



# Preferred College of Nursing

6551 Van Nuys Blvd., Suite 200 Van Nuys, CA 91401

Ph: (818) 902-3708, 3719, 3708 Fax: (818) 902-3790

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# School Catalog

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*“We aim to participate in the process of developing self-worthiness, thus enhancing the quality of life, by providing superior level of training in the health care field.”*

Print Date: August 2013

## IMPORTANT

Any questions a student may have regarding this Student Catalog that have not been satisfactorily answered by the institution may be directed to:

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

Prior to signing an agreement a prospective student is encouraged to review this catalog and the School performance Fact Sheet.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Toll free: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) .

Be informed that Preferred College of Nursing has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United State Bankruptcy Code (11 u.s.c. sec. 1101 et seq.). Preferred College of Nursing is a private institution that is approved to operate by the BPPE.

This Catalog is updated annually and reflects all information of the approved curricular programs of Preferred College of Nursing will be provides to students and other interested persons prior to enrollment as required by Education Code 94909.

Any concern regarding this School Catalog may be directed to:

Preferred College of Nursing  
6551 Van Nuys Suite 200 Van Nuys, CA 91401  
Tel. No: (818) 902-3708  
Fax: (818) 902-3790  
Web site: [pcnvannuys.com](http://pcnvannuys.com)

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## **History**

Preferred College of Nursing (PCN) is a profit institution founded in 1996. Formerly known as Preferred Training Center with Certified nursing Assistant and Home Health Aide as its first courses offered, PCN has now organized a variety of schedule of classes for Vocational Nursing Program, Medical Assisting Program, Pharmacy Technician Program, and Continuing Education Programs and Certification Courses for RN and LVN.

Preferred College of Nursing is owned by PCN, Incorporated. The following are the officers: Bernadita Sanchez, President; Freddie Sanchez, Vice President; and Kristina Ultra, Secretary.

## **Mission and Objectives**

We aim to participate in the process of developing self-worthiness, thus enhancing the quality of life, by providing superior level of training in the health care field.

As we understand the value of education and training in a responsible and productive society, we commit to participate in the process of developing self-worthiness to students who are seeking career opportunities in the health care field

We aim to provide students with a solid foundation necessary to climb the health care career ladder through the implementation of our curriculum that embodies the following:

***Participation*** – that every student will have his/her chances in participating in class activities with emphases in the importance of understanding individual opinions, questions, and the needs for communication;

***Collaboration*** – by allowing moments of groups discussion and teamwork acknowledging therefore the individual differences in beliefs, activities and needs; and

***Return Demonstration*** – by providing everyone the chance to verbalize, role play and/or problem-solve a situation

## **Our Philosophy**

We Preferred College of Nursing believe that health is a dynamic state which we perceive to be a continuum of wellness/illness and that health care today emphasizes *wellness*. This focus is an integral part of our philosophy; to provide students with the knowledge and skills they need to become competent, critical thinkers, and to attain the sensitivity needed to become caring health care providers. The goal of

health care education at PCN is to prepare today's students to meet the challenges of tomorrow. This preparation must extend beyond the mastery of facts and skills. Health care provider must be able to combine competence with caring and critical thinking. They must address both the physiologic and psychological needs of patients. Professional health care practice continues to evolve and adapt to society's changing health priorities. Nursing education must reflect these changes.

### **The college believes in the following ideals:**

**Person** – is a human being, an individual with physical and mental, emotional, social, spiritual and cultural attributes. A person can perceive, has concept of self and body image. A person is capable of developing, growing and learning inside oneself when given opportunities within a certain amount of time and space

**Society** – is composed of individuals or persons, male and female, with varying needs, ages, cultures, attributes and capabilities for learning and coping. When recipients of knowledge and experiences, individuals can further themselves in functioning and productivity so as to sustain quality living.

**Environment** – is a physical location, where the person is a social system, has organization, power, authority, status and control. This person can make decisions within the setup regarding self-learning process and success.

**Health** – refers to wellness or illness. It is also the ability to function in dynamic life experiences such as learning and social activities.

**Learning** – is a process of role transaction which involves a certain amount of stress. It includes coping, interaction, and communication while acquiring and applying knowledge and skills that may be applicable to future endeavors. Learning can take place in a given time and within an environment conducive to acquisition of knowledge.

**Education** – is a process of providing, acquiring and utilizing knowledge and skills, so as to meet the needs of learner's intellect, emotion, and social attributes with the end-result of achieving a productive and meaningful career

**Nursing** – is the art science of assisting clients in the prevention of illness, maintenance of health, and promotion to recovery during differing needs of health conditions.

**Health Care Delivery Systems** – continue to advance with technological changes to improve services to clients in an ever-changing world and with the goal of promoting the quality of life.

An educational institution should be able to provide services comparable to the ever-changing aspects of healthcare and society. Preferred College of Nursing expects to advance further in the field of healthcare, so that quality education may be provided to the student population it serves.

### **Schedule of Operations**

The business office is open seven days a week. Courses are in session seven days a week from 8:00 a.m. to 10:00 p.m. Class schedules vary between available part-time and full-time programs as follows

Vocational Nursing Program:

Full Time:

Monday-Friday 8:00am-3:00pm      Monday-Friday 4:00pm-10:00pm

Part Time:

Wednesday/Friday 6:00pm-9:00pm      Sunday/Monday 8:00am-3:00pm

Tuesday/Thursday 6:00pm-9:00pm      Saturday/Sunday 8:00am-3:00pm

Friday/Saturday/Sunday 8:00am-3:00pm

Monday/Tuesday 6:00pm-9:00pm      Friday/Saturday 8:00am-3:00pm

\*Clinical affiliations are scheduled on a 7:00am-3:00pm and 3:00pm-11:00pm shift

Nursing Assistant Training Program:

Full Time

Monday –Friday 8:00am -3:00pm

\*Clinical affiliations are scheduled from 7:00am-3:00pm

All class sessions are being held at 6551 Van Nuys Blvd Suite 200 Van Nuys, CA 91401

**Academic Calendar** The school observes and honors the following holidays:

Martin Luther King’s Birthday, President’s Day, Memorial Day, Independence Day, Labor Day, Veteran’s Day, Thanks Giving Day, Christmas Day, New Year’s Day, Easter Sunday

Program	Batch No.	Admission Date	Projected Start Date	Full Time (FT)/Part Time (PT)
VN	34	09/2011-01/2012	January 09, 2012	FT
VN	35	10/2011-02/2012	February 24, 2012	PT
VN	36	02/2012-06/2012	June 18, 2012	FT
VN	37	04/2012-08/2012	August 13, 2012	PT
VN	38	07/2012-11/2012	November 23, 2012	PT
VN	39	08/2012-12/2012	December 17, 2012	FT
VN	40	12/2012-03/2013	March 5, 2013	PT
NATP	14	12/2011-01/2012	January 11, 2012	FT
NATP	15	01/2012-02/2012	February 27, 2012	FT
NATP	16	03/2012-04/2012	April 21, 2012	PT
NATP	17	04/2012-05/2012	May 1, 2012	FT

NATP	18	06/2012-07/2012	July 7, 2012	PT
NATP	19	06/2012-07/2012	July 23, 2012	FT
NATP	20	07/2012-08/2012	August 28, 2012	PT
NATP	21	08/2012-09/2012	September 8, 2012	PT
NATP	22	09/2012-10/2012	October 29, 2012	FT
NATP	23	09/2012-10/2012	October 24, 2012	PT
NATP	24	09/2012-10/2012	October 27, 2012	PT

## The School and Its Physical Facilities

PCN is conveniently located at 6551 Van Nuys Blvd, Suite 200, Van Nuys, CA 91401. It is easily reached by car or public transportation. Around it are apartments, bank, church, hospital, public library, parks, post office, government office, restaurants, and shopping malls. The school building is modern and secured.

**Classrooms** – These are four classrooms equipped with overhead projector, LCD projector, television set and VCR.

Square footage: Classroom 1-440 sq. ft, Classroom 2-440 sq. ft., Classroom 3- 460 sq. ft., and Classroom 4- 460 sq. ft. Each room can accommodate 30 students

**Skills Laboratory** – there are two skills lab with adequate materials and equipment.

Square footage: skills Lab 1- 497 sq. ft., and Skills Lab 2- 497 sq. ft. Each room can accommodate 20 students

**Break Room** – This room provides microwaves, refrigerator, and water dispenser. Two vending machines are provided for snacks and drinks.

Square footage: 266 sq. ft. This room can accommodate 20 students.

**Office Rooms** - The school has six offices for the School President, Vice-President/Finance, Nursing Education Department, Academics/Short Courses/Continuing Education Programs Department, Faculty Room, and Human Resource/Alumni Assistance/Student Affairs/Marketing Department.

Square footage: School Administrator- 113 sq. ft., Vice President/Finance – 101 sq. ft., Nursing Education- 252 sq. ft., Academics/Short Courses/CEP- 171 sq. ft., HRD/Student/Affairs/Alumni/Marketing- 184 sq. ft., and Faculty Room- 307 sq. ft

**Conference Room** – This room seats 10 people and is available for meeting, conference, and interview.

Square footage: 282 sq. ft

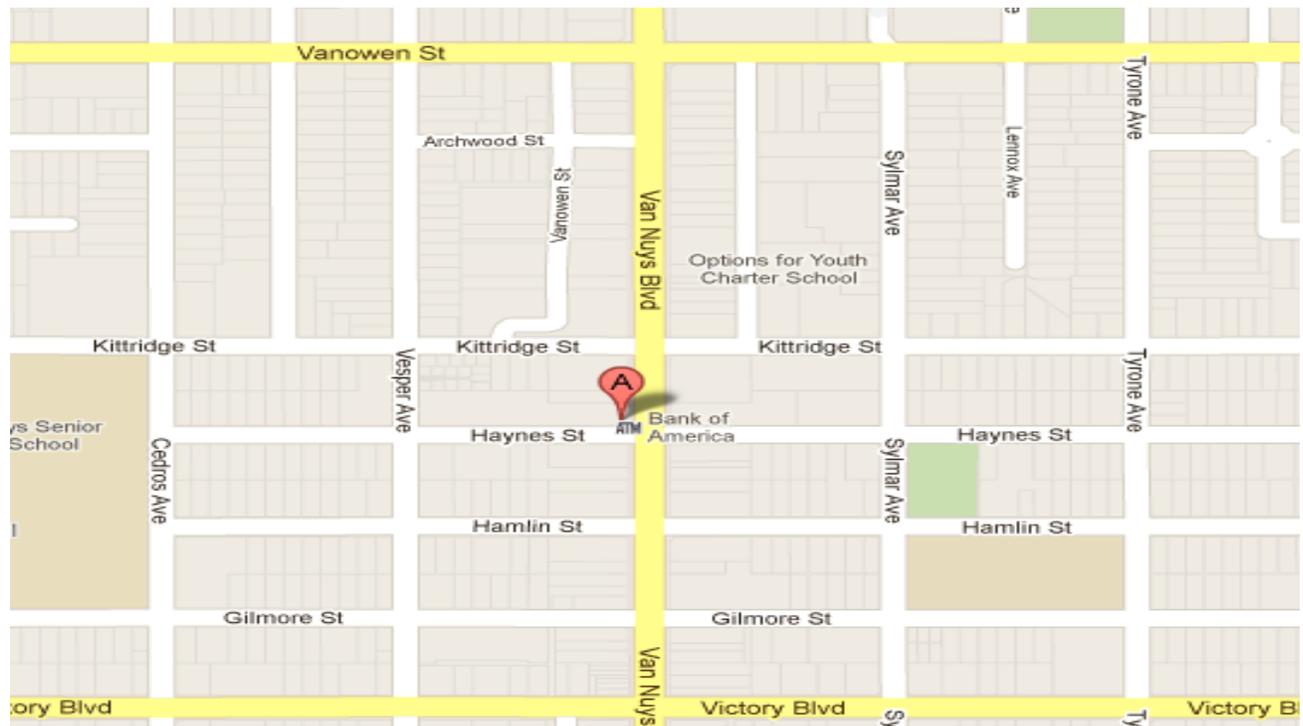
**Student Resource Center** – This center provides books, journals, periodicals, newspapers, online reference resources, CD-ROMS, videotapes, and computer workstations for online access and research and other audio visual learning devices.

Square Footage: 532 sq. ft.

**Records Room** - Contains storage cabinets for keeping student records.

Square footage: 158 sq. ft

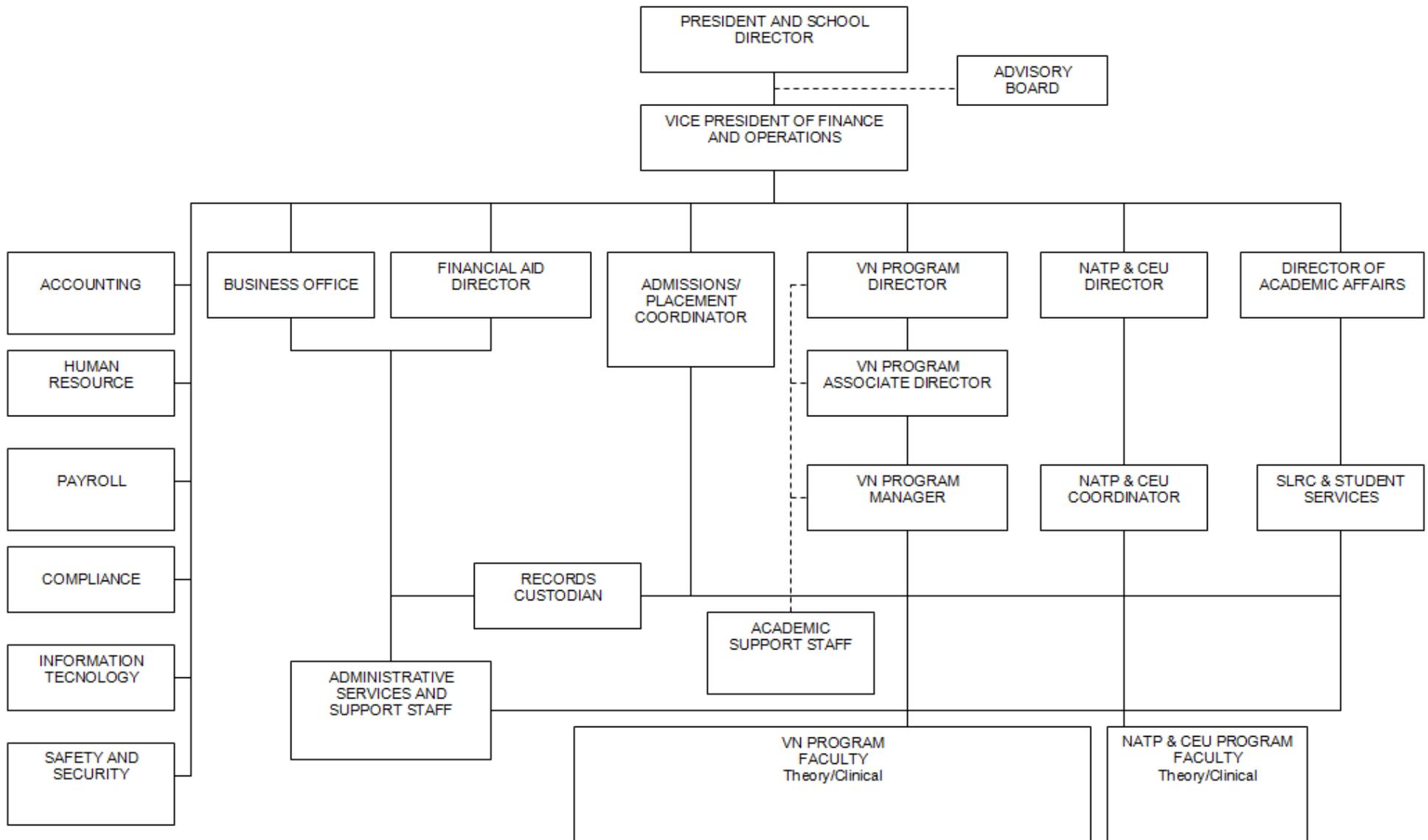
## The School Map



From 101 Hollywood Freeway South, take Van Nuys Blvd, exit, turn right on Van Nuys Blvd., make a left on Haynes St., and enter the designated parking lot behind the Bank of America.

From 170 Freeway South, take Victory Blvd West exit, make a right turn going to Victory Blvd, straight ahead then turn right on Van Nuys Blvd., make a left on Haynes St., and enter the designated parking lot Behind the Bank of America.

The school facilities and its equipment fully comply with the federal, state and local ordinances and regulations, including those requirements as to fire safety, building and health. Ample parking is available.



## Officers of the College

Bernardita Sanchez, MBA	- President /Chief Executive Officer
Freddie Rodriguez	- VP/Chief Operating Officer/Director of Finance
Joielynn Herra, RN, BSN, MN	- Director of Nursing Education
Kristina Ultra, RN, BSN	- Consultant VN Program
Efren Villanueva, RN, BSN	- Assistant Director of Nursing/ NATP Director
Girlie Ponce de Leon, LVN, BSC	- Program Manager
Juju Noro	- Admissions

## Our Faculty

The school has sufficient and qualified full-time and part-time faculty and staff equipped with appropriate education, training, and experience to support its programs and services wherever offered and by whatever means delivered.

### Faculty Line-up:

1. James Balaoing RN (Part-time).....Vocational Nursing (Theory/Clinical)  
BSN.....Cebu Doctors College, Philippines  
Registered Nurse
2. Benita Bodnar RN (Part-time).....Vocational Nursing (Clinical)  
ADN.....Los Angeles Valley College  
Bachelor of Arts in Education.....University of Sto. Tomas, Philippines  
Registered Nurse
3. Edwin Caniete LVN, MBA (Part-time).....Vocational Nursing (Theory/Clinical)  
Vocational Nursing.....Preferred College of Nursing  
Masters in Business Management.....Asian Institute of Management  
Licensed Vocational Nurse
4. Joji Colley (Part-time).....Vocational Nursing (Theory)  
Pharmacy Tech, Med Assisting, Phlebotomy  
MD (g).....Cebu Institute of Medicine, Philippines  
Bachelor of Arts.....Velez College, Philippines  
Medical Assisting.....Bryman College  
Certified Medical Assistant, Certified Phlebotomy Technician
5. Marilyn Rosow-Cooper RN,BSN,MSN (Full-time).....Vocational Nursing (Theory/Clinical)  
MSN.....Mt. St. Mary's College, California  
BSN.....Mt. St. Mary's College, California  
AA.....Los Angeles Valley College  
Registered Nurse

6. Wanda Garcia LVN (Part-time).....Vocational Nursing (Clinical)  
BSN (Undergraduate).....Arellano University, Philippines  
License Vocational Nurse
7. Carlina Guray (Part Time) ..... Vocational Nursing (Theory/Clinical)  
BSN.....Manila Central University, Philippines  
Registered Nurse
8. Joievelynn Herra RN, BSN (Full-time).....Vocational Nursing (Theory/Clinical)  
Master in Nursing.....Medina College, Philippines  
BSN.....Xavier University, Philippines  
Registered Nurse
9. Steven Hirbawi BSN, RN (Full-time).....Vocational Nursing (Theory/Clinical)  
BA Psychology.....California State University, Northridge  
AA Nursing.....L.A. Valley College  
Registered Nurse
10. Mildred Jarantilla BSN, RN(Full-time).....Vocational Nursing (Theory/Clinical)  
MA Nursing.....Philippines Health Sciences, Philippines  
BSN.....University of Iloilo, Philippines  
Registered Nurse
11. Catalina Javellana (Part-time) ..... Vocational Nursing (Theory/Clinical)  
MAN (Undergraduate) .....Central Philippine University, Philippines  
BSN.....Riverside College, Philippines  
Registered Nurse
12. Sinforosa Macapagal (Part-time) ..... Vocational Nursing (Clinical)  
BSN.....Arellano University, Philippines  
Registered Nurse
13. Elsie Mallinlin (Part-time) ..... Vocational Nursing (Theory)  
BSE Biology General Science.....University of the East, Philippines  
BS Biology.....University of the East, Philippines  
MAT Biological Sciences.....University of the East, Philippines  
Licensed Vocational Nurse
14. Nida Manuel LVN (Part-time).....Vocational Nursing (Clinical)  
BSN.....Lyceum North Western, Philippines  
Licensed Vocational Nurse
15. Leonilo Mariano BSN, RN(Part-time).....Vocational Nursing (Theory/Clinical)  
BSN.....Family Clinic College, Philippines  
Registered Nurse

16. Willie Marshal-Williams (Part-time) .....NATP (Theory/Clinical)  
 Vocational Nursing.....California School of Nursing  
 Licensed Vocational Nurse
17. Parivash Pedram (Part-time).....Vocational Nursing (Theory/Clinical)  
 MSN.....Charles Drew University  
 BSN.....CSU Dominguez Hills  
 Registered Nurse
18. Peter Pineda (Part-time).....Vocational Nursing (Clinical)  
 Vocational Nursing.....Preferred College of Nursing  
 Licensed Vocational Nurse
19. Girlie Ponce-De Leon (Full-time).....Vocational Nursing (Theory/Clinical)  
 Vocational Nursing.....Preferred College of Nursing  
 BS Commerce.....Centro Escolar University, Philippines  
 Licensed Vocational Nurse
20. Irene Ramos BSN, RN(Part-time).....Vocational Nursing (Theory/Clinical)  
 BSN.....University of the City of Manila, Philippines  
 Registered Nurse
21. Hannah Patria-Rico LVN (Part-time).....Nurse Assistant (Theory/Clinical)  
 VN.....Preferred College of Nursing  
 BS Accountancy.....Mindanao State University, Philippines  
 Licensed Vocational Nurse
22. Aldrin Valdez BSN, RN (Part-time).....Vocational Nursing (Theory/Clinical)  
 BSN.....Metropolitan Hospital College of Nursing, Philippines  
 Registered Nurse
23. Efren Villanueva BSN, RN (Full-time).....Vocational Nursing (Theory/Clinical/IV Therapy)  
 MAEd.....De La Salle University, Philippines  
 MA Nursing ©.....University of the Philippines  
 BSN.....Universidad De Sta. Isabel, Philippines  
 Registered Nurse

## **JOB DESCRIPTION**

### **President / School Director – Bernardita Sanchez**

1. Organizes, operates and administers the total school program in accordance with the institutions’ and states policies and guidelines.

2. Designs, implements, and evaluates organization and staffing to effectively accomplish the goals and objectives of the program.
3. Recruits, employs, trains, and manages professional/technical and support staff on both professional and administrative basis.
4. Holds regular staff meeting to discuss the work and operation of the school.
5. Provides advanced technical leadership and direction to subordinate staff within a broadly specified area of professional expertise, in accordance with the school's program goals and objectives.

**VP Finance & Operations – Freddie Rodriguez**

1. Assist the President in every endeavor.
2. Assumes the duties and responsibilities of the president in case of absence or incapacity of the President.
3. Resolves administrative problems and inquiries.
4. Plans, organizes and directs the school financial management program including accounting, cash management, budget control, utility billing, collections, and payroll.
5. Supervises accounts receivables and accounts payables.
6. Approves all purchase orders and requisitions for expenditures of school fund
7. Serves as a liaison with other departments in the day-to-day administration of the school.
8. Monitors annual performance evaluation of administrative and operations personnel.

**VN Program Director – Joievelynn Herra**

1. Supervises the educational program in accordance with the school's philosophy and the rules and regulations of the governing state agencies i.e. Bureau for Private Postsecondary and Vocational Education, Board of Vocational Nursing and Psychiatric Technicians, Board of Registered Nursing, and Department of Health and Laboratory Services.
2. Provides direction and integrative coordination in the planning, development, and implementation of a comprehensive educational program.
3. Develops and implements a structured daily activity program and planning and organizing schedules, topics and events.
4. Implements short-term and long-term range goals, objectives, policies, and operating procedures.
5. Monitors and evaluates program/project effectiveness.
6. Effects changes required for improvement of teaching-learning process.

**VN Program Associate Director – Efren Villanueva**

1. Formulates and administers nursing policies and procedures concerning the instructional programs.
2. Develops and implements plan in the organization and revision of nursing curriculum.

3. Recommends establishment or revision of polices and develops structures and standards of performance in both theory and clinical sessions.
4. Participates in the recruitment, selection, orientation and assignment of program faculty, staff and students.
5. Schedules and conduct regular faculty meetings to formulate plans and policies.
6. Evaluate overall student performance and quality of the program.
7. Maintain working relationships with affiliated clinical facilities, community agencies and other health care institutions.
8. Submit regular reports to the Board of Vocational Nursing and Psychiatric Technicians and other appropriate accreditation bodies.

**VN Program Manager – Girlie Ponce de Leon**

1. Assists the VN Program Director in developing and implementing structured daily activity program
2. Plans and organizes events related to vocational nursing programs of the school
3. Assists in ensuring on-going theory and clinical activities of PCN

**Nurse Assistant Training Program Director – Efren Villanueva**

1. Formulates and administers nursing assistant training policies and procedures concerning the instructional programs.
2. Develops and implements plans in the organization and revision of nursing curriculum.
3. Recommends establishment or revision of policies and develops structures and standards of performance in both theory and clinical sessions.
4. Participates in the recruitment, selection, orientation and assignment of program faculty, staff and students
5. Provides direction and integrative coordination in the planning, development, and implementation of a comprehensive educational programs
6. Develops and implements a structured daily activity program and planning and organizing schedules, topics and events.
7. Implements short- and long- range goals, objectives, policies and operating procedures
8. Monitors and evaluates program/project effectiveness
9. Effects changes required for improvement of teaching-learning process
10. Schedules and conduct regular faculty meetings to formulate plans and policies, evaluate overall student performance, and quality of the program
11. Maintains working relationships with affiliated clinical facilities, community agencies and with other health care institutions
12. Submits regular reports to the Department of Public Health and other appropriate accreditation bodies

13. Must follow qualification guidelines from California Department of Health Services for RN Instructors both theory and clinical (Code of Federal Regulations Title 22)

**CEU Program Director – Efren Villanueva**

1. Assists the VN Program Director in maintaining CEU credits for instructors
2. Provides monthly seminars for Instructors in earning CEUs' towards to eligibility for license renewal.
3. Assists applicants inquiring about the CEU credits
4. Provides printed materials and manuals required by the applicant
5. Gives the skills lab custodian detailed lists of requirements for training
6. Helps in setting up the practice areas for CEU training.
7. Assists the VN Program Director in scheduling of instructors for available CEUs'

**Director of Academic Affairs**

1. Provides effective leadership and support in the planning, evaluation, and implementation of PCN's academic programs, standards, policy and operation of various academic affairs involving curriculum development and instructional innovation.
2. Oversees the design, development, implementation, modification, and assessment of the curriculum (existing and new).
3. Evaluates the work and promote the professional development of the faculty and academic support staff.
4. Acts as a liaison to other schools and outside individuals and agencies in developing partnerships and innovative opportunities for students, faculty, and the school.
5. Provides effective leadership and support in the development of academic programs.
6. Accomplishes his work in collaboration with Program Directors & Coordinators, Student Affairs & Discipline Office, Admission & Records Office, Faculty and Academic Support Staff.

**Student Learning Resource Center – Efrendia Dignos**

1. Supervises library activities allowing students, faculty and staff access to computers, reference materials, books, CD's and video tapes
2. Orders and catalog books
3. Check books in and out
4. Plan programs to encourage students to use library for their homework and research projects.
5. Effectively plan the school library program to meet identified needs

**Skills Lab Custodian – Mark Sanchez**

1. Ensures compliance of the skills laboratory with the OSHA Manual and Blood borne Pathogen Plan.

2. Performs preventive maintenance, record keeping, cataloging, and ordering for equipment and instruments.
3. Keeps an inventory record of all medical supplies and coordinate with the Property Custodian for the ordering and purchasing of requested items.
4. Be available during designated skills laboratory time for the assistance need by students and faculty

**Records Custodian – Renee Rose Gonzalez**

1. Maintain accurate student records
2. Administers admissions and records keeping policies and procedures
3. Maintain all active and inactive student files

**Faculty**

**Theory – Hannah Rico, Willie Marshall, Joji Colley, Edwin Caniete, Wanda Garcia, Mildred Jarantilla, Steven Hirbawi, Marilyn Rosow-Cooper, Aldrin Valdez, Peter Pineda, Elsie Mallinllin, Catalina Javellana, Willie Marshall , James Balaoing, Carlina Guray, Efren Villanueva**

1. Facilitates student learning, leads discussions and monitors understanding of the course work.
2. Actively facilitates classroom activities according to nursing course design and objectives.
3. Prepares and administers examinations, evaluates students’ performance and progress and provides feedback.
4. Participates in planning curriculum, teaching schedule, and course outline, be available to students for consultation and other course related issues during scheduled times.
5. Organizes and presents instructional material following course syllabi and outlines.
6. Updates texts, outlines and teaching plans so that they remain current with the curriculum and to meet the changing needs of the students.
7. Participates in professional development activities, conferences, workshops, etc., which focus on the subject matter being taught, professional growth and the improvement of instruction

**Clinical – Hannah Rico, Willie Marshall, Edwin Caniete, Wanda Garcia, Peter Pineda, Irene Ramos, Irene Ramos, Leonilo Mariano, Nida Manuel, Carlina Guray, Parivash Pedram, James Balaoing, Benita Bodnar, Catalina Javellana, Sinforosa Macapagal**

1. Supervises the students’ assigned while in the clinical facility.
2. Instructs the students in proper health care procedures
3. Evaluates the students and making necessary reports.
4. Works and cooperates with the director and staff of the clinical facility.
5. Maintains good public relations with all health care facilities used by PCN students.
6. Reports to the assigned clinical facility as assigned by the Program Director.

7. Conducts post-clinical conference with the students.
8. Reports any problems and holds conferences with the Director to report student progress

#### **Admissions Coordinator – Binjuray Noro**

1. Identifies and recruits students for admission.
2. Presents and disseminates school information to prospective students and other interested parties.
3. Directs admissions process from point to point of inquiry through enrollment process.
4. Handles applications, testing, and communications with prospective candidates.
5. Secures necessary student credentials.
6. Communicates final decisions to candidates.
7. Works with and assists the Finance and Records Department in providing appropriate data to ensure compliance with external standards set by accrediting, regulatory, state and federal agencies.
8. Process changes in admissions and student records as required.

#### **Student Affairs Coordinator – Binjuray Noro**

1. Facilitates student learning opportunities for ethical growth and development.
2. Provide information and assistance to students regarding grievance process and student rights.
3. Responds to student grievances in a manner that fosters a climate of fairness, civility and mutual respect.
4. Supports the schools educational purposes and goals by enforcing, drafting, and interpreting standards of behavior and related policies pertaining to student responsibilities and rights.
5. Maintains confidential student disciplinary records.
6. Provide leadership opportunities for students in outreach, peer education, and student discipline

#### **Alumni Assistance Coordinator – Binjuray Noro**

1. Maintains contact with PCN graduates
2. Provides a network among alumni to perpetuate their ties with other health care organizations and institutions
3. Updates alumni records and organizes alumni homecoming to provide an opportunity to come together, to network and to seek ways to support their Alma Mater
4. Provides graduates with information about employment opportunities and career-related matters
5. Provides placement assistance to all its graduates with an attempt to place everyone which includes resume writing, interview techniques, and scheduling for interviews; follows-up former graduates on their NCLEX-VN licensure status and offers available for NCLEX test reviews as refreshers for both NCLEX non-takers and non-passers, plans and implements incentives for successful examines
6. Pays close attention to passing rates as published by the Board of Vocational Nursing and Psychiatric Technicians

7. Identifies areas of improvement and plans of actions that will contribute to the improvement of NCLEX scores to maintain the satisfactory passing rate of the school

#### **Business Officer - Chona Warren**

1. Assists the VP Finance & Operations in every endeavor.
2. Assumes the duties and responsibilities of the business office in case of the absence of VP Finance & Operations
3. Resolves financial problems and inquiries.
4. Under instructions of the VP Finance & Operations, the assistant plans, organizes and directs the school financial management program including accounting, cash management, budget control, utility billing, collections, and payroll.
5. Maintains accounts receivables and accounts payables.
6. Maintains all purchase orders and requisitions for expenditures of school fund
7. Works with other departments in the day-to-day administration of the school.
8. Monitors weekly performance evaluation of the business office and its operations

#### **Financial Aid Director – Jayzelle Napuli**

1. Primary responsibilities are to assemble and maintain student aid records, assess eligibility of applicants for aid, authorize aid, and completely federally mandated reports and design and implement systems to accomplish these tasks.
2. Maintain student financial aid records/files.
3. Authorize and process Pell awards and payments.
4. Verify application data on selected applicants.
5. Calculate student loan and grant awards.
6. Collect progress reports for satisfactory academic progress.
7. Calculate return of funds or overpayments when student withdraws.
8. Maintain up-to-date knowledge of relevant federal regulations.
9. Coordinate fiscal matters with the Business Manager, including cash requests, cash accountability and cash disbursements.
10. Prepare Federal Title IV reports

#### **Student Aid Assistant – George Titus**

1. Primary responsibilities include assisting the financial aid director in maintaining student aid records and eligibility of applicants for aid
2. Helps director in maintain student accounts.
3. Assists the director in preparing and presenting financial counseling sessions for students

#### **Information Technology – Freddie Rodriguez**

1. Develops and implements the school plan for instructional use of computers.
2. Works with administration and faculty to plan and implement technology-related educational programs.
3. Develops and implement plans for the acquisition and maintenance of hardware and software.
4. Performs routine preventive computer maintenance, repair and replacement

#### **Human Resources – Christine Sha**

1. Assist administration in recruiting and hiring process.
2. Handle HR inquiries, new-employee orientation and training, benefits management, employee relations, counseling, and annual performance reviews.
3. Organize filing and record keeping systems for school programs, department meetings, reports, proposals, and archives.
4. Provide training opportunities to enhance employee skills and boost employee satisfaction with their job and working conditions.
5. Coordinate logistics at job fairs and various school functions.

#### **Academic & Administrative Support Staff – Mark Sanchez, Glenn Ruyeras, Jayzelle Napuli, Efrendia Dignos, Binjuray Noro, Renee Rose Gonzalez, James Macaibay, George Titus, Nancy Deocades**

1. Assists in the routine operations of the front desk such as answering phone calls, processing correspondence and reports
2. Attends to inquiries,, appointments, schedules, school events, and participation to various school functions
3. Assists instructors in setting up classroom presentations and preparing instructional materials such as handouts and testing material.

#### **State Approval and Accreditation**

1. Board for Private Postsecondary Education (BPPE)  
School Code #: 1927791  
Registered/Approved Programs: Vocational Nursing Program, Nursing Assistant Training Program
2. Certificate of Accreditation from California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
3. Continuing Education Provider from California Board of Registered Nursing (BRN) Provider # CEP 14475
4. Continuing Education Provider from California Board of Vocational Nursing and Psychiatric Technicians (BVNPT)  
Course Provider #IB2323

5. Nursing Assistant Training Program Approval from California Department of Public Health Program  
Provider #S1208
6. Accrediting Bureau of Health Education Schools (ABHES)  
ID # I-320  
Institutionally Accredited for Vocational Nursing Program, Nursing Assistant Training Program
7. California State Approving Agency for Veterans Education
8. Title IV School Status From U.S. Department of Education  
Federal School Code 041613
9. Department of Homeland Security to Issue I-20 for International Students

## **The Programs**

We offer the following course programs:

- |                                       |            |
|---------------------------------------|------------|
| 1. Vocational Nursing Program         | 1550 Hours |
| 2. Nursing Assistant Training Program | 150 Hours  |

PCN also offer the following State approved programs & CEUS

- |  |                  |
|--|------------------|
| 1. Principles & Methods of Teaching Adult Learners   | 30 Hours         |
| 2. IV Therapy & Blood Withdrawal Certification for LVN   | 36 Hours         |
| 3. Planning Implementing & Evaluating an Instructional Program for Director of Staff Development | 30 Hours         |
| 4. Continuing Education Courses for LVNs & RNs   | 8 Hours/30 Hours |

## **Admission Requirements and Procedures**

The PCN Educational Programs receive more applications than there are available student spaces. It is therefore necessary to employ strict admission requirements and selection procedures so that those applicants who are deemed best qualified to succeed in the program may be selected.

Application process includes the following:

### **Step 1: Eligibility Requirement:**

In order to be considered for enrollment into the PCN educational programs, the student must provide documented evidence of the following:

**Vocational Nursing Program:**

- A. Graduation from an accredited high school or GED equivalents in U.S. or Official Transcript Evaluation.
- B. Minimum of 17 years of age
- C. Must possess Social Security or Tax I.D. number
- D. Must arrange an appointment with the Admission Coordinator who will confirm that eligibility requirements have been met and will issue a permit to take the entrance test.
- E. Passing score of 80% in the Entrance Exam

**Nursing Assistant Training Program:**

- A. Minimum of 17 years of age
- B. Must possess Social Security or Tax I.D. number
- C. Graduation from an accredited high school or GED equivalents in U.S.
- D. Must arrange an appointment with the Admission Coordinator who will confirm that eligibility requirements have been met and will issue a permit to take the entrance test.
- E. Passing score of 80% in the Entrance Exam

**Step 2: Application Process & Interview**

Students may apply for the course program after eligibility is confirmed by the Admission Coordinator.

- A. Get the schedule for Personal Interview to determine the financial capability, communication skills and personality of the applicant.
- B. Complete and return the Registration Form to the Admission Office.

**Step 3: Selection Process**

A selection process is followed to ensure that the most qualified and prepared students are selected into the program. Once all completed applications and transcripts have been received, each application along with the entrance test result and transcripts will be reviewed. An interview with the Director of Nursing shall follow for final approval & recommendation.

The Admissions Committee seeks to admit highly motivated individuals who are willing to bring their personal values, backgrounds, experiences and interests to the program and those applicants who are deemed best qualified to succeed in their chosen career.

**Other Requirements:**

1. Medical History and Physical Exam Clearance (using the School prescribed form)
2. Physical Exam Component:
  - A. Tuberculosis (TB) tests with negative result have to be renewed yearly. Must be administered in California.
  - B. TB test with positive result needs chest X-ray. Proof of exam or radiology report is required.
  - C. Tetanus shot should not be older than 10 years.
  - D. If Varicella titer indicates non-immunity (negative), immunization is needed. (Expires in 10 years).
  - E. If Measles, Mumps, Rubella (MMR) titer shows non-immunity (negative), immunization is needed. (Expires in 10 years).
  - F. Hepatitis B series of 3 shots is a must, with required interval such as:
    - 1<sup>st</sup> shot – anytime but at least 6 months prior to student’s clinical
    - 2<sup>nd</sup> shot – should not be more than 60 days from the 1<sup>st</sup> shot
    - 3<sup>rd</sup> shot – should not be more than 180 days or six months from the 1<sup>st</sup> shot
3. Hard copy of test result is needed such as:
  - A. Laboratory result form signed and dated by the Physician with his/her stamped license number and/or clinic name and address.
  - B. X-ray result, (Radiology Report) not the films
  - C. Immunization record (original)
4. CPR and Fire Safety Cards

### **Applicants with Special Needs**

Applicants with special needs must make an arrangement with the Admission office for special accommodation.

### **International Students**

Preferred College of Nursing participates in the Student & Exchange Visitor Program (SEVP) of the Department of Homeland Security (DHS), hence, the school is approved to issue I-20 to enroll nonimmigrant students in an M-1 (vocational) visa classification.

### **English Language Proficiency**

The student must have sufficient knowledge of the English language to enable effective oral and written communication and to function in a regular educational setting without special assistance.

Applicants whose native language is not English are evaluated based on the results of English proficiency content of the Entrance Test and interview conducted by the Program Director.

Applicant needing assistance with English speaking, reading and writing skills may take advantage of English as a second Language classes and advised to enroll from any institutions at their own expense.

### **Verification Process and Procedure Policy**

Preferred College of Nursing checks the accuracy of all applications submitted through FAFSA. The CPS will select applicants for verification due to edit checks which identify inconsistencies or potential errors, as well as randomly select applicants for verification. The school verifies 100% of all application from the CPS whether selected by CPS or not for verification. The school will follow the online verification tool guideline to verify its students. The five major data element to be verified by the school are listed below:

- Household size
- Number enrolled in college
- Adjusted gross income (AGI)
- U.S. income tax paid
- Certain untaxed income and benefits

Students are informed through the award letter/packaging and also in the initial interview of the school's verification policy. All documents required to properly verify the information submitted through FAFSA are required to be submitted prior to processing of grant and any loans. Students with conflicting information will be notified in person or by mail. The file is held on a pending status and no award will be made until conflicting information has been resolved. Exceptions are granted for students that are only eligible for unsubsidized Stafford loans, and PLUS loans as these applications do not have to be verified.

The appropriate data elements on the data reported on Institutional Student Information Record (ISIR) will be verified against the federal tax returns, and other supporting documentation provided by students.

Generally speaking, when information conflicts with the original information presented on the FAFSA, corrections, updates, and adjustments may need to be made and a new expected family contribution (EFC) calculated. The new EFC can be calculated by the school and only needs to be submitted to CPS for students eligible for Federal Pell Grants.

## **Requirements for Completion of Each Program:**

A diploma will be awarded upon successful completion of all courses, with a grade of 75% or better and all other curriculum requirements. Students must also meet all applicable clinical, administrative, clerical, classroom and laboratory skill standards, and must satisfactorily perform the applicable clinical or practical or hands-on portion of their training. Student must settle all financial obligations from the school.

The following are required number of hours for graduation:

Vocational Nursing Program                      1550 Hours

Nurse Assistant Training Program              150 Hours

## **General Requirements Eligibility for Licensure**

### **Vocational Nursing:**

- Minimum age: 17 years.
- Completion of the 12<sup>th</sup> grade of schooling or its equivalent.
- Graduation from an accredited or approved vocational nursing program or its equivalent.
- Provide the Board with a Social Security Number prior to scheduling for examination.
- Has committed no act which, if committed by an LVN, would be grounds for disciplinary action.
- Graduation from a California accredited school of vocational nursing. (Accredited programs offer a course of instruction that is minimally 1,530 hours in length. Required curricular content includes anatomy and physiology, normal growth and development; psychology, nutrition, pharmacology, nursing fundamentals, medical/surgical, obstetrical, pediatric, gerontological and rehabilitation nursing theory and supervised clinical experience.
- Successful completion of a written examination titled the National Council Licensing Examination for Practical Vocational Nursing (NCLEX).
- After successful completion of the NCLEX examination, the applicant must submit an initial license fee to BVNPT.

### **Nurse Assistant Training Program:**

Upon completion of the program, a graduate may sit for the Nurse Assistant Competency exam for licensure. Documents must be sent to the Aide and Technician Certification Section of the California Department of Public Health Licensing and Certification Program (ATCS). The school sends an original and official transcript showing that the student successfully graduated from the program

The student must send a filled out copy of the fingerprinting form as the completed nurse assistant initial application form.

## **Externship Clinical Training Sites**

Preferred College of Nursing demonstrates enough available sites to support the expected enrollment for all programs offered. All externship or clinical sites are carefully selected based on an evaluation of site personnel, facilities, geographic location, availability, and type of learning experience provided.

The school maintains affiliation agreements with a variety of facilities thru the school's Clinical Site Coordinator. Signed facility contract site include the number of student allowed at one time per site and dates. The program Director and the program manager who also acts as clinical site coordinator are tasked to continuously establish close partnership, affiliation, and maintain effective and cooperative effort with the clinical and training site.

## **Non-discrimination Policy**

PCN does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, medical condition, mental and physical disabilities, marital status, and sexual orientation, in any of its policies, procedures, or practices. This non-discrimination policy covers admission and access to, and treatment in the College's programs and activities.

## **Attendance Policy**

Students are expected to attend classes regularly at scheduled times. It is the student's responsibility if he or she will be absent to notify the school.

An emergency can occur during student's course of training. When this happens, the student may be allowed one (1) absence per month. An absence is considered when a students is more than 15 minutes late for a part-time class or more than 30 minutes late for a full-time class to be made up immediately within 2 week's time frame for both theory and clinical. During the last six weeks of training, the student may not be absent from theory, skills or clinical sessions.

Students will be placed on probation after two (2) absences and will be terminated from the program after three (3) absences in any give month with option to join the next class based on space availability.

All absences are to be made up. The student will make this arrangement with the instructor or Program Director/Program Manager. All absences and make-up days must be documented. However, absences will remain on record.

## **Tardiness Policy**

A student must be present in or before the scheduled starting (theory/clinical/skills) time and return promptly from scheduled breaks and lunch. Any student arriving after theory/clinical/skills sessions have started (15 minutes after) or any student leaving before the end of the theory/clinical/skills sessions will be considered tardy (30 minutes early).

A student must be in attendance in class 2.5 hours out of 3 hours in theory session and 7.5 hours out of 8 hours in a clinical session, to be given attendance credit for the day.

A student is allowed to have one tardy per month. Three (3) tardiness will be equated to one absence.

Excessive tardiness will not be tolerated and will count as absences.

Any student with excessive tardiness, six (6) tardiness in a month can be terminated from the program with an option to join the next class based on space availability.

### **Clinical Absence Policy**

Absence not made up within the time frame for both theory and clinical will have to be made up during the term break or weekend as the case maybe and at the discretion of the Program Director.

### **Clinical Grading Policy**

Successful completion of the courses requires regular attendance in the clinical. A grade of “Pass or Fail” with a quantifiable equivalent will be determined bases on the following critical knowledge, skills and attitude/conduct

For the first clinical absence in a course, student will receive a remediation form specifying the clinical objectives missed. This will be done to ensure that the student is aware of the clinical objectives that must be met.

For the second clinical absence in a course, student will receive a notice of probation and remediation.

For the third clinical absence in a course, student must make an appointment with the Program Director.

Failure to attend the make-up on the scheduled day will result in the student missing the clinical objectives and may result in termination. In the care of skills deficiency in the clinical area, instructor will direct the student to report to school outside of the regular Clinical hours for a Supervised Skills enhancement session.

### **Leave of Absence Policy**

Leave of absence may be granted to a student if acceptable reasons are presented. The official request is in a form of a letter written by the student and addressed to the Program Director at least within 2 weeks before the intended date of “Leave of Absence”. It should be understood that leave of absence is granted only in extreme cases and must be approved by the Program Director, who will prescribe the duration of the leave of absence and specific conditions for resumption of study. The Program Director reserve the right to request for any proof and documentation to support reason of absence as deemed necessary.

(Please refer to the Cross-enrollment/Student Transfer Policy and Standards of Satisfactory Academic Progress Policy).

## **Dress Code Policy**

On campus, white scrub attire is recommended to students during sessions. Use of street clothes like shorts, sandals and slippers shall be discouraged.

Guidelines include:

- Identification must be visible at all times in campus.
- White uniform with the approved school patch is required at all times.
- Hemlines should be no less than knee length.
- No skintight fitting outfits (top and bottom)
- No plunging necklines (front and back)
- No see-through outfits
- Shoes must be white in color, with no other stripes
- No commercial logos on shirts.
- No revealing outfits (excessive slits in skirts, excessive body exposure – arms or legs)
- No earrings/facial rings among male students. No bracelets (exception: wrist watch with second hand)
- Plain studs earrings (no more than one per ear)
- No other facial rings for female
- No tongue rings, and nose rings for male and female
- No finger rings (exception: simple wedding band)
- No Nail polish and art or artificial nails will be allowed while student is on uniform

## **Clinical Dress Code Policy:**

Total good grooming must be observed. White uniform with school patch and ID must be worn while attending the clinical session.

In addition to the dress code policy mentioned above, the following should be strictly followed:

- Undergarments should be plain white or beige
- Fingernails are to be kept clean and clipped short
- Hose should be beige or white (plain)
- Socks should be plain white
- Hair off the collar and chewing gum are prohibited

## Grading Policy

Students are graded on objective written tests on class lectures, assignments and return demonstrations of clinical skills. Any written assignment not submitted when due or any test missed will be rated zero.

Student will have one week to make up or the zero will stay in the record. The student's final grade will be computed based on the following average:

THEORY	PERCENTAGE
Homework	10%
Quiz	25%
Unit Test	30%
Final Exam	35%
TOTAL	100%

<b>CLINICAL:</b>	1. Completion of Clinical Objectives
	2. Satisfactory Clinical Evaluation

For Vocational Nursing, the final clinical grade will be the average of grades from the criteria given below.

1. Weekly clinical performance evaluation for clinical objectives (Skills Performance)	50%
2. Nursing Care Plan (1 per term) and other	30%

projects to include oral presentations and drug study	
3. Tests (post-tests and quizzes) during post-conference	20%
TOTAL	100%

Minimum passing grade is 75%. Final grade will be reflected in the transcript as Pass or Fail.

**Grading System:** 75% is required to pass the course

95-100	Excellent	A+
90-94	Very Good	A
85-89	Good	B+
80-84	Satisfactory	B
75-79	Average	C
Below 75	Fail	F

## Homework Grading Policy

Each class in a term has assigned homework which the student is responsible for completing and submitting to the instructor. Homework can be typed or handwritten at the instructor's discretion. Homework completion due date will be at the beginning of class, after which it will be considered late. Additionally, all homework should be corrected within one (1) week after the due date and should be graded according to the system laid out below for consistency.

### The following is the grading system:

Homework given LATE	=	Minus one (1) point per day
Inappropriate context	=	Minus one (1) point per question
Homework not turned-in	=	Zero (0) will be given

For example 1:	1 Homework	=	10 points (total score)
	Given late	=	-1 point
	1 Wrong answer	=	<u>-1 point</u>
	Total	=	8 points for this homework

**Partial credit (1/2 or 1/4 of the question value) may be given for answers at instructor's discretion, see example 2:**

For example 2: Term 3: Medical-Surgical Nursing II – Cardiovascular System Homework

This specific homework has 11 questions and the most one can get is 10 points (which is 10 % of the total grade average in a course).

- $10p \div 11q = 0.90$  points per question
- $0.9 \div 2 = 0.45$  points per question (1/2 the question value)
- $0.45 \div 2 = 0.23$  points per question (1/4 the question value)

Out of 11 questions, if 1 question is only 0.45 points and two questions are only 0.23 points each and the rest are 0.9 points each, then the grade is calculated as follows:

- 1 Question = 0.45 points
- 2 Q's x 0.23 = 0.46 points
- 8 Q's x 0.9 = 7.20 points
- Total = 8.11 points total for this Cardio homework**

## Grade Grievance Policy

PCN subscribes to principles of fairness of academic decisions. Students are encouraged to contact faculty members when there are questions concerning their final course grades. It is desirable that grade disputes be resolved between the student and the instructor. However, in cases where a satisfactory resolution cannot be achieved, a formal appeal can be filed through the Student Performance Evaluation Committee. Students must initiate an informal grade review regarding their final course grade directly with the faculty member within 10 days after the course ends. In the event that a satisfactory resolution is not achieved, students are given 20 days to file a formal appeal regarding their final course grade.

The submission of the grievance is the student's opportunity to persuade the Committee that the student deserves a grade other than that which was received.

The Student Performance Evaluation Committee, within 20 working days, will review all appropriate materials and determine the final grade.

The Committee may retain the original grade or assign a new grade which may be higher or lower than the grade in question. The decision rendered by the Committee is final and not subject to further appeal.

### **Testing Policy**

A student who missed a test, will make arrangements within the Nursing Department to schedule a make-up test day. A maximum grade of 75% will be given to a percentage score of 75% and above. If the student obtains less than 75%, he/she will keep that grade.

The test to be given on a make up date will be different from the original test given in the class.

If the student is absent on a make-up test day, he/she will be given a grade of "0" (zero) on the scheduled test.

All make-up tests have to be completed as scheduled no later than one (1) week from the date of grade release subject to discretion of the instructor concerned.

Any test taken outside of the original schedule regardless of reason will earn a maximum grade of 75%.

### **Gross Misbehavior and Cheating Policy**

Any student who participates in cheating or who knows of probable cheating but fails to report it to the Administration will be placed on probation or face termination at the Program Director's discretion after deliberation and recommendation by the grievance Committee. However the student retains the right to appeal his case. Also, any student who attempts to coerce, extort or threaten another student or staff for any reason will be terminated and appropriate legal action will be taken by the Administration. For the benefit of those students who claim to not understand what cheating constitutes, cheating is defined as any sharing of information about content areas or specific questions covered on another group's test or a test yet to be taken; any solicitation of information from another student regarding test content regardless of when it was taken; the procurement of test materials from another student or another campus; reading any

information a teacher or administrator has left on a desk or podium that is not intended for student distribution;

and inappropriate behavior during an examination such as looking on another student's paper, any talking or whispering, any body language signals or any information available to a student to improve performance such as crib notes on the body, notes hidden in a bathroom or classroom, notes hidden in a Kleenex, etc.

If a student is unsure whether certain actions constitute cheating, it is the responsibility of the student to clarify matter with the instructor or Administration.

The standard for conviction of cheating will be consistent with the standard used by the legal system: a student will be considered guilty if evidence indicates guilt beyond a reasonable doubt.

### **Personal Conduct Policy**

All students are forbidden to engage in any descriptive behavior such as another student during school official and clinical hours that appears to be inappropriate in nature.

Violations of this policy will result in a written warning and may lead to termination at the Program Director's discretion.

#### **Specific examples of *disruptive behavior* include:**

- A student who physically confronts another person.
- A student who verbally abuses or threatens another person.
- A student who interrupts the educational process in class by:
  - Making remarks out of turn.
  - Side talking during a lecture.
  - Dominating class discussion.
  - Constantly challenging the professor.
  - Using of electronic gadgets such as laptop, cell phone, iPod during official class hours.
- A student who physically acts out by destroying or damaging PCN property.
  - Refusing to do assigned task
  - Causing delays
  - Bullying others
- A student who shows signs of alcohol or drug abuse and/or comes to class drunk or high.

Violations of this policy will result in a written warning and may lead to termination from the Program upon the deliberation of the Grievance Committee.

### **Seating Arrangement Policy**

Due to the immature behavior of some students, it has become necessary to assign seats in the classroom and to assign clinical sites without allowing input from students about their preferences. Administration regrets having to disallow such input, but abuse of privileges by some leads to loss of privileges by all.

Students who continue to ask for special considerations will be given written counseling that will be placed in their files. Also, students who sit anywhere, not in the seat assigned to them in the classroom, will be given written warning for insubordination on the first event. The second infraction will lead to probation, and the third may lead to termination from the program. If poor eyesight, hearing or physical problems prevent a student from being able to sit where assigned, a physician's clearance will be required before the student can continue his/her studies.

### **Clinical Assignment Policy**

Upon admission, students stated that they had adequate transportation and would be able to travel to clinical sites. If a student is dependent upon others to the point that he/she cannot function without help, this student is probably not autonomous enough to launch a career in a demanding field such as nursing. Therefore, clinical site assignments are surely the discretion of the Program Manager or Program Director without jeopardizing student's rights on welfare. However, changes can be made depending on what is best and fair for all concerned.

### **Drug Testing Policy**

The drug screening can be done randomly during the entire program length if a complaint is filed by an instructor, fellow student, other school and facility staff that the student's behavior is suggestive of a person who is under drug and alcohol influence. If the student is positive for drugs, a one-time retake is permitted. Two positive results mean termination from the program.

The student may be eligible to repeat the course where he/she left off with a different batch provided that he/she has proof of two negative drug test results prior to continuing the program. The Program Director shall document all tests accordingly.

### **Satisfactory Academic Progress Policy**

Federal regulations require that all schools participating in any Federal Financial Aid program must adhere to a Satisfactory Academic Progress (SAP) policy. These are the standards by which student's progress

toward the completion of their program of study at Preferred College of Nursing will be measured to determine continued eligibility for financial aid. The records of all financial aid recipients will be reviewed at the end of every period of each academic year or prior to the actual receipt of financial aid funds to determine compliance with this policy. This SAP policy is applied consistently to all students at Preferred College of Nursing regardless of whether or not federal aid is received by the students.

The **Vocational Nursing program** requires 1550 hours for completion. Satisfactory academic progress for full-time students will be measured every 16 weeks for the first academic year and every 9 weeks for the second academic year. Part-time students will be measured every 24 weeks for the first academic year and every 17 weeks for the second academic year.

**Preferred College of Nursing** has an SAP policy that monitors:

**Quality – Required Grade Average:**

At the end of each increment, the cumulative grade average will be determined and documented in each student's official record. Students with a 75% or above grade point average (GPA) as specified in the chart below will be considered to be making satisfactory academic progress. Earning a grade below 75% in any theoretical subject within a period will have earned a "Fail" grade in that subject. Student who failed a theoretical subject can retake the failed subject to improve his or her overall GPA to meet the SAP requirements provided that they don't exceed the 150% maximum timeframe allowed to complete the program.

In the event students fail to meet the cumulative 75% GPA for the 1<sup>st</sup> period of the 1<sup>st</sup> Academic Year (AY), the student will be on "FINANCIAL AID WARNING" status. Students will be allowed to continue into the 2<sup>nd</sup> Period of the 1<sup>st</sup> Academic Year of the program and receive financial aid. Students must then have a cumulative 75% GPA from 1<sup>st</sup> Period and 2<sup>nd</sup> Period to remain eligible for financial aid and avoid termination from the program.

In the event students fail to meet the cumulative 75% GPA for the 2<sup>nd</sup> Period of the 1<sup>st</sup> Academic Year, the student will be on "FINANCIAL AID WARNING" status. Students will be allowed to continue into the 1<sup>st</sup> Period of the 2<sup>nd</sup> Academic Year of the program and receive financial aid. Students must then have a cumulative 75% GPA from 2<sup>nd</sup> Period to the 1<sup>st</sup> AY and 1<sup>st</sup> period of the 2<sup>nd</sup> AY to remain eligible for financial aid and avoid termination from the program.

In the event students fail to meet the cumulative 75% GPA for the 1<sup>st</sup> Period of the 2<sup>nd</sup> Academic Year, the student will be on “FINANCIAL AID WARNING” status. Students will be allowed to continue into the 2<sup>nd</sup> Period of the 2<sup>nd</sup> Academic Year of the program and receive financial aid. Students must then have a cumulative 75% GPA from 1<sup>st</sup> Period to the 2<sup>nd</sup> AY and 2<sup>nd</sup> period of the 2<sup>nd</sup> AY to remain eligible for financial aid and avoid termination from the program.

Students terminated from the program and ineligible for financial aid can re-establish eligibility by successfully completing the required number of hours and by attaining the overall required cumulative grade average before the next period. Withdrawal from school has no effect on the student’s satisfactory academic progress upon re-entering.

<b><u>Full-time</u></b>	<b>1<sup>st</sup> Academic Period</b>		<b>2<sup>nd</sup> Academic Period</b>	
1550 Clock Hour Program/48 weeks				
After each increment in weeks	16 Weeks	32 Weeks	41 Weeks	50 Weeks
Students must have a cumulative grade of at least 75%	75%	75%	75%	75%
<b><u>Part-time</u></b>	<b>1<sup>st</sup> Academic Period</b>		<b>2<sup>nd</sup> Academic Period</b>	
1550 Clock Hour Program/80 weeks				
After each increment in weeks	24 Weeks	48 Weeks	66 Weeks	82 Weeks
Students must have a cumulative grade of at least 75%	75%	75%	75%	75%

**1. Quantity- Required Completion Rate:**

A student is expected to complete his or her educational objectives within a specified time.

Students must complete their program of study at PCN within a 150% of the normal program length. In addition to the cumulative grade average listed above, students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame of the Vocational Nursing program is (1550 x 1.5 = 2325) 2325 hours. Scheduled hours are any hours that PCN schedules for instructional time, either in the classroom, or at a clinical site.

Students who miss scheduled hours need to take care that they do not miss so many hours that they are unable to complete the program within the maximum time frame.

Students in the Vocational Nursing full-time program must attend an average of 30 hours per week and must successfully complete the program within 50 weeks and students in a part-time program must attend an average of 21.5 hours per week and must successfully complete the program within 82 weeks at the following rate:

<b>Full-time Schedule</b>				
After each increment in weeks	16 weeks	32 weeks	41 weeks	50 weeks
Minimum clock hours required to complete to move forward	450	900	1225	1550
<b>Part-time Schedule</b>				
After each increment in weeks	24 weeks	48 weeks	66 weeks	82 weeks
Minimum clock hours required to complete to move forward	450	900	1225	1550

### **Financial Aid Probation Policy**

A Financial Aid Probation is a status assigned to a student who has failed to meet SAP and who has appealed a determination of ineligibility.

If the student's appeal is granted, the School may disburse Title IV fund for one payment period and by next payment period, student is expected to:

- Be making SAP; or
- Be successfully following an academic plan designed to ensure student will be able to meet SAP by a specific point in time

### **Appeal Procedure**

In the event a student fails to meet the above criteria for two consecutive periods, the student will be deemed ineligible and terminated. However, a student may appeal the decision to the Program Director by stating in writing, the reasons why the minimum requirements were not met.

The Financial Aid Administrator and the Program Director will review the appeal and determine whether suspending financial aid is justified. The student will be advised in writing of the decision.

### **Appeal Policy**

On a written appeal by a student, failure to meet one or more satisfactory academic progress requirements will be evaluated by the Financial Aid Administrator and Program Director. The student will be notified of the decision within 14 days of the financial aid office receiving the written appeal request. The following types of information may be considered in determining if a student is still maintaining satisfactory academic progress:

- Unusual circumstances, such as extended illness
- Death or serious illness family
- Disruptive internal family problems

- Other unforeseeable circumstances beyond the control of the student that caused the student to fall below the satisfactory progress standards

The **Nurse Assistant Program** requires 150 hours for completion. Satisfactory Academic Performance will be measured every week for full-time students and across the span of 5 weeks.

### **Evaluation of Learning Outcomes for Nurse Assistant Students**

Nurse assistant students are evaluated based on the following criteria:

#### **1. Theoretical Component – (50 theory)**

- a) A modular homework is required to be submitted each day of the theory class. This written outpost is equivalent to 10% of their total grades.
- b) A modular quiz administered after each module which is equivalent 25% of the total grade.
- c) Unit Test are administered across the 16 modules which is 30% of the total grade
- d) A final examination is given (after toward, the end of the last module which is equivalent to 35% of the total grade.

#### **2. Skills Component**

- a) A skill laboratory time given where students are allowed to perform each nursing skill after the video presentation and demonstration by the instructor. Performance is documented on the skills checklist.
- b) A final skills exam is given towards the end of the program to determine readiness for the Red Cross Skills Exam. Students are allowed to come to the lab outside of regular class hours to enhance their skills preparations.

#### **3. Clinical Component – (100 hours)**

Based on required time for clinical exposure, students are directly supervised by the instructor perform basic bedside nursing care. Students are graded based on attendance, attitude and participation. A grade of *Passed* or *Failed* is reflected on record for this particular component.

### **Academic Progression Policy**

A student who fails either the theory or clinical part of the course is eligible to repeat it once only on the basis of space availability. Although the program will make every attempt to allow a student to repeat the

course during the next term when the same course is offered, it may be necessary, however, for a student to wait one or more terms for the opportunity to repeat a course.

A student who fails a term based on the school's grading policy will not be eligible to progress to the next term.

A student who exhausted all remediation basics per school policy will also not be eligible to progress to the next course or term.

For VN Program: A student who does not successfully pass the school's policy and contract for comprehensive examinations, both Terms 3 and 5, will also not be eligible to progress to the next course or term.

A student repeating a course must start from the first day of class until the completion of the entire course.

### **Academic Probation Policy**

If the Student remediates for the second time or if the student incurs one failed remediation in any Term of the program he/she will be placed on academic probation.

Remediation will remain on the student's probationary record until student successfully demonstrates meeting of objectives in the remediated subject.

Probationary status may also be initiated if a student's performance jeopardizes minimum patient care standards, or when patterns of behavior of performance interfere with a student's progress. The administration may initiate probation when the student is not meeting the theory and/or clinical objectives.

#### ***Procedures:***

1. Student shall be promptly informed in writing of probationary status.
2. Student placed on probation shall be counseled, according to established probationary status. The terms of the probation will be stated in writing, to include criteria for removal of probationary status.
3. Student whose performance remains below minimal acceptable standards will be dismissed from the program after an interview with the Program Director.

### **Tutorial Policy**

If a student's grade is failing below the minimum passing grade of 75% per school policy, he/she has to make a request for and make time to attend tutorial/review session with any available instructor to be assigned by the Program Director. It is the student's responsibility to make an appointment with the instructor or the Director.

If the student does not follow this procedure, the student faces the consequences of failing a subject. If the student failed a subject for whatever reason, he/she has to follow the school's procedure for remediation.

Student's decision to undergo alternative methods of tutorial of their choice must be documented and signed by the student.

### **Remediation Policy**

Remediation is required when a student fails to achieve a passing grade in any individual course of study. Student needing remediation must do so within the specified time. Clinical hours should be made up according the same schedule. Instructors will select the method of remediation according to individual student's needs and focusing on clinical and/or theory objectives.

1. A student will be allowed to participate in a written evaluation (test) to demonstrate successful meeting of remediated subject objectives.
2. If a student successfully demonstrates that he/she has met the course objectives by successfully passing the remediation examination (achieving a grade of 75% or above) the student's permanent record would reflect a passing score of no more than 75%.
3. If the student fails the remediation examination (achieving a grade lower than 75%), the student will then receive whichever is the higher of the two grades (original failed grade or the remediation examination grade). The higher grade would reflect on student's transcript of records.
4. During Terms 1 to 5, the student is allowed two (2) total remediations for each Term or one (1) failed remediation. If the student remediates for the second time, he/she will be placed on probation. If the student incurs one failed remediation, he/she will be placed on probation; any additional failing grade in a course will prompt the student's immediate termination from the Term. The Student Academic Performance Committee reserve the right to allow the terminated
5. Student to repeat only the failed subjects for the term or repeat the whole Term after a careful review and deliberation.
6. If a student fails the course Fundamentals of Nursing after the remediation, he/she has to repeat the course on the basis of space availability and is not allowed to progress because this is a prerequisite for all succeeding nursing courses.
7. Satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time-frame allowed (one and half times the program scheduled hours).
8. Students who had remedial of courses are closely watched for signs of possible failure and are reminded and offered tutorial. However, if a student cannot make time to attend tutorial, the student will provide the office in writing an acceptable alternative method of assistance in

improving his/her grade. Student's decision to undergo alternative method of tutorial must be documented and signed by the student.

### **Termination/Dismissal Policy**

A student may be terminated/dismissed from the program based on the following:

1. It has been concluded that all efforts of remediation of the student have been exhausted.
2. The student continues to be deficient in theory and/or clinical practice despite several remediation sessions.
3. The student is unable to conduct himself/herself in a professional manner in the classroom and/or clinical session.
4. After a maximum of two (2) remediated theory/clinical subjects in or one (1) failed remediation, the student still continues to be deficient on an additional subject either theory or clinical.
5. Non-compliance with the financial obligations as stipulated in the Enrollment Agreement.

### **Comprehensive Examination Policy**

The school initiates programs that measure student progress toward educational goals, determines academic progress, improves teaching and learning, and evaluates institutional effectiveness.

In Vocational Nursing Program, the school's Comprehensive Examination is required for the following reasons:

- a. to determine if the student has attained the class and clinical objectives successfully.
- b. to determine the ability of the student to proceed to the next term
- c. to determine the strengths and weaknesses of the student prior to taking the NCLEX-PN examination.

The student must pass the Preferred College of Nursing Comprehensive Examination at then end of Term 3 and Term 5 which is referred to as 1<sup>st</sup> and 2<sup>nd</sup> Comprehensive Examination with a grade of 75% or higher.

The student is allowed to proceed to the Term 4 after successfully passing the Comprehensive Examination at the end of term 3, and is able to graduate from the program after successfully passing the comprehensive examination at the end of Term 5.

A student who failed 1<sup>st</sup> Comprehensive Examination will take an Alternate Comprehensive Examination (remediation exam). Failed remediation exam will merit repetition of term 3 and will be required to pay the prevailing tuition fee "pro rata" for the repeated term. After repeating Term 3, should the student still be

unable to pass the Comprehensive or Alternate Comprehensive Exam, he/she will be required to start from Term 1 and will be required to pay the prevailing tuition fee of the program.

A student who failed the 2<sup>nd</sup> Comprehensive Examination will take and pass (75% passing ) the Alternate Comprehensive Examination (remediation exam). A failed remediation will merit another Standardized Comprehensive Predictor Exam provided by PCN. The Student should have a grade of 60 % or higher in order to pass. If the student does not pass the Standardized Comprehensive Predictor Exam, he/she has the option to undergo an NCLEX review provided by PCN or other NCLEX Review provider. After the review, the student will be given another Predictor NCLEX Exam to determine readiness.

### **NCLEX-PN Review Policy**

This review program is designed to assess the student's ability to successfully pass the NCLEX-PN examination. This extensive review will reinforce and strengthen concepts learned early in the previous terms of the VN curriculum. It offers the students the opportunity to assess their own strengths and weaknesses of nursing knowledge through diagnostic tools and to formulate a plan for areas of needed growth.

The NCLEX review for graduating students is usually scheduled immediately after the end of classes. Attendance to NCLEX review will be mandatory to increase chances of passing the Final Comprehensive Exam and NCLEX-PN exam. If the student fails to complete the NCLEX review attendance, he/she will not be allowed to take the Comprehensive Exam and this will result in non-completion of the VN program and non-issuance of diploma regardless of the overall general weighted average.

### **Counseling Policy**

Counseling may be initiated by the instructor if a student's performance in class or clinical is not up to the standards. Counseling sessions will be provided during theory days or after class or clinical hours, or anytime during class or clinical hours by the Program Director if absolutely needed.

If it has been noted that the student's problems need urgent intervention, the Instructor, Director, or designee may provide the necessary intervention right away.

All counseling sessions are to be written on the anecdotal form. A copy is to be given to the student while the original goes to the student's file.

### **Credit Granting Policy**

The institution will consider credit from other institutions accredited by an agency recognized by the U.S. Department of Education or the Council of Higher Education Accreditation (CHEA).

Students may transfer coursework credits earned at previously or concurrently attended institutions towards Preferred College of Nursing programs if the institution(s) meets or exceeds the standards of PCN

and are approved by the Bureau for Private Postsecondary and Vocational Education and Board of Vocational Nursing and Psychiatric Technicians or if the coursework is from an institution accredited by an accrediting agency recognized by the U.S. Department of Education, the Council of Higher Education Accreditation and the Board of Vocational Nursing and Psychiatric Technicians. Work completed at exempt institutions will be evaluated on an individual basis according to the guidelines mentioned and based on the approximate course content equivalency to courses offered at PCN. Coursework from all other institutions, including foreign institutions, require an institution equivalency report.

Previous education relating to the course program taken within the last 5 years may be given credits upon presenting an official transcript of record. Hours of credit will be calculated based on hours of equivalency.

For CNA to LVN transition: competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examination.

Request for credit granting and approval must be done and completed before commencing the Vocational Nursing Program.

### **Experiential Credit:**

The school does not give credit for experiential learning. Experiential Learning refer to learning that is acquired outside of a traditional classroom such as in the case of practicum, internships, student teaching, service learning or cooperative education.

### **Notice Concerning Transferability of Credits and Credentials Earned at Preferred College of Nursing**

The transferability of credits you earn at Preferred College of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Vocational Nursing and Nursing Assistant Training Programs is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution.

For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Preferred College of Nursing to determine if your credits or diploma will transfer

### **Articulation Agreement**

Preferred College of Nursing has not entered into an articulation or transfer agreement with any other college or university.

### **Cross-Enrollment Policy**

Preferred College of Nursing under special circumstances as determined by the Program Director, allows VN students to complete required subjects (theory and/or clinical) from another accredited VN institution provided that the accredited VN institution allows for temporary or cross-enrollment. Similarly, Preferred College of Nursing accepts VN students for temporary or cross enrollment for any required subject available.

A maximum of 33% of the normal program length (512 hours) may be taken from Preferred College of Nursing or from another accredited VN institution to be considered as temporary or cross-enrollment. Any exceptions to this policy shall be reviewed by the Program Director and shall be approved by the School Director.

The following factors will be included in the evaluation process: a) existence of appropriate vacancy b) curricular and admission requirements c) student's reason for requesting cross-enrollment d) letter of reference

All accepted cross-enrolled students will go through a full orientation process and therefore will be subject to PCN's Vocational Nursing Program Policies and Procedures as outline in the School Catalog.

### **Transfer of Credit Policy**

Preferred College of Nursing accepts transfer students who present a complete application and transcript from the previously attended VN institution accredited by United States Department of Education (USDE) or the Council for Higher Education (CHEA) from such school may receive credit for subjects completed with a grade of 75% ( or equivalent) or better if the earned subject meets or exceeds the standards of PCN.

In order to earn enough hours to graduate, transfer students are required to successfully complete 67% of the cumulative course work at Preferred College of Nursing. Any exceptions to this policy shall be reviewed by the Program Director and shall be approved by the School Director.

The following factors will be included in the evaluation process: a) existence of appropriate vacancy b) curricular and admission requirements c) student's reason for requesting transfer d) letter of reference

### **Course Withdrawal Policy**

Students planning withdrawal from a course should contact the Program Director and submit a completed withdrawal form. Students who withdraw officially will receive refunds in accordance with the posted

prorated refund schedule. Students who do not officially withdraw from a course will automatically receive a grade of “F.”

### **Reinstatement Policy**

A student may re-enroll and repeat a program or term in which the student has failed or did not complete depending upon space availability in the program. PCN will make every possible attempt to allow the student to repeat the program or term. However, the student must first submit a signed and dated letter to the Program Director detailing why he/she should be considered a viable candidate for readmission, including specific reference to resolution of the issue(s) that led to the termination.

In cases where a student was terminated due to his or her lack of attendance or progress, the student must show positive proof that the problem causing the termination has been corrected, thereby ensuring proper attendance and/or progress. The Program Director will make final approval of readmission.

When a program or term is repeated, the student must take both the theory and clinical components of the program concurrently. A student repeating a term or program must start from the first day of class until the completion of the entire term or program.

All satisfactory academic progress standards must be maintained to ensure completion of the program within the maximum time-frame allowed.

A student is expected to complete his or her educational objectives within a specified time frame. Student must complete the program of study at PCN within 150% of the normal program length. The appropriate time frame is calculated according to the student’s program hour requirements. For example, Vocational Nursing program requiring 1550 hours completed has a maximum time frame of 2325 hours attempted to complete the program. Attempted hours will include all of the following:

Earned hours (satisfactory/unsatisfactory), repeated courses, official withdrawal or drop, failures, remedial courses, non-attendance, and no grade reported.

Students who exceeded maximum time frame will no longer be making satisfactory progress and will no longer be eligible to complete the program.

### **Graduation Requirements**

Students must meet the following requirements prior to graduating:

1. Successfully completed all specified requirements for the enrolled program within the time limit.

2. Successfully passed the Comprehensive Examination
3. Settle all financial obligations with the college.

### **Student's Educational Records**

The Family Education Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student's educational records.

Students have the following rights regarding educational records:

1. The right to access educational records kept by the school.
2. The right to demand educational records is disclosed only with student consent.
3. The right to amend educational records.
4. The right to file complaints against the school for disclosing educational records in violation of FERPA.
5. The right to know about the purpose, content, and location of information kept as part of their educational records.
6. The right to expect that information in their educational records will be kept confidential unless they give permission to the school to disclose such information.

Any record that contains personally identifiable information that is directly related to the student is an educational record. This information can also include records kept by the school in the form of student files, student system databases kept in storage devices such as servers, or recordings or broadcasts which may include student projects.

The following items are not considered educational records:

1. Private notes of individual staff or faculty (NOT kept in student advising folders).
2. Campus police records
3. Medical records
4. Statistical data compilations that contain no mention of personally identifiable information about any specific student.

Some information in a student's educational record is defined as directory information. The school may disclose this type of information without the written consent of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure. Directory information may include:

1. Name

2. Address
3. Phone number and email address
4. Dates of attendance
5. Degree/Certificate(s) awarded
6. Enrollment status
7. Major field of study

Non-directory information is any educational record not considered directory information. Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student. Further, faculty and staff can access non-directory information only if they have a legitimate academic need to do so. Non-directory information may include:

1. Social security numbers
2. Student identification number
3. Race, ethnicity, and/or nationality
4. Gender
5. Transcripts, grade reports

Transcripts are non-directory information and, therefore, are protected educational records. Students have a right to privacy regarding transcripts held by the school where third parties seek transcript copies. School requires that students first submit a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student.

In general, a student's prior written consent is always required before the school can legitimately disclose non-directory information. The school may tailor a consent form to meet their unique academic needs.

However, prior written consent must include the following elements:

1. Specify the records to be disclosed
2. State the purpose of the disclosure
3. Identify the party or class of parties to whom the disclosure is to be made
4. The date
5. The signature of the student whose record is to be disclosed
6. The signature of the custodian of the educational record

Prior written consent is not required when disclosure is made directly to the student or to other school officials within the same institution where there is a legitimate educational interest. A legitimate educational interest may include enrollment or transfer matters, financial aid issues, or information requested by regional accrediting organizations.

The school does not need prior written consent to disclose non-directory information where the health and safety of the student is at issue, when complying with a judicial order or subpoena, or where, as a result of a crime of violence, a disciplinary hearing was conducted by the school, a final decision was recorded, and the alleged victim seeks disclosure.

## **Student Rights**

Preferred College of Nursing has set forth the following rights of the students:

1. Students have the right to consistent and judicious evaluation by the instructor.
2. Students are free to take reasoned exception to the data or views offered in courses of study.
3. They may be required to know the material set forth by the instructor, but they are free to reserve personal judgment as to the truth or falsity of what is presented.
4. Students have the right to have faculty meet their classes at the scheduled times and make presentations appropriate to the course. When circumstances require cancellation of a class, the instructor shall make an effort to notify students
5. While faculty and administrators have primary responsibility in curricular matters, students shall have opportunity for participation in revising and improving the curriculum by serving on operational curriculum committees.
6. Students have the right to a course grade which is a just measurement of performance in the course.
7. Information about a student's performance, views, beliefs, and political association which instructors acquire in the course of their work is considered confidential.
8. Students have the right to protection against improper disclosure of personal information. To minimize the risk of improper disclosure, the records of students' academic, counseling, disciplinary, financial and medical contacts with the school are kept separate from one another. Transcripts of academic records shall normally contain only information related to academic status and performance. However, in cases of disciplinary action, a notation of disciplinary status shall be added directly to the transcripts of any student who has been expelled or suspended with the notation for suspension to be removed at the end of the suspension period. Information from disciplinary, financial, counseling, medical or academic records shall not be available to any person, on or off campus, without the express written consent of the student involved, except in accordance with the law.
9. Students shall be free to organize and join associations to promote their common interests. Student organizations shall be free to examine and to discuss all questions of interest to them and to express opinions publicly and privately; and at the same time it should be made clear to both the

school and the larger community that in their public expressions, students or student organizations speak only for themselves.

10. Student Council exists as the government and voice of the students. Its primary responsibility is to represent and serve the students, with the stated purpose of providing essential activities closely related to, but not normally included as part of the regular instructional program of the school.
11. Students have the right to form representative self-government which will adequately (a) reflect student opinion (b) serve student needs (c) assert fundamental student rights and (d) actively participate in the planning, formulating, and instituting of school policies.
12. Students have the right to use student publications and the student press as valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus as a means of bringing student concerns to the attention of the faculty and the institutional authorities.
13. Students have the rights of freedom of speech, assembly, petition, and association. They may assemble publicly to demonstrate support for or opposition to causes or candidates.

### **Standards for Student Conduct**

*(California Code of Regulations, Title 5, Article 2, Section 41301)*

The school is committed to maintaining a safe and healthy living and learning environment for students, faculty and staff. Each member of the campus community must choose behaviors that contribute toward this end. Student behavior that is not consistent with the Student Conduct Code is addressed through an educational process that is designed to promote safety and good citizenship and, when necessary, impose appropriate consequences.

### **Student Responsibilities**

Students are expected to be good citizens and to engage in responsible behaviors that reflect well upon their university, to be civil to one another and to others in the campus community, and to contribute positively to student and school life.

### **Unacceptable Student Behaviors**

The following unacceptable behaviors are subject to disciplinary sanctions:

1. Dishonesty including:
  - a) Cheating, plagiarism or other forms of academic dishonesty that are intended to gain unfair academic advantage
  - b) Furnishing false information to a school official, faculty member, or campus office
  - c) Forgery, alteration, or misuse of a school document, key or identification

- instrument d) Misrepresenting one's self to be an authorized agent of the school or one of its auxiliaries.
2. Unauthorized entry into, presence in, use of, or misuse of school property.
  3. Willful, material and substantial disruption or obstruction of a school-related activity, or any on-campus activity.
  4. Participating in an activity that substantially and materially disrupts the normal operations of the school, or infringes on the rights of members of the school community.
  5. Willful, material and substantial obstruction of the free flow of pedestrian or other traffic, on or leading to campus property or an off-campus school related activity.
  6. Disorderly, lewd, indecent or obscene behavior at a school related activity, or directed toward a member of the school community.
  7. Conduct that threatens or endangers the health or safety of any person within or related to the school community, including physical abuse, threats, intimidation, harassment or sexual misconduct.
  8. Hazing, or conspiracy to haze, as defined in Education Code Sections 32050 and 32051:  
"Hazing" includes any method of initiation or pre-initiation into a student organization, or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term "hazing" does not include customary athletic events or other similar contests or competitions. A group of students acting together may be considered a 'student organization' for purposes of this section whether or not they are officially recognized. Neither the express or implied consent of a victim of hazing, nor the lack of active participation while hazing is going on is a defense. Apathy or acquiescence in the presence of hazing is not a neutral act, and is also a violation of this section.
  9. Use, possession, manufacture, or distribution of illegal drugs or drug-related paraphernalia, or the misuse of legal pharmaceutical drugs.
  10. Use, possession, manufacture, or distribution of alcoholic beverages, or public intoxication while on campus or at a school-related activity.
  11. Theft of property or services from the school community, or misappropriation of school resources.
  12. Unauthorized destruction or damage to school property or other property in the school community.
  13. Possession or misuse of firearms or guns, replicas, ammunition, explosives, fireworks, knives, other weapons, or dangerous chemicals on campus or at a school related activity.
  14. Unauthorized recording, dissemination, or publication of academic presentations (including handwritten notes) for a commercial purpose.
  15. Misuse of computer facilities or resources including:
    - a) Unauthorized entry into a file for any purpose

- b) Unauthorized transfer of a file
  - c) Use of another's identification or password
  - d) Use of computing facilities, campus network, or other resources to interfere with the work of another member of the school community
  - e) Use of computing facilities and resources to send obscene or intimidating and abusive messages.
  - f) Use of computing facilities and resources to interfere with normal school operations
  - g) Use of computing facilities and resources in violation of copyright laws
  - h) Violation of a campus computer use policy
16. Violation of any published school policy, rule, regulation or presidential order.
17. Failure to comply with directions or, or interference with, any school official or any public safety officer while acting in the performance of his/her duties.
18. Any act chargeable as a violation of a federal, state or local law that poses a substantial threat to the safety or well being or members of the school community, to property within the school community or poses a significant threat of disruption or interference with school operations.
19. Violation of the Student Conduct Procedures, including:
- a) Falsification, distortion, or misrepresentation of information related to a student discipline matter
  - b) Disruption or interference with the orderly progress of a student discipline proceeding
  - c) Initiation of a student discipline proceeding in bad faith
  - d) Attempting to discourage another from participating in the student discipline matter
  - e) Attempting to influence the impartiality of any participant in a student discipline matter.
  - f) Verbal or physical harassment or intimidation of any participant in a student discipline matter.
  - g) Failure to comply with the sanction(s) imposed under a student discipline proceeding.
20. Encouraging, permitting, or assisting another to do any act that could subject him or her to discipline.

Sanctions for the conduct listed above can be imposed on applicants, enrolled students, students between academic terms, graduates awaiting degrees, and students who withdraw from the school while a disciplinary matter is pending.

The Ethical Conduct Committee of the school, composed of faculty representatives, administrators and a representative from the Student Council, is entrusted with the task of determining the disciplinary action. These actions shall be implemented immediately upon the findings of the Ethical Conduct Committee and include, but are not limited to verbal reprimand, written reprimand, loss of credits, property restitution, temporary suspension or dismissal. Students who violate the standards of conduct shall be subject to immediate suspension.

## **Notice of Student Rights**

You may cancel your contract for school, without any penalty or obligations on the fifth business day following your first class session as described in the “Notice of Cancellation” form that will be given to you at the first class that you go to. Read the “Notice of Cancellation” form for an explanation of your cancellation rights and responsibilities. If you have lost your “Notice of Cancellation” form, ask the school for a sample copy.

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 refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Contact the Department of Consumer Affairs (DCA) at the address and telephone number printed below for information.

If you have any complaints, questions, or problems that you cannot work out with the school, write or call the:

### **Bureau for Private Postsecondary Education (BPPE)**

2535 Capitol Oaks Drive Suite 400 Sacramento, CA 95834

Toll-free-tel: (888)370-7589 fax: (916) 263-1897

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

## **Student’s Right to Cancel Contract**

The student shall have the right to cancel an agreement for a program of instruction including any equipment, until midnight of the fifth business day after the day on which the student did any of the following:

1. Attend the first class of the program of instruction
2. Received a copy of the notice of cancellation
3. Received a copy of the agreement and the disclosures

If the institution gave the student any equipment, the student shall return the equipment within 30 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 30 day-period, the institution may retain that portion of the consideration paid by the student equal to the

documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

To cancel the contract for school mail or deliver a signed and dated copy of cancellation notice, or any other written notice or send a telegram to:

**Preferred College of Nursing**  
Attention: Bernadita R. Sanchez  
6551 Van Nuys Blvd. Van Nuys, CA 91401

### **Cancellation, Withdrawal & Refund Policy**

The student has a right to cancel this enrollment agreement and obtain a refund of changes paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

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 refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund.

#### **Procedure:**

To cancel the contract for school mail or deliver a signed and dated copy of cancellation notice, or any other written notice or send a telegram to:

Preferred College of Nursing  
Attention: Bernadita R. Sanchez  
6551 Van Nuys Blvd. Van Nuys, CA 91401

If the institution gave the student any equipment, the student shall return the equipment within 30 days following the date of the Notice of Cancellation. If the student fails to return the equipment within this 30 day-period, the institution may retain that portion of the consideration paid by the student to the documented cost to the institution of the equipment and shall refund the portion of the consideration exceeding the documented cost to the institution of the equipment within 10 days after the period within which the student is required to return the equipment. The student may retain the equipment without further obligation to pay for it.

### **Tuition Refund Policy (Non-recipients of Title IV Fund)**

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund

The student shall have the right to a full refund of all charges less the amount of \$ 75.00 for the non-refundable registration charges if he/she cancels the agreement prior to or on the first day of instruction. Further, the student may withdraw from a course after instruction has started and receive a pro rata refund for the unused portion of the tuition and refundable charges if the student has completed 60% or less of the instruction.

### **Title IV Refunds Policy**

PCN Refund Policy complies with the amended version of 34 CFR section 668.22 of the Higher Education Amendment of 1998.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Title IV funds are awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of Title IV funds that the student was originally scheduled to receive.

If a recipient of Title IV grant or loan funds withdraws from a school after beginning attendance, the amount of Title IV grant or loan assistance earned by the student must be determined. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. If the amount disbursed to the student is less than the amount the student earned, and for which the student is otherwise eligible, he/she is eligible to receive a post-withdrawal disbursement of the earned aid that was not received.

The school's Financial Aid Office is required by required by federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

Students who withdraw from all classes prior to completing more than 60% of an enrollment term will have their eligibility for aid recalculated based on the percent of the term completed. For example, a student who withdraws completing only 30% of the term will have "earned" only 30% of any Title IV aid received. The school and/or the student must return the remaining 70%.

Recalculation is based on the percentage of earned aid using the following federal Return of Title IV funds formula:

Percentage of payment period or term completed = the number of clock hours the student was scheduled to complete in the period divided by the total number of clock hours in the period. Up through the 60% point in each payment period a prorated schedule is used to determine the amount of Title IV funds student has earned at the time of withdrawal. If a student withdraws after 60% (or more) of the term, he/she is considered to have “earned” all of the federal aid of the term. No repayment is necessary.

If a student after enrollment never attended any classes, he/she did not establish eligibility for any funds. All Title IV disbursed must be returned.

Refunds are allocated in the following order:

1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Direct Stafford Loans (other than PLUS loans)
4. Subsidized Direct Stafford Loans
5. Federal Parent (PLUS) Loans
6. Direct PLUS loans
7. Federal Pell Grants
8. Federal Supplemental Educational Opportunity Grants
9. Other Title IV Assistance
10. Other Federal Sources of Aid
11. Other State, Private, and Institutional Aid

When a student withdraws from PCN, the withdrawal date used to determine the refund is the date the student began the school’s withdrawal process, although the school reserves the right to use the last date of attendance at an academically related activity.

The withdrawal date is:

First, the date the student began the institution’s withdrawal process or officially notifies the school of their intent to withdraw: or

Second, the last known attendance at a documented academically-related activity (i.e. exam, a tutorial, computer-assisted instruction, academic counseling, academic advisement, turning in a class assignment, or attending a study group that is assigned by the institution); or Third, the midpoint of the period for a student who leaves without notifying the institution.

If a student earned less aid than was disbursed, the school would be required to return a portion of the funds and the student would be required to return a portion of the funds.

If a student earned more aid than was disbursed to him/her, the school would owe the student a post-withdrawal disbursement. A post-withdrawal disbursement must be made within 180 days of the date the school determines that the student withdrew.

The following rules apply when completing a return calculation for a student:

The school will return any unearned Title IV funds within 45 days of the date the school determined the student withdrew, and offer any post-withdrawal disbursement of loan funds within 30 days of that date.

The school will disburse any Title IV funds a student is due as part of post-withdrawal disbursement within 45 days of the date the school determined the student withdrew, and disburse any loan funds a student accepts within 180 days that date.

The student is obligated to return any Title IV overpayment in the same order mentioned above. Students who owe overpayments as a result of withdrawal initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of the date of the school sends the student notice of the overpayment or the date the school was required to notify the student of the overpayment. Failure to return Title IV funds will result in loss of eligibility for financial aid.

### **Payment Schedule**

For paying students, it's their responsibility to make payment of program of program fees every month and within the timeframe designated on the statement of account. If a student is unable to make payment within the timeframe given he/she must submit written notification to the Administration with an explanation and explanation and the expected date of payment. If a student is unable to make payment of program fees, the student will not be allowed to progress.

### **Method for Collecting Delinquent Tuition:**

1. Notification in writing stating outstanding balance.
2. Follow-up phone call one week after written notification.
3. Second written notification 30 days after first written notification.
4. Follow-up phone call one week after second written notification.
5. Third written notification 30 days after second written notification.
6. Follow-up phone call one week after third written notification.
7. Final courtesy follow-up call.
8. If satisfactory payment arrangements are not made, the student's balance will be reported to the Credit Bureau. Delinquent accounts will be turned over to collections. Any cost related to the collection of the amount owed will be change to the students account.

### **Student's Right to Withdraw from Program of Instruction; Duty to Refund Tuition/Equipment Payments**

Within 10 days of the day on which the refund is made, the institution shall notify the student in writing of the date on which the refund was made, the amount of the refund, the method calculating the refund and the name and address of the entity to which the refund was sent.

If the student completed only 50 hours on a 90-hour course and paid \$300 tuition, the student would receive a refund of \$175. The refund to be paid to a student shall be calculated as follows:

Deduct a registration fee from the total tuition charge:

$$\$300 \text{ (total tuition charge)} - \$75 \text{ (registration fee)} = \$225$$

Divide this figure by the number of hours in the program to get the hourly charge  $\$225 / 90 \text{ (no. of hours in the program)} = \$2.5 \text{ (hourly charge)}$

Multiply the total hours attended by the hourly charge to get the amount owed by the students:  $50 \text{ (no. of hours attended)} \times \$2.5 = \$125 \text{ (tuition used)}$

REFUND = Total Tuition Charge – Tuition Used

$$\$300 - \$125 = \$175$$

### **Student's Right Under The Student Tuition Recovery Fund (STRF)**

It is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF).

This was established to protect any California resident who attends a private postsecondary institution from losing money if he or she prepaid tuition and suffered a financial loss as a result of the school closing, failing to live up to its enrollment agreement, or refusing to pay a court judgment.

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

1. You are a student in an educational program who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans
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 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 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 instructions was completed.
2. The school’s failure to pay refunds or changes 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 received by the school prior to closure in excess of tuition and other and 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 effort to prosecute, prove, and collect on a judgment against the institution for of the Act. a violation”

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

### **Cancellation of a Program by the School**

The School may cancel the enrollment of any student for any of the following reasons:

1. The student does not meet the Eligibility Requirements as set by the school.
2. In case of emergency or low enrollment.

The school reserves the right to postpone or reschedule any class or instructor at any time.

Cancellation notice will be given in writing, stating the reasons for the action.

### **Student Grievance Procedure**

Should a complaint/grievance arise, the following steps can be taken. If at any point you are not satisfied with the result, proceed to the next step in the following order:

1. Make an appointment to discuss the matter with the Instructor. If the matter is not resolved-
2. Make an appointment to discuss the matter with the Director of Nursing. If still not satisfied-
3. Make an appointment to discuss the matter with the School Administrator.
4. If the problem or complaint is not satisfactorily resolved by the school, it may be directed to:

A complaint logbook for tracking formal complaints is kept within the Office of Student Affairs & Discipline and Program Director's office and addressed in a timely manner.

### **The Office of Student Services**

The Office of Student Services has overall responsibility for student welfare and student life on campus. This office is committed to accomplish the following:

1. To facilitate student learning opportunities for ethical growth and development in connection with disciplinary, grievance, and conflict resolution processes;
2. Provide information and assistance to students regarding grievance processes and student rights; respond to student grievances in a manner that fosters a climate of fairness, civility, and mutual respect;
3. To support the College's educational purposes and goals by enforcing, drafting, and interpreting standards of behavior and related policies and procedures;
4. Review, revise, and interpret campus policies pertaining to student responsibilities and rights; maintain centralized and confidential student disciplinary records;
5. Provide leadership opportunities for student in outreach, peer education, and student discipline.

### **Student Services**

Preferred College of Nursing is committed to providing a "whole person" education. Classroom learning is supplemented by students' personal growth and development achieved through activities and programs.

College's faculty and staff are committed to assisting students as they strive to develop intellectually, physically, socially, morally and spiritually. The College provides a comprehensive program of student services. All activities and programs are designed to help students have positive and rewarding personal growth experiences while at PCN.

The following areas are included in Student Services:

**Counseling and Advising Services** – where students obtain help with educational, career, and personal concerns from a trained staff of counselors, specialists, and advisors.

**Tutoring Services** – help students struggling in their subjects and for those who know that their study skills are weak and have trouble in particular courses.

**Career & Employment Services** – provide a variety of opportunities and experiences which will empower our students and alumni to successfully pursue their career goals.

**Campus Learning Assistance Services-** help students increase their mastery of course material through course-specific tutoring and academic skills development. This provides small group tutoring and workshops on note-taking time management, reading, exam preparation, memory and concentration, and other study skills to assist students in developing their academic skills.

**NCLEX Preparation Through Assessment Technologies Institute (ATI)** – prepares student for the NCLEX exam by systematically strengthening their knowledge base throughout their nursing education. This program is designed not only to increase pass scores on the NCLEX, but also to lower program attrition rates by early identification of student at risk.

**Service for Students with Disabilities (SSD)** – The school personnel is tasked with documenting disability, assesses needs, provides disability-related information and referrals. The school facilitates accommodations to student with disabilities such as special parking privileges, restrooms, low-counter front desk reception, wide hallways, elevator access, and classroom seating arrangement.

**Parking Services** – there will be a designated free parking lot for all students.

### **The Student Council**

Functions:

1. To facilitate good relations among the administration, faculty and the student body;
2. To provide a forum for student expression;
3. To promote discussion, conducting class meetings and acting as communicators for administration and student;
4. To improve and maintain school spirit;
5. To provide orderly direction of student activities;
6. To promote student participation in school activities and other special school functions;
7. To perform fund-raising activities for various events throughout the school year; and
8. To attend the scheduled monthly PCN Staff Meeting/Compliance Monitoring.

The PCN Student Council is composed of the following:

1. President
  - a. Attends monthly staff/council meetings.
  - b. Represents the student body at school
  - c. Stays in close communication with the advisor/administration on student council matters
  - d. Announces the date, time and place of all meetings
  - e. Shall attend at every faculty and/or administrative meetings
  - f. Make sure that all meetings, functions and other types of gatherings will be in order
  - g. Responsible part of party committee i.e. monthly birthdays, pinning ceremony, and graduation event
  - h. Makes student council announcement
2. Vice-President
  - a. Attends monthly staff/council meetings
  - b. Stays in close communication with the advisor/administration on student council matters
  - c. Works closely with the president and must be prepared to assume duties of the president at any time
  - d. Helps prepare the agenda with other officers
  - e. Helps the president keep all meetings, functions, and other types of gatherings be instituted in an orderly fashion
  - f. Responsible part of party committee i.e. monthly birthdays, pinning ceremony, and graduation event
  - g. Makes student council announcement if president is not available
3. Secretary
  - a. Attends monthly staff/council meetings
  - b. Works closely with the student council advisor/administration
  - c. Works with the president to assemble and provides the materials (visual aids, pencils, paper, etc.) for meetings
  - d. Takes attendance and keeps an accurate record of all meetings
  - e. Records notes at every meeting
  - f. Reads the minutes from the previous meeting to inform student council of what was discussed and reminds member of unfinished business
  - g. Gives copy of minutes to the school director/administrator
  - h. Writes correspondence for any project, fundraising, and any other necessary information
  - i. Keeps track of all birthdays, post birthday announcement in the bulletin board and shall organize a small celebration
4. Treasurer
  - a. Attends monthly staff/council meetings
  - b. Prepares the annual budget with student council members and advisor/administration

- c. Presents the proposed budget to the student council for adoption
  - d. Keeps a record of all the money that the student council makes and spends
  - e. Collaborates with the secretary in funding all the necessary materials during any student council meeting
  - f. Answers questions about how money was spent
5. Class Representative
- a. Attends monthly staff/council meetings
  - b. Serves as a liaison between the administration and the class
  - c. Speaks on behalf of the students to address their grievances at all school staff meetings

All council members' responsibilities will be many, including being a responsible representative for their own ideas and views, ensuring the integrity of the council through their actions and the student body. Each member must fulfill all assigned tasks to enable the council to be an effective organization of the school.

**The Student Learning Resource Center**

The PCN Student Resource Center supports the audio-visual and computer-based educational and training programs offered by the school. It houses books, journals, newspapers, online reference resources, CD-ROMS, videotapes, and computer workstations for online access and research.

The Center provides library functions and supplies a wide variety of innovative materials and services necessary to support instructional programs.

Students can use the variety of materials it has to offer to research, projects, assignments, homework, review, remediation, and other enrichment activities.

The assigned custodian/librarian shall be advised to monitor the logbook for sign-in and sign-out of students using this facility.

**Service Hours:**

Monday-Friday	9am-9pm
Saturday	10am-3pm
Sunday	10am-3pm

**Regulations:**

Leave your school ID and bag before entry.

Users must not make noises which disturb those who are studying/reading.

Users should not talk except as necessary to conduct business inside.

Users should set cell phone to silent mode and should not use while inside.

Eating and bringing of food and beverages are not allowed inside.

Users must treat furniture, equipment, books and other property with care.

Users must not damage, mark or deface library materials. They must not dog-ear pages or use paper clips or post-its in books.

### **Borrowing Policy**

Items may be renewed one time for the same length of time as the original check out unless another student has placed a hold on it.

Each student is limited to checking out two items only.

The circulation period for each item is only three days.

Any item(s) kept after three days is considered overdue. Borrowing privileges are suspended after the second overdue notice.

Overdue Fines: 10 cents per day per item; the maximum fine per item is \$10.00

Whenever fines accumulate to \$10.00 or more, borrowing privileges are suspended.

1. Library patrons are expected to return library materials in as good of condition as when borrowed. Each student will be responsible for materials checked out, including fines for late returns, lost items, and items damaged beyond repair.
2. For lost and damaged items, the replacement cost will be charged. A lost or damaged item may be replaced with an exact, new copy of the item.
3. All videos are for classroom use only.

### **The Alumni Assistance Office**

One of its primary goals is to maintain contact with PCN graduates. The Alumni Office provides a network among alumni to perpetuate their ties with other health care organizations and institutions. The office updates alumni records and organizes alumni homecoming to provide an opportunity to come together, to network and to seek ways to support their Alma Mater. Also, the Alumni Office provides graduates with information about employment opportunities and career related matters.

### **Employment Placement Services**

The school cannot guarantee full employment, but will provide its graduates with assistance and job leads upon graduation.

The institution provides placement assistance to its graduates with an attempt to place everyone. The placement office offers assistance with resume writing, interview techniques and scheduling for interviews and allocates 1-hour session of providing job placement assistance for each person. Interested persons may come to the office anytime for proper scheduling.

### **The School Newsletter**

*"The Synapse"* is a school publication that strives to provide objective and balanced coverage of campus-related events and issues, and to provide the students, faculty and staff of Preferred College of Nursing with informative articles on health-related topics and an open forum for the free exchange of ideas.

### **Student Interactions/Study Groups**

PCN is open to give students the skills they need to succeed in groups. The school believes that many students have never worked in collaborative learning groups and may need practice in such skills as active and tolerant listening, helping one another in mastering content, giving and receiving constructive criticism, and managing disagreements.

The faculty members are instructed to create group tasks that require interdependence; make the group work relevant so that students must perceive the group tasks as integral to the course objectives, not just busywork; assign group tasks that allow for a fair division of labor, ensure that individual student performance is assessed and that the groups know how their members are doing; and give students an opportunity to evaluate the effectiveness of their group.

### **Language of Instruction**

The primary language of instruction is English. Students are required to be proficient in the language of the courses in which the student will be registered in.

Only English will be spoken by students and instructors while classes or clinicals are in session.

### **Housing Information**

Preferred College of Nursing has no dormitory facility under its control and does not provide any housing accommodation to its students. Furthermore, the school has no responsibility to find or assist a student in finding housing.

### **Consumer Information**

All consumer information that is required to be disclosed to the student pursuant to the federal and state financial aid programs are available from preferred College of Nursing Federal Student Aid Policies and Manual.

1. Completion or graduation rates,
2. Retention rates,
3. Licensure exam passage rates,
4. Placement rates,
5. Salary wage data and information
6. Drug and Alcohol Prevention Program.
7. Constitution Day observance
8. Voters Registration information and application
9. Family Educational Records and Privacy Act
10. Selective Service
11. Campus Security Reports
12. Students Right-to-Know Act

### **Student Records Management & Retention**

Preferred College of Nursing is in compliance with provisions granted under the Family Educational Rights and Privacy Act of 1974. Under this law, student enrolled in any educational institution are given certain rights concerning school records.

This privacy right is right vested in the student. Generally:

1. Institutions must have written permission from the student in order to release any information from a student's educational record.
2. Institutions may disclose directory information in the student's educational record without the student's consent.

Its is good policy for the institution to notify the student about such disclosure and to seek the written permission of the student to allow disclosure of any educational records including directory information. Institutions should give the student ample opportunity to submit a written request that the school refrain from disclosing directory information about them.

Institutions must not disclose non-directory information about students without their written consent except in very limited circumstances. Institutions should notify students about their rights under FERPA through annual publications.

When in doubt, it is always advisable to err on the side of caution and to not release student educational records without first fully notifying the student about the disclosure.

The school always seeks a written consent from student before disseminating educational records to third parties.

The Admissions and Records office is responsible for ascertaining that school records maintenance, storage, security and management are in compliance with the Bureau's record-keeping requirements, accrediting agencies and school's and policy, procedures, rules and regulations.

The institution maintains records for each student, whether or not the student completes the educational service, for a period of not less than five year at 6551 Van Nuys Blvd Suite 200 Van Nuys, CA 91401 after the date of the student's graduation, withdrawal, or termination.

The student records shall be retrievable by student name and shall contain all of the following applicable information:

1. Home/ mailing address, email address, and telephone number
2. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution
3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid
4. Copies of all tests given the student before admission
5. Records of the dates of enrollment and, if application, withdrawal, leaves of absence, and graduation
6. A transcript showing all of the classes and courses or other educational services that were completed or were attempted but not completed and grades or evaluations given to the student for each course or subject
7. Copy of certificate granted and the date on which that certificate was granted
8. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received
9. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for equipment, the method of calculating the refund, the date the refund was made, the check number of the refund, and the name and address of the person or entity to which refund was sent
10. Copies of any official advisory notices or warning regarding the student's progress
11. Complaints received from the student, including any correspondence, notes, memoranda, or telephone logs relating to a complaint. (all notices and disclosures provided to students and a record of the time period within which each notice and disclosure was provided)
12. Records of student attendance
13. Satisfactory academic progress report

Preferred College of Nursing stores student records on computer disks, making records accessible through electronic retrieval. These records are in an electronic format that are readily available and open to

inspection by the Bureau and other regulating agencies upon request. The school maintains hard copies of student files in a secured designated room within the school facility. However, the school maintains all administrative, students' financial and academic records that are properly scanned, classified and saved in a hard drive which is stored in off-site fire-proof depository.

The institution also maintains complete and accurate records off all the educational programs offered and the curriculum for each, and information of all previous and current faculty and staff files.

The institution has personnel scheduled to be present at all times during normal business hours who know how to operate the devices and can explain the operation of the devices to any person authorized to inspect and copy records.

The Chief Academic Officer conducts a quarterly checking to ascertain that the records management and retention are being properly handled.

### **Drug-Free Schools and Campuses Regulations (DFSCR)**

The Drugs and Alcohol Abuse Prevention Regulations (Education Department General Administrative Regulations [EDGAR]), require that, as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education (IHE) must certify that it adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. If audited, failure to comply with the Drug and Alcohol Abuse Prevention Regulations may cause an institution to forfeit eligibility for federal funding.

In order to be able to certify its compliance with the regulations, an institution must adopt and implement a drug prevention program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. Creating a program that complies with the regulations requires an IHE to do the following:

Annually notify each employee and student, in writing, of standards of conduct; a description of appropriate sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with AOD use; and description of available treatment programs.

Develop a sound method for distributing annual notification information to every student and staff member each year.

Conduct a biennial review on the effectiveness of its AOD programs and the consistency of sanction enforcement.

Maintain its biennial review material on file, so that, if requested to do so by the U.S. Department of Education, the campus can submit it.

PCN's DFSCR policy addresses the legal and responsible use of alcohol. It addresses the academic, health, personal and safety risk associated with alcohol and other drug use through education, services and resources that focus on prevention of alcohol and other drug abuse. Through wide dissemination of this policy, the school community will be informed of its contents, as required by the Drug-free Workplace and Drug-Free Schools and Campuses Act.

It is a goal of the school to provide a safe, productive, and healthy environment in which all member of the school community can learn, work and grow from a wealth of different school experiences. The school is determined to establish and maintain work, living, and learning conditions that are free from the negative effects of alcohol and other drug abuse. The school recognizes that the misuse or abuse of any drug can be detrimental to the health, safety, learning, and well-being of individuals as well as the school community. Therefore, in compliance with the U.S. Drug-free Workplace Act of 1988 and Drug-free Schools and Communities Act Amendments of 1989, the school offers substance abuse prevention programs for its students and employees and will identify resources and provide assistance and support for those who have, developed or are in recovery from problems with AODs

The illegal or abusive use of alcohol and/or other drugs by students, faculty or staff adversely affects school's commitment to provide an environment of excellence in teaching, research and learning. As members of the school community, we all share in the responsibility for creating and maintaining a healthy and productive environment for work and study alike. With this responsibility comes the obligation to be involved in preventing problems caused by the abuse of alcohol, tobacco and other drugs.

PCN's comprehensive approach to addressing substance abuse emphasizes:

Taking effective steps to create and maintain a drug-free workplace and educational environment for students, faculty and staff.

Providing continual prevention, education and counseling services along with referrals to off-campus treatment facilities as appropriate.

Encouraging individuals who are experiencing problems associated with alcohol and/or other drugs or chemical dependency to seek assessment, counseling and/or treatment voluntarily with the understanding that this assistance is confidential and will not be used against them.

School's policy on alcohol and other drug use respects all legal requirements including, but not limited to:

Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.

The Drug-free Workplace Act of 1988 sets forth special requirement for employees on federal contracts and grants. It requires the school to provide notice of a conviction for a violation of any criminal drug statute occurring in the workplace by an employee engaged in the performance of work under federal contract or grant; and to report to funding agency within ten(10) calendar days after notice from an employee of a conviction for a violation of any drug statute occurring in the workplace.

California Drug-free Workplace Law. Employees or contractors of any state agency are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance as defined in the Substances Act. The employer or contractor must publish a statement regarding the prohibition and any sanctions that will be imposed and establish a drug-free awareness program.

Federal and California controlled substance laws, as well as other administrative regulations concerning alcohol and other drugs.

### **Financial Assistance**

Preferred college of Nursing participates in federal and state financial aid programs.

PNC is approved to offer the following:

1. Federal Student Aid: Pell Grant Program, Direct Load Program & Plus Loan Program
2. Funding from California State Approving Agency for Veterans Education for Veterans and their dependents
3. Sallie Mae Smart Option Student Loan
4. Interest-free in-house Financing

School offers a direct payment plan with no interest. Student is required to make a down payment and sign a promissory note for the remaining balance which is to be paid monthly over the length of the program. Delinquent or late payments will be charged a monthly interest of 0.5%. All fees must be fully paid upon completion of the course. Students may be terminated for non-compliance of promissory note.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has

received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- (2) The student may not be eligible for any other federal student financial aid another institution or other government assistance until the loan is repaid.

### **Federal Financial Aid Programs Availability**

Federal Pell Grant: Awards are base on the Expected Family Contributions (EFC) on the student's SAR or ISIR, the academic year structure, and the student's cost of attendance. The Scheduled Awards amounts are specified on the Pell. A full-time 2010/2012 Federal Pell Grant award is \$5,550.00

Federal Direct Student Loans: All new students and continuing packaged students may apply for the federal Direct Student Loan programs: Subsidized/Unsubsidized/PLUS

### **General Student Eligibility**

In order to be eligible for Title IV assistance, student must meet the following requirements:

1. Possess a high school diploma or GED or signed attestation affirming high school graduation or comparing transcripts.
2. Minimum of 17 years of age.
3. Passing score of 80% on the entrance exam.
4. Enrolled in an eligible program
5. With a valid Social Security Number.
6. Citizen or a permanent resident of the United States.
7. Registered with Selective Service or submit a verified exemption from registration.
8. Not be in default on a Title IV federal student loan or owe any Title IV federal student grant overpayments.
9. Enrolled for the minimum number of hours required for the Title federal student aid program.
10. Make satisfactory progress in their educational program.
11. Demonstrate financial need.
12. For purposes of the Federal Pell Grant program, not have a baccalaureate or first professional degree.

Information regarding Preferred College of Nursing financial aid programs and policies is distributed through the following published documents:

- The Student Financial Aid Assistance Information Catalog (includes eligibility requirements, application process, academic progress requirements and aid programs available)
- PCN Website ([www.pcnuys.com](http://www.pcnuys.com))

Additional resources are published and distributed through the Financial Aid office. These resources include:

1. The Student Guide published by the U.S. Department of Education
2. Funding Your Education published by the U.S. Department of Education
3. Fundamentals of Title IV program published by the U.S. Department of Education

### Tuition and Fees

Students should pay all required fees in accordance with stated policies or initiate arrangements with the Financial Office. The fees listed are subject to change.

<b>Course Programs</b>	<b>Registration</b>	<b>Tuition</b>	<b>Equipment/ Lab Fee</b>	<b>Miscellaneous</b>	<b>STRF</b>	<b>TOTAL CHARGES</b>
Vocational Nursing	\$75	\$23,982.50	\$100	\$130.50	\$12	<b>\$24,300.00</b>
Nursing Assistant Training Program	\$75	\$1077.50	\$100	\$47	\$.50	<b>\$1,300.00</b>
IV Therapy & Blood Withdrawal Certification Course for LVN	\$75	\$175	\$25			<b>\$275.00</b>
Principles & Methods of Teaching Adult Learner (RN-CEU)	\$75	\$175				<b>\$250.00</b>
Planning, Implementing &Evaluating an Instructional Program for Director of Staff Development	\$75	\$350	\$25			<b>\$450.00</b>

## Course Programs: Objectives, Descriptions, and Contents

### Vocational Nursing Program

**Program Length:** 1550 Hours (Residential)

#### **Program Schedule:**

Full Time (50 weeks): 30 Hours/Week

Monday-Friday 8:00am-3:00pm

Monday-Friday 4:00pm-10:00pm

Part Time (82 weeks): 21.5 Hours/Week

Wednesday/Friday 6:00pm-9:00pm Sunday/Monday 8:00am-3:00pm

Tuesday/Thursday 6:00pm-9:00pm Saturday/Sunday 8:00am-3:00pm

Friday/Saturday/Sunday 8:00am-3:00pm

Monday/Tuesday 6:00am-9:00pm Friday/Saturday 8:00am-3:00pm

#### **Program Objectives:**

Upon completion of the program, the vocational nursing student will be able to:

1. Attain the learning objectives of the program with at least 75% accuracy.
2. Recognize change, identify the abnormal, and collect data in the assessment of patient's needs.
3. Practice well established and standard-nursing techniques based on laws, regulations, literature and policy of the employment facility.
4. Provide care to patients in accordance with the physician's orders and the nursing care plan.
5. Plan, implement and evaluate patient's needs by applying the basic principles of safe nursing practice.
6. Contribute to the development of the nursing care plan through observation and communication of the individual need of the patient for restorative and maintenance of optimal health.
7. Use problem-solving skills to meet the common acute and chronic health needs of patients.
8. Apply knowledge, as interpreted in the curriculum just completed, of physical and psychosocial variables, which influence the needs of the individual patient.
9. Communicate with patients, families, co-workers, team and community, using effective techniques to establish, maintain and enhance personal relationships.
10. Successfully pass the NCLEX-PN State Board examinations.

**Program Description:**

The college's Vocational Nursing Program is designed to impart the basic knowledge and demonstrative ability necessary for entry level of employment as a Licensed Vocational Nursing (LVN). The LVN works under the direction, guidance and supervision of a Registered Nurse and/or a licensed physician.

Classroom topics are correlated with clinical experiences. Clinical experiences will be obtained from State Board approved healthcare facilities. Skills laboratory sessions are considered part of clinical. The students will develop the knowledge, skills, and abilities necessary to care for patients of all ages in current healthcare settings.

**Course Outline:**

Course	Theory Hours	Skills Lab	Hospital (Clinical)
Nutrition	18	0	0
Growth and Development	20	0	0
Mental Health	20	0	0
Anatomy & Physiology	54	0	0
Fundamentals of Nursing	70	57	96
Pharmacology	54	21	32
Medical-Surgical Nursing	276	91	536
Leadership & Supervision	18	0	24
Maternity Nursing	24	7	48
Pediatric Nursing	24	0	48
Career Opportunities	12	0	0
<b>TOTAL</b>	<b>590</b>	<b>176</b>	<b>784</b>
		<b>Total</b>	<b>1550</b>

Term 1.....	335
1. Nutrition	
2. Growth and Development	
3. Mental Health Nursing	
4. Anatomy and Physiology	
5. Fundamentals of Nursing	
Term 2.....	296
1. Pharmacology	
2. Medical-Surgical Nursing I	
1. Geriatric Nursing	
2. ER Nursing	
Term 3.....	312
1. Medical-Surgical Nursing II	
A. Integumentary System Disorders	
B. Musculoskeletal System Disorders	
C. Respiratory System Disorders	
D. Cardiovascular System Disorders	
E. Hematopoietic System Disorders	
F. Lymphatic System Disorders	
Term 4.....	300
1. Leadership & Supervision	
2. Medical-Surgical Nursing III	
A. Gastrointestinal System Disorders	
B. Nervous System Disorders	
C. Sensory System Disorders	
D. Rehabilitative Disorders	
E. Oncology and Hospice	
Term 5.....	307
1. Medical Surgical Nursing IV	
A. Endocrine Systems Disorders	
B. Reproductive System Disorders	
C. Urinary System Disorders	
3. Maternity Nursing	
4. Pediatric Nursing	
5. Career Opportunities	
Total Course Hours.....	1550

## **Course Description:**

### **Anatomy and Physiology**

This course of normal structure and function of the body covers various body systems, its parts, and its relationships to one another in order to maintain a state of balance in one's health. Areas of study incorporate common terms, structure of body processes from the unit structure of the cell to the complexity body parts of different systems, in relation to normal functioning and health maintenance.

Theory: 54 Hours

Prerequisite: None

### **Nutrition**

This course provides basic knowledge of nutrition science. Topics include concepts of basic nutrition, nutrients, therapeutic diets and nutritional guides and the role of nutrition in health promotion and maintenance, common alternative ways to provide nutrition, cultural and social aspects of nutrition.

Theory: 18 Hours

Prerequisite: None

### **Growth and Development**

This incorporates the normal process of growth and development in various stages from birth through adulthood. Aspects covered are physical, mental, emotional, social and personality development. Concerns of common behavior problems, health maintenance, education and anticipatory guidance are important aspects of the course.

Theory: 20 Hours

Prerequisite: None

### **Mental Health**

This is a short course in psychology that deals with the history and scope of psychology, understanding of behavior, influences on behavior, of cognitive, social, and personality aspects as well as functional development. Common personality disorders and corresponding treatment modalities are briefly covered so that students may develop insight to significant knowledge of psychology in relation to the care of clients with existing psychological concerns.

Theory: 20 Hours

Prerequisite: None

### **Fundamentals of Nursing**

This course offers skills and knowledge that serve to be foundation in the practice of nursing. Topics include History of Nursing, Legal Aspects, Basic Human Needs, Body Mechanics, Personal Hygiene, Communication, Nursing Process, Nursing Assessment, Nursing Care Plan, Patient Education, Safety, Infection Control, basic comfort measures such as Personal Hygiene, Positioning, Heat and Cold Applications, and other common nursing procedures, and client concerns such as advanced directives organ donations, and significant health care trends.

In the clinical setting the students will demonstrate safety and competency when providing client(s) with basic nursing care.

Theory: 70

Skills: 57 Hours

Clinical: 96 Hours

Prerequisite: None

### **Pharmacology**

This course provides important background knowledge relating to drug administration, and the role and responsibilities of the nurse. Drug calculation and related mathematics are demonstrated and practiced. The learner will be given several opportunities to develop the skills in drug calculation and medication administration. In the clinical area, the student will administer medications safely and competently.

Theory: 54 Hours

Skills: 21 Hours

Clinical: 32 Hours

Prerequisite: Fundamentals of Nursing

### **Medical Surgical Nursing I**

Medical Surgical Nursing is an extensive course of common diseases and disorders. This course includes disease process, nursing process, medical management and other aspects of client care, such as prevention of complications, health education, health promotion, maintenance and client education. Medical Surgical Nursing I is presented as aggregation of topics from Geriatrics, Emergency Nursing, Care of Surgical Patients, and Communicable Disease Nursing. In the clinical area, the students will provide competent and safe care to clients with medical-surgical conditions.

Theory: 48 Hours

Skills: 21 Hours

Clinical: 120 Hours

Prerequisites: Fundamentals of Nursing, Pharmacology

### **Medical Surgical Nursing II**

Medical Surgical Nursing II is an extensive course of diseases and disorder of different systems to include: integumentary, musculoskeletal, respiratory, cardiovascular, hematopoietic and lymphatic systems. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing process, medical and nursing management and other aspects of client care such as health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing process in relation to provision of direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical conditions competent and safe care to clients with medical-surgical conditions.

Theory: 102 Hours

Skills: 42 Hours

Clinical: 168 Hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical Surgical Nursing I

### **Medical Surgical Nursing III**

Medical Surgical Nursing II is an extensive course of diseases and disorder of different systems to include: Gastrointestinal, Nervous and Sensory systems. It also includes courses on rehabilitative nursing, oncology and hospice nursing. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing process, medical and nursing management and other aspects of client care such health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing process in relation to provision of direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical conditions competent and safe care to clients with medical-surgical conditions.

Theory: 84 Hours

Skills: 14 Hours

Clinical: 160 Hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical Surgical Nursing II

### **Medical Surgical Nursing IV**

Medical Surgical Nursing II is an extensive course of diseases and disorder of different systems to include: Endocrine System, Reproductive System and Urinary System. It also includes courses on rehabilitative nursing, oncology and hospice nursing. The course is designed to provide learners with knowledge, skills and understanding of disease processes, nursing process, medical and nursing management and other aspects of client care such as health promotion, prevention of complications, health education, and health maintenance. In the clinical area, the students will utilize the nursing process in relation to provision of direct patient care. Students will be able to provide competent and safe basic nursing care to clients with medical-surgical conditions competent and safe care to clients with medical-surgical conditions.

Theory: 42 Hours

Skills: 14 Hours

Clinical: 88 Hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical Surgical Nursing III

### **Leadership and Supervision**

Knowledge needed for leadership and supervision role and responsibilities in the health care field are presented to the learner. Topics covered are: Leadership and Expanding role of the License Vocational Nurse, Styles of Leadership, Management, Team Building, Knowledge and Skills Needed for Leadership, Assigning and Delegating Task, and Common Problems Encountered as LVN Charge Nurse. The clinical component provides opportunity to demonstrate leadership skills with competence and confidence.

Theory: 18

Clinical: 24 Hours

Prerequisites: Fundamentals of Nursing, Medical Surgical Nursing II

### **Maternity Nursing**

This course is developed to provide students with guidance for acquiring the knowledge and skills needed to become competent, critically thinking and caring care provider for pregnant individuals and to newborns. The course includes topics regarding anatomy and physiology of pregnancy, nursing care during pregnancy to include maternal and fetal nutritional needs, labor and birth processes, post-partum care and newborn care. It entails presentation of normal pregnancy as well as high-risk pregnancies and preexisting conditions. The course also includes study of normal newborn conditions as well as newborn at risk and its management.

Theory: 24 Hours

Skills: 7 Hours

Clinical: 48 Hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical Surgical Nursing I, II, III, IV

### **Pediatric Nursing**

Pediatric Nursing begins with an introduction of the student to related terms, programs and laws affecting pediatrics. It reviews the normal growth and development and identifies the time span of each age group. The course describes the child's reaction illness, to the nurse and hospitalization including the diagnostic tests, nursing procedures, and treatments adapted to the child, and disease conditions of the childhood in relation to the body systems. This course describes material related to accidents, communicable diseases, mental retardation, and care of the premature infant. Also, it includes discussion on health management and maintenance and the prevention of illness, care of the child as a whole, and deviations from the normal state of health.

Theory: 24 Hours

Clinical: 48 Hours

Prerequisites: Fundamentals of Nursing, Pharmacology, Medical Surgical Nursing I, II, III, IV

### **Career Opportunities**

This course reviews important information of Nursing Law and Ethics, the Nurse Practice Act, Employment Opportunities Career Ladder, Continuing Education, and NCLEX-PN State Board Examination with the actual use of stimulated NCLEX Computerized Adaptive Testing (CAT).

Theory: 12 Hours

Prerequisites: Fundamentals of Nursing, Medical-Surgical Nursing I-IV, Maternity Nursing, Pediatric Nursing

### **Required Textbook:**

1. Rosdahl & Kowalski. *Textbook of Basic Nursing 10<sup>th</sup> Edition* (2012) Philadelphia: Lippincott

### **References:**

1. Cohen B, Wood D. *Memmler's Human Body in Health and Disease 12<sup>th</sup> Edition* (2013). Philadelphia: Lippincott
2. Linton and Maebius. *Introduction to Medical Surgical Nursing 5<sup>th</sup> Edition* (2012). PA: Elsevier
3. Hill and Howlett. *Success in Practical/Vocational Nursing: From Student to Leader 6<sup>th</sup> Edition* (2009). PA: Elsevier
4. Lippincott's Nursing Drug Handbook (2013)
5. *Davis's NCLEX-PN Review. 3<sup>rd</sup> Edition* (2006)
6. Doenges, et. Al. *Nursing Care Plan. 8<sup>th</sup> Edition* (2010). PA: F.A. Davis Company.
7. Clayton, Stock, Cooper. *Basic Pharmacology for Nurses. 15<sup>th</sup> Edition* (2012). Missouri:Elsevier

### **Nursing Assistant Training Program**

**Program Length:** 150 Hours (Residential)

### **Program Schedule:**

Full Time (5 weeks): 30 Hours/Week

Monday-Friday 8:00am-3:00pm

**Program Objectives:**

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

1. Function as a confident care provider
2. Practice standard nursing aide techniques based on the laws, regulations implemented by Title 22.
3. Communicate therapeutically and explain procedures to clients appropriately
4. Practice infection control including but not limited to standard precautions
5. Practice patient's rights and confidentiality set forth within Title 22 guidelines
6. Take the Certification Exam provided by the Department of Health Services in conjunction with the American Red Cross standards.

**Program Description:**

The institution's courses of study for Nursing Assistant are designed to impart the basic knowledge and demonstrative ability necessary for entry-level employment as a Certified Nurse Assistant, Orderly, and or a Companion in the long-term care or home care capacity.

**Course Outline:**

The course consists of at least 150 hours, 50 of which are theory and 100 are clinical hours.

<b>Topics</b>	<b>Hours</b>
Introduction	2.0
Patient's Rights	2.0
Interpersonal Skills	2.0
Prevention Management of Catastrophe and Unusual Occurrence	1.0
Body Mechanics	2.0
Medical and Surgical Asepsis	2.0
Weights and Measures	1.0
Patient Care Skill	14.0
Patient Care Procedures	7.0
Vital Signs	3.0

Nutrition	2.0
Emergency Procedures	2.0
Long Term Care Patient	2.0
Rehabilitative Nursing	2.0
Observation and Charting	4.0
Death and Dying	2.0
Clinical Practice	100
<b>TOTAL</b>	<b>150</b>

**Course Description:**

**Module 1**

**The Role of Nursing Assistants**

This course provides an introduction to the role of nursing assistant and their special qualities in providing quality care to all residents in a healthcare facility. Discussion on the skills required for certification is also included.

Lecture: 2 Hours

Prerequisite: None

**Module 2**

**Resident's Rights**

In this course, the student will learn the rights of residents in a healthcare facility. Emphasis is given on the resident's rights within long term care facilities and ethical code of conduct for healthcare workers. Legal issues relating to the nursing assistant are also discussed.

Lecture: 2 Hours

Prerequisite: Module 1

**Module 3**

**Interpersonal Skills**

This course deals with the importance of communication skills and interpersonal relationships in providing quality care. It focuses on different barriers to effective communication. Skills needed to communicate to a resident will be demonstrated.

Lecture: 2 Hours

Prerequisites: Modules 1 & 2

## **Module 4**

### **Prevention, Management of Catastrophe and Unusual Occurrence**

This course will provide students with important steps to consider in an emergency situation that requires first aid. Emphasis is given on how to deal effectively with any possible emergency whether it happens outside or inside the facility.

Lecture: 1 Hour

Prerequisites: Modules 1-3

## **Module 5**

### **Body Mechanics**

This course provides the students with the basic understanding on the use of proper body mechanics and how it plays an important role in the proper functioning of the body. Good body alignment, the act of moving, lifting and positioning residents are given importance on this course.

Lecture: 1 Hour

Skills: 1 Hour

Prerequisites: Modules 1-4

## **Module 6**

### **Medical & Surgical Asepsis**

This course will provide students with different guidelines and infection control methods to decrease transmission of potentially infectious materials. Infection control in a healthcare facility as responsibilities of all healthcare members and as a necessary part of keeping residents, visitors and all other staff members safe will be discussed.

Lecture: 2 Hours

Prerequisites: Modules 1-5

## **Module 7**

### **Weights and Measures**

This course deals with different ways to measure the weights and heights of residents in a facility with discussion on scales used to measure weights of residents, factors that affect weight and height measurement, and conversion of units.

Lecture: 1 Hour

Prerequisites: Modules 1-6

## **Module 8**

### **Patient Care Skills**

This course will help students perform personal care and grooming measures that are important for physical comfort. Topics discussed are the nursing assistant's responsibility in caring for the resident's physical needs, and skills in bed making, bathing the resident, brushing and combing hair and personal hygiene.

Lecture: 7 Hours

Skills: 7 Hours

Clinical: 50 Hours

Prerequisites: Modules 1-7

## **Module 9**

### **Patient Care Procedures**

This course focuses on patient care procedures especially to some residents who are unable to care for themselves. Topics included are bladder and bowel care, applying dressings and bandages, I.V. care and tube feedings, and taking care of resident belongings and prosthetics.

Lecture: 4 Hours

Skills: 3 Hours

Clinical: 30 Hours

Prerequisites: Modules 1-8

## **Module 10**

### **Vital Signs**

This course deals with measuring blood pressure, temperature, respiration and pulse as well as assessment of pain as the fifth vital sign. Skills covered are the use of different types of thermometers for taking temperature and the use of sphygmomanometer for taking blood pressure.

Lecture: 2 Hours

Skills: 1 Hour

Prerequisites: Modules 1-9

## **Module 11**

### **Nutrition**

This course provides basic knowledge of nutrition science. Topics include anatomy of the endocrine and digestive system, basic foods and fluids, feeding a resident and special diets. Students will learn the importance of a well balanced diet especially for the elderly.

Lecture: 2 Hours

Prerequisites: Modules 1-10

## **Module 12**

### **Emergency Procedures**

This course will provide students with important steps to consider in an emergency situation that requires first aid. Emphasis is given on how to deal effectively with any possible emergency whether it happens outside or inside the facility.

Lecture: 1 Hour

Skills: 1 Hour

Prerequisites: Modules 1-11

## **Module 13**

### **Long Term Care**

This course will help students understand some personal adjustments of the residents in a long term care facility who have lost the strength and the ability to do things independently due to their existing health condition. Topics also include intervention and substance abuse, dementia, confusion and sexuality.

Lecture: 2 Hours

Prerequisites: Modules 1-12

## **Module 14**

### **Rehabilitative Nursing**

In this course, students will learn the importance of range of motion exercises to increase muscle and joint function. Other problems of inactivity are also learned in this course as well as residents' socialization needs.

Lecture: 1 Hour

Skills: 1 Hour

Clinical: 15 Hours

Prerequisites: Modules 1-13

## **Module 15**

### **Observation and Charting**

This course is designed to provide students basic understanding on how to make accurate observations by using the four senses: seeing, hearing, smelling and touching when writing entries in every resident's chart. Topics include documentation and principles of observation.

Lecture: 3 Hours

Skills: 1 Hour

Clinical: 5 Hours

Prerequisites: Modules 1-14

## **Module 16**

### **Death and Dying**

This course discusses the five stages of death and dying. It includes culture and religion, emotional stages in facing death, advance directive will, religion and other customs and how they affect the residents' spiritual beliefs.

Lecture: 2 Hours

Prerequisites: Modules 1-15

### **Clinical Practice**

This clinical course will focus on teaching and learning assessment and technical nursing skills required for nursing care in a variety of client care settings. A variety of teaching-learning strategies will be used and students have the opportunity to practice assessment and technical skills in the nursing care.

Total No. of Hours: 100

Required Textbook:

1. Gillogly Barbara. *Skills & Techniques for the New Nursing Assistant Textbook*. 8<sup>th</sup> Edition (2012).  
Medcom

This catalog reflects all information of the PCN's approved educational programs to provided to students and other interested person, prior to enrollment as required by the Bureau for Private Postsecondary Education (BPPE).

The Catalog will be updated annually or earlier as needed based on new policies or procedures implemented by the BPPE, Accrediting Bureau of Health Education School (ABHES) Board of Vocational Nursing and Psychiatric Technicians (BVNPT), Board of Registered Nursing (BRN), and California Department of Public Health (CDPH). New policies or procedures implemented prior to the update of this catalog will be announced to the student body as soon as the school receives notice.

Print Date: August 2013