing with section 94900 of the Code), Article 9 (commencing with section 94915 of the Code), or a registered institution offering Short-term Career Training shall include on both the enrollment agreement and the current schedule of student charges, the following statement:

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

1. You are a student, who is a California resident and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

(b) In addition to the statement described under subdivision (a) of this section, the institution or registered institution offering Short-term Career Training shall include on the current schedule of student charges, the following statement:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents who were students attending schools approved by, or registered to offer Short-term Career Training with, the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF fee, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to

pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. The school's breach or anticipatory breach of the agreement for the course of instruction.

5. There was a decline in the quality of the course of instruction within 30 days before the school closed or, if the decline began earlier than 30 days prior to closure, the period of decline determined by the Bureau.

6. The school committed fraud during the recruitment or enrollment or program participation of the student.

You may also be eligible for STRF if you were a student that was unable to collect a court judgment rendered against the school for violation of the Private Postsecondary and Vocational Education Reform Act of 1989."

(c) The Bureau shall mail the Notice and Explanation of Student Rights under the Student Tuition Recovery Fund, Form STRF 06, effective January 1, 2002, to students soon after an institution's closure or upon request from a student for an explanation of his or her rights under the Student Tuition Recovery Fund.

Note: Authority cited: Sections 94774 and 94778, Education Code.

Reference: Sections 94810, 94825 and 94944, Education Code.

HISTORY

1. New section filed 9-11-2003; operative 9-11-2003 pursuant to GovernmentCode section 11343.4 (Register 2003, No. 37).

5 CCR s 76215, 5 CA ADC s 76215

1CAC

5 CA ADC s 76215

STUDENT ACCESS TO FILE INFORMATION

Students are allowed access to copies of items in their student file at any time during regular business hours. Graduates may also request copies of any information in their student files at any time by sending written notice to the school describing their request. Transcripts are available to students and prospective employers upon request and without charge.

STUDENT INFORMATION RELEASE POLICY

Integrity College of Health may release certain information regarding a student's attendance, grades, completion status, and personal data if the student requests so in writing. The School will not release any information without a written request.

Any questions a student may have regarding this catalog that have not been satisfactorily answered may be directed to:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95798-0818

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959

Fax: (916) 263-1897

Toll Free: (888) 370-7589

ACADEMIC ACHIEVEMENT

Integrity College of Health elects to award academic achievement based upon clock hours as a unit of measurement. The School utilizes a performance based learning model; whereas, performance objectives reflect minimum competencies for individual courses, and those skills that must be performed by the student before moving on to the next level of instruction.

CLOCK HOUR DEFINITION

Integrity College of Health defines credits in terms of clock hours. A clock hour is defined as a fifty minute period of lecture and/or field instruction

DEFINITION OF CLOCK HOURS TO SEMESTER CREDIT HOURS CONVERSION

- *1 Semester credit hour for at least 15 hours of classroom contact; or
- *1 Semester credit hour for at least 30 hours of supervised laboratory/shop instruction; or
- *1 Semester credit hour for at least 45 hours of externship/internship

TRAINING DESCRIPTION

Training and instruction takes place at the School's facility and or designated training facility. Classroom and field training may take place in separate locations, as deemed necessary to accommodate local resources and conditions. For example, classroom and/or lecture training may take place in a classroom/lecture environment and/or a field/lab environment. The number of students per class range from 15 students to 30 lecture students and up to 10 laboratory students. Generally, classes will receive orientation training as a single group; however, the School may deem appropriate to divide the class size into smaller units. Training may take place in a variety of academic environments including but not limited to: lecture, hands-on, field, site, and lab. Faculty are experienced and qualified in each of their respective areas of study. Faculty are encouraged to utilize teaching techniques to meet course objectives; i.e., cognitive and motor skills. Teaching strategies may vary with each instructor. Field training is structured where students are organized in groups. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstances.

HOMEWORK

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time each day for homework.

PROGRESSION

1. In order to continue in the program students must:

a. Earn a final grade of “C” or better in theory courses. If a test grade is below 75% the student will be referred to remediation.

The Grading Criteria for Theory classes are:

A= 100%-93%

B= 92%-84%

C= 83%-75%

Below 75%=F

b. Earn a final grade of CR (credit) in clinical laboratory portions of nursing courses. If assigned a No Credit (NCR), the student will be referred to remediation. If the student is assigned a minimal pass (MP), the student will be referred to remediation.

c. Earn a grade of “C” or better in all required courses.

d. Students who are assigned minimal pass must remediate in order to progress to the next class. Students who receive two consecutive minimal passes in clinical will not be allowed to progress.

Students are expected to complete their program within 150% of the allotted time (e.g., in a 12 month program the allotted time would be 18 months; in an 18-month program the allotted time would be 27 months.)

ACADEMIC EVALUATION

1. Course requirements and minimal academic standards will be distributed to students at the beginning of the course. Students are expected to complete every assignment of the course, and submit assignments on time and perform other academic course requirements within standards of achievement established by the instructor. Policies concerning incomplete course objectives are delineated in this handbook.

2. Student Evaluation Methodology.

To assure students assimilate the skills, procedures and duties of a vocational nursing student, evaluations will be conducted throughout the course of training. The evaluation techniques to be utilized include the following:

- A. Brief weekly quizzes, either written or oral, will be given to students.
- B. Quizzes are designed to test for understanding rather than for memorization.
- C. Comprehensive test are given every month, with a final exam given at the end of each semester.
- D. All skills learned in class must be successfully demonstrated under supervision.
- E. A dated check list of skills will be used to track skills which have been taught and to record skills which have been observed as having been successfully learned.
- F. Periodic meetings will be held with student to discuss progress.
- G. Student conference is available with the instructor by appointment.
- H. Written evaluations summarizing clinical and theory competence will be maintained for each student.

3. Remediation will be required if the student is not maintaining acceptable academic standards (below 75 percentile) each semester. Students will not have prior written warning if the student's academic grades fall below academic standards as a result of the final exam.
4. Students who do not earn a final grade of "C" or better in portions of program courses, may continue with other courses within the same semester if remediation contract is successfully completed in allotted time.
5. Students who do not earn a final grade of "Pass" (credit) in laboratory or clinical portions of courses, after remediation, will be dropped from the course.
6. Documentation of grades for the student who drops or is dropped from course includes:
 - A. Official transcript will note the following:

<u>Student was dropped from the course:</u>	<u>Transcript notation</u>
During weeks 1-6	No grade
During weeks 7-13	Grade W
After 13th week:	Grade D or F
 - A. A notation will be made in the student Vocational Nursing file that a drop with an unsatisfactory academic record in a nursing course has occurred. These notations will be made for both student- or faculty-initiated drops.
7. In any course, the instructor of the course shall determine the grade to be awarded each student. Each course instructor will present grading policies for courses at the beginning of each course. The determination of the student grade shall be final in the absence of mistake, fraud, bad faith or incompetency.
8. Questions or concerns regarding instructor evaluations of students should be addressed first to the instructor. The appeal procedures are designed for implementation only after reasonable efforts have been expended by the student to resolve his/her problem with the instructor.

Questions or concerns regarding grades or evaluations issued by a course instructor, must first be addressed to the instructor, then to the Associate Director. The appeal procedures or grievance procedure are implemented only after the appropriate efforts have been expended by the student to resolve his/her problem with the instructor. Students who have successfully completed the Vocational Nursing Program are strongly encouraged to take the NCLEX-PN exam for licensure promptly. Integrity College of Health offers a NCLEX-PN review class for those graduates without cost, for up to 1 year.

CLINICAL EVALUATION

1. The instructor evaluates the achievement level of the student and determines if the student has satisfactorily completed course objectives. This evaluation is based on behavioral objectives described in vocational nursing courses with a clinical rotation. The behavioral objectives for each course and evaluation rating scale define the standards for a CR (credit) grade for the clinical portion of the Vocational Nursing Courses. Rating scale and evaluation criteria are distributed to students in writing at the beginning of the semester. The rating scales are:

CR= Credit

MCR= Minimal Credit. Referred to Remediation

NCR= No Credit. Student is dropped from program.

2. The determination of the student grade shall be final, in the absence of mistake, fraud, bad faith or in competency.
3. Questions or concerns regarding instructors evaluations of students should be addressed first to the instructor. The appeals procedures are designed for implementation only after

reasonable efforts have been expended by the student to resolve his/her problem with the instructor.

4. A student may be dropped at any point during the program courses for any of the following reasons.
 - A. Failure to meet acceptable standards of skill performance.
 - B. Failure to perform in the clinical setting at the level of competency of the preceding nursing course.
 - C. Evaluated by the clinical instructor to be unsafe in practice.
 - D. Placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.
(NOTE: If a student places a patient in jeopardy by his/her actions, the student will be counseled, relieved of the clinical assignment and/or reassigned with close supervision. The course instructor will document the incident and inform student of the necessity for a meeting of the faculty to determine the students' continuation in the program.)
 - E. Failure to meet clinical objectives stated in writing at the beginning of the course thereby placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.
 - F. Failure to effectively report about a patients' status during a clinical assignment, thereby placing patient, or patients, in physical or emotional jeopardy. One written warning will be issued.
 - G. Failure to show appropriate preparation for completion of skill performance thereby placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.
5. Failure of student to adhere to uniform standards and program/facilities policies. One written warning will be issued

VETERAN STUDENT PROGRESS POLICY

For all veteran students the progress will be monitored at 25%, 50%, 75%, and 100% point in all programs. If the cumulative grade falls below "2.0", or if attendance falls below 70%, at the end of any given evaluation period, the Veteran student will be placed on probation for the next evaluation period. If the Veteran student's cumulative grade is not raised to "2.0", or overall attendance raised to 70%, by the end of the probation period, the Veterans Administration will be notified and benefits will be interrupted.

GRADING SYSTEM

Integrity College of Health adopts a strict, rigorous evaluation system in the pursuit of excellence. Grades are based on attendance, tardiness, and the quality of class participation, projects, exercises, any written assignments and exams. A "Fail" is the equivalent of 74 % or less on a numerical scale, or an 'F' on a letter scale.

The following scale is the grading system:

<i>Percent</i>	<i>Letter Grade</i>	<i>Description</i>	<i>Grade Point</i>
100% to 93%	A	Excellent	4.0
92% to 84%	B	Very Good	3.0
83% to 75%	C	Expected Progress	2.0
Below 75%	F	Fail	1.0

Integrity College of Health applies standard rounding practices to its grading system: 0.5 and above is rounded up to the next whole number, below 0.5 is rounded down to the nearest whole number. Incomplete grades will only be used when a student fails to take final examinations because of illness, death in the family, or other justifiable reasons. Otherwise, the instructor is required to assign for each student a definite grade based upon the work actually accomplished, irrespective of the circumstances which may have contributed to the results achieved. . An "Incomplete" will be converted to a grade of "F" if not resolved or completed by the end of the term. For repeating students, the second grade replaces the first grade.

A minimum of 75% or a C on a letter scale is necessary for Vocational Nursing program students to advance to the next term.

The Vocational Nursing final exam for the entire course will be a comprehensive exam of all the coursework that mirrors

the content and style of the official board exam, the NCLEX. The student must receive a minimum score of 75% or a C on a letter scale in order to be considered completed with the program. A student receiving any grade below 75% or a C on a letter scale on this final exam may not be eligible to sit for the NCLEX. The purpose of this exam is to prepare the student for the rigors of the official test and will be treated with the utmost seriousness. The student may be allowed to repeat last two terms of the program with payment of one sixth of full tuition, however, repetition of the program is only applicable to students who fail to pass final examination of the school once.

ACADEMIC PROBATION

Students who fail to meet Satisfactory Academic Progress standards or attendance standards, as set forth above may be placed on probation. Students on probation must show sustained progress in the particular area which resulted in probation or face possible dismissal. Students on probation will be evaluated at the end of each week of probation with the maximum probation period being three weeks. The Student is considered to be making satisfactory progress while on probation if, at the end of each week of probation, the student's grades and attendance has improved to a satisfactory level. If satisfactory progress is achieved, the student will be removed from probation, if not, the student will be terminated.

ATTENDANCE

Students are expected to attend each scheduled class meeting, laboratory session, and clinical or hospital assignment printed in the official schedule of classes and/or assigned by the instructor during the course of the term. The student is expected to report on time for all classes and laboratory assignments, including those scheduled in off-campus facilities.

Students are expected to attend clinical or hospital assignments in compliance with Integrity College of Health's Vocational Nursing Program Uniform Policy. Students who do not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such purposes will apply to absence time. Instructors in Pediatrics Nursing course will advise students of appropriate attire for alternate clinical assignments.

Tardiness time and time lost by leaving lecture and laboratory early are cumulative and will be applied to absence time. A student may petition for re-admission because of excess absences only once during the entire program.

Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled hospital assignment, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation." A second occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the course.

Because of the unique requirements of some nursing courses, instructors may assign additional attendance requirements (i.e. field trips to other clinical sites). Students will be advised of such requirements early in the course, and are required to complete these attendance requirements.

Attendance requirements at an assigned clinical facility may be changed due to the sudden and unexpected inability of a clinical facility to fulfill its commitment to the program.

Absences

Students are expected to attend all classes including clinical. The student is to give at least 30 minute notice to school or instructor of the reason he or she will be absent, as well as any documentation pertaining to the nature of the absence. **Attendance is a vital component of the curriculum as it accounts for 5% of your total grade. Students with an attendance record below 75% receive a failing grade for attendance thus receive no attendance credit.**

Withdrawal

A student may withdraw from Integrity College of Health LVN program at any time. Withdrawal must be in writing. Should the student come back from the withdrawal, he/she must begin the program (semester) from the beginning.

Leave of Absence

Any student wishing to take a Leave of Absence from LVN program must present a request in writing at least two (2) weeks prior to the beginning of Leaves of Absence. Such request should set forth the reasons for requesting the Leave of Absence and the student's projected return date. All such requests shall be considered by the Director of Nursing Program. The Director of Nursing Program will approve or deny the request and inform the student in writing. Students who interrupt their own progress in the program, due to personal reasons, and who have satisfactory academic and attendance records, and passing clinical may be reinstated in the program at the next available entry point providing space is available.

STUDENT SUSPENSION AND MATTER OF STUDENT IMPAIRMENT FROM ALCOHOL

1. An instructor may temporarily suspend a student from class or clinical area if, in the professional judgment of the instructor, the student poses a danger to the physical safety of the student or to others.
2. Integrity College of Health's catalog describes regulations pertaining to appropriate behavior in classrooms.
3. In the matter of students impaired by alcoholism, drug abuse and emotional illness, the Vocational Nursing faculty recognizes:
 - A. These are diseases and should be treated as such.
 - B. Personal and health problems involving these diseases can affect academic and clinical performance and that the impaired nursing student is a danger to self and a grave danger to the clients in her or his care.
 - C. Nursing students who develop these diseases can be helped to recover.
 - D. It is the responsibility of the nursing student to voluntarily seek diagnosis and treatment for any suspected illness.
 - E. Confidential handling of the diagnosis and treatment of these diseases is essential. Impaired students pose a danger to self and a grave danger to the patients in the students care. An instructor may suspend an impaired student from class in accordance with Section A the instructor will notify the Program Director. The Vocational Nursing Program Director will notify the Advisement Center of the suspension. The Program Director will recommend one of the following:
 - F. Re-admission to class without restriction.
 - G. Re-admission to the class with specified restrictions, including but not limited to academic remediation, clinical remediation, learning lab instruction, counseling and other special conditions.
 - H. Temporary disqualification from the Vocational Nursing Program.

Late Penalty

A test which is not taken at the time or date scheduled will be penalized 10% when taken, this includes make-up exams, where applicable.

REINSTATEMENT INTO THE VN PROGRAM

1. A student whose suspension has resulted in disqualification from the Vocational Nursing Program may be reinstated in the Vocational Nursing Program at the next available entry point, providing that space is available and, in the judgment of the Vocational Nursing Program Director, the problem occasioning the suspension has been appropriately remediated.
2. A student who is disqualified from the Vocational Nursing Program for unsatisfactory attendance or for unsatisfactory completion of a lecture portion of a course, or failure to meet the prerequisite requirements for the course, will be reinstated in the program at the next scheduled entry point, upon application by the student and upon satisfactory completion of the written terms for reinstatement, if any. Reinstatement is contingent upon available space and approval by the Vocational Nursing Program Director.
3. A student who is disqualified from the Vocational Nursing Program for not passing may be reinstated in the program at a time determined by the Vocational Nursing Program Director. Students thus disqualified must complete the terms for reinstatement as delineated in written communication given the student at the time of the disqualification.
4. Students are permitted only one reinstatement for disqualification from the Vocational Nursing Program for unsatisfactory academic and/or clinical performance, and excessive absence. A student who has twice been disqualified shall not be re-admitted to the program.
5. Students who interrupt their own progress in the program, and who have satisfactory academic and attendance records, and passing clinical may be reinstated in the program at the next available entry point providing space is available.
6. Students who fail to meet the prerequisite requirement for a course will be reinstated at the next available entry point providing space is available, after they complete the prerequisite requirement and submit the required documentation.
7. Students who wish to re-enter the Vocational Nursing Program must be evaluated by the Vocational Nursing Program Director prior to re-entry. Conditions for re-entry will be outlined in a contract given to the student and inserted in his/her student file. The entire Vocational Nursing Program must be completed within a five year period or previously passed courses must be repeated.

POLICY FOR TEMPORARILY IMPAIRED STUDENTS

Students who become temporarily impaired due to illness, injury, surgical procedure, or pregnancy while in the program will provide the school with a letter from his/her doctor stating what restrictions pertain to the student's ability to perform in the classroom and clinical settings. Every effort will be made on the part of the school to enable the student to continue safely in the program and still receive the required learning experience if the students must take a medical leave of absence, the student may not return to school until a written release is received from the physician.

GRADUATION REQUIREMENTS

A student is eligible to graduate from the program when all classroom, practical, laboratory, and clinical hours are completed with a combined grade of a “C” (75%) grade or higher. All students must pass Exit Exam with 75% or above. The student must have no outstanding Incompletes in the school records and must have satisfied all financial obligations to the school. Upon program completion the student will receive school certification attesting to successful completion of their respective certificate program.

Students completing the program will be required to pay additional fees to the Board of Vocational Nurse and Psychiatric Technician. These fees are regulated by the Board, and subject to change. The following fees are assessed: fee for licensure application; Exam application fee; Department of Justice Fingerprints; FBI Fingerprints fee. A schedule of current fees such as for license application, fee for fingerprinting, etc., will be given to each student at the beginning of the program.

GRIEVANCE PROCEDURE

1. Students who have been temporarily disqualified or permanently disqualified have the right to grieve within ten school days following the disqualification.

2. The disqualified student may submit to the Vocational Nursing Program Director a written request for grievance. The request must be delivered to the Advisement Center during the hours of 8:00 a.m. - 4:00 p.m., no later than 4:00 p.m. on the third school day, after receipt of the notification of the disqualification. Failure by the student to submit the request in the prescribed manner and within the prescribed time lines waives his/her right to grieve under the procedure.

3. When a grievance is requested, the Vocational Nursing Program Director will hear the case and render a decision. In instances where the Vocational Nursing Program Director feels that he/she is not able to hear the case with sufficient objectivity, the Vocational Nursing Program Director will appoint an appropriate alternate.

A. If the student feels the decision has not been handled fairly, the student may apply to the Administrator of the College for a final decision.

B. For any further concerns about the procedure or the program, the student may contact the Board of Vocational Nursing and Psychiatric Technicians, at the address below.

4. The Vocational Nursing Program Director will notify, in writing, the following people regarding the decision of the hearing.

1. Advisement Center
2. Instructor
3. Student

A copy of the decision of the hearing will also be placed in the student Vocational Nursing Program file.

5. Procedures for disciplinary and grievance/appeal hearing may be secured from the Vocational Nursing Program Director or in the Advisement Center Office. Student disciplinary policy and procedures, and student grievance policy and procedures handbook are available in the Advisement Center.

6. 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 completing a complaint form, which can be found at: www.bppe.ca.gov/forms_pubs/complaint.pdf

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95798-0818

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

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

STUDENT COMPLAINT PROCEDURE

The Student Complaint Form is to be completed by the student, and forwarded to the Director for review. The student must have first communicated with the instructor, or staff about the problem. The student will be notified of the disposition and resolution of the complaint within 30 days.

For any further concerns about the procedure or the program, the student may contact the Board of Vocational Nursing and Psychiatric Technicians

Terms of Arbitration:

1. Both Student and Integrity College of Health irrevocably agree that any dispute between them shall be submitted to arbitration.
2. Neither the Student nor Integrity College of Health shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.
3. The costs of the arbitration filing fee, arbitrator's compensation and facilities fees will be paid by Integrity College of Health, to the extent these fees are greater than a Superior Court filing fee.
4. The Arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.
5. Any remedy available from a court under the law shall be available in the arbitration.
6. Nothing in this Agreement prohibits the Student from filing a complaint with the state regulatory agency.

Procedure for filing arbitration:

1. Students are strongly encouraged, but not required, to utilize the Complaint Procedure described in this catalog prior to filing arbitration.
2. A student desiring to file arbitration should first contact the Integrity College of Health School Director, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association which will provide the appropriate forms and detailed instructions. The student should bring this form to the AAA.
3. A student may, but need not be represented by an attorney at the Arbitration.

STUDENT RECORDS

5 CCR 71810 (b) (14) Student Records-State law requires that student records be kept for five years after the student graduates or otherwise cancels enrollment. Student records are protected from unauthorized access. Requests for release of information by the student or from outside agencies must be made in writing. This ensures that only authorized individuals have access to specific information requested.

STUDENT SERVICES

Academic Advising

Students experiencing academic or any other kind of distress are encouraged to seek advising from assigned staff, faculty and the director of the nursing program is equipped to provide guidance. Should the student prefer, these staff and faculty can provide referrals to other programs or organizations that are better suited to be of assistance.

Tutorial Programs

Tutoring is made available to any student on an as-needed basis. Specific tutorial services for class material are provided by the student's regular instructor. Should there be a conflict; arrangements may be made for another instructor to assume tutorial duties. Whenever possible, tutoring will be provided at the student's scheduled class time, usually during one of the break times. Otherwise, the student and the instructor are responsible for scheduling a time when there is no conflict. The amount of tutoring will depend on the need of the student as determined by the instructor

Library

Integrity College of Health maintains a wide variety of reference materials and publications to aid in furthering comprehension of coursework. The library houses books, journals, magazines, as well as audio and video instructional aides. The library is located in Suite 102B, in the Skills Lab adjacent to the Instructor's Office. The nearest public library can be found at 600 E. Mariposa, Altadena, CA 91001 approximately 2.5 miles from the School.

Housing

Integrity College of Health bears no responsibility whatsoever in either finding or assisting a student in finding housing.

STUDENTS WITH DISABILITIES

Integrity College of Health meets the requirements of the Americans with Disability Act and Occupational Safety and Health Act. Integrity College of Health does not discriminate based on physical handicaps. However, students must be physically capable of safely participating in classroom instruction on a daily basis in order to successfully complete the program.

Integrity College of Health encourages all students who may have a concern regarding a physical issue to visit the School and allow the School to evaluate individual circumstances. The School may allow a student to attend a portion of the training on a trial basis (up to five days) without being obligated for tuition charges.

JOB PLACEMENT ASSISTANCE

Integrity College of Health emphasizes job placement and retention in all of its programs. In the pursuit of maintaining high employment standards, Integrity College of Health employs a method of intensive career advising including resume assistance services, and job skills workshops conducted a month before graduation.

The school does provide free job placement assistance, but **there is no guarantee of employment or income level**

ACCIDENTS/ILLNESSES/INSURANCE

1. On campus all accidents which occur during or after classes involving personal injury and/or damage to equipment must be reported immediately to the instructor or Program Director.
 - A. Accidents involving personal injury must be reported to the Advisement Center immediately.
 - B. Students must be covered by Student Liability and Medical insurance.

2. Off Campus Illness or Accidents when student is at a facility. When a student becomes ill or is injured at an affiliating health care agency, the following procedure is to be followed:
 - A. If the injury is of an absolute emergency nature or is a reportable hospital incident, the student receives initial emergency care at the institution in which they were injured.
 - B. If the student belongs to an HMO, a pre-paid medical pan, or has a private health insurance plan they obtain all except absolutely essential emergency care from their own agency, or designated physician.

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- C. If the student has no health insurance, they contact Integrity College of Health Advisement Center Office and receive direction from that office.
 - D. All injuries incurred at an affiliating clinical agency must be reported to the Integrity College of Health Advisement Center Office regardless of where they are obtaining care within 24 hours of the occurrence of the incident to complete necessary forms.
 - E. All injuries incurred at an affiliating clinical agency must be reported to the nursing instructor in charge of the clinical course within 24 hours of the occurrence of the incident.

3. Communicable disease .Students known to be infected or suspected of being infected with a communicable disease (as determined by the Regulations of the California State Department of Health Services for the Control of Communicable Diseases) will be limited or restricted from patient contact until they are free of such disease or incapable of transmitting infection. The procedure, should this occur, is:

- A. Students will report infections immediately to their Clinical Instructor, and the Vocational Nursing Program Director.
- B. The Clinical Instructor and the Vocational Nursing Program Director mutually agree upon a reassignment which will limit or restrict student from patient contact. Consultation with the facility infection control nurse should be obtained if indicated.
- C. If reassignment can not be made, students will be sent home. (See Attendance Policy which remains in force.)
- D. If a student has been sent home, medical clearance from the student physician must be obtained before returning to the Clinical facility or classroom setting.
- E. See Appendix C for Health Services Injury Protocol.

TRAINING PROGRAM

Integrity College of Health's commitment is toward preparing students for successful placement in jobs with quality employers. As such, the teaching methods and materials are the most up-to-date and reflect the frequent changes in the allied health care field.

This combination of methodology, intensive technique, and regular revision assures participants of the highest quality instruction available in the shortest possible time. Program lengths are measured in class hours of instruction.

Instructional Mode or Methods

Instructional Mode will be given by Lecture, audiovisual, Demonstration and Lab practice.

At the end of the program there are fees established by the Board of Vocational Nurses (BVN) for fingerprinting, background checks, and testing. The student will be notified of the exact cost during the program. The BVN may not grant approval to take the NCLEX-PN exam, if there are any felonies noted with the background checks. Each case is individual, and must be taken up with the BVN. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at:

Bureau for Private Postsecondary Education

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95798-0818

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959

Fax: (916) 263-1897

Toll Free: (888) 370-7589

Copyright Law

The Copyright Law of the United States (Title 17, U.S. Code) governs the making of reproductions of copyrighted work. The person using the reproduction equipment is liable for any infringement.

For more information on the laws regarding copyrights contact the U.S. copyright office at (202) 707-3000.

Orientation

Orientations are held one month prior to the start date of program. This is a time when prospective students can get questions answered and fill out a formal application for the desired program. Emphasized during these meetings are issues related to behavior, commitment to obtaining employment, educational objectives, student rights and responsibilities.

Teaching Methods

Instruction includes lecture, lab, practical demonstrations and mandatory student participation. The progress of all students is monitored and graded regularly. Grades are based on a combination of objective and subjective evaluations of written and verbal tests, quizzes and proficiency in practical application. This method is specifically geared toward achieving high state board passing rates and ensuring job retention.

Occupational Objectives

All Integrity College of Health Administrative Policies, Educational Requirements, Student Counseling and other services are structured specifically to prepare the graduates for entry-level position in the healthcare field as a Licensed Vocational Nurse. As such, the school is committed to providing intensive, comprehensive, dynamic classroom and skills instruction.

A student is eligible to graduate from the program when all classroom, practical, laboratory, and clinical hours are completed with a combined grade of a "C" (75%) grade or higher. All students must pass Exit Exam with 75% or above. The student must have no outstanding Incompletes in the school records and must have satisfied all financial obligations to the school. Upon program completion the student will receive school certification attesting to successful completion of their respective certificate program which is composed of 1560 total hours (984 clinical hours and 576 theory hours).

Integrity College of Health is dedicated to training students to pass their licensure exams. Those who pass the exam will be eligible for entry-level employed in the field of nursing for which they were trained. When the actual license is issued by the appropriate governing body/bodies, graduates will be able to respond to job opportunities in a wide variety of facilities including long-term care facilities, hospitals, clinics and doctor's offices. These positions are highly specialized and the current shortage of skilled nursing staff in the United States will increase dramatically over the coming years.

Bankruptcy

This institution does not have any pending petitions in bankruptcy, is not operating as a debtor in possession, nor has filed a petition within the preceding five years, nor has had a petition in bankruptcy filed against it within the preceding five years that resulting in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). CEC 94909 (a)(12)

PROGRAM INFORMATION

VOCATIONAL NURSING

PROGRAM LENGTH: 1560 Total Clock Hours / 62 Semester Credit Hours
60 Weeks Full-Time

Instruction Hours:		Clinical Hours
Semester I	224	348
Semester II	180	288
Semester III	172	348

PROGRAM SCHEDULE: Full-Time: Tuesday, Saturday, and Sunday
Wednesday, Saturday and Sunday
Tuesday, Thursday and Friday
Tuesday, Thursday, Saturday and Sunday

Theory Hours: Wednesday, Saturday and Sunday 8:00 am to 4:00 pm
Monday, Tuesday, Wednesday, and Thursday 6:00 pm to 10:00 pm

Clinical Hours: Tuesday, Wednesday, Thursday 7:00 am to 4:00 pm
Friday, Saturday and Sunday 7:00 am to 4:00 pm
Saturday and Sunday 2:00 pm to 11:00 pm

PROGRAM DESCRIPTION: This is a course to teach Vocational Nursing as approved by the Board of Vocational Nurse and Psychiatric Technician Examiners.

PROGRAM OBJECTIVES: At the end of this course, the graduate will be eligible to sit for the National Council Licensure Exam (NCLEX-PN) and when completed, to become a Licensed Vocational Nurse.

CLOCK AND CREDIT HOURS: 576 Theory Hours = 38
102 Lab Hours = 3
882 Clinical Hours = 21

Total Hours 1560 clock hours and 62 semester credits

PREREQUISITES: Prerequisites are required for each course. See course syllabi for prerequisites pertaining to each course.

KEY INSTRUCTION RESOURCES: The resources include:

1. Textbook of Basic Nursing 9th edition by Rosdahl
2. Textbook of Basic Nursing Study Guide 8th edition by Kowalski
3. Merck Manual of Medical Information 2nd edition
4. Taber's Cyclopedic Medical Dictionary 20th edition
5. Saunders Comprehensive NCLEX-PN

METHOD OF EVALUATION/GRADING SCALE: : In order for a student to continue in the program students must earn a final grade of “C” or better in theory courses. If grade is below 75%, the student will be referred for remediation.

Clinical laboratory/Clinical rotations earn a final grade of CR (credit). If assigned a No Credit (NCR), the student will be referred for remediation. If the student is assigned a minimal pass (MP), the student will be referred to remediation. Students who are assigned a minimal pass in clinical will not be allowed to progress until remediation plan has been successfully fulfilled.

Quizzes:	10%	Percent	Letter Grade
Attendance:	5%	100%-93%	A
Class Assignments:	5%	92%-84%	B
Examination:	60%	83%-75%	C
Final Exam:	20%	Below 75%	F

STUDENT SUPPLIES: Stethoscope and Blood Pressure Kit and watch with second hand.

PROGRAM REQUIREMENTS:

LIST EACH COURSE: (Name & Number)	LECTURE HOURS	LAB HOURS	CLINICAL HOURS	CREDIT HOURS	CLOCK HOURS
Semester I					
VN I Fundamentals of Nursing	84	72	0	8	156
VN II Nursing Across Lifespan	24	0	54	3	78
VN III Pharmacology I	32	0	72	4	104
VN IV Medical-Surgical I	84	6	144	9	234
Semester II					
VN V Medical Surgical II	112	12	162	11	286
VN VI Pharmacology II	8	0	36	1	44
VN VII Maternity Nursing	30	3	36	3	69
VN VIII Pediatric Nursing	30	3	36	3	69
Semester III					
VN IX Psychology Nursing	16	18	0	2	34
VN X Medical Surgical Nursing III	70	3	153	8	226
VN XI Community Nursing	40	0	90	5	130
VN XII Transition to Nursing	46	3	81	5	130
TOTALS	576	120	864	62	1560

INTEGRITY COLLEGE OF HEALTH
VOCATIONAL NURSING COURSE DESCRIPTION

Semester I

COURSE TITLE: VN I. Fundamentals of Nursing

COURSE DESCRIPTION:

This course covers the Wellness, Health Care Delivery Systems, Emergency Preparedness, Transcultural Considerations, Legal Issues, Admission, Transfer, Discharge Basic Human Needs, Introduction to Nursing Process, Introduction to Body Systems, Introduction to Data Collection, Therapeutic Communication Skills, Assisting the Physician, Data Collection, Elimination Needs, Basic Nutrition, Patient Rights Oxygen Needs, Tracheostomy, Internal Feedings, Perioperative Care, Skills Review. **INCLUDING METHOD OF DELIVERY:** Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Describe the historical background of nursing. Describe the admission, transfer, discharge procedure. Describe and discuss the hierarchy of needs, from the simple to the complex, as developed by Maslow. Explain the use of critical thinking to solve problems. Explain the role of the VN in assessment and data collection. Define communication and list the 5 compounds of effective. Define and differentiate the terms chemistry, physics, and matter. Discuss the purpose of the physical examination done by the primary health care provider. Describe at least 8 abnormal patterns of urination. List the major dietary sources of carbohydrates. Describe and discuss Vital Signs in normal ranges. Differentiate between medical & surgical sepsis. State the 3 major goals of O₂ therapy.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 84	Lab Hours: 72	Total contact hours: 156
Clinical Hours: 0		Total semester credits: 8

PREREQUISITES: None

Semester I

COURSE TITLE: VN II. Nursing Across the Life Span

COURSE DESCRIPTION:

This class covers theories of life span development, including Erickson and Piaget, Havighurst's developmental tasks and Levinson's "Individual Life Structure" theory. These theories are also compared with Sheehy and her "Phases of Adulthood". Stressors on the aged person are identified with challenges to the family and future healthcare. **INCLUDING METHOD OF DELIVERY:** Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

List at least 5 different routes of medication administration. Compare other theorist with Sheehy and her "phases of adulthood". Discuss stressors on the aged person. Identify 5 universal characteristics of families. Discuss the stages of the family life cycle and important milestones and tasks of the stages.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 24	Lab Hours: 0	Total contact hours: 78
Clinical Hours: 54		Total semester credits: 3

PREREQUISITES: Successful Completion of VN I

Semester I

COURSE TITLE: VN III. Pharmacology I

COURSE DESCRIPTION:

Introduces the students to the understanding of basic mathematics before learning the basics of essential pharmacology.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Explain why an understanding of basic mathematics is essential before learning the basics of pharmacology. Explain how medications are stored and supplied in healthcare facilities. Explain how the Controlled Substances Act regulates specific medications. Define and discuss the use of the Nursing Drug Handbook. Differentiate between Desired and undesired effects and local and systemic medication effects.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 32	Lab Hours: 0	Total contact hours: 104
Clinical Hours: 72		Total semester credits: 4

PREREQUISITES: Successful Completion of VN I & VN II

Semester I

COURSE TITLE: VN IV. Medical-Surgical I

COURSE DESCRIPTION:

Describes the anatomy and physiology of the musculoskeletal system and musculoskeletal disorders, cardiovascular system and cardiovascular disorders, fluid and electrolyte balance, integumentary system and skin disorders, the immune system, allergic immune and autoimmune disorders, and includes transcultural and social aspects of nutrition and diet therapy.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Describe symptoms, treatment, and nursing care for orthopedic problems, intervertebral disc disease, common bone and joint diseases, fat embolism, etc. List Dietary substances to avoid. Discuss common disorders of the heart. List type of diets common for Cardiovascular conditions. Describe the effects of age on diet and nutrition. Identify intracellular, extracellular, interstitial, and intravascular fluid compartments. Discuss medications that are applied to the skin to promote healing. Define medications used to treat Allergies. Demonstrate the procedures for intradermal skin testing.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 84

Lab Hours: 6

Total contact hours: 234

Clinical Hours: 144

Total semester credits: 9

PREREQUISITES: Successful Completion of VN I - III

Semester II

COURSE TITLE: VN V. Medical-Surgical II

COURSE DESCRIPTION:

Covers the anatomy and physiology and treatments of the respiratory system and disorders, digestive system and disorders, endocrine system and disorders, urinary system and disorders, male and female reproductive system and disorders, and the nervous system and disorders.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

List medications that are used in the respiratory system, and their use. Identify 3 nursing considerations for a client in ARDS. Demonstrate the positions of postural drainage. Differentiate the infectious respiratory disorders. State the functions of the digestive system. Identify Medications that Affects the Digestive Systems. Describe the relationship between the hypothalamus & the pituitary gland. Describe blood supply to, within, and from the kidneys. Describe the implications of obstructive disorders on renal function. Name the 3 major classifications of hormones that influence the male reproductive system and state their functions. Differentiate Laboratory test. Name the major hormones that influence the female reproductive system. Describe procedures for: Pelvic examination, Pap test, breast exam, mammography, ultrasonography. Locate the structures of the CNS on a chart. Identify the key components of nursing care for a client with a seizure disorder, epilepsy or status epilepticus.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 112

Lab Hours: 12

Total contact hours: 286

Clinical Hours: 162

Total semester credits: 11

PREREQUISITES: Successful Completion of VN I – IV

Semester II

COURSE TITLE: VN VI. Pharmacology II

COURSE DESCRIPTION:

Reviews and applies the calculations of medication, the different classification of medication, the effects, side effects, and applies the use of medication within the nursing process.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Discuss the important of documenting medication administration in the medication administration record, the computerized record, or the client's chart. Identify nursing considerations for the use of total parenteral nutrition. Define the terms medication and pharmacology .Explain how the Controlled Substances Act regulates specific medications.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 8

Lab Hours: 0

Total contact hours: 44

Clinical Hours: 36

Total semester credits: 2

PREREQUISITES: Successful Completion of VN I - V

Semester II

COURSE TITLE: VN VII. Maternity Nursing

COURSE DESCRIPTION:

This course covers the physiology of conception and the alterations of the body that occur during normal pregnancy and high risk pregnancy. The course covers the events of each of the four stages of labor and delivery and nursing considerations of each. The four main goals for immediate care of the newborn are identified. The term “high-risk” pregnancy and childbirth is defined along with five types of abortions and nursing considerations.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Define the key terms r/t pregnancy and gestation. Outline the pathway of fetal blood circulation. Identify at least 3 choices or options for birth. Identify at least 2 nursing considerations for each. Explain the term high-risk pregnancy. Define placentia previa, abrutio placentae, and placenta accrete.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 30

Lab Hours: 3

Total contact hours: 69

Clinical Hours: 36

Total semester credits: 2

PREREQUISITES: Successful Completion of VN I - VI

Semester II

COURSE TITLE: VN VIII. Pediatric Nursing

COURSE DESCRIPTION:

The fundamentals of prevention and health maintenance as they pertain to children are identified, including the immunizations provided and nursing considerations related to toddler, preschooler, school-age child, and adolescent. The stages of separation anxiety are discussed, normal vital signs, and pediatric safety care during hospitalization.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Explain the concepts of prevention and health maintenance as they pertain to children. Identify at least 5 concerns r/t pediatric safety during a hospital admission. State at least 3 nursing concerns when administering PO and IM medications to an infant, a toddler, a pre-school age child, and a school-age child. Compare and contrast the symptoms and treatment of mononucleosis, Lyme disease, and encephalitis. Define and differentiate between genetic and acquired congenital disorders.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 30

Lab Hours: 3

Total contact hours: 69

Clinical Hours: 36

Total semester credits: 2

PREREQUISITES: Successful Completion of VN I – VII

Semester III

COURSE TITLE: VN IX. Psychology Nursing III

COURSE DESCRIPTION:

Explains the normal role of defense mechanisms and the results when they are over used. Also the role of neuropsychological and neurodiagnostic testing in diagnosing mental illness is explained. The method of psychiatric nursing is discussed, along with nursing responsibilities. Psychodrama and the use of role playing is discussed. The signs and symptoms of substance abuse and withdrawal are identified along with the effects of abuse in the elderly.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Define the most important terms and acronyms r/t mental health and its deviations. Identify key members of the mental healthcare team and describe their roles. Define the most important terms r/t mental health and its deviations. Discuss the legal categories of admission to the acute mental healthcare setting. Identify key members of the mental healthcare team and describe their roles. List at least 3 criteria for a D/O substance abuse and 4 additional criteria for a D/O chemical dependency. Discuss the effects of abuse in the elderly.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 16

Lab Hours: 18

Total contact hours: 34

Clinical Hours: 0

Total semester credits: 2

PREREQUISITES: Successful Completion of VN I – VIII

Semester III

COURSE TITLE: VN X. Medical-Surgical III

COURSE DESCRIPTION:

Review the anatomy and physiology of the body organs and progresses to identification and treatment modalities with nursing interventions for: Sensory systems and disorders, Blood and Lymph disorders, Hematology disorders, Oncology, Reproductive disorders, STD's and HIV/AIDS.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Describe the structure of the sclera, choroides, cornea, iris, conjunctiva, lacrimal gland, and retina and the functions of each. Identify the location of the receptors for each of the five senses and how the brain interprets the stimulus for each sense. Name the 4 types of taste buds. Identify the causative factors for the lymphatic system disorders. State the main blood types, including the inherited antibodies and antigens for each blood type. Discuss s/s of Wilm's Tumor and Staging of the Tumor. Describe the differences among carcinomas, sarcomas, and mixed tissue tumors. State 3 types of diet that may be used & consider cultural practices. Discuss 3 nursing considerations r/t diet of cancer clients. Discuss the concepts: sexuality, sexual orientation, heterosexual, asexual. Define the following: retrovirus HIV, and AIDS. Name the 3 classes of antiretroviral drugs used to treat HIV. Discuss the AIDS dementia complex and depression, psychosis, hallucinations.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 70

Lab Hours: 3

Total contact hours: 226

Clinical Hours: 153

Total semester credits: 8

PREREQUISITES: Successful Completion of VN I - IX

Semester III

COURSE TITLE: VN XI. Community Nursing

COURSE DESCRIPTION:

This course explores the continuum of healthcare from acute care to independent living for the aging adult including rehabilitation, ambulatory nursing, home care nursing, and hospice nursing and end of life care.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Explain what is meant by the “trend toward community-based healthcare delivery”. Discuss the benefits of same-day surgery. List and describe the classifications of potential clients for same-day surgery. Explain the goals of rehabilitation. Describe the stages of adjustment to a disabling illness or injury. Describe the continuum of healthcare from acute care to independent. List at least 4 nursing measure to assist an older person to meet communication needs. List at least 5 care settings for older adults. Identify the reasons for benefits of home care. Discuss the team members of home care and their functions. Discuss the evolution of the hospice movement. Define interdisciplinary care as it applies to hospice.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 40

Lab Hours: 0

Total contact hours: 130

Clinical Hours: 90

Total semester credits: 5

PREREQUISITES: Successful Completion of VN I - X

Semester III

COURSE TITLE: VN XII. Transitioning to Nursing

COURSE DESCRIPTION:

Review the important of obtaining a license to practice nursing, ethical decisions of a leader versus manager, and the characteristics of a good manager with four different leadership styles. The course explores career opportunities and job-seeking skills and advancement leadership in nursing.

INCLUDING METHOD OF DELIVERY: Lectures, lab assignments, software demonstration, handouts, quizzes, etc.

COURSE OBJECTIVES:

Review the categories of client needs measured by the NCLEX examination. Describe how an LVN can become nationally certified in long-term care. State at least 4 duties of the team leader/charge nurse. Describe the importance of obtaining a license to practice nursing. Identify at least 6 entry-level competencies expected of an LVN. List at least 6 types of healthcare facilities or related agencies where a LVN might seek employment, other than the hospital or long-term facility. List at least 5 Specialized Employment opportunities and discuss requirements, and training needed for each.

CLOCK and CREDIT HOURS AWARDED:

Lecture Hours: 46

Lab Hours: 3

Total contact hours: 130

Clinical Hours: 81

Total semester credits: 5

PREREQUISITES: Successful Completion of VN I -IX

CLASS SCHEDULE AND BREAK TIME

VOCATIONAL NURSING

Hours of Instruction:

Class 8:00–9:30 am

Break 9:30–9:45 am

Class 9:45–12:00 noon

Break 12:00 noon – 1:00 pm

Class 1:00 – 2:30 pm

Break 2:30 – 2:45 pm

Class 2:45- 4:00 pm

Hours of Instruction:

Class 7:00-9:30am

Break 9:30-9:55am

Class 9:55-12:00 noon

Break 12:00 noon-1:00pm

Class 1:00-2:30pm

Break 2:30- 2:55 pm

Class 2:55- 4:00 pm

UNIFORM POLICY

Students are required to adhere to the uniform policy. Appropriate attire for the clinical laboratory settings is:

Males: Scrub uniforms, white shoes. No t-shirts or shorts. No facial jewelry.

Females: Scrub uniforms. Hosiery or socks may be worn. White shoes only. No t-shirts or shorts. No large dangling earrings. No facial jewelry.

Note: No strong colognes, perfumes, or aftershave odors. *Name badge must be worn at all times to identify you as a student.*

STUDENT CONDUCT

Students are expected to attend all clinical or hospital assignments in compliance with Integrity College of Health's Vocational Nursing Program Uniform Policy. Students who do not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such purposes will apply to absence time. Instructors in Pediatrics Nursing course will advise students of appropriate attire for alternate clinical assignments.

Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled hospital assignment, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation." A second occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the course.

An instructor may temporarily suspend a student from class or the clinical area if, in the professional judgment of the instructor, the student poses a danger to the physical safety of the student, the client, or to others.

Students are not allowed to be disrespectful to faculty, clinical staff, patients, and fellow students. No loud talking or cursing in classrooms or at clinical site. One verbal warning will be given.

**ADDENDUM
Of
Educational Programs**

Item Number	Policy
25	The students do not have externships/internships. They go to a clinical site for practical clinical training, which is included in the program.
26	There are no television courses.
27	There are no teacher certification courses.
28	There are no refresher courses. The remediation is within the program to help support continued attempts to understand the material offered.
29	There is no studying aboard.
30	No independent study/directed studies or online, self paced courses.
31	No combination or dual majors.
32	No cooperative education.
33	No nursing fieldwork. Our students are supervised in clinical facilities.
34	No Professional internship/clinical pastoral.
35	There no other branches.
36	The college provides clinical nursing training within the program. There are no medical or dental specialty courses.
37	There are no “non-contracted” training programs.
38	There are no “high school diploma programs.

VOCATIONAL NURSING PROGRAM
VN PROGRAM

MEDICATION ERRORS

A medication error is documented as part of the students clinical assignment when any one of the following situations occur.

A medication error does not necessarily involve the actual administration of a wrong medication to a client in the clinical area, but can also include the abuse of the other Rights of Medication Administration.

The following are examples:

- A. THE RIGHT MEDICATION
- B. THE RIGHT AMOUNT
- C. THE RIGHT PATIENT
- D. THE RIGHT MANNER
- E. THE RIGHT TIME
- F. RIGHT DOCUMENTATION

Pouring a medication not labeled for that client. Administering medications that have not been checked against cardex, physicians orders, on the computer, or administer to a client unsupervised. Not knowing classification use, action and side effects.

Pouring one pill, when 1/2 (0.5 tab.) is ordered; pouring one pill, when two are ordered; incorrect calculations when Administering the right amount.

Not identifying the patient appropriately: ID band, asking patient what his name is. Not rechecking the med., if pt. questions medication. Inform the Pt. when you are giving insulin.

Failure to note potential incompatibilities, or allergies. planning of the order meds are administered. Inappropriate injection sites, and/or techniques.

Not Giving scheduled medication within 1/2 hour prior and 1/2 hour after dose due.

1. Failure to chart a given medication. Charting on wrong chart or wrong date or time.
2. Omitted charting of essential nursing observations, (i.e., VS, injection sites, location of pain.) and evaluation of medication action (i.e., was pain relieved, etc.)

Students that fail to prepare for the patient assignment of administering medications will be scheduled at a later date for experience if time permits.

Appendix B

MEDICATION POLICIES

1. Medications are first administered during the second semester and at assigned times during each subsequent semester throughout the program.
2. Math proficiency exams for administering medications are given each semester. Unsuccessful students will remediate and retake the exam; a math proficiency exam which may be retaken only once.
3. Students are pre-assigned the task of administering medications and are responsible for the six (6) rights of administering medications.
4. All medications are to be prepared while supervised by an instructor or licensed nursing staff.
5. Students may not give medications unless supervised by an instructor in the second semester.
6. Medications such as Heparin. Epogen. Coumadin and Insulin will always be supervised (pouring, mixing, administering) by the clinical instructor or medication nurse.
7. All allergies must be identified on all patients (list them or if none, state none prior to administering any medication).
8. ACCU-checks must be performed by a student under the supervision of an instructor or licensed hospital staff. Results must be reported to the Clinical Instructor. (Gloves must be worn by students in the performance of this skill).
9. All medication errors require a Clinical Facility Incident report to be completed. Notation of the occurrence will also become part of the student/instructor documentation for that semester (See hand-out as what constitutes a medication error).
10. When administering medications students must adhere to Universal Health precautions. Gloves must be worn to discontinue I.Vs and remove catheters and needles.
11. Students must wear gloves when performing injections and administering eye drops.
12. Students may not chart medications in the chart until they have demonstrated competency.
13. Students who are not prepared for the medication administering procedure will be excused from the assignment and a clinical absence recorded in the students file.
14. Students who fail to meet clinical objectives must remediate if time permits during the semester.
15. Students must adhere to the program s facility policies and procedures for medication administration. Non-compliance will be discussed with the student and documented by the clinical Instructor and inserted in the students file.

Print Name: _____

Signature: _____ Date: _____

Appendix C

STUDENT HEALTH INJURY PROTOCOL

Following is a review of the protocol to be followed when an student receives a needle stick or breakage of the skin by an object or instrument which has been contaminated with blood or other body fluids OR if the student is exposed to body fluids via mucous membranes or non-intact skin.

1. Report injury to Advisement Center Office immediately.

2. Refer student for hepatitis-B Surface Antibody and HIV testing.
 - a. If the student has Kaiser or other HMO insurance, refer to HMO provider for testing and appropriate follow up care.
 - b. If the student has other insurance or no insurance, refer to Private Medical Doctor. If the student does not have insurance, charges will be submitted to Student Insurance.

3. Should the student test negative for immunity to hepatitis-B it is recommended that she/he receive a second series of two injections. If after receiving a total of five injections the immunity level remains negative, no further testing or vaccination is recommended as the student is presumed unresponsive/insensitive to hepatitis-B vaccine.

4. Repeat the HIV test six months after the incident.

5. Advise the patient that the incident has occurred and request the patient to consent to having a hepatitis-B panel and HIV test. The patient is not required to do this but is requested to consent to the testing. If the tests are performed, the HIV test is repeated in six months. Results of the tests are made available to the student.

Student _____

Date _____

Instructor _____

Course _____

Appendix D

VOCATIONAL NURSING
CLINICAL PERFORMANCE DEFICIT

Student Name: _____

Clinical Site _____

1. On _____ your performance in the clinical setting was below course standards because you:

_____ Failed to meet clinical objectives required in previous semesters.

_____ Failed to meet clinical objectives for this semester.

_____ Performed in a manner that created a situation of physical/emotional jeopardy.

_____ Committed gross negligence.

DEFINITIONS:

Emotional Jeopardy The result of a student's actions or inaction which, in the judgment of the evaluator, threatens the clients psychological well being.

Gross Negligence An extreme departure from the standard of care which, under similar circumstances, would have ordinarily been exercised by a student at that level. The lack of possession of, or the failure to exercise that degree of learning, skill, care ordinarily possessed and exercised by a student at that level.

Physical Jeopardy The result of a student action or inaction which, in the judgment of the evaluator, threatens the client bodily well being.

2. Description of the Performance: (See Attachment)

3. Action taken by Instructor:

_____ You are being advised that your performance is unsatisfactory and may result in your being dropped from this course. An unsatisfactory clinical standing will be recorded in your student file. The following is recommended/required for improvement:

_____ You are being dropped from this course with an unsatisfactory clinical standing recorded in your student file because your actions:

Constitute a second violation

Constitute gross negligence

Student Signature

Date

Instructor Signature

Date

Note: The student is given the opportunity to seek a resolution through established procedures. See Integrity College of Health Catalog and Student Handbook for procedures.

CC: 1) Student 2) File 3) Director 4) Instructor

Appendix E

VOCATIONAL NURSING PROGRAM
INCOMPLETE COURSE OBJECTIVES CONTRACT

Student Name: _____

Dates of Absence: _____

Reason: _____

<u>Theory objectives not fulfilled:</u>
1.
2.
3.
4.
5.
<u>Clinical objectives not fulfilled:</u>
1.
2.
3.
4.
5.

I AGREE TO COMPLETE THE ABOVE STATED DEFICIENCIES BY _____ Date _____

Student Signature _____ Date _____

Instructor Signature _____ Date _____

Appendix G

VOCATIONAL NURSING PROGRAM

Student: _____

Date: _____ Semester: _____

Course Title: _____

CLINICAL COMPETENCY CONTRACT

I, _____ understand that my clinical skills are not satisfactory. It is my responsibility to maintain competency in~skill performance to meet course objectives. I will complete _____ assigned hours practicing and completing a check-off list of deficit skill/skills.

I will then be able to apply the skills from previous semesters and from this semester efficiently in this clinical assignment.

Students Signature _____

Date _____

Instructor Signature _____

Date _____

cc: student file Director Instructor

Appendix H

WAIVER CONTRACT

The following courses are eligible to be waived as a requirement in Integrity College of Health Program:

1.

2.

3.

4.

5.

6.

I understand I could have received credit for the above listed courses. I decline transfer credit and choose to participate in the complete curriculum of Integrity College of Health Program.

Student Name: _____

Student Signature _____ Date _____

Program Director Signature _____ Date _____

Appendix I

Transfer Credit

The following courses are eligible to be transferred as credit to Integrity College of Health Program

Name of Course	Amount of Credit (Max. 54 hours)	Date Course Completed and where
1.		
2.		
3.		
4.		
5.		
6.		

The above listed courses have been approved for transfer credit.

Signed by Program Director _____ Date _____

CLINICAL OBJECTIVES

STUDENT SEMESTER OBJECTIVES

Semester One

1. Identifies normal human needs and threats to needs according to Maslow's Hierarchy of Needs theory.
2. Maintains a safe patient environment.
3. Writes assessment statement observing subjective and objective data in relation to problems identified on care plan.
4. Performs basic technical skills in a systematic manner safely and satisfactorily under the supervisions of instructors.
5. Establishes rapport and communicates effectively with fellow students, instructors, and clinical staff.
6. Demonstrates ability to assess report and record any deviations from normal in geriatric and medical/surgical patients.
7. Recognizes patient's need for instruction.
8. Locates essential components in the patient's chart and care plan.

Semester One (continued)

9. Displays areas of responsibility and vocational growth through
 - a. adherence to program/college/facility policies
 - b. application of self in academic/clinical areas
 - c. honesty in testing situations
 - d. openness to constructive criticism with willingness to work toward improvement
 - e. participation as health team members
 - f. reporting errors or omissions in patient care assignments and immediately and truthfully
 - g. application of legal, ethical principles in performance of patient care
 - h. completes assigned tasks in timely manner

10. Utilizes critical thinking. Develop techniques for solving problems.

11. Organizes and prioritizes nursing interventions in a completion of patient care tasks.

12. Identify the various influences that cultural, religion, and ethnicity have on the interpretation of health and illness.

13. Applying the components of the nursing process documents to assigned care plans.

14. Communicates data concerning patient care to instructor and health team members.

Semester Two Objectives

1. Identifies threats to patient's basic human needs based on compiled assessment data.
2. Applies the principles of natural science and social science courses in the performance of learned technical skills while meeting the needs of the assigned patient in the medical/ surgical settings.
3. Using the nursing process components, writes a care plan.
4. Identifies, records and reports deviations of patient's physiological and psychological needs particularly those occurring to the cardiopulmonary system.
5. Maintains objective nurse/patient relationships.
6. Communicates with patients using principles of therapeutic communication.
7. Recognizes patient's learning needs and provides instruction under the supervision of staff or instructors.
8. Develops with supervision appropriate nursing interventions to meet identified needs of the medical/ surgical patient.
9. Demonstrates increased accountability through delivery of patient care and performance of skills.
10. Performs functions as a health team member in a timely manner by applying problem-solving techniques.
11. Communicates data concerning patient care to instructor and members of health team.
12. Practices principles related to medical/surgical courses in performance of advanced nursing procedures in special units.

-
13. Displays initiative in seeking new learning experiences.
 14. Organizes and prioritizes nursing interventions in patient care tasks.
 15. Maintains emotional stability in performance of skills.
 16. Practices principles of personal hygiene

Semester Objectives Semester Three

1. Performs all components of the nursing process in meeting the needs of the medical/surgical, pediatric and obstetrical patient.
2. Contributes to the development of care plans by relating and documenting observations of patient's needs relating to system disorders.
3. Communicates data concerning patient care to instructor and members of health team.
4. Plans and participates in health teaching for the patient and family.
5. Practices principles of leadership by performing in the team leader role.
6. Functions effectively within the role of the student Vocational Nurse as a member of the nursing team.
7. Establishes and maintains effective communication with staff patient and family members.
8. Independently performs skills competently, recognizes need for assistance in complicated patient care situations.

Semester three (continued)

9. Modifies nursing interventions to meet the rehabilitative needs and to compensate for physical and psychological changes occurring in the medical/surgical, psychiatric, pediatric and obstetrical patients.
10. Demonstrates initiative in an empowered and self-directed manner by taking action using problem-solving techniques and following through to successful completion.
11. Demonstrates adaptability/flexibility in a variety of patient care situations.
12. Participates in forums/post conferences for independent learning.
13. Recognizes legal, ethical responsibilities of the vocational nurse.
14. Demonstrates Critical Thinking skills

Appendix K

SKILL LIST

Name _____

Date _____

Skill	Clinical	Skills Lab
Occupied bed		
Unoccupied bed		
Oral care		
Denture Care		
Temperature, Pulse, Resp.		
Blood Pressure		
Ambulate with gait belt		
Shaving		
Feeding		
Handwashing		
Transfer bed to chair one person		
Transfer chair to bed two persons		
Assist with bedpan		
Demonstrate positions Supine, lateral, Fowler's		
Empty catheter bag		
Range of Motion Exer- cises Active and Passive		
Bed Bath		

Clinical Facility List

Ramona Care Facility
11900 Ramona Blvd.
El Monte, CA 91732
T: (626) 442-5721

Garden View Care Center
14475 Garden View Lane
Baldwin Park, CA 91706
T: (626) 962-7095

Sunny View Care Center
1428 S. Marengo Ave.
Alhambra, CA 91803
T: (626) 576-1032

Arbor Glen Care Center
1033 East Arrow Hwy.
GeIndora, CA 91740
T: (626) 963-7531

Mission Care Center
4800 Delta Ave
Rosemead, CA 91770
T: (626) 607-2400

Coast Care Convalescent Center
14518 E. Los Angeles St.
Baldwin Park, CA 91706
T: (626) 337-7229

Westminster Day Care
1757 North Lake Avenue
Pasadena, CA 91104
T: (626) 794-7141
F: (626) 794-6847

Dr. Jonathan Tam M.D.
193 E. Orange Grove Blvd.
Pasadena, CA 91103
T: (626) 449-2800

I
INTEGRITY COLLEGE OF HEALTH
GRADUATION COMPLETION REQUIRMENTS

To be eligible for Graduation and be successful in completion of the Vocational Nursing Program, the student must:

1. Have completed all required hours and assignments.
2. Have maintained a 75% average for all complete semesters.
3. Have completed all financial obligations. If any funds are outstanding, the student will not have completed the programs, and is not eligible to be consider a graduate until all financial obligations have been completed
4. Pass an Exit Exam at 80% (or better) for preparation of the NCLEX-PN Licensure Exam

When all requirements are complete, the “Student Application Packet” for the licensure, will be sent by the college to the Board of Vocational Nurses to request Licensure Exam

Alternate Student Agreement Policy

My signature below signifies the understanding of the Alternate Student Policy. By signing the policy, I agree and understand that I will be temporarily admitted to Integrity College of Health for no more than six (6) weeks, while waiting for a position to open. I will attend each scheduled class, and participate in lectures, including testing. As an Alternate, I will not be required to pay any monthly fees or deposit. If no position becomes available before the scheduled clinical experience at seven (7) weeks, I understand that I will be dropped from the program, and placed at the top of the next class waiting list, if I choose to do so. If a position becomes available, I will be expected to complete the application process with the normal fees, and deposit.

Name (Print) _____

Signature _____

Date _____

STUDENT HEALTH EXAMINATION

PLEASE USE BLACK INK

PRINT NAME _____ DATE _____ SEX _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____ TEL. _____

APPLICANT: HAVE YOU HAD OR DO YOU HAVE ANY OF THE FOLLOWING?

YES	NO		YES	NO		YES	NO	
		Allergies			Epilepsy			Back Injuries
		Asthma			Headaches			Rheumatic Fever
		Chronic Back Pain			Hearing Problems			Skin Disease
		Chest Pains			Hernia			Tuberculosis
		Diabetes			High Blood Pressure			Surgery or Other Illness

STATE DETAILS FOR ITMES CHECKED YES: _____

I CERTIFY THAT TO MY KNOWLEDGE I HAVE NO IONJURY, ILLNESS OR ALIMENT OTHER THAN SPECIFICALLY NOTED AND GIVE EXAMINING PHYSICIAN PERMISSION TO SUBMIT REPORT

DATE _____ STUDENT SIGNATURE _____

PPD DATE GIVEN	RESULTS	DATE	CHEST X-RAY(IF PPD +)	DATE
INITIAL	INITIAL		RESULTS	

TO BE COMPLETED BY PHYSICIAN/NURSE PRACTITIONER

HEIGHT _____ WEIGHT _____ B/P _____ T _____ P _____ R _____

PHYSICAL FINDINGS

ENNT _____

HEART _____

LUNG _____

ABDOMEN _____

COMMENTS _____

- THE **HEALTH** OF THIS ASSOCIATE HAS BEEN ASSESSED FOR **COMMUNICABLE** DISEASE AND IS DETERMINED TO BE FREE AND CLEAR
- THIS ASSOCIATE HAS BEEN ASSESSED FOR HIS/HER ABILITY TO LIFT/MANEUVER PATIENTS THE CURRENT HEALTH STATUS INDICATES THAT THIS TASK SHOULD BE PERFORMED SAFELY WITHIN THE NORMAL SCOPE OF PRACTICE.
- I FIND THAT THIS ASSOCIATE IS PHYSICALLY AND MEDICALLY QUALIFIED TO PERFORM THE DUTIES TO BE ASSIGNED AND I HAVE FOUND NO INDICATION OF ANY CONDITION WHICH MIGHT REPRESENT A POSSIBLE HAZARD TO HIMSELF, FELLOW EMPLOYEE OR PATIENTS

EXAMINER'S SIGNATURE _____ DATE _____

EXAMINER'S NAME _____

ADDRESS _____ CITY _____ STET _____ ZIP _____

CODE _____ PHONE # (____) _____ stamp

Addendum P

ATI EXAMINATION PROCEDURES

ATI Examinations are taken by third-semester students.

Students are allowed two attempts per speciality. If upon completion of the second attempt the student is not successful, the student will go into remediation for that particular speciality.

Upon satisfactory completion of all subject tests, the comprehensive exam is taken. This exam must be passed with a score of 80% or higher in the “Predicted Probably of Passing NCLEX-PN on the First Attempt ” metric.

Note: During the third semester your ATI subject tests are regarded as quizzes and are scored according to the following measure:

Level 1 (or any successful retake): 75%

Level 2: 87.5%

Level 3: 100%

TEST REMEDIATION PROCEDURE

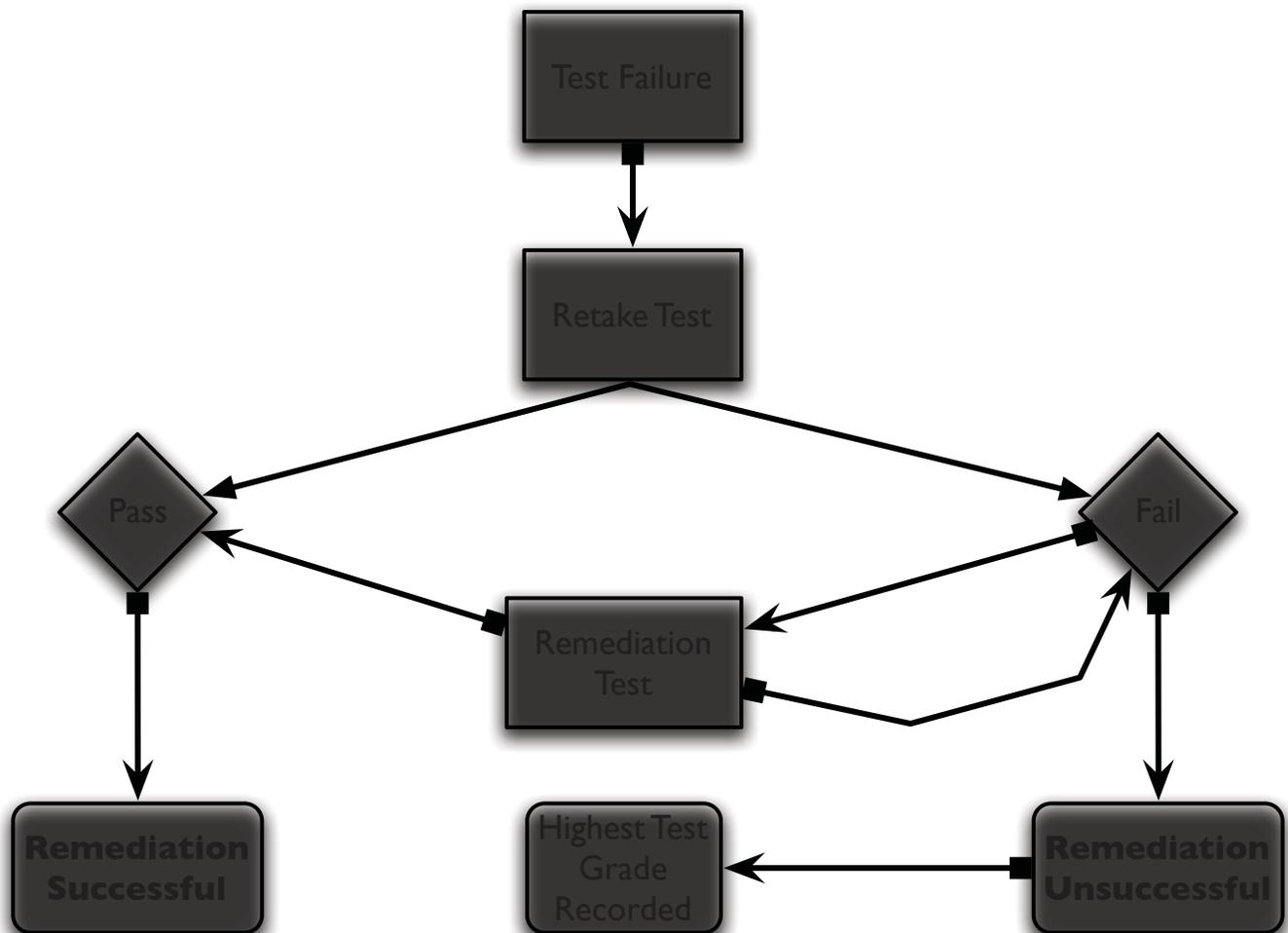
Students are given three chances to satisfactorily pass regular class tests.

If the student receives a grade of below 70% on the initial test they are required to retake the test. If the student receives a score that falls between 70-75% they have the option of retaking the test, but are not required to do so.

If they do not pass the retake test, they are required to take a third and final test. If they do not pass the third test (i.e. the remediation test), then their highest grade from amongst the three tests is recorded.

Note: For both the retake and remediation tests, the score is capped at 75%. That is, regardless of the actual grade, nothing above a 75% can be obtained.

Remediation Process



Form R

I have and understand the Catalog/handbook of Integrity College of Health and agree to abide by the policies contained there-in.

Print Name _____

Signature _____ Date _____