



**Trinity School of Health and Allied Sciences
Students' Handbook
July 2015- June 2016**

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A message from the CEO/President

Dear Students,

Education and growth at Trinity School is our utmost priority. We strive to ensure every individual student is provided with an excellent education experience coupled with vast learning opportunities. Students can look forward to an array of objectives. From working on basic skills with our knowledgeable instructors to processing through repetition at our active externship sites, we aim to have every student walk into their job feeling like it is their tenth year rather than the first day. Our goal is to produce medical professionals that are ready to join a field that is in constant demand of experienced health care providers and be a part of the ever changing 21st century workforce.

Dr. Estrella Aguinaldo
TSHAS President/CEO

SECTION I: General Information

TSHAS is an institute that prepares for the future in the present. It has an agenda that is geared towards serving all educational needs of the students.

This catalog covers the period from July 2015 – June 2016.

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

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95798-0818,

P.O. Box 980818, West Sacramento CA 95798-0818

www.bppe.ca.gov, Phone Number 1-888-370-7589

STATE LICENSE/ACCREDITATIONS & APPROVALS

STATE LICENSURE

Trinity School of Health and Allied Sciences is approved to operate by the former Bureau for Private Postsecondary and Vocational Education.

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (Physical Address)

P.O. 980818, West Sacramento, CA 95798-0818 (Mailing Address)

Phone (916) 431-6959 Fax (916) 263-1897 | www.bppe.ca.gov

ACCREDITATION

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043

Phone: (703) 917-9503 Fax (703) 917-4109

APPROVALS

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833-2945

Phone (916) 263-7800 Fax (916) 263-7859 | Web www.bvnpt.ca.gov

California Department of Public Health (CDPH)

California Department of Public Health

1615 Capitol Avenue, MS 3301

P.O. Box 997416

Sacramento, CA 95899-7416

Phone (916) 327-2445 Fax number: (916)449-5505

About us :

Our Location

TSHAS is located at 1149 W. 190th Street, suite 2000 in the City of Gardena, 90248. The surrounding businesses include Rehabilitation Center, Dialysis, and US Health works. The building has ample parking spaces for building tenants and students. It is centrally located and easily accessible by bus and a few minutes away from major freeways (110, 405, and 91) in Southern California. Shopping centers, fast food restaurants, grocery stores, post office, gas stations, schools, hospitals and libraries are within a 2 mile radius from the school.

TSHAS's learning facility is approximately 6,626 square feet and is divided into three classrooms, two skills laboratory, a computer laboratory, a library, a lobby/reception area, a student and faculty lounge, a supply room, a record room and management offices.

The classrooms: Each classroom is equipped with white boards, 35 student desks, a television, a VCR, a DVD player, and a projector screen.

Skills Laboratory Rooms: Each skills Laboratory is equipped with hospital beds, mannequins and a sink.

Computer Laboratory: is equipped with 16 Dell Computers and is currently transitioning to custom-built machines. All computers have internet access. In addition, they are all equipped with computer learning systems that students can use to improve their learning skills and prepare for the NCLEX.

Library: 300 square feet. It holds a collection of periodicals, nursing books, multimedia resources. The Library provides the students with resources needed for conducting research, writing reports, reviewing for tests. The students will have access to the library during school hours.

Student Lounge/Pantry: is equipped with microwave, a coffee maker, a refrigerator, a vending machine, tables and chairs, and a sink.

Restrooms: There are 6 cubicle public toilets for men and 5 cubicle public toilets for women with disabled access located on each floor of 1149 building to accommodate students and tenants of the building.

Our Mission

Trinity School of Health and Allied Sciences provides excellence in education, welcomes everyone from all backgrounds, embraces cultural differences and recognizes the dignity and uniqueness of the individual student.

Our Philosophy

TSHAS aims to provide curricular programs and instructional activities that address the various learning styles of the students. It recognizes its faculty and staff as caring facilitator in our students' academic learning and aspires to empower the students with knowledge and critical thinking to make ethical decisions in all aspects of their life.

The TSHAS faculty believes that:

- Learning is an ongoing process - producing a desired change in behavior resulting from the acquisition of knowledge and skills.
- Nurses play an important role in the promotion and restoration of health.

- The instructors are facilitators of the learning process and a resource which guides the student in attaining the highest academic level.

History of TSHAS

Trinity School of Health and Allied Sciences is a California corporation formed in 2014. On October 3, 2014, the School purchased the assets and liabilities of an existing School to offer Vocational Nursing, Medical Assistant, Nurse Assisting, Surgical Technology, Medical Assistant, Phlebotomy and Hemodialysis programs.

Statement of Ownership

Trinity School of Health and Allied Sciences is owned and operated by Trinity School of Health and Allied Sciences, INC.

Estrella A. Aguinaldo (President/CEO)

Edward F. Aguinaldo (Chief Financial Officer)

SECTION II: Admission Policy

Before admission, all prospective students are required to undergo academic advisement. In this process the admission staff assists students in developing meaningful education plans that address the learning styles of the students to meet their life goals.

Admission requirements and procedures of Trinity School of Health and Allied Sciences vary depending on the chosen program. It is the responsibility of the students to prepare and submit requirements and follow admission procedure.

Requirements and procedures will be mentioned with the details of each program.

Language Proficiency Information

TSHAS provides curricular programs for high quality education to all students including English as a second language (ESL) which is necessary for academic success in the programs of their chosen career offered at TSHAS, in which the medium of instruction is in English.

Registration:

Registration for NA, HHA, MA and Phlebotomy are held a week before the class begins.

Registration for the VN classes is held three months prior to the start of the class.

Credit Granting for Vocational Nursing/Challenge Credit

Students who successfully completed academic courses, and /or have relevant knowledge and/or skills acquired in other accredited institutions will be given advanced standing in the VN program. The standard transfer of credit procedure states that “an institution of higher learning accepts credits earned from another institution based on their own discretion.”

Transfer Credit:

The Institution considers transfer of credit from other institutions accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA) including military training, will be evaluated prior to enrollment with following considerations.

1- Students will be granted credit for related previous education completed.

A. Transfer Credit shall be given for related previous education in sciences completed within the last five years. This includes the following:

- * Accredited Vocational or Practical Nursing courses
- * Accredited Registered Nursing courses
- * Accredited Psychiatric Technician courses.
- * Armed services nursing courses.
- * Certified Nursing Assistant courses.
- * Other courses determined to be equivalent to courses in the program.

B. Competency based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations as deemed necessary by the program director.

2- At the time of application, candidates must submit an official Transcript of Records and/or copies of certificates of completion. Credit may be granted for courses successfully completed with a grade of “C” or better at another accredited postsecondary institution. The course and credit values should be comparable to those offered by TSHAS.

Credits will be granted based on the content and hours of the transferable courses which must be equivalent to courses offered at TSHAS. Recognition of credits earned elsewhere is limited to 25% of total hours required for completion of a particular program. Transfer of credits for the VN students is subject to the discretion of the Program Director.

Challenge Credit:

Credit may be granted for relevant knowledge and/or skills acquired prior experience, a course in a non-accredited institution, and individual study with a grade “C” or better and should be equivalent to a course offered at TSHAS for which credit is being requested. Qualified candidate must file a petition for credit by examination for a course to be challenged, at least six weeks prior to the start of the course.

Credit shall be determined by successful completion of a comprehensive examination and/or practical examination. Candidates will be given prior notice of the examination date. Objectives for both the written and/or practical examinations are made available to the student prior to the examination. Candidates denied challenge credit for a course, or a portion, thereof would be notified in writing of the reasons for denial.

Candidates qualified to challenge a course or portion thereof will be given the following information to assist in preparation for the examination:

- * Textbooks assigned for the course.
- * Required reading lists
- * Study guides
- * Format of the examination
- * Objectives of the course

Effect on Financial Aid Award

The financial aid of a student who receives academic credit due to transfer credit or credit by examination will be affected by a reduction in tuition and fees in the student's budget and financial aid award.

Tuition Fee Policy

Trinity School of Health and Allied Sciences will assist students in developing financial plans to pay their educational cost through a combination of federal student aid (if applicable), student/family

contributions, and other financial aid programs. The Accounting and Financial Aid Department is responsible for assisting students with all their financial aid and tuition financing questions.

At the student's option, an institution may accept payment in full for tuition and fees after the student has been accepted and enrolled and the date of the first class session is disclosed on the enrollment agreement.

NURSE ASSISTANT TRAINING, HOME HEALTH AIDE TRAINING, PHLEBOTOMY TRAINING PROGRAMS AND HEMODIALYSIS TECHNICIAN

A registration fee is required at the time of registration and is non-refundable. Payment for materials should be paid on the first day of class or upon issuance of materials whichever comes first. No materials will be issued unless additional cost is paid in full. All financial dues must be settled before the scheduled Finals Exam.

MEDICAL ASSISTANT, SURGICAL TECHNICIAN, AND VOCATIONAL NURSING TRAINING PROGRAMS

Registration fee is required at the time of registration and is non-refundable. Payment of tuition and fees may be in any of the following ways:

A. Federal Student Aid

The Federal Student Aid programs at Trinity School of Health and Allied Sciences (TSHAS) provide assistance to students whose financial resources are insufficient to meet the full cost of their education and who wish to finance part of their educational costs with student grants and loans. The *Free Application for Federal Student Aid* (FAFSA) is the first step in the financial aid process.

B. Self-Payment Option (In-House TSHAS Payment Plan Program)

The In-House Payment Plan Program is a loan program which is administered through Trinity School of Health and Allied Sciences. There is no finance charge if loan is paid within the term of the program (12 months for Full-Time Program and 18 months for Part-Time Program). Any loan paid beyond the term of the program is subject to a fixed interest rate of 8%.

All students plus a cosigner with a good credit standing must sign a promissory note for educational costs not covered by the Federal Student Aid and other financial aid. The cosigner needs to submit copies of his ID/Driver's License and three (3) most current paystubs. All payments are the full responsibility of the student and are payable as stated in the student's promissory note agreement.

Students are required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. If any part of a payment is more than 5 days late, a \$25.00 late payment fee is charged to the student. Also, if a payment by check is refused or returned unpaid by the bank, non-sufficient funds (NSF) or a returned payment fee of up to \$35.00 is charged to the student. Such late payment fee and returned payment fee may be added to the principal balance and may accrue interest at the aforementioned interest rate provided in the promissory note without further notice.

The Accounting Office is responsible for collection efforts which may include written requests, telephone calls, and sometime personal visits. If a third request is made, it should be by certified

mail and if payment is not received after one month from the third request, the account is forwarded to the collection agency. Any change in the student's status and financial situation which may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Accounting Office.

If a borrower defaulted on their In House Payment Plan, after the loan will negatively impact their credit report and the borrower will receive the following penalties:

- Remaining loan principal balance is accelerated, making the entire loan amount payable immediately.
- The loan is sent to a collection agency after acceleration, where the borrower will incur all collection costs.
- A hold will be placed on the student's academic transcript from Trinity School of Health and Allied Sciences.
- No applications will be sent for licensee/certification exam if applicable.

If 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 refund of the money not paid from federal student financial aid program funds.

FEDERAL STUDENT AID (FSA)

Federal Student Aid Participation

Effective July 2, 2010, Trinity School of Health and Allied Sciences (TSHAS) was approved to participate in Federal Student Aid Program included under Title IV of the Higher Education Act of 1965, the programs are commonly known as:

- Federal Pell Grant
- Federal Direct Loans
 - Subsidized Loan
 - Unsubsidized Loan
 - PLUS Loan

Financial Aid Eligibility

To be eligible for federal financial aid, a student must meet these requirements:

- High school diploma/transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.
 - Provide a valid Social Security Number.
 - Be a citizen or a permanent resident of the United States.
 - For male students, registered with Selective Service or submit a verified exemption from registration.
 - Not be in default on any Title IV federal student loan or owe any Title IV federal student grant overpayments.
 - Enrolled for the minimum number of hours required for the Title IV federal student aid program.
 - Make satisfactory progress in their educational program.
 - Demonstrate financial need.
 - Resolved any drug conviction issue.

Application for Financial Aid

- To apply for financial aid, a student must do the following:
 - Complete the *Free Application for Federal Student Aid* (FAFSA) on www.fafsa.ed.gov for a Federal need or non-need based loan
- Link Tax information using IRS & RT on FAFSA or order Tax transcript(s) from IRS, if requested.
 - Complete Entrance Counseling at www.StudentLoans.gov and the Federal Direct Loan Master Promissory Note.
- Since financial aid funding is not guaranteed from one award year to the next, students must re-apply for every academic year. The academic year is primarily defined by the College and may vary from one student to another. There are many factors that are taken into account when awarding and disbursing financial aid. Unless an applicant can establish independent status, he/she must provide parental information on the FAFSA and link to IRS & RT or order Tax transcript from IRS, if requested.

Independent Status

Students who apply as independent may be required to provide the Financial Aid Department with documentation validating their status. A student is automatically independent during the 2015-2016 award year if he/she meets one of the following criteria:

- Born before January 1, 1992
- Is married
- Is currently serving on active duty in the U.S. Armed Forces for purposes other than training
- Is a veteran of the U.S. Armed Force
- Have children who receive more than half of their support from the student between July 1, 2015 and June 30, 2016
- Have dependents (other than children or spouse) who live with him/her and who receive more than half of their support from him/her now and thru June 30, 2016
- At any time since the age of 13, were both parents deceased, were in foster care or ward of the court
- Is an emancipated minor as determined by a court in the state of legal residence
- Under legal guardianship as determined by a court in the state of legal residence
- As of July 1, 2013, determined as homeless *See definition in the FAFSA

An applicant may be requested to provide supporting documentation for proving independence.

Verification

Verification is the process of checking the accuracy of the information a student has provided in order to minimize errors when they apply for financial aid. Verification is a requirement only for students selected by the U.S. Department of Education; however, the school may also select students for *institutional* verification. No financial aid disbursements can be made until verification is completed. If verification is not completed, the student's financial aid may be canceled and the student will be asked to make arrangements for payment of tuition without consideration of financial assistance. The student will be notified if the results of verification change the student's scheduled award.

Financial Assistance

The majority of financial assistance to students is available through federal (Title IV) programs. Two types of assistance are offered: (1) Need-based grants and loans and (2) non-need based loans. Assistance received from federal financial aid programs must be used for educational purposes only.

Need Based Eligibility

The individual student and the student's family have the primary responsibility for meeting the cost of education. The offer of assistance is based on both your family's demonstrated financial need and availability of funds. The school determines a family's financial need by use of the following formula;

Financial Need = *Cost of Attendance* – *Expected Family Contribution* – *Estimated Financial Assistance*

Cost of Attendance is the sum of tuition, fees, books, supplies, room and board, transportation, personal expenses, and loan fees.

Expected Family Contribution is the amount that a family can reasonably be expected to contribute toward that cost based on the evaluation of the student's financial aid application and supporting documentation. The school uses a standardized formula established by the California Student Aid Commission. Eligible students are notified of their eligibility for a Financial Aid Award Letter.

Non-Need Based Aid

Non-need based aid are loans available to students and families who do not qualify for need-based programs or who require funding beyond their need based awards. To ensure full consideration for all programs, students must apply for need-based aid at the same time or prior to application for non-need based aid.

Definition of an Academic Year

TSHAS academic year is based upon the clock hour system. The academic year is defined as 900 clock hours.

Grants

Grants are funds that **do not have** to be repaid. Most grants are awarded on the basis of need. The grant programs include the Federal Pell Grant. A wide variety of other privately funded grants are available to students, but these grants need to be researched independently by the student.

Federal Pell Grant

This need-based grant can assist financially eligible students who desire to continue their education beyond high school. Each student is required, if applying for financial aid, to apply for a Pell Grant. Eligibility is determined by the student's need, the cost of attendance, and the amount of money appropriated by Congress to fund the program. A maximum Federal Pell Grant for the 2015-2016 Award Year is \$5,775.

Student Loans

Loans are borrowed money that **must be repaid**. Since loan terms are not all the same, it is important that each student keep track of the various loans and the specific obligations they have for repayment

Federal Direct Student Loans – Stafford Loans (Subsidized and Unsubsidized)

Stafford Loans are low interest loans made to the student by the U.S. Department of Education. The loan must be used to pay for educational expenses. Depending on a student's eligibility, this loan will either be subsidized or unsubsidized or both. If the loan is subsidized, the government will pay a subsidy on the loan by paying the interest on the loan on behalf of the student during the period of time that the student is enrolled plus six months after their last date of attendance. The interest on an unsubsidized loan can be deferred while the student is enrolled in the school and for a period of six months after you leave school or drop below half-time.

The Federal government will allow independent students in their first year of study to borrow an additional unsubsidized amount of Stafford funds of \$6,000. This amount is beyond the initial amount of \$3,500 and can only be in the unsubsidized loan program. Dependent students in their first year of study can borrow an additional unsubsidized Stafford Funds of \$2000. This amount is beyond the initial amount of \$3,500. Disbursements are made in two equal payments during an academic year. The first-time borrower's a disbursement is made after 30 days of the start date, and midpoint of the academic year.

The minimum repayment amount is \$50 per month with 5 to 10 years of repayment. The actual payment and schedule is determined by the total amount borrowed.

Federal Plus / Parent Loans for Undergraduate Students

Federal PLUS loans are available to parents of dependent students. Unlike Federal Subsidized and Unsubsidized loans, all PLUS loans are subject to credit history verification. A parent will not be eligible to borrow on behalf of a dependent student if the parent is determined, based on criteria established by federal regulations, to have an adverse credit history. The annual limit a parent may borrow on behalf of a dependent student may not exceed the student's cost of attendance minus any financial assistance the student has been, or will be, awarded during the period of enrollment. Repayment begins within 60 days after the final disbursement unless the parent qualifies for, and is granted, a deferment by the lender. A dependent student, whose parents are unable to borrow under the PLUS program due to adverse credit, may borrow under the Unsubsidized Stafford loan program up to \$6,000.

Student Rights

A student who receives financial aid has certain rights. These rights are:

- Written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities
- A copy of the promissory note and return of the note when the loan is paid in full
- Information on interest rates, fees, the balance owed on loans, and a loan repayment schedule
- Notification, if the loan is sold or transferred to a loan service
- A grace period, if applicable and explanation of what that means
- Prepayment of the loan without penalty
- Deferment, if the borrower qualifies
- Forbearance options, if eligible

Student Responsibilities

A student who receives financial aid also has certain responsibilities. These responsibilities are:

- Repay the loan in accordance with the repayment schedule, and notify both the institution and lender of anything that affects ability to repay or eligibility for deferment or cancellation
- Notify the lender if he/she graduates, withdraws, transfers to another institution, or changes name, address, phone, or Social Security number
- Notify the lender if he/she fails to enroll for the period covered by the loan
- Attend an exit loan-counseling before leaving the institution

Entrance and Exit Counseling

Borrowing funds to pay educational expenses is a serious undertaking. These are funds that must be paid back to lenders participating in the Federal Government for students who receive a Direct Student Loan. Failure to repay Federal loans can have serious repercussions.

Trinity School of Health and Allied Sciences (TSHAS) counsels students in person regarding all loan information and student loan indebtedness. Students are given entrance and exit counseling regarding loan information and indebtedness to be certain the student understands the amount borrowed and the student's rights and responsibilities. To obtain a Direct Loan, an on line Entrance Counseling, at www.studentloans.gov is mandated before completing a Master Promissory Note (MPN).

BANKRUPTCY STATEMENT

TSHAS has never filed for a bankruptcy petition, operated as a debtor in possession, filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within that preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

STUDENT TUITION RECOVERY FUND (STRF)

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. Institutional participation is mandatory.

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

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

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

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

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

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

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

It is important that enrollees keep a copy of any enrollment agreement, contract, or application to document enrollment, tuition receipts, or canceled checks. They are encouraged to document the total amount of tuition paid and records that will show the percentage of the course which has been completed. Such records would substantiate a claim for reimbursement from the STRF which, to be considered, must be filed within sixty (60) days following school closure.

For further information, contact:
Office of Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798-0818
Telephone (916) 431-6959, Fax (916) 263-1897
E-mail: bppe@dca.ca.gov

CANCELLATIONS/WITHDRAWAL

Students have the right to cancel or withdraw from a course at any time.

STUDENT'S RIGHT TO CANCEL – WITHIN THE CANCELLATION PERIOD

1. Students have the right to cancel their Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later (Cancellation period may change according to the program). Cancellation will occur when a student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of cancellation need not take any particular form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amount paid **within 45 days of cancellation**.
2. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.
3. 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.

STUDENT'S RIGHT TO CANCEL – AFTER THE CANCELLATION PERIOD

1. After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a **pro rata refund** if you have completed **60% or less** of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refunds are based on the portion of the program not completed, less the non-refundable registration fee of \$100 and STRF Fee. Students who withdraw after the cancellation period will receive a refund **within 45 days of withdrawal**.
2. If a student withdraws after the cancellation period, the **documented cost** of books, syllabus, and computer learning materials pertinent to the past and present module will be charged.
3. Uniforms, patches, nursing bag, ID/badge will be **charged in full**.

If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the

amount you have already paid, then you will have to make arrangements to pay for your remaining balance.

RETURN TO TITLE IV FUNDS

Title IV funds are earned in proportion to the percentage of the payment period that is completed, with 100% of the funds awarded after 60% of the payment period is completed. When a student withdraws prior to the completion of the 60% of the payment period, the College must determine if the Title IV funds the student received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student's last day of attendance. If the amount received by the student exceeds the amount earned, the College must return the excess funds to the Title IV programs in the following distribution order: 1) Direct Unsubsidized Loan, 2) Direct Subsidized Loan, 3) Direct PLUS Loan, 4) Federal Pell Grant, 5) Other Programs, and 6) Student. This sequence is mandated by the U. S. Department of Education.

OMBUDSMAN NOTIFICATION REQUIREMENT

The U.S. Department of Education (ED) established an Office of the Ombudsman for student loans. The purpose of this office is to receive, review and attempt to resolve disputes from student loan borrower that have not resolved through normal customer service provided by lenders and guarantors. The ombudsman may be reached at:

Office of the Ombudsman

Student Financial Assistance

U.S. Department of Education

830 First Street, NE

Fourth Floor

Washington, DC 20202-5144

1(877)5572575 Fax: (202) 275-0549

<http://www.ombudsman.ed.gov/about/contactus.html>

Standards of Satisfactory Academic Progress

All enrolled students at TSHAS must meet the minimum standards of satisfactory academic progress (SAP) and successful course completion. The student's progress will be evaluated at specific evaluation points based on the actual time frame for each program.

SAP Standards:

TSHAS will evaluate academic progress of financial aid recipients at the end of each payment period in order to maintain financial aid eligibility. SAP is measured by the following standards:

Standard 1: Qualitative standards

Qualitative measure of progress as measured by the student's cumulative grade point average (GPA).

Students must achieve a minimum grade point average (GPA) of 2.0 (75%) and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program.

Standard 2- Quantitative Standard

Quantitative measure which attempts to calculate the pace at which a student is progressing toward program completion. Pace is measured by the cumulative percentage of courses attempted that are successfully completed. It is calculated by dividing the total number of clock hours successfully completed by the total number of clock hours attempted. Students must successfully complete a minimum of 67% of clock hours attempted each payment period and must maintain a 67% cumulative completion rate.

Also, students must complete the academic program within a reasonable overall time frame based on clock hours attempted. Students must complete the program within the maximum time frame (MTF) of 150% of the program length. The MTF for the programs at TSHAS varies.

Program	Normal program Length	Maximum time Frame
NA	150 Clock hours	252 clock hours
HHA	40 clock hours	60 clock hours
VN	1584 clock hours	2376 clock hours
MA	720 clock hours	1080 clock hours
ST	1620 clock hours	2430 clock hours
PT	80 clock hours	120 clock hours

Periods of approved Leave of Absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame and the clock hours completed.

Students not completing their degrees within the maximum time frame are not considered to be making satisfactory academic progress toward their certificate and may be dismissed from the program.

These standards may be different than the academic standards required to complete the program and to earn a certificate. Where differences exist, the standards set forth in this policy shall be used to determine eligibility for participation in student financial aid programs at TSHAS.

Effect of Grades on Satisfactory Academic Progress

Grading system:

Percentage Equivalent	Letter Grade	Rating scale	Numeric Grade
93% - 100%	A	Excellent	4.0
84% - 92%	B	Good	3.0
75% - 83%	C	Average	2.0
65% - 74%	D	Below average	1.0
64% and below	F	Fail	0.0
	P	Pass	
	I	Incomplete	
	W	Withdrawal	

Course Incomplete:

A grade "I" cannot be given a final grade. The student must complete the required class work, assignments, and exams within four weeks of the original completion date, with the instructor's approval. If the requirements are not completed by the end of the four-week period, the student's course grade will be an "F" (Failed) and will be counted as hours attempted but not completed and will be

included in the computation of the GPA as 0.0.

Course Withdrawal

Individual courses dropped by the student during the first 30% of the course will receive no notation on their permanent record. Student who drops after the first 30% and before the end of the 60% of the course gets a grade of “W” and will not be included in the computation of GPA. If the student withdraws after the prescribed withdrawal period, the student gets a grade of “F” and will be counted as hours attempted but not completed and will be included in the computation of the GPA as 0.0.

Repeated Courses

If a course is repeated only the most recent grade will be counted towards the CGPA.

Transfer, Prior Learning, and Work Experience Credit (Non-Punitive Grades)

Transfer (TR) credits, prior Learning (PL) credits, and work experience (WE) credits are counted as both attempted completed hours but are not factored into the CGPA.

Mandatory Drop/ Voluntary Stop-Out

Students who have been mandatory dropped from the program because of academic reasons or who voluntarily stop-out are also not eligible to receive financial aid assistance until formally reinstated to TSHAS.

Financial Aid Warning

Students who are not meeting Standard 1 or Standard 2 are first placed on financial Aid Warning. Students on warning are eligible to receive financial aid for one payment period and must meet both qualitative and quantitative standards at the next evaluation to be deemed eligible for continued assistance. If the students meet both standards, they will be removed from Financial Aid Warning. If the GPA or completion rate is still deficient, the student becomes ineligible for Financial Aid, However, a student has a right to appeal reinstatement of his or her financial aid eligibility.

Financial Aid Appeal

Students who fail to meet SAP standards and lose eligibility for financial aid can appeal the decision. A written appeal must be submitted explaining extenuating circumstances that led to the student not meeting the SAP standards. Also included are actions that the student is taking to ensure future academic progress. Appeal must be submitted to the Financial Aid Office within four (4) weeks of the date of the ineligibility notification. Students will be notified of the status of their appeal. If the appeal is successful, students will be placed on Financial Probation.

Financial Aid Probation

Financial Aid Probation will occur if an appeal is approved. Students in probation status are eligible to receive financial aid for one additional payment period and must meet both qualitative and quantitative standards at the next evaluation. During the probationary period, the student must follow an academic plan and is expected to meet the conditions of the plan designed to ensure that the student will meet satisfactory academic progress by specific length of time. The academic plan outlines the length of time it will take for the student to meet the SAP standards, the remaining courses required for graduation, and the length of time for the student to complete the remaining courses. Students who do not meet SAP during their probation period will be disqualified from receiving financial aid until SAP standards are met.

Probation will be removed if the student is meeting satisfactory academic progress standards.

Reinstatement Policy

Students who underwent mandatory drop and voluntary stop-out may apply to continue their studies at TSHAS in an extended enrollment status. Students must apply for reinstatement within two (2) years of the exit date.

Mandatory Drop: Students who left the program due to mandatory drop must first attempt to improve the deficient areas that led to the mandatory drop by taking remedial courses, retaking courses they have failed, or practicing previously learned skills in order to re-establish satisfactory academic progress.

Readmission Procedures

Students who seek readmission must follow the re-admission procedures. Reinstatement consideration is given to any individual student two times (2X) only during the completion of the program.

* A new application must be submitted to the school Director for re-admission to the program two (2) months prior to the module/course.

* Re-admission must be accomplished within two (2) years of leaving the program.

* A re-admission application is considered on “space-available” basis. Priority is given to:

1- Students who left the program in good standing.

2- Students leaving with theory and clinical grades in rank order of highest percentage and review of their application.

Students, after two (2) unsuccessful attempts to finish the program, will not be re-admitted.

Leave of Absence (LOA)

In case of serious illness, death in the family, or other emergency or extenuating circumstances that prohibit the student from progressing in their program, the student has the option of going through the Leave of Absence process, provided they have the intention of returning to class.

Students considering taking a leave from the college should meet with their program director for guidance before beginning the process.

Students initiate a request by submitting a completed *Request for Leave of Absence Form* with any supporting documentation to the Registrar’s Office who will forward the request to the Program

Director or Director of Education for approval prior to the leave of absence.

A Leave of Absence should not exceed sixty (60) days, unless based on a documented medical situation. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician’s assistant or nurse practitioner.

The letter must be on official letterhead and must include the diagnosis, the limitations and an estimation of the time required for recovery.

For a personal leave of absence, the student request may be required to be accompanied by documentation supporting the need for the leave.

A student may take more than one leave of absence in any 12-month period provided the total does not exceed 180 days. Any student who fails to return to class on the agreed date for return following a leave of absence will be dropped from the program.

Any student making tuition or private payments to the College remain under that obligation during a Leave of Absence.

Financial Aid funding will be put on hold until the student returns from leave of absence. Financial Aid money will not be disbursed during a Leave of Absence.

Upon return, the student has the option to repeat some coursework previously completed without additional charge.

SECTION III: Academic Policies:

Attendance Policy

Students must attend all scheduled classes and clinical rotations in order to achieve their program objectives. Frequent tardiness and/or absences are cause for disciplinary action.

Students who are chronically tardy and/or absent will be placed on attendance probation and may be dismissed. Students falling below 90% of attendance for each course will be dropped from the program.

1- 1 tardiness = a verbal warning, 3 tardiness = 1 unexcused absence & written warning

2 or more unexcused absences, the student will be under attendance probation.

2- Under attendance probation:

The student may not miss more than 10 %. Violation of the terms will lead to immediate dismissal from the program. If the student did not exceed 10 %, the student will be removed from the attendance probation.

3- Absences for more than 10 % of attendance for each module may result in suspension or dismissal from the program.

If a module(s) is repeated the attendance and grade(s) from the original module(s) will not count toward the attendance and academic requirements for graduation

4- The students who are absent need to contact their instructors and arrange for the make up for absences. Make-up opportunities are to be determined by the instructor.

Make up assignment may be in any of the following:

- case studies, research reports, Clinical make up, Examination, Auto- tutorial laboratory, Independent study, Attendance at seminars or workshops, CEUs, Virtual study.

Examination: The students who are absent during an exam day will be allowed to make-up examination with a maximum earned grade of 75%. A make-up examination must be taken no later than one week following the original scheduled exam.

5- Unexcused absences:

Theory: the student need to contact the instructor for the purpose of discussing the attainment of objectives missed, lecture missed, remediation, acceptable methods of make-up and tutorial assistance needed.

Clinical: only on absence is allowed for any clinical rotation. Clinical hours lost due to absence must be made up by student within two weeks before the end of the course.

6- Excused absences:

The student must show a written proof of the reason for absence.

Even if the absence is excused the students are not exempted in making up the hours lost.

Excused absences falls in the following categories: Illness, Court hearing/ jury duty, Bereavement, Military annual training, Emergencies or uncontrollable circumstances.

7- Tardiness/ Early departure Policy:

Theory: Arriving 15 minutes late is considered tardy. A verbal warning will be given to each student who is tardy. A written warning from the instructor will be given to the student and the absence will be counted in relation to allowable total absences. The students arriving late for class and after break period will be admitted in class only after a designated break time. The students will be responsible for the make-up for the missed lecture/activity.

Examination: Students arriving late during examination will be admitted and allowed to take and complete the examination within the remaining time allotted.

Clinical: Students arriving 30 minutes late for clinical assignment will not be accepted in the clinical area and will be marked absent for the day.

8- Clinical Site Policies:

A- Clinical Orientation Policy:

All students must be oriented to the clinical site before commencing a clinical assignment. The clinical orientation will be provided by the instructor or an assigned clinical staff member.

B- Clinical Supervision

The instructor should always be available for the students in the clinical setting. Students will be supervised in the clinical classes or training by an instructor who is either a registered nurse or licensed vocational nurse who is approved to teach by the Board of Vocational Nursing and Psychiatric Technicians and the Department of Consumer Affairs.

C. Clinical Instructor Tardiness and/or Absence

In the event that an instructor has not notified students of tardiness or absence, the students are required to remain at the clinical site for 30 minutes if no other instructions have been given.

D. Student Activity in Clinical Area

- Students may not leave assigned nursing units without permission from the instructor.
- Students are not to take care of patients not assigned to them, except in an emergency situation.
- Students are not allowed to perform any procedures without the supervision or clearance of the instructor.

- Students must be in attendance during pre-conference and post conference. Should a student violate any of these clinical limitation policies, the student will be sent home for the day and will not be given credit for those hours. Further disciplinary actions may be taken. Students must bring their Skills Checklist during each clinical assignment, and presented to the clinical instructor for evaluation of skills during clinical. The Skills Checklist Form must be completed, signed, and submitted to the office of the program director at the end of the program.

PHYSICAL HYGIENE & GROOMING POLICY

Personal hygiene is the basic concept of cleaning, grooming and caring for our bodies. At TSHAS everyone is expected to pay attention to personal hygiene to prevent the spreading of germs and diseases. Good grooming affects the learning environment; good grooming reflects the modesty and good taste of TSHAS.

Female: Hair is to be well groomed, off the collar and pulled back away from the face

Male: Hair must be neatly trimmed, no ponytails or braids

Beard must be closely cut or must follow the policy specified by the clinical facility

Body piercings (e.g. earrings, nose, or tongue) are not allowed

DRESS CODE

TSHAS requires all students to dress appropriately. The following are not acceptable attire for any TSHAS student reporting on campus:

- Revealing outfits (excessive slit on skirts, excessive body exposure, midriff-exposing clothing, thongs, halter tops, tank top, shorts)
- Tight fitting tops and bottoms; See-through blouses and dresses
- Torn Shorts and jeans (or with slits and holes)
- Clothing with brand logos, commercial or gang emblems
- Unacceptable writings and pictures
- Oversized or baggy clothes
- Attires considered unsuitable for the work place.

TSHAS students are required to follow the prescribed attire for classroom and clinical rotations at all times. Students must wear the following attire when reporting to school for any class-related activities:

- Scrubs (top and bottom) with patch sewn on the left sleeve. White for NA and HHA, green for MA, navy blue for ST, teal for HT, burgundy for PT, and ceil blue for VN.
- Closed toe shoes
- Identification badge or name plate identifying student

Students who show up to class without a complete uniform may be sent home and will receive anywhere from a **verbal warning, written counseling or suspension** due to non-compliance with policies.

CLINICAL DRESS CODE

Students are required to wear the prescribed white scrubs (matching shirt and pants) with patch sewn on the left sleeve, white nursing shoes with closed toe and heel, identification badge and name plate

during clinical rotation.

Female: White or beige undergarments

White hose/socks

A pair of stud earrings or a wedding band are the only allowed accessories

Male: White socks only

Plain white V-neck undershirt

TSHAS expect all students to dress in a manner that does not to distract the learning process and concentration for learning. All dresses, shirts and pants must be neatly pressed. **No sweatshirts or sweat pants allowed in the clinical area.**

IDENTIFICATION BADGES

Identification Badges must be worn at all times in the clinical assignments.

WRIST WATCH

Students are required to wear wrist watch with second hand during clinical at all times.

PERSONAL APPEARANCE IN THE CLINICAL

Female

- Hair should be properly fixed, off the collar and face while within the clinical area premises. Neither fancy hair ornaments nor fancy hairdo is allowed; only white ribbon or black tie will be allowed.
- Fingernails should be kept clean and trimmed. No acrylic nails allowed, only white or natural nail polish will be allowed.
- Simple and light make-up is allowed.
- Cologne/Perfume is not allowed.
- Policy on jewelry as follows:
 - Plain small stud earrings (1 pair only) are allowed.
 - No bracelets should be worn during clinical hours.
 - Wedding band rings is allowed in clinical.
 - No visible tattoos are allowed.
 - No visible body piercing is allowed.

Male

The following are not allowed for male students:

- Pony tail
- Earrings
- Visible tattoos
- Visible body piercing
-

BREAK TIME

Classroom Breaks -Students are allowed 10 minutes break for every hour of instruction. The schedule for breaks is at instructor's discretion.

Clinical Breaks -Students are allowed 30 minutes for lunch break. Short breaks in the morning and the afternoon are at instructor's discretion. Students are encouraged to bring their own food and eat at the facility lounge.

HEALTH POLICIES & PROCEDURES

A student will not be permitted in the clinical area unless his/her records are complete. Students who have not submitted the required documents by the designated date may be dropped from the program.

Health Clearance

All students are required to have a **current** (within the last six months) physical examination to assure that the health and safety of the public are protected, and that students are able to perform nursing tasks. A health form, certifying the student's health status, must be completed by a physician, nurse practitioner, or physician's assistant. Health forms will not be returned to students. Students are advised to make a copy of their forms prior to submission.

The physical examination must include a current Tuberculosis Screening / PPD Test taken within 6 months of enrollment. If the TB Test or PPD result is positive, a negative chest x-ray result is required. The physical examination and PPD Test must be renewed annually. The hospitals differ in terms of their requirements for the frequency of the CXR, ranging from 2-3 years. Evidence of immunization against communicable diseases, such as Measles, Rubella, Chicken pox (Varicella), and Hepatitis B should also be submitted. If the prospective student had the disease or history of exposure to these diseases, the prospective student may submit a titer report with evidence of immunity. A tetanus vaccine (booster dose) within the last 10 years is also required.

Health Insurance

Students are required to carry their own health insurance. If a student sustain injury or become ill while in the school or clinical facility, the student will be sent to his/her urgent or emergency facility that provide services covered by his/her insurance. If the student has no insurance, he will be sent to the nearest county facility.

MALPRACTICE INSURANCE

All VN students are required to carry malpractice insurance. Only those students whose policies are current will be assigned to the clinical facility. Students may obtain the necessary forms from the business office.

CARDIOPULMONARY RESUSCITATION (CPR) CERTIFICATE

All students must submit a copy of a valid Basic Life Support (BLS) health care provider certificate to TSHAS upon enrollment.

- NA/HHA students may either have an American Heart Association or American Red cross BLS cards.

MA/ST/VN students are required to have **American Heart Association BLS cards** only as per requirement of clinical sites.

PREGNANCY POLICY

A student who is pregnant upon admission or becomes pregnant or delivers a baby while enrolled in the program must have a medical release from her physician indicating the advisability of continuing in the program without limitations. A medical release is required at the beginning of the first trimester of pregnancy (1st month), at the beginning of the third trimester (7th month), and upon coming back to the program after delivery. The student is also required to obtain a medical release after delivery indicating that she is able to return to school without any physical and/or psychological limitations. It is the student's responsibility to obtain this statement and notify the faculty of her pregnancy. The student

who elects to continue in the program accepts full responsibility for any risk to herself and the fetus associated with an assignment in the hospital setting.

In an effort to reduce potential hazards, pregnant students will not be assigned to specific known risk areas in hospitals and agencies. In the event that these restrictions interfere with the student meeting the critical objectives of the program, it will be necessary for the student to **temporarily withdraw from the program and apply for readmission.**

STANDARDS OF CONDUCT

Students must conduct themselves in a professional manner at all times. Students who commit misconduct will be subject to dismissal. To this end, the instructor may take disciplinary measures. However, sanctions such as placing the student on probation, suspension and/or termination are meted out only by the School Director. The administration reserves the right to place on probation any students or terminate any students based on any of the following grounds:

1. Breach of the enrollment agreement.
2. Carrying concealed or potentially dangerous weapon.
3. Cheating, plagiarism, dishonesty.
4. Computer crimes.
5. Conduct that reflects unfavorably upon the school and/or its students.
6. Demonstrate poor judgment, or inability to function properly, which could put patient safety in jeopardy.
7. Attending classes or clinical assignments while under the influence or effects of alcohol, drugs, narcotics, and dangerous substances of any kind.
8. Excessive absences or tardiness.
9. Failure to abide by the rules and regulations of clinical sites.
10. Failure to pay charges when due.
11. Falsifying school records.
12. Flagrant violation of dress code.
13. Insulting or harassing faculty, administration, or students.
14. Nonconformity with the rules and policies of the school.
15. Poor health, poor hygiene.
16. Prosecution on charges ranging from misdemeanor to third degree felony.
17. Unsatisfactory academic progress
18. Use of profanity
19. Vandalism of School property or equipment

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1947, AS AMENDED

Under the Family Educational Rights and Privacy Act (FERPA), Trinity School of Health and Allied Sciences (TSHAS) is permitted to disclose information from the student's education records to their parents if both or one parent claims the student as a dependent for federal tax purposes. A consent form for Disclosure to Parents is available in the office.

SYLLABUS POLICY

A course syllabus will be provided to each enrolled student on the first day of class. The course syllabus will contain the following:

CLASSROOM POLICIES/BEHAVIOR

1. Professional conduct is expected at all times.
2. Only ENGLISH will be spoken inside the classroom.
3. **NO** children are allowed in the classroom or skills lab at any time.
4. Guests are not to be brought to the class, student lounge, computer lab and skills labs at any time.
5. No eating or drinking in classrooms.
6. Pagers and cell phones **must be on vibrate during class** and **turned off during all examinations**.
7. All smart phones and cell phones must be turned in at the front of the class before and during examinations. The entire class will incur a 1-point exam/quiz deduction for each time any students' phone vibrates, alarms, or rings during the exam.
8. Students **will not be** permitted to exit the classroom while taking an exam until they are finished taking the exam. If you must leave for any reason you will not be able to return to the exam that is in progress.
9. Tape recorders may be used **only** with the expressed approval of the instructors.
10. A student enrolled in the nursing program must practice within the ethical and legal framework as set forth in the ANA Code of Ethics, ANA Standards of Nursing Practice, and the California Nurse Practice Act.
11. Cheating will not be tolerated under any circumstances. If a student is noted to have cheated in any fashion they will receive a **"ZERO"** for that assignment or exam and risk the possibility of being dismissed from the course.
 - a. The following acts are considered as examples of cheating on an assignment:
 - i. Pretending to submit work and then handing in the work when a second copy is requested, to provide more time to complete the work.
 - ii. Submitting another student's work as your own.
 - iii. Copying another student's work and rewording it.
 - iv. Corrupting a copy of the work on file and asking for an extension to undertake a re-write.
 - v. Using an illness or other form of extenuating circumstance to enable an extension to the deadline is provided.
 - b. Cheating is strongly tied to plagiarism. Under no circumstances will plagiarism be tolerated.
 - c. The students may be instructed to empty their pockets and place their belongings in the front of the classroom during examinations to prevent cheating. Failure to comply may result to removal from the classroom during the examination.
 - d. All bags and student belongings must be left in the hallway during examinations. Purses or other valuables may be kept in the front of the classroom.
 - e. Students **may NOT borrow any calculators, pencils, pens, erasers, or anything else during examinations.**
1. Students are responsible for maintaining high standards of nursing practice within the scope of their knowledge and skills.
2. Students must be opened to constructive criticism and used the suggestions for improving nursing practice.
3. Students must assume responsibility for maintaining a stable, congenial atmosphere between students, faculty, and staff.
4. Students must communicate truthfully in verbal and written form both in the classroom and clinical setting.

CLINICAL POLICIES

STANDARD UNIVERSAL PRECAUTIONS

Standard (Universal) precautions shall be followed at all times for all patients. The following precautions must be taken whenever there is even the slightest possibility of exposure to blood or other body substances:

1. Wash hands before and after patient care. Wash hands immediately after gloves are removed.
2. Wear gloves when you anticipate direct contact with moist body substances from any patient. These include blood, semen, vaginal secretions, cerebral or spinal fluids, pathology specimens, womb exudate, urine, feces, sputum, vomits, etc. Remove gloves after each individual task.
3. Wear masks and protective eye wear during procedures likely to generate droplets of blood or other body fluids to prevent exposure.
4. Wear gown or disposable plastic apron when you anticipate that your clothing may be soiled by any of the body substances listed above.
5. Protect your non-intact skin from contact with body substances.
6. Wash your hands, arms, face etc., as appropriate, if you have had any unprotected contact with blood or other body fluids.
7. Discard sharp instruments, needles, and syringes and puncture resistant containers. Needles should not be bent, broken, recapped, or unnecessarily handled.
8. Handle all specimens as if they were infected.
9. Notify your instructor immediately if you are accidentally stuck with a needle or any other equipment that came into contact with bodily substances.

ACCIDENTAL EXPOSURE TO BODY FLUIDS AND NEEDLE STICK INJURIES

In the event of accidental exposure to body fluids, the following steps should be taken:

1. Any remaining blood/body fluid should be washed away immediately. Skin punctures should be allowed to bleed to express any material deposited in the wound and then thoroughly washed.
2. Document the incident of all exposures by notifying the nurse in charge, the clinical instructor, and the Program Director.
3. Evaluate the sources of contamination. If the patient is not known to be HIV – infected, assess the risk for infection.
4. If the patient is at-risk, inform patient of exposure and request permission for the HIV antibody tests and screening for hepatitis. If the antibody test is negative and no risk factors are identified, no further actions are needed.
5. If the antibody test is positive, the student should be tested as soon as possible. If negative, the test should be redone six weeks later, and periodically for one-year.
6. In the event the patient declines to cooperate and be tested, the student should be counseled at the risk of infection and evaluated clinically and serologically for HIV and HBV infection as soon as possible.

AIDS POLICY AND GUIDELINES

Students have an ethical and legal responsibility to provide professional care for AIDS patients. The Nursing Code of Ethics states that “the nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of the health problem.”

Further, AIDS is legally considered a handicap, and as such, any individual with AIDS is protected from discrimination by the Federal Rehabilitation Act of 1973. Students refusing to care for AIDS

patients can be considered as engaging in discriminatory behavior, and are subject to disciplinary action. All nursing students caring for AIDS or HIV positive patients will comply fully with blood/body fluid precautions as specified in Standard Universal Precautions.

Students with AIDS related conditions are protected against discrimination in the nursing program. According to medical evidence, individuals with AIDS, ARC or HIV – positive present no health risk to their colleagues or fellow students. Such individuals, whether symptomatic or asymptomatic, shall be treated the same as any other student as long as they are psychologically and physically capable of doing adequate academic work. Confidentiality of any student illness is protected by the Education Code, and no information will be released to outside parties (i.e., employer, insurer) except as required by law.

STANDARDS OF ETHICAL & LEGAL BEHAVIOR

The student must understand ethical standards and the legal framework for practice; roles of professional organizations, political, economic, and societal forces affecting practice; and lines of authority and communication within the work and school settings. It is essential that the student upholds high standards for personal conduct both in the school setting and in the clinical setting within the scope of their knowledge and skills.

SCHOOL PROPERTY POLICIES

Sign-In Policy

All students are required to sign-in on designated log-books before each use of the following:

- Learning Media/Library
- Computer Lab
- Skills Laboratory

Computer Policy

A variety of recommended computer programs are available to supplement course work. No outsiders are allowed in the computer room. Computers should only be used with permission from administrative staff. Students should obtain permission before printing any material. There will be a charge fee per page. Students are encouraged to use the internet for research purposes only.

The following computer use is prohibited:

- Non-school related Email (checking and sending)
- Searching for non-course related topics
- Checking on any personal sites and blogs such as Facebook, Twitter, Instagram, etc.

Learning Media Library

The unauthorized use of media equipment and materials is prohibited. The students must seek permission from the administrative staff before using any of the following and materials:

- Televisions
- VCR players
- DVD players
- Videos
- Magazines and Periodicals
- Computers

A variety of resource books are available for use in the library. These books should only be taken out of

the shelves with the permission of the administrative staff. A Check-Out Log Book is provided to students. Videos are not allowed to be taken off the school premises. Only limited books may be taken out for a maximum of two days.

Skills Laboratory

The skills laboratory is available to provide the students the opportunity to gain mastery of required nursing skills. The skills laboratory is open for unassisted practice when not in use. Students are required to seek permission from administrative staff to use the skills laboratory. Assisted practice/competency practice is available only during scheduled hours with the instructor. After practice, all equipment is to be put away into their original assigned location. All mannequins should be covered when not in use.

No Eating & Drinking Policy

Eating and/or drinking is prohibited in the classroom, skills lab, library, and computer lab. A student/staff lounge area is provided for these purposes.

Smoking Policy

Smoking is completely prohibited in the building. Students are not allowed to smoke in front of any of the surrounding business offices.

Drug & Alcohol Policy

It is the policy of Trinity School of Health and Allied Sciences to maintain a drug-free workplace. The use or sale of non-prescription, “controlled substance” drugs, including, but not limited to, marijuana, cocaine, stimulants, and depressants will not be tolerated on the TSHAS premises, at any of its clinical facilities, or at any school-sponsored function off the premises. Any student believed to be under the influence or in possession of a non-prescribed, “controlled substance” drug and under the influence of alcohol will be temporarily prohibited from attending classes pending an investigation of the incident. Should it be determined that the student was under the influence, in possession or involved in the purchase and/or sale of a “controlled substance” while on the premises of TSHAS, or school-sponsored event, the student will be dismissed.

Should it later be determined that the student was not involved in the above activity, he/she will be reinstated and lost class time will be added to the normal completion date. Students are solely responsible for the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of conditions of health. Students who need counseling assistance for drug or alcohol dependency should contact the School Director. All referrals will be kept confidential.

Cell phone Policy

Cell phones must be on vibrate/silent mode during class and turned off during all examinations.

Visitor Policy

No visitors, including **children**, will be allowed during class and clinical **hours**.

Personal Property & Losses Policy

All Students are responsible for the safekeeping of their personal properties while on TSHAS premises. TSHAS assumes no liability for any loss or damage to students’ belongings or valuables.

STUDENT BILL OF RIGHTS

As a student you have the right to:

1. **Career Information** – Accurate facts about job availability and salary ranges if the institution makes claims to prospective students regarding the starting salaries of its graduates.
2. **A Catalog** – A comprehensive listing of current and accurate information regarding programs, policies, procedures, and a list of current administrative staff and faculty, including their qualifications.
3. **Contract** – An enrollment agreement that states the program and the number of units, clock hours or units required to complete the course, the length of the program covered by the enrollment agreement, and the cancellation and refund policies.
4. **Cost Information** – Clear and honest disclosure of all tuition, fees, and other charges related to the cost of receiving your education.
5. **Financial Aid Disclosure** – Full disclosure of all financial aid and loan information including rates, terms, and any deferment or forbearance options.
6. **Quality Faculty** – Instructors who are knowledgeable and current in the areas they are teaching.
7. **Quality Materials** – Textbooks, teaching materials, and equipment that are current and in good condition.
8. **Refunds** – The ability and right to withdraw from school at any time and receive a refund for tuition paid but not used.
9. **Retention/Placement Information** – Information about the number and percentage of the students that start and complete programs and the number and percentage of graduates placed in jobs.

STUDENT GOVERNING BODY

Student body representatives are elected to provide opportunity for dialogue with the administration. It is TSHAS's desire to have all students participate fully in order to provide a more meaningful/experience.

- Students are encouraged to have representation in faculty meetings, curriculum development, and policy-making.
- Student officers in each batch shall be elected by the students after the first module in the VN Program. The election will be supervised by the Assistant VN Program Director who will be the assigned faculty adviser.
- Students are required to have a faculty adviser for all school-related social and special program activities.
- All activities for which money is to be collected must be approved by the school director, and supervised by the student-governing body.
- All printed materials for distribution on- and off-campus in which the name of TSHAS is used must be approved by the School Director prior to distribution.
- All such events under the name of the school must be approved at least 2 weeks prior to the event. There should be at least one faculty member present during any student activity on- and off campus.

STUDENT GRIEVANCE POLICY

Students are encouraged at all times to maintain open communication with faculty and administration. Every effort will be made to resolve issues dealing with complaint or grievance regarding grades, instruction, or other problems related to program of study.

The grievance procedure follows several steps. The first step involves the student making an appointment with the instructor to voice out his/her concerns to the immediate instructor. The student and instructor will attempt to resolve the issues within 3 days. If the issue is unresolved, the grievance will be put to the "lead" instructor's attention who will try to resolve the issue within 3 business days. If the grievance is still unresolved, the student will make an appointment with the program director and submit a formal grievance report containing the conduct subject to grievance, name of the persons involved in the conduct subject to grievance and date/time and place where the conduct happened; and lastly the remedy which is being sought. The program director will attempt to resolve the concern in a conference with the instructor. The instructor and the student should resolve the issue within 3 business days upon receipt of the grievance.

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

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798

or

Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite 205

Sacramento, CA 95833

Telephone (916) 263-7800

NON-DISCRIMINATORY POLICY

TSHAS is committed to providing equal opportunities for all individuals in all programs, which it conducts. Therefore, no student of TSHAS or applicant for enrollment or others who might receive the benefits of the school activities shall be excluded from participation in any process, position, program, service or activity on the basis of race, religious creed, color, national origin, sex, sexual orientation or age.

The School complies with the Civil Rights Act of 1964, as amended; Title VII of the Equal Employment Opportunity Commission; Title IX of the Education Amendment Act of 1972 which prohibits discrimination on the basis of sex in any education program or activity; the Family Educational Rights and Privacy Act of 1974; Section 504 of the Rehabilitation Act of 1973 which bars discrimination on the basis of physical handicap; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Accordingly, equal opportunity for admission shall be extended to all persons.

All inquiries or complaints with these laws and regulations should be directed to the School Director who can provide students with procedures available in resolving complaints to alleged unlawful

discriminatory actions. Action will be taken to investigate and resolve all such formal complaints in a “prompt and equitable manner”.

Sexual Harassment Policy

TSHAS is committed to providing an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

Anyone who is authorized to recommend, make or take academic or personal actions affecting a student or an employee; or perform other acts or services on behalf of TSHAS proven to be engaged in sexual harassment, is in violation of this policy

Sexual harassment is defined as...

Unwelcome sexual advances, requests for sexual favors, and other physical, written, or verbal intimidation of an offensive sexual nature. Some examples that may constitute sexual harassment are: subtle pressure for sexual activity; unnecessary brushes or touches; disparaging remarks about one’s gender; physical aggression such as patting; verbal sexual abuse disguised as humor; whistling; and obscene gestures.

Title VII of the Equal Employment Opportunity Commission (EEOC) guidelines were written and defined sexual harassment when:

Submission to such conduct is made either explicitly or as a term or condition of an individual’s employment; Submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting such individual; Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

The Student’s Responsibility Pertaining to Sexual Harassment and Discrimination

An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student’s life. It can threaten a student’s emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, students have the responsibility to be aware of their rights as they pertain to their educational experience at TSHAS.

Any student, who believes that he/she has been discriminated against or treated unfairly because of his/her gender, has the right to bring the incident or incidents to the attention of the people involved. If the student gets no satisfaction, he/she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the School Director.

Title IX of the Education Amendment Act of 1972 mandates that all such formal complaints to be investigated and resolved in a “prompt and equitable manner”.

PARKING POLICY

The purpose of the Parking Policy is to provide TSHAS administration, staff and students with guidance on established parking areas, fines, appeals, and policies which affect the use of vehicles on and around the school.

Parking Regulations

1. Responsibility for locating an appropriate designated parking area rests with the vehicle operator.
2. The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation.
3. TSHAS does not assume any responsibility for any vehicle or its contents while parked on the school ground.

STANDARDS FOR PINNING CEREMONY

The pinning ceremony is an important and prestigious even for students who successfully complete the Vocational Nursing Program. It is essential that students must adhere to the prescribed professional attire. These standards will be discussed by the faculty prior to the event.

Students in violation of the dress code will not be permitted to attend, nor participate in the ceremony.

STUDENT GRADUATION CLEARANCE

Student must complete and submit the Student Graduation Clearance one (1) week after program completion. Students who did not submit the clearance will not be allowed to sit in the ATI Proctored Examination at the **end of the program**.

GRADUATION POLICY

To qualify for graduation, the student **must** complete all coursework with a grade of “C” or better and passed the school’s comprehensive exit examination with a passing score of 80% or better.

All financial dues must be settled by the last day of class, prior to graduation. Student Graduation Clearance Form must also be completed and signed by respective school departments such as library, accounting, admissions and others to be eligible for graduation.

Any student who has not completed any or all components of the student graduation clearance may be allowed to attend the graduation ceremony, but will not be awarded a program Certificate of Completion, until the graduation clearance form is fully completed.

TRANSCRIPT REQUEST POLICY

Transcripts of Trinity School of Health and Allied Sciences students are issued upon the student's request when submitted in writing. A Transcript Request Form is available at the front desk. The student needs to fill-out and sign the form. There is no charge on the 1st request of official transcripts. Succeeding requests will be charged \$20/copy. Transcript will only be processed upon payment.

Trinity School of Health and Allied Sciences reserves the right to withhold transcripts and similar records where students, for example, have unmet obligations to the school.

RETENTION OF STUDENT RECORDS

Trinity School of Health and Allied Sciences complies with state and federal regulations and professional practice standards in matters of records retention policies and procedures, Records are kept for five years.

COURSE CRITIQUES

Periodically, students are asked to evaluate various aspects of their education including the instructor’s methods in the classroom. The instructor being evaluated may receive a summary of any comments, but does not have access to the individual student evaluations.

SECTION IV: Programs Offered at TSHAS

TSHAS offers different nursing programs at different levels. All programs have the theoretical and

clinical components. The theoretical (includes skills) component is delivered in a classroom setting. The clinical component is implemented through externships at different acute, long term OB/pediatric clinics and residential/retirement home facilities as required per program.

NURSING ASSISTANT (NA) TRAINING PROGRAM (150 Clock Hours)

Program Objectives

The Nursing Assistant Training Program has been developed to prepare students to pass the California State Nurse Assistant Certification Examination and perform as an entry level NA in various health care settings. The NA program is offered continuously throughout the year in day and evening.

Program Description:

Program Outline

Module #	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients’ Rights	2	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention and Management of Catastrophe And & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	44
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long Term Care Residents	2	0
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
		100	50

Course Description

Module 1: INTRODUCTION

Introduces the students to Title 22--Division 5 California Code of Federal Regulations (which regulates health care facilities) the role and responsibilities of the Nursing Assistant (CAN).requirements for NA Certification, professionalism, ethics, and confidentiality.

Module 2: PATIENTS RIGHTS

Introduces the students to patients’/residents’ rights. These rights are protected by Federal and State regulations.

Module 3: COMMUNICATION & INTERPERSONAL SKILLS

Introduces the concepts and skills required for students to communicate effectively and interact appropriately with residents families and guests, and members of the health care team.

Module 4 & 12: CATASTROPHE & EMERGENCY PROCEDURES

Introduces the students to the concepts, procedures and general rules related to resident safety in the long-term care environment. In addition, it discusses the role of the NA in preventing and responding to emergency situations, such as fire and disasters.

Module 5: BODY MECHANICS

Provides students with an understanding of efficient and proper use of the body in performing tasks in the role of a NA.

Module 6: MEDICAL SURGICAL ASEPSIS

Presents information about asepsis and infection control.

Module 7: WEIGHTS AND MEASURES

Introduces the common System of Measurement used by NAs.
Students are taught how to take the height and weights of the residents.

Module 8: PATIENT CARE SKILLS

Teaches the skills needed to support and/or assist the resident in performing activities of daily living, particularly in the areas of personal hygiene and elimination.

Module 9: PATIENT CARE PROCEDURES

Provides learning experiences that will prepare the students to safely carry out certain procedures including supporting residents in physical care needs that cannot be performed independently.

Module 10: VITAL SIGNS

Prepares students to know how, when and why vital signs (i.e., temperature, respiration, pulse blood pressure and pain) are taken and how to report and chart these procedures.

Module 11: NUTRITION

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

Module 13: LONG TERM CARE RESIDENTS

Introduces the students to the basic structure of the body and to review the effect of aging upon the body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care.

Module 14: REHABILITATIVE NURSING

Introduces the students to restorative care. Procedures on how NAs help individuals attain optimal level of functioning are discussed and demonstrated.

Module 15: OBSERVATION and CHARTING

Prepares students to know how and when to use objective and subjective observation skills. They will

report and record observations on appropriate documents using medical terms and abbreviations.

Module 16: **DEATH AND DYING**

Introduces to the students the event of death as a normal part of life and the various stages of the grieving process. The health care worker must learn how to recognize the physical, psychological, and spiritual needs of the resident during these periods to understand coping mechanisms and provide support to the resident and family members.

Program Delivery

The NA program is composed of theoretical and clinical components. The student will spend 50 hours of theory of didactic 100 hours clinical training on externship. Externship is done at clinical sites approved by the CDPH and supervised by a clinical instructor approved by the CDPH to teach in a clinical. The externship site is assigned by the school. Externships must be completed with a satisfactory grade.

Program requirements:

- Must be at least 18 years old 16 and 17 year old who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) must obtain parental consent.
- Live Scan finger printing
- Physical exam and TB test done no more than 60 days prior to enrollment.
- Chest X-Ray needed if positive PPD no more than 1 year.
- Current CPR by American Heart Association (Basic Life Support Health Care Provider)
- Obtain a passing score of (11) on the Wonderlic Test.

Tuition Fee

Tuition Fee	\$700.00
Registration fee	\$100.00
Textbook & Workbook	\$35.00
School Patch	\$5.00
Student ID	\$10.00
Total CNA cost	\$850.00

Evaluation and Grading System:

The students must receive at least a 75% and above to pass the program.

Theoretical Evaluation

Above 75% = Pass (P)

Below 75% = Fail (F)

Clinical Evaluation

- Satisfactory = Student has achieved the program objectives.
- Marginal = Student has identifiable weakness which needs to be improved.
- Example: charting – legibility, spelling, speed and organization or lack of clinical experience such as absence due to illness.
- Unsatisfactory = Student is unsafe to administer basic patient care.
- Clinical evaluation is done to assess the student’s performance in the clinical laboratory. The evaluation reflects the student’s attainment of the objectives of the program and is based on the instructor’s observation of student performance.

- Students are evaluated on an on-going basis.
 - Students are required to participate in the evaluation process.
 - Students will be evaluated a minimum of two (2) times for each clinical rotation (mid-term and final)
 - A written mid-term and final evaluation is required for each clinical rotation.
 - Self-evaluations for the mid-course and final will be written initially by students and then finalized jointly during a conference with the clinical instructor.
- Students must sign their clinical evaluations during the conference with the instructor.

Final Grade

The final grade will be the theory grade is **(PASS)** if the clinical rating is satisfactory. However, if the clinical is marginal or unsatisfactory the final grade is still a **(FAIL)**. If the theory grade is an **(F)** and the clinical grade is satisfactory the final grade is still an **(F)**.

State Competency Exam

- Trinity School of Health and Allied Sciences is a testing site for National Aide Assessment Program (NAAP) for all students who completed the Nursing Assistant Training Program at TSHAS and/or other schools. Trinity School of Health and Allied Sciences provides assistance in processing the application of students for the State Competency Exam through the Regional Testing Center. Testing at Trinity School of Health and Allied Sciences is highly encouraged to provide the students a level of comfort and confidence to be tested in an environment where they have been familiar with therefore, decreasing anxiety during examination. The HS 283 B Form will not be signed and released for those who have not resolved their financial dues upon completion of the program.
- No application for the State Competency Exam will be submitted to the Regional Testing Center if the student has not fully paid the tuition fee for the program which will entail indefinite delay on the part of the student to be certified and be able to work as soon as possible. Students who paid late after the completion of the course will have the responsibility to send their own application (HS 283 B Form) to the Regional Testing Center.

HOME HEALTH AIDE (HHA) TRAINING PROGRAM (40 Clock Hours)

Program Objective

The objective of this program is to prepare the student to fulfill requirements for HHA Certification in the State of California which will enable the student to provide nursing care and services to clients with the home as the health setting.

The NA Training and Certification is a required prerequisite to HHA course as required by law. Students must submit proof of California State Nurse Assistant Certification upon admission.

Program Description

The course is structured to provide theory and practical applications of skills needed to function as a HHA.

Program Outline

Module #	TOPIC	THEORY	CLINICAL
Module 1	Introduction to Aide and Agency Role	2	0
Module 2	Interpretation of Medical and Social Needs of People Being Served	5	0
Module 3	Personal Care Services	5	15
Module 4	Nutrition	5	3
Module 5	Cleaning and Care Tasks in the Home	3	2
	TOTAL HOURS	20	20

Course Description

MODULE 1: INTRODUCTION TO AIDE AND AGENCY ROLE

This module is designed to train the students in basic nursing care performed at home and on how to become efficient caring members of the health care team.

MODULE 2: INTRODUCTION OF MEDICAL and SOCIAL NEEDS of PEOPLE (PATIENTS) BEING SERVED

This module is designed to familiarize with the different problems that arise when the patient’s needs are not met.

MODULE 3: PERSONAL CARE SERVICES

This module is designed to train students in providing personal care services such as giving oral hygiene, back rubs, and bathing (bed, partial and shower bath).

MODULE 4: NUTRITION

This module is designed to train students in preparing a balanced diet for their patients, including the factors to take into consideration when purchasing foods.

MODULE 5: CLEANING AND CARE TASKS IN THE HOME

This module is designed to familiarize the students with the tasks need to be performed in at the patients home when doing healthcare in a home setting.

Program Delivery

The HHA program also has theoretical and clinical components. The student undergoes 20 hours of theory delivered residential and 20 hours of clinical training spent at clinical sites approved by the DHS and lead/supervised by a clinical instructor also approved by the CDPH. Externships must be completed with a satisfactory grade.

Home Health Aide Requirements

- Must be at least 18 years old 16 and 17 year old who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) must obtain parental consent.
- Current CPR by American Heart Association (Basic Life Support Health Care Provider
- Proof of active Nurse Assistant Certificate.
- Physical exam and TB test done no more than 60 days prior to enrollment.
- Chest X-Ray if positive PPD no more than 1 year.
- Live Scan fingerprinting

Tuition Fee

Tuition Fee	\$275.00
Registration Fee	\$100.00
Total	\$375.00

Evaluation and Grading System:

Same as Nurse Assisting Program (refer to CNA grading system)

MEDICAL ASSISTANT (MA) PROGRAM (54.5 Quarter Credits/720 Clock Hours)

Program Objective

The objective of this program is to prepare the student with basic knowledge and skills to be competent and qualified for entry level position in the medical field as a front and/or back office medical assistant.

Program Description

The program is structured to provide theory and practical application of skills to students to be multi – skilled entry level medical assistant (MA) who performed a wide range of roles in physician’s offices and other health care settings.

Program Outline

	COURSE TITLE	WEEKS	CLOCK HOURS			
			Theory	Skills	Clinical	TOTAL HOURS
MA 1	General Orientation Introduction and Review of Medical Assistant	1	25			25
MA 2	Medical Law and Ethics Health Laws and Regulations	1	25			25
MA 3	Psychology of Human Relations Abnormal Behavior Patterns, Special Needs Patients	1	25			25
MA 4	Medical Terminology Basic Structure of Medical Words	1	25			25
MA 5	Anatomy and Physiology 1 Anatomical and Fundamental Body Structures Integumentary System	1	25			25
MA 6	Anatomy and Physiology 2 Sensory and Nervous System	1	25			25
MA 7	Anatomy and Physiology 3 Muscular System , Skeletal System	1	25			25
MA 8	Anatomy and Physiology 4 Respiratory System Circulatory System	1	25			25
MA 9	Anatomy and Physiology 5 Digestive System Diet ,Nutrition	1	25			25
MA10	Anatomy and Physiology 6 Endocrine System Immune System	1	25			25
MA11	Anatomy and Physiology 7 Urinary System, Reproductive System, Pregnancy Childbirth	1	25			25
MA12	Medical Office Business Procedures Management 1 Office Management Duties, Maintenance of the Facility	1	15	10		25

MA13	Basic Keyboarding /Computer Concepts Basic Keyboarding Skills Office System Software	1	15	10		25
MA14	Medical Office Business Procedures Management 2 Records Management , Clerical Duties, Effective Communication	1	15	10		25
MA15	Medical Office Procedures Management 3 Collection of Fees, Billing Book-keeping Procedures	1	15	10		25
MA16	Medical Office Clinical Procedures 1 Vital Signs, Patient History Maintenance of Treatment & Examination	1	15	10		25
MA17	Medical Office Clinical Procedures 2 Assisting in Physical Examination & Treatment	1	15	10		25
MA18	Medical Office Procedures 3 Medical Laboratory Procedures	1	10	15		25
MA19	Medical Office ,Clinical Procedures 4 CPR, Emergencies	1	15	10		25
MA20	Pharmacology Conversion Drug References	1	25			25
MA21	Medical Office Clinical Procedures 5 Immunizations and Medications	1	10	15		25
MA22	Career Development	1	20			20
MA23	Externship	5			175	175
	TOTAL	27	445	100	175	720

Course Description

MA1: GENERAL ORIENTATION

2.5 Quarter Credits/25 Hours

Provide skillful execution of administrative, clinical and general duties as an integral and supportive part of the physician's practice, provides the information to students on other related healthcare agencies which the medical assistant can be employed whether in the hospital based such as ward clerk, admission clerks medical record clerks and medical secretaries.

MA2: MEDICAL LAW AND ETHICS

2.5 Quarter Credits/ 25 Hours

The purpose of this module is to make the students learn and know accurate documentation, federal and state guidelines, established policies, liability coverage, risk management and health laws and regulations. This module deals with moral choices and rules of conduct. Members of professional organizations that deal with deal patient health care have high regards for morality and competence and follow a code of ethics.

MA3: PSYCHOLOGY OF HUMAN RELATIONS

2.5 Quarter Credits/25 Hours

The purpose of this module is to make the students learn to define abnormal behavior patterns patients with special needs, use empathy for terminally ill patients, support groups for terminally ill patients, being a patient advocate, developmental stages of life, heredity, culture, and environment.

MA4: MEDICAL TERMINOLOGY

2.5 Quarter Credits/25 Hours

The purpose of this module is to make the students learn the basic structure of medical words, word element combination, medical term for specialties and medical abbreviations.

MA5: ANATOMY AND PHYSIOLOGY 1

2.5 Quarter Credits/25 Hours

The purpose of this module is to introduce to the students the different body system that will help them in their role as a medical assistant in the different offices. They will learn Language of Medicine, anatomic directional terms, body cavities and organs, the cell, homeostasis, genetic and congenital disorders, DNA fingerprinting tissues, organs, and systems. They will learn the skin and the sense of touch, functions and structure of the skin, skin as a diagnostic testing site and diseases and disorders.

MA6: ANATOMY AND PHYSIOLOGY 2

2.5 Quarter Credits/25 Hours

The purpose of this module is to introduce to the students the five special senses, which allow us to see, hear, taste smell and touch, diseases and disorders, of the eye, mouth and tongue, nose, ear and the diagnostic test or procedure involved.

MA7: ANATOMY AND PHYSIOLOGY 3

2.5 Quarter Credits/25 Hours

The purpose of this module is to introduce to the students bone structure, number of bones functions of the skeletons, spinal column, skull, rib cage, long bones, bone of the hands and feet, pelvic, girdle, joints, fractures, amputations, diseases and disorders, muscle fuel, functions of muscle, muscle growth, types of muscle tissue, skeletal muscle action, muscle tone, muscle attachment, sheaths and bursae, major skeletal muscles and smooth muscle action.

MA8: ANATOMY AND PHYSIOLOGY 4

2.5 Quarter Credits/25 Hours

The purpose of this module is to introduce to the students the pathway of oxygen, respiration, lung and the pleura, muscle of breathing ,diseases and disorders, heart ,blood vessels, lymphatic system, blood, cardiovascular test and diseases and disorders.

MA9: ANATOMY AND PHYSIOLOGY 5

2.5 Quarter Credits/25 Hours

The purpose of this module is to introduce to the students the mouth, esophagus, stomach small intestines ,liver and gallbladder, pancreas, absorption function, large intestines, diagnostic examination, diseases and disorders, nutrition, food label, weight control, diets, exercise and sleep.

MA10: ANATOMY AND PHYSIOLOGY 6

2.5 Quarter Credits/25 Hours

The purpose of this module is for the student upon completion will be able to differentiate between exocrine and endocrine gland, name and locate the nine glands, describe the functions of the pituitary gland, thyroid parathyroid, adrenal, pancreas and thymus glands describe the hormones and functions of the gonad. The student will be able to list the body three main lines of defense, function of the immune system, and identify the three basic services of the immune system.

MA11: ANATOMY AND PHYSIOLOGY 7

2.5 Quarter Credits/25 Hours

The purpose of this module is to introduce to the students the three main functions of the urinary system, identify its organs, describe dialysis , diseases and disorders, explain kidney transplant success ,and able to list the two main categories of diagnostic examination.

MA12: MEDICAL OFFICE BUSINESS PROCEDURES/MANAGEMENT 1**2.0 Quarter Credits/25 Hours**

The purpose of this module is to make the students learn the different duties of a medical assistant in a medical office management position. This will show the students the role, responsibilities and qualities to be in a management position in a clinical setting. If this kind of work would interest them, then this section of the course would give them the incentive to develop the competence and qualities to become one.

MA13: BASIC KEYBOARDING/COMPUTER CONCEPTS 2.0 Quarter Credits/25 Hours

The purpose of this module is to teach the students basic keyboarding skills and office system software.

2.0 Quarter Credits/25 Hours**MA14: MEDICAL OFFICE BUSINESS PROCEDURES/MANAGEMENT 2**

The purpose of this module is to teach the students the responsibilities and duties of the medical assistant working in the front office. They will learn clerical duties preparation of medical records, giving appointments office procedures, information and resources. Students will learn to make charts, welcome patients, answer calls, and give appointments. Likewise, they will be taught how to develop communication skills needed while working in a medical office.

2.0 Quarter Credits/ 25 Hours**MA15: MEDICAL OFFICE BUSINESS PROCEDURES/MANAGEMENT 3**

The purpose of this module is to teach the students the responsibilities and duties of the medical assistant working in the front office. They will learn how to do billing, prepare bank statements and deposits, day sheets , accounts payable ,and receivable petty cash, adjustment credit balance, refunds, NSF, collection, third parties, referrals, coding insurance claims , fee schedule and book-keeping schedules.

MA16: MEDICAL OFFICE CLINICAL PROCEDURES 1 2.0 Quarter Credits/25 Hours

The purpose of this module is to teach the students on how to obtain patient history, take vital signs, test results, maintenance of treatment and examination area.

MA17: MEDICAL OFFICE CLINICAL PROCEDURES 2 2.0 Quarter Credits/25 Hours

The purpose of this module is to teach to the students the protocols, patient preparation and assisting the physician with examination and treatment, assisting the physician with minor surgical procedures.

MA 18: MEDICAL OFFICE CLINICAL PROCEDURES 3 1.5 Quarter Credits/25 Hours

The purpose of this module is to teach the students medical laboratory procedures, quality control, CLIA-waived test, biohazards, specimens and patient instruction (collection of urine feces)

MA 19: MEDICAL OFFICE CLINICAL PROCEDURES 4 2.0 Quarter Credits/25 Hours

The purpose of this module is to teach aseptic technique, emergencies and office surgical procedures wrapping for sterilization, sanitization, disinfection, standard precautions, electrocardiogram, respiratory testing screening, sterilization first aid and CPR.

MA20: PHARMACOLOGY**2.5 Quarter Credits/25 Hours**

The purpose of this module is to teach the students math and metric conversions, use of drug references, to be familiar with common abbreviations, legal aspects of writing and laws and regulations.

MA21: MEDICAL OFFICE CLINICAL PROCEDURES 5 1.5 Quarter Credits/25 Hours

The purpose of this module is to teach the students how to maintain medication and immunization records and learn how to administer intramuscular, subcutaneous, and intradermal injections.

MA 22: CAREER DEVELOPMENT

2.0 Quarter Credits/20 Hours

The purpose of this module is to teach the students the essentials for employment and professionalism.

MA23: EXTERNSHIP

5.5 Quarter Credits/175 Hours

The purpose of this module is to provide the students placement at a clinics that performs types of activities exposing the student necessary to acquire skills for the profession that includes less than 160 hours.

Medical Assistant Requirements

- Must be at least 18 years old if 16 and 17 years old who have graduated from high school or passed the California High school Proficiency Exam (CHSPE) must obtain parental consent.
- High School Diploma /GED
- Lives Scan fingerprinting
- Current CPR card (BLS Health Care Provider)
- Pass Criminal Background Check
- Pass drug screening
- Physical Exam and TB test done no more than 6 months. Chest X-Ray is needed if tested positive for TB. Valid chest x-ray no more than 2 years.
- Obtain a passing score of (11) on the Wonderlic SLE Test.

Tuition Fee

Tuition fee		\$9,526.00
Additional cost		\$574.00
TB test/drug test	\$100.00	
Patch (2)	\$10.00	
Textbook/ workbook	\$406.00	
ID	\$10.00	
Certified background	\$48.00	
Student Cost		\$158.00
Registration fee	\$100.00	
2 sets uniform	\$33.00	
BP equipment	\$25.00	
Total cost		\$10,258.00

Evaluation and Grading System:

- a. Quizzes may be given during each course
- b. Projects and/or exercises assigned during specific courses.
- c. Final Exam given at conclusion of each course.
- d. Professionalism

Evaluation Criteria

Final Exam	:	60 percent
Assignments/Practical Skills:		30 percent
Attendance:		<u>10 percent</u>
Total Points		100 percent

Grading System

Possible points	Grade	Description	Grade Point
90 – 100 points	A	Excellent	4.0
80 – 89 points	B	Good	3.0
75 – 79 points	C	Average	2.0
0 – 74 points	F	Fail	0.0
	P	*Pass	N/A
	I	*Incomplete	N/A
	W	*Withdraw	N/A

(* No grade points are awarded for Pass, Incomplete, or Withdraw grades)

PHLEBOTOMY TRAINING (PT) PROGRAM (80 Clock Hours)

Program Objective

The objective of the phlebotomy training program is to prepare students to pass the California Phlebotomy Technician Certification Examination and eventually seek employment as an entry level phlebotomy technician.

Program Delivery

The program consists of 40 hours didactic training which is broken into 20 hours basic lessons and 20 hours advance lessons. In addition the program provides a minimum 40 hours of externship training in a clinical laboratory. This program provides training in obtaining blood specimens by venipuncture and micro collection techniques. The phlebotomist is considered a part of the laboratory team as such is trained in all aspects of specimen collection and processing. The program provides hands on training to the students in the clinical to become proficient in venipuncture and capillary punctures.

In addition to classroom training an externship in a chemical laboratory required before completion in which a student should perform at least 50 venipunctures and 10 skin punctures on patients of all ages from pediatric to geriatric. The students are required to observe 2 arterial punctures.

Phlebotomy Training Requirements

- Must be at least 18 years old 16 and 17 years old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- High School Diploma
- Current CPR card (BLS Health Care Provider)
- Passing Score of(11) on the Wonderlic test
- Lives Scan fingerprinting
- Current CPR (BLS Health Care Provider)
- Pass drug screening.
- Complete physical examination report.

Tuition Fee

Tuition fee		\$1,016.50
Registration Fee		\$100.00
Additional cost		\$142.00
Patch (2)	\$10.00	
Textbook	\$80.00	
ID	\$10.00	
Certified background	\$42.00	

MODULE 5: HEMODIALYSIS DEVICES (DIALYZER, DIALYSATE AND DELIVERY SYSTEM) 85 Hours

The purpose of this module is to teach the student how the toxic byproducts are removed from the blood and body and to learn the fluid dynamics in the delivery system.

MODULE 6: ACCESS TO THE BLOODSTREAM 15 Hours

The purpose of this module is to provide the students with knowledge of how the vascular access should be treated with great degree of care.

MODULE 7: PATIENT AND MACHINE MONITORING 15 Hours

The purpose of this module is to teach students understand and operate the equipment, monitor patient on machine, during dialysis treatment.

MODULE 8: DIALYZER PREPARATION AND REPROCESSING 30 Hours

The purpose of this module is to provide the students the history of reprocessing, the rule, regulations involving dialyzer reprocessing and the steps used to reprocess dialyzers. Students will gain knowledge and understanding on how the dialyzer, delivery system help patients with kidney failure will live full and active lives.

MODULE 9 WATER TREATMENT 25 Hours

This module is to provide students the basic knowledge on how water is used during dialysis treatment, the water treatment procedure prior to being use for treatment, describes the components of water used and monitored in the dialysis treatment contaminant found in water.

MODULE 10: INFECTION CONTROL 45 Hours

The purpose of this module is to provide the basic knowledge on infection control in dialysis facilities, review on blood borne pathogens and diseases, the standard precautions that health workers should take to prevent injuries caused by needles, scalpels and other sharp instruments that may be responsible for the transmission of blood borne diseases.

MODULE 11: ANTICOAGULATION AND HEPARIN ADMINISTRATION 8 Hours

This module provides the student the basic knowledge on anticoagulation and blood clots, describes heparin and how it is used in dialysis.

MODULE 12: NUTRITION MANAGEMENT 2 Hours

This module provides the basic knowledge to the dialysis patient the foods that is allowed and needs to be avoided.

MODULE 13: LABORATORY DATA ANALYSIS AND INTERPRETATION 1 Hour

The purpose of this module is to provide students with knowledge on how to interpret the normal and abnormal laboratory values. This module will teach students how to report abnormal laboratory data to the nurse for proper intervention.

MODULE 14: MEDICATION PROBLEMS AND DIALYSIS 2 Hours

The purpose of this module is to provide students the basic knowledge about the drugs that causes renal impairments, to understand that factors that affect the elimination of medication in patients with chronic kidney disease.

MODULE 15: SAFETY, BODY MECHANICS AND EMERGENCY PREPAREDNESS

12Hours

The purpose of this module is to teach students to provide safety at all times in positioning, transfer, lifting moving patients how to use the ergonomics and how to respond in case of emergency.

MODULE 16: COMMUNICATION AND INTERPERSONAL SKILLS

2 Hours

The purpose of this module is to provide the student the knowledge on how to communicate with dialysis patients, family staff and guest.

MODULE 17: PSYCHOSOCIAL ASPECTS OF DIALYSIS THERAPY

1Hour

The purpose of this module is to provide the basic knowledge on the psychosocial aspects of dialysis patients, family and to enhance patients to live normally in the society.

MODULE 18: BASIC MATH CALCULATIONS AND MEASUREMENTS

2 Hours

The purpose of this module is to provide the student the basic knowledge on how to calculate drug dosages for the dialysis patients, take accurate vital signs, weights, measures the drugs or solutions used for the dialysis treatment.

Hemodialysis Technician Requirements

Must be at least 18 years old. 16 and 17 year-olds who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) must obtain parental permission to leave.

- High School Diploma/GED. If secondary education was taken from a foreign country, the high school transcript must be sent to an Evaluation Agency.
- Livescan fingerprinting.
- Current CPR card (BLS Health Care Provider).
- Pass Criminal Background Check.
- Pass drug screening.
- Physical exam and TB test done within the last 6 months. Chest X-ray is needed if tested positive for TB. Chest X-ray report is valid for 2 years.
- Obtain a passing score (14) on the Wonderlic SLE Test

Tuition Fee

Tuition Fee		\$5,836.00
Registration Fee		\$100.00
Additional cost		\$393.00
Patch (2)	\$10.00	
Textbook	\$100.00	
ID	\$10.00	
NSO	\$25.00	
Certified background, Physical exam/ TB test	\$48.00	
Drug Screen	\$100.00	
Student cost		\$58.00
2 sets uniform	\$33.00	
BP equipment	\$25.00	
Total cost		\$6,387.00

Evaluation and grading system

Student Required Performances

- a- Quizzes given throughout the module.
- b- Projects and/or Exercises assigned during a specific module.
- c- Final Exam given at conclusion of each module.
- d- Demonstration of professional attitude throughout module.

Evaluation Criteria

Exam	60 percent
Assignments/Quizzes	30 percent
Attendance	<u>10 percent</u>
Total	100 percent

Percentage Equivalent	Letter Grade	Rating Scale	Numeric Grade
93% - 100%	A	Excellent	4.0
84% - 92%	B	Good	3.0
75%-83%	C	Average	2.0
65% - 74%	D	Below Average	1.0
64% and below	F	Fail	0.0
	P	Pass	N/A
	I	Incomplete	N/A
	W	Withdraw	N/A

SURGICAL TECHNOLOGY (ST) PROGRAM (1620 Clock Hours)

Program Objective

The objective of this program is to prepare competent entry level as surgical technologists. The program adheres to the current Core curriculum for Surgical Technology as produced by the Association of Surgical Technology. The student will learn to function as a member of the surgical team working under the immediate supervision of registered nurse or surgeons. The student will develop the knowledge and skills required to deliver patient care before, during and after surgery, prepare the operating room with sterilized instruments equipment fluids and supplies utilized in surgical procedures. During the hands on training the student will develop the critical skill of anticipating the needs of the surgeon, passing instruments as well as providing sterile items in an efficient manner. The graduates will be eligible to take the national certifying examination through the National Board of Surgical Technology and Surgical Assisting (NBSTSA)

The program is divided into three separate segments with four modules each. Students must pass and successfully complete the modules prior to advancing to the next segment. Modules in each segment may be taken in any order and completed before going to the externship.

Program Delivery

The student will spend 792 hours of theory, 308 hours on skills laboratory and 520 hours of clinical externship. The externship site is assigned by the school. Student must receive a satisfactory grade to complete the program.

Program Outline

SEGMENT 1 BASIC SCIENCES				
Module	Course Title	Weeks	Clock Hours	Quarter Credits
BS 1	Structure	4	90	9.0
BS 2	Motion	4	90	9.0
BS 3	Circulation	4	90	9.0
BS 4	Secretion	4	90	9.0
SEGMENT 2 SURGICAL TECHNIQUES				
ST 1	Health Care & Technological Sciences	4	90	7.0
ST 2	Introduction to Surgical Technology	4	90	7.0
ST 3	Principles and Practice of Surgical Technology	4	90	7.0
ST 4	Surgical Case Management	4	90	7.0
SEGMENT 3 SURGICAL PROCEDURES				
SP 1	Generals	4	90	7.0
SP 2	Specialty 1	4	90	7.0
SP 3	Specialty 2	4	90	7.0
SP 4	Specialty 3	4	90	7.0
PC	Revalida	1	20	1.0
CE	Clinical Externship	13	520	17.0
TOTAL		62	1620	110.0

Course Description

Segment 1: Basic Sciences

9.0 Quarter Credits/90 Hours

BS 1: STRUCTURE

This module is to provide the basic knowledge of medical terminology, the anatomy, physiology pathology, of the different body systems and levels of organizations of the body.

BS 2: MOTION

9.0 Quarter Credits/90 Hours

The purpose of this module is to provide students the basic knowledge of the muscle tissue and functions, discuss the organs, divisions of the nervous system and functions, anatomical parts of the brain and the spinal cord and functions, structure and disorders of the eye ear. The students will learn the lymphatic structures, the difference between active and passive immunities, endocrine and exocrine glands.

BS 3 CIRCULATION

9.0 Quarter Credits/90 Hours

This module is to discuss the anatomy of the heart, heart sounds, circulatory pathways, and the conduction of the heart. The students will learn the functions, elements, and characteristics of the

blood, anatomy and physiology of the respiratory system and urinary system, urine formation and the different fluid compartments.

BS 4: SECRETION

This module is to provide students with knowledge on the anatomy and physiology of the alimentary tract and accessory/major organs of the digestive system. The students will learn primary and accessory organs of the male and female reproductive system, and the phases of the menstrual cycle.

SEGMENT 2: SURGICAL TECHNIQUES

ST 1 -HEALTHCARE AND TECHNOLOGICAL SCIENCES

The purpose of this module is to provide the students with knowledge on Microbiology, route of anesthesia, and the different phases of anesthesia, the basics of electricity, its uses especially in the operating room, the principles of physics in relation in relation to patient care in the operating room.

ST 2 –INTRODUCTION TO SURGICAL TECHNOLOGY

This module is to provide the students the basic knowledge in surgical technology, the professional standards of care as defined in the code of Ethics of the Association of surgical Technologists, the principles of organization and structure of the operating room, physical layout, the different methods and safety standards that contribute to an aseptic environment.

ST 3 –PRINCIPLES AND PRACTICE OF SURGICAL TECHNOLOGY

The purpose of this module is to provide students the knowledge in aseptic and sterile techniques. The students will learn to identify the name and functions of the instruments, demonstrate the appropriate methods of passing each type of instrument, and understand the methods of decontamination and sterility control.

ST 4; SURGICAL CASE MANAGEMENT

This module is to provide the students with the basic knowledge in Adult/Infant and child BLS and AED training. The role of the STSR and the techniques of opening and preparing supplies/instruments, surgical scrub and donning surgical gown /gloving, counting instruments, sponges, needles other items such as supplies and equipment. The students will learn sterile surgical draping and patient care after surgery

SEGMENT 3: SURGICAL PROCEDURES

SP 1-GENERALS

7.0 Quarter Credits/90 Hours

This module is to provide the students the basic knowledge of the preparation for pre and post-operative care, possible complications arising from general surgical procedures, OB/GYN procedures and Genitourinary surgery procedures. Students will learn to identify instruments, supplies and drugs associated with OB-GYN surgery and Genitourinary surgery.

SP 2: Specialty 1

7.0 Quarter Credits/90 Hours

The purpose of this module is to provide the students the basic knowledge of the pre and post-operative care and possible complications arising from ENT, Orthopedic, Oral & Maxillofacial and Neurosurgical procedures. The students will learn to identify the instruments, supplies and drugs associated with this portion of ENT surgery, orthopedic surgery, oral & Maxillofacial surgery and Neurosurgery.

SP 3-SPECIALTY 2

7.0 Quarter Credits/90 Hours

This module is to provide the students the basic knowledge of the preparation for pre-, intra-, and post-operative care and possible complications arising from Plastic and Reconstructive Surgery, Ophthalmic Surgery and Pediatric Surgery. The students will learn about laser technology and safety, basic computers, basic concepts related to robotics.

SP 4: SPECIALTY 3

7.0 Quarters Credits/90 Hours

The purpose of this module is to provide the students the basic knowledge in preparation for per-intra and post-operative care and possible complications arising from Thoracic Surgery, Cardiac Surgery and peripheral Vascular Surgery. Students will learn how to identify instruments name, supplies and drugs associated with the portion of thoracic surgery, cardiac surgery and peripheral vascular surgery. This module covers the principles and professional practices for positive career actions and behaviors, the planning of the student’s career and the preparation for employment including assessment of skills, application of human relations in the work environment, attitude and appearance, resume preparation, interviewing techniques, employment tests, and prepare the students for interview and negotiations for salary.

Revalida (PC)

1.0 Quarter Credit /20 Hours

The module involves the comprehensive exam of all knowledge, lab skills and instrumentation covered on Level 2 and 3. The student will be scheduled for Clinical rotations upon completion of this module.

Clinical Externship (CE)

17.0 Quarter Hours/520 Hours

In the externship the students will learn the basic knowledge to work in the operating room of the hospital, surgery center and in central supply. The students will perform as surgical technologists under the supervision of a technologists or clinical instructor that will allow the students to continue to utilize the knowledge and skills acquired in the classroom. Hands on experience will enhance the students to look for regular employment upon passing the National Certifying Examination for certified surgical technologists.

COURSE EVALUATION

At the end of each level the student will be required to evaluate the course.

Surgical Technology Requirements

- Must be at least 18 years old 16 and 17 years old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- High School Diploma
- Current CPR card (BLS Health Care Provider)
- Passing Score of(11) on the Wonderlic test
- Lives Scan fingerprinting
- Current CPR (BLS Health Care Provider)
- Pass drug screening.
- Complete physical examination report

Tuition Fee

Tuition Fee		\$19,550.00
Additional cost		\$1,338.00
Registration fee	\$100.00	
Uniform	\$35.00	

Patch (2)	\$10.00
Textbook	\$517.00
Operating room supplies	\$250.00
ID	\$25.00
Certified background	\$96.00
Graduation fee	\$305.00

Total **\$20,888.00**

Evaluation and grading system

Student Required Performances

- a- Quizzes given throughout the module.
- b- Projects and/or Exercises assigned during a specific module.
- c- Final Exam given at conclusion of each module.
- d- Demonstration of professional attitude throughout module.

Evaluation Criteria

Exam	60 percent
Assignments/Quizzes	30 percent
Attendance	<u>10 percent.</u>
Total	100 percent

Grading system:

Percentage Equivalent	Letter Grade	Rating Scale	Numeric Grade
93% - 100%	A	Excellent	4.0
84% - 92%	B	Good	3.0
75%-83%	C	Average	2.0
65% - 74%	D	Below Average	1.0
64% and below	F	Fail	0.0
	P	Pass	N/A
	I	Incomplete	N/A
	W	Withdraw	N/A

VOCATIONAL NURSING (VN) PROGRAM (1584 Clock Hours)

The Nursing Assistant or skills acquire through experience credited through by written or manual examinations is required. The VN program is offered in full time and part –time schedules.

Program Objectives

The program aims to:

- Implement a holistic approach to identify and meet the physical and psychological needs of an individual with diverse cultural backgrounds.
- Apply the knowledge of anatomy and physiology to identify the physical and psychological needs of an individual in all age group.
- Utilize the communication skills effectively to the clients, families, personnel, visitors applying verbal and non-verbal communications.

- Demonstrate appropriate teaching methods techniques and approaches in educating the clients, families, and visitors as well.
Apply the nursing skills for the promotion and restoration of health and prevention of illness of individual regardless of age and ethnicity.
- Utilize community resources for the promotion and restoration of health and prevention of illness.
- Demonstrate the role of the nurse as a member of the health care team in assisting the client geared towards optimum health.
- Provide the educational training opportunities to promote advancement of knowledge and skills on their nursing practice.
- Integrate bio-psychosocial principles in caring the individuals, families, and visitors with dignity and respect and as worthy individuals.
- Analyzing therapeutic agents in developing a therapeutic nurse client relationship.
- Identify the factors that affect the response of the client in the social and cultural environment on health and /or illness.
- Assumes responsibility and accountability or professional ethical and regulatory laws/standards for individual performance and system effectiveness for safe nursing competencies.
- Build a foundation for leadership basic managerial skills in the implementation of nursing care, within the legal framework of the vocational nurse.

Values

The VN program functions according to the following framework (See Figure 1 in page 10)

Diversity

We serve to a diverse population, welcoming differences and fostering equality.

Excellence

We aim high and aspire to deliver quality and merit in all we do.

Family Oriented

We treat each other like family, providing psychological and moral support.

Respect

Everyone including the administration, faculty, staff, student and clients are treated with professionalism and respect.

Professionalism

We strictly follow established ethical, legal, and moral principles.

Student Focus

The students are the motivational force behind our efforts to excel in the academic nursing community. We are student driven.

Teamwork

We work in the spirit of cooperation and teamwork.

Schedule / Number of VN Students

The duration of the full-time program is 51 weeks and the part-time program is 75 weeks. The full-time program is only offered once a year.

The part-time program is offered twice a year, in January and in July. The maximum number of students per class is 35 students plus 3 alternate as per approval of the BVNPT.

Program Description

The program is designed to prepare the student for the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and to promote successful entry as a Vocational Nurse in various health care settings.

VN PART-TIME HOURS DISTRIBUTION						
Course Code	Course Name	Theor y Hours	Skills Hours	Clinic al Hours	Credits	Weeks
PR101	Anatomy and Physiology	38			3.0	12 *
PR102	Psychology	38			3.0	12 *
PR103	Nutrition	38			3.0	12 *
PR104	Growth and Development	38			3.0	12 *
VN101	Fundamentals of Nursing	64	52	48	7.0	12
VN102	Pharmacology	54			4.5	12 **
VN103	Medical Surgical Nursing I	64	36	192	11.0	12
VN104	Medical Surgical Nursing II	64	36	192	11.0	12
VN105	Medical Surgical Nursing III	64	36	192	11.0	12
VN106	Maternity Nursing	48	16	72	6.5	6
VN107	Pediatric Nursing	48	16	72	6.5	6
VN108	Geriatrics	6		16	1.0	1
VN109	Professionalism, Leadership and Supervision	12		32	4.0	2
	TOTAL HOURS					
	TOTAL CREDITS	576	192	816	74.5	75
	TOTAL WEEKS					

VN FULL-TIME HOURS DISTRIBUTION						
Course Code	Course Name	Theor y Hours	Skills Hour s	Clinic al Hours	Credits	Weeks
PR101	Anatomy and Physiology	38			3.0	8 *
PR102	Psychology	38			3.0	8 *
PR103	Nutrition	38			3.0	8 *
PR104	Growth and Development	38			3.0	8 *
VN101	Fundamentals of Nursing	64	52	48	7.0	8
VN102	Pharmacology	54			4.5	28 **
VN103	Medical Surgical Nursing I	64	100	128	11.0	8
VN104	Medical Surgical Nursing II	64	100	128	11.0	8
VN105	Medical Surgical Nursing III	64	100	128	11.0	8

VN106	Maternity Nursing	48	16	72	6.5	4
VN107	Pediatric Nursing	48	16	72	6.5	4
VN108	Geriatrics	6		16	1.0	1
VN109	Professionalism, Leadership and Supervision	12		32	4.0	2
	TOTAL HOURS					
	TOTAL CREDITS	576	384	624	74.5	51
	TOTAL WEEKS					

* Prerequisites (PR) subjects are taken concurrently for eight (8) weeks

** Pharmacology is taught through Fundamentals of Nursing and Medical Surgical Nursing I, II, and III.

Course description:

PR 101: ANATOMY AND PHYSIOLOGY

3.0 Qtr. Credits / 38 Hours

This course is designed to give the students basic knowledge of the composition of the body from cells to the body structure as a whole. It provides students with a basic understanding of the organs of the body and their respective functions.

PR 102: PSYCHOLOGY

3.0 Qtr. Credits / 38 Hours

This course is designed to provide a basic understanding of human behavior in the healthcare setting. Students learn how to interact effectively with the patients and their families as well as the other members of the healthcare team.

PR 103: NUTRITION

3.0 Qtr. Credits / 38 Hours

This course is designed to give the student basic knowledge of nutrition and diet therapy. The students will be trained to correlate nutrition, health and the latest developments in the nutrition field.

PR 104: NORMAL GROWTH AND DEVELOPMENT

3.0 Qtr. Credits / 38 Hours

This course is designed to describe the sequence of human growth together with the physical, psychosocial, and cognitive characteristics of each stage in development.

VN 101: FUNDAMENTALS OF NURSING

7.0 Qtr. Credits/ 164 Hours

This course is designed to provide students with basic knowledge of the principles and skills necessary to perform nursing care in varied health care settings. Instructions in the classroom are followed by clinical and laboratory experiences. The goal of this course is that students develop competency in performing fundamental procedures and understanding the principles of health care. OR and the skills to perform such procedures.

VN 102: PHARMACOLOGY

4.5 Qtr. Credits / 54 Hours

This course is designed to introduce students to the principles, practice, and legal aspects of pharmacology that are essential for students to function competently. The students will learn how to safely apply methods and computational skills for preparation and administration of medication as well as effective management of drug therapy.

VN 103: MEDICAL SURGICAL NURSING I

11.0 Qtr. Credits/ 292 Hours

This course is designed to provide students with basic knowledge in health assessment, pain management, diagnostic testing, intravenous fluid administration, electrolyte, and acid base balance. The students will learn how to properly apply these nursing procedures in the care of clients with anesthesia, surgeries, and immune disorders.

VN 104: MEDICAL SURGICAL NURSING II**11.0 Qtr. Credits/ 292 Hours**

This course is designed to build upon the application and skills learned in VN 103. The students correlate and further utilize the nursing process in the care of clients with oncological, respiratory, cardiovascular, perivascular, hematologic, lymphatic, musculoskeletal, gastrointestinal, and urinary disorders.

VN 105: MEDICAL SURGICAL NURSING III**11.0 Qtr. Credits/ 292 Hours**

This course is designed to build upon the application and skills learned in VN 104. The students apply the nursing process and utilize critical thinking in more advanced medical surgical care such as neurological, sensory, endocrine; male and female reproductive disorders; sexually transmitted diseases, HIV/AIDS, mental disorders and substance abuse.

VN 106: MATERNITY NURSING**6.5 Qtr. Credits/ 136 Hours**

This course is designed to provide the students the opportunity to apply the nursing process to the care of the mother and newborn baby with emphasis on introductory skill in prenatal care, labor and delivery, postpartum care and nursery.

VN 107: PEDIATRIC NURSING**6.5 Qtr. Credits/ 136 Hours**

This course is designed to provide the students opportunities to apply the nursing process in nursing care management involving children from infancy through adolescence.

VN 108: GERIATRICS NURSING**1.0 Qtr. Credits/ 22 Hours**

This course is designed to apply the nursing process in the care of older clients afflicted with common conditions of the elderly.

VN 109: PROFESSIONALISM, LEADERSHIP, & SUPERVISION 4.0 Qtr. Credits / 44 Hours

This course is designed to give the students basic knowledge in professionalism, leadership and supervision.

Program Delivery

The VN program has theoretical, skills and clinical components. Lectures and skills components are delivered in the main classroom and skills laboratory respectively for all courses in the program. The students take part in the **externship program** to apply theory and skills components at the clinical setting. In Fundamentals of Nursing the students do externships in Long Term/Sub-Acute Facilities to apply basic nursing care skills. In Medical/Surgical Nursing the students do externships in acute hospitals to apply nursing skills and procedures to care for adults and elderly clients with varied illnesses. In Maternity Nursing, students do externships in the maternity wards, postpartum and nursery departments in acute hospitals. Students also can do externships in maternity and Gynecological clinics. For Pediatric Nursing, students do externships in Pediatric clinics and daycare centers. For Geriatrics, Leadership and Supervision, students do the externship back in the long term facilities where most LVNs are employed. Externship/Clinical Experience is always supervised by a clinical instructor not to exceed the 1:15 instructor-student ratio approved by the BVNPT. All clinical sites and instructors are approved by the BVNPT.

Vocational Nursing Requirements

- Must be at least 18 years old, 16 and 17 years old who have graduated from high school or passed the California High School Proficiency Exam (CHSPE) must obtain parental consent.
- Proof of completion of nursing assistant training program
- Fill out an application for admission.

- Must pass the Test of Essential Academic Skills (TEAS) which measures Math, Reading and English & language Usage.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.
- Letter of application to the School director and essay regarding Nursing as a Profession
- Must pass the interview with Program director or school designee.
- Current CPR card (BLS Health Care Provider)
- Passing Score of(11) on the Wonderlic test
- Lives Scan fingerprinting
- Current CPR (BLS Health Care Provider)
- Pass drug screening.
- Negative PPD Test or Chest X-ray report
- Pass criminal background check
- Complete physical examination report
- Fire Safety Card

Upon completion and presentation of the above requirements the prospective VN student will be notified in writing of his/her acceptance to the program. A mandatory orientation and information session is scheduled by the school to discuss the students' career path, required attitude, skills and abilities for success in the program and their chosen career. Additional workshops on academic survival, basic math and basic computer learning are also offered before the start of the program.

If there are more students than the allowed space, the priority of admission will be based on the ranking in the entrance test (TEAS) results. The first 35 students with the highest TEAS scores will be accepted in the program. The remaining applicants will be placed on waiting list.

All prospective students of the Vocational Nursing Program are to submit a copy of their High School transcript, Certificate of High School Equivalency or GED. One of the criteria for admission is the TSHAS VN Nurse Entrance Exam- Test of Essential Academic Skills (TEAS) which measures, Math Reading, and English & Language Usage. Cut scores accepted for Math Reading, and English & language Usage is 47.6% 47.6 % and 40.0% respectively. Eligibility for admission to the VN Program is to submit HS transcript or GED and pass the Entrance Exam.

TSHAS have available bilingual staff to assists the prospective students if needed or upon request.

Tuition Fee

Tuition Fee	\$23,487.19
Additional Fee	\$2,248.81
Criminal backgrounds	
ID Badge	
NCLEX-PN reviewing	
NCLEX Application	
Patch (2)	
NSO Malpractice	
Physical Exam/ TB test/ Drug screening	
ATI package (Proctored test, books, Practice assessment)	
Textbooks	
Lab skills/ computer/ Syllabus	

Graduation fee	
Registration Fee	\$100.00
Student cost	\$156.00
2 sets uniform (Classroom)	
2 sets uniform (Clinical)	
BP equipment	
Bag	
TEAS	
Total	\$25,992.00

Evaluation and Grading system

Theoretical Evaluation

The theoretical evaluation is done to assess the student's progress in meeting course objectives. Various methodologies such as quizzes, midterm and final exams are utilized to measure student learning. Student participation, oral/written exercises, group activities, group/case presentations, computer assignments, and online examinations may be equated as exams or quizzes by the instructor. Online examinations during Midterm and Finals may be given as an extra credit.

The final examination will comprise of multiple choice examination (both in paper and online), skills competency testing, documentation testing and overall participation.

Formula used for Computing Grades:

Quizzes	35%
(Assignments/Written, Oral, or Online Exercises/Group or Case Presentations may be equated as quizzes)	
Midterm	30%
(Midterm is a Comprehensive exam based on content discussed in the 1st half of the course.)	
Final Examination	25%
(Final Exam is Comprehensive based on all content discussed during the eight-week module for full-time and twelve-week module for part-time. The final examination may comprise of multiple choice examination, skills competency testing, documentation testing, and overall participation.)	
ATI	10%
(Except in the prerequisite courses and VN 108 Geriatric Nursing)	
Total	100%

Examination and Grade Review

1. A student may review his or her scantron within one (1) week after an examination. This review must be scheduled with the course instructor, and must be done under a supervised environment.
2. No grade inquiries, including examination results may be done telephonically. All grade questions must be addressed directly to the course instructor.
3. Final Examination is evaluative only and not subject for review by the student.

It is the student's responsibility to contact and make arrangement with the instructor to make-up the missed examination or its equivalent, which is deemed necessary by the instructor.

Letter Grade	Percentage Equivalent	Numeric Grade
A	93% - 100%	4.0
B	84% - 92%	3.0
C	75%-83%	2.0
D	65% - 74%	1.0
F	64% and below	0.0
P	Passed	N/A
CR	Credited	N/A
I	Incomplete	N/A
W	Withdraw	N/A

Both course components should be satisfactory for the student to pass the course. The grade for the entire course is the grade earned in the theoretical (lecture) component. A satisfactory evaluation is required in the clinical and laboratory components. The student is required to receive a grade of “C” (2.0) or better to pass the course. **Students who failed a course will undergo Remediation.**

Clinical Evaluation

Clinical Evaluation is done to assess the student performance in the skills and clinical laboratory. The evaluation reflects the student’s attainment of the objectives of the course and is based on the instructor observation of student performance.

Satisfactory - A satisfactory clinical grade is given when the student has achieved the course objectives, meaning the student demonstrates the knowledge, skills and attitudes appropriate for a student at that level in the program. A satisfactory student requires an average amount of supervision.

Marginal
(Needs Improvement) When a student receives a marginal grade for clinical, this means the student’s clinical performance has identifiable weaknesses which need to be improved. A student who receives an overall clinical rating of marginal must meet with the program director and clinical instructor to discuss the following objectives:

- identification of the problem, area(s) of difficulty; and
- methods of solving problem(s)

Unsatisfactory An unsatisfactory clinical grade will be given if the student is unable to demonstrate the knowledge, skills and attitudes expected of a student at that level in the program and thus fail the course.

Dosage Calculation (Math Exit Exam)

Before the start of the Medical Surgical Nursing Modules (MS I, MS II & MS III), students are expected to pass a dosage calculation examination with a minimum score of 90%. Students will be given up to **three (3) attempts** to earn this score. No student will be allowed to administer medications in the clinical setting until a minimum score of 90% in dosage calculation is earned. The student may be placed on a Math pause if a score of at least 90% is not earned by the third Dosage Calculation examination. Students will be dropped from class. The failed student will be required to take and pass a Dosage Calculation Course before he or she will be allowed re-entry into the program.

Comprehensive Exit Examination

The Vocational Nursing student is required to comply with the following prior to TSHAS submitting students' application to BVNPT. Compliance and understanding of these requirements will be in writing through a signed agreement with the student, which will be kept in the students' files.

- 1) Complete each of the Assessment Technologies Institute (ATI) practice examination as scheduled in each course syllabus.
- 2) Achieve at least a Level 1 on all seven (7) content areas of the following ATI proctored examinations, as scheduled at the **end of each corresponding course**.
 - a. Fundamentals of Nursing (at end of VN 101)
 - b. Pharmacology of Nursing (at end of VN 102)
 - c. Adult Medical-Surgical Nursing (at end of VN 105)
 - d. Mental Health Nursing (at end of VN 105)
 - e. Maternal-Newborn (at end of VN 106)
 - f. Nursing Care of Children (at end of VN 107)
 - g. Leadership and Management (at end of VN 109)
- 3) If the student fails to achieve at least Level 1, the student must retake any failed content area(s) of the ATI proctored examinations after completion of the ATI focused review and must submit recommended tutorial templates.
- 4) All practice examinations must be completed as scheduled during each specific course prior to taking any proctored examinations. The student will not be eligible to take a proctored examination until the practice examinations are completed.
- 5) Upon program completion, students are required to attend the **mandatory** NCLEX-PN review course.
- 6) At the **end of the program**, students must achieve at least a Level 2 on all seven (7) content areas of the ATI proctored examinations listed above.
- 7) Please note that a student who did not submit the **Student Graduation Clearance** will not be allowed to sit in the ATI proctored examination.
- 8) Failure to achieve a Level Two (2) on any of the seven (7) content areas listed with the first attempt will result in **mandatory** completion of the ATI focused review session in the TSHAS computer laboratory and they are required to submit ATI Focused Review Templates prior to taking the 2nd exam.
- 9) A Comprehensive Predictor Examination will be administered after successful completion of all content areas. The Comprehensive Predictor proctored exam requires achievement of a score of 90% or higher on the Individual Performance Profile ("predicted probability of passing the NCLEX-PN on the first attempt" according to ATI).
- 10) Students who fail the first ATI Comprehensive Exit Exam with an NCLEX Probability lower than 90% will be mandated to do the focused review and complete ALL templates in the focused review.
- 11) Students who fail the 2nd ATI Comprehensive Exit Exam must schedule a meeting with the VN Program Director or the VN Assistant Program Director. The student(s) will be **mandated** to complete the 2nd focused review and complete all templates; and will be required to take the HESI Exit Exam (Health Education Systems, Inc.) which must be paid at least 2 weeks in advance.
- 12) Students are expected to schedule a date to take the NCLEX-PN Exam within 90 days of completing the VN program. Failure to do so will result in the student being required to retake an NCLEX-PN review course.

- 13) Failure to complete the NCLEX-PN Assessment Readiness requirements will result in a delay in the submission of student application to the BVNPT.

SUPPORT SERVICES

Counseling and Tutorial Services

Students are encouraged to consult with their Instructors and the School Director regarding counseling and tutorial services. Tutors are available upon referral of instructors or student request. Dosage Calculation, Nursing Care Plan, Computer Crash Course, Basic Medical Terminology, and Academic Survival Workshops are also available.

Career Placement Services

Currently, TSHAS does not guarantee employment placement. TSHAS only assists students in getting employment through job postings and through keeping good relations with nearby facilities as well as clinical sites who, after being involved in the training of the students usually employs the students directly. Currently, Human Resource personnel from affiliated clinical sites responsible for hiring call the school to obtain student referrals when they have job openings to fill.

Student Housing

TSHAS does not provide student housing.

Transportation Assistance

TSHAS maintains a list of information on public transportation.

Childcare Assistance

TSHAS maintains lists of licensed daycare providers in the area.

APPENDIX A

Holiday Schedule

January 1, 2015 —New Year’s Day (School Closed)
February 16, 2015—President’s Day (School Closed)
May 25, 2015—Memorial Day (School Closed)
July 4, 2015—Independence Day (School Closed)
September 7, 2015—Labor Day (School Closed)
November 26, 2015—Thanksgiving Holiday (School Closed)
December 25, 2015—Christmas Day (School Closed)

APPENDIX B

Faculty Members

Dr. Violeta Bello	School Administrator/ Dean
Mark Acedo, RN	VN Program Director
Feriorein Bontor	Registrar/ Financial Aid officers
Odessa Mathis	Financial Aid
Maria (Michelle) Ramos	Bookkeeper/Front Desk
Fabiola Alonso-Herrera	Front Desk/ Admission
Sumbo Ibraheem, LVN	Instructor/ Nurse assisting Program
Josie Garino, RN	Instructor/ Vocational Nursing Program
Mirna Rizkalla	Medical Assistant Program Director
Alex Arviso	Medical Assistant & Phlebotomy Instructors
Phillip Capobianco	IT