



Catalog

July 1, 2012 – June 31, 2013

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PHILOSOPHY

Adult education is a shared responsibility between the school, instructor and student. The current knowledge and understanding of the student is the base upon which specific nursing education can be added. Learning is the activity by which changes in knowledge, attitude and skills occur, thereby resulting in measurable behavior or change in behavior.

An atmosphere conducive to learning that encourages questioning, intellectual curiosity, critical thinking, and self-discipline is important. Each student has worth and dignity, and has the right to be treated with respect. Mutual respect for instructors, administration and staff is expected in return.

Education in nursing must include moral, ethical and legal principles which will provide the basis of a code of conduct. The integration of problem-solving techniques and the use of cognitive, affective, and psychomotor components of learning complement the student learning. An atmosphere conducive to learning must be provided to encourage intellectual curiosity, critical thinking and self-discipline within the student. Each student has worth and dignity; and the right to be treated with respect.

MISSION

The mission of Advanced Pro Nursing Institute is to educate and prepare diverse student populations for employment in health related programs and courses designed to meet the changing needs of employers.

OBJECTIVE

The overall objective of all program curricula is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the certificated students are equipped to deliver care to a culturally diverse population in a variety of healthcare settings. Students completing the allied health programs will collaborate with other members of the health care team, will be effective communicators, will become politically aware, and will demonstrate a commitment to life-long learning.

LEGAL CONTROL

Advance Pro Nursing Institute is a Limited Liability Company formed in the State of California and owned by Hooi Yeap. Advanced Pro Nursing Institute is also known as Advanced Pro and APNI.

ADMINISTRATORS

Hooi Yeap, RN, MS, School Director / Administrator

Jon Murphy, RN, MN, FNP, Ed D., Vocational Nursing Program Director / Instructor

Advanced Pro Nursing Institute admits students with legal residential status only at this time and does not admit students from other countries.

APPROVALS AND ACCREDITATION

Advanced Pro Nursing Institute's approval to operate in the State of California is based on provisions of the California Private Postsecondary Education Act (CPPEA) of 2009, which is effective January 1, 2010. Advanced Pro Nursing Institute under section 94802 (a) of CPPEA, by operation of law, is approved until December 2011. The Act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer Affairs. The Bureau can be reached at: P.O. Box 980818, West Sacramento, CA 95798-0818, 888.370.7589.

"ADVANCED PRO NURSING INSTITUTE IS A PRIVATE INSTITUTION AND THAT IT IS APPROVED TO OPERATE BY THE BUREAU."

The Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians. The Board can be reached at: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, 916.263.7800.

LOCATION AND FACILITY

2505 Technology Drive
Hayward, CA 94545
Phone: 510.266.0868
Fax: 510.266.0598

Advanced Pro Nursing Institute was founded in 2004 by Hooi Yeap, RN. The school attained approval from the Bureau for Private Post-secondary Education and Department of Health Services in February 2005, and approved by the Bureau for Vocational Nursing and Psychiatric Technician in April 2006. The school offers Licensed Vocational Nursing program, Nursing Assistant and Home Health Aide programs, as well as Acute Care and Continue Education courses for CNAs.

Advanced Pro Nursing Institute (APNI) has only one facility at this time; it is located in the heart of Hayward City, next to the Silicon Valley in the Greater Bay Area. APNI occupies approximately 11,000 sq ft of ground and first floor space in a two-story commercial building with a half basketball court in the backyard. The facility has a lobby/inquiry /waiting area; three faculty offices; two administrative offices; two wheelchair accessible bathrooms; a fair size conference room; two large classrooms that can sit up to 30 students; a library and reading area; and a large atrium that also houses the faculty and student lounge on the ground floor.

All courses are taught at 2505 Technology Drive, Hayward, CA 94545.

1. VOCATIONAL NURSING PROGRAM

ADMISSION POLICY, PROCEDURES AND REQUIREMENTS

Policy

Admission to this program is open to anyone who meets our requirements, which are approved by the Board of Vocational Nurses and Psychiatric Technicians. Enrollment in APNI is required before application to the Vocational Nursing Program is accepted. An enrollment contract is signed and partial payment is required up front. All students must meet the admission requirements prior to entry into the program. Admission of transfer students after the start of any class will be on a case-by-case basis, providing all required documentation is acceptable, and space is available within the class. "Space available" means the number of students per class as approved by the BVNPT. All students will be provided time to demonstrate skills during the first weeks of attendance.

A student entering into Semester 3, must attend both semester 3 & 4 of Advanced Medical Surgical Nursing. OB or Pediatrics may be given a credit status if the grade and hours previously attended meet those required in this program. No external transfers into the program will occur during Semester 4.

Procedure

- All proposed students will talk with the Human Resource/Business Manager, fill-in, and sign a contract for the school. The currently required portion of the tuition must be paid prior to the first day of class. Completion of all required paperwork for admission to the school must also occur prior to the start of class.
- The prospective student will be given an admission packet for the VN Program. All forms must be filled-in and returned together with appropriate documentation, as indicated below, in a timely manner, preferably 2 months before start of next cohort.
- Any potential student currently enrolled in Prerequisite Classes must complete them with the grade required; an official transcript will be placed in the file prior to the start of the class.

To be admitted to this program, verification of the following is required for each student:

1. Seventeen (17) years old;
2. High school graduation or equivalent; *
3. Current CNA Certification is preferred; those with no CNA training may also be accepted after review of prior education/experience, on a individual basis; +
4. Physical examination completed within 3 months prior to start of program, including:
 - Negative TB test. Due to changes in health department recommendations, our school is requiring TB testing within 3 months prior to start of clinical rotation at Semesters 1 and 3;
 - Proof of immunity to Rubella, Rubeolla, Varicella & Tetanus - if unable to complete this requirement, the physician will be asked to fill-in an additional form ;
 - Hepatitis B Series, at least the first in the series with completion before end of the eighth month of program, or a signed wavier refusing the immunization ;
 - Medical Questionnaire.
5. Current CPR card (Healthcare provider level for Adult, Child and Infant, & AED) that maintains effectiveness for the length of the program (2yrs)

6. The following prerequisites classes, with a grade of "C" or better. (An official transcript or verified course completed within last 5 years is required)
 - a) Human Anatomy/Physiology, minimum of 54 hours (either combined or separate);
 - b) Drug Dosage Calculations Course (minimum of a 1 Unit Course or the equivalent of 18 hours);
 - c) Medical Terminology Course (minimum of a 1-Unit Course or the equivalent of 18 hours);
 - d) In addition, the following may be required, based upon testing results:
 - ESL for nursing students (at least a 1-unit course or the equivalent of at least 18 hours) or verification of completion of an advanced level ESL course in an adult school or similar agency.
 - General Math (or a review set up at APNI)
7. No student is admitted if a grade in any of these classes is below 75% or "C." Any online course that is passed and a certificate issued will be assigned a "C," if no grade was given, or no final test result can be presented.
8. Complete the "Education/Experience Credit Option" form. For work related experience credit a statement from a supervisor on letterhead regarding current length of employment and duties performed is required.

To complete Admission:

- a) Pass the Pre-Nursing Admission Test (TEAS) at the current passing score. Two attempts may be made and then a wait of 6 months before trying again. (Any similar pre-nursing test done for entrance to another school of nursing may be acceptable if done within the last year, or attached to the program from which one is transferring. A copy of verified passing score is required.)
- b) TEAS may be waived if student has a baccalaureate degree with overall GPA of 3.0.
- c) Complete and sign School Enrollment Contract, pay required registration fee and complete a plan for financial obligation to the school.
- d) Submit the completed VN program application packet for admission.
- e) Attend a placement interview with the Program Director or Assistant Program Director. No one will be permitted to attend any class until all admission and screening items are verified. More than one interview may be necessary.

Information to clarify Requirements:

* Verification of a High School graduation from outside of the U.S. will be by:

- (a) a current GED certificate, or copy of testing results showing 12th grade graduation,
- (b) transcript or diploma from a U.S. college or university showing graduation, or
- (c) letter from an education verification service indicating equivalent high school education.

+ A Non-CNA applicant will bring any information regarding training and/or education to a placement interview with the Program Director. The previous training and skills the person has received will be reviewed for its fit with the required skills of a CNA and attendance at one or more additional skill labs, may be required. If time permits the prospective student will be asked to complete a CNA class and will be asked to approve this plan. Arrangements will be made for this to take place. Certificate of completion will then be given to the Program Director.

SCREENING

Policy

Each potential student must pass the Pre-Nursing Admission Test with the currently accepted score or higher. Two chances are given and then a 6 months wait is imposed during which an intensive review is requested before retaking this test.

PROCEDURE

A computerized test will be taken, maintaining confidentiality and security in the testing situation. Results below the accepted score may result in a second testing after a period of required review. A review class may be set up to remediate problem associated with this Assessment.

SELECTION

Policy

Each applicant's file is reviewed for completeness and accepted based upon having all required items in the file. Anything missing components may delay the applicant's admission into the program. The Program Director is responsible for this.

Procedure

The following process will be followed to ensure equitable treatment for all applicants. Minimum requirement will be 90 pts/100 points.

- | | | |
|--|---|-------------|
| 1. Completed required classes | = | 30 pts |
| 2. Screening items complete | = | 50 pts |
| 3. Pre-Nursing Admission test | = | 10 – 20 pts |
| (10 – Proficient, 15 – Advanced, 20 - Exemplary) | = | 90 – 100 |

Alternate Student

An alternate student is one of three admitted, over the 30 approved by the BVNPT. If any alternate student is not entered into the program by the end of Fundamentals, he or she will have first priority in the next available class.

S/he will attend during the 7 weeks of Fundamentals, taking all tests and completing all assignments. If one of the regular admitted students leaves for whatever reason, an alternate will take that place. Alternates will be chosen from the list of potential students with the next 3 highest scores. The first 30 are regular students and the next three are alternates. A selected alternate has the right to decline the opportunity.

TRANSFER CREDIT, EXPERIENTIAL LEARNING AND ADVANCE STANDING REQUIREMENTS

Transfer credit shall be granted for educational courses taken within the last five (5) years that could place the prospective student in advance standing. Credit will be granted for 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

Competency-based credit is granted for knowledge and/or skills acquired through experience, challenge examinations and achievement tests. Credit is determined by written and/or practical examinations. All credit granting decisions are final and not appealable. There is no charge for credit evaluation. (Article 5. Section 2535)

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Advanced Pro Nursing Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma/certificate you earn in Vocational Nursing, Nursing Assistant, or Home Health Aide program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are 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 Advanced Pro Nursing Institute to determine if your credits or diploma will transfer.

Vocational Nurse Licensure

In order to work as a Vocational Nurse in California, you will be required to pass a licensing examination administered by National Council Licensure Examination (NCLEX-PN). Completion of the Vocational Nurse program does not automatically enable a graduate to work.

Summary of Requirements for Licensure as a Vocational Nurse *Section A*

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. Complete and sign the "Application for Vocational Nurse Licensure".
4. Complete and sign the "Record of Conviction" form.
5. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") *Note: A License will not be issued until the board receives the background information from DOJ.*
6. Attach the appropriate nonrefundable fee made payable to the "BVNPT".
7. Successful completion of a written examination titled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.
8. When the requirements of Steps 1-7 have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license.

Section B

1. Graduate of a California Accredited School of Vocational Nursing. Successful completion of a California Accredited Vocational Nursing Program. Contact your program director for application forms and instructions.
2. Graduate of an Out-Of-State School of Practical/Vocational Nursing. The school of practical/vocational nursing from which you graduated must have been accredited by the Board of Nursing in the State in which it is located. *(Licensure in another state does NOT entitle you to practice as a Licensed Vocational Nurse in California. In order to practice as a Licensed Vocational Nurse in California, you must be licensed by the California State Board of Vocational Nursing and Psychiatric Technicians.)*

3. Equivalent Education and/or Experience.

This method requires you to complete within ten (10) years prior to the date of application not less than fifty-one (51) months of paid general duty bedside nursing experience in a general acute care facility approved by the Board, at least half of which shall have been within five (5) years prior to the date of application. In addition to this experience, you must also complete a pharmacology course of at least 54 theory hours that covers the following content:

1. Knowledge of commonly used drugs and their action
2. Computation of dosages
3. Preparation of medications
4. Principles of administration

The 51 months of experience shall include a minimum of each of the following:

- 48 months medical/surgical nursing
- 5 weeks maternity or genitourinary nursing
- 5 weeks pediatric nursing

Experience in any of the following areas may be substituted for a maximum of eight (8) months of medical/surgical experience:

- Communicable Disease Nursing
- Public Health Nursing
- Industrial Nursing
- Office Nursing (M.D.)
- Psychiatric Nursing
- Operating Room Nursing
- Hemodialysis
- Private Duty Nursing (In a general acute care facility)
- Emergency Room Nursing
- Geriatric Nursing
- Recovery Room Nursing
- Out-Patient Clinic

Experience must be verified by the employer showing specific dates of employment and shall include certification from the R.N. Director or Supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills:

- α. Basic Bedside Nursing
 - Ambulation Techniques
 - Intake and Output
 - Bed-making
 - Neurological Check
 - Catheter Care
 - Personal Hygiene and Comfort Measures
 - Collection of Specimens
 - Positioning & Transfer
 - Diabetic Urine Testing
 - Range of Motion
 - Enema
 - Skin Care

- β. Aseptic Technique (May be demonstrated in classroom, lab, and/or patient care settings)
- Urinary Catheterization
 - Sterile Dressing Change
 - Sterile Irrigations

Applicants with formal nursing education may submit official transcripts for evaluation for possible credit in lieu of paid bedside nursing experience. The transcripts must be submitted to the Board directly from the school and must show theory and clinical hours completed.

- χ. Nursing Service in the Medical Corps of any Branch of the Armed Forces of the United States. This method requires you to:
- α. Submit proof of having at least twelve (12) months service on active duty in the medical corps of any of the armed forces rendering bedside patient care. The proof submitted must show date(s) and wards assigned.
 - β. Submit proof of having completed a basic course of instruction in nursing while in the armed forces.
 - χ. Submit proof that service was honorable (DD-214).
 - δ. Note: A combination of military and nonmilitary experience is not acceptable under this method. Proof of 12th grade education is not required under this method.
- δ. 4-Year Expired California Licensed Vocational Nurse.
Section 2892.1 of the Business and Professions Code specifies that a license which is not renewed for 4 years shall expire. An expired license cannot be renewed, re-issued or reinstated. The licensee is required to submit a new application and retake the licensure examination to receive a new license.

Applicants under this method must submit evidence of prior licensure with this Board (i.e., copy of expired license or license number, original issue date and expiration date.)

Please Note: State Boards of Nursing in many states require graduation from an accredited school of nursing. Please be aware that if you are deemed eligible for licensure in California using another method of qualifying (i.e., military experience or equivalent education and experience) you may not be eligible for licensure by endorsement in other states.

Program Objective

The Vocational Nursing program prepares students to be an entry-level health care provider who is responsible for providing basic nursing care under the direction of a physician or registered nurse. Duties of a vocational nurse can include basic bedside nursing care, measuring vital signs, administration of prescribed medications and treatments, and client education. Upon successful completion of the program the student will be eligible to take the NCLEX-PN exam.

Equipment and materials used for instruction include:

- Patient beds with side rails, Bedside commodes, Bedpans and urinals,
- Blood pressure equipment with cuffs, Stethoscopes,
- Urinary bags & condom catheters, Catheterization equipment,

- Walkers, wheelchairs, crutches & canes, Shower chair,
- Wound dressing supplies, Colostomy/ileostomy supplies, Gastric tube supplies,
- Syringes & needles, Intravenous post/stand with supplies, intravenous therapy supplies,
- Electronic thermometers / non-mercury thermometers, Microscopes & glass plates,
- Overhead projectors, television with VCR, Computers & software
- Pillows, flat and fitted bed sheets, blankets, Bedside tables & night stands, Meal trays,
- Simulation manikins for patient-care, delivery of infant, body parts, & simulation medications,
- Heel & bed protectors, Emesis and wash basins, Personal protective equipment
- Tracheostomy suctioning & dressing supplies, Nasal tubing & catheters
- Gait/safety belts, gloves (disposable), Patient gowns & shoes.
- Cleaning enema & equipment, Restraint equipment,
- Face masks with oxygen tubing, Resuscitation equipment, and

Terminal Objective

Upon satisfactory completion of the Program, the graduate will be prepared to:

1. Pass the NCLEX-PN® examination the first time it is taken.
2. Provide safe, effective care to all clients in a variety of healthcare settings.
3. Perform within the scope of practice for Licensed Vocational Nurses.
4. Foster communication, confidentiality, and collaboration between the clients, family and healthcare staff.
5. Grow personally and professionally within his/her chosen nursing field.
6. Utilize the nursing process to effectively meet the individual and unique needs of the client.
7. Provide client/family with health education and educate them about the community services and resources.
8. Serve as a positive role model to the upcoming generation of nurses.

Student - Instructor ratio: 8/15 to 1 (clinical); 30 to 1 (lecture)

Occupation: Licensed Vocational Nurse

Employers

- Acute Medical/Surgical Hospitals
- Convalescent Hospitals (Long Term Care, Skilled Nursing)
- Home Care Agencies / Doctor's Offices
- Outpatient Clinics / Ambulatory Surgery Centers
- Dialysis Centers / Blood Banks
- Psychiatric Hospitals / Correctional Facilities

SUMMARY OF INSTRUCTIONAL PLAN-VN PROGRAM HOURS AM & PM

Name of Program: Advanced Pro Nursing Institute

Date: 05/21/2012

Reference: Vocational Nursing Rules and Regulations: Article 5, section 2532 (Curriculum Hours) and section 2533 (Curriculum Content) ***includes 30 hrs Theory/60 hrs clinical credit of CNA Course as prerequisite**

Curriculum Content	Prerequisites	Term 1	Term 2	Term 3	Term 4	Comments	Totals
Anatomy & Physiology	54						54
Nutrition		18	2	2	2		24
Psychology		4	4	4	6		18
Growth & Development		10	10	10			30
Fundamentals of Nursing	30*(CNA)	50					80
Nursing Process		6	2	2	2		12
Communication		4					4
with pts with psych disorders			2	2	2		6
Patient Education		2	2	2	2		8
*Pharmacology	18 DoseCalc.	2	36	2	2		60
Medical/Surgical Nursing		22	67	40	39		168
Communicable Disease		10	1	1	6		18
Gerontological Nursing			4		7		11
Rehabilitation Nursing				10	10		20
Maternity Nursing				20			20
Pediatric Nursing				20			20
Leadership					10		10
Supervision					5		5
Ethics & Unethical Cond.		2			4		6
Critical Thinking		3	3	3	5		14
Culturally Congruent Care		3	2	2	2		9
End-of-Life Care		4			16		20
Total Theory Hours	102	140	135	120	120		617
Skills Lab Hours (Fund)		50	15	66	30		161
Clinical Experience Hrs +60h CNA		220	210	174	210		814
Total Clinical Hours		270	225	240	240		975

TOTAL PROGRAM HOURS

1592

Breakout of Clinical Hours by Topic Areas:

Topic	Hours	
Fundamentals	50	
Medical-Surgical (incl. 60h CNA)	784	
Pediatrics	48	
Maternity	48	
Leadership	30	
Supervision	15	
Total Clinical Hours	975	

Program Clock Hours

1592 Contact Hours / 56.5 Semester Credit Hours

Day Session: 60 Weeks, 15 months - Monday, Wednesday and Friday 7:00 am to 2:00 pm and every other Saturday 7:00 am to 2:00 pm

Evening Session: 61 Weeks, 15 months - Monday thru Thursday 5:00 pm to 10:00 pm and every Saturday 7:00 am to 2:00 pm, plus one weekday 7 am to 2 pm each month

Award: Diploma

ITEMIZATION & TOTAL TUITION FEES

Registration Fee	\$ 100.00	Non-Refundable
Books, ATI & Supplies	\$ 600.00	Prices fluctuate depending upon recent book editions & pricing changes by publisher
Student Tuition Recovery Fund	\$ 57.50	Non-Refundable
Tuition	\$ 23,000.00	Prorated upon withdrawal.

<u>Total Due For The Entire Program</u>	<u>\$ 23,757.50*</u>
<u>Total Charges For Current Period Of Attendance</u>	<u>\$ 9,428.57</u>
<u>Charges Due Upon Enrollment</u>	<u>\$ 6,114.64</u>

COURSE DESCRIPTIONS

Prerequisite Courses

CNA Certification Course : See Next Section for Information about CNA Prerequisite Course.

MT 01: BASIC MEDICAL TERMINOLOGY

Hours: 18

Semester Credit Hours: 1 Semester hour/unit.

Required as Prerequisite as Remediation Measure if TEAS Result less than 60%

Study of medical terminology: Basic structure of medical words including prefixes, suffixes, word roots, combining forms, plurals and abbreviations, pronunciation, spelling, and definition of medical terms.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

AP 01: INTRODUCTION TO ANATOMY & PHYSIOLOGY

Hours: 54

Semester Credit Hours: 3 Units. *Satisfies Prerequisite to VN Program.*

This course includes 54 hours of lecture without lab. This course provides an overview of Anatomy and Physiology presented by body systems. It focuses on body functions and the working together of all body systems to promote homeostasis. Fundamentals of the structure and function of the human body from an organ system perspective: Key concepts and basic principles of the chemistry of life and organic compounds, cells and tissues, cell physiology, organ systems, selected human diseases.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

PH 01: INTRODUCTION TO PHARMACOLOGY: Dosage Calculations

Hours: 18

Semester Credit Hours: 1 Unit

Introduction to pharmacology: Mathematics of calculating medication dosages, apothecary and metric conversions, and principles and techniques of administering medications. This course is required as a prerequisite to the Vocational Nursing Program.

OBJECTIVES:

Upon completion, students will be able to:

1. Make accurate conversions between metric and apothecary systems.
2. List specific equivalents in writing.
3. Calculate drug problems with a mathematical accuracy of 75%.
4. Define common medical abbreviations as they apply to the administration of medications.
5. Describe safe procedures for preparing and administering drugs.

Student Progress Evaluation

Weekly dosage calculation tests, assignments during and at the end of the course.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

GP 01: GENERAL PSYCHOLOGY

Hours: 54

Semester Credit Hours: 3

This course provides review of life tasks and skills throughout the lifespan. Students will be expected to gain a basic understanding of the core concepts of psychology throughout the lifespan with an emphasis on those aspects that may be encountered in the nursing profession. *After September 2012 this course material was incorporated into second semester of the Program and is no longer offered as a Prerequisite.*

Student Progress Evaluation

Weekly quizzes, group discussion, written tests, assignments and class presentations during and at the end of the course

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

Semester One:

FN 01: FUNDAMENTALS OF NURSING

Hours: 50 Lecture Hours, 40 Skills Lab Hours

Semester Credit Hours: 3.75

Pre-requisite Courses: Successful Completion of: CNA Certificate Course; AP-01 Anatomy & Physiology; PH 01: Introduction to Pharmacology; and MT 01 Basic Medical Terminology or TEAS Score greater than 60% and Satisfying all Admissions Criteria for Enrollment into the VN Program.

Provides knowledge about the origins of nursing and the role of the LVN; active participation in the learning process; beginning understanding of the nursing process and patient care planning, beginning skills in basic nursing procedures and in caring for patients with a variety of medical/surgical conditions, cultural sensitivity in providing care to patients, knowledge and skill in administering oral medications. Learn the theoretical framework for assessing and planning nursing care of the adult patient. Demonstrate skills in basic bedside nursing. Practice the principles of basic nursing care, good nutrition and rehabilitation in a simulated setting. Theoretical framework for understanding the process of assessing and planning care of adult patients: Supervised application of the principles and practices of basic nursing care.

Clinical Objectives for FN-01:

Upon completion of Fundamentals, in the skills lab the student will be able to :

1. Demonstrate the use of universal precautions and safety precautions.
2. Demonstrate the components of the physical assessment.
3. Demonstrate the proper procedures for each of the nursing procedures learned in this unit.

Theory Course Objectives:

1. Learn basic communication skills and techniques.
2. List components of the Nursing Process.
3. Utilize problem solving techniques in order to obtain information necessary for safe and individualized nursing care.
4. Define and correctly use medical terminology.
5. Explain the use of universal precautions and safety precautions.
6. Describe basic nutritional principles and standard hospital diets.
7. Describe the components of the physical assessment.
8. Explain the Influence of emotional factors upon the disease.
9. Explain the influence of culture, race and religion upon the health and wellness of the patient.
10. Explain the key parts of various skills learned during the unit.

Course Outline

I. Fundamentals of Nursing

- A. Orientation to school and study skills
- B. History of nursing
- C. Review of fundamental nursing skills
- D. Infection control
- E. Medical terminology Review
- F. Nutrition Basics
- G. Communication
- H. Math fundamentals
- I. Pharmacology
- J. Health and safety
- K. Physical assessment
- L. Competency Exam for Drug Dosage Calculations

II. Skills Lab

- A. Medical and surgical asepsis
- B. Patient unit care
- C. Oral care & denture care
- D. ROM
- E. Vital signs
- F. Feeding
- G. Bathing, pericare and catheter care
- H. Turn, move, position and transfer
- I. Physical assessment
- J. Sterile technique
- K. Isolation technique
- L. Nasogastric Intubation
- M. Foley Catheterization

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Skills & technique will be evaluated through return demonstration in skills lab, as well as how well a student performs the procedures at clinical facility. The grading scale is listed below.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes.

BN 01/MSN 01: BASIC MEDICAL/SURGICAL NURSING Semester 1

72 Lecture Hours, and 10 Skills Lab Hours, 140 Clinical Hours

Semester Credit Hours: 6 Units Total: 4.2 Units for Lecture plus 2.9 Units for Skills Lab/Clinical

Pre-requisite Courses: Successful Completion of: CNA Certificate Course; AP-01 Anatomy & Physiology; PH 01: Introduction to Pharmacology; and MT 01 Basic Medical Terminology or TEAS Score greater than 60% and Satisfying all Admissions Criteria for Enrollment into the VN Program. Successful completion of Fundamentals, or FN01 and health clearances: physical examination, negative TB test results, and immunizations; and CPR certification.

Provides knowledge about the origins of nursing and the role of the LVN; active participation in the learning process; beginning understanding of the nursing process and patient care planning, beginning skills in basic nursing procedures and in caring for patients with a variety of medical/surgical conditions, cultural sensitivity in providing care to patients, knowledge and skill in administering oral medications. Theoretical framework for understanding the process of assessing and planning care of adult patients: Supervised application of the principles and practices of basic nursing care.

Upon completion of BN-01, Basic Med/Surg Nursing, the student will be able to :

1. Demonstrate knowledge of the nursing process in providing safe, responsible, individualized nursing care to at least two patients.
2. Demonstrate efficient use of time & resources.
3. Demonstrate skill in communication & interpersonal skills.
4. Demonstrate appropriate attitudes and values as part of a healthcare team.
5. Prepare & administer oral medications using the 6 rights of drug administration and following all safety guidelines.
6. Discuss and explain the drugs administered, the reason for their use and side effects that might be expected.
7. Describe the biological factors affecting the action of drugs
8. Demonstrate ability to safely administer non-injectable medications and beginning skills in parenteral injections.
9. Apply principles of nursing care and pharmacology as learned in theory with emphasis on related medical and surgical conditions.
10. Explain relationship between diet and the treatment of specific diseases.
11. Recognize emotional changes due to illness, stress and anxiety in clients, peers and self.

I. Fundamentals of Nursing Applications of Knowledge on Written Exam:

- A. Development of study skills
- B. Competency Exam for Drug Dosage Calculations 75% Pass
- C. Review of fundamental nursing skills
- D. Infection control
- E. Medical terminology Review
- F. Nutrition Basics
- G. Communication
- H. Math fundamentals
- I. Pharmacology
- J. Health and safety
- K. Physical assessment

II. Skills Lab / Clinical Applications of:

- A. Medical and surgical asepsis
- B. Patient unit care
- C. Oral care & denture care
- D. ROM
- E. Vital signs
- F. Feeding
- G. Bathing, pericare and catheter care
- H. Turn, move, position and transfer
- I. Physical assessment
- J. Sterile technique
- K. Isolation technique

- L. Nasogastric Intubation
- M. Foley Catheterization

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Skills & technique will be evaluated through return demonstration in skills lab, as well as how well a student performs the procedures at clinical facility. The grading scale is listed below.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

NUTR 01: THERAPEUTIC NUTRITION

Hours: 18

Semester Credit Hours: 1 Unit

Survey of dietary principles: Their application to selected medical conditions needing modification of normal dietary requirements.

OBJECTIVES:

Upon completion, students will be able to:

1. Explain and discuss basic principles of nutrition for healthy individuals.
2. Apply basic principles of nutrition to special need situations such as weight management, pregnancy, lactation, and growth.
3. Modify the diet to provide nutritional support for surgical patients or those with diabetes, kidney disease, heart or blood vessel disease.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

Semester Two:

MSN 02: INTRODUCTION TO MEDICAL / SURGICAL NURSING

99 Hours Lecture, 15 hours Skills lab, 210 Hours of Clinical Experience

Semester Credit Hours: Total 10 Semester Units: 5.8 Units for Theory, 4.4 Units for Lab/Clinic

Prerequisite: FN 01, Nursing Fundamentals; and BN 01, Basic Nursing

This course provide fundamental skills in bedside nursing; theoretical framework for understanding the process of assessing and planning nursing care of the adult patient. The principles and practice of

basic nursing care; good nutrition and safe medication administration in the clinical setting are applied.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Skills & technique will be evaluated through return demonstration in skills lab, as well as how well a student performs the procedures at clinical facility. The grading scale is listed below.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

PH 02: INTERMEDIATE PHARMACOLOGY

36 Hours of Lecture

Semester Hours: 2 Semester Units

Prerequisite Successful Completion of PH 01

Study of specific drugs: Drug categories, dosages, and actions; and related nursing implications. This course is required for the certificate in Vocational Nursing.

OBJECTIVES:

Upon Completion, students will be able to:

1. Describe and discuss assessment, planning, implications, evaluation and teaching as they apply to the administration of medications.
2. List specific items to be included in patient and family teaching as they pertain to the administration of medications.
3. Identify the action, therapeutic use, desired effect, and adverse reactions of selected medications from each of the following systems: Central and autonomic nervous, cardiovascular, urinary, gastrointestinal, respiratory, endocrine; as well as anti-infective, anesthetic, anticonvulsant, anti-Parkinson's, anti-inflammatory, anticoagulant, and anti-anemic drugs.
4. List and explain in writing the major risk factors and related medications for a specific illness.
5. Explain in writing selected processes such as the biochemical basis for Parkinson's disease, effects of anti-inflammatory drugs on inflammation and three major phases of blood coagulation.
6. State the common sources of drugs.
7. Identify publications that are sources of official and non-official drug information. Describe the biological factors affecting the action of drugs.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

Semester Three

MSN 03: INTERMEDIATE MEDICAL / SURGICAL NURSING

Hours: 80 Lecture Hours, 18 Skills Lab Hours, 126 Clinical Experience

Semester Credit Hours: 7.5 Units Total: 4.7 Units Lecture, 2.8 Clinical/Skills

Prerequisite MSN 03, All Coursework of Semesters 1 and 2.

Common health problems of adults: Dietary therapy and medications; socioeconomic, psychological, and cultural factors related to patient care; and supervised application of the principles and practices of inter-mediate nursing care of adults in clinical settings. This course is required for the AA degree and certificate in Vocational Nursing.

OBJECTIVES:

Upon completion, students will be able to:

1. Explain the normal structure and function, verbally and in writing, of the body systems studied.
2. Apply principles of nursing care to patients regarding pre- and post-operative care and medical -surgical asepsis.
3. Identify the nutritional needs of patients related to their illness.
4. Develop skills in problem solving.
5. Practice safety in patient care.
6. Explain the nursing role in assisting with diagnostic tests.
7. Demonstrate knowledge of diagnostic measures for selected conditions, physiologic effects of disease.
8. Demonstrate knowledge of anatomy and physiology of selected medical-surgical conditions, relationship between diet and the treatment of disease, emotional changes due to illness, community resources and techniques for prevention of disease.
9. Develop further skills in treatments, procedures, communication (written and oral), problem-solving techniques, work organization, prioritizing, charting, and administering medications.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Skills & technique will be evaluated through return demonstration in skills lab, as well as how well a student performs the procedures at clinical facility. The grading scale is listed below.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

MN 03: MATERNAL / OBSTETRICAL NURSING

Hours: 69, includes 20 hours lecture and 48 hours Clinical/Skills Lab

Semester Credit Hours: 2.0

Prerequisite: Medical/Surgical Nursing 1

Principles of nursing care of patient during prenatal, labor, delivery, and postpartum periods: Observation or participation in obstetrics and/or care of the newborn in hospital settings or simulation; learn the principles of nursing care of client during pregnancy, labor, delivery and postpartum periods, including the related issues of medications, diet therapy, socioeconomic, psychological and cultural factors. Clinical supervision of simulated and/or actual nursing care of women during the perinatal experience is provided.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Skills & technique will be evaluated through return demonstration in skills lab, as well as how well a student performs the procedures at clinical facility. The grading scale is listed below.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

PN 03: PEDIATRIC NURSING

Hours: 69, includes 20 hours lecture and 48 hours Clinical/Skills Lab

Semester Credit Hours: 2.0

Prerequisite: Medical/Surgical Nursing 1

Normal growth and development of the child will be explained. Common health problems of children and related issues including medications, diet therapy, socioeconomic, psychological and cultural factors are discussed and researched. Clinical supervision of students will include the application of principles and practices of nursing care for children.

OBJECTIVES FOR MN-03 AND PN-03:

Upon completion of MN 03 and PN 03, students will be able to:

1. Establish a philosophy of child health in building knowledge of the major health problems of children.
2. Describe and discuss a child's normal pattern of growth and development from birth to adolescence.
3. Explain and discuss disease processes and medical treatments that are specific to children.
4. Teach parents about basic health care, growth and development, and changes that occur upon pediatric hospitalization.
5. Establish effective relationships with families and other members of the health team.
6. Identify structures and functions of the male and female reproductive systems.
7. Identify reproductive system changes during pregnancy, including signs/symptoms of complications.
8. List and explain nutritional needs associated with pregnancy.
9. Describe and discuss total
10. Birthing process: Patient education, stages of labor, complications.
11. List the physiological characteristics of the neonate.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Skills & technique will be evaluated through return demonstration in skills lab, as well as how well a student performs the procedures at clinical facility. The grading scale is listed below.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

Semester Four

MSN 04: **ADVANCED MEDICAL / SURGICAL NURSING**

Hours: 120 Lecture Hours, 30 Skills Lab Hours, 210 hours Clinical Experience

Semester Credit Hours: 11.7 Units Total: 7 Units Lecture, 4.7 Units Clinical/Skills

Prerequisite MSN 03, All Coursework of Semesters 1, 2 and 3.

Study of selected health problems of adults requiring specific advanced nursing-care measures: Related dietary therapy, medications, and patient knowledge of specific treatments; supervised application of the principles and practices of advanced nursing care of adults in clinical settings; emphasis on preparation for licensure and employment.

OBJECTIVES:

Upon completion, students will be able to:

1. Identify types of leadership qualities desirable in an effective leader/charge nurse.
2. Discuss the function of the kidney, obstructive disorders, and renal dialysis including fluid and electrolyte balance.
3. Describe the symptoms of sexually-transmitted diseases, particularly AIDS, including etiology, complications, treatment, and psycho-social implications.
4. Describe and discuss etiology, signs and symptoms, treatment, and prognosis of cervical and ovarian cancer.
5. Describe pre-operative care and post-operative wound healing (e.g., for a hysterectomy).
6. Describe signs and symptoms of infectious/inflammatory neurological conditions.
7. Compare and contrast respiratory acidosis and alkalosis using results of arterial blood gasses.
8. Discuss and interpret the signs, symptoms, and treatment associated with thyroid/parathyroid disorders.
9. List common obstructive disorders including infections of the lower gastrointestinal tract.
10. Compare and contrast young adulthood versus middle age analyzing goals, strengths, and concerns.

Student Progress Evaluation

Weekly quizzes, written tests, assignments and class presentations during and at the end of the course.

Skills & technique will be evaluated through return demonstration in skills lab, as well as how well a student performs the procedures at clinical facility. The grading scale is listed below.

Assessment Criteria

Meeting the established learning objectives for both theory and clinical for each course and on-going student outcomes

Textbooks

- *Foundations of Nursing*, 6th edition by Christensen and Kockrow. T.
- Another required text is the Saunders Comprehensive Review for the NCLEX-PN Examination -4th edition by Silvestri, RN,MSN. (2009 or later editions). Used as a supplemental text in Semesters 2 through 4. This text will be incorporated throughout the program to enhance test taking skills along with
- ATI books and online practice and proctored tests.

[Course syllabi are reviewed bi-annually at faculty meeting; it was last reviewed on June 11, 2012 by members of faculty].

Semester Credit Hours

Clock hours reflect the total number of hours spent in the classroom. One clock hour is equal to 50 minutes of instruction in a 60 minutes period. The total clock hours and semester credit hours is as follows:

<u>Program</u>	<u>Hours</u>	<u>Semester Credit Hours</u>
Vocational Nursing	1592	56.5

Course credit units are computed on a quarter credit basis reflecting the number of hours spent in the classroom, lab, or in a clinical setting. Semester credit hours are based upon the following criteria:

17 Lecture Hours = 1 Semester Unit Credit

50 Lab Hours/Clinical Hours = 1 Semester Unit Credit

MINIMUM ACADEMIC PROGRESS

	Number of Contact Hours	Minimum GPA	Completed Units
Vocational Nursing <i>Pre-requisites (incl CNA CI 60 + 30 Theory)</i>	162	2.5 (75%)	9.2
Vocational Nursing <i>Semester 1</i>	350	2.5 (75%)	11.5
Vocational Nursing <i>Semester 2</i>	360	2.5 (75%)	12.5
Vocational Nursing <i>Semester 3</i>	360	2.5 (75%)	11.5
Vocational Nursing <i>Semester 4</i>	360	2.5 (75%)	11.8
Totals	1592		56.5

Clock hours reflect the total number of hours spent in the classroom. One clock hour is equal to 50 minutes of instruction in a 60 minutes period. The total clock hours and semester credit hours is as follows:

NCLEX PASS RATES

School	City	Current Quarter 01/01/2012 – 03/31/2012					Year to Date 04/01/2011 to 03/31/2012			
		Grad Date	Cand	Pass	Fail	%Pass	Cand	Pass	Fail	%Pass
APNI	Hayward	10-11	5	4	1	80	5	4	1	80
		12-10	0	0	0	0	10	7	3	70
		06-10	0	0	0	0	2	0	2	0
		Total	5	4	1	80	17	11	6	64.71

2. NURSING ASSISTANT PROGRAM (NA)

This is a 150 hours class for students who wish to work in an acute care or convalescent hospital, or a home care environment. Successful completion of the program will make students eligible to take the State Certification exam, administered by a state-approved testing vendor. Upon passing the exam, students will be credentialed as a Certified Nurse Assistant by the California Department of Health Services.

<u>Syllabus:</u>		<u>Theory</u>	<u>Clinical</u>
Module I	Introduction	2	0
Module II	Patient's Rights	2	1
Module III	Interpersonal Skills	2	0
Module IV	Prevention Management of Catastrophe and Unusual Occurrence	1	1
Module V	Body Mechanics	2	4
Module VI	Medical and Surgical Asepsis	2	8
Module VII	Weights and Measurement	1	1
Module VIII	Patient Care Skills	14	44
Module IX	Patient Care Procedures	7	20
Module X	Vital Signs	3	6
Module XI	Nutrition	2	6
Module XII	Emergency Procedures	2	1
Module XIII	Long Term Care Patient	2	0
Module XIV	Rehabilitative Nursing	2	4
Module XV	Observation and Charting	4	4
Module XVI	Death and Dying	2	0
TOTAL		50	100

Eligibility/Admission Requirements

- Minimal 16 years of age
- Have GED (General Education Diploma) or equivalent, or
- English by: ABT - By passing the Combined English Language skills Assessment (CELSA), Form 1 and 2. The approved passing scores on this test are: CELSA Form 1 (97), Form 2 (97).
- No criminal record
- Physical examination with PPD Skin test (Chest X-ray if needed)
- Live-scan fingerprinting (for criminal background/conviction clearance)
- ARC, CEP Exam fee

Students to Instructor ratio = 15:1 (clinical), 30:1 (classroom)

ITEMIZATION & TOTAL TUITION FEES

Registration Fee	\$ 75.00	Non-Refundable
Books, & Supplies	\$ 25.00	
Student Tuition Recovery Fund	\$ 2.50	Non-Refundable
Tuition	\$ 1,000.00	Prorated upon withdrawal.
<u>Total Due For The Entire Program</u>		<u>\$ 1,137.50*</u>
<u>Total Charges For Current Period Of Attendance</u>		<u>\$ 637.50</u>
<u>Charges Due Upon Enrollment</u>		<u>\$ 137.50</u>

Course Descriptions:

The 150-hour Nurse Assistant Training course teaches students how to provide quality care to residents in nursing homes. Upon successful completion of the course students will qualify to take the State Competency Test to be a Certified Nurse Assistant (CNA).

The course prepares students to seek employment in various health care settings, including skilled nursing facilities, hospice care, board and care/retirement facilities, rehabilitation hospitals, psychiatric hospitals, and day care facilities for the elderly.

During the training students learn numerous skills; including taking and recording the patient's blood pressure; temperature, pulse, and respirations. Students also learn to assist patients with the activities of daily living, including bathing and hygiene, using the toilet, and exercise; applying safe and correct techniques to assist patients with moving, walking, and positioning; recording vital information on appropriate medical forms and bedside charts, and responding properly to emergencies.

- **Program Part 1 (Theory):**

The first part of our nurse assistant training takes place in the classroom. During classroom training, students will learn all aspects of patient care, through lectures as well as hands-on demonstrations and practice. Students are required to be certified in CPR /AED for Health Provider, a 2yr Certification equivalent to American Heart Association Basic Life Support.

- **Program Part 2 (Clinical):**

Upon completion of the classroom training, students will begin the second part of the program which consists of clinical training. During clinical training students will work directly with patients in a health care facility. They will be supervised by a Licensed Nurse, who is a staff

member of our school, and is also licensed by the State of California as a Nurse Assistant Instructor. Each Nurse Assistant Instructor will never have more than 15 students. This assures personalized instruction. During the externship students will work side by side with other aides, nurses and medical professionals. They will learn what working as a certified nurse assistant is like every day in an actual facility.

3. HOME HEALTH AIDE PROGRAM (HHA)

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

Introduction	2	0
Interpretation of Medical and Social Needs of People	5	0
Personal Care Services	5	15
Nutrition	5	3
Cleaning and Care Tasks in the Home	3	2
TOTAL	20	20

Eligibility/Admission Requirements:

- Must be a Certified Nursing Assistant to qualify for admission (submit proof)
- Have GED (General Education Diploma) or equivalent, or
- English by: ABT- By passing the Combined English Language skills Assessment (CELSA), Form 1 and 2. The approved passing scores on this test are: CELSA Form 1 (97), Form 2 (97).
- No criminal record
- Physical examination with PPD Skin test (Chest X-ray if needed)
- Live-scan fingerprinting (for criminal background/conviction clearance)

Students to Instructor ratio = 15:1 (clinical), 30:1 (classroom)

ITEMIZATION & TOTAL TUITION FEES

Registration Fee	\$ 75.00	Non-Refundable
Books, & Supplies	\$ 25.00	.
Tuition	\$ 300.00	Prorated upon withdrawal.
<u>Total Due For The Entire Program</u>		<u>\$ 325.00*</u>
<u>Total Charges For Current Period Of Attendance</u>		<u>\$150.00</u>
<u>Charges Due Upon Enrollment</u>		<u>\$100.00</u>

These courses lead, upon successful testing and/or application to the California Department of Health Services, to credentialing as Certified Home Health Aide.

Course Descriptions:

The following subjects are discussed and tested during the theory portion (20 hours) of the class:

- Students will be Introduced to the structure of home health agencies, the payers and the payees for care, the different types of health organizations such as HMOs, PPOs, Medicare, MediCal; and the interpretation of medical and social needs of people will be discussed. Since the Home Health Aide will be working on their own while at the client's home, they have to learn to communicate and report any abnormal findings or observation to their immediate supervisors. HHAs should know their role in providing personal care services for clients in their homes; the cleaning and care tasks such as preparing a light nutritious meal for the clients; tidying up the kitchen, vacuuming and maintaining cleanliness, and doing the client's laundry. Safety issues such as fall prevention, how to respond to emergency situations, departments to call and people to notify will be instructed. Infection control and the importance of hand washing will be further emphasized. Care of the dying and dead and notify of the family or undertaker will also be discussed.

The following topics and skills are discussed, demonstrated, and practiced during the clinical portion (20 hours) of the class:

- Making an occupied bed, moving patients in bed/bath, assist with tub/shower, foot Care, oral hygiene, shaving, dressing patient, walking or ambulating, transferring, feeding, laundering, Shopping, meal preparation, giving bedpan/urinal/bedside commode, catheter care, range of motion exercises, applying elastic stockings, start b bowel regime, using equipment, recording intake and output, writing incident report for any kind of injury on the job, rules regarding enema, medications, and dressing changes. Emergency situations, CPR performance, and ethics and confidentiality.

Academic Calendar

Vocational Nursing Program	
<i>Start Date</i>	<i>Scheduled Graduation Date</i>
September 3, 2012	November 1, 2013
January 2, 2013	February 29, 2014

Break Schedule

November 22-- 23, 2012	Thanksgiving Days
December 23, 2012 – January 2, 2013	Winter Break
April 7 -- 14, 2013	Spring Break
July 4, 2013	Independence Day
August 25 -- September 2, 2013	Summer Break and Labor Day
November 21 -- 22, 2013	Thanksgiving Days
December 18, 2012 – January 2, 2013	Winter Break
April 1 -- 8, 2013	Spring Break
July 4, 2013	Independence Day
August 26 -- September 2, 2013	Summer Break and Labor Day

ACADEMIC POLICIES

Satisfactory Academic Progress & Evaluation

Student progress is evaluated during and at the end of each course through weekly quizzes, written tests, class presentations, & assignments. Progress for courses that consist of lecture and lab activities is based on obtaining a “C / 75%” or better (2.5 GPA). Progress for clinical evaluations is evaluated through return skills demonstration in skills lab and at clinical sites; and it's defined as maintaining a “S3,” as defined below under, “Grading Policy.” Failure to achieve and maintain a level of 75% and S3 will result in a meeting with the instructor where an action plan will be developed with the student.

Remediation / Make-Up Policy

Student improvement is important to us. Students are informed and encouraged to discuss any concerns with the appropriate instructor. If a student is having a problem, failing a test, or not performing adequately in clinical, the appropriate instructor will discuss this with the student; learning what is happening from the student's point of view and what they think they should do. Two types of forms are used, one for clinical and one for theory. The Program Director (PD) is informed as soon as this occurs. Changes have been made in when instructors must put the student into remediation or probation as well as when to notify PD. A review with the instructors is done during Faculty Meeting as to any students put on or taken off remediation. If a student is placed on remediation a second time s/he must meet with the Program Director (PD).

Maximum Time Frame

Students are required to complete their program within 1.5 times the number of hours / credit hours in the program for which they are enrolled (i.e. if a student is enrolled in a 1571 hour program, the student may not attempt more than 2356.5 hours). A leave of absence or scheduled breaks are not considered when calculating maximum time frame. Students who exceed the maximum time frame will be withdrawn from the program.

Grading Policy

Lecture / Lab Course Grading Scale:

Lecture / Lab Course Grading Scale:

90% - 100%	= A)	80% - 89%	= B
75% - 80%	= C	Below 75%	= F (Fail)

Clinical Course Grading Scale:

The clinical performance of the student is explained in terms of self-direction and safety.

5 = Functions safely at an above-average degree of self direction. Can be relied on to carry out nursing responsibilities safely and thoroughly. Requires guidance and instruction in complex or unique situations only. Maintains this level of performance consistently throughout a given clinical experience.

- 4 = Functions effectively with minimum direction. Relates previous and present knowledge to nursing responsibilities without assistance for problem recognition is able to function with minimal instruction and guidance.
- 3 = Functions effectively with moderate guidance. Needs the guidance and instructions required by most student at the same level in the program.
- 2 = Needs frequent reminders to recognize and maintain a safe level of practice.
- 1 = Unsafe without close supervision. Needs frequent, direct guidance and detailed instruction to prevent errors or dangers.
- 0 = Unsafe-to-practice. Endangers safety of the patient when nursing actions and interventions are unsupervised. No clinical objectives met.

Satisfactory (**S**) = Met 85% - 100% of daily/weekly objectives for the rotation.

Incomplete (**I**) = Met <85% of daily/weekly objectives for the rotation.

Needs Improvement (**NI**) = Needs more guidance and instruction than most students at this level.

Unsatisfactory (**U**) = Does not practice safely without frequent instruction and constant supervision.

Number and letter grades will be combined, i.e. "S3."

If a student does not complete a course or earn a grade, the following will identify the student progress:

W = Withdrawal, a "W" grade is provided when a student leaves the course due to a leave of absence or is withdrawn from the school prior to the scheduled completion of a course. Any course with a "W" grade is not calculated into the grade point average.

I = Incomplete, an "I" grade will be provided for any course that a student and instructor develop a written plan for an extension to provide work by a date, no later than two weeks by the end of the course. Any course with an "I" grade is not calculated into the grade point average. An "I" grade will be changed to an "F," after two weeks of the end of the course if the written plan is not completed.

T = Transfer of Credit, a "T" will be provided for any course that is transferred in due to being taken at another institution or through experiential learning as described in the policy above. Any course with a "T" grade is not calculated into the grade point average.

R = Repeat, an R will be provided for any course that is repeated on the prior course attempted. Any course that has a grade of "F" (Fail) or "W" (Withdrawal) is required to be repeated. Any course with an "R" grade is not calculated into the grade point average. However, courses will be considered hours / credit hours attempted for the purpose of determining maximum time frame.

Advance Pro Nursing Institute does not offer non-credit or remedial courses.

Attendance

Tardiness and excessive absences are unacceptable. Students are cautioned that non-attendance interferes with the ability to complete the program. The programs follow a sequential pattern from basic to more complex information. Experiences in the clinical area cannot be duplicated and valuable learning opportunities are lost due to absences and tardiness.

The student is responsible for letting the school, and instructor, know about any absence as soon as possible. Any school absence or tardy due to emergencies, religious or cultural holidays, or commute will be reviewed and due consideration taken.

Attendance is taken by having the student sign an attendance sheet. If student is tardy, the instructor is responsible for writing in the number of minutes tardy, and any absences on the attendance sheet. All missed time due to tardiness and absences must be made up in the manner and time convenient to the school and the instructor.

A student who misses one week (7 calendar days) in a row will be withdrawn from the school.

Absentee/Tardiness Follow-Up

First absence, or two days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file. Make-up work required.

Second absence, or three days of tardiness: meeting with the student and instructor. Signed written warning placed in the student file, which includes the issue, resolution and consequences, which can lead up to, or include withdrawal from the program. Make-up work required.

Third absence, or four days of tardiness: student to attend faculty meeting and provide details regarding the reasons for the absences/tardiness. A 5% grade penalty is assigned and one more absence or tardiness results in withdrawal from the program. Make-up work required.

Accurate attendance records in both theory and clinical are maintained. Attendance records are maintained for at least five years after the last day of attendance.

Academic Rights and Freedoms

Advanced Pro embraces those aspects of academic freedom that guarantee the freedom to teach and the freedom to learn. Free inquiry and free expression for both students and faculty are indispensable and inseparable. Students, whether from the U.S. or from foreign countries, as members of the academic community are encouraged to develop a capacity for critical judgment and to engage in a sustained and independent search for truth. No student is required to engage in research on any topic or to make statements of any kind, unless it is the student's wish to do so.

Confidentiality Policy

Under federal law and APNI policy, educational records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

As part of their duties and responsibilities, all employees shall maintain the confidentiality of all such records during and after their period(s) of employment at APNI. Any unauthorized disclosure may be grounds for immediate termination, prohibition of future employment and/or disciplinary action up to and including dismissal from APNI.

Probation

For a student who does not receive a 75% or higher or S3, he/she will meet with the School Director and instructor. The student will be placed on probationary status and an action plan developed for one course or clinical rotation, as applicable. At the end of the probationary period the action plan terms are reviewed to determine completeness. If the action plan terms are complete the student will be removed from probation and considered to be making satisfactory academic progress.

A student who fails probation is subject to withdrawal, extended probation (one additional course or clinical rotation), or must repeat the class. Repeating a class will extend the scheduled graduation date.

Leave of Absence Policy

Requests for leave of absence may be granted for emergency reasons only. The student must submit a written request to the School Director for approval. Supporting documentation may be required. A student may be granted a leave of absence not to exceed a total of 180 calendar days in a 12-month period. Taking an LOA will require make-up work which may postpone graduation. If a student does not return at the expiration of a leave, the withdrawal policy above will apply.

Withdrawal

If a student chooses to withdraw from school, they need to provide written notice. If a student does not attend class and is not on an approved Leave of Absence, and fails to notify the school for a period of one week (7 calendar days), the student will be deemed withdrawn as of the last date of attendance. The student will be eligible for reinstatement and receive credit for classes successfully attended and monies previously paid, for a period not to exceed 15 months.

Dress Code/School Uniform

Students are to attend classes and field trips in navy blue polo shirt with the school logo on left upper chest, and khaki pants. White scrubs (top and pants) should be worn to all clinical rotations.

Student Conduct

Students are to treat all members of the staff, other students, clinical staff and patients with respect and dignity. A student who willfully destroys school/clinical property, attends school under the influence of illegal drugs and/or alcohol, is disruptive, insubordinate, caught cheating, is boisterous, obscene, vulgar, or disrespectful may be suspended or withdrawn.

Appeal / Reinstatement Policy

Students may appeal any decision regarding their progress, probation, suspension, or withdrawal. All appeals must be submitted in writing to the School Director within two (2) weeks of the action causing the appeal. The letter of appeal should include any reasons or extraordinary circumstances as to why the decision should be reversed, with supporting documentation, as applicable. The appeal will be reviewed and the student will be notified of a decision in writing within 10 days.

If an appeal for mitigating circumstances is granted due to a student not meeting satisfactory academic progress, the student will be considered to be making satisfactory academic progress during the probationary period.

Sexual Harassment

It is unlawful to harass a person (an applicant or employee) because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, requests for sexual favors, and other verbal or physical harassment of a sexual nature.

Harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's sex. For example, it is illegal to harass a woman by making offensive comments about women in general.

Both victim and the harasser can be either a woman or a man, and the victim and harasser can be the same sex.

Although the law doesn't prohibit simple teasing, offhand comments, or isolated incidents that are not very serious, harassment is illegal when it is so frequent or severe that it creates a hostile or offensive school environment or when it results in an adverse academic decision (such as the victim being terminated from school).

Students with Disabilities

APNI does not discriminate against any prospective student based on disability, race, religion, sex, national origin, and other characteristics. Disability is defined by the ADA as "a physical or mental impairment that substantially limits a major life activity."

Graduation

A student will be eligible for graduation upon meeting the following conditions:

1. Completed all required hours of theory, lab, clinical and remediation / make-up work;
2. maintained a minimum GPA of 2.5 (75%) and S3 in clinical; and
3. Cleared all financial obligations.

STUDENTS LEARNING OUTCOMES

The objective of the Vocational Nursing program curricula is to provide a positive, innovative learning model that fosters the development of critical thinking and problem solving skills so that the certificated students are equipped to deliver care to a culturally diverse population in a variety of healthcare settings.

Students completing the allied health programs will collaborate with other members of the health care team, will be effective communicators, will become politically aware, and will demonstrate a commitment to life-long learning. Upon successful completion of the NCLEX-PN students will be able to function within the scope of practice as defined in the Vocational Nursing Practice Act:

1. Provide competent nursing care based upon scientific principles for patient of any age in a variety of work settings under the direction of the registered nurse or physician
2. Communicate effectively with the patients, families, peers, and other members of the health team.
3. Utilize the Nursing Process to individualize patient care in any health care setting
4. Assist in the learning process by teaching patients to achieve and promote optimal health maintenance and wellness
5. Incorporate leadership skills by managing a group of patients and directing other members of the health care team within the vocational nurse's scope of practice.

CAMPUS SAFETY & CRIME AWARENESS

Substance/Alcohol Use and Abuse

Advanced Pro has a clear policy on the use of drugs and alcohol on school property. These policies are in line with Federal, State, and local laws and are enforced as such. The unlawful manufacture, distribution, dispensation, possession or use of drugs in or on school owned or controlled property is prohibited. No member of the school community is permitted to report to work or class while under the influence of drugs or alcohol. The school is committed to the enforcement of Federal, State and local alcohol laws. All reported violations of these policies are referred to the appropriate authority.

Safety Monitoring

The school campus is closely monitored via surveillance cameras and emergency call numbers to local police stations are located throughout the campus.

The school encourages all persons to report criminal activity that occurs on campus to the office of Campus Security Services and/or the appropriate law enforcement agency.

STUDENT SERVICES

Orientation

Orientation is provided for all students on the first day of class in Semester one (1) and three (3). Orientation consists of familiarizing students with the school facilities, policies and procedures, as well as, introduction to staff and faculty members.

Academic Advising

Academic advising may be initiated by school personnel or the student when the need is identified. The school provides students support in academic and vocational guidance.

Referrals

Referral information will be provide to a student in need of guidance and/or support from a local program / agency, such as, transportation, counseling, housing, and medical services.

Housing

Advanced Pro Nursing Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Hayward, CA rental properties start at approximately \$900.00 per month.

Parking

Parking spaces are limited, students are encouraged to carpool or park on the street or parking lot across the street.

Tutoring

A student may request from their instructor to set an appointment for individual tutoring at anytime he/she feels additional support in a particular class is needed.

Scholarships/Financial Aids

The school offers partial scholarship to qualified students per program. VN program tuitions may be paid by monthly installments with no interest charges. The school does not provide other financial aids or government grants.

Computer and Internet Access

Computers and internet access is available for student use to support the educational experiences.

Library

Library resources are available for use that includes books, magazines, CD's, and DVD's. Students may access the resources Monday through Friday 9:00 am to 5:30 pm; and weekends are by arrangement only. There is a check-in checkout system for removing resources from the library.

Local library resources are available within 5 miles of the school: Union City Library - 34007 Alvarado-Niles Road Union City, California 94587; Hayward State University- 25800 Carlos Bee Blvd., Hayward, CA 94541; Hayward Public Library - 835 C St., Hayward · Hayward Branch Library - 27300 Patrick Ave., Hayward, CA 94544.

Employment Assistance

The school will make every effort to assist graduates in developing job-obtaining skills such as resume and cover letter development, interviewing skills and appropriate post-interview follow-up activities. Advanced Pro Nursing Institute cannot and does not guarantee employment or salary, but makes every effort to assist each graduate in their job search.

Grievance Procedure

When a concern occurs, the student is asked to discuss the concern directly with their instructor. If a resolution does not occur, the student is to fill out a "concern" form and make an appointment to meet with the program director. The formal written concern must state: The issue, desired outcome, and should include any documentation to support the concern. If a resolution does not occur, the student's request will be sent out to the School Director. The School Director will review the written statement and any supporting documentation, all presented information, gather facts and provide a written response to the student within ten (10) working days. The School Director's decision is final.

"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."

ADMINISTRATIVE POLICIES

Non-Discrimination

Advanced Pro Nursing Institute is committed to a policy of nondiscrimination in matters of admissions, employment and in access to and participation in its education programs, services, and activities. No person shall be discriminated against on the basis of race, national and ethnic origin, age, gender, sexual orientation, marital status, religion, creed, or disability.

Prospective students that may need reasonable accommodations in the classroom or lab environments may request such accommodations at the time of enrollment with disability documentation. The School Director will evaluate the request to determine if the school can reasonably meet the request. Students considered disabled under the American Disability Act must meet the same performance standards as any other student during clinical experiences.

Student Malpractice Insurance

Student malpractice insurance coverage is provided to students during school hours. Students are expected to buy their own malpractice insurance.

Drug and Alcohol Policy

Illegal drugs and/or alcohol is not permitted nor tolerated at the school or any clinical site. If a student exhibits signs of being under the influence the student will be dismissed for the day, and may be withdrawn from the program. The student may not attend class until cleared by a healthcare professional.

Student Records

Student records will be maintained at the school site for five years from the last date of attendance. Transcripts are maintained indefinitely.

Recordkeeping Policy and Procedures

Policy

1. APNI ensures that students records are maintained systematically and are up-to-date and accurate
2. APNI ensures records are managed with integrity and the confidence of staff, instructors and students are upheld at all times
3. APNI advises staff of their responsibilities in the regard as part of their induction process
4. APNI monitors the effectiveness of its record management system and makes amendments where necessary
5. Records relating to this policy include but not limited to are:
 - a. Students / staff / trainer records
 - b. Meeting minutes
 - c. Policy and procedures

- d. Facilities/clients feedback
- e. The Privacy Policy of APNI preserved at all times and information is only released as per the policy

Procedures: Maintenance of records

1. A file for each student who enrolls in this institution whether or not the student completes the educational service will be kept and maintained.
2. Student records including enrollment documentations showing the total amount of money received and refund, dates and times etc., transcripts of education or training, TEAS test, prior experiential learning, award of credit, transfer credits, degrees and diplomas, GED or equivalency, grades etc. are collected and stored in the Finance Office. Confidentiality of these records is adhered to at all times. Student records are held for a period of up to 50 years as per Section 71920 (b)(5) at the school's primary administrative location in California.
3. Student information is saved in the Student Management System that is accessible to Management Staff only. This system is designed to manage student records from inquiry stage to enrolments and ongoing management of their records.
4. The Director(s) of the program(s) is responsible for entering and updating students' enrolment data and the Office Manager is responsible for entering all relevant student information and is available at all time during business hours for records inspection. Hard copies are kept in the fire resistant cabinets in Director's office.
5. All Policies and Procedures are accessible to internal staff via a hard copy manual and are visible on the company's server under "Record Keeping Policies and Procedures".
6. Current Policies and Procedures are available to staff and students via the Advanced Pro Nursing Institute's staff and student handbook or website.
7. APNI will maintain current records of all students and assessors. All documentation is stored in individual student files located in the office of the Office Manager.
8. All records on the school's record management systems are backed up monthly.

Changes

The School reserves the right to make changes at any time with regards to programs, curriculum, start dates, policies and procedures, and other rules as deemed necessary. Changes will be made and implemented in accordance to laws, regulations and standards that govern the school.

Transcripts

Each graduate will be provided one official transcript, at no cost, upon request for one month after graduation. Additional transcripts will be charged at the rate of \$10.00 per copy mailed or picked-up at the school.

CANCELLATION, WITHDRAWAL AND REFUND POLICY

Student's Right to Cancel

1. You have the right to cancel your for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Advanced Pro Nursing Institute, 2505 Technology Drive, Hayward, CA 94545. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

Withdrawal from the Program

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$100.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for one week (7 consecutive calendar days).
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of one week (7 consecutive calendar days).

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be paid to the student.

STUDENT APPEAL OF DISMISSAL FOR CLINICAL PERFORMANCE

Policy:

The clinical laboratory instructor(s) of the APNI Allied Health Department has the responsibility and authority to evaluate, assess, and grade the academic performance of a student consistent with clinical standards defined in the program.

The instructor has the responsibility and authority to remove a student from the clinical laboratory class and dismiss a student from the program for cause. For purposes of this policy, "cause" is defined as where, in the instructor's professional judgment, the instructor has determined that the student's clinical performance fall below the acceptable standard of care for the patient as outlined in the program objective and evaluation requirements and poses a substantial danger to the health and welfare of the patient.

An instructor may immediately remove a student under this policy where the student's performance poses an immediate and substantial danger to the health and welfare of the patient and where pre-removal written notice is impracticable. In that situation, and where practicable, the instructor should provide the student with an oral explanation of the reasons for the removal and complete the written notice within two days.

In the situation where the instructor concludes that cause exists for removal and dismissal from the program, where prior counseling has not led to improvement in the student's clinical performance, and where there is substantial but not immediate danger to the patient, the instructor may remove the student upon providing the student with written notice of intent to dismiss.

This policy and its procedures are not to be used when a student's clinical performance is unsatisfactory and does not pose a substantial danger to the health and welfare of patients.

Where the instructor removes the student without advance written notice of intent to dismiss, the Assistant Dean of Student Services shall provide the student with a written notice within three days of removal.

The written notice of intent to dismiss shall set forth the facts giving rise to the decision to remove the student, the reasons for the dismissal and summarize any prior counseling given to the student. The notice shall be hand delivered to the student or mailed by certified mail, return receipt requested.

Upon receipt of the notice of intent to dismiss, the student may request an immediate hearing under Section 11 of the procedures of this policy, if such request is made in writing within three days of receipt of the notice. Alternatively, the student may elect to appeal the removal and intent to dismiss through the District's Student Academic Grievance Hearing Procedure", as provided in Section 11 of the procedure of this policy.

A student who requests an immediate hearing under Section 11 of this procedure will be allowed to attend all classes except clinical laboratory classes until a finding is made by the Allied Health Student Grievance Committee. If the Committee's finding recommends that the instructor's decision be upheld, and this finding is accepted by the Dean of Student Services, the student may continue the appeal procedures under this Policy but shall not be allowed to attend further classes. If the

Committee finds that the instructor's decision was without cause as defined above or based on mistake, fraud, bad faith, or incompetence, and this finding is accepted by the Dean of Student Services, the student may continue to attend classes except for clinical laboratory classes, pending any appeal made by the instructor.

A student who successfully appeals the removal and dismissal decision shall be reinstated into the program and his/her academic record will be expunged of references to the decision. The college shall provide the student with assistance in making up any clinical training lost during the appeals process.

A student who is dismissed from the program may apply for re-admission pursuant to program policy which may require evidence of remediation.

TUITION, FEES AND OTHER CHARGES

The school does not participate in federal or state financial aid programs. If a student receives a loan to pay for the educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Vocational Nursing Program	
Registration Fee*	\$ 100.00
Tuition	\$23,000.00
Student Tuition Recovery Fund Fee*	\$ 57.50
Books and ATI*	\$ 600.00
Equipment*	\$ 46.00
Physical Examination*	\$ 70.00
TB Test / Chest X-Ray*	\$ 55.00
Criminal Background Check / Live Scan*	\$ 72.00
TOTAL***	\$24,000.50

*Non-refundable.

Textbooks and ATI may fluctuate depending on new editions.

*** Charges for the period of attendance and the entire program.

Student Tuition Recovery Fund

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of 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."

"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 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.

"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."

FACULTY GOVERNANCE

Faculty governance means faculty and staff working together to find the best answers to issues facing the school and the program. The primary responsibility of the faculty is to provide a well-rounded education to the students. The faculty and staff are concerned with admission requirements, the curriculum and methods of teaching, academic and professional standards. Central to this shared decision-making is respect for differing opinions and points of view, which welcomes diversity and actively sponsors its opinions.

Instructors are an important part of the smooth running of the VN Program. Faculty members accordingly are expected to participate in governance activities. Their concepts of evidence-based nursing, current practice, and the role of the LVN in nursing will be basic to the format of the program and the school.

Faculty meetings are the most important venue for discussion of improvements to the program. All staff and faculty members meet and discuss in an open manner what is important and the group decides which ideas are used and when. Not everyone may agree, but the input of everyone's ideas is important.

Each instructor will be responsible for periodic review of a portion of the Instructional Plan, when changes are deemed necessary these will be reviewed with the program director. The program director has the final say as to if the change(s) will be made and if the BVNPT must approve it or them prior to instituting the change(s). Financial considerations and the bigger picture are the responsibility of the school director. Implementation of any monetary expenditure is her final responsibility.

The line of authority and responsibility starts with the school director, goes to the program director, and stops with the instructor and then returns up the line. Everyone has a part in the smooth running of our program and can make suggestions at any time. Each person has the responsibility to follow the policies and procedures of the program and school and each has the responsibility to suggest changes for improvement. No one has the right to circumvent the school or program policies and procedures.

The following table briefly summarizes the roles of various faculty groups on issues that affect the academic policy of (Advanced Pro Nursing Institute (APNI). Detailed descriptions of the academic organization of the University may be found in the Faculty Handbook. Questions concerning academic governance may be directed to the Office of the Jon Murphy Program Director. All faculty are automatically voting members of Faculty Academic Senate.

Group	How formed	Role
Faculty Members and Administration Team	Includes the Tenure Line Faculty, Non-Tenure Line Faculty, Senior Fellows at specified policy centers and institutes, and specified academic administrative officers.	Vested by Board of trustees with all powers and authority of the faculty. Delegates functions to the Senate of the Academic Council, but retains review and referendum rights.
Advisory Board of the Academic Council	Elected by Academic Council from among its members	<ul style="list-style-type: none"> • Receives recommendations for appointments to professorates that have originated in departments and have been approved by school Deans and Provost. • Makes recommendations to the Programs Director on faculty appointments, promotions and dismissals, and on creation and dissolution of departments, etc.
Senate of the Academic Council: Faculty Staffs	Elected by academic Council from among its members.	<ul style="list-style-type: none"> • Makes decisions on academic policy; reports decisions to Academic Council. • Hears reports and discusses matters of importance to the faculty.
Planning and policy Board (of the Senate): All faculty	Appointed by Committee on Committees and Steering Committee from among members of the Academic Council. Program Director is coordinated of Academic Senate.	Exercises, on behalf of the faculty as a whole, responsibility for the general academic health of the school, examining long-term trends and formulating academic policy issues for further consideration.
Committees of the Academic Council: <ul style="list-style-type: none"> • Academic Computing & Information Systems • Libraries (C-Lib) • Review of Student Majors • Student Admission & Financial Aid • Undergraduate Standards and Policy 	Faculty members appointed by Committee on Committees from among members of the Academic Council. Student members nominated by ASAPNI – Associated Students of APNI.	Make recommendations to the Senate on academic policy matters as laid out in committee charges.

MANAGEMENT STAFF AND FACULTY

Hooi Yeap, School Director/Administrator
Registered Nurse, Master of Science, University of Middlesex, UK
Date of Employment: February 2004 Full-time position

Jon Murphy, Vocational Nursing Program Director, Instructor
Registered Nurse, FNP, Master in Nursing, Sonoma State University
Area of teaching specialization: General Medical/Surgical Nursing
Date of Employment: April 2010 Part-time position

Hady Lamb, Associate Vocational Nursing Program Director / Instructor
Registered Nurse, Bachelor of Medicine, San Francisco State University, Taipei Medical College
Area of teaching specialization: General Medical/Surgical Nursing and Clinical Practice Instructions
Date of Employment: January 2007 Part-time position

Kim L. Loh, Instructor
Registered Nurse, Registered Psychiatric Nurse, Barnet School of Nursing, UK
Teaching specialization: Pediatrics/Neonatal Care, Medical/Surgical, and Clinical Practice Instructions
Date of Employment: March 2008 Part-time position

Muwafaqu Alasad, Instructor
Doctor of Medicine (foreign)
Area of teaching specialization: Anatomy, Physiology and Pharmacology
Date of Employment: April 2010 Part-time position

Susan Fei Wong, Instructor
Licensed Vocational Nurse
Nursing Assistant Program
Date of Employment: September 2010 Part-time position

CONSUMER PROTECTION

All instruction at Advanced Pro Nursing Institute is provided in English.

Advanced Pro Nursing Institute has not entered into a transfer or articulation agreement with any other college or university.

Advanced Pro Nursing Institute has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

"Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to: Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589, fax (916) 263-1897".

Updated: 06/30/12