

# ***SOLANO COLLEGE OF NURSING***

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## ***School Catalog***

**Nursing Assistant Training Program  
Home Health Aide  
Vocational Nursing Program**

**January 1, 2012 - December 31, 2012**

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## **MISSION STATEMENT**

Solano College of Nursing believes that education is the heart of success. It paves the way to accomplishments of endeavors that have no measure. It enhances the talents and skills of individuals who want to achieve. The school is dedicated in training its students to be the best that they can be in the health care industry.

## **OBJECTIVES**

- To develop caring, conscientious knowledgeable caregivers through excellent education.
- To train students to become Certified Nurse Assistants, Home Health Aides and Licensed Vocational Nurses who provides services to the frail elderly with sincerity and a genuine desire to uphold and maintain high quality care.
- To employ instructors who support the school's principles, mission and objectives and are equally dedicated to a common goal of excellent service.
- To provide safe, competent nursing care to clients of all ages in a variety of health care settings.
- To communicate effectively with other members of the health care team.
- To demonstrate leadership/supervisory skills under the direction of the R.N in the health care setting.
- To utilize the nursing process to meet the holistic needs of client and family.
- To identify environmental, cultural and social factors that contribute to health and disease.
- To apply knowledge of the legal and ethical responsibilities of the nurse when providing nursing care to clients.
- To maintain an optimum level of functioning.

## **PROGRAM OFFERINGS**

### **Program**

Nursing Assistant  
Home Health Aide  
Vocational Nursing

### **Location**

Vallejo and Milpitas campus  
Vallejo and Milpitas campus  
Vallejo campus

**Please note that Vocational Nursing Program is offered only at the Vallejo campus.**

## **ACCREDITATION, APPROVAL**

Solano College of Nursing is a private institution that it is approved to operate by the Bureau for Private Postsecondary Education, meeting compliance with state standards as set forth in the California Private Postsecondary Act of 2009. Contact information for the Bureau for Private Postsecondary Education is: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897.

**[www.bppe.ca.gov](http://www.bppe.ca.gov)**

Solano College of Nursing, Vocational Nursing Program is approved and accredited by the Board of Vocational Nursing and Psychiatric Technician. Contact information for BVNPT is: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone Number: (916) 263-7800. **[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)**

The Nursing Assistant Training Program and Home Health Aide Program at Solano College of Nursing are approved by the California Department of Public Health Services. **[www.cdph.ca.gov](http://www.cdph.ca.gov)**

## **DESCRIPTION OF THE PHYSICAL FACILITY**

Solano College of Nursing has two campuses: Vallejo (main) and Milpitas (branch). The Vallejo campus occupies 4,603 square feet of the existing building at 1330 Springs Road, Vallejo. The school consists of 9 rooms: 2 classrooms can accommodate 30 students with a bathroom, 2 Skills Labs for Nursing Assistant and Vocational Nursing students with a bathroom, supply room, lobby, administration office, file room, computer room and library, conference room and lounge room equipped with vending machines and microwave oven for students use during their lunch breaks.

Solano College of Nursing Milpitas, California branch campus is located on the first floor of the existing building at 238 S. Hillview Drive, Milpitas. The total space covers 1302.6 square feet. It has 7 rooms: the main classroom (which can accommodate 20 students), skills lab, lounge room with a sink and bathroom, file room, storage room, reception area and the administration office.

## CONSUMER PROTECTION

- 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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.**
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free** or by completing a complaint form, which can be obtained on the bureau's internet web site **[www.bppe.ca.gov](http://www.bppe.ca.gov)**.
- If a student obtains a loan for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.
- Solano College of Nursing does not participate in federal and state financial aid programs or any form of financial aid.
- Solano College of Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).
- Solano College of Nursing does not enter into an articulation or transfer agreement with any other colleges, universities or other schools.
- The fiscal year for Solano College of Nursing commences on January 1 of each year and ends on December 31 of each year.

## **Nursing Assistant Course**

The Nursing Assistant course consists of 180 hours. The theoretical portion has 50 hours of classroom instruction, the clinical portion has 100 hours, the skills lab portion has 30 hours. The training will be conducted from Monday to Friday and accomplished in twenty four (24) days. The instructors will teach the theory content through lectures and demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting. Knowledge validation is evaluated on an on-going basis through tests and quizzes. The book entitled “The New Nursing Assistant by Medcom” will be the official textbook for the course.

### **ADMISSION REQUIREMENTS**

- Must be at least 17 years old
- Must have a high school diploma or GED
- Must pass a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis
- Must be able to read and understand English
- Must possess a valid ID and Social Security Number
- Must pass the fingerprinting and criminal background screening

### **ADMISSION PROCEDURES**

- Receive a school catalog, student enrollment agreement and Nursing Assistant application
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollar (\$155.00)
- Pass the entrance test
- Attend an orientation prior to start date of the program

### **CREDIT GRANTING POLICY – NURSING ASSISTANT**

Solano College of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests for the Nursing Assistant Training Program. The school does not have any agreements between the institution and any other colleges, universities and other schools that provide for transfer of credits earned in the program of instruction.

### **OBJECTIVES**

The educational objective of the Nursing Assistant Training Course is to prepare the Nurse Assistant for state certification and consequently function as an efficient and knowledgeable Certified Nurse Assistant. The course shall be enhanced with the comprehensive training program. All instructions will emphasize the importance of delivering service that will maintain and promote the optimum level of functioning by the patient and carrying out duties in a sensitive and efficient manner. Upon completion of the program, the student is eligible to take the State Board Exam and upon passing, become a Certified Nurse Assistant.

### **EMPLOYMENT OPPORTUNITIES**

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

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

## **Module Descriptions for Nurse Assistant Training Program**

### **Module 1: Introduction**

**Theory 2 Hrs.**

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

### **Module 2: Patients' Rights**

**Theory 2 Hrs., Clinical 1 Hr.**

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

### **Module 3: Interpersonal Skills**

**Theory 2 hrs.**

This module is designed to prepare students to proper patient/caregiver communication. Students are trained to be sensitive to the needs of patients and their families. Overcoming barriers to proper communication is also addressed.

### **Module 4: Prevention Management of Catastrophe and Unusual Occurrence**

**Theory 1 Hr., Clinical 1 Hr.**

This module covers emergency situations in the healthcare setting. Students are taught to understand safety rules and execute disaster plans. Focus is placed on resident safety and the manner in which Nurse Assistants are to conduct themselves.

### **Module 5: Body Mechanics**

**Theory 2 Hrs., Skills Lab 2 hrs., Clinical 4 Hrs.**

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

### **Module 6: Medical and Surgical Asepsis**

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

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

### **Module 7: Weights and Measure**

**Theory 1 Hr., Skills Lab 1 Hr., Clinical 1 Hr.**

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

### **Module 8: Patient Care Skills**

**Theory 14 Hrs., Skills Lab 10 Hrs., Clinical 44 hrs.**

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

### **Module 9: Patient Care Procedures**

**Theory 7 hrs., Skills Lab 4 Hrs., Clinical 20 hrs.**

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

**Module 10: Vital Signs****Theory 3 Hrs., Skills Lab 1 Hr., Clinical 6 Hrs.**

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

**Module 11: Nutrition****Theory 2 Hrs., Skills Lab 4 Hrs., Clinical 6 Hrs.,**

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

**Module 12: Emergency Procedures****Theory 2 Hrs., Clinical 1 Hr.**

Students are instructed on the proper handling of residents in emergency procedures. Identifying symptoms of distressed is discussed and handling of emergency codes. Nurse Assistants are trained in their role in these situations and learn the procedures in which they are allowed to perform.

**Module 13: Long-Term Care Patient****Theory 2 Hrs.**

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

**Module 14: Rehabilitative Nursing****Theory 2 Hrs., Skills lab 4 hrs., Clinical 4 hrs.**

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

**Module 15: Observation and Charting****Theory 4 Hrs., Skills Lab 2 Hrs., Clinical 4 Hrs.**

This module provides instruction and training in assessing and documenting the condition of residents. The student learns to report and record observations on appropriate documents using medical terms and abbreviations.

**Module 16: Death and Dying****Theory 2 Hrs.**

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

Curriculum Outline by Modules Nursing Assistant Training Program	HOURS			Total Hours
	Theory	Skills Lab	Clinical	
1. Introduction	2			2
2. Patients Rights	2		1	3
3. Interpersonal Skills	2			2
4. Prevention Management of Catastrophe and Unusual Occurrence	1		1	2
5. Body Mechanics	2	2	4	8
6. Medical and Surgical Asepsis	2	2	8	12
7. Weights and Measure	1	1	1	1
8. Patient Care Skills	14	10	44	68
9. Patient Care Procedures	7	4	20	31
10. Vital Signs	3	1	6	10
11. Nutrition	2	4	6	12
12. Emergency Procedures	2		1	3
13. Long Term Care Resident	2			2
14. Rehabilitative Nursing	2	4	4	10
15. Observation and Charting	4	2	4	10
16. Death and Dying	2			2
<b>Total Clock Hours</b>	<b>50</b>	<b>30</b>	<b>100</b>	<b>180</b>

### GRADUATION REQUIREMENTS

A certificate of completion will be awarded to Nursing Assistant students meeting their program's graduation requirements. Students must successfully complete the 180 hours program consisting of 30 hours of skills laboratory, 50 hours of classroom instruction, and 100 hours of clinical training. Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy and complete all make up hours both theory and clinical. Students must satisfy all financial obligations to the school

#### Theory Classes Nursing Assistant & Home Health Aide held at:

**Vallejo Campus**  
Solano College of Nursing  
1330 Springs Road  
Vallejo, CA 94591

**Milpitas Campus**  
Solano College of Nursing  
238 S. Hillview Drive  
Milpitas, CA 95035

**Clinical Site Address:**  
La Mariposa Care & Rehab  
1244 Travis Blvd.  
Fairfield, CA 94533

Mountain View Healthcare Center- NA & HHA  
2530 Solace Place  
Mountain View, CA 94040

Park Side Manor- Home Health Aide  
50 Cadloni Lane  
Vallejo, CA 94591

## The Home Health Aide Course

This forty (40) hours course prepares the Certified Nursing Assistant to be a Home Health Aide. The thrust of this course is to assist the C.N.A in acquiring skills necessary to provide services to clients in the home setting. The training will enable the C.N.A to identify the needs of clients that are essential in maintaining a good quality of life and to attain the optimum level of functioning. The areas highlighted by the course will also train the C.N.A to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide.

### ADMISSION REQUIREMENTS

- Must have a current Certified Nursing Assistant Certificate to enroll
- Be at least 17 years or older
- Must have a high school diploma or GED
- Health screening and TB test must be current
- Must have a current CPR certificate
- Must pass the fingerprinting and criminal background screening

### ADMISSION PROCEDURE

- Visit the school and receive an application packet, School Catalog and a list of admission requirements
- Pay a non-refundable application fee of one hundred dollars (\$100.00)
- Complete an enrollment agreement
- Attend an orientation prior to the start date of the program

### CREDIT GRANTING POLICY – HOME HEALTH AIDE

Solano College of Nursing does accept credits earned at other institutions or through challenge examinations and achievement tests for the Home Health Aide Program. The school does not have any agreements between the institution and any other colleges, universities and other schools that provide for transfer of credits earned in the program of instruction.

### EMPLOYMENT OPPORTUNITIES

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

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

## Course Description Home Health Aide

### Unit 1: Introduction to Aide and Agency Role

**Theory 2 Hrs.**

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

### Unit 2: Interpretation of Medical and Social Needs of Clients

**Theory 5 Hrs.**

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

**Unit 3: Personal Care Services****Theory 5 Hrs., Clinical 15 Hrs.**

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

**Unit 4: Nutrition****Theory 5 Hrs., Clinical 3 Hrs.**

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

**Unit 5: Cleaning and Care Tasks in the Home****Theory 3 Hrs., Clinical 2 hrs.**

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

<b>Curriculum Outline Home Health Aide</b>	<b>Theory Hours</b>	<b>Clinical Hours</b>	<b>Total Hours</b>
1. Introduction to Aide and Agency Role	2		2
2. Interpretation of Medical and Social Needs of Clients	5		5
3. Personal Care Services	5	15	20
4. Nutrition	5	3	8
5. Cleaning and Care Tasks in the Home	3	2	5
<b>Total Clock Hours</b>	<b>20</b>	<b>20</b>	<b>40</b>

**STUDENT RATIO**

The school can accept a maximum of fifteen (15) students per Nursing Assistant pre-certification and Home Health Aide class. While the theory portion can exceed this maximum, students may be divided into smaller groups for the clinical portion of the course. The clinical portion cannot exceed fifteen (15) students per session.

# **The Vocational Nurse Course**

## **COURSE DESCRIPTION**

The course shall consist of not less than 1540 hours and is offered by the school on a full time basis. The theory portion consists of 586 hours which includes 54 hours in pharmacology. The clinical consists of 954 hours. The school week does not exceed 40 hours per week.

The course curriculum shall be taught in a sequence that results in student's progressive mastery of knowledge, skills and abilities. The curriculum content includes the following prerequisites: pharmacology 54 hours, anatomy and physiology 36 hours, and nutrition 36 hours which are required courses before a student is admitted into the core curriculum. The core curriculum consists of: 1. Psychology, 2. Normal growth and development, 3. Fundamentals of Nursing, 4. Communication, 5. Patient Education, 6. Medical-Surgical, 7. Communicable Diseases, 8. Gerontological Nursing, 9. Rehabilitation Nursing, 10. Maternal Nursing, 11. Pediatric Nursing, 12. Leadership, and 13. Supervision.

## **ADMISSION REQUIREMENTS**

1. Complete a Vocational Nursing Application
2. Receive a school catalog and enrollment agreement
3. Be 18 years of age or older.
4. One Official (sealed envelope) copy of high school diploma/transcript or GED certificate. The institution does not accept the ability-to benefit test.
5. If you attended High School outside the U.S, the applicant must have a High School transcript officially evaluated and certified.
6. Official (sealed envelope) transcript of records for college work completed to date.
7. Two (2) Letters of Recommendation - Must be from employer, instructor, or other relevant person. Letters from relatives are not acceptable.
8. Must possess a current CPR certification
9. Must have a recent physical including 2 step negative tuberculin testing (PPD), Immunization record including Hepatitis B Vaccine MMR (mumps measles rubella) and Varicella. Students with positive PPD should submit a copy of a chest x-ray result to the school, indicating that the student does not have an active tuberculosis.
10. Student Liability Insurance – before being allowed into clinical setting
11. Proof of previous education or experience in the health field – official transcripts from accredited vocational, practical, or Registered Nursing course, psychiatric technician courses, armed services nursing courses or courses in anatomy and physiology, nutrition and pharmacology, all of which must occurred within the last five years.
12. Must have a passing score of 75% or higher for the CNET exam (pre-nursing assessment exam)

## **ADMISSION PROCEDURE**

Prior to being considered for admission to the program the following prerequisites must be met. As per BVNPT rules there is a (5) year time out applied to all prerequisites.

The required prerequisites below must be completed before you will be considered for admission

Anatomy & Physiology	36 hours
Nutrition	36 hours
Pharmacology for Nurses	54 hours

### **Not required but highly recommended:**

Math Foundations  
Medical Terminology

**YOU MUST HAVE PRIOR APPROVAL FROM THE PROGRAM DIRECTOR BEFORE ATTENDING ANY COURSE THAT OFFERS 54 HOURS OF BRN CREDIT. IF YOU DO NOT HAVE PRIOR APPROVAL, YOUR COURSE WILL NOT BE ACCEPTED FOR CREDIT BY THE SOLANO COLLEGE OF NURSING VOCATIONAL PROGRAM. For more info please email us at [info@scnursing.org](mailto:info@scnursing.org)**

CNA graduates from Solano College of Nursing will be given admission preference.

Pre testing Requirements

Write the Nursing Entrance Examination (C-NET) with a passing grade of 75% or higher.

## **CREDIT GRANTING POLICY - VOCATIONAL NURSING**

Solano College of Nursing may grant credit for previous nursing education that has been completed within five years prior to admission to the VN program. In accordance with The Vocational Nurses Practice Act, Section 2535, credit will be granted as follows:

- a). Transfer credit shall be given for related previous education completed within the last five (5) years. This includes the following courses:
  - 1). Accredited vocational or practical nursing courses
  - 2). Accredited Registered Nursing courses
  - 3). Accredited Psychiatric Technician courses
  - 4). Armed Services nursing courses
  - 5). Certified Nurse Assistant courses.
  - 6). Other courses the school determines are equivalent to courses in the program.
  - 7). Students who possess a current Certified Nursing Assistant certificate, will be granted 10.0 units credit for their past experience and education (theory 4 units/clinical 6 units).

Solano College of Nursing does not accept credit through challenge examinations and achievement tests.

Official transcripts documenting that a prerequisite course has been taken and received a passing grade from the issuing institution shall be given credit at Solano College of Nursing.

The Program Director will determine if any theory or clinical credit will be granted and that determination will be final.

The Program Director reviews all complete applications for admission. Successful applicants who are granted admission into the Solano College of Nursing Vocational Nursing Program are notified by mail, phone and/or or e-mail. The successful applicants are required to return a signed copy of the acceptance letter with an initial deposit to the school administrative office, at least one week before the start of class.

## **GRADUATION REQUIREMENTS**

The following are the requirements students must achieve in order to graduate from the Vocational Nursing Program:

1. Must achieve the required passing grade of 75% or higher in all three levels under the Vocational Nursing Program;
2. Must complete all theory and clinical hours in all three levels;
3. Must complete make-up hours for theory and clinical if the student have any absences;
4. Must complete a mandatory 2 weeks NCLEX-PN review in order to complete their VN program and the cost of this Program is to be borne by the individual student;
5. Each student must pass the exit exam with a grade of 85% or higher. In addition the student must have a grade of 85% or higher on each subject and its subtopics; and
6. Meet all academic and financial obligations to the school.

## **SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE**

All applicants for licensure as a Vocational Nurse in California must meet all of the following requirements:

1. A student who has successfully completed a California Accredited Vocational Nursing Program will be eligible to sit for the state board examination;
2. Applicant should be at least 18 years of age on the date of licensure examination (Minimum Requirement – At least 17 years of age);
3. Applicant should furnish a proof of completion of the 12th grade of schooling, GED, or its equivalency;
4. Applicant should complete and sign the "Application for Vocational Nurse Licensure" form and furnish a valid U.S Social Security Number;
5. Applicant should complete and sign the "Record of Conviction" form;
6. Applicant should not be subject to denial pursuant to Business & Professions Code, Section 480;
7. Applicant should submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (Note: A licensee will not be issued until the Board receives the background information from DOJ);
8. Applicant should attach the appropriate nonrefundable application fee currently at \$200.00;
9. Applicant should successfully pass a written examination entitled “National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX PN)” or the “National League for Nursing Test Pool Practical Nursing Examination (NLN)”; and
10. Applicant should submit the initial license fee of \$150.00 made payable to BVNPT. When a student qualifies for licensure, the Board will advise the student of the initial license fee to be paid. In addition to the initial license fee, a \$300.00 application license fee is made payable to BVNPT.

Students have the right to contact the Board of Vocational Nursing and Psychiatric Technicians for guidance or to file a complaint. The following is the contact information for the board:

### **Board of Vocational Nursing and Psychiatric Technicians:**

2535 Capitol Oaks Drive, Suite #205  
Sacramento, CA 95833-2945  
(916) 263-7800 Fax: (916) 263-7866

**Website:** [www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

## **EMPLOYMENT OPPORTUNITIES**

Direct application to employers remains one of the most effective job search methods. According to the California Labor Market Information, "growth in the employment of LVN's is in response to the long-term care needs of a rapidly growing elderly population and the general growth of healthcare. Replacement needs will be a major source of job openings as workers leave the occupation. Nursing homes will offer the most new jobs for LVNs as the number of aged and disabled people who need long-term care rises. Hospitals face extreme pressure to lower costs and prefer to employ more LVN's instead of Registered Nurses. Additionally, LVN's will also find jobs outside the traditional hospital setting as healthcare delivery changes.

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

## **CURRICULUM OBJECTIVES**

The curriculum objectives for this program are based on the philosophy and conceptual framework that the school has adopted. Using Orem's Self-Care Theory/Maslow's Hierarchy of Needs, the curriculum coordinates clinical and theoretical objectives of the major areas of nursing.

The program is taught over 37 weeks and is divided into three levels.

### **LEVEL I**

**Upon successful completion of Level I the student will be able to:**

#### **FUNDAMENTALS OF NURSING:**

1. Differentiate the role of the Vocational Nurse in the health care team.
2. Apply knowledge of the legal and ethical responsibilities during the provision of nursing care.
3. Demonstrate competence in the performance of basic nursing skills.
4. Using Orem's Self-Care Theory, recognize that each patient is an individual with specific psychosocial, physical and spiritual needs.
5. Engage in the promotion of health care maintenance and the prevention of disease.

#### **CULTURE:**

1. Identify the cultural and social factors that contribute to health and disease.
2. Engage in the provision of culturally sensitive, congruent care to individuals across the life continuum.

#### **NURSING PROCESS:**

1. Utilizing Orem's Self-Care Theory, implement the nursing process as a framework for priority and performance of nursing interventions.

#### **COMMUNICATIONS:**

"Caring For Patients with Psychiatric Disorders"

1. Apply the principles of therapeutic communication when interacting with the client, family and health care team members.
2. Understand mental illness can affect the ability of an individual to meet their Universal Self-Care Requirements as defined by Orem's Self-Care Theory (Deficits).

## **MEDICAL-SURGICAL NURSING I**

1. Apply the knowledge of the etiology, symptoms, diagnostic procedures, nursing care and treatment of common medical-surgical disorders; including the use of pharmaceuticals and rehabilitation therapy.

### **CRITICAL THINKING:**

1. Engage the principles of critical thinking in the delivery of health care.

### **END OF LIFE:**

1. Demonstrate an understanding of the concept of end of life care and deliver care to assigned clients in a holistic, cultural sensitive manner.

## **LEVEL II**

### **Upon successful completion of Level II the student will be able to:**

## **MEDICAL-SURGICAL NURSING I**

1. Continue to apply knowledge of the etiology, symptoms, diagnostic procedures, nursing care treatment of common medical-surgical disorders; including pharmaceutical and rehabilitation therapy.

### **GERONTOLOGY:**

1. Demonstrate the ability to apply knowledge and clinical skills to address the major problems associated with the caring of older adults.

### **MATERNAL AND PEDIATRIC NURSING:**

1. Understand the developmental task of each group when planning and providing culturally competent nursing care to clients of all age groups.
2. Understand and apply the principles of growth and development to all assigned clients in the clinical setting.
3. Using Orem's Self-Care Theory demonstrate the ability to provide culturally competent care to mothers, newborns, and family with an emphasis on client education.
4. Using Orem's Self-Care Theory demonstrate the ability to provide culturally competent care to pediatric clients with an emphasis on the principles of growth and development in relationship to the health and disease process.

## **LEVEL III**

### **Upon successful completion of Level II the student will be able to:**

## **MEDICAL-SURGICAL NURSING II:**

1. Demonstrate the ability to incorporate the principles of nursing, behavioral and physical sciences in the provision of culturally competent care to clients across life's continuum with different bio-psychological universal self-care requirements.
2. Demonstrate the ability to apply learned knowledge of specific disease conditions in the prevention, treatment, and nursing care and rehabilitation clients.
3. Demonstrate the ability to conform to professional standards incorporating legal and ethical considerations and responsibilities for the Vocational Nurse.
4. Demonstrate the ability to utilize the principles of critical thinking in the assessment, care intervention and evaluation of client care and in the development and implementation of a client teaching plan within the scope of practice of a Vocational Nurse.
5. Demonstrate the ability to implement the principles of end-of-life care of assigned clients in the clinical setting.

## **LEADERSHIP AND SUPERVISION:**

1. Demonstrate the ability to organize, prioritize and delegate care for a group of clients using effective communication techniques with other members of the health care team.
2. Demonstrate effective supervisory techniques with other members of the health care team while assisting clients to meet their universal care requirements.

## **PREREQUISITE COURSES:**

### **ANATOMY & PHYSIOLOGY COURSE DESCRIPTION**

#### **36 HOURS**

This comprehensive course introduces a solid basic core foundation for Human Anatomy and Physiology to augment the nursing field of endeavor so that a practitioner has a secure grounding in the structure and function of the human body. This course will also prepare the student for entry into a Vocational Nursing Program.

### **NUTRITION COURSE DESCRIPTION**

#### **36 HOURS**

This course provides students with an understanding of the basic concepts and principles of nutrition including digestion, metabolism and function of nutrients across the life span as well as the nutritional needs during pregnancy. Other topics covered are current controversial nutrition issues such as eating disorders, sports nutrition, dietary supplements, and herbal products, and the relationship between nutrition and diseases like heart disease, cancer, obesity, osteoporosis and diabetes. This course will also provide students with the knowledge needed to evaluate and modify their own diets.

### **PHARMACOLOGY COURSE DESCRIPTION**

#### **36 HOURS**

This course covers all aspects of introductory pharmacology. It is designed to include basic understanding of drug action at the physiology level. It covers unit conversions and drug calculations. The content includes the study of drug categories, principles of drug action and drug interaction, effect of drugs on various body systems, and nursing considerations in administering medications.

## **COURSE DESCRIPTION:**

### **LEVEL 1**

#### **INTRODUCTION TO PSYCHOLOGY**

16 Hrs. (Theory)

This course is designed to introduce the student to the basic principles of human psychology. The student will engage in activities that will enhance their understanding of human behavior in both the normal and abnormal context.

#### **HUMAN GROWTH AND DEVELOPMENT**

20 Hrs. (Theory)

This course is designed to give the student an understanding of growth across the life span from infancy to end of life. The student will be able to identify the concepts and principles of growth and development as related to life's tasks.

#### **COMMUNICABLE DISEASES**

5 Hrs. (Theory)

This course will introduce students to the most common communicable diseases. The infectious process will be discussed. Prevention and treatment of communicable diseases will be emphasized.

## **GERONTOLOGICAL NURSING**

5 Hrs. (Theory)

This course provides essential knowledge of gerontological nursing within a contemporary framework. The student will be introduced to trends and issues affecting the older adult, demographic factors, economic, social, cultural and family influences. Emphasis will be on communication, health promotion, survivorship and changing roles. Resolution of the last developmental stage, physiological and psychosocial aspects of aging will be discussed.

## **REHABILITATION NURSING**

10 Hrs. (Theory)

This course will focus on techniques to assist patients with rehabilitation procedures. Patient and family teaching will be included. Other topics to be discussed include: (1) definition of disability, (2) rehabilitation in nursing, (3) the rehabilitation teaching and (4) rehabilitation legislation.

## **ETHICS & UNETHICAL CONDITION**

8 hrs. (Theory)

This course covers legal and ethical issues, laws, ethic rights and duties affecting the practice of every nurse. The students study the State's Nurse Practice Act, which defines the scope of nursing practice and establishes the limits to that practice and identifies the titles nurses may use.

## **CRITICAL THINKING**

8 Hrs. (Theory)

In this course, the student will be required to use critical thinking skills. The class will focus on the nursing process as the framework for critical thinking competency in nursing.

## **CULTURALLY CONGRUENT CARE**

8 hrs. (Theory)

This course is designed to make students aware of the importance of properly caring for culturally diverse clients. Cultural variations affecting nursing care will be emphasized. Other topics include nursing sensitivity, transcultural nursing and the effects of the nurses values and beliefs related to ethnicity when caring for clients.

## **END OF LIFE CARE**

8 Hrs. (Theory)

This course will introduce the student to the concepts of death and dying. Topics to be discussed are: (1) informing the dying patient, (2) sustaining hopefulness, (3) stages of emotional reaction, (4) making final decision and signs of approaching death and (5) caring for the dying patient.

## **FUNDAMENTALS OF NURSING**

68 Hrs. (Theory) 76 Hrs. (Skills Lab) 200 Hrs. (Clinical)

This course presents the theoretical framework for understanding the process of providing basic nursing care using the nursing process as a model of delivering safe patient care. Content includes developmental processes and life cycle of adult and older adults, health care delivery systems, cultural diversity, therapeutic nature of nursing, professional accountability, medication administration, and nursing management of basic patient care needs including concepts of safety and infection control, fluid and electrolyte balance, skin integrity, and nutrition. Demonstration, practice, and return demonstration in the skills laboratory is required. The learned skills will be implemented first in the fundamentals and medical-surgical practicum and thereafter, throughout the program's clinical experiences.

## **NURSING PROCESS**

20 Hrs. (Theory)

This course provides the student the theoretical framework and a systematic way of effectively applying the scientific approach to nursing care of the client. The student learns the steps of the nursing process: (1) assessment (data, analysis, and diagnosis), (2) planning, (3) implementation and (4) evaluation. The content includes writing care plans and applying critical thinking skills in the process of developing a nursing care plan.

## **COMMUNICATION**

5 Hrs. (Theory)

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes verbal and non-verbal communication, its barriers and influences as well as the importance of applying therapeutic communication in the health care setting. In addition, the course introduces the student to the therapeutic nurse/patient relationship and the developmental processes and special needs of an older adult and communication among the different members of the health care team in different health care settings.

## **PATIENT EDUCATION**

5 Hrs. (Theory)

## **PHARMACOLOGY**

18 Hrs. (Theory)

This course covers all aspects of introductory pharmacology. It is designed to include a basic understanding of drug action at the physiology level. It covers unit conversions and drug calculations. The content includes the study of drug categories, principles of drug action and drug interaction, effect of drugs on various body systems, and nursing considerations in administering medications.

## **LEVEL II**

### **MEDICAL/SURGICAL NURSING II**

200 Hrs. (Theory) 104 Hrs. (Skills Lab) 360 Hrs. (Clinical)

Medical Surgical Nursing II builds upon the knowledge, skills, and attitudes developed in Medical Surgical I. This course is designed to provide basic understanding and care of the adult patient with mental health conditions in addition to the pathophysiologic changes related to disorders of the major body systems not covered in Medical Surgical I. It also covers basic nursing care pertaining to the care of more complex nursing care such as anesthesia, surgery, oncology nursing, and societal health conditions. The nursing process is used as the model for the delivery of safe nursing care in a variety of settings.

### **COMMUNICABLE DISEASES**

14 Hrs. (Theory)

This course will introduce students to the most common communicable diseases. The infectious process will be discussed. Prevention and treatment of communicable diseases will be emphasized.

### **CULTURALLY CONGRUENT CARE**

2 hrs. (Theory)

This course is designed to make students aware of the importance of properly caring for culturally diverse clients. Cultural variations affecting nursing care will be emphasized. Other topics include nursing sensitivity, transcultural nursing and the effects of the nurses values and beliefs related to ethnicity when caring for clients.

### **LEVEL III**

#### **INTRODUCTION TO MATERNAL / CHILD NURSING**

24 Hrs. (Theory) 16 Hrs. (Skills Lab)

This course is designed to provide theoretical knowledge and skills related to the response of the patient to pregnancy from conception to the care of the newborn. Course content includes growth and development, current trends in maternal child nursing, human reproduction, fetal development, prenatal care, complications of pregnancy, labor and birth, pain management, the family, postpartum care, the newborn, breast feeding, and the infant's special needs. The goal is to prepare the students to: think critically, problem-solve effectively, develop competent assessment skills, and teach patients about their health care needs, taking into consideration the developmental needs of the patient. The nursing process will provide a model for the delivery of safe nursing care in the prenatal, postpartum, and/or reproductive clinics, labor and delivery set units, and postpartum units.

#### **INTRODUCTION TO PEDIATRIC NURSING**

24 Hrs. (Theory) 16 Hrs. (Skills Lab)

This course is designed to provide basic understanding of the response of the pediatric patient to illness and to medical-surgical interventions related to illness, based on the maturation level (infancy to adolescence). Course content parallels the developmental stages: i.e. infants, toddlers, pre-school and school aged children, pubescent and adolescent children; as it relates to the common pediatric conditions and specific diagnostic tests; accident prevention; nutrition, including culturally diverse food patterns; the principles involved in standard precautions used to prevent the transmission of communicable diseases in children; immunization programs; and the characteristics of common childhood communicable diseases. The nursing process will provide the model for the delivery of safe nursing care to pediatric patients in the hospital, clinic, and home. The course also gives the student an opportunity to learn the principles of wellness, to manage illness of children, and to consider the concepts of grief and loss as they apply to the nursing care of children and families with special needs.

#### **MATERNAL NURSING**

60 Hrs. (Clinical)

This course is designed to provide comprehensive discussions of family-centered care, wellness, health promotion and illness prevention, women's health issues, and the growth and development of the newborn child and the parent. The information forms a continuum of knowledge that flows from conception to adulthood. Focus on the system's approach will be used to address physiological illnesses. The student continues to use the nursing process within the framework of providing care to the childbearing family. Further emphasis is on application of the nursing process and Maslow's hierarchy of needs in the implementation of effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course.

#### **PEDIATRIC NURSING**

60 Hrs. (Clinical)

This course is designed to provide discussions of family centered care, wellness, health promotion and illness prevention, and the growth and development of the child. The information will come from a continuum of knowledge that flows from conception to adulthood. Focus on systems' approach will be used to address physiological illness. Child health theory is presented within a framework of Maslow's hierarchy of needs, the nursing process, and the implementation of effective nursing intervention. Principles of nutrition, pharmacology and communication are integrated throughout the course. Related clinical experiences will take place in the out-client health care facilities.

#### **MEDICAL/SURGICAL NURSING**

32 Hrs. (Clinical)

Medical Surgical Nursing II builds upon the knowledge, skills, and attitudes developed in Medical Surgical I. This course is designed to provide a basic understanding and care of the adult patient with mental health conditions in addition to the pathophysiologic changes related to disorders of the major body systems not covered in Medical Surgical I. It also covers basic nursing care pertaining to the care of more complex nursing care such as anesthesia, surgery, oncology nursing, and societal health conditions. The nursing process is used as the model for the delivery of safe nursing care in a variety of settings.

## **LEADERSHIP AND SUPERVISION**

8 Hrs. (Theory) 32Hrs. (Clinical)

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

**SUMMARY OF INSTRUCTIONAL PLAN  
VOCATIONAL NURSING PROGRAM  
CLOCK HOURS**

<b>Curriculum Content</b>	<b>Prerequisites</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Comments</b>	<b>Totals</b>
Anatomy & Physiology	36					36
Nutrition	36					36
Psychology		16				16
Growth & Development		20				20
Fundamentals of Nursing		68				78
Nursing Process		20				20
Communication		5				5
Patient Education		5				5
Pharmacology	36	18				54
Medical/Surgical Nursing		0	200			200
Communicable Disease		5	14			19
Gerontological Nursing		5				5
Rehabilitation Nursing		10				10
Maternity Nursing		0		24		24
Pediatric Nursing		0		24		24
Leadership		0		4		4
Supervision		0		4		4
Ethics & Unethical Cond.		8				8
Critical Thinking		8				8
Culturally Congruent Care		8	2			10
End-of-Life Care		8				8
<b>Total Theory Hours</b>	108	204	216	56		584
Skills Lab Hours	0	76	104	32		212
Clinical Experience Hrs	0	200	360	184		744
<b>Total Clinical Hours</b>	0	276	464	216		956
<b>TOTAL PROGRAM HOURS</b>						<b>1540</b>

**Theory Classes Held at:**

Solano College of Nursing  
1330 Springs Road  
Vallejo, CA 94591

**Address of Clinical Site:**

**La Mariposa** 1244 Travis Blvd., Fairfield, CA 94533  
**Laurel Creek Health Center at Paradise Valley Estate**  
2800 Estates Drive, Fairfield, CA 94533  
**Golden Living Center-Napa** 705 Trancas St., Napa, CA 94558  
**Chicks in Crisis** 8359 Elk Grove Florin Rd., #103, Sacramento, CA 95829  
**New Horizons Pre-School** 900 Fairgrounds Dr., Vallejo, CA 94589  
**Kinder Care** 1611 Wood Creek Dr., Fairfield, CA 94534

## ADMINISTRATION

### Leticia R. Weber, Administrator

Leticia Weber has owned and managed Solano College of Nursing for the past nineteen (19) years. The school has two school sites: Vallejo and Milpitas. Leticia manages both schools and is actively involved in the daily operation of the business. She attended Harvard College in the Philippines and completed her Bachelor of Science in Management and Administration. She has also worked very closely with Skilled Nursing Facilities in the counties of Marin, Solano and Contra Costa, assisting them with their staffing needs and helping certified Nursing Assistants, Licensed Vocational Nurses and Registered Nurses find suitable employment within the Long Term Care industry. The success of Leticia's endeavors is attributed to meeting and maintaining high standards in the delivery of education to its students.

### Charles Weber, Assistant Administrator

Charles has been working at Solano College of Nursing since 1996. He actively participates in the daily business management operations at the Milpitas and Vallejo locations. He is currently taking management and administration classes at Solano Community College, while working at the school.

### Jesselyn L. Detosil (Accounting & Finance)

Jesselyn holds a Bachelor of Science Degree in Commerce, with a major in Accounting from University of St. La Salle in the Philippines. She worked in the Presidential Anti-Organized Crime Commission in Malacanang as a Staff Accountant. She has a diverse background in accounting for over 12 years in various companies in the Philippines.

### Christine Reves, LVN (Custodian of Records- Vallejo)

Christine graduated from Solano College of Nursing Vocational Nursing Program. She has been working at Solano College of Nursing for the past seven (7) years. She is currently pursuing her education to become a Registered Nurse.

### Marifel C.Santos (Custodian of Records-Milpitas)

Marifel holds a Bachelor of Science Degree, with a major in Computer Information Science from La Consolacion College in the Philippines. She has worked for seven (7) years at a bank as a Customer Relation Assistant.

## FACULTY MEMBERS

### Antoinette Camasura, RN, Program Director

As a Program Director for Solano College of Nursing Vocational Nursing Program, Ms. Camasura is responsible for curriculum development, implementation and evaluation of the program including the overseeing of the guidelines of the Bureau for Private Postsecondary Education and the Board of Vocational Nursing and Psychiatric Technicians. She possesses a Master of Science degree in Health Administration from Chapman University. Included in her extensive background is 15 years in the California Department of Public Health Service, as a health facility evaluator supervisor. She also worked as a nurse instructor for Unitek College, Nurse Consultant, Director of Nursing and Director of Staff Development.

### Lois Noyd, RN, Assistant Program Director

As Assistant Program Director, Ms. Noyd's responsibilities include curriculum development, implementation and evaluation of the Solano College of Nursing Vocational Nursing Program. Ms. Noyd has extensive administrative experiences in the field of nursing both in a capacity of nurse educator and evaluator of nursing curriculum. Previous employers include Bay Area schools such as We Care School of Nursing, Boston Reed College, Around the Clock, and Center Point Learning Institution.

### Jeanette Chastain, Director of Nursing, RN/DSD, Instructor

Her experience includes 10 years of being a Director of Staff Development for Skilled Nursing facilities in the Sacramento and Vallejo areas. She also worked as an evaluator for the American Red Cross in Sacramento prior to working as a Full Time Instructor for Solano College of Nursing. She has been with the school for over twelve (12) years, as Director of Nursing.

### Julieta T. Mercado, RN/DSD, Instructor

Julieta is a Registered Nurse who obtained her degree at the University of Santo Thomas College of Nursing in the Philippines. She holds a PhD in Educational Management at Philippine Normal University in the Philippines. Julieta has an extensive background having served as Clinical Instructor and Clinical Coordinator in San Pablo College, College of Nursing, San Pablo City, Philippines. She also worked as a Reviewer and Professor at San Pablo College of Nursing in the Philippines. When she came to the U.S., she worked as a Charge Nurse, in Admissions, as a Treatment Nurse, and Relief Supervisor at different facilities (Cedar Crest, Los Altos Sub-Acute & Evergreen Health Care). Among all of the responsibilities she has assumed, she enjoys being an educator.

### Bernadine Maurer, LVN/ DSD Instructor

Bernadine attended Contra Costa College in Richmond, California, and obtained her certificate in Vocational Nursing. She has held positions ranging from Charge Nurse, Director of Staff Development, Infection Control Nurse, and CNA Instructor. Among all of the responsibilities she has assumed, she enjoys being an educator.

**Felicitas Addauan, LVN/DSD, Instructor**

Felicitas holds a Bachelor of Science Degree in Education from National Teacher College in the Philippines. She taught for 10 years in secondary education and part-time in college. At Solano College of Nursing, she teaches in the VN program both clinical and theory classes. Her diversified nursing experiences include Charge Nurse, Supervisor, Infection Control Nurse, DSD & CNA Instructor.

**Catherine Tolentino, LVN/DSD, Instructor**

Catherine holds a Bachelor of Science Degree, with an Education major in English Literature from Divine Word College of Vigan in the Philippines. She pursued her Master's Degree and taught English at the University of Northern Philippines in Vigan. She also taught high school English at Francisco Homes Learning Academy in Bulacan, Philippines. She also completed an Associate of Science degree in Licensed Vocational Nursing from Mission College at Santa Clara. She worked in skilled nursing facilities as a charge nurse for eight (8) years. She also worked as Nursing Assistant instructor at South Bay School of Nursing.

**Anne Abriam, RN/DSD, MSN, PHN, Instructor**

Anne possesses a Master of Science degree in Nursing Education from San Jose State University. Before being in the Nurse Educator program, she was in the Family Nurse Practitioner program, training with physicians and nurse practitioners, diagnosing diseases, performing physical examinations, and prescribing medications. Anne received her Associate degree in Nursing from Excelsior College, New York, and continued her studies at San Jose State University, obtaining board certification in Public Health Nursing, where she assessed cared for families of low income and cases of family abuse in the community. She has a background in Acute/Sub Acute care of Pediatrics and Adults. She also holds a Bachelor of Arts degree in Psychology from San Jose State University.

## SCHOOL POLICIES AND PROCEDURES

### STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement for a course of instruction, without any penalty or obligations, **through attendance at the first class session, or the seventh day after enrollment, whichever is later.** A student may not cancel by telephoning the school or by not attending the class. After the end of the cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the student has completed 60 percent or less of the program, less the registration fee, cost of the book and uniform. The refund is to be paid within 30 days after the cancellation date. Cancellation must be made in writing, addressed to the Administrator and delivered via U.S. Postal Service or hand delivered to the following address:

Solano College of Nursing (Vallejo Campus)  
1330 Springs Road, Vallejo CA 94591

Solano College of Nursing (Milpitas Campus)  
238 S. Hillview Drive, Milpitas CA 95035

### REFUND POLICY

A student has a right to a full refund of all tuition, less the registration fee, cost of the book and uniform, if the student cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. The refund is to be paid within 30 days after the cancellation date. In addition, a student may withdraw from the course after instruction has begun and receive a pro rata refund for the unused portion of the tuition. Refer to the following computations to determine the amount of refund owed to you.

For example: The student completes 50 hours of a 180 hour CNA course and paid \$1,000.00 tuition, the student is entitled to a refund of \$722.22. (**VALLEJO CAMPUS**)

$$\begin{array}{rcll} \$1,000.00 & & & \\ \text{amount for} & & & \\ \text{tuition} & \times & 130 \text{ clock hours of instruction} & \\ & & \text{paid for, but not received} & \\ & & \text{-----} & \\ & & 180 \text{ clock hours of instruction} & \\ & & \text{for which the student has paid} & \\ & & & = \$722.22 \text{ refund amount} \end{array}$$

For example, if a student has completed 50 hours of the 180 hour **CNA COURSE** and paid \$1,100.00 tuition, the student is entitled to a refund of \$794.44. (**MILPITAS CAMPUS**)

$$\begin{array}{rcll} \$1,100.00 & & & \\ \text{Amount of tuition} & \times & 130 \text{ clock hours of instruction} & \\ & & \text{paid for, but not received} & \\ & & \text{-----} & \\ & & 180 \text{ clock hours of instruction} & \\ & & \text{for which the student paid} & \\ & & & = \$794.44 \text{ refund amount} \end{array}$$

For example, if a student has completed 100 hours of the 1414 hours **VOCATIONAL NURSING COURSE** (1540 hrs. less Pharmacology 54 hrs., Anatomy & Physiology 36 hrs., & Nutrition 36 hrs.) and paid \$19,900.00 tuition, the student is entitled to a refund of \$18,492.64. (**VALLEJO CAMPUS ONLY**)

$$\begin{array}{rcll} \$19,900.00 & & & \\ \text{Amount of tuition} & \times & 1314 \text{ clock hours of instruction} & \\ & & \text{paid for, but not received} & \\ & & \text{-----} & \\ & & 1414 \text{ clock hours of instruction} & \\ & & \text{for which the student paid} & \\ & & & = \$18,492.64 \text{ refund amount} \end{array}$$

For example, if the student completes 24 hours of a 40 hour **HOME HEALTH AIDE COURSE** and paid \$395.00 the refund will be computed as follows: (**VALLEJO AND MILPITAS CAMPUSES**)

$$\begin{array}{rcll} \$395.00 & & & \\ \text{Amount of tuition} & \times & 16 \text{ clock hours paid} & \\ & & \text{for, but not received} & \\ & & \text{-----} & \\ & & 40 \text{ clock hrs. paid for} & \\ & & & = \$158.00 \text{ refund amount} \end{array}$$

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

### **POLICY AND PROCEDURES**

#### **POLICY AND PROCEDURES – NURSING ASSISTANT AND HOME HEALTH AIDE**

##### **GRADING POLICY**

Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy. Students will be evaluated by the clinical instructor on the following areas: Application of theory principles within the clinical setting, knowledge and proper execution of skills and procedures, ability to meet all standards set forth by the Department of Health.

##### **ATTENDANCE POLICY**

1. Students must attend scheduled classes regularly.
2. Students are expected to report for both clinical and theoretical classes on the time designated by the Administrator and/or Instructor.
3. Students who are unable to attend the theoretical portion of the training must notify the school of their absence an hour before the start of the class by calling the Administrator at (707) 557-7173 (Vallejo campus) or (408) 719-8100. (Milpitas campus)
4. Arrangements must be made with the Instructor for make-up time on the day following the absence. The topics being covered in class on the day of absence will be identified and delivered on the make up day.
5. Notice must also be given for inability to attend the clinical portion of the training by calling the clinical site two (2) hours prior to the start of the training.
6. Arrangements must be made with the instructor for make up time on the day following the absence.
7. Absence of more than one classroom day and one clinical day may require the student to repeat the entire course if the student fails to make arrangements for make-up with the Instructor. Tuition refund will be based on the Tuition Refund Policy.
8. The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the Instructor and/or Administrator will be implemented after a second occurrence, at which time, a decision shall be made by the Instructor to either retain or dismiss the student from the program. The decision will be made based on overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal.

##### **DISMISSAL POLICY – ALL PROGRAMS (NURSING ASSISTANT/HOME HEALTH AIDE/VOCATIONAL NURSE PROGRAM)**

The following constitute grounds for dismissal from the training:

1. Repeated tardiness and absence from class without prior notification of Instructor/Administrator.
2. Failure to make up for the excused absence.
3. Disruptive behavior which includes, but is not limited to, use of foul language, insubordination to instructors, failure to comply with the rules and regulations of the school and the clinical site, possession of unprescribed drugs, intoxication and sleeping in class.
4. Theft of property from the school, clinical area, staff or other students.
5. Failure to report to clinical training in appropriate uniform after receiving prior warning.

A student has a right to a full refund of the tuition fee if he/she is dismissed before the first day of instruction, or the seventh day after enrollment, whichever is later. If a student is dismissed for cause after instruction has started, the student will receive a refund, prorated from the last date of attendance, if the student has attended 60% or less of the program, less registration fee, cost of the book(s) and uniform. The refund is to be paid within 30 days after the dismissal date.

### **DROPOUT/WITHDRAWAL POLICY**

In order to qualify for a pro-rated tuition refund, a student must officially submit a written notification of their intention to withdraw/drop-out from the instruction/training. The letter shall be mailed or hand delivered to the Administrator at the following addresses: Solano College of Nursing 1330 Springs Road Vallejo, CA 94591 or Solano College of Nursing 238 S. Hillview Drive Milpitas, CA 95035. A student has a right to a full refund of the tuition fee if the student cancels on or before the first day of instruction, or the seventh day after enrollment, whichever is later. The student may be eligible for a pro-rated refund after instruction has begun if the student has completed 60% or less of the course less the registration fee, cost of the book(s) and uniform. The refund is to be paid within 30 days after the drop-out date. A withdrawal by the student may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance.

### **LEAVE OF ABSENCE**

Applications for leave of absence will be granted after a careful review of the case by the Instructor, Associate Director of Nursing and the Administrator. The student will have to apply for a leave of absence with the staff concerned. Prior to approval of the application, a return date shall be established by the student and the Administrator. The school shall provide an application for leave of absence to the student.

### **HEALTH CHECK**

Solano College of Nursing requires each enrollee to submit a certificate from a physician stating the following: Ability to meet the physical and mental requirements of the job, and must have a negative result on the Tuberculosis Screening Test or a negative chest x-ray if the Tuberculosis Screening result is positive. The student must also fill out the Physical Examination Form and Student Health Questionnaire honestly.

### **CLASSROOM BEHAVIOR**

1. Smoking will be allowed during break time in designated areas only. Students are allowed two (2) – ten (10) minute breaks and thirty (30) minutes for lunch.
2. Eating and smoking is allowed only during scheduled break time and lunch time.
3. Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving their work areas in the classroom.
4. All equipment and educational supplies used during theoretical training must be returned to assigned proper places at the end of the class day.
5. Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subject to automatic dismissal.
6. Sleeping during class is not acceptable.
7. Leaving the classroom during class hours without authorization by the Instructor or Administrator is not allowed and subject to counseling.
8. Students are required to speak English in the classroom and in the clinical site. Failure to follow the rules will result in disciplinary actions. The first occurrence carries a two (2) day suspension and the second will result in termination from the program.

### **DRESS/UNIFORM REGULATIONS**

Dress should be: School uniform should be clean and must be worn on the first day of school. White clean flat, non-skid shoes, no open toe footwear, no dangling earrings or heavy bracelets, wristwatch with a second hand. Students not wearing their uniform will be sent home and will be marked absent on their attendance.

## **UNIFORM REGULATIONS**

- Name badges are part of the uniform and are to be worn on the left side of the attire
- No jewelry is to be worn with the exception of wedding bands and non-dangling earrings
- White, non-skid shoes and laces are to be kept clean and in good repair at all times
- No gum chewing is allowed while in uniform
- Deodorants and anti-perspirants are to be used daily
- Hair must be neat and clean; long hair should be pulled back and/or tied with simple barrettes
- Make up should be used sparingly; No strong perfumes or colognes are allowed
- Nails are to be maintained at a quarter of an inch or less without nail polish
- No textured hosiery is allowed. Plain white nurses' stockings or white solid colored socks are recommended
- A black or blue ink pen and small notebook or note pad are integral parts of the uniform

## **EDUCATIONAL RECORD RETENTION**

Educational records shall be maintained by the Custodian of Records. The Custodian of Records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets in the school site. Student records will be maintained by the school for five (5) years from the student's date of completion or withdrawal. Request for release of information by the student or from outside agencies must be made in writing with the student's signature. This ensures that only authorized individuals have access to specific information requested. All student transcripts will be permanently maintained by the Custodian of Records.

## **CELLULAR PHONE/SMART PHONE USE POLICY**

While cellular phones are permitted on campus the following policy applies:

- Cellular devices are not permitted in the clinical area/facility.
- Cellular devices are to be turned "OFF" while in the classroom.
- Cellular devices that are not switched to the vibrate mode must be turned off.

Failure to adhere to this policy will lead to the following disciplinary action:

- Students who have a cellular device that rings or vibrates during class lecture or clinical experience will be asked to leave the setting.
- Students who leave the setting to attend to a cellular device will not be permitted to return to the class or clinical in session.
- Students who are requested to leave a lecture or clinical setting will be required to seek the permission of the instructor before returning to a current session or future session.
- Students who miss a class or clinical session must make up that session prior to moving on to the next class.
- Students who leave an examination due to a cellular call/ringing or vibrate will be dismissed from the class and a grade of 50% will be assigned for that missed examination.

## **ELECTRONIC DEVICE POLICY**

Solano College of Nursing does not allow the following electronic devices in the classroom or clinical setting: Cell phones, I-Pod devices, tape recorders or other recording devices, cameras, personal computers, personal DVD players or other media devices.

Solano College of Nursing does allow these devices in the classroom setting:

1. SCN Computers that are used for learning activities
  - a. School computers are not to be used to check personal e-mails
  - b. Instructors may give students permission to browse the web for the explicit purpose of obtaining information related to any class that is being instructed at the time.
  - c. Students are not to copy any program that is installed on the school computers.

Students who do not follow this policy will be subject to the following disciplinary actions:

1<sup>st</sup> Offense: Student will be given a verbal warning by the instructor

2<sup>nd</sup> Offense: Student will be given a written warning by the instructor

3<sup>rd</sup> Offense: The student will be given a three (3) day suspension from the program and the student will have to make-up the lost time before they can graduate from the program.

4<sup>th</sup> Offense: The student will be terminated from the program without any further warnings.

### **NON-DISCRIMINATION POLICY**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

### **SEXUAL HARASSMENT POLICY**

This institution is committed to providing a work environment that free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **DRUG AND ALCOHOL POLICY**

Solano College of Nursing policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- \*Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
- \*The sale of any controlled substance which is in violation of local, state, or federal statutes.
- \* Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus.
- \* Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. This violation constitutes grounds for dismissal from the program.

## **VOCATIONAL NURSING**

### **POLICY AND PROCEDURES - VOCATIONAL NURSING**

#### **ATTENDANCE POLICY**

The courses offered at Solano College of Nursing are designed to prepare you for gainful employment upon program completion. Our hands-on instructional strategies are designed to engage all students in their own learning, and are only effective when students attend class regularly. Therefore, it is expected that all students will maintain 100% attendance. Regular attendance is a critical factor of successful employment.

## ATTENDANCE REQUIREMENTS

Maintain a minimum of 100% attendance. Faculty may issue an Intent to Drop warning to students whose attendance falls below the minimum standard. Students must call their faculty member each day when absent from class and students will be dropped under the following conditions:

- a) Three (3) consecutive days' absence without contacting the Administration office or the faculty.
- b) Three (3) days' absence during the first week of class
- c) Students will be placed on attendance probation if they do not adhere to items (a) and (b) above. If placed on attendance probation, and if no improvement in attendance is demonstrated by the student, the student will be dropped from the Program.
- d) **SIGNING IN: ALL students must sign the daily class attendance roster during the assigned class time or clinical schedules. NO student will be allowed to sign in after the class or clinical time is over. Students who do not sign the attendance roster will be recorded as absent and will have to make up the missed time prior to graduation. NO EXCEPTIONS, NO EXCUSES ACCEPTED.**

### *Late Arrival for Class*

**Any student who arrives after a class session has started will remain outside the class until the next break that the instructor gives to the class.**

Students who miss class related to late arrivals will have to make up the lost theory time before they can graduate from the program.

**Students who have three (3) tardies in any one term will be expelled from the program and will not be given credit for the completed course work. No exceptions**

### *Late Arrival for Clinical Schedules:*

**Any student who arrives late for a clinical schedule will be excused for the day and all lost time will have to be made up prior to being allowed to graduate.**

All students are expected to be at the clinical site twenty (20) minutes prior to the actual start of the shift; this gives the student time to get ready to start their day in a positive manner.

**Students who have three (3) tardies in any one term will be expelled from the program and will not be given credit for the completed course work. No exceptions**

## STUDENT EVALUATIONS/GRADING POLICY

### **Clinical Evaluations**

All clinical evaluations will be on a Cr/NCr basis with no grade being assigned to the student. Students who do not receive a Cr for clinical experience will be dropped from the program.

Students must be present on the clinical sites at least twenty (20) minutes prior to the beginning of their assigned clinical experience.

Students must not miss more than three (3) clinical days in any level as they will only have the opportunity to make up three (3) lost days of clinical experience in each level.

Students who present a clinical risk to a patient or the facility will be removed from the clinical setting and may risk termination from the program.

Students who do not adhere to the substance use policies of the school will be terminated from the program.

### **Theory Evaluations**

**Students missing more than three (3) theory days in a level will be required to repeat the entire level.**

Students will be evaluated based on a set of examinations:

Subject Exams 15 total	value 10% of final grade	= 60%
Comprehensive Exam	value 20 % of final grade	= 20%
Class Participation	value 10% of final grade	= <u>20%</u>
		= 100%

Students have to write all scheduled examinations on the date the examination is first set. If a student does not write the exam on the first scheduled date, the student is required to write the missed exam but will only receive a grade of 50% for the exam (no exceptions).

**The passing grade for this Program will be a (75%) or higher. Students achieving less than a (75%) will be required to repeat the course (Vocational Nursing Program).**

### **Credit Granting**

**Students will not be given a grade for partial work completed in any Level, in order to have a grade assigned, the student must have completed the course work for the entire Level.**

### **LEAVE OF ABSENCE POLICY**

Applications for leave of absence will be granted after a careful review of the case the Instructor, Program Director and the Administrator. The student will have to apply for a leave of absence with the staff concerned. Prior to approval of the application, a return date shall be established by the student, Program Director and the Administrator. The school shall provide an application for a leave of absence to the student.

### **PROBATION POLICY**

A student can be on probation only once at each level. A student can be put on probation for no more than thirty (30) days at a time for the following reasons:

1. Failure to maintain satisfactory academic progress;
2. Failure to maintain satisfactory attendance;
3. Failure to meet financial obligations; and
4. Violation of any of the school policies after given written warning.

### **DISMISSAL POLICY**

The following constitute grounds for dismissal from the training program:

1. Repeated tardiness and absence from class without prior notification of Instructor/Program Director.
2. Disruptive behavior which includes, but is not limited to, use of foul language, insubordination to Instructors, failure to comply with the rules and regulations of the school and clinical site, possession of unprescribed drugs, intoxication and sleeping in class.
3. Theft of property from the school, clinical area, staff or other students.
4. Failure to report to clinical training in appropriate uniform after receiving prior warning
5. Repeated violation of any of the school policies.

A student has a right to a full refund of the tuition fee if he/she is dismissed before the first day of instruction, or the seventh day after enrollment, whichever is later. If a student is dismissed for cause after instruction has started, the student will receive a refund, prorated from the last date of attendance if he/she has attended 60% or less of the

program, less the registration fee, cost of the book(s) and uniform. The refund is to be paid within thirty (30) days after the dismissal date.

### **UNPROFESSIONAL BEHAVIOR**

Unprofessional behavior has been defined by many people in many different ways in the literature. A few examples of unprofessional behavior include:

- \*Belittling someone's opinion or condescending language
- \*Negative or belittling nonverbal messages – deliberate rolling of eyes, raising eyebrows, making faces
- \*Constant criticism, scapegoating, fault-finding
- \*Elitist attitude regarding practice area, education, experience
- \*Undermining activities or unnecessary disruption
- \*Angry or emotional outbursts
- \*Reluctance or refusal to answer questions
- \*"Eating our young" phenomenon
- \*Spreading rumors and or pitting staff against each other
- \*Arriving late for lectures, classes, being unprepared for work assignments

Any of this behavior will lead to termination from the Solano College of Nursing Vocational Nursing Program.

### **MAKE-UP TIME (THEORY/CLINICAL)**

Any student who misses theory or clinical days due to any absence must complete make-up days in order to complete their objectives.

1. **Theory Make-Up:** (Requires the prior approval of the theory Instructor and the Program Director).
  - a). Reading pertinent periodicals related to the subject material missed and the preparation of a summary of the same.
  - b). Preparation of reports in a variety of health care topics that are assigned by the instructor and must be evidenced by at least four (4) research articles.
  - c). With the prior approval of the Program Director, attending lectures, conferences, workshops related to the subject material missed and then the completion of a summary and presentation to the class.
  - d). Completion of specific assignments (case studies, written examinations).
  
2. **Clinical Make-Up:** (Requires the prior approval of the Clinical Instructor and the Program Director).
  - a). Attending clinical make-up in the clinical setting at the time designated by the program.
  - b). There will be three (3) days available in each level for the purpose of clinical make-up(s).
  - c). A satisfactory performance evaluation in the skills lab.
  - d). Assignments with the prior approval of the Program Director that may include (patient care plans- patient teaching).
  
3. **Contract:** Each student who requires make-up days will complete a "Make-Up Procedure Contract" with the Program Director prior to commencing any work for credit towards lost theory or clinical hours.

Students who do not complete all clinical and theoretical objectives prior to the completion of the Vocational Nursing Program will not graduate nor be eligible for the State Licensing Examination until all objectives have been satisfactorily completed with a minimum of a "C" grade.

The BVNPT approved curriculum states that SCN must provide a total of 9 (nine) make-up days for the entire program. These make-up days are intended for students who have had to miss days due to no fault of their own.

Students are not to approach individual instructors to try to negotiate the making up of lost hours nor are they to make individual arrangements with the SCN instructors.

**Arrangements for all missed time will be made directly with the Program Director or the designee.**

**ALL THEORY AND CLINICAL HOURS MUST BE COMPLETED BEFORE ANY STUDENT WILL BE CERTIFIED TO THE BVNPT AS HAVING COMPLETED THE VN PROGRAM.**

**Theory/Clinical Assignments Make-Up Policy**

1. Each level has a designated three (3) days for clinical make-ups and no other days will be allotted. Therefore, if a student is absent for more than a total of three (3) clinical days per level they will not be able to make up the days and progress to the next level.
2. If the circumstances for the missed days warrant a valid excuse, it will be at the discretion of the Program Director to approve additional make-up days over and above the three (3) days allotted.
3. All missed theory days have to be made up with actual assignments supervised by the faculty member; no simulation exercises will be approved.
4. All missed clinical days must be made up with actual clinical experience and no lab or computer assignments may be substituted.

**Vocational Nursing students are advised to follow these guidelines if they have a concern with VN theory, clinical, skills lab or faculty:**

1. Always approach the faculty member first with any concerns, problems, or complaints that you may have. This action should be taken without delay. (This can be a verbal discussion)
2. If you are not satisfied with the response of the faculty member and you feel that you still have concerns, the student is required to put the concern in writing, giving a copy to the faculty member and a copy to the Program Director. (This stage of the process must be in writing and must be no more than three (3) days after initial contact with the concerned faculty member).

The complaint shall include:

1. Date and Time of incident, Concern, and Problem;
  2. Brief description of the problem;
  3. Indicate if it affects only the student or other students; and
  4. Detail the contact that you have had with the faculty member and the solutions that were presented, if any.
3. Upon receiving a written formal complaint, the Program Director will review the complaint and contact the student within three (3) business days.

The Program Director will facilitate a meeting with the student/students and the faculty member within two (2) business days from the date of reviewing the original complaint.

The Program Director will render a final decision within 2 days after meeting with the student/ students and the faculty member.

4. The decision of the Program Director will be final.

**Remediation Algorithm for Tutoring**

Solano College of Nursing will adopt the remediation algorithm that was developed by the Bureau of Vocational Nursing and Psychiatric Technicians. This algorithm provides a logical approach to the identification and working through process for resolutions.

Solano College of Nursing will introduce each new student to the remediation process during the first week on campus. Each student will be given examples of the working model and instructions as to how the model is placed in effect and how the desired outcomes are achieved.

Solano College of Nursing will conduct a workshop with the Instructors so that they will become familiarized with the remediation algorithm. They will also be given the opportunity to work with the model through examples of student situations related to theory, clinical, or general policy issues.

### **Working Process: Sources of Referrals**

Students can be initially identified by numerous ways: faculty referrals, self-referral, and student referrals. Students can also be identified by traditional methods of testing, when a student falls below the acceptable grade of 75%, a remediation algorithm will be initiated.

## **STUDENT SERVICES**

### **JOB PLACEMENT SERVICES**

Solano College of Nursing does not provide any placement services.

### **LIBRARY AND STUDENT RESOURCES**

Solano College of Nursing provides library services on the school site. There is a variety of reference books, nursing journals, audio visual aids includes CD's, VHS, DVD and computers. We provide textbooks and other pertinent handouts during the course of study to help meet the student's learning needs. The school shall provide a list of libraries in the area with their telephone numbers.

The students will watch videos during class time. The instructor will show the videos to the students. The instructor will also give handouts to the students during class which will aide in their learning. At the beginning of the course, the students will purchase the applicable text book.

The skills lab is used during class time with the instruction of the instructor. Students are also able to use the skills lab when class hours are over. Students can coordinate with the front office if they want to use the skills lab during non-class hours.

### **COUNSELING POLICY**

When problems at Solano College of Nursing, home or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her Program Director. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies. The school shall provide a list of available community counseling services in the area with their telephone numbers.

### **HOUSING ACCOMMODATION - NO ASSISTANCE IS PROVIDED IN FINDING HOUSING FACILITIES.**

Solano College of Nursing does not assume responsibility for student housing, nor does it have dormitory facilities under its control. According to [rentals.com](http://rentals.com), rental properties in the following cities start at approximately the following rates per month. Vallejo \$800, Benicia \$900, Fairfield \$800, and Napa \$950.

### **EXPERENTIAL LEARNING**

Solano College of Nursing does not award credit for prior experiential learning.

### **DISTANCE EDUCATION**

Solano College of Nursing does not offer distance education.

# **FEES AND CHARGES**

## **NURSE ASSISTANT TRAINING PROGRAM**

### **Vallejo Campus**

Tuition Fee \$ 1,000.00

#### **Other Charges:**

Registration (non-refundable)	155.00
STRF Fee (non-refundable)	0.50
Book (non-refundable)	45.00
Uniform (1 set) (non-refundable)	29.00
State Board Exam fee*	<u>90.00</u>

**Total Charges \$ 1,319.50**

\*The State Board Exam fee is separately paid to the **American Red Cross**.

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$1,319.50

TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$1,319.50

TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$155.50

### **Milpitas Campus**

Tuition Fee \$ 1,100.00

#### **Other Charges:**

Registration (non-refundable)	155.00
STRF Fee (non-refundable)	0.50
Book (non-refundable)	45.00
Uniform (1 set) (non-refundable)	29.00
State Board Exam fee*	<u>90.00</u>

**Total Charges \$ 1,419.50**

\*The State Board Exam fee is separately paid to the **American Red Cross**.

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$1,419.50

TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$1,419.50

TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$155.50

### **HOME HEALTH AIDE**

Tuition Fee	\$ 395.00
<b>Other Charges:</b>	
Registration fee (non-refundable)	100.00
Book (non-refundable)	35.00
STRF Fee (non-refundable)	<u>.50¢</u>
<b>Total Charges</b>	<b>\$ 530.50</b>

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$530.50  
TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$530.50  
TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$100.50

### **VOCATIONAL NURSING PROGRAM**

Tuition Fee	\$ 19,900.00
<b>Other Charges:</b>	
STRF fee (non-refundable)	10.50
Registration Fee (non-refundable)	100.00
Entrance Test- CNET	90.00
Books (non-refundable)	800.00
Uniforms (2 sets, 2 lab coat) (non-refundable)	<u>150.00</u>
<b>Total Charges</b>	<b>\$ 21,050.50</b>

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE LEVEL 1 IS \$7,784.00  
THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE LEVEL 2 IS \$6,633.00  
THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE LEVEL 3 IS \$6,633.50  
TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$21,050.50  
TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$110.50

### **Pre-Requisites Courses:**

Anatomy & Physiology (tuition and book)	\$ 525.00
Pharmacology (tuition and book)	\$ 625.00
Nutrition (tuition and book)	\$ 525.00

## **STUDENT TUITION RECOVERY FUND POLICY**

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition 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 assessment if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
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.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, 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. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

## **GRIEVANCE/COMPLAINT POLICY**

The Grievance/Complaint policy complies with CCR 71810 (b)(14).

### **POLICY:**

A student who has a grievance related to the implementation of any Solano College of Nursing policy may appeal the decision and ask for an acceptable resolution.

### **PURPOSE:**

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

### **PROCEDURE:**

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

The Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## **STUDENT'S WAIVER OF RIGHTS IS VOID**

The student's participation in the grievance procedure and the disposition of a student's grievance shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

The Custodian of Records or Associate Director will be responsible for maintaining and keeping the log book of student grievances.

## EQUIPMENT USED – NURSING ASSISTANT

### QUANTITIES OF ITEMS ARE BASED ON 15 STUDENTS PER CLASS

All equipment both disposable and non-disposable are owned solely by Solano College of Nursing

#### Equipment and Material List

3 x 5 index cards (200)  
4 x 6 index cards (100)  
Adhesive name tags (25)  
Dry marking pens  
Dry marking board  
Clothing (3 large sets)  
Felt tip markers  
Food model  
Food wheel  
Hand-held battery operated light  
Masking tape (3 rolls)  
Pencils (15)  
Pens (15)  
Videos  
Watch with second hand  
Dentures (1 set)  
Lip lubricant  
Linen protectors (3-4)  
Mouthwash  
Shaving cream  
Toothpaste  
Linen hamper  
Hand rolls

#### Reusable Equipment

##### ONE RESIDENT ROOM

Bed with siderails  
Overbed table  
Nightstand  
Chair  
Denture cups  
Emesis basin (1)  
Fracture pan (1)  
Hand held mirrors (1)

#### Linens

Bath blankets (3)  
Bedspreads (3)  
Blankets (3)  
Cloth isolation gowns (3)  
Draw sheet (1)  
Hand towels (1 for every student)  
Hospital gowns (3)  
Pillow cases (6)  
Fitted Sheets (6)  
Towels (8)

#### Medical Equipment

Adaptive eating equipment  
Bedside commode (1)  
Cane

Regular bedpans (1)  
Unit soaps (liquid soap)  
Urinal (2)  
Wash basins  
Waste basket with lid

#### Other Supplies

Red bags for laundry isolation (3)  
Dual headed stethoscope (3)  
External Catheter  
Leg bags  
Nail Equipment  
Gait Belts (3)  
Nasogastric tube  
Safety Jackets or Vest (3)  
Sphygmomanometers and adult cuffs  
Stethoscopes (8)  
Hand sanitizer  
Dental floss  
Clothing protector  
Gloves (s-m-l-xl)  
Disposable razor  
Lemon-glycerin swabs  
Sharp container  
Lotion  
Powder  
Toothbrush  
Alcohol wipes  
Paper towel  
Non-skid slippers

Diet trays with dishes & condiments  
(sugar, salt, pepper, artificial sweetener)  
Glass (4 oz)  
Glass (6 oz)  
Ice cream cup (3 oz)  
Medicine cup (30 cc)  
Paper cups (5 oz)  
Pitcher (780 cc)  
Pitcher top (200 cc)

Fire extinguisher  
Upright scale (ht/wt)  
Walker (1)  
Wheelchair

**Disposable equipment (medical equipment)**

4 x 4 clean sponges  
Adult briefs (3)  
Alcohol wipes (45)  
Bed protectors (waterproof and disposable) 3  
Clean catch kit (3)  
Cotton balls (1 large box)

**Forms (each student will have one of the following  
Forms used in the long term facility)**

ADL flow sheet  
Decubitus assessment sheet  
Height and weight forms  
Incident report (patient and employee)  
Intake and output worksheet  
Inventory of personal belongings (Clothing sheet)  
All types of isolation door signs  
Facility specific nurse assignment sheet  
Transfer sheet

**Dietary supplies**

Soup bowl (4 oz)  
Coffee Cup (6 oz)  
Coffee pot (270 oz)  
Dietary tray card & dots (sample of cards  
Used in the facility)

## **EQUIPMENT USED – HOME HEALTH AIDE**

### **EQUIPMENT VITAL SIGNS**

Thermometer  
Blood pressure cuff  
Stethoscope  
Sphygmomanometer

Lotion  
Towels

### **PERSONAL CARE**

Dentures  
Denture cup  
Lip lubricant  
Linen protectors  
Mouthwash  
Shaving cream  
Toothpaste  
Emesis basin  
Fracture  
Bed pan  
Soap  
Urinal  
Wash basin  
Nail clippers  
Emery board  
Orange stick

### **MOBILITY**

Gait Belt  
Wheelchair  
Non-skid socks

### **OTHER**

Bed  
Blanket  
Fitted sheet  
Flat sheet  
Drawsheet  
Pillows  
Pillow case  
Dishes  
Pots  
Pans  
Kitchen with stove

## DESCRIPTION OF EQUIPMENT AND SUPPLIES

For a Vocational Nursing Program many supplies and equipment is needed. Equipment includes:

Television (2)	Watch with second hand (3)
DVD player (2)	Red bags for laundry isolation (1 roll)
Overhead Projector (1)	Catheters (50)
Computer (10)	Leg bags (10)
Stethoscopes (10)	Nail Care supplies (5 sets)
Sphygmomanometer (10)	NG Tube (10)
Bed (4)	Denture cups (3)
Overhead table (3)	Emesis Basin (5)
Wheelchair (2)	Fracture pan (3)
Crutches (2 sets)	Hand held mirrors (3)
Walker (2)	Regular bedpans (5)
Thermometer (5)	Soap for hand washing (10)
Scale (1)	Urinal (3)
Bedside commode (1)	Wash basin (5)
Mannequin (6)	Waste basket with lid (3)
Training tapes (18)	Bath blankets (5)
Table (for students) (10)	Bedspreads (10)
Chairs (40)	Blankets (8)
Student dining tables (4)	Draw sheet (10)

### **Supplies:**

Index cards 3 x 5 (200)	Hospital gown (5)
Index cards 4 x 6 (100)	Pillow cases (10)
Adhesive Name tags (30)	Fitted sheets (10)
Dry Marking pens (4 boxes)	Sponges (4 boxes)
Dry Erase Boards (4)	Alcohol wipes (10 boxes)
Clothing (3 sets)	Urine kits (15)
Felt tip markers (4 boxes)	Cotton balls (3 boxes)
Food model (3)	
Hand-held battery operated light (3)	
Masking tape (3 boxes)	
Pencils (30)	
Pens (30)	
Videos (18)	
Additional Equipment	
Skeleton (1)	
IV stand and IV regulator	
Diabetes monitoring machine	
With lancets (2)	
Assorted syringes and needles (5 boxes)	
Test strips (2 bottles)	
Disposable enemas (6)	
Assorted instruments (1 box)	
Bandage scissor	
Asstd. Sutures	
Kelly's	
Thumbs & skin needle holder	
Forceps	
Dressings (1 box)	
Colostomy bags (50)	

Vials of normal saline (1 box)  
Trays Tracheostomy (6)  
Trays Catheterization (12)