Bradford College of Nursing School Catalog 2018

9 S. El Dorado Street
Stockton, CA. 95202
(209) 475-9854
bradfordcareer.org

Bradford College of Nursing Catalog as required by California State Law CEC: 94908 and 94909 and CCR 71810 and 76215

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BRADFORD COLLEGE OF NURSING
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Stockton, Ca 95202

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CATALOG DATE
This catalog covers the period January 1, 2018 to December 31, 2018.

BCON MISSION STATEMENT
Bradford College of Nursing is committed to facilitate the education of students in ways that hold high standards of ethical, holistic, culturally competent, versatile and population-based concerns in collaboration with various partners in the healthcare industry in particular and the educational system in general.

PURPOSE AND OBJECTIVES OF PROGRAMS
BCON is a private postsecondary institution. Its purpose is to train people who are interested to join the workforce of the medical field, to become well equipped and effective health care providers. Our goal is to provide the community with well trained professionals in the healthcare industry.

PROGRAMS OFFERED:
RN-BSN Program: The Program is developed to facilitate the education of associate degree or diploma prepared nurses in the San Joaquin County, California area toward a BSN degree. The curriculum provides them with experiences to develop BSN competencies and prepares them to coordinate complex care to individuals, groups and populations.

Nursing Assistant Training Program (CNA) – The NA training program is a 6 weeks long program. This program will train and prepare the nurse assistant for certification by the State of California as an entry level member of the health care team in a long-term care facility. The program is composed of two components – Theory and Clinical which will equip the trainee to function efficiently and competently as a nurse assistant.

Home Health Aide Training Program (HHA) – The HHA program is a 40 hour program. This program will prepare Certified Nurse Assistant's for certification as a Home Health Aide by the State of California which will enable the individual HHA to provide care and support to patients in a home setting without direct supervision by a licensed nurse.

Medical Assistant Program (MA) – The MA program is a 920 hour program. This program will prepare the student to attain certification as a Medical Assistant, and will enable the individual to pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team.

Phlebotomy Technician Program (PT) – The PT program is a 100 hour program. This program will prepare students to attain certification as a Certified Phlebotomy Technician and will enable the individual to fulfill an important role in the healthcare industry. Students that complete the program will be knowledgeable in the Phlebotomy filed and will be able to perform vein punctures and blood draws in a clinical setting.

BRIEF HISTORY:
The history of Bradford College of Nursing goes all the way back to 1996, when its mother school started a nursing assistant and home health aide program with 1 instructor and a class of 5 students. After almost 22 years of unbending commitment to the community, and having graduated more than a thousand capable nursing assistants and home health aides, Bradford College of Nursing is determined to pursue a tradition of excellent training in nursing and other healthcare related fields.

BPPE APPROVAL
Bradford College of Nursing is a private institution. It has been granted approval to operate by the Bureau for

Private Postsecondary Education (BPPE). Approval to operate means that BCON is in compliance with state standards as set forth in CEC and 5, CCR. BCON does not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards. BCON's Nursing Assistant and Home Health Aide programs have also been approved by the California Department of Health Services.

QUESTIONS Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to: The Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833. Mailing address: P. O. Box 980818, W. Sacramento, CA 95798-0818. Phone Number (916) 431-6959/Toll Free: (888) 370-7589/Fax Number: (916) 263-1897 Website: http://www.bppe.ca.gov

REVIEW OF DOCUMENTS PRIOR TO SIGNING

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

PRE-ENROLLMENT DISCLOSURE: NOTICE TO PROSPECTIVE DEGREE PROGRAM STUDENTS:

"This institution is provisionally approved by the BPPE to offer a degree program. To continue to offer this degree program, this institution must meet the following requirements:

Become institutionally accredited by an accrediting agency recognized by the United States Department of Education, with the scope of the accreditation covering at least one degree program.

Achieve accreditation candidacy or pre-accreditation, as defined in regulations by December 8, 2018 and full accreditation no later than December 8, 2021.

"If this institution stops pursuing accreditation, it must:

Stop all enrollment in its degree program, and
Provide a teach-out to finish the educational program or provide a refund.

"An institution that fails to comply with accreditation requirements by the required dates shall have its approval to offer degree programs automatically suspended."

OTHER DISCLOSURES ABOUT THE RN-BSN PROGRAM:

A graduate of the RN to BSN Program is already a licensed Registered Nurse. As such, he/she need not take the RN licensure exam in California or any other state after completing the program.

The unaccredited RN to BSN Program offered by Bradford College of Nursing may not be recognized for some employment positions, including, but not limited to, positions with the State of California.

Students enrolled in the RN to BSN Program of Bradford College of Nursing are not eligible for federal financial programs.

COMPLAINTS

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (1-888-370-7589) or by completing a complaint form, which can be obtained on the bureau's Internet Web site (http://www.bppe.ca.gov/)."

ADDRESS

All classes are being held at the institutions primary address at 9 S. El Dorado Street., Stockton CA 95202.

FACULTY DESCRIPTION

Members of the RN-BSN faculty are registered nurses with at least a Master's Degree In Nursing. For the CNA and HHA programs, the instructors are RNs with a bachelor's degree in nursing. All members of the faculty are trailed by years of teaching experience in the nursing field as well as years of experience in the hospital setting. For the MA program, BCON has faculty that is experienced in the MA field both in years of teaching and real, on the job experiences. BCON's MA program is advised by one of Stockton's most tenured physicians.

ACADEMIC FREEDOM POLICY

BCON believes in the untrammeled search for truth in the sciences and the humanities and encourages its faculty and students to probe, inquire, discuss, debate, explore every possible segment that challenges intellectual investigation. BCON will not hinder freedom of thought, belief, inquiry and expression which are necessary ingredients for a genuine exploration of diverse ideas.

However, BCON, as a school of nursing also believes that the nursing profession is not only an art. It is a profession that has a heart. Nursing is not only a science. It has a conscience. As such, although BCON gives its faculty and students sufficient latitude of freedom of inquiry and dissent, they are also expected to be sensitive to the difference between matters that are appropriate for public discussion and those that are better discussed in private. Although BCON considers itself a part of the intellectual community, its administration clings to a strong belief that the school is a moral agent and that knowledge must be pursued from the baseline of morality and decency.

DESCRIPTION OF THE EDUCATIONAL PROGRAMS

RN to BSN PROGAM - This is a 53 week or approximately 13 month program. This program will provide RNs holding associate degrees, the opportunity to earn their Bachelor's Degree in Nursing.

The RN to BSN curriculum will build upon the education and experience of the registered nurse. It will provide them with experiences to develop BSN competencies and prepares them to coordinate complex care to individuals, groups and populations. The faculty and administration of Bradford College of Nursing is committed to providing an excellent educational experience, while meeting the needs of working students. The following belief statements serve as a unifying philosophy to guide the education of Bradford College of Nursing RN to BSN students in their practice of nursing.

Human Beings: We believe in the integrity and worth of the human person. We believe that the values of respect, dignity, and justice are a component of providing nursing care. We believe that health care is a basic human right and that care should be available to all persons.

Nursing: We believe that the goal of nursing is to provide safe, patient centered care in disease prevention, health promotion, maintenance, and restoration, and the support of death with dignity. We recognize that in order to meet the needs of patients, nurses must have essential competencies in four major roles, provider of patient centered care; designers, coordinators, and managers of care; and member of the profession (AACN, 2008).

We concur with the AACN assumptions regarding baccalaureate generalist practice, which notes that nurses:

- Practice from a holistic, caring framework.
- Practice from a base of evidence.
- Promote safe, quality patient care, using clinical/critical reasoning to address simple to complex situations.
- Assume accountability for one's own and delegated nursing care.
- Practice in a variety of health care situations.
- Care for patients across the lifespan and from diverse populations
- Engage in self care in order to care for others.
- Engage in continuous professional development.

Healthcare Environment: We recognize that there are strong environmental forces that influence the delivery of health care, including scientific advances, changing population demographics, new patient care technology, and patient access to health care information, changing reimbursement models and available financial resources. As a result, nursing practice and education must continually explore new delivery approaches to take advantage of the new environment.

Access to Care Across the Health Care Delivery System: We believe that the nurse can play an important role in facilitating patients' care across the increasingly complex health care continuum and that a major role of the BSN-prepared nurse is to implement programs of care that address the difficulty in moving from one level of care to

another.

Interprofessional Collaboration: We believe that interprofessional collaboration is a key to safe, high quality, accessible, patient centered care. As a result, we must prepare students to interact with other disciplines in a collaborative
way.

Nursing Education: We are committed to building on the education and experiences of the Associate Degree and Diploma-prepared registered nurse to expand their practice to the evidence based care of groups, populations and communities, and to prepare them to continue their professional development in order to reach their full potential as a practicing nurse.

In order to graduate from this program, a student has to complete 805 hours of theory and clinical experience which consist of the following courses:

For the RN-BSN program:

An applicant may transfer in or possess 36 hours of general education credit from a nationally
or regionally accredited college or university. Twelve of the general education credit hours must be at the upper level (300-400 level courses). You can obtain any missing general education credits at Bradford College of Nursing. We offer courses in American Government, Speech, and U.S. History.

Individuals interested in enrolling in the RN-BSN program are encouraged to contact the admissions office at Bradford College of Nursing (209) 475-9854. We'll help you evaluate your transcripts and determine the number of credits that can be transferred.

The curriculum consists of a minimum 120 credit hours. The average length of time for a student taking a full course load is approximately 13 months when transferring in all applicable nursing degree, general education credits, and required pre-requisites. The content of the 120 semester units required for graduation including the transferred credits in nursing and non-nursing courses is shown here. Applicants can transfer up to 80 credit hours:

General Education Courses (Required to transfer into BCON's RN to BSN Program):

COURSE	CREDIT HOURS
Intermediate Algebra	3
Composition and Reading	3
Nutrition in Health and Disease	3
Human Anatomy w/ Lab	4
Human Physiology w/ Lab	4
Microbiology w/ Lab	4
General Psychology	3
Public Speaking/ Fundamentals of Oral Communication	3
Introduction to Sociology	3

GE Elective Course (Critical Thinking or Equivalent)   3

Total General Education Transfer Courses: 33

Registered Nursing Prerequisite Courses: RN to BSN

COURSE	CREDIT HOURS
Fundamentals of Nursing Theory	3
Fundamentals of Nursing Skills/Lab	1.5
Health Assessment Theory	2
Health Assessment Skills Lab	1.5
Nursing Clinical I	2
Fundamentals of Pharmacology	2
Medical-Surgical Theory	3
Medical-Surgical Clinical II	3
Gerontological Nursing Issues	3
Maternal/Newborn & Women's Health Nursing Theory	3
Maternal/Newborn & Women's Health Nursing Clinical III	2
Care of Children and Families Nursing Theory	3
Care of Children and Families Clinical IV 2	
Psych/Mental Health Nursing Theory	3
Psych/Mental Health Nursing Clinical V	3
Pathophysiology*	3
NCLEX Preparation and Remediation *	1
Advanced Medical Surgical Concepts*	2

Nursing Clinical VII*   4

Total Registered Nursing Transfer Courses: 47

Professional Courses, Course Description, and Semester Credit Hours:

NSG 350- Transition to the Baccalaureate Nursing Role*: 3 SCH, 45 contact hours in class*:

Description: Transcription to the Baccalaureate Nursing Roles builds up their current practice to provide the Associate Degree and Diploma-prepared registered nurses with skills to practice as a BSN-prepared nurse. The course focuses on the conceptual and theoretical underpinnings required for nurses to give care to groups and populations in a wide range of settings. It also provides students with the opportunity to consider additional professional development following graduation.

NSG 351- Health Assessment for the RN: 2 SCH, 30 contact hours in class:

Description: Health Assessment for RNs builds upon the health history and physical assessment skills that the students currently use to care for individual patients, typically in acute care settings. Students will develop skill in assessing complex patients and situations and in implementing specialized assessment techniques for patients of various ages and developmental stages in a variety of circumstances. The course will provide an opportunity for students to integrate assessment findings into a plan of care.

NSG 352- *Health Assessment for the RN – Clinical*: *1 SCH, 45* contact hours in lab/other opportunities for patient assessment.

Description: Health Assessment for the RN – Clinical is the companion clinical courses to Health Assessment for the RN. Students complete 45 contact hours in the laboratory, including participating in a health screening for a selected population.

NSG 315- Nursing Ethics: 3 SCH, 45 contact hours in class:

Description: Nursing Ethics outlines ethical principles appropriate for nurses and other clinicians, as well as typical organizational structures used to protect patient rights. Students will have the opportunity to analyze ethical dilemmas common in health care and consider strategies to resolve them from the perspective of the patient, significant others, clinicians, organizations and others.

NSG 352- Nursing Research and Evidence Based Practice: 3 SCH, 45 contact hours:

Description: Nursing Research and Evidence Based Practice prepares students to evaluate and synthesize research findings, particularly from outcomes, intervention, and translated research. Students use these skills to analyze practice protocols, making recommendations for their improvement.

NSG 450- Leadership and Management: 3 SCH, 45 contact hours in class:

Description: This course introduces the roles of a leader, manager, and follower in the context of health care organizations. The course explores concepts associated with leadership, such as interpersonal communication, conflict, change, strategic decision making, team building, power, politics and influence, and delegation. The

competencies of a first-line manager in budgeting, staffing, scheduling and other human relations functions are also explored.

NSG 451- *Leadership and Management – Clinical: 2 SCH, 90 contact hours in clinical experience:*
Description: This course provides an opportunity for students to develop beginning level competence in the leader and manager role. Students will spend 45 contact hours in activities in leadership and manager activities in selected health care settings.

NSG 495- Quality and Safety: 3 SCH, 45 contact hours in class:
Description: The course explores the concepts of quality and safety in healthcare, including evidence-based care, nurse-sensitive indicators, patient centered care, working conditions, and patient safety and quality tools. Students learn strategies to collect and analyze data related to the safety and quality of selected processes and recommend changes as necessary

NSG 440- Community Nursing and Population Health: 3 SCH, 45 contact hours in class:
Description: This course provides a solid foundation in community and public health nursing concepts; interventions for individuals, families, groups and communities; health promotion; and the multifaceted role of the community-oriented nurse. The focus will be on developing competence in assessing the needs of a population, developing and implementing appropriate interventions and evaluating their effectiveness.

NSG 441- *Community Nursing and Population Health – Clinical: 3 SCH, 135 contact hours of clinical experience:*
Description: This course provides an opportunity to provide care to a group of patients, assessing needs, and developing, implementing, and evaluating an appropriate intervention(s). Students may also care for individual clients within a community setting, with particular attention to strategies to support patients as they transition from one level of care to another.

NSG 444- Geriatric Nursing: 2 SCH, 30 contact hours:
Description: This course provides the RN to BSN student with an in-depth understanding of healthy aging and nursing care that can support the well-being of the elderly, regardless of the level of care in which they receive services. The course will integrate concepts of physical change and social, psychology, spiritual and cognitive aspects of aging into the development of nursing care in the most appropriate level of acre from home to acute care.

NSG 445- *Geriatric Nursing – Clinical: 1 SCH, 45 contact hours in clinical experiences:*
Description: This is the companion course to Geriatric Nursing and provides an opportunity for students to provide individual and aggregate care to elderly patients. Emphasis is on working with the interprofessional team to provide care at the level of care most appropriate for the patient.

NSG 449- Genetics in Nursing: 3 SCH, 45 contact hours in the classroom:
Description: This course provides the opportunity for students to delve into the impact of genetics on diseases and

related nursing care. Biological, psychological, and social implications of genetics, which influence health care, are considered.

Basis of genetic inheritance, the influence of somatic and germ line mutations, the multifactorial relationship of gene-environment interactions and the foundation of ethical behavior in providing comprehensive genetic nursing care are explored.

NSG 452- Health Infomatics Throughout the Healthcare Continuum: 3 SCH, 45 contact hours:

Description: Health information throughout the healthcare continuum prepares students to use today's technology in delivering healthcare. Topics include clinical decision support, clinical documentation, provider order entry systems, system implementation, and adoption issues.

NSG 460- Educational Principles: Patient, Staff, and Students: 4 SCH, 60 contact hours:

Description: Educational principles for patients, staff, and students provides students with the ability to provide clinical education for both patients and providers. Adult learning principles, legal and ethical issues, preparation of the learning environment, and assessment of the learning needs and outcomes are explored. Specific educational approaches suitable for the level of health care are considered.

NSG 461- *Educational Principles: Patient, Staff, and Students- Clinical: 1 SCH, 45 contact hours in clinical experience***:** *Description: This course provides an opportunity for the student to develop, implement and evaluate a teaching plan for a group of patients. It will also provide students an opportunity to plan clinical learning activities for a student or novice nurse, supervise the learners activities, and evaluate their performance.*

NSG 465- Transcultural Concepts in Nursing: 3 SCH, 45 contact hours:

Description: This course introduces the student to the theory of Transcultural Nursing. It provides students the knowledge of different cultures, their belief systems, values and practices needed in providing effective nursing care. It is designed to enable students to practice culturally competent care as a standard of care for individuals and their families.

STUDENT LEARNING OUTCOMES:

Upon completion of the RN-BSN course, students will be able to:

1. Compare and contrast the roles and responsibilities of Registered nurses with a diploma, A D N, BSN, MSN, and Doctoral preparation (PhD, DNP, EDD, and others).

2. Apply appropriate conceptual, philosophical, and theoretical frameworks to nursing practice of individuals, groups, populations and communities.

3. Use ethical, legal and cultural principles in the care of groups and populations.

4. Analyze selected protocols and clinical guidelines in light of current evidence.

5. Apply critical thinking, the nursing process and clinical judgment when providing care for groups, populations, and communities.

6. Analyze the impact of changes in the health care delivery system on the care of groups of patients and practice of

nursing.

7. Develop a personal development plan for future education and employment.

8. Participate in selected political actions at the local, state or national level.

9. Evaluate the effectiveness of inter-professional collaboration in a specific situation.

GENERAL ADMISSION REQUIREMENTS

RN to BSN Program:

Admission to the RN to BSN program requires the following:
1. Must have passed the RN licensure exam in any of the 50 states
2. Must submit copy of current RN license
3. Must submit copy of her ADN transcript of records
4. Must submit copy of her RN diploma
5. Must show proof of completion of all BSN prerequisite courses
6. Must submit 2 letters of recommendation, either from former instructors or work supervisors
7. Minimum 2.0 GPA in the last 60 transferable units.

SELECTION CRITERIA:

1. Timely submission of admission requirements
2. Result of interview with school selection panel
3. A.D.N. grade point average

GRADUATION REQUIREMENTS

In order for an individual to successfully graduate from the RN to BSN Program, the following *must* be completed and attained:
1) Cumulative GPA of 3.0 or higher at the completion of the program.

2) Successful completion of clinical/preceptorship hours.

3) Meet all attendance requirements of the school or have completed all makeup days prior to graduation..

4) Satisfy all financial obligations to the school.

FACULTY:

RN to BSN:

1. Glenda Concepcion – BSN, RN, MSN, APRN, BC

2. Agnes A. Narvios – BSN, RN, MSN

3. Dinah B. Penaflorida – BSN, RN, MPH, MSN

4. Orlanda Catacutan- BSN, RN, MSN, (NP)

5. Milva G. Quial – BSN, RN, MAN

6. Portia S. Saucelo – BSN, RN, MSN

7. Edwin Cabigao- BSN, RN, MSN, Ph.D
8. Martha Mangahas- B.A English and History, M.A. Education

Nursing Assistant Training Program (CNA)

The NATP is a six (6) weeks course designed to prepare the individual to become a skilled, knowledgeable and caring Nursing Assistant, who will perform his/her duties and responsibilities within the parameters set by law. The curriculum is also designed to prepare the individual to successfully hurdle the required State Certification Test, administered by the American Red Cross and Pearson Vue.

The NATP has two (2) components: Theory and Clinical Practice. The California Department of Health Services requires completion of at least 50 hours of theory and at least 100 hours of clinical practice to be eligible to challenge the State Certification Test. This course is open to anybody who is at least 16 yrs. old, physically healthy and without any disqualifying criminal record.

The NATP curriculum consists of 16 Modules, mandated by the CA Department of Public Health Services, which includes, the Nursing Assistant's Role in Patient Care, Ethics and Confidentiality, Patient Rights, Interpersonal Skills, Observation and Charting, Prevention and Management of Catastrophe and Unusual Occurrences, Emergency Procedures, Body Mechanics, Understanding the Long Term Care Patient, Medical and Surgical Asepsis, Introduction to Anatomy and Physiology, Rehabilitative Nursing, Measuring Vital Signs, Personal Care Skills and Procedures, Nutrition, and Understanding Death and Dying.

General Admission Requirements:
NO GENERAL EDUCATION IS REQUIRED FOR BOTH NATP AND HHA PROGRAMS. HOWEVER, EACH APPLICANT MUST SATISFY THE FOLLOWING REQUIREMENTS:

1. Must be at least 16 yrs. old.
2. Must pass WONDERLIC BASIC SKILLS TEST with verbal score of at least 200 and a Quantitative score of at least 210.
3. Must submit a physical and medical clearance from a physician or nurse practitioner.
4. Must submit a current BLS/CPR card.
5. Must submit live scan fingerprinting document.
6. Must complete Enrollment Agreement form.
7. Must pass the interview with Program Director or school representative designated to conduct interviews.
8. Must have a high school diploma, G.E.D, or equivalent.

Graduation Requirements

In order for an individual to successfully graduate from the CNA Program, the following *must* be completed and attained:

5) Cumulative GPA of 2.75 or higher at the completion of the program.

6) Successful completion of clinical hours.

7) Meet all attendance requirements of the school or have completed all makeup days prior to graduation..

8) Satisfy all financial obligations to the school.

After completing the 6 weeks training, student is given a Certificate of Completion. The school submits his or her

Application for State Certification to the Department of Public Health & Services and schedules his/her certification examination with either the American Red Cross or Pearson Vue. Should student fail the test on his/her first attempt, the student may retake the test up to a maximum of 3 attempts. If student fails after taking the test 3 times, state requires that student must reenroll in the training program. Upon passing the State Certification Exam, individuals can seek employment as a CNA. SOC #**31-1014.00**

Home Health Aide Training Program

The Home Health Aide Training Program offered by Bradford College of Nursing consists of 20 hours of Theory and 20 hours of Clinical Practice. The program is designed to better equip Certified Nursing Assistants with knowledge and skills that would enable them to provide better nursing care to patients in their homes – without the supervision of licensed nurses. This program includes, among others, Roles and Responsibilities of the Home Health Aide vis-à-vis the homebound patient and the Home Healthcare Team; Interpretation of medical and social needs of the patient in the home being served; Personal care services; Nutrition and meal planning; Care and cleaning tasks in the home, Interpretation of Medical and Social Needs of the people being served, Caring for Clients with medical conditions (diabetes, circulatory disorders, congestive heart failure, arteriosclerosis, cerebral vascular accidents or stroke, hypertension, arthritis, cancer, Alzheimer's disease, chronic obstructive pulmonary disease, neurological disorders), Caring for Clients who are terminally ill, Infection Control in the Home, Restorative Care, Rectal Care, Nutrition, Meal Management, Therapeutic Diets, Safety and Fire Protection in the Home.

The HHA program also covers interpersonal relationships within the dynamics of the family in order to develop sensitivity to the emotional and physical needs of the patient.

The student who completes the HHA training is given a Certificate of Completion by the school. Those who complete the training NEED NOT take any state qualifying exam. After student completes the training, school submits his/her name to the Department of Public Health Services in order for the DPHS to issue the corresponding State HHA Certification. Individuals successfully completing the program can seek employment as a HHA. SOC# **31-1011.00**

Only Certified Nursing Assistants, holding current CNA licenses may enroll in the HHA Program.

General Admission Requirements for the HHA Program:

1. Must be a Certified Nursing Assistant.
2. C N A license must be current.
3. Must submit current physical and medical exam results from a physician or nurse practitioner.
4. Must have a high school diploma, G.E.D, or equivalent.

Nursing Assistant Training/Home Health Aide Training Faculty:

1. Milva G. Quial – BSN, RN, MAN

2. Portia S. Saucelo – BSN, RN, MSN

GRADUATION REQUIREMENTS

In order for an individual to successfully graduate from the Home Health Aide Program, the following *must* be completed and attained:

9) Cumulative GPA of 2.75 or higher at the completion of the program.

10) Successful completion of clinical hours.

11) Meet all attendance requirements of the school or have completed all makeup days prior to graduation..

12) Satisfy all financial obligations to the school.

MEDICAL ASSISTANT (MA)

Program Length: 920 clock hours/ 2 9 weeks (24 weeks Theory/Lab) (5 weeks externship)

Monday - Friday- (9am – 4pm)

Externship: Monday – Friday (8am – 5pm)

Method of Instruction: Residential (Classroom and Clinical Lab Instruction)

Program Objective:

The Medical Assistant program is designed to prepare students for employment as an entry-level Medical Assistant. The program focuses on both administrative and clinical competencies and designed for students who wish to pursue a career in the allied health profession. Upon completion graduates may pursue a career in a clinical setting under the supervision of a licensed physician and function as a vital part of the healthcare team. Education is focused on anatomy and physiology of all body systems, administrative functions such as appointment scheduling, insurance billing, and office management, as well as clinical functions including administering medications, venipuncture skills, obtaining and recording medical histories and vital signs, and preparation of the patient and treatment rooms for physician examinations.

Upon successful completion of the program, graduates may obtain employment as: □

Medical Assistant (CIP # 51.0801; SOC # 31-9092.00)

Admission Requirements for MA Program**:**

- Be 17 years of age or older.
- Have a high school diploma or GED, or completed a/an Associate, Bachelor's or Master's Degree.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test. Score 12 or higher.
- Submit a current Physical.

Term #	Module Title	Week #	Clock Hours
1	Introduction to Medical Assistant	1-3	80
2	Administrative Procedures and Office Management	3-6	80
3	Medical Records and Assisting with Physical Examinations and Pharmacology	6-8	80
4	Medical Billing	9-11	80
5	Anatomy and Physiology I	12-14	80
6	Anatomy and Physiology II	14-17	80
7	Clinical Assisting	17-20	80
8	Assisting with Medical Emergency and Certifications	20-22	80
9	Rehabilitation, Nutrition, Pediatrics/Geriatrics	22-24	80
10	Externship	25-29	200
	Total		**920**

Program Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours	Week(s)
MA 10	Introduction to Medical Assistant	10	10	0	20	1
MA 20	Patient Communication	10	10	0	20	1,2
MA 30	Universal Precautions	15	5	0	20	2
MA 40	Vital Signs	5	15	0	20	3
MA 50	Administrative Procedures	10	10	0	20	3,4
MA 60	Computers and Documentation	10	20	0	30	4,5
MA 70	Patient Education	10	0	0	10	5
MA 80	Office Management	10	10	0	20	5,6
MA 90	Medical Records	10	10	0	20	6
MA 100	Assisting With Physical Exams	10	10	0	20	7
MA 110	Pharmacology	20	20	0	40	7,8
MA 120	Medical Insurance	10	10	0	20	9
MA 130	Medical Billing and Coding	10	20	0	30	9,10
MA 140	Patient Financial Accounts	10	0	0	10	11
MA 150	Bookkeeping and Banking	10	10	0	20	11
MA 160	Body Structure	10	10	0	20	12
MA 170	Musculoskeletal System	10	10	0	20	12,13
MA 180	Cardiovascular System	10	10	0	20	13
MA 190	Lymphatic and Immune System	10	10	0	20	14
MA 200	Respiratory and Digestive System	10	10	0	20	14,15
MA 210	Nervous and Special Senses System	10	10	0	20	15
MA 220	Urinary and Reproductive System	10	10	0	20	16
MA 230	Endocrine System	10	10	0	20	16,17
MA 240	Venipuncture	10	30	0	40	17,18
MA 250	EKG (Electrocardiogram)	10	10	0	20	19
MA 260	Radiology	10	10	0	20	19,20
MA 270	Microbiology	10	10	0	20	20
MA 280	Minor Surgery Assisting	10	10	0	20	21
MA 290	Medical Emergencies	10	10	0	20	21,22
MA 300	HIPAA, OSHA & CPR Certification	10	10	0	20	22
MA 310	Medical Specialties	10	10	0	20	22,23
MA 320	Pediatrics and Geriatrics	10	10	0	20	23
MA 330	Rehabilitation	10	10	0	20	23,24
MA 340	Nutrition	10	10	0	20	24
MA 350	Externship	0	0	200	200	25-29

	TOTAL	360	360	200	920	

Medical Assistant Program:

MODULE 1   MA 10 Introduction to Medical Assistant

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course will identify the duties and responsibilities of t h e Medical Assistant. It will describe the current trends for employment as a Medical Assistant. It will distinguish between various organizations related to the profession of medical assisting. The course will explain and stress the need and importance of credentials; identify training methods for becoming a medical assistant; discuss professional development; identifies healthcare trends and their relationship to the practice of medical assisting; identifies medical specialties.

MODULE 1   MA 20 Patient Communication

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course identifies elements and types of communication.   Relates communication to human behavior and needs; categorize   positive   and   negative   communication. Models   ways   to   improve   communication techniques, carries out therapeutic communication skills.   Uses effective communication strategies; carries out   positive communication with coworkers and management; differentiate between laws and ethics; identifies responsibilities of both the patient and physician regarding the patient-physician contract. It describes the four Ds of negligence and the four Cs of malpractice prevention.

MODULE 1   MA 30 Universal Precaution

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course presents the components of a medical office safety plan.
Identifies OSHA's role in protectinghealthcare workers. It describes basic safety precautions. Summarizes proper methods for storing and handling chemicals. Explains the principles of ergonomics. Illustrates the cycle of infection. Summarizes the Blood borne Pathogens Standard and Universal Precautions.   Describes methods of infection control. Describes CDC requirements for reporting cases of infectious diseases. Describes the layout of a typical exam room. Differentiates between sanitization and disinfection.

MODULE 1   MA 40 Vital Signs

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course presents how to identify the skills necessary to conduct a patient interview; recognize the signs of anxiety, depression, and abuse. Uses the six Cs for writing an accurate patient history. Uses critical thinking skills to describe the five vital signs. Identifies various methods of taking temperature; describes the process of taking pulse and respirations. Carries out blood pressure measurements; summarize orthostatic vital signs.

MODULE 2   MA 50 Administrative Procedures

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course introduces the list that design items to be considered when setting up a reception area. Summarizes housekeeping tasks. Discusses office access. Identifies the cause of most injuries to medical workers and body areas where they occur; explains the Red Flags Rule. Implanting policies and procedures for opening and closing the office. Explains the purpose to telecommunications equipment used in the office. Relates the five Cs of communication to telephone use; defines telephone etiquette, pitch pronunciation, enunciation, and tone; describes how to handle incoming calls. Carries out the procedures for taking a telephone message. Summarizes call screening skills used in making an outgoing call.

MODULE 2   <u>MA 60 Computers and Documentation</u>

Prerequisites: Admission to MA Program   *Total clock hours*: *30*

This course identifies common types of computers. Describes computer hardware components and their functions. Describes software applications commonly used in a medical office. Summarizes options available for learning software applications. Discusses steps involved in upgrading or replacing existing computer equipment. Explains how a well-written document reflects on the medical practice. It describes types of document supplies used. Outlines general guidelines for effective writing. Lists and explains the purpose of different types of documents used in the medical field. Describes editing and proofreading documents.

MODULE 2   <u>MA 70 Patient Education</u>

Prerequisites: Admission to MA Program   *Total clock hours*: *10*

This course identifies the benefits of patient education; describes factors that affect learning and teaching; implements teaching techniques. Chooses reliable patient education materials; explains how patient education can promote good health habits. Describes the information contained in a patient information packet. Describes the benefits of patient education prior to surgical procedures. Describes how the appointment book is key to continuity of patient care. Identifies how to properly apply a matrix to an appointment schedule. Compares appointment scheduling systems. Identifies ways to organize and schedule appointments.

MODULE 2   <u>MA 80 Office Management</u>

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course is an introduction of the basic organizational design of the medical office and the relationship of the healthcare team. It describes the responsibilities of the office manager. Summarizes basic human resource functions in office management. Distinguishes traits of someone with leadership skills. Compares risk management and quality assurance, calculates employee earnings. Describes tax forms commonly used in a medical office. This course explains documentation, federal and state guidelines, established policies, liability coverage, risk management, health laws and regulations and ethics.

MODULE 3   <u>MA 90 Medical Records</u>

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course explains the importance of patient medical records; identifies the documents that comprise a medical record; compares the different types of formats related to documentation. Describes the need for neatness, timeliness, accuracy, and professional tone in patient's records; illustrates the correct procedure for correcting and updating medical records. Describes the steps in responding to requests for release of medical records. Lists four medical mistakes that will be decreased through the use of EHR, differentiate among electronic medical records, electronic health records, and personal health records.

MODULE 3   <u>MA 100 Assisting with Physical Exams</u>

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course identifies the purpose of a general physical exam; also, identifies the medical assistant's role in patient examinations. Carries out the necessary steps to prepare a patient for examination. It carries out positioning and draping a patient in all nine common exam positions. Identifies the six examination methods used in a general physical exam. Carries out the role of the medical assistant in a gynecology exam. Carries out the role of the medical assistant in obstetrics. Identifies diagnostic and therapeutic procedures performed in gynecology and obstetrics. Relates the role of the medical assistant in urology. Identifies diagnostic tests
and procedures performed in urology. Recognizes diseases and disorders of the reproductive and urinary systems.

MODULE 3   MA 110 Pharmacology

Prerequisites: Admission to MA Program   *Total clock hours*: 40

This course presents and explains the medical assistant's role in pharmacology.   Recognizes the five categories   of pharmacology and their importance to medication administration. Differentiates the major drug categories, drug names, and their actions. Classifies over-the-counter (OTC), prescription, and herbal drugs. Uses credible sources to obtain drug information. Carries out the procedure for registering or renewing a physician with the Drug Enforcement Agency (DEA)   for   permission   to   administer,   dispense,   and   prescribe   controlled drugs.   Identifies the parts of a prescription, including commonly used abbreviations and symbols; discuss none-pharmacological treatments for pain. Describes how vaccines work in the immune system. Explains the role of the medical assistant to ensure safe dosage calculations.

MODULE 4   MA 120 Medical Insurance

Prerequisites: Admission to MA Program   *Total clock hours*: 20

This course defines and explains the terms used in the insurance industry. Compares types of insurance plans. Outlines requirements for coverage by Medicare, Medicaid, TRICARE and CHAMPVA programs; describes allowed charge, contracted fee, capitation, and RBRVS. Outlines the tasks performed to obtain information required to produce an insurance claim. Produces a clean CMS-1500 claim form. Explains the methods used to submit an insurance claim. Recalls the information found on a remittance advice.

MODULE 4   MA 130 Medical Coding

Prerequisites: Admission to MA Program   *Total clock hours*: 30

This course is designed to recognize the ways that ICD codes are used; describes the conventions used by ICD-9-CM.
Outlines the steps to code a diagnosis. Explains the purpose and usage of V codes and E codes. Names the appendices found in the ICD-9-CM. Compares ICD-9-CM and ICD-10-CM. Summarizes the ICD-10-CM general coding guidelines. Illustrates coding applications for neoplasm's, diabetes mellitus, fractures, R codes, poisonings, and Z codes; Lists the sections of the CPT manual. Briefly describes CPT coding guidelines. Lists the types of E/M codes within the CPT. Lists the areas included in the surgical coding section. Locates procedure codes using the CPT manual; explains the importance of code linkage and avoiding fraud.

MODULE 4   MA 140 Patient Financial Accounts

Prerequisites: Admission to MA Program   *Total clock hours*: 10

This course describes the accounts receivable and accounts payable methods. Identifies different documents used in patient billing and cycle billing. Compares accounting systems; explains the purpose of various credit and collection laws. Relates the required components of a Truth in Lending Statement to credit practices. Summarizes common problems in collections.

MODULE 4   MA 150 Bookkeeping and Banking

Prerequisites: Admission to MA Program   *Total clock hours*: 20

This course presents the importance of good bookkeeping practices. Compares bookkeeping systemOutlines patient financial transactions. Identifies negotiable instruments and items required for a check to be negotiable. Describes
the different types of check endorsements and steps in making a bank deposit. Carries out the process of reconciling a bank statement; Lists several advantages to electronic banking. Implements setting up, classifying, and recording disbursements in a disbursement journal.

MODULE 5   MA 160 Body Structure - Anatomy and Physiology I

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course explains the difference between anatomy and physiology. Illustrates body organization from a single molecule to an organism. Describes the location and characteristics of the four main tissue types. Describes the body organ systems, their general functions, and the major organs of each. Uses medical and anatomical terminology correctly. Explains the anatomical position. Identifies body cavities and the organs within them. Relates a basic understanding of chemistry and its importance in studying the body. Names the parts of a cell and their functions; summarizes how substances move across a cell membrane.

MODULE 5   MA 170 Musculoskeletal System - Anatomy and Physiology I

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course describes the structure of bone tissue; explains the function of bones. Compares intermembranous and endochrondrial ossification. Describes the skeletal structures and locations; locatesthe bones of the skull; locates the bones of the spinal column. Locates the bones of the rib cage; locates the bones of the shoulders, arms, and hands. Locates the bones of the hips, legs, and feet. Describes the three major types of joints and give examples of each. Describes the common diseases and disorders of the skeletal system.

MODULE 5   MA 180 Cardiovascular System - Anatomy and Physiology I

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course introduces the structures of the heart and the functions of each. Explains the cardiac cycle, including the cardiac conduction system. Compares pulmonary and systemic circulation. ifferentiates among the different types of blood vessels and their functions. Explains blood pressure and how it is controlled; describes the causes, signs and symptoms, and treatments of various diseases and disorders of the cardiovascular system. Describes the components of blood, giving the function of each component listed. Explains how bleeding is controlled.

MODULE 5   MA 190 Lymphatic and Immune System - Anatomy and Physiology I

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course describes the pathways and organs of the lymphatic system. Compares the nonspecific and specific body defense mechanisms. Explains how antibodies fight infection; describes the four different types of acquired immunities; describes the causes, signs and symptoms, and various treatments of the major immune disorders.

MODULE 6   MA 200 Respiratory and Digestive System - Anatomy and Physiology II

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course describes the structure and function of each organ of the respiratory system. Describes the events involved in inspiration and expiration of air. Explains how oxygen and carbon dioxide are transported in the blood. Compares various respiratory volumes and tell how they are used to diagnose respiratory problems. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the respiratory system. Describes the organs of the alimentary canal and their functions. Explains the functions of the digestive system's accessory organs. Identifies the nutrients absorbed by the digestive system and where they are absorbed; describe the causes, signs and symptoms, and treatments of various common diseases and disorders of the digestive system.

MODULE 6   MA 210 Nervous and Special Senses System - Anatomy and Physiology II

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course is a study of the general functions of the nervous system; summarizes the structure of a neuron. Explains the function of nerve impulses and the role of synapses in their transmission. Describes the structures and functions of the central nervous system. Compares the structures and functions of the somatic and autonomic nervous systems in the peripheral nervous system. Recognizes common tests that are performed to determine neurological disorders. Describes the causes, signs and symptoms, and treatments of various diseases and disorders of the nervous system; describes the anatomy of the nose and the function of each part.

MODULE 6   MA 220 Urinary and Reproductive System - Anatomy and Physiology II

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course describes the structure, location, and function of the kidney. Explains how nephrons filter blood and form urine. Compares the locations, structures, and functions of the uterus, bladder, and urethra. Describes the causes, signs and symptoms, and treatment of various diseases and disorders of the urinary system. Summarizes the organs of the male reproductive system including the locations, structures, and functions of each. Describes the causes, signs and symptoms, and treatment of various disorders of the male reproductive system.

MODULE 6   MA 230 Endocrine System - Anatomy and Physiology II

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course describes the general functions and hormones of the endocrine system. Identifies the hormones released by the pituitary gland, thyroid gland, parathyroid glands, adrenal glands, pancreas, and other hormone-producing organs, and give the functions of each; explains the effect of stressors on the body. Describes the causes, signs and symptoms, and treatments of various endocrine disorders.

MODULE 7   MA 240 Venipuncture

Prerequisites: Admission to MA Program   *Total clock hours*: *40*

This course explains the role of the medical assistant when collecting, processing, and testing blood samples; carries out the procedure for collecting a blood specimen. Summarizes ways to respond to patients' needs when collecting blood. Carries out the procedure for performing blood tests.

MODULE 7   MA 250 EKG (Electrocardiogram)

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course is an introduction of medical assistant's role in electrocardiography and pulmonary function testing. Explains the basic principles of electrocardiography and how it relates to the conduction system of the heart; identifies the components of an electrocardiograph and what each does. Carries out the steps necessary to obtain an ECG. Summarizes exercise electrocardiography and echocardiography. Explains the procedure of Holter monitoring. Carries out the various types of pulmonary function tests; describes the procedure for performing pulse oximetry testing.

MODULE 7   MA 260 Radiology

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course explains what X-rays are and how they are used for diagnostic and therapeutic purposes. Compares invasive and noninvasive diagnostic procedures. Carries out the medical assistant's role in X-ray and diagnostic radiology testing. Discusses common diagnostic imaging procedures. Describes different types of radiation therapy and how they are used. Explains the risks and safety precautions associated with radiology work; relates the advances of medical imaging to EHR.

MODULE 8 MA 270 Microbiology

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course presents and explains the medical assistants' role in microbiology.   Summarizes   how microorganisms cause disease; describes how microorganisms are classified and named. Discusses the role of viruses in human disease. Reviews the symptoms of HIV / AIDS and

hepatitis. Discusses the role of bacteria in human disease. Discusses the role of protozoa in human disease. Discusses the role of fungi in human disease. Discusses the role of multicellular parasites in human disease. Describes the process involved in diagnosing an infection.

MODULE 8 MA 280 Minor Surgery Assisting

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course presents and explains the medical assistant's role in minor surgical procedures. Describes the surgical procedures performed in an office setting. Identifies the instruments used in minor surgery and describe their functions. Describes the procedures for medical and sterile asepsis in minor surgery. Discusses the procedures used in a medical office to sterilize surgical instruments and equipment; summarizes the medical assistant's duties in preoperative procedures. Describes the medical assistant's duties during an operative procedure.

MODULE 8 MA 290 Medical Emergencies

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course explains the importance of first aid during a medical emergency. Identifies items found in a crash cart; recognizes various accidental emergencies and how to deal with them; Lists common illnesses that can result in medical emergencies. Identifies less common illnesses that can result in medical emergencies. Discusses your role in caring for people with psychosocial emergencies.

MODULE 8 MA 300 HIPAA, OSHA, CPR Certification

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course is designed to train and prepare the students for HIPAA, OSHA and CPR Certifications.

MODULE 9 MA 310 Medical Specialties

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course describes and explains the medical specialties of allergy, cardiology, dermatology, endocrinology, gastroenterology, neurology, oncology, and orthopedics. Identifies common diseases and disorders related to these same fields; relates the role of the medical assistant in procedures performed in medical specialties.

MODULE 9 MA 320 Pediatrics and Geriatrics

Prerequisites: Admission to MA Program   *Total clock hours*: *20*

This course identifies the role of the medical assistant in a pediatric examination. Discusses pediatric immunizations. Explains various pediatric screening procedures and diagnostic tests. Describes common pediatric diseases and disorders. Recognizes special health concerns of pediatric patients. Relates developmental changes in geriatric patients. Describes common geriatric diseases and disorders. Identifies variations of care for geriatric patients. Explains special health concerns of geriatric patients.

MODULE 9   MA 330 Rehabilitation

Prerequisites: Admission to MA Program   *Total clock hours*: 20

This course identifies the general principles of physical therapy; relates various cold and heath therapies to their benefits and contraindications. Recalls hydrotherapy methods. Names several methods of exercise therapy; describes the types of massage used in rehabilitation therapy. Compares different methods of traction. Carries out the procedure for teaching a patient to use a cane, a walker, crutches, and a wheelchair. Models the steps you should take when referring a patient to a physical therapist.

MODULE 9   MA 340 Nutrition

Prerequisites: Admission to the Program   *Total clock hours*: 20

This course identifies and explains nutrients and their role in health.   Implements a plan for a nutritious, well-balanced diet and healthy lifestyle   using the USDA's guidelines. Describes methods used to assess a patient's nutritional status. Explains reasons why a diet may be modified. Identifies types of patients who require special diets and the modifications required for each; describes the warning signs, symptoms, and treatments for eating disorders.

MODULE 10   MA 350 Externship

Prerequisites: Completion of Didactic and Clinical Instruction   *Total clock hours*: 200

Upon successful completion of all modules, medical assistant students will participate in a 200 hour externship at an approved facility. This will provide the student with the opportunity to apply principles and practices learned in the program and utilize entry-level medical assisting skills in a real world environment.

Student Learning Outcomes
1. Apply the knowledge and skills needed to perform entry-level competencies in clinical and administrative medical assisting as outlined by the American Association of Medical Assistants (AAMA).

2. Apply the knowledge and skills necessary to successfully pass the certification exam through AMT, NHA, NCCT, or CCBMA.

3. Apply knowledge, skills, and professionalism necessary to compete in the job market.

4. Demonstrate the ability to work effectively as an individual and collaboratively as a team member to resolve challenges in a changing healthcare environment.

5. Perform administrative and clinical tasks required of a medical office to professional standards of Medical Assisting.

6. Demonstrate knowledge of California law and regulations for medical assistant.

7. Demonstrate knowledge of medical law, ethics and confidentiality in the performance of medical assistant duties.

8. Perform pre-analytical procedures such as specimen collection.

9. Assist in processing of specimens.

10. Assist Doctors and Nurses with patient care services.

11. Perform injections safely with over 70% accuracy.

12. Safely assist in operating and maintaining diagnostic test equipment.

13. Demonstrate good understanding of standard and universal precautions.

14. Assist in minor surgical procedures

 ** Although certification as a Medical Assistant in the State of California is not a requirement, Bradford College of Nursing *strongly* suggests that all graduates seek certification. We have provided a program with all the necessary components needed to prepare our graduates to successfully become a Certified Medical Assistant.

Medical Assistant Program Faculty:

Supervisor and Lead Instructor:
Rhonda Anderson-Bowen, CMA (CCBMA), AAS

Adjunct Instructor:
Brittany Del Rio, CMA (AMT)

Medical Assistant Program Advisor/ Consultant:
Robert C. Southmayd (D.O) #20A5298

GRADUATION REQUIREMENTS

In order for an individual to successfully graduate from the Medical Assistant Program, the following *must* be completed and attained:

13) Cumulative GPA of 2.75 or higher at the completion of the program.

14) Successful completion of externship hours.

15) Meet all attendance requirements of the school or have completed all makeup days prior to graduation..

16) Satisfy all financial obligations to the school.

Phlebotomy Technician Program:

Program Length: 100 clock hours/ 4   weeks (Theory/Lab), 2 weeks externship/practical, clinical experience.
Didactic: Monday, Tuesday, Thursday, Friday- (9am – 1pm)
Externship: Monday – Friday (8am – 12pm) or Monday – Friday (1pm – 5pm)
Method of Instruction: Residential (Classroom and Clinical Lab Instruction)

REQUIREMENTS:
For admission to Bradford College of Nursing's Phlebotomy Technician Program, an applicant must:

- Must be 18 years of age or older.
- Have a high school diploma or GED, or completed a/an Associate, Bachelor's or Master's Degree.
- Pass the Wonderlic Scholastic Level Examination (SLE) Test. Score 12 or higher.
- Submit a current Physical/ Health Assessment

Program Objective:

The Phlebotomy Technician Program is designed to provide students with didactic and practical education necessary to meet requirements for certification as a phlebotomy technician. Students will obtain knowledge of the roles and responsibilities of the phlebotomist, regulations and regulatory agencies, safety and infectious control issues, and the legal and ethical issues involved in the work of the phlebotomist. Students will also gain knowledge of infectious control practices, universal precautions and safety; anatomy and physiology of the body systems with emphasis on the vascular system including blood components; proper

selection and preparation of skin puncture site with emphasis on patient care; blood collection equipment and appropriate disposal of sharps and biohazard waste; specimen processing and special procedures; quality assurance and risk management.

Upon successful completion of the program and certification graduates
may obtain employment as a:

Phlebotomist, CPT 1, Phlebotomy Tech - (CIP # 51.1009), (SOC #31-9097)

Module Title	Clock Hours
Introduction to Phlebotomy	3
Customer Service and Approach	8
Medical Terminology, Basic Anatomy and Physiology	8
Safety	5
Clerical Duties	2.5
Blood Specimen Collection Equipment	3
Blood Collection Process	25
Specimen Handling	3
Non Blood Specimens	1
Application Process & Continuing Education	1.5
Total Didactic Hours	56
Externship (Practical/Clinical Experience)	40
Total	100

Program Syllabus:

Course Number	Course Title	Lecture	Lab	Externship	Total Hours	Week(s)
PT 10	Introduction to Phlebotomy	3	0	0	3	1
PT 20	Customer Service and Approach	8	0	0	8	1
PT 30	Medical Terminology, Basic Anatomy and Physiology	8	0	0	8	1,2
PT 40	Safety	5	0	0	5	2
PT 50	Clerical Duties	2.5	0	0	2.5	2
PT 60	Blood Specimen Collection Equipment	3	0	0	3	2
PT 70	Blood Collection Process	10	15	0	25	2,3,4
PT 80	Specimen Handling	3	0	0	3	4
PT 90	Non Blood Specimens	1	0	0	1	4

| PT 100 | Application Process and Continuing Education | 1.5 | 0 | 0 | 1.5 | 4 |
| Externship | Practical/Clinical Externship | 0 | 0 | 40 | 40 | 5,6 |

Phlebotomy Technician Program Modules and Description:

MODULE 1   PT 10 Introduction to Phlebotomy

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *3*

This module prepares the student with the basic background information on phlebotomy including: the history of phlebotomy, the role of the phlebotomist, state requirements, and legal/ethical issues.

MODULE 2   PT 20 Customer Service

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *8*

This module provides the student with skills necessary in providing continued high quality service**.** It focuses on the identifying the employee's role in customer service, and proper techniques used for conflict and stress management. Students will also cover the diversity between ethnic, cultural, and generational groups.

MODULE 3   PT 30 Medical Terminology/ Basic Anatomy & Physiology

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *8*
This module prepares the student to have a basic understanding of anatomy and physiology
 with a focus on the circulatory system.

MODULE 4   PT 40 Safety

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *5*

This module prepares the student with the information regarding safety in the workplace including infection control practices, biological hazards & wastes, electrical safety, fire safety, radiation safety, chemical safety, first aid, and self protection.

MODULE 5   PT 50 Clerical Duties

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *2.5*

This module prepares the student to perform the necessary clerical functions associated with phlebotomy.
MODULE 6   PT 60 Blood Specimen Collection Equipment

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *3*

This module prepares the student with the basic knowledge and skills necessary to use blood collection equipment.

MODULE 7   PT 70 Blood Collection Process

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *25*

This module prepares the student the proper procedures on how to collect a quality blood specimen for laboratory diagnostic purposes.
MODULE 8   PT 80 Specimen Handling

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: *3*

This module prepares the student with information that will expand their skills within the clinical laboratory. It focuses on the explanation of the necessary skills needed to handle specimens. It discusses how to appropriately centrifuge and aliquot blood specimens.

MODULE 9   PT 90 Non Blood Specimens

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: 1

This module introduces the student to the other body fluids also analyzed in a laboratory.

MODULE 10   PT 100 Quality, Application Process & Continuing Education

Prerequisites: Admission to the Phlebotomy Technician Program   *Total clock hours*: 1.5

This module prepares the student with the information regarding quality activities in the workplace, specific application processes for obtaining California Phlebotomy Certification and Continuing Education Requirements.

Student Learning Outcomes:

1. Demonstrate infection control and safety practices.
2. Describe quality assurance as it relates to specimen collection.
3. Explain the role of specimen collection in the overall patient care system
4. Identify collection equipment, various types of additives used, special precautions necessary, and substances that can interfere in clinical analysis of blood constituents.
5. Demonstrate venipuncture and capillary puncture techniques on adults, children, and infants.
6. Explain requisitioning, transport and processing.

GRADUATION REQUIREMENTS

In order for an individual to successfully graduate from the Medical Assistant Program, the following ***must*** be completed and attained:

1) Cumulative GPA of 2.75 or higher at the completion of the program.

2) Successful completion of externship hours.

3) Meet all attendance requirements of the school or have completed all makeup days prior to graduation..

4) Satisfy all financial obligations to the school.

LICENSURE REQUIREMENTS

1) Must have Highschool Diploma or GED

2) Completion of 80 hours minimum from an approved program.

Faculty:

Phlebotomy Program Director:
Milva G. Quial – BSN, RN, MAN

Instructor:
Cherry Booth, CPT 1

CREDIT GRANTING POLICY

Bradford College of Nursing does not grant credits for courses completed in other schools. BCON has not entered into an articulation or transfer agreement with any other school or university at this time. BCON does not award credit for experiential learning.

TRANSFER OUT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION. The transferability of credits you earn at Bradford College of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the BSN degree, CNA/HHA. Medical Assistant, and Phlebotomy Technician certificate you earn at BCON is also at the complete discretion of the institution to which you may seek to transfer.

If the credits or degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at the institution. For this reason, you should make certain that your attendance at BCON will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending BCON to determine if your credits or degree, or certificate will transfer. Bradford College of Nursing has not entered into an articulation or transfer agreement with any other college or university.

PROBATION & DISMISSAL POLICY
Attendance Policy:

Only students who have been admitted to the RN to BSN program, the CNA and HHA programs, and are in approved active status may attend classes. Class attendance and consistent study are the two factors which contribute most to a student's success in the program and to passing the appropriate exam. Students must attend every meeting of all classes to meet all theory and clinical objectives of the program.

An **absence** is defined as a state of being away or not being present 15 minutes after the start of scheduled class lecture and clinical session.

A **tardy** is defined as arriving ten (10) minutes after a scheduled class lecture and/or five (5) minutes after a scheduled clinical session.

For Theory Lectures:
1. A student is only allowed a maximum of 3 theory lecture absences per term (excused or unexcused).
2. The Program Director shall serve Attendance Probation to a student who incurs two absences at any given term.
3. Tardiness is not acceptable. The Program Director shall serve Attendance Probation to a student who incurs 3 tardy marks. Three tardy marks is equivalent to one day absence.
4. It is also not acceptable to leave the classroom and clinical sites earlier than scheduled or earlier than what the instructor sets as dismissal time. Leaving the classroom after lunch break constitutes one-half day absence. Leaving the classroom 15 minutes earlier for 3 times constitutes one day absence.
5. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation may be terminated from the program.
6. To satisfy required theory hours in the RN to BSN program, a student who incurs absences must do the following activities for make-up after instructor approval:
    a. Typewritten analysis and/or case study reports, at least 20 pages, related to the topic/s missed. Mere copying and pasting of whole articles/materials from textbook

and/or internet are not allowed. The student is required to indicate references. The report shall include pathophysiology, signs and symptoms, laboratory and ancillary diagnostic procedures, complications and signs and symptoms of complications, management including medical and/or surgical, nursing care plans, nursing interventions, and client teachings.

   b. Class report/discussion and/or case study reports mentioned in 6a using power point presentation.
   c. Attend related seminar/workshop or make-up classes. The student is responsible for instructional fees or seminar fees

For Clinical Sessions - RN to BSN Program & NATP Program

1. A student must attend all clinical sessions. Any absences in the clinical sessions must be made-up at the end of the program. Students are responsible for paying instructional fees for clinical make-ups.
2. A student is allowed no more than 5 absences (excused or unexcused) for the entire program for the RN-BSN program. (For the NATP, a student cannot be absent more than 2 consecutive days in the clinical component of the program). Each day absent at clinicals *must* be made up prior to graduation.
3. A student will be sent home and marked absent when he or she arrives at clinical sites 15 minutes after the start of clinical session.
4. The Program Director shall serve a Notice of Attendance Probation to a student who incurs three absences at any given time.
5. Tardiness is not acceptable. The Program Director shall serve a Notice of Attendance Probation to a student who incurs 3 tardy marks. Three tardy marks constitute one day of absence.
6. Leaving the clinical sites after lunch break constitutes one-half day absence.
7. Leaving the clinical site 15 minutes earlier than the scheduled dismissal for 3 times constitute one day absence.
8. A student who fails to comply with the conditions/criteria set forth in the Attendance Probation will be terminated from the program.

ATTENDACE (PROBATION)/GENERAL ATTENDANCE POLICY

1. The following are grounds for academic probation or termination from the program on the basis of unsatisfactory attendance:
   a. More than 3 absences per term in lecture classes.
   b. More than 5 absences in clinical sessions for the entire MA and RN to BSN Program. (For the NATP and PT

   a student cannot be absent more than 3 successive days in the clinical component of the program).

   c. Non-compliance with the conditions/criteria set forth in the Attendance Probation.
   d. Inability to meet the minimum hours required by the program and approved by BPPE to be eligible for graduation.
2. A student terminated for unsatisfactory attendance may be allowed to re-enter the selection pool for the next enrollment period.
3. A student is allowed to appeal the termination for unsatisfactory attendance. The

   student must request the appeal in writing addressed to the Program Director. The appeal must include:
   a. An explanation as to why satisfactory attendance was not maintained with proofs or documents backing up the explanation.
   b. Proposed corrective measures that will prevent the student from acquiring another unsatisfactory attendance.
   c. Compelling reasons why the student should be allowed reinstatement.
   d. The appeal letter must be received **within 7 business days** following notification of termination. The Program Director retains the authority to terminate the educational contract with the student who does not comply with the policies of the school, or to permit the student to continue with the program with or without additional probationary provisions.

4. In cases of illness, a student must provide the school with a full medical certificate/clearance from the

physician before returning to school. Any restrictions related to the student's health condition must also be stated clearly. .

5. A student who perceives and/or plans to be late or be absent must call the assigned instructor at least thirty (30) minutes prior to the start of the class/clinical session. A student coming in 15 minutes after the start of class/clinical session is considered absent.

6. A student is responsible in checking with the assigned instructor as soon as possible regarding completion of missed works, assignments, projects, and taking of missed examinations. Deadline for completion of missed works, assignments, and projects is within 7 days from the day of absence from lecture, and within 4 days after missing an examination.

7. The student will be required to review contents of the subject matter or test on any content of the topics missed or may be required to attend make-up tutorial classes.

8. Make-up work, tests, and hours cannot be made up during regular class schedules.

9. Students are responsible for paying instructional fees for make-ups requiring special tutorial classes or clinical supervisions.

10. There is no make-up for quizzes. A student who misses a quiz will not get a grade credit for that quiz.

11. A student is responsible for completing the make-up log sheet confirming attendance and submitting the sheet to the office.

12. Attendance is taken on a daily basis and an exact record of attendance will be part of the student's permanent record.

LEAVE OF ABSENCE:

A. Leave of Absence may be granted by the Director of Nursing. The student may request a leave of absence for personal emergencies or those reason included in the family medical leave act or military service. One leave of absence is allowed for the entire program. A Student who does not return after a leave of absence will be terminated from the program.

a. A student who plans to be late or be absent must call the assigned instructor or the school office at least thirty (30) minutes prior to the start of the class/clinical session.

b. A student must contact the assigned instructor within 5 days of absence regarding completion of missed works, assignments, projects, and examinations.

GRADING SYSTEM

A student's progress in the classroom shall be closely monitored and his or her understanding of the subject matter and the learning objectives in each course shall be the basis of the evaluation. All teaching materials including examinations and homework shall be carefully and continuously evaluated by the Program Director to effectively reflect the understanding of all learning objectives in each subject.

The school shall utilize the following grading system for the RN-BSN Program.

PERCENT	GRADE
90- 100%	A
80- 89%	B
70- 79%	C
65- 69%	D
< 65%	F

For the NATP and HHA programs, the following grading system is followed:

Theory:
P – Pass -75% and above
F - Fail - Below 75%

Clinical:

S – Satisfactory
U - Unsatisfactory

Partial points will be rounded to the nearest full point; for example, 89.5 = 90 leads to a grade of A and 89.4 = 89 leads to a grade of B. A minimum grade of C is required to continue in the program.

A student with a final theory grade of 70-74 will be put on academic probation and may take remedial examination. A score of at least 75% in the remedial examination is required to pass the exam and pass the subject. The highest theory grade a student can get after passing the remedial examination is C or 75. The instructor, with the approval of the Program Director, shall formulate the content of the remedial examination. If a student fails the remedial examination, he or she gets a final grade of F. Fail grade means the student will be terminated from the program.

A student must pass the first subject before he or she is allowed to take the next subject. In the same way, a student must pass term one before he or she is allowed to move on to the next term. Instructors must submit to the office all final grades of students within two days after the final examination. An academic probation shall be issued by the Program Director to all who fail the subject. A remedial examination shall be given to the student. Counseling and tutorial classes shall be extended to the student as well, if sought by student.

WITHDRAWALS & REFUND

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the 7th day after enrollment, whichever is later. Students may withdraw at any time from any class or from the program as a whole by providing written notice to the Admissions office. Notice will be considered accepted when received by the Admissions office. All fees due up to the date of the withdrawal remain due and payable.

Bradford College of Nursing
Attn: Admissions Office
9 S. El Dorado Street
Stockton, CA 95202

WITHDRAWAL POLICY

To determine the refund, deduct the registration fee not to exceed Seventy Five Dollars ($ 75.00) from the total tuition charge. Divide this figure by the number of scheduled hours in the program. The quotient is the hourly charge for the program. Multiplying the hours by the hourly charge for instruction, plus the registration fee, derives the amount owed by the student for the purpose of calculating refund. It is the policy of the institution to pay the refund as stipulated in the disclosed distribution policy found in the school catalog.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A FULL REFUND OF THE EXCESS PAYMENT WILL BE MADE WITHIN 30 DAYS FROM THE WITHDRAWAL DATE. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

The Institution's refund policy is pro rata: 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.**Hypothetical Refund Example:** Assume that a student, upon enrollment in the $ 15,000.00 RN-BSN 805-hour program, pays $7,075.00 for tuition, $ 75.00 of which is registration fee. In the Enrollment Agreement, if the student withdraws after completing 54 hours, the pro-rata refund to the student would be $ 5,995.60 on the calculation stated below:

Tuition Payment plus Registration
$7,075.00 Less: registration fee
($75.00) = $ 7,000.00

$15,000.00 divided by 805 hrs. = $18.60/hr. (quotient)
54 hrs completed x $18.60/hr = $1004.40 - $ 7000 –
$1004.40 = Total Refund: $5,995.60

Total amount paid ($7,075.00) deduct registration fee ($75.00), and deduct ($ 1004.40) monetary equivalent of 54 hrs. of school attendance, at $18.60/hr. Refund due to student will be ($5,995.60).

For purposes of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs: **A) You notify the school of your withdrawal and the actual date of withdrawal. B) The School terminates your enrollment.**

Schedule of Charges

The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are specified and detailed in your enrollment agreement. Below are list of charges for the purpose of information.

<table>
<tr><td colspan="2"><u>RN to BSN Program</u></td><td colspan="2"><u>Nursing Assistant</u></td></tr>
<tr><td>Registration Fee (Non-refundable)</td><td>$75.00</td><td>Registration Fee (Non-Refundable)</td><td>$75.00</td></tr>
<tr><td>Tuition Fees</td><td>$15,500.00</td><td>Tuition Fee</td><td>$1,200.00</td></tr>
<tr><td>STRF (Non-refundable)</td><td>$.00</td><td>Books, Uniform</td><td>(Free)</td></tr>
<tr><td>Books</td><td>(Free)</td><td>STRF (Non-refundable)</td><td>.00</td></tr>
<tr><td>Miscellaneous</td><td>$00.00</td><td>Expected Total Cost</td><td>$1,275.00</td></tr>
<tr><td>Expected Total Cost</td><td>$15,575.00</td><td></td><td></td></tr>
</table>

<table>
<tr><td colspan="2"><u>Home Health Aide</u></td><td colspan="2"><u>Medical Assistant</u></td></tr>
<tr><td>Registration Fee (Non-Refundable)</td><td>$75.00</td><td>Registration Fee (Non-Refundable)</td><td>$75.00</td></tr>
<tr><td>Tuition Fee</td><td>$400.00</td><td>Tuition Fee</td><td>$10,250.00</td></tr>
<tr><td>Textbook</td><td>(Free)</td><td>Textbooks</td><td>(Free)</td></tr>
<tr><td>STRF</td><td>$ .00</td><td>Uniform</td><td>(Free)</td></tr>
<tr><td>Expected Total Cost:</td><td>$ 475.00</td><td>STRF</td><td>$.00</td></tr>
<tr><td></td><td></td><td>Expected Total Cost</td><td>$10,325.00</td></tr>
</table>

<u>Phlebotomy Technician</u>

Registration Fee (Non-Refundable)	$75.00
Tuition Fee	$1,750.00
Textbooks	(Free)
STRF (Non-refundable)	$.00
Expected Total Cost	**$1,825.00**

CNA Program		
1st Pay Period	2nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
675.00	600.00	1275.00

Home Health Aide Program		
1st Pay Period	2nd Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
275.00	200.00	475.00

Medical Assistant Program			
1st Pay Period	2nd Pay Period	3RD Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
3491.50	3416.50	3417.00	10325.00

Phlebotomy Technician Program				
1st Pay Period	2nd Pay Period	3RD Pay Period	4th Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
512.50	437.50	437.50	437.50	1825.00

RN to BSN Program						
1st Pay Period	2nd Pay Period	3RD Pay Period	4th Pay Period	5th Pay Period	6th Pay Period	**TOTAL COURSE INSTITUTIONAL CHARGES
2660.00	2583.00	2583.00	2583.00	2583.00	2583.00	15575.00

§ 76120. Amount of STRF Assessment

(a) Each qualifying institution shall collect an assessment of zero dollars ($0) per one thousand dollars ($1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars ($1,000) or less, the assessment is zero dollars ($0).

(b) Unless a student has a separate agreement to repay the third party, a student whose costs are paid to the institution by third-party payer shall not pay the STRF assessment to the qualifying institution.
(c) Except when an institution provides a 100% refund pursuant to section 94919(d) or section 94920(b) of the Code, the assessment is non-refundable.
Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Sections 94923, 94843 and 94911(b), Education Code.

§ 76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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.You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

(b) "It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

TITLE IV

Bradford College of Nursing does not offer any type of financial aid at this time.

LOANS

The institution offers an in-house financing wherein the student can arrange a payment plan with the school. No interest shall be charged for an installment payment plan.

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

A student may not receive copies of any grades, transcript of records, diploma or letter of

recommendation until all unpaid financial obligations/accounts have been met.

BANKRUPTCY

Bradford College of Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession. It has not filed a petition within the preceding five years. It does not have a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

PLACEMENT SERVICES

Bradford College of Nursing does not provide any placement services.

FACILITIES & EQUIPMENT: CNA/HHA, MA, PT

Strategically located at the heart of Stockton California's downtown district, Bradford College of Nursing provides spacious, clean, well lighted & well-ventilated administrative offices & classrooms. All rooms have centralized air-conditioning & heating. It is a stand-alone 2 story building with a private parking lot.

BCON has 4 Skills Lab's, 3 Classrooms, a library, a computer room, study lounge, and all the necessary lab equipment needed for CNA and HHA students skills training prior to their actual clinical rotations.

MA and PT students can avail of BCON's skills lab that is equipped with two examination tables and all other necessary components needed to mock a medical clinic examination room. Equipment used in the CNA/HHA program can also be accessed and used by our MA students.

FACILITIES & EQUIPMENT: RN-BSN

Although students enrolled in this program are already licensed Registered Nurses and have had their skills lab experience and patient care clinical rotations when they were enrolled in the Associate Degree program, BCON can still accommodate RN to BSN students who may wish to use any of the available skills lab's onsite including 1 high-fidelity manikin, and 1 birthing simulator. All other common rooms are also accessible to our RN to BSN students.

LIBRARY

BCON has a library available to students for additional study time in preparation for their examinations, homework, case discussions, projects, and the CNA certification examination. The library is located in the administration area with business hours from 9AM to 5 PM, Monday through Friday. It has a maximum seating capacity of 15 students (additional students who wish to study may use the computer room). It has various current texts and publications that the students can use for reference or study guide books**.** Students are free to use the library from and computer room from 10am to 5pm, Monday to Friday.Students can access these additional resources when preparing for examinations, homework, case discussions, and projects. The computer room has 24 computers with internet access in addition to several programs intended for additional research and review. School may also avail of other training related materials from publishing companies, such as Elsevier – now considered the number 1 publisher of nursing and other health related materials. BCON can access Elsevier's superior library using an access code that the company gives to schools patronizing its products.

PHOTOCOPYING AND COMMUNICATIONS

The school has 3 copiers located at various areas in the building. All of them are available for instructors and students to use for school related purposes. Instructors who have lecture materials that are needed to be printed can use the photocopier machine before lecture starts or the instructors can give the lecture materials to the office secretary in advance or before lecture starts for photocopying. Students who wish to photocopy materials needed for homework, school project and/or presentation must show it to their instructor first for approval. Upon approval by the instructor, students can then, give the material to the office secretary for photocopying. BCON also has various fax machines/printers, office telephones, and various computers that are all wi-fi enabled for use by the instructors and

students.

COUNSELLING

BCON offers counseling for students who are experiencing academic problems or personal issues that are affecting their academic performance. Students who wish to avail of this service can make an appointment with the Program Director or Administrator. Students will be assured that confidentiality will be maintained at all times.

GRIEVANCE POLICY

The purpose of the Student Grievance Procedures is to provide a prompt and equitable means for resolving student grievances**.** These procedures shall be available to any student who reasonably believes a school decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding sex discrimination, sexual harassment, financial aid, course grades, and the exercise of rights of free expression protected by the constitution. Bradford College of Nursing follows these three steps in addressing and resolving grievances in the school, viz:

Step 1 – The student who has a valid or perceived complaint discusses the issues with the person directly involved. If the problem is not resolved, then the student may proceed to do the next step.

Step 2 – The student is encouraged to consult with the instructor for purposes of resolving complaints or grievances. If the difficulties are still not resolved or the student does not wish to meet with the instructor, then the student may proceed to step 3.

Step 3 – The student submits in writing all his / her complaints to the Program Director, who reviews the complaints, meets with the individuals involved, and tries to resolve the problem. The Program Director may also recommend that a hearing be conducted by the

Grievance Committee. The Grievance Committee is composed of the Program Director, one faculty member, and one representative from the school Administration.

The Grievance Committee shall conduct the hearing within 5 working days following the request of the Program Director. The Director shall put into writing the final decision of the Grievance Committee and shall furnish a copy to the student concerned. At any time, a student may contact the Bureau for Private Postsecondary Education. A student does not need to go through the Grievance steps prior to contacting the BPPE at:

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833-2945
Phone: (916) 431-6959 Fax: (916) 263-1897
Web: www.bppe.ca.gov

HOUSING
Bradford College of Nursing does not provide any housing services to any student, nor does it have any dormitories under it's control. BCON will only provide general information regarding availability of housing within a 3 mile radius from the school campus. At present, the going rate for room rent in 1BR dwellings is between $500-$650 per month.

VISA
English is the only medium of instruction in this institution. All textbook & other educational materials are in English. BCON is not authorized to provide student visa. It will not vouch for student status, nor any associated charges.

EXPERIENTIAL CREDIT
BCON does not give/award credit for any prior experiential learning, nor assist students to prepare for a test administered in conjunction with any undergraduate or graduate educational program.

FINANCIAL AID
BCON does not offer any type of financial aid at this time.

THE INSTITUTION'S STANDARDS FOR STUDENT ACHIEVEMENT

BCON is committed to give quality education, respect to students & staff by providing qualified instructors; acquiring instructional equipment & supplies; maintaining an appropriate & adequate educational facility; abide with the rules, regulations & standards of regulating bodies.

DISTANCE EDUCATION
BCON does not offer distance learning programs at this time.

RECORDS
Required Student Record

The Transcript of Record is kept indefinitely. Other student records are kept for a period of not less than 5 years, at the institutions principal address in California, in a locked fireproof metal filing cabinet. Students academic records (maintained in separate individual files), contain the following:

I. Admissions
    1. Registration Form
    2. Transcripts of records – (For RN-BSN program)
    3. Copy of SS Card
    4. Copy of ID or Driver's License
    5. Physical/Medical Form
    6. Immunization Record

II. Enrollment
    7. Enrollment Agreement
    8. Business & Professional Code
    9. Acknowledgement of Disclosure
    10. Refund Policy
    11. BCC as a New Institution
    12. Flexibility Form
    13. Information Access Form
    14. Compliance to Confidentiality
    15. Pre-enrollment Disclosure Notice

III. Finances
    16. Contract/Promissory Note
    17. Copies of Receipt
    18. Student Refund Form

IV.   Progress Report/Certifications/Credit Granting
19. Progress Report
20. CPR Card
21. Transcripts of Records
22. CNA/CHHA Certification

V.   Miscellaneous
23. HIPAA Video Form
24. Materials & Supplies Form
25. Copy of Diploma/Certificate
26. Copy of Transcript & Records (to be kept permanently)
27. Others/Miscellaneous

BCON shall also maintain & keep the following:

Required Institutional Records
1. Curriculum, policies & procedures for the program that the institution offers.
2. Names, addresses, phone numbers, resume and other relevant information pertaining to each faculty member.
3. Other required legal records:
   -School Performance Fact Sheet.
   -Number of students who began each program on its start date.
   -Number of students who actually graduated.

   -Number of students who do not graduate.
   -Number of graduates available for employment
   -Number of students employed in the field.
   -Number of students not available for employment

   -Job placement rate (graduates employed & unemployed)
   -License examination passing rates – (C N A)
   -Salary and wage information (graduates currently employed / annual wages or salaries)
   -Employment positions used to calculate job placement rates.

The above data used to supply this information will be retained for not less than 5 years.

AUTHORIZATION DISCLOSURE STATEMENT

- BCON is a private postsecondary institute approved by the California Department of Public Health Services to offer the Nursing Assistant Training and the Home Health Aide training programs.

- The Academic/Program Director of BCON is responsible for monitoring new policies and procedures and maintaining the school's compliance with the California Department of Public Health & Services rules and regulations.

- The Academic/Program Director of BCON will likewise be responsible for monitoring new policies and procedures and maintaining the school's compliance with BPPE rules and regulations as soon as BCON obtains approval from BPPE to operate.

- A student or any member of the public may file a complaint about BCON with the CA Dept. of Public Health and the BPPE by contacting these offices by phone or by completing a complaint form, which can be obtained from the respective websites of the 2 state offices, which are: for DPHS – www.dhs.ca.gov, and for BPPE – www.bppe.ca.gov.

- BCON is not accredited by an accrediting agency recognized by the United States Department of Education. BCON students are not eligible for federal student aid programs.

- BCON does not have a pending petition in bankruptcy.

- BCON is not operating as a debtor in possession.

- BCON has not filed a petition for bankruptcy within the preceding five years.

- BCON has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

- BCON does not recognize acquired life experience as a consideration for enrollment or granting credit towards any of its programs. BCON does not accept hours or credits through challenge examinations, achievement test or experiential learning.
- BCON does not have an articulation agreement or transfer agreement with any other college or university at the present time.

- BCON does not offer any type of student loans to its students. However, it has its own installment payment plan for tuition fee payments. If a student obtains a loan to pay for an educational program, the student will have the responsibility of repaying the full amount of the loan plus interest. Less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

- BCON does not admit students from other countries and does not provide visa service or English language services to prospective foreign students.

- BCON will not vouch for a student's status.

- BCON does not offer English as a Second Language course. BCON students are required to write, read and speak English. All classes are taught in English. All textbooks and educational materials are in English. English language proficiency is documented by the admission interview and receipt of prior education documentation or successfully passing state licensing examinations in nursing.

- As a prospective student of BCON, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review BCON's School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

- It is BCON's policy to always provide a copy of the latest school catalog, either in writing or electronically on BCON's website, to all prospective students. The BCON catalog is updated at least once a year or whenever changes in policies occur.

- Both the catalog and School Performance Fact Sheet contain important policies and the performance date of BCON. BCON must have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination pass rates, salaries or wages, prior to signing an Enrollment Agreement.

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by BCON may be directed to the BPPE at P.O. Box 980818, West Sacramento, CA 95798-0818, or www.bppe.ca.gov, or Tel. (916) 431-6959, or Fax (916) 263-1897.

- BCON does is not affiliated with, nor does it have control or ownership of any dormitory or housing facilities. BCON does not provide housing assistance services to students. BCON will only provide students with general information regarding the availability and cost range of housing in the area around the campus.

- BCON does not offer distance education courses.