

# **Professional Medical Careers Institute of California**



**Catalog June 10, 2016 – June 10, 2017**

**920 Hampshire Road, Suite S  
Westlake Village, CA 91361  
(805) 497-4064 · (866) 500-6274  
Fax (805) 497-4224  
[www.PMCIcareers.com](http://www.PMCIcareers.com)**

## *Mission Statement*

The mission of Professional Medical Careers Institute of California (PMCI) is to provide quality training to men and women seeking employment in the health care industry, laying a foundation of excellence and encouraging the attainment of superior education. The school will help students gain pertinent knowledge through classroom instruction coupled with practical clinical application. The directors, faculty, and staff are committed to producing highly qualified and caring graduates whose skills and service reflect best practice in meeting needs at an array of diverse health care settings.

## *Nursing Pledge*

“I solemnly pledge myself before God and in the presence of this assembly, to pass my life in purity and to practice my profession faithfully. I will abstain from whatever is deleterious and mischievous, and will not take or knowingly administer any harmful drug. I will do all in my power to maintain and elevate the standard of my profession, and will hold in confidence all personal matters committed to my keeping and all family affairs coming to my knowledge in the practice of my calling. With loyalty will I endeavor to aid the physician and his work, and devote myself to the welfare of those committed to my care.”

~ Florence Nightingale

## *Letter from the Director*

On behalf of the faculty and staff at Professional Medical Careers Institute of California (PMCI), Welcome! This catalog covers the Academic school year from June 10, 2016 to June 10, 2017. The purpose of this catalog is to acquaint students with curricular design, objectives, policies, and procedures as they prepare to enroll at PMCI. We reserve the right to adjust, change and update policies as necessary for student success and institutional accreditation and improvement. We believe that students successfully attain educational goals when they have a clear understanding of their responsibilities and adhere to established policies.

### ***History of PMCI***

I started the school in 2008 after working as an RN for over 20 years and eventually instructing Vocational Nursing Students at another school. As a nursing instructor I saw a great need for nursing programs that could provide students with a superior education and with instructors that were committed to producing highly qualified and caring graduates. I believe that learning is an ongoing experience throughout life and the study of Nursing should be an interactive process between the student and the instructor. This belief is the foundation of our school.

We believe that healthcare providers perform a vital service to individuals, families, and society. *The Vocational Nurse, Nursing Assistant, Home Health Aide, and IV Therapy Aide* are integral components of the health care team and PMCI's training. Our philosophy acknowledges that individuals have intrinsic dignity and self-worth and are complex beings with specific physical and diverse social, cultural and spiritual needs. Each individual, therefore, has the right to seek an optimal level of well-being that includes attention to physical, psychological, spiritual, cultural and social needs. Nursing is a profession based on principles taken from the biological, physical and behavioral sciences and nursing care is an art that maintains human dignity and is based upon genuine concern, compassion and caring. The profession is based on timeless principles and fundamental ethical standards that require personal integrity and professional accountability. It is the Nursing Program Director's responsibility to establish and uphold standards of quality education. The Nursing faculty shares in this commitment as they carry out the responsibilities to plan, organize, facilitate, supervise and evaluate learning experiences. The student is an active participant in the educational process and is responsible for his/her own learning progress while demonstrating professional behavior and growth.

The nursing faculty collectively recognizes the dignity and worth of individuals and believes that nursing education should be available to all who are capable of achieving the required competencies and expectations. The nursing faculties have defined the following terms as part of their philosophical beliefs regarding nursing and nursing education. Please take the time to read and understand this philosophy and catalog for the benefit of your education.

Sincerely,

Dr. Helen Taylor, RN, JD—Program Director

## Table of Contents

Mission Statement & Pledge .....	2
Letter from Director .....	3
Statement of Ownership & Licensure Information .....	8
Certificates Awarded & Staff Information .....	8
Faculty .....	9
State Licensure and Certificate Requirements .....	10
Approval Information .....	11
Program Focus (Goals and Values) .....	12
Nursing Philosophy .....	13-14
<b>Admission Policies .....</b>	<b>14-18</b>
General and ESL Admissions & Discrimination .....	14
Credit Acceptance Policy for VN & NA Students .....	14-15
VN Program Admissions Policy & Application Submission .....	15-16
VN Program Screening & Selection Criteria .....	16-17
NA Program Admissions Policy .....	17
NA Program Screening & Selection Criteria .....	18
<b>Financial Aid Information .....</b>	<b>18-23</b>
Payment Options .....	18
Title IV and TFC.....	18
Personal Loans and Discounts .....	19
VN Program Scholarships .....	20-21
NA Program Scholarships .....	21
Veterans Benefits .....	21
Student Tuition Recovery Fund Disclosures .....	21-22
Payment Method & Terms of Payment .....	22
Withdrawal & Refund Policy (including Student's Right to Cancel) .....	22-23
Graduation Requirements .....	23
<b>Academic Information .....</b>	<b>23-29</b>
Vocational Nursing Program Attendance Policy.....	23
Makeup Policy VN Program .....	24

Nursing Assistant Program Attendance Policy .....	24
Makeup Policy NA Program .....	24
General Attendance Policy (All Programs) .....	25-26
Leave of Absence Policy.....	26
Probation and Dismissal Policy .....	26
Remediation Policy .....	26
Course Withdrawals/Repetitions Policy .....	26
Standards for Student Achievement .....	26-28
Student Representation .....	28
Experiential Credit .....	29
Transferability of Credits .....	29
Job Placement Services .....	29
Student Records .....	29
<b>Student Services .....</b>	<b>29-31</b>
Facilities & Equipment .....	29
Library .....	30
Student's Rights/Grievance Policy .....	30
Advising Counseling & Mental Health Services .....	30-31
Bulletin Board & General Announcements .....	31
Computers & Copy Machines .....	31
Students with a Disability .....	31
Housing .....	31
Textbooks/Supplies .....	31
<b>General Information .....</b>	<b>32-46</b>
Distance Education .....	32
Safety & Hazardous Materials & Exposure .....	32
Policy Prohibiting Sexual Harassment .....	32
Discrimination .....	32
Student Insurance.....	32
Smoking Policy.....	33
Copyright Policy .....	33
Drug Free Campus & Workplace Environment .....	34
Student Performance & Expectations .....	34-35

Family Education Rights and Privacy Act (FERPA) .....	35
Student Codes of Conduct .....	36-37
Fitness for Duty Policy .....	38
Arbitration Agreement .....	38-39
Description of Geographic Area Served .....	39
Rules Governing Professional Conduct of Nurses .....	39-40
Nursing Essentials for Student Progress & Success .....	40
Unprofessional Conduct .....	40-41
Patient Privacy & Protections .....	41-43
Confidentiality Policy & Privacy Rules .....	43-44
Clinical Facilities .....	44
Clinical Evaluation Methodology .....	44
Clinical Experience.....	44-45
General Clinical Rules & Expectations .....	45
Lab Expectations .....	45
Travel .....	46
CPR Policy .....	46
Pregnancy Notification Policy .....	46
Faculty Responsibility to Students .....	46
<b>Program/Course Tuition &amp; Fees .....</b>	<b>47-51</b>
VN Program .....	47
NA Program .....	47
IV Therapy .....	47
Home Health Aide .....	47
Acute Care Nursing .....	48
Wound Care .....	48
Management of the Ventilator-Assisted Patient .....	48
Restorative Nursing .....	48
Psychiatric Nursing .....	48
Dementia Care .....	48
Basic Caregiving .....	49
NCLEX/PN Preparation .....	49
Additional Misc. Charges.....	49

VN Program Payment Plans .....	50
NA Program Payment Plans .....	51
Total Fees & Charges .....	52
Terms of Payment.....	52
<b>Programs and Courses at PMCI .....</b>	<b>52-78</b>
VN & NA Conceptual Framework .....	52-54
<b>Vocational Nursing Program .....</b>	<b>55-67</b>
Terminal & Curriculum Objectives .....	55
Syllabus.....	56-58
Sample Schedule .....	58-59
Level Descriptions (Outline & Objectives) .....	59-64
Evaluation Methodology .....	64
Grading Policy & Scale (Theory) .....	65
Testing & Remediation Policies .....	65
VN Instructor to Student Ratio.....	65
Grade Reports .....	65-66
Grading Policy & Scale (Clinical) .....	66-67
Total Hours .....	67
<b>Nursing Assistant Program .....</b>	<b>67-69</b>
Terminal & Curriculum Objectives .....	67-68
Evaluation Methodology .....	68
Instructional Plan Overview .....	68
Instructor to Student Ratio .....	68
Grading Policy & Scale (Theory) .....	68
Grading Policy & Scale (Clinical) .....	68-69
NA Remediation .....	69
Total Hours .....	69
Course Syllabus and Schedule .....	70-71
Nursing Assistant 2016-2017 Calendar .....	72
Vocational Nursing 2016-2017 Calendar .....	73
Vocational Nursing 2016-2017 Class Schedule.....	74
IV Therapy & Blood Withdrawal Program .....	75-77
Description & Objectives .....	75

Course Outline .....	76-77
Rules & Regulations .....	77
Miscellaneous Continuing Education Courses .....	78

## *Statement of Ownership*

Professional Medical Careers Institute (PMCI) is owned and operated by Professional Medical Careers Institute of California, LLC.

PMCI does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has 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.).

## *Licensure Information*

Training at PMCI leads to positions in the nursing profession which require licensure and certification in the State of California. Licensure and certification in the nursing profession is only offered by the respective bodies of the California State Government. Students who complete the vocational nursing program at PMCI will receive a certificate of completion and be eligible to sit for the licensure exam in California. Students who complete the nursing assistant program at PMCI will receive a certificate of completion and be eligible to sit for the state exam required to become certified in California. Listed on page 11 of this catalog is a summary of the requirements for becoming a Licensed Vocational Nurse, Certified Nursing Assistant, Home Health Aide, and an IV Therapy Aide. PMCI assists students in meeting all requirements before taking the exam.

## *Certificates Awarded to Students*

Certificate of Completion from a State Approved Nursing Assistant Program (CDPH)  
 Certificate of Completion from a State Approved Home Health Aide Program (CDPH)  
 Certificate of Completion from a Board Approved Vocational Nursing Program (BVNPT)  
 Certificate of Completion from a Board Approved IV Therapy Program (BVNPT)

## *Staff*

Helen Taylor, RN, JD—Director of Nursing  
 Laura Comstock—Office Manager/Registrar  
 Karen Housel—Financial Controller/Clinical Coordinator  
 Cindy Long – Administrator/Admissions Advisor  
 Courtney Taylor—Administration  
 Jessica Wilber – Placement Coordinator

## Faculty

**Donna Anderson, RN**—Instructor. Donna has over 40 years of experience in Neonatal and has a Master's Degree in Nursing Education

**Jennifer Benton, RN**—Instructor. Jennifer has over 30 years of experience in Emergency Room and Medical Surgical Nursing

**Cheryl Clarke, RN**—Instructor. Cheryl has over 6 years of experience in Long Term Care Unit as well as 5 years in the Medical and Oncology Units of the Utah Valley Regional Medical Center.

**Cheryl Glaus, RN**—Instructor. Cheryl has 20 years of experience in Surgical, Medical Surgical and Pediatric Nursing.

**Anne O'Neil, RN** – Instructor. Anne has over 30 years of experience in nursing including work in Surgery, Wound Care and Autism. Anne received her BS in Nursing from Villanova University in 1974.

**John Osterhout, RN**—Instructor. John has been an RN for over 35 years with experience in Emergency Room, Surgery and Specialty Units.

**Judy Panczak, RN**—Curriculum Coordinator/Instructor. Judy has over 50 years of nursing experience including Medical Surgical, Psychiatric and Administrative Nursing.

**Annette Prosser, RN**—Instructor. Annette has 30 years of experience in nursing mainly in Labor/Delivery, Newborn Care and Obstetrics/Gynecology. She is currently a Case Manager for OB at St. John's Hospital and additionally has an MSN in nursing.

**Cori Sawyer, RN** – Instructor. Cori has 17 years of experience in nursing including work in OB, Pediatrics and as a Flight Nurse for the US Air Force. She received her Master of Science in Nursing in 2007.

**Tina Shermer, RN** – Instructor. Tina has more than 25 years practical experience in hospital, emergency medical surgical, PACU, long term care, transitional care and primary care environments. She earned her BSN from California State, Dominguez Hills in 1992.

**Vicki Thon, PhD** – Instructor. Vicki received her PhD in Molecular Microbiology and Immunology from the School of Medicine, University of Missouri-Columbia. She has eight years of experience instructing in microbiology and general biology. Vicki instructs the Communicable Diseases and Microbiology sections of our Vocational Nursing Program.

**Suenette Watnick, RN**—Clinical Coordinator/Instructor. Suenette has over 30 years of experience working in Emergency Nursing, Medical Surgical and Long Term. She has been a flight nurse and a parish nurse.

**Angela Wilkins, MS**—Instructor. Angela has over 20 years of teaching experience. She is a professor of Math and Statistics at CLU and Moorpark College.

# State Licensure & Certificate Requirements

## *Licensed Vocational Nurse*

1. Minimum Age - 17 Years.
2. Completion of the 12th Grade of schooling or its equivalent (furnish proof).
3. **Graduate of a California Approved School of Vocational Nursing.** Successful completion of a California Approved Vocational Nursing Program. Contact your program director for application forms and instructions.
4. Complete and sign the "Application for Vocational Nurse Licensure".
5. Complete and sign the "Record of Conviction" form.
6. Submit the required Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) fingerprints. (see "Important Fingerprint Information.") **Note: A License will not be issued until the board receives the background information from DOJ.**
7. Attach the appropriate non-refundable fee made payable to the "BVNPT".
8. Successful completion of a written examination entitled the National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX) or the National League for Nursing Test Pool Practical Nursing Examination (NLN). A passing score on a Registered Nurse examination will not satisfy this requirement.

When the requirements of Steps 1-8 have been met, the Board will advise you of the Initial License Fee to be paid. This fee is in addition to the application fee. It takes 4-6 weeks to process your license. More information can be found at <http://www.bvnpt.ca.gov>.

## *Certified Nursing Assistant & Home Health Aide*

### **CRIMINAL RECORD CLEARANCE**

The California Department of Public Health is now requiring that every student with any past criminal convictions be screened and approved before being allowed to take the state certification test. It is very important that incoming students be made aware that if they have any prior convictions they may not be able to test for certification until cleared by the CDPH. Please initial below that you have disclosed any prior convictions to PMCI administration and that you understand that until cleared by the CDPH you may not be able to take the state certification test.

## *NA Certification*

Obtaining certification from the state is the individual student's responsibility. The link for this information and application is: [dhs.ca.gov](http://dhs.ca.gov). Other information from the Department of Health Services can be obtained by calling 916-327-2445 or by emailing [cna@cdph.ca.gov](mailto:cna@cdph.ca.gov)

## *IV Therapy Aide*

Vocational Nurses wanting to become IV Certified must meet the requirements established by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) in the state of California. After you have completed a vocational nursing program, you are eligible to become IV Certified by taking the IV Therapy Aid class. You are not required to be an LVN in order to take the class. Yet, you will be unable to be IV Certified until after receiving your License for Vocational Nursing. The IV Therapy Aide class is 30 hours. PMCI is an approved IV Certification provider by the California BVNPT.

## ***Approval Information***

PMCI is a private institution and has been approved to operate under provisions of the Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education  
2535 Capitol Oaks Drive, Suite 400  
Sacramento, CA 95833  
(888)370-7589, Fax (916)263-1897  
[www.bppe.ca.gov](http://www.bppe.ca.gov)

The Nursing Assistant (Provider ID# S-1104 & S-1105) and Home Health Aide program (#732) is approved to operate under the California Department of Public Health (CDPH) as of 2010 and was renewed as of 2014.

PMCI is approved to operate a Vocational Nurse program under the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). As such, graduates of PMCI's Vocational Nursing program are eligible to sit for the licensure exam in California.

PMCI is approved to operate under all legal entities. Classes or theory instruction for all offered programs will be held at:

Professional Medical Careers Institute  
920 Hampshire Rd., Suite S  
Westlake Village, CA 91361  
805-497-4064 FAX: 805-497-4224  
Website: [www.pmcicareers.com](http://www.pmcicareers.com)

Professional Medical Careers Institute (PMCI) is not accredited by an accrediting agency recognized by the United States Department of Education.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. A student or any member of the public may file a complaint about this institution with the Bureau for Private Post-secondary Education by calling toll free: (888)370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Website at: [www.bppe.ca.gov](http://www.bppe.ca.gov).

# Program Focus

PMCI has designed its educational programs to prepare qualified students for entry level vocational nursing positions and nursing assistant positions in a variety of health care settings and to encourage those students to continue to advance and progress in the Nursing profession. Detailed requirements for each of the programs offered are explained in this catalog on page 11. This program aims to be responsive to the changing needs of the health care community as well as to national education trends serving a diverse student population. This requires recognition that each student has a unique educational background, cultural, economic and social experience. The faculty's role is to assist the student to be a responsible learner, one whose actions are guided by ethical standards as well as knowledge and skills. To offer our students the educational training necessary for employment in the nursing field, our school will:

- Provide modern facilities and training equipment
- Employ teachers with professional experience and who successfully motivate students to reach their full potential
- Continually update and evaluate educational programs, technology and methods
- Encourage students to learn the various nursing skills necessary while promoting self-discipline and motivation

## *PMCI Goals and Values*

**Academic Rigor in a Challenging, Supportive Learning Environment**—PMCI focuses on quality teaching and learning, and will be resolute in maintaining high academic standards and rigorous expectations for faculty and students. PMCI will also nurture student confidence, retention and success by attracting and retaining dedicated employees, and by maintaining small classes, academic freedom and quality service.

**Access and Opportunity**—PMCI will invite members of the community with varying preparation for higher education, reaching out to under-represented populations to meet their career goals and ambitions.

**Diversity**—PMCI will promote diversity among its employees and student body to enrich the teaching and learning environment and to provide diverse educational, economic, cultural, and recreational opportunities.

**Sound Management and Responsible Stewardship**—PMCI will be accountable in its stewardship over public resources and students' trust, using state, private tuition, and donor resources to promote the mission of the school.

## *PMCI Student Goals*

Students will develop the skills and knowledge needed for the next phases in their lives, whether productive employment that contributes to society and economically sustains the student, further education at a transfer or graduate institution, or some other unique and personal aspiration. They will prepare to be life-long learners.

Graduates will be able to think critically, communicate clearly, and solve problems. Through exposure to the breadth of human knowledge and experience, they will investigate and enhance their world views to achieve a global perspective. They will make responsible and meaningful contributions to society, in part through service to others.

# Nursing Philosophy

This philosophy addresses: the clients for whom nurses care, wellness as a universal goal, the environment in which nursing is practiced, the practice of nursing, nursing education, and the teaching and learning process.

Clients are recipients of nursing care. Clients in general refer to individuals, families, groups, communities, and society.

Health is a state of homeostasis with oneself. Optimum health is a subjective perception of what makes life meaningful and manageable. Health is a result of adaptation to life's immediate experiences to maintain homeostasis. Adaptation is individualized and influenced by environmental factors and experiences. Lack of adaptation often represents illness for individuals.

Environment is defined as the internal (biological) and external (perceptual, interpersonal, social, and ecological) milieu to which human beings are exposed, interact and interrelate. With each new situation, individuals work to recognize a state of balance striving to achieve and maintain it. Through this process, understanding and acceptance is gained which fosters respect for the given environment. The changing environment is a pronounced concept in health care as the individuals themselves change with age and experience.

Nursing is a systematic science artfully applied to assist individuals in meeting their health care needs when the need for assistance arises. Nurses use knowledge from the natural and behavioral sciences along with their understanding of health care needs to assist individuals in promoting wellness and preventing disease. Through application of the nursing process in a caring and consistent fashion nurses assist individuals to meet their health care needs. Nurses assume various interrelated roles in this assistive process. These roles are avenues through which nursing care is given. Roles include but are not limited to care provider, communicator, teacher, collaborator, coordinator, leader, manager, and advocate. Nurses undertake these roles in a variety of care settings to meet the changing needs of health care. The degree to which roles are expressed is determined by the nurses' educational preparation and practice expertise and by the care needs of the individual. Nursing care is a collaborative effort with shared responsibilities from practitioners prepared with varying levels of knowledge and skill. As a bottom line, nurses are responsible, accountable, and autonomous for maintaining safe and effective nursing care within their scope of practice.

Nursing Education lays solid groundwork for learning, which is a life-long process. It encompasses the development of knowledge, skills, and personal and professional values. Nursing education is based upon knowledge derived from liberal arts, nursing, social, biological, and physical sciences to empower the learner to reach their fullest potential. It is concerned with helping individuals through the processes of self-realization, the assimilation of knowledge, and the acquisition of eight competencies necessary to effectively and efficiently provide holistic nursing care to meet clients' human needs across the lifespan. These eight competencies include:

a) critical thinking skills, b) technical skills, c) therapeutic communication skills, d) leadership/management skills, e) time management/organizational skills, f) ability to demonstrate professional behavior, g) ability to demonstrate caring, and h) the ability to effectively implement the nursing process at the different levels of nursing practice.

Nursing instructors are cognizant of teaching and learning theories and use this knowledge to organize and evaluate learning situations. The faculty believes learning is an inherent process which fosters the acquisition of knowledge, understanding, and skills. Higher order learning can be facilitated when an individual gains a picture of the whole, assimilates the content and integrates the information by comparison to past or recent experience.

Teaching is the process of providing guidance for learning. Faculty is given the charge of facilitating a student's natural ability to learn. This is achieved by using a variety of teaching strategies to guide

instruction, including democratic teaching principles, which are discussed in the conceptual framework. When used in combination with the diversity of instructors, student understanding is enhanced.

Learning takes place more readily in an accepting and stimulating environment where students are free to express themselves. Sharing of ideas and experiences between instructors and students facilitates learning and encourages the quality of student/instructor interaction. As facilitators and consultants for learning, instructors view each learner as unique.

The concepts of adult learning are utilized to enhance the educational process along with a recognized need for personalized learning events that demonstrate respect, trust, and concern for individuals. Faculty members participate in this process by acting as role models, mentors, and facilitators to motivate, guide, and direct the learning experience. Students participate in this process by attentive and active participation in classroom, laboratory, and clinical settings with the emphasis focused on the development of their potential and knowledge acquisition. Ultimately, students are responsible for their own learning, while the faculty is a resource. Continual learning and active participation in professional activities is emphasized throughout the nursing programs. The program's purposes and objectives are outlined in the curriculum framework, and are supported by the program's mission and philosophy.

## Admission Policies

### *General Admissions*

Applicants desiring to attend a program or class at PMCI must meet all of the following criteria prior to the first day of the program or class:

1. Possess a High School Diploma or its equivalent (VN only).
2. Fill out and submit a program/class application.
3. Sign a respective program/class Enrollment Agreement.
4. Pay the program/class registration fee.
5. Pay the appropriate program/class payment or down-payment (this is required to secure a spot in the program/class.)
6. Complete any and all additional program/class admissions requirement listed below.

### *ESL Student Admissions*

While PMCI admits students from other countries, we do not offer ESL, Visa, or vouch for student status at this time. All instruction will occur in English. All applicants must have a 10th grade proficiency in speaking, reading and writing in the English language. While foreign students are not required to show documentation of English proficiency, they are required to pass a TEAS exam (for the VN Program) and meet the minimum academic standards for each program/class set forth in this catalog. At this time, English language services are not provided at PMCI.

### *Discrimination*

PMCI does not discriminate on the basis of sex, race, ethnic origin or religion and is committed to providing equal educational opportunities for all qualified students.

### *Credit Acceptance Policy for VN & NA Programs*

Professional Medical Careers Institute will consider accepting credit from other schools accredited by an agency recognized by the United States Department of Education. At this time, PMCI has not entered into an articulation or transfer agreement with any other college or university. Transfer credit

shall be recognized by PMCI for related previous education completed within the last five years. This includes the following courses:

• **Accredited vocational or practical nursing programs.**

- Accredited registered nursing courses.
- Accredited psychiatric technician courses.
- Armed services nursing courses.
- Nurse Assistant courses.

If credit is accepted the program may be shortened and the tuition reduced accordingly. A minimum acceptable grade of 75% or a minimum GPA of 2.5 is required before considering a transfer of credits. PMCI requires an official transcript from the credit granting institution before deciding on a transfer of credits. Any student wishing to transfer to PMCI should make an appointment with the school's Director of Nursing Education. The Director will go over prior credits and decide if transfer credits will apply and at which level a transfer will take place. If a potential student disagrees with the decision regarding the transfer he/she may appeal in writing. Vocational Nursing students may transfer into levels 2 or 3 depending upon past credits, acceptance into the VN Program Level 4 is not permitted for transfer students. PMCI does not charge any additional fees to a transfer student and the student will only pay for the portion of the program they transfer into.

### *VN Program Admissions Policy*

Applicants to the Vocational Nursing Program must meet the general admission requirements. Applicants who have not completed high school must have earned a General Education Diploma (GED) before enrolling in the Vocational Nursing Program. Applicants must show evidence of high school graduation or GED Certificate. Applicants must be at least 17 years old. In addition to the general admission requirements applicants to PMCI's Vocational Nursing program must meet the following requirements:

1. The student must have a high school diploma or a completed a GED. This must be verified by an official transcript or GED transcript. All college transcripts must also be submitted.
2. The student must achieve an acceptable score on the nursing admission entrance test provided by PMCI. Fees for the exam will be \$65.00. Currently PMCI uses the TEAS but other nurse entrance exams will be considered for credit.
3. Students who qualify for admission must provide evidence which indicates good physical and mental health. A Professional Medical Careers Institute physical form must be completed and signed by a qualified health care provider, and submitted to the college on or before the designated date of admission. This must include proof of immunizations and/or titers for Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (Chicken Pox vaccine) or proof of having the disease and a current TB skin test. Students must also show proof of current influenza vaccination and a negative drug screen prior to the first day of clinical.
4. The student must submit (2) two letters of reference. The letters of reference should be sent to the Vocational Nursing Program Director from teachers, professors, clergy or past employers. Letters of reference should not be obtained from friends or relatives. They should be in a sealed envelope.
5. Applicants must participate in a personal interview with PMCI faculty and staff.
6. Students must have current certification in CPR BLS provider. (A class is provided at PMCI)
7. Students must sign an agreement to abide by Professional Medical Careers Institute's Dress Code, Honesty Code, Attendance Code, Confidentiality Agreement and Honor Code.

8. Those accepted must have a clear criminal background check by live scan prior to the first day of clinical experience.

Professional Medical Careers Institute maintains an open admissions policy and does not discriminate in any way. The number of nursing students that can be accepted is limited by California requirements for faculty/student ratios and the availability of appropriate clinical instruction facilities. PMCI reserves the right to refuse admission to any applicant whose application is deemed unsatisfactory or incomplete per the admissions criteria.

### *VN Program Application Packet Submission*

The completed application packet should be submitted to PMCI's Vocational Nursing Director on or before the enrollment period deadline. The following information must be provided as part of the application process:

1. Completed Vocational Nursing Application form
2. Entrance Exam test results
3. One (1) official transcript showing proof of high school completion, GED pass or college degree (Transfer students should see a member of the PMCI Administration staff for additional requirements).
4. Students are required to have the following Immunizations:
  - Tetanus – must have had one dose within 10 years
  - MMR
  - Hepatitis B series - completed prior to direct patient care
  - TB skin test
  - Varicella (Chicken Pox) immunization by injection or disease
  - Current flu vaccine
  - Polio Vaccine
5. Entrance Exam: All prospective students must achieve minimum score (50%) on the TEAS - Test of Essential Academic Skills - consisting of Academic, Aptitude, and Spelling. Other nurse entrance exams will be considered.
6. Personal Interview will be scheduled after packet is completed.

### *VN Program Screening & Selection Criteria*

A committee of faculty, administrators and community members will select students for the VN program based on the following:

- High School or GED GPA
- Past College GPA
- Pre-Entrance Exam Results
- Results of personal interview and essay response
- Completion of the entire application packet

The Board of Vocational Nursing states that a person convicted of a felony that relates to the duties and responsibilities of a Licensed Vocational Nurse may be disqualified from obtaining licensure as a Licensed Vocational Nurse. **The Board may not license such a person and may upon conviction of a felony, suspend or revoke the license of a person previously licensed.** Students may seek additional clarification from the Director of the Nursing Program. Students with felonies will not be

excluded from PMCI, but they may not be able to obtain a VN license or NA certificate upon completion of the program or passage of the state test.

Potential students must be in good health and have the physical, social and psychological ability to perform the duties of a vocational nurse which will include walking, lifting and caring for severely ill clients; bathing, dressing and feeding patients; exposure to biohazards and infectious waste; writing, talking and interacting with clients; performing physical assessments and administering invasive treatments and medications and many other potentially strenuous and demanding tasks associated with the nursing profession.

### *NA Program Admissions Policy*

Applicants to the Nursing Assistant Program must meet the general admission requirements and must be at least 16 years old. In addition to the general admission requirements applicants must meet the following requirements:

1. Students who qualify for admission must provide evidence which indicates good physical and mental health. A Professional Medical Careers Institute physical form must be completed and signed by a qualified health care provider, and submitted to the college on or before the designated date of admission. This must include proof of immunizations and or titers for Polio, Measles, Mumps, Rubella, Hepatitis B, Varicella (Chicken Pox vaccine) or proof of having the disease and a current TB skin test. Students must also show proof of current influenza vaccination prior to the first day of class.
2. Students must have current certification in CPR BLS provider. (Class is provided at PMCI)
3. Students must sign an agreement to abide by Professional Medical Careers Institute's Dress Code, Honesty Code/Honor Code and Attendance Policy.
4. While NA's work in many areas, all nursing assistant training must be completed in skilled nursing facilities per DHS guidelines.
5. Those accepted must have a clear criminal background check prior to the first day of clinical experience. Applicants must complete and return the DHS application and live scan forms.

The completed application packet should be submitted to PMCI on or before the enrollment period deadline. The following information must be provided as part of the application process:

1. Completed Nursing Application form and proof of live scan application (PMCI will absorb the cost of the live scan for students accepted into the program. This must be completed prior to the first day of clinical). Please have the live-scan completed after acceptance into the program.
2. Students admitted to the program are required to have a physical examination and show proof of the following Immunizations:
  - Tetanus - must have had one dose within 10 years
  - MMR
  - Hepatitis B series - completed prior to direct patient care
  - TB skin test
  - Varicella (Chicken Pox) immunization by injection or disease
  - Polio Vaccine

## *NA Program Screening & Selection Criteria*

A committee of faculty, administrators and community members will select students for the NA program based on the following:

The Department of Health Services states that a person convicted of a felony that relates to the duties and responsibilities of a Nursing Assistant may be disqualified from obtaining a certificate. Students may seek additional clarification from the Director of the Nursing Program. Students with felonies will not be excluded from PMCI, but they may not be able to obtain a VN license or NA certificate upon completion of the program or passage of the certification test.

Potential students must be in good health and have the physical, social and psychological ability to perform the duties of a nursing assistant which will include walking, lifting and caring for severely ill clients; bathing, dressing and feeding patients; exposure to biohazards and infectious waste; writing, talking and interacting with clients; performing vital signs and many other potentially strenuous and demanding tasks associated with the nursing profession.

Students will be given final separate grades for both clinical and theory modules. Grades will be given on a weekly basis and after final examinations. Evaluations will be given in both theory and clinical areas. Evaluation methodology will include tests, quizzes and instructor observation.

Professional Medical Careers Institute maintains an open admissions policy and does not discriminate in any way. The number of nursing students that can be accepted is limited by California requirements for faculty/student ratios and the availability of appropriate clinical instruction facilities. PMCI reserves the right to refuse admission to any applicant whose application is deemed unsatisfactory or incomplete per the admissions criteria.

## **Financial Aid Information**

### *Payment Options*

PMCI understands that students need a wide range of financial tools to fund school. Initially, each student is required to select a payment option per the enrollment agreement established for each class. Based on the option selected, PMCI assists in educating students regarding funding sources provided internally and externally. Some payment options require a Personal Guarantee and Authorization Forms and include a balloon payment before graduation. Details on these financial options can be found on pages 58 and 59 of this catalog.

### *Title IV & Loans*

Title IV is the Student Assistance code that allows students to receive Federal Aid in the form of Grants and Loans for Higher Education purposes. PMCI currently does not participate in any State or Federal financial aid program.

### *Tuition Financing Corporation*

Tuition Financing Corporation (TFC) is a third party entity that assists in establishing payment options for students when interest is being charged. Interest will be charged to any student that chooses a payment option where a balance will be owed after the final day of class. These options are also shown in detail on pages 58 and 59 of this catalog. Once selected, a student will sign a separate TFC Contract and begin making payments as arranged in the agreement. Questions regarding TFC Options should be directed to the Finance Office.

## *Personal Loans*

PMCI encourages students to seek personal loans at local banks and credit unions. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest. Typically, loans received from outside sources such as a bank or credit union will have a lower interest rate than the amount PMCI would charge through the TFC option.

## *Discounts*

PMCI offers a 2.5-10% discount for the VN and NA Programs. The 10% discount is taken off of regular tuition costs when a student pays in full for the VN Program before the end of the first full month of class or pays for the NA Program in full before the end of the second week of class. Additionally, students and their spouses who have served active duty in the military will receive a 10% tuition discount (students may be current or former active duty members, spouses must be currently active). You will need to provide documentation as proof. PMCI also offers students a \$100 Friends and Family discount for student referrals (a max of \$200 applies to this discount).

## *VN Program Scholarships*

PMCI Scholarship applications will be available once a student has been accepted into the nursing program. Scholarships are awarded in the form of tuition reduction per semester. For example, if a student receives a \$2000 scholarship and is enrolled in a full four semester VN program \$500 will be applied to each semester.

Students are also encouraged to visit the Health Professions Education Foundation website at: [www.oshpd.ca.gov/HPEF/](http://www.oshpd.ca.gov/HPEF/) for information regarding state funded scholarships.

### **Scholarship Awards Based On:**

High School GPA 3.8-4.0 .....	3 points
High School GPA 3.5-3.79 .....	2 points
High School GPA 3.1-3.49 .....	1 point
College GPA* 3.8-4.0 .....	4 points
College GPA* 3.5-3.79 .....	3 points
College GPA* 3.3-3.49 .....	2 points
College GPA* 3.0-3.29 .....	1 point
Associates Degree (GPA>2.5) .....	1 point
Bachelors' Degree (GPA>2.5) .....	2 points
Masters' Degree (GPA>2.5) .....	3 points
*Minimum of 30 Units for College GPA to apply	
3-5 years' Experience in Health-Care	
Related Occupation .....	1 point
6 or More Years' Experience in Health-Care	
Related Occupation .....	2 points
TEAS Score 70-79% .....	1 point
TEAS Score above 80% .....	2 points

**See below for award amount information.**

**Scholarship Awards may count either high school or college credits – not both. Applications for scholarship must be made prior to the start of class.**

### **Awards are as follows:**

1 point \$400.....	(\$100 per semester)
2 points \$600 .....	(\$150 per semester)
3 points \$1000 .....	(\$250 per semester)
4 points \$1200 .....	(\$300 per semester)
5 points \$1500 .....	(\$375 per semester)

- 6 points \$1800 ..... (\$450 per semester)
- 7 points \$2000 ..... (\$500 per semester)
- 8 points \$2200 ..... (\$550 per semester)
- 9 points \$2500 ..... (\$625 per semester)
- 10 points \$3000 ..... (\$750 per semester)

In addition to the point system scholarship a Vocational Nursing student who has graduated from the PMCI Nursing Assistant Course receives \$1000 off of the VN Tuition and/or a Vocational Nursing student who graduates at the top of PMCI's Nursing Assistant program will receive \$500 off of the VN tuition. Furthermore, any student that is employed at one of PMCI's clinical sites will receive \$1000 off of the VN tuition.

### *NA Program Scholarships*

Although PMCI does offer discounts (including the military discount) for the NA program the above scholarship options are only available for VN students. PMCI has connected with several community agencies to provide options for NA students to seek out and obtain financial assistance. Students who wish to take advantage of all financial aid options should schedule a meeting with a member of PMCI's financial office. PMCI does not guarantee any funding through its community partners, nor does it claim to provide sources of funding for any and/or all students.

### *Veterans Benefits*

PMCI is approved by the California State Approving Agency to enroll veterans and other eligible persons. PMCI also offers an in-house scholarship for veterans and their family. For eligible veteran students interested in enrolling, please contact PMCI's Financial Office for more information.

### *Student Tuition Recovery Fund Disclosures*

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

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

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

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

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

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

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

### *Payment Method and Terms of Payment*

PMCI accepts payments in the form of cash, check, cashier's check, credit card or money order. The application fee is due upon initial enrollment. Payment of the application fee does not guarantee a spot in the program. **A minimum refundable down payment is due before any class/program starts and does secure the student a spot in the program.** If payment is not received according to the agreed upon payment plan, the student will not be allowed to start class or continue in the program, unless prior payment arrangements have been made with the school's Director or Financial Office. Payment plans have been crafted to help students plan for and meet their financial obligations to PMCI. Failure to pay any balances according to the chosen plan will result in a \$35 late fee and discontinuance in the program until the applicable late fee charges are paid. In addition, the student will not be cleared to take a state or final exam and will not be allowed to walk at graduation.

### *Withdrawal & Refund Policy*

Each student has the right to cancel/voluntarily terminate the program and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.

If a student wishes to cancel/terminate the enrollment agreement or withdraw from the institution, the student must notify the school. Written and/or verbal withdrawals are acceptable.

If the student withdraws from a course after instruction has started or is terminated by the institution, the student may receive a pro-rated refund for the amount of instruction paid for but not received. Refund calculations will be based on the student's last day of attendance in class. *NOTE: A student is charged for an entire week in which notice is received.* Any money for materials that a student has paid for but not received will be refunded in full. Any money for materials that a student has paid for and received will not be refunded.

*No refunds will be given if the student has attended more than 75% of the course and the student concerned will still be liable for any tuition due.*

The school reserves the right to cancel or reschedule a class start date due to insufficient enrollment. If this occurs, the student may request a full refund of all money paid including the registration fee, or apply all money paid to the next scheduled class start date.

All refunds will be paid within 45 days from the date withdrawal notice is given or the date the institution terminates a student for breach of attendance, conduct, academic and/or financial policies. If an applicant never attends class (no-shows) or cancels the contract prior to the class start date, all refunds due will be made within forty-five (45) calendar days of the first scheduled day of class or the date of cancellation, whichever is earlier.

## *Graduation Requirements*

The following class/program requirements must be met by a student in order to qualify for graduation:

- Achieve a cumulative grade of “C” or higher in academic and clinical classes
- Attend at least 95% of the scheduled hours of the program for theory and 100% of clinical
- Complete all designated requirements (tests, assignments, etc.) of the program
- Satisfy all financial obligations to the school as agreed upon in the Enrollment Agreement and/or a signed Personal Guarantee

## Academic Information

### *Vocational Nursing Program Attendance Policy*

This policy is set forth to assure that students meet all educational requirements necessary for the vocational nursing student in the State of California. Regular attendance is mandatory for satisfactory achievement and is the responsibility of the student.

The purpose of this policy is to ensure that students in the program meet all requirements of training including all modules of instruction and hours necessary for successful completion of the program. Attendance will be checked at the start of each class and after breaks to assure that the policy is being observed.

Instructors and administrators are responsible for adhering to this attendance policy. It is the responsibility of the attendance administrator to prepare and provide attendance rosters for both theory and clinical.

It is the responsibility of the instructor to take attendance before the start of class and after breaks. Names should be called out and students who are present must sign in and out on the attendance roster. The attendance sheet should be updated each day of class. Clinical attendance sheets should be faxed or hand delivered to the school administration.

It is the responsibility of the school administrators to notify students of the need for a clinical or theory makeup.

Any VN student that has two absences in any given semester will be given a written warning. If a VN student has a third absence in any semester the student will be put on attendance probation. If a VN student has a fourth absence in any semester the student will be terminated from the program and will have the option of repeating the current level with another VN group. An occurrence of 4 or more consecutive absent days is considered withdrawal from the course.

## *Makeup Policy VN Program*

All absences require makeup. Clinical absences **must** be made up on a day set aside for clinical makeup. Students attending a clinical absence makeup will train at a clinical site designed to be similar in scope to the day that was missed. Theory absences can be made up only by attending a theory absence makeup at the school. Theory absence makeup days will be offered every Friday at the PMCI campus and will be led by an instructor. Theory absence makeups will be from 8:30am – 1:30pm which is exactly equivalent to a regular theory class time. Students attending a theory makeup day will be instructed to complete all of the objectives for the chapters missed in class. In addition, students attending a theory makeup day must watch and review all PowerPoint presentations and any films that were presented in class on the missed day.

## *Nursing Assistant Program Attendance Policy*

This policy is set forth to assure that students meet all educational requirements necessary for the nursing assistant student in the State of California. Regular attendance is mandatory for satisfactory achievement and is the responsibility of the student.

The purpose of this policy is to ensure that students in the program meet all requirements of training including all modules of instruction and hours necessary for successful completion of the program. Attendance will be checked at the start of each class and after breaks to assure that the policy is being observed.

Instructors and administrators are responsible for adhering to this attendance policy. It is the responsibility of the attendance administrator to prepare and provide attendance rosters for both theory and clinical.

It is the responsibility of the instructor to take attendance before the start of class and after breaks. Names should be called out and students who are present must sign in and out on the attendance roster. The attendance sheet should be updated each day of class. Clinical attendance sheets should be faxed or hand delivered to the school administration.

It is the responsibility of the school administrators to notify students of the need for a clinical or theory makeup.

Any NA is allowed only one clinical absence and one theory absence during the entirety of the program.

## *Makeup Policy NA Program*

All absences require makeup. Clinical absences **must** be made up on a day set aside for clinical makeup. Students attending a clinical absence makeup will train at a clinical site designed to be similar in scope to the day that was missed. Theory absences can be made up only by attending a theory absence makeup at the school led by an instructor. Students attending a theory makeup day will be instructed to complete all of the objectives for the chapters missed in class. In addition, students attending a theory makeup day must watch and review all PowerPoint presentations and any films that were presented in class on the missed day.

There will be one makeup day scheduled for theory makeups and one makeup day scheduled for clinical makeups in each NA program.

## General Attendance Policy (all programs)

PMCI uses the ELearn program for tracking attendance. This program is accessible by students, faculty and any legal third party

### **Late Arrivals: Tardiness in the clinical and lab area is unprofessional and will not be tolerated.**

Late arrivals will be recorded in the School's attendance system – Elearn. In the classroom area, lateness of five (5) to fifteen (15) minutes will be considered a tardy. After 15 minutes an absence will be recorded. Students are encouraged to arrive at least five minutes BEFORE class starts to avoid being late. Points towards the clinical grade will be deducted for each tardy and absence. A late arrival is 1-4 minutes late. Three late arrivals will equal one tardy.

**Clinical and Theory Experience** are essential components of the program. Absenteeism jeopardizes the opportunity for successful completion of the course. A student is expected to be present at **EACH** class day in order to meet the learning objectives and fulfill the California guidelines and requirements for Vocational Nursing students. Policies include the following:

1. The student is to notify *the instructor and PMCI* of their pending absence at least 2 hours prior to the assigned time of clinical absence. Call in times will be from 0500 to 0600 for morning clinical and from 1000 until 1200 for afternoon clinical, unless otherwise set by the instructor. Reporting an absence will be the responsibility of the student who is unable to attend clinical. The student will be responsible for recording the name of the person who took their call to report their absence.
2. Failure to properly notify PMCI and the instructor of pending clinical absence will result in a clinical warning and possible clinical failure. **This will be termed “NO CALL, NO SHOW” and will result in a deduction of points.**
3. A student who arrives 5-15 minutes late to the scheduled clinical time will be counted tardy.
4. A student who reports to the clinical area more than 15 minutes late will **not** be allowed to remain at the site and the record will reflect a clinical absence. The student will be required to attend an entire clinical day to make-up.
5. A physician's written statement may be required for illness.
6. Failure to call in before clinical starts will result in the following
  - a. First Offense – A written warning and a writing assignment.
  - b. Second Offense – **SUSPENSION/TERMINATION FROM THE PROGRAM**
7. Attendance is a student's responsibility. Absence from class or clinical is considered situational and not a student privilege. Students are accountable for any content missed due to an absence. Students must have their own transportation to and from class and clinical. Those with young children must obtain outside care for their children.
8. If a student misses a classroom day, and there was an in-class assignment, quiz, etc., he or she will be allowed to take an alternate quiz on the next day of attendance. Students will be allowed to make up homework. If a student must be out-of-town during a quiz or class-room assignment they may take the quiz or hand in the assignment before the scheduled date with the approval of the Director. Taking an exam after the scheduled date is discouraged.

9. Final Exams will be given only on the day that they are scheduled. Students who miss the exam must make arrangements to take a substitute exam with the Director. *If you need to make other arrangements due to illness or urgent travel you must do so in writing and get approval from the Director.*

### *Leave of Absence Policy*

PMCI does not offer Leaves of Absence.

### *Probation and Dismissal Policy*

PMCI may cancel, suspend or terminate a student's program/class admission at any time if the admitted student violates any of the following policies and/or agreements:

- Failure to maintain satisfactory progress
- Failure to comply with the school's attendance policy
- Failure to comply with the school's student conduct policy
- Failure to meet all financial obligations to the school
- Violation of any of the conditions as set forth and agreed to in the Enrollment Agreement

The school also reserves the right to change or modify the program contents, instruction and clinical time, equipment, staff, or materials as it deems necessary. Such changes may be necessary to keep pace with technological advances and to improve teaching methods or procedures. In no event will such changes diminish the competency or content of any program or result in any additional charges to the student.

### *Remediation Policy*

Students at PMCI are encouraged to remediate if they fail a test. Remediation will also be given to students who have fallen behind in clinical skills on a weekly basis. Students will be given one opportunity to remediate and retake a failed exam. Remediation sessions will be held on Monday through Thursday between 1:30 and 3:30 as well as Friday between 11:30 and 3:00. All homework must be completed before a test re-take, including study guides handed in before the test is taken. The score on a retake will not exceed the lowest passing score on an exam. If the lowest passing score was 77% and 100% is achieved on the retake the highest score obtainable would be 77%. This allows students an opportunity to go back and study the material again to be successful on exams. Students have one week to retake a failed exam, after that time frame the test is considered expired for retake.

### *Course Withdrawals/Repetitions Policy*

Any VN student that withdraws from the program may retake the program at the beginning of the semester withdrawn from with the next subsequent class. Any NA student that withdraws from the program may start at the beginning of the next NA program. In most cases fees & tuition for the repeated semester/program will be charged at a discounted rate.

### *Standards for Student Achievement*

PMCI nursing faculty has set a **minimum** study expectation of two (2) hours of study per week for each credit hour enrolled. This means for a four (4) credit class, it is expected that students will spend a minimum of eight (8) hours outside the classroom per week.

The following class/program requirements must be met by a student in order to qualify for graduation:

- Achieve a cumulative grade of “C” or higher in academic and clinical classes
- Attend at least 95% of the scheduled hours of the program for theory and 100% of clinical
- Complete all designated requirements (tests, assignments, etc.) of the program
- Satisfy all financial obligations to the school as agreed upon in the Enrollment Agreement and/or a signed Personal Guarantee

Grading performance constitutes a complex and difficult process. Assigning grades is perhaps one of an instructor’s most difficult tasks. Grades reflect achievement, so please understand an instructor grades a student’s achievement on various assignments, not the student personally. The descriptions below attempt to explain why different students obtain different results. Grades are cumulative, include all periods of attendance at the institution and are applied consistently to all students.

The “A” student: (Outstanding, exceptional)

- Demonstrates a full, deep and precise understanding of the subject matter
- Demonstrates the capacity to analyze
- Demonstrates critical thinking
- Shows evidence of creative thinking
- Hands in work that is of outstanding and exceptional quality according to the criteria established for evaluation
- Has perfect attendance
- Is prepared for class having read the required assignment, and additional reading as well, has looked up unknown words, goes beyond what is expected
- Has highly developed communication and presentation skills
- Asks interesting questions and makes thoughtful comments, but does not monopolize classroom time
- Is able to connect past learning with the present subject
- Shows initiative, has the determination and self-discipline necessary for achieving “A” quality work
- Performs work of outstanding quality
- Turns in papers that: demonstrate careful use of vocabulary, show correct use of evidence and quotations, have flow and coherence, exhibit fluid writing throughout with consistent presentation of ideas and elegance of expression. The reader of these papers should learn something significant and come away with a deeper understanding of the subject under consideration.

The “B” student: (Above average)

- Rarely misses class
- Demonstrates a good comprehension of the subject matter
- Shows evidence of critical and creative thought
- Hands in work that is of very good quality according to evaluation criteria
- Is competent in communication and presentation skills
- Is prepared for class, having read the assigned material, and is prepared to contribute to class activity
- Participates in classroom discussion and asks questions for clarification
- With encouragement, is able to connect past experience and learning with present learning
- Is willing to try new ideas and concepts
- Has enough self-discipline to follow through with assigned material
- Turns in work that is on time and consistently neat.
- Turns in papers that: demonstrate careful thought process, may have some weak spots or flaws that do not significantly affect the importance of the work, show a much better than average

understanding of the subject written about, make useful well-made points and gives value to the reader.

The “C” student: (Average or typical)

- Misses class occasionally and/or is occasionally late
- Puts other priorities ahead of academic work
- Is unable to physically keep up with the demands of high level performance (due to lack of sleep, poor health and lifestyle habits, lack of interest, or etc.)
- Prepares assignments consistently but with minimal effort
- Hands in work that does not show attention to detail or completeness, that is sloppy or careless, and is at times incomplete or late
- Is less willing to invest the effort required to excel
- Does not contribute to class discussion
- Needs vigorous prompting to connect past learning to present concepts
- Is not visibly committed to class, expresses boredom through body language, and participates without enthusiasm
- May have exceptional ability but shows signs of poor self-management or bad attitude
- May be diligent but simply average in academic ability
- Demonstrates some concept of what is going on but has not mastered the material
- Produces work that shows only what is absolutely necessary to complete the minimal requirements for passing the course
- Turns in papers that: lack important elements and concepts, show evidence of thinness in argument, detail, and precision, have numerous grammatical errors, show an understanding of some concepts but no mastery of the subject matter

*(Some words and concepts above were adopted from “The Teaching Professor,” John H. Williams, Pepperdine University, CA)*

Few of us operate on the level of excellent or exceptional all the time. Often we really are just good or very good. Good is not bad! A “B” or even a “C” grade is not a cause for shame; it does not indicate failure or disaster, and is not a reason for self-doubt, worry, anxiety or distress. If you do not achieve the grade you desire, find out how your performance can be improved. Meet with your instructor, find out the reasons for the evaluation and focus on attaining a better understanding of the issues and exactly where there are problems. Meet with an open mind and an open heart. Your instructor wants you to succeed as much as you want to succeed. Be open to suggestions.

Remember that grades are based on results, not on effort. Someone may spend 3 hours of hard effort changing a tire, but if that tire rolls off the rim when the car starts, the person did not do an excellent job. If you have spent hours working on an assignment and then received a grade that is less than you think you deserve, find out what is missing from the requirements of the assignment. Talk to your instructors and take advantage of their experience and advice.

## ***Student Representation***

The first semester of each level, elections will be held to appoint class representatives. The faculty members serving on the student affairs committee will be assigned to work with the class representatives. These students will be involved in coordinating the pinning ceremony at the completion of the nursing program. The student representative attends faculty meetings. They will act as liaison between students and faculty for any general student concerns.

## *Experiential Credit*

PMCI currently does not award credit for experiential learning.

## *Transferability of Credits and Credentials Earned at PMCI*

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

The transferability of credits you earn at PMCI is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in any of our programs is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending PMCI to determine if your diploma will transfer.

## *Job Placement Services*

PMCI through networking, resume review and interview preparation, offers job placement assistance and referrals. However the school cannot guarantee employment, in any way during or after the student has successfully completed the program of study.

## *Student Records*

Separate academic files and separate financial files are kept for each student at PMCI. The academic record contains the original application, copies of grades, evaluations, clinical information, progress reports, and other pertinent information that reflects student performance. The student financial file contains an enrollment agreement, payment plan selected, copies of any financial contract(s) and correspondence regarding financial matters. Students seeking access to the cumulative academic or financial file may do so to inspect any and all entries (except for criminal records and letters of recommendation with waived rights). According to FERPA policy, these records are open only to the student and appropriate college personnel, but they are not available to friends, parents, or others.

In the event that a student wished to open their records, they must present a signed waiver to the program director. Copies of the record can be obtained at .30 cents per copy. All student records are kept in hard copy or soft copy on location at PMCI for five years or more beyond the students last day of enrollment. Student transcripts are retained indefinitely. Student records for those who apply, but never enroll in a class/program are kept for at least five years.

## **Student Services**

### *Facilities & Equipment*

PMCI is located in Westlake Village at the Watercourt Executive Suites. This location gives PMCI one large classroom (34 maximum capacity) and one small classroom (20 maximum capacity) for instruction. These classrooms are equipped with faculty instructional computers and projectors. In addition, a lab with lab equipment and a small unattended library with library books is available. In addition, there is a reception area, a testing room, and 7 offices for administrative staff. Instruction is provided through use of computer software and technology, lecturing, clinical sites, and other elements as deemed necessary to enhance the educational process.

## *Library*

PMCI has a small library with over 350 volumes of Nursing Educational resources in various subject matters including: Anatomy & Physiology, Promotion of Health, Incidence & Disease Prevention, Pharmacology and Therapeutics, Surgery & Medical Procedures, Gynecology & Pediatrics, Mental Health Nursing, Nursing Education, and Medical Sciences & Medicine. These books can be checked out on an individual basis through a sign out sheet located in the Library, but must not be taken from the premises. The library is open and available to all students any time during school hours.

## *Student Rights/Grievance Policy*

In order to be fair and equitable to the students in the nursing program we have identified a procedure for resolution of grievances that is in harmony with the philosophy of the school. Students may appeal disciplinary actions within 10 days of the notice of action. All appeals must be made in writing and addressed to the school director. The appeal must state the reasons why the minimum requirements were not met and/or an explanation of extenuating circumstances; why the student believes the decision for probation or termination is not warranted and why the student believes he or she should be reinstated. The student bears the responsibility to provide all documentation supporting their appeal. An appeal committee composed of the director, faculty and staff members and one elected student representative will review the appeal and notify the student if an exception to the school policy will be allowed within 7 days of the receipt of the appeal. This committee has the decision-making authority over all student appeals. If a student appeal is successful, PMCI will develop an academic plan with the student that, if followed, will ensure that the student is able to meet the institution's satisfactory academic progress standards by the end of the current level.

Students who have complaints are encouraged to submit a complaint form in writing. All complaints that can be handled between the parties involved are encouraged to be resolved at this level. Once the complaint has been addressed by the director/administrator, if the concern cannot be resolved at that level, the student has the option to enter the grievance process where other school administration is involved.

All complaints that are not on a formal complaint form are not considered formal complaints and will be handled individually by those involved, or they will be encouraged to enter the formal complaint process. Until these complaints enter the formal process, there is no audit trail to show resolution. Students may also meet with the student liaison to discuss ways to resolve issues, complaints or conflict. Finally, a student may seek to file a complaint against PMCI with the Accrediting Council for Continuing Education & Training (ACCET).

ACCET can be contacted at:

1722 N St NW

Washington DC, 20036

Phone (202) 955-1113

Fax (202) 955-1118

[complaints@accet.org](mailto:complaints@accet.org)

Conflict is damaging to the cohort group and should be resolved quickly.

## *Advising, Counseling and Mental Health Services*

The nursing faculty is available to assist you at any time during your course of study. Office hours are set aside for faculty to be available for student consultation and advisement. If time is needed outside of the scheduled office hours, appointments can be made individually with the faculty. Although

faculty are happy to assist in dealing with the stress of schooling, they do not offer mental health services. PMCI does not engage in identifying or recommending mental health services to students.

## *Bulletin Board & General Announcements*

Most announcements will come to students via email. Please make sure you keep a current email address on file. Also, as you receive group email from the nursing department it is **IMPERATIVE** that you keep any and all addresses confidential and do not abuse the right to privacy of your fellow classmates. It is not appropriate for anyone to send non program related email to classmates without their permission. Email is also not the place to make your political or personal views known. No abuse of email will be tolerated

There is a bulletin board located inside the break room. Information and items of interest will be posted there. This bulletin board will also have job opportunities and information that may be useful to nursing students. Also check the bulletin board in the Admission/Student Services center for job opportunities.

## *Computers & Copy Machines*

Students may use the computers and/or resources in the student resource room to study, write papers, do online research, class preparation, and obtain access to computer nursing programs such as NCLEX PN review and modules that accompany nursing classes. This room is not available during posted class times. Please be courteous of other students using these facilities. Clean up after yourself. There are televisions in the nursing lab for students to use to watch educational videos and DVD's.

The copy machine in the nursing office is for instructional/faculty use only. Please do not use the copy machine without express permission.

## *Students with a Disability*

In compliance with the Americans with Disabilities Act - 1990, if you are a student with a medical, psychological, or learning disability or think you might have a disability and would like accommodations, contact the Director of Nursing. The administration will determine eligibility of the student requesting special services and determine the appropriate accommodations related to your disability. For instance, students with a diagnosed learning disorder may be allowed to take extra time on tests, or have questions read to them. Please submit former school IEP if possible.

## *Housing*

**PMCI takes no responsibility to find or assist a student in finding housing.** Housing in and around Westlake Village, CA is abundant with an average of 2500 apartment units available for rent. The cost of housing in the area starts at approximately \$1200 per month. Additionally, PMCI does not have dormitories under its control.

## *Textbooks/Supplies*

Textbooks will be provided as part of the PMCI tuition agreement. Stethoscopes, uniforms and other clinical items are also provided as part of the tuition package. Additional recommended textbooks will be available for purchase.

# General Information

## *Distance Education*

PMCI does not offer distance education at this time and is not required to have specific provisions for Instruction not in Real Time.

## *Safety Hazardous Materials & Exposure*

In order to provide the safest and contaminant free educational environment, Professional Medical Careers Institute subscribes to the many policies and procedures that govern these conditions. When students enroll in a Nursing Program and are participating with a contracted agency, clinic, or hospital, by contract they are in subject to the policies of that agency, clinic, or hospital as per contractual agreement. Some \*programs have developed addendum items to the above mentioned policies which may be more specific to areas where they have a greater need for control and protection, and have been developed with the “Guidelines for Compliance in Health Care Facilities and Interpretive Guidelines for the Blood Borne Pathogen Standard” required by the Occupational Safety and Health Administration, (OSHA). PMCI further subscribes to Federal regulations code 29, (CFR) 1910.1030, Standard 6, March 1992, and is available for review by OSHA compliance officers. \*These specific programs may have the addendum fully developed, or under revision. See each specific program for their individual policy.

<http://www.osha.gov/as/opa/worker/index.html>

## *Policy Prohibiting Sexual Harassment*

Professional Medical Careers Institute is fully committed to creating and maintaining an environment in which faculty, staff, and students work together in an atmosphere of mutual respect and unconstrained academic interchange. All faculty, staff, and administrators are held accountable to maintain a working and learning environment free from sexual harassment for students and employees. Sexual harassment can include, but is not limited to the following:

- Explicit use of derogatory terms of a sexual nature
- Use of images that demean one's sex; obscene gestures
- Unwelcome personal attention or touching of a sexual nature
- Direct physical advances which are inappropriate and unwanted
- Sexist jokes about one's clothing, body, or sexual activities
- Request for sex in exchange for grades, letters of recommendation, salary
- Increase, promotions or employment opportunities

Concerns may be addressed to PMCI's Director of Nursing, Administrator or Assistant Director of Nursing. Violation of this policy can result in suspension or termination. All students are required to sign a “Policy Prohibiting Sexual Harassment”.

## *Discrimination*

Professional Medical Careers Institute is committed to providing equal educational opportunities for all qualified students without prejudice or discrimination.

## *Student Insurance*

A blanket school policy covers students for professional liability; however, students are encouraged to purchase additional insurance. It can be purchased for about \$25 per year.

## *Smoking Policy*

**OBEY THE FIRE CODE:** Smoking is permitted outside of buildings and not within 25 feet of any entrance to PMCI's training site or any entrance to a clinical facility. Facilities require students who smoke to do so in the parking area – not in front of the buildings or in designated smoking areas. **DO NOT SMOKE IN THE RESTROOMS.** The hospitals and other clinical areas are smoke-free environments. If you smoke, and are considering quitting, a referral can be given.

## *Copyright Policy*

The 1976 Federal Copyright Law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The federal law provides penalties for unauthorized copying of audio, visual or printed materials; computer software; and computer text or graphics found on the Web unless the copying falls within the bounds of the "fair use" doctrine.

Any unauthorized reproduction and/or use of copyrighted materials is illegal, unethical and not permitted by the school. Violations of the copyright law may result in criminal or civil suits and/or suspension or dismissal from Professional Medical Careers Institute. Any time a person copies materials, he/she should request permission from the copyright holder.

## Drug-Free Campus & Workplace Environment

Professional Medical Careers Institute is dedicated to providing the best academic and professional experience that can be offered to its students, faculty, and staff. The use of illegal drugs and the abuse of alcohol are known to be at cross-purposes to this mission and are not tolerated on campus or clinical sites. Violation of campus regulations concerning the possession, sale, use, or distribution of dangerous drugs or alcohol subject the student to:

- Expulsion/Termination
- Probation Prosecution
- Suspension
- Withdrawal of Financial Aid/Scholarship

PMCI is fully committed to achieving an alcohol and drug-free environment for both students and employees. It is PMCI policy to vigorously pursue, via the judicial process, all violations of alcohol and other drug abuse. In addition, unlawful possession or distribution of illicit drugs and alcohol may be subject to federal, state or local laws. No employee who is impaired by an illegal drug or by alcohol will report to work or be present in the workplace. No student who is impaired by drugs or alcohol will attend classes or any school activity.

The following is a partial list of local organizations that provide alcohol and other drug dependency treatment services:

24-Hour Alcohol and Drug Referral Network	Toll Free Hotline	(888) 304-9797
Alcoholics Anonymous www.lacoaa.org Al-Anon	Central Office (San Fernando) Sylmar (toll free) Los Angeles Support for friends and family of people with drug and alcohol problems	(818) 988-3001 (800) 310-3001 (323) 235-4610 (888) 425-2666 (toll free)
Cocaine Anonymous of San Fernando Valley	Support Hotline National Referral (toll free)	(818) 760-8402 (800) 347-8998
National Council on Alcoholism & Drug Dependence	Toll Free Hotline	(800) 622-2255

## Student Performance & Expectations

Students are expected to come to each class prepared with the assigned readings and assignments completed and ready to make valuable contributions to functional class learning.

As well, respect for others within the classroom including fellow students and the instructor is essential. Academic incivility is defined as any action by a student or faculty member that interferes with a harmonious and cooperative learning environment. Actions that are examples of **academic incivility** and/or disrespect include but are not limited to:

- cell phone/pager not on vibrate or mute
- leaving the class to take a page or phone call except in true emergency situations
- sleeping during class
- arriving late or leaving early
- coming unprepared
- not taking notes during class
- carrying on side conversations

- browsing the web, text messaging, playing games, etc. on laptop or cell phone
- dominating discussions
- belittling, taunting, or harassing comments toward other students and/or the instructor
- use of foul or vulgar language, gestures or insinuations in the classroom or clinical site

***Uncivil or disrespectful behavior will not be tolerated at PMCI and if it occurs, the student most likely will be asked to leave the classroom.***

## ***Family Education Rights and Privacy Act (FERPA)***

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

## *Student Codes of Conduct*

### **INTEGRITY STATEMENT & HONOR CODE**

A fundamental quality of all successful nurses is integrity and a genuine concern for the well-being of the patient. Quality professional patient care requires a relationship built on trust, trust requires honesty, and honesty is the foundation of integrity. Respect for those in your care and their property is essential.

Academic Integrity is expected of students and faculty at Professional Medical Careers Institute. PMCI takes a very serious view of violations of academic integrity. As members of the academic community, PMCI's administration, faculty, staff, and students are dedicated to promoting integrity essential to the educational process. Inherent in this commitment is the belief that academic dishonesty in all forms violates the principles of integrity and impedes learning.

Students in PMCI's Nursing Programs have a responsibility to the public and to the nursing profession; thus, it reserves the privilege of retaining only those students who, in the judgment of the faculty, demonstrate high academic standards. These academic standards include honesty, accountability, and responsibility for one's own work. Academic dishonesty is an unacceptable mode of conduct and will not be tolerated in any form. Academic dishonesty includes, but is not limited to, plagiarism, cheating, collusion, falsification, copying another student's work, and soliciting unauthorized information about an exam. Students who know about any form of cheating or academic dishonesty and do not report it to appropriate individuals are equally guilty of academic dishonesty and may face the same consequences. Students who violate the student code of conduct or rules of academic integrity may be subject to suspension and/or dismissal from PMCI Nursing Programs.

### **DRESS & GROOMING CODE**

PMCI Students are expected to abide by this code AND conform to all agency codes for those areas where PMCI student nurses do student work. Students are expected to look clean, professional and conservative. Appropriate street clothes are allowed in classrooms and specific clinical experiences, including hospital orientation. As a nurse, you are a professional and should dress with no extremes in dress including adhering to the following dress codes:

#### **GENERAL GROOMING**

- bathe daily, use antiperspirant that controls your body odor
- avoid using strong scented lotions, perfumes, or colognes as some people may have adverse reactions
- clean, brushed teeth
- no halitosis
- no chewing gum in the clinical setting
- eat or drink in designated areas only
- areas left untidy may result in loss of privileges, please clean up after yourself
- no visible body art (tattoos)
- no visible body jewelry such as nose, lip or facial piercings

#### **HAIR**

- clean and neatly combed with no extreme styles or unnatural colors such as blue, purple, orange, pink etc.
- hair, long or short, must be controlled so it will NOT fall forward
- hair should never obstruct vision or require pushing aside
- no outrageous hair ornaments, ribbons, or colored scarves

- clean shaven, no extreme side burns or beards are allowed, moustaches neatly trimmed

#### CLINICAL TRAINING DRESS CODE

Specific scrubs are included in the VN and NA program fees and are required to be worn at all times when attending clinical training and/or any outside training such as Health Fairs, field trips, etc. Proper notice will be given if scrubs will be required at theory or any outside event. All Nursing Students will be given a PMCI ID badge and will be required to wear the badge anytime scrubs are required. Students not wearing their identification badge will be asked to leave their clinical assignment until they have their badges. There will be a \$10 charge for replacement badges. Uniforms are to be clean and wrinkle-free. PMCI students wear ceil blue and white

- proper mending (use thread rather than safety pins and/or tape)
- DO NOT WEAR PATIENT GOWNS for student uniforms

#### SHOES

- medical, professional footwear or athletic shoes, must be mostly white
- condition and care of shoes: no cracks; no rundown heels; leather intact, and shoes and laces cleaned daily
- closed toe shoes required for all labs and theory classes

#### ACCEPTABLE JEWELRY

- wedding and engagement rings (rings with large settings are not advised)
- watch with a second hand, band should be as simple as possible
- small earring posts may be worn in pierced ears only, maximum of two posts per ear, no dangling earrings
- no other visible body pierced jewelry, no nose, lip, or other facial jewelry is allowed in the clinical setting
- no chains, bracelets, or ankle bracelets

#### MAKE-UP

- should be **conservative** and natural looking, heavy makeup is not allowed

#### FINGERNAILS

- 1/4 inch in length beyond end of finger, clean and manicured
- natural color polish, pink, clear or neutral
- artificial nails are not approved as they may harbor micro-organisms

#### THEORY TRAINING DRESS CODE

PMCI requires everyone to dress professionally and modestly. The following rules apply to appropriate dress in theory class:

- appropriate white underclothes
- no halter tops or sleeveless tops
- no short shorts or skirts
- no clothing containing vulgarity or offensive messages
- no tight clothing
- no bare feet
- no sheer blouses
- no bare midriffs

**ATTENDANCE CODE**—See Attendance Policy on Page 28-29

## *Fitness for Duty Policy*

It is the policy of PMCI's Nursing Program to protect the health and safety of students, patients, faculty, and staff while in class and at the various facilities that we serve by providing an environment where students are "fit for duty" when performing on campus or at a clinical site. When there is a concern expressed by faculty, staff, patient, or another student that a student is not able to perform safely and effectively, she/he will not be permitted to stay on site and will be sent home immediately until "fitness" is determined. Pending faculty review, and in accordance to PMCI policy the student will be subject to disciplinary action up to and could include program dismissal. All other contracted facility policies will be strictly adhered to.

*"Fit for duty" means that a student is able to perform the standards related to a nurse as outlined in the student handbook in a safe and effective manner, unimpaired by some medical conditions, personal problems, medications, sleep deprivation, alcohol, and/or drugs. In relation to sleep deprivation: a student will be required to have a minimum of a four hour break before attending class, lab or clinical (direct patient care). This applies especially to students who have worked a shift prior to their scheduled school responsibility. This required break would provide the student with time to move toward the standard, which deems them "Fit for Duty". Any student who is not compliant to this requirement will be dismissed from their assignment or class and be considered absent for that time period. Those who smell strongly of alcohol or tobacco products may be sent home.*

Fitness for duty can be determined by any instructor or the director of nursing. If an instructor determines a student is not fit for duty the instructor may send that student to the director's office or home. Students who are extremely emotional or those who cannot control their anger may also be deemed unfit for duty.

Students who refuse to comply with the directions of their clinical instructors may also be sent home. It is essential that students demonstrate respect for their clinical instructors. Students are working under the license of their instructors. Instructor decisions regarding student fitness for duty will be supported by the administration.

## *Arbitration Agreement*

Any dispute arising from enrollment at *PMCI School of Nursing/dba Professional Medical Careers Institute* no matter how described, pleaded or styled, shall be resolved by binding arbitration under the Federal Arbitration Act conducted by the American Arbitration Association ("AAA") at *Ventura, California*, under its Commercial Rules. All determinations as to the scope, enforceability of this Arbitration Agreement shall be determined by the Arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

Student's Initial \_\_\_\_\_

### **"NOTICE"**

**"YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE."**

### **ADDENDUM**

*Agreement to Binding Arbitration and Waiver of Jury Trial*

I, \_\_\_\_\_ agree that any dispute arising from my enrollment at PMCI School of Nursing/dba Professional Medical Careers Institute/no matter how described, pleaded or styled, shall be resolved by binding arbitration under the substantive and procedural requirements of the Federal Arbitration Act, conducted by the American Arbitration Association ("AAA") at Ventura, California, under its Commercial Rules. All determinations as to the scope, enforceability and effect of this arbitration

agreement shall be decided by the arbitrator, and not by a court. The award rendered by the arbitrator may be entered in any court having jurisdiction.

#### *I. Terms of Arbitration*

Both Student and the School irrevocably agree that any dispute between them shall be submitted to Arbitration.

Neither the student nor the School shall file or maintain any lawsuit in any court against the other, and agree that any suit filed in violation of this Agreement shall be dismissed by the court in favor of an arbitration conducted pursuant to this Agreement.

The costs of the arbitration filing fee, arbitrator's compensation and facilities fees will be paid by the School, to the extent these fees are greater than a Superior Court filing fee.

The Arbitrator's decision shall be set forth in writing and shall set forth the essential findings and conclusions upon which the decision is based.

Any remedy available from a court under the law shall be available in the arbitration.

#### *II. Procedure in Filing Arbitration*

Students are strongly encouraged, but not required, to utilize the Grievance Procedure described in the student handbook prior to filing arbitration.

A student desiring to file arbitration should first contact the School Director or Administrator, who will provide the student with a copy of the AAA Commercial Rules. A student desiring to file arbitration should then contact the American Arbitration Association at Ventura, California, which will provide the appropriate forms and detailed instructions. The student should bring this form to AAA.

A student may, but need not, be represented by an attorney at the Arbitration.

#### *Acknowledgement of Waiver of Jury Trial and Availability of AAA Rules*

By my signature below, I acknowledge that I understand that both the school and I are irrevocably waiving rights to a trial by jury, and are selecting instead to submit any and all claims to the decision of an arbitrator instead of a court. I understand that the award of the arbitrator will be binding, and not merely advisory.

I also acknowledge that I may at any time, before or after my admission, obtain a copy of the rules of the American Arbitration Association, at no cost, from the School Director.

Signature of Student \_\_\_\_\_ Dated: \_\_\_\_\_

### *Description of Geographic Area Served*

The program offered by Professional Medical Careers Institute will serve residents of the greater Los Angeles area, particularly those living in the San Fernando Valley and Ventura County. These two geographic areas comprise a total population of over 2.5 million people, with well over one hundred health care facilities and hospitals.

### *Rules Governing Professional Conduct of Nurses*

Nursing behavior (acts, knowledge, and practices), which through professional experience, has become established by practicing nurses as conduct, which is reasonably necessary for the protection of the public interest. Guidance in what constitutes professional conduct can be found in the Nurse Practice Act of California as well as the ANA Code for Nurses.

**Professional behavior is essential at all times.** This is an area of nursing practice that reflects who you really are. It will be evaluated at all times throughout the program. This evaluation is reflected in the clinical evaluation tool. The areas to be evaluated are not limited to those listed in the clinical evaluation tool but include the following performance characteristics:

- Care of property
- Good work habits
- Cooperation with instructors
- Cooperation with other students
- Cooperation with affiliating agencies and staff
- Reliability

- Professional and courteous speech and behavior

Conferences may be held periodically as needed to guide and help the student and to discuss any areas of concern. At the completion of each learning experience, an individual, informal evaluation will be conducted with the student and the instructor.

## *Nursing Essentials for Student Progress & Success*

Your education will be a continuous process. To be effective and successful in your student role, you must be in constant pursuit of ways and means to improve your performance.

It is the faculty's pleasure to guide and serve you. We will make every effort to help you so that you can function effectively, making your schooling a positive and rewarding experience.

- I will not take offense to other's constructive comments
- I will come to class prepared.
- I will know who I am, I will know that I have value, and what I have to contribute is meaningful and worthwhile to the nursing program, its faculty and students, and to the promotion of learning and teamwork.
- I agree to disagree. It is okay if I have an opinion but I will support the vote of consensus regardless of my difference of opinion.
- I will take a problem that I have to the instructor/student first and try to resolve it. If I am unable to do so, I will submit a formal request seeking for resolution.
- I will only make comments that buoy up fellow students and faculty, give them merit and demonstrate respect for their individuality.
- I will refrain from criticizing faculty or peers, or their work, or their contributions. I will not degrade the work and efforts of others in my class.
- I will treat others the way I would like to be treated, using common courtesy and professionalism always.
- I will help others when asked and to laugh and have fun! I know that learning can be fun, if I choose to make it so.

## *Unprofessional Conduct*

Nursing behavior (acts, knowledge, and practices) which fail to conform to the accepted standards of the nursing profession and which could jeopardize the health and welfare of the people shall constitute unprofessional conduct and shall include but not be limited to the documentation found in the "Nurse Practice Act", and "Division of Occupational and Professional Licensing Act".

Unprofessional Conduct also includes but is not limited to:

- Failing to utilize appropriate judgment in administering safe nursing practice based upon the level of nursing for which the individual is licensed.
- Failing to exercise technical competence in carrying out nursing care.
- Failing to follow policies or procedures defined in the practice situation to safeguard client care.
- Failing to safeguard the client's dignity and right to privacy.
- Violating the confidentiality of information or knowledge concerning the client.
- Verbally or physically abusing clients.
- Performing any nursing techniques or procedures without proper education and preparation.
- Performing procedures beyond the authorized scope of the level of nursing and/or health care for which the individual is licensed as defined by Nursing Rules and Regulations.
- Being unfit to perform because of physical or psychological impairment.
- Using alcohol or other drugs, and/or sleep deprivation.

- Intentional misuse or manipulation of drug supplies, narcotics, or clients' records.
- Falsifying client records or intentionally charting incorrectly.
- Appropriating medications, supplies or other personal items of the client or agency.
- Violating state or federal laws relative to drugs.
- Falsifying records submitted to the Division.
- Intentionally committing any act that adversely affects the physical or psychosocial welfare of the client.
- Delegating nursing care, functions, tasks, and or responsibilities to others contrary to California laws governing Nursing and/or to the detriment of client safety.
- Failing to exercise appropriate supervision over persons who are authorized to practice only under the supervision of the licensed professional.
- Leaving a nursing assignment without properly notifying appropriate personnel.
- Resorting to fraud, misrepresentation or deceit in taking the licensing examination or in obtaining a license.
- Practicing professional or practical nursing as a registered or licensed practical nurse in this state without a current active California license or permit shall be grounds for refusing to license that individual if application is made subsequent to such conduct.
- Aiding, abetting, assisting, or hiring an individual person to violate or circumvent any law or duly promulgated rule or regulation intended to guide the conduct of a nurse or any other licensed health care provider.
- Permitting or allowing another person to use his/her nursing license or permit for any purpose.
- Failing to report, through the proper channels, facts known to the individual regarding the incompetent, unethical, or illegal practice of any licensed health care professional unless exempt under the laws related to client confidentiality.
- Having a nursing license denied, revoked or suspended in another state for any one or more of the above.
- Having a license or certificate in a related health care discipline in California or another state denied, revoked, or suspended for any one or more of the above.

## *Patient Privacy & Protections*

**Overview:** The first-ever federal privacy standards to protect patients' medical records and other health information provided to health plans, doctors, hospitals and other health care providers took effect on April 14, 2003. Developed by the Department of Health and Human Services (HHS), these new standards provide patients with access to their medical records and more control over how their personal health information is used and disclosed. They represent a uniform, federal floor of privacy protections for consumers across the country. State laws providing additional protections to consumers are not affected by this new rule.

Congress called on HHS to issue patient privacy protections as part of the Health Insurance Portability and Accountability Act of 1996 (HIPAA). HIPAA included provisions designed to encourage electronic transactions and also required new safeguards to protect the security and confidentiality of health information. The final regulation covers health plans, health care clearing houses, and those health care providers who conduct certain financial and administrative transactions (e.g., enrollment, billing and eligibility verification) electronically. Most health insurers, pharmacies, doctors and other health care providers were required to comply with these federal standards beginning April 14, 2003. As provided by Congress, certain small health plans have an additional year to comply. HHS has conducted extensive outreach and provided guidance and technical assistance to these providers and businesses to make it as easy as possible for them to implement the new privacy protections. These efforts include answers to hundreds of common questions about the rule, as well as explanations and descriptions about key elements of the rule. These materials are available at [hhs.gov/ocr/hipaa](https://www.hhs.gov/ocr/hipaa).

The new privacy regulations ensure a national floor of privacy protections for patients by limiting the ways that health plans, pharmacies, hospitals and other covered entities can use patients' personal medical information. The regulations protect medical records and other individually identifiable health information, whether it is on paper, in computers or communicated orally. Key provisions of these new standards include:

*Access to Medical Records.* Patients should be able to see and obtain copies of their medical records and request corrections if they identify errors and mistakes. Health plans, doctors, hospitals, clinics, nursing homes and other covered entities generally should provide access these records within 30 days and may charge patients for the cost of copying and sending the records.

*Notice of Privacy Practices.* Covered health plans, doctors and other health care providers must provide a notice to their patients how they may use personal medical information and their rights under the new privacy regulation. Doctors, hospitals and other direct-care providers generally will provide the notice on the patient's first visit following the April 14, 2003, compliance date and upon request. Health plans generally must mail the notice to their enrollees by April 14 and again if the notice changes significantly. Patients also may ask covered entities to restrict the use or disclosure of their information beyond the practices included in the notice, but the covered entities would not have to agree to the changes.

*Limits on Use of Personal Medical Information.* The privacy rule sets limits on how health plans and covered providers may use individually identifiable health information. To promote the best quality care for patients, the rule does not restrict the ability of doctors, nurses and other providers to share information needed to treat their patients. In other situations, though, personal health information generally may not be used for purposes not related to health care, and covered entities may use or share only the minimum amount of protected information needed for a particular purpose. In addition, patients would have to sign a specific authorization before a covered entity could release their medical information to a life insurer, a bank, a marketing firm or another outside business for purposes not related to their health care.

*Prohibition on Marketing.* The final privacy rule sets new restrictions and limits on the use of patient information for marketing. Pharmacies, health plans and other entities must first obtain an individual's specific authorization before disclosing patient information for marketing. Also, the rule permits doctors and other covered entities to communicate freely with patients about treatment options and other health-related information, including disease-management programs.

*Stronger State Laws.* The new federal privacy standards do not affect state laws that provide additional privacy protections for patients. The confidentiality protections are cumulative; the privacy rule will set a national "floor" of privacy standards that protect all Americans, and any state law providing additional protections would continue to apply. When a state law requires a certain disclosure -- such as reporting an infectious disease outbreak to the public health authorities -- the federal privacy regulations would not preempt the state law.

*Confidential communications.* Under the privacy rule, patients can request that their doctors, health plans and other covered entities take reasonable steps to ensure that their communications with the patient are confidential. For example, a patient could ask a doctor to call his or her office rather than home, and the doctor's office should comply with that request if it can be reasonably accommodated.

*Complaints.* Consumers may file a formal complaint regarding the privacy practices of a covered health plan or provider. Such complaints can be made directly to the covered provider or health plan or to HHS' Office for Civil Rights (OCR), which is charged with investigating complaints and enforcing

the privacy regulation. Information about filing complaints should be included in each covered entity's notice of privacy practices. Consumers can find out more information about filing a complaint at <http://www.hhs.gov/ocr/hipaa> or by calling (866) 627-7748.

## *Confidentiality Policy & Privacy Rules*

The privacy rule requires health plans, pharmacies, doctors and other covered entities to establish policies and procedures to protect the confidentiality of protected health information about their patients. These requirements are flexible and scalable to allow different covered entities to implement them as appropriate for their businesses or practices. Covered entities must provide all the protections for patients cited above, such as providing a notice of their privacy practices and limiting the use and disclosure of information as required under the rule. In addition, covered entities must take some additional steps to protect patient privacy:

**Written Privacy Procedures.** The rule requires covered entities to have written privacy procedures, including a description of staff that has access to protected information, how it will be used and when it may be disclosed. Covered entities generally must take steps to ensure that any business associates who have access to protected information agree to the same limitations on the use and disclosure of that information.

**Employee Training and Privacy Officer.** Covered entities must train their employees in their privacy procedures and must designate an individual to be responsible for ensuring the procedures are followed. If covered entities learn an employee failed to follow these procedures, they must take appropriate disciplinary action.

**Public Responsibilities.** In limited circumstances, the final rule permits -- but does not require -- covered entities to continue certain existing disclosures of health information for specific public responsibilities. These permitted disclosures include: emergency circumstances; identification of the body of a deceased person, or the cause of death; public health needs; research that involves limited data or has been independently approved by an Institutional Review Board or privacy board; oversight of the health care system; judicial and administrative proceedings; limited law enforcement activities; and activities related to national defense and security. The privacy rule generally establishes new safeguards and limits on these disclosures. Where no other law requires disclosures in these situations, covered entities may continue to use their professional judgment to decide whether to make such disclosures based on their own policies and ethical principles.

**Equivalent Requirements for Government.** The provisions of the final rule generally apply equally to private sector and public sector covered entities. For example, private hospitals and government-run hospitals covered by the rule have to comply with the full range of requirements.

As a student of PMCI's Nursing Program, you will have access to "Confidential Information" both in class and while at clinical sites. Confidential information is a valuable tool that helps in teaching nursing practice and standards. It contains very sensitive information and is protected by law and by the facilities within which you serve. The intent of those laws and policies are to assure that this information remains confidential and is only used for the purpose in which learning will occur. All students must abide/adhere to HIPAA instructions and each facility will provide orientation relating to this standard.

Under no circumstances may confidential information be divulged to anyone except those authorized to receive information in the lines of duty. Openly discussed patient care issues in public areas outside the department and/or facility is not appropriate. Inappropriate release of confidential

information is considered a breach of confidentiality and will result in disciplinary action including possible program termination and the filing of criminal charges. All students will read and familiarize themselves with college and clinical site confidentiality policies and may be required to sign confidentiality agreements. It is also essential to respect the confidentiality of fellow students and faculty members. Gossip is damaging to the cohort group and is unprofessional. Be aware that tape recording an individual without their express consent is prohibited by law. Eavesdropping, or listening into the conversations of others is also illegal in California. Please refrain from disclosing any and all confidential information.

**"Confidential Information"** includes but is not limited to:

- Patient information whether personal, medical, financial, or statistical;
- Written or computerized patient records;
- Conversations about patients that may be overheard by others;
- Information relating to physicians and their office operations;
- Co-workers/students personal information such as home phone numbers/addresses;
- Fellow students' test scores, disciplinary or investigatory action.
- All PMCI proprietary material.

Students may face civil and/or criminal liabilities for breach of the Confidentiality Policy.

## *Clinical Facilities*

Professional Medical Careers Institute is located at 920 Hampshire Rd, Ste. S, in Westlake Village, CA 93161. Classes and labs are held at the Westlake Campus. Training will be provided at one of over 30 facilities in the Ventura County and San Fernando Valley areas and include or may include: skilled nursing facilities; sub-acute hospitals; mental health centers; free clinics; acute care hospitals; doctor's offices; birthing centers; home health care programs; clinics; schools and pre-schools. PMCI continually attempts to gain quality training sites for optimal student training. While NA Program graduates may work in many areas, all NA clinical training must be completed in long-term care facilities per DHS guidelines.

## *Evaluation Methodology for Clinical Facilities*

A committee of staff, including the school's director of nursing and nursing faculty will evaluate training facilities for clinical experience based on the following:

- Proximity to the main campus
- Number of beds and patients in facility
- Quality of educational experiences offered at facility
- Specialty areas offered at the facility
- Willingness of staff to mentor and accept student nurses
- Equipment, resources and technology available for student use
- Available qualified faculty willing to teach at the facility

## *Clinical Experience*

Arrangements have been made to use area agencies for student learning. Changes may occur as the agencies grow, patient acuity changes, and other needs and new opportunities arise. Each student will participate in service learning. Learning experiences may not necessarily take place Monday through Friday from 8am-5pm. **We are guests at their facility and should act accordingly.** Facility contract lists are on file at PMCI. Students will be under the direct supervision of a licensed, State approved clinical instructor and must agree to follow the directions of the clinical instructor at all times. The instructors have the authority to remove a student from a clinical site for violation of PMCI

policies including late arrivals, inappropriate uniform, poor attitude, or unsafe or unprofessional behavior. The administration will support their decisions.

## **General Clinical Rules & Expectations**

Students are expected to be at assigned clinical sites on time and prepared to take care of clients. Students are expected to be dressed according to Professional Medical Careers Institute guidelines. Those inappropriately dressed may be given a warning or sent home. Multiple tardiness or absences will adversely affect the grade for clinical practice and thus the course grade. A student who is unprepared for clinical will be deemed unsafe and will be sent home. A second episode of being unprepared, thus unsafe, may result in a student's withdrawal from clinical practice.

1. Students are permitted one 15-minute break and one half-hour lunch period per clinical day. The instructor may give one 45 minute break instead at his or her discretion. No smoking is allowed near the campus or clinical setting. Smoking is only allowed during breaks and lunch periods in designated areas.
2. Breaks are limited to 15 minutes and should be approved of by the instructor. Students must report to the instructor and staff nurse when leaving and upon returning to the unit.
3. Students are not to make personal telephone calls while in the clinical area or during class time. No cell phones are allowed. Calls must be made during breaks. Those who arrive late from break will be given a tardy and points will be deducted from the clinical grade.
4. The student should notify his/her family that in case of emergency, they should page the instructor and the instructor will notify the student.
5. No gum chewing is allowed in the classroom or during clinical. **NO CELL PHONES.**
6. A student is not to go to units other than the one assigned unless it involves transfer of patients or to obtain supplies or equipment.
7. Students are not to leave the clinical site for meals, unless specified at the site.
8. It is the student's responsibility to follow hospital policy and procedures. A policy and procedure manual is available on every unit.
9. Students may not perform any procedures not taught in the VN Program. *All procedures, treatments and administration of medications must be performed under direct supervision of the clinical instructor until clearance has been granted by the clinical instructor to perform the procedure independently.* All administration of medications must be performed with the actual supervision of the instructor.
10. The student is not permitted to take a doctor's verbal order. The doctor will be informed that he/she is not permitted to do so and a qualified person will be located to take the order. The student is not permitted to give information over the phone concerning a patient's condition.
11. **STUDENTS ARE NOT PERMITTED TO WITNESS ANY LEGAL DOCUMENT.**
12. Upon completion of patient care assignments, students should maximize use of available time by working on case studies or looking up drugs; spend time sitting and talking with (or listening to) your patients; assist other nurses on the unit who need help with their patients; do re-search about the assigned patient or topic for the clinical objective of the day. PMCI faculty and staff will always stress to students the wise use of time to gain experience in all areas of Nursing and patient care.

## **Lab Expectations**

An onsite state of the art lab assists students in obtaining real world hands-on training before practice in the clinical setting. Students are expected to attend 100% of lab sessions. Lab performance contributes to all final course grades. In order to have a passing grade the student must have perfect attendance and 100% on critical lab element.

## *Travel*

Each student is expected to provide or arrange for their own transportation to the campus, clinical areas, and workshops. These experiences are an integral part of the nursing program; therefore, they are mandatory. The cost of this travel is assumed by the student. Students will release Professional Medical Careers Institute and its employees from any liability for accident or injury sustained during long distance travel using private or school provided transportation or other travel arrangements.

## *CPR Policy*

Students are to be certified in basic CPR Course C or Healthcare Provider prior to entering the clinical setting. This course is offered at PMCI and should be taken prior to admission to the program. A returning student or transfer student must have current Healthcare provider or Professional Rescuer CPR certification prior to the first day of clinical practice. Students are responsible for maintaining current CPR certification and recertification prior to the expiration date. No student will be permitted in the clinical setting without current CPR.

## *Pregnancy Notification Policy*

Students who become pregnant should notify the nursing program director and clinical instructor as soon as possible. The pregnant woman and/or fetus may be susceptible to infections such as CMV and RSV. Faculty will assist in seeing that patients at clinical sites who pose a risk to pregnant women are not assigned to a pregnant student. Reasonable attempts will be made to create a flexible clinical schedule around the anticipated date of birth. The student and appropriate faculty will meet to develop guidelines delineating the student plan to complete course requirements pre/post-delivery.

## *Faculty Responsibility to Students*

The faculty recognizes their responsibility as facilitators of learning and will abide by the policies as stated in the handbook.

# Program Tuition & Fees

## VN Program

-Tuition Fee ( <i>pro-rated refund upon withdrawal</i> ) .....	\$ 26,000.00
-Lab & Insurance Fees .....	\$ 950.00
-STRF Fee ( <i>the STRF Fee is non-refundable and is assessed at \$.00</i> .....	\$ 0.00
<i>per each \$1,000 of institutional charges</i> )	
-Textbooks ( <i>non-refundable if used or wrapper removed</i> ).....	\$ 1,300.00
-Equipment & Uniform Fee ( <i>non-refundable if used or package opened</i> ) .....	\$ 1,050.00
-ATI Books/Tests/Exit Exam ( <i>non-refundable</i> ) .....	\$ 400.00
-Graduation Fee ( <i>non-refundable if student takes class and withdraws</i> ) .....	\$ 200.00
<b>Total Vocational Nurse Program</b> .....	<b>\$ 29,900.00</b>

### VN Program Additional Fees Not Included in Tuition & Fees Above

-Clinical Absence Fee ( <i>non-refundable</i> ).....	\$ 50.00
-State Exam Testing Fee ( <i>non-refundable</i> ).....	\$ 150.00
-Livescan Services ( <i>non-refundable if used</i> ) .....	\$ 67.00
-CPR (if necessary) ( <i>non-refundable if class taken</i> ) .....	\$ 65.00
-Application Fee ( <i>non-refundable</i> ).....	\$ 50.00
-TEAS Fee ( <i>non-refundable, TEAS is the "Test of Essential</i> .....	\$ 65.00
<i>Academic Skills-entrance exam</i> )	

## NA Program

-Application Fee ( <i>non-refundable</i> ).....	\$ 50.00
-Tuition Fee ( <i>pro-rated refund upon withdrawal</i> ) .....	\$ 2,450.00
-STRF Fee ( <i>the STRF Fee is non-refundable and is assessed at \$.00</i> .....	\$ 0.00
<i>per each \$1,000 of institutional charges</i> )	
-Books, Supplies ( <i>includes all books, supplies, material, implements,.....</i>	\$ 350.00
<i>handouts, insurance, computers, electronic devices or any other goods</i>	
<i>related to the instruction offered in this agreement—Books are non-refundable</i>	
<i>if used or wrapper removed</i> )	
-CPR Training Fee ( <i>non-refundable if class taken</i> ) .....	\$ 65.00
<b>Total Nursing Assistant Program</b> .....	<b>\$ 2,890.00</b>

### NA Program Additional Fees Not Included in Tuition & Fees Above

-Clinical Absence Fee ( <i>non-refundable</i> ) .....	\$ 50.00
-State Exam Fee ( <i>non-refundable fee due 12 days prior to taking state exam</i> )	\$105.00

## IV Therapy & Blood Withdrawal Class

### Provides 36 Continuing Education Units

-Application Fee ( <i>non-refundable- separate charge for services rendered</i> ).....	\$ 25.00
-Tuition Fee ( <i>pro-rated refund upon withdrawal before second week of class</i> ) .	\$ 295.00
-STRF Fee ( <i>the STRF Fee is non-refundable and is assessed at \$.00</i> .....	\$ 0.00
<i>per each \$1,000 of institutional charges</i> )	
-Textbook & Lab Fees ( <i>non-refundable if used or wrapper removed</i> ) .....	\$ 50.00
<b>Total IV Therapy &amp; Blood Withdrawal Program</b> .....	<b>\$ 370.00</b>

## Home Health Aide

### Provides 26 Continuing Education Units

-Application Fee ( <i>non-refundable</i> ).....	\$ 25.00
-Tuition, Book and Lab Fees ( <i>pro-rated refund upon withdrawal</i> ) .....	\$ 600.00
-STRF Fee ( <i>the STRF Fee is non-refundable and is assessed at \$.00</i> .....	\$ 0.00
<i>per each \$1,000 of institutional charges</i> )	
-Total Home Health Aide Program .....	\$ 625.00



**Basic Nursing/Caregiving**

**This class is the theory only portion of the Nursing Assistant Course**

-Application Fee (non-refundable) .....	\$ 25.00
-Tuition and Book .....	\$ 1125.00
-STRF Fee ( <i>the STRF Fee is non-refundable and is assessed at \$.00.....</i> <i>per each \$1,000 of institutional charges</i> )	\$ 0.00
-Total Basic Caregiving Program .....	\$ 1150.00

**NCLEX/PN Preparation**

**Provides 15 Continuing Education Units**

-Application Fee (non-refundable) .....	\$ 25.00
-Tuition and Book .....	\$ 350.00
-STRF Fee ( <i>the STRF Fee is non-refundable and is assessed at \$.00.....</i> <i>per each \$1,000 of institutional charges</i> )	\$ 0.00
Total NCLEX/PN Preparation .....	\$ 375.00

**Additional Miscellaneous Charges:** (*applies to all students*)

-Returned Check Fee .....	\$ 25.00
-Late Fee .....	\$ 35.00

**VN STUDENT PAYMENT PLAN OPTIONS BASED ON TOTAL PROGRAM COST of \$29,900.00**

	<b>Option #1</b> 10% Tuition Savings =	<b>Option #2</b> 5% Tuition Savings =	<b>Option #3</b> Monthly Payments
<b>Application Fee</b>	\$50	\$50	\$50
<b>TEAS Fee</b>	\$65	\$65	\$65
<b>Pre-Installment</b> (Due on or before 3 weeks before 1 <sup>st</sup> class day)	\$2,500	\$2,500	\$2,500
<b>Tuition Paid in Full</b> (Due on or before end of 1 <sup>st</sup> full month)	\$24,800* (\$2600 Saved)		\$1612*/month for 17 months
<b>Installment #1</b> (Due by Week 3, 1 <sup>st</sup> Semester)		\$5,425* (\$325 Saved)	
<b>Installment #2</b> (Due before start of 2 <sup>nd</sup> Semester)		\$6,775* (\$325 Saved)	
<b>Installment #3</b> (Due before start of 3 <sup>rd</sup> Semester)		\$6,875* (\$325 Saved)	
<b>Installment #4</b> (Due before start of 4 <sup>th</sup> Semester)		\$7,025* (\$325 Saved)	

	<b>Option #4***</b> 6% Interest Payments through TFC	<b>Option #5***</b> 8% Interest Payments through TFC	<b>Option #6***</b> 10% Interest Payments through TFC
<b>Application Fee</b>	\$50	\$50	\$50
<b>TEAS Fee</b>	\$65	\$65	\$65
<b>TFC Contract Fee</b>	\$50	\$50	\$50
<b>Pre-Installment</b> (Due on or before 3 weeks before 1 <sup>st</sup> class day)	\$3,000	\$3,000	\$3,000
<b>Monthly Payment Installments</b> (Due date based on contract)	\$1,000*/month for 16 months	\$900*/month for 16 months	\$750*/month for 16 months
<b>Balloon/Exit Payment</b> (Due in Graduation month)	\$3,500	\$3,500	\$4,000
<b>Monthly Payment Installments</b> (Due date based on contract)	\$1,100*/month for 7 months	\$900*/month for 11 months	\$850*/month for 16 months
<b>Final Balloon Payment</b> (Final payment of contract)	\$1,580.48* Month 25	\$1952.50* Month 29	\$1,500.51* Month 34
<b>Total Interest Paid</b>	\$1,830.48**	\$2,802.50**	\$4,150.51**

(\*Indicates that this amount is owed *PRIOR* to scholarship being deducted from total amount due)

(\*\*Indicates that this is the maximum amount of interest accrued – There is NO penalty for early pay off of a TFC contract.)

(\*\*\*VN students may not have NCLEX paperwork submitted until balance is at or below \$10,000, PMCI also requires a Personal Guarantee and a CC Authorization on file for students graduating with a balance)

## NA Program In House

### Payment Plans

Balance must be paid in full to PMCI before student can take state test.

PMCI accepts cash, check, debit and credit card payments.

Fee Schedule/ Due Date	PMCI Option #1	PMCI Option #2	PMCI Option #3
Registration Fee (non-refundable)	\$50.00	\$50.00	\$50.00
Pre-Installment (Due prior to start of class)	\$500.00	\$500.00	\$500.00
Installment #1 (Due Week 2)	\$2095.00** Paid in full	\$1170.00	\$585.00
Installment #2 (Due Week 4)		\$1170.00 Paid in full	\$585.00
Installment #3 (Due Week 6)			\$585.00
Installment #4 (Due Week 8)			\$585.00 Paid in full

**\*\* Any student is eligible to receive the Early Pay Discount as long as full payment is made by the 2<sup>nd</sup> week of class. (Savings \$245)**

## NA Program TFC Payment Plans

Balance will be extended beyond the point of the state test, therefore, interest will be added.

TFC accepts checks and credit/debit card payments.

There is no penalty for early pay off.

TFC is a GREAT way to build your credit

Fee Schedule/ Due Date	TFC Option #1 8% Interest	TFC Option #2 12% Interest
Registration Fee (non-refundable)	\$50.00	\$50.00
Pre-Installment (Due prior to start of class)	\$500.00	\$500.00
TFC Application Fee (Due at time of app submission)	\$50.00	\$50.00
Payment Amount	Months 1-3 \$600/month <b>(First payment due week 1)</b>	Months 1-3 \$450/month <b>(First payment due week 1)</b>
Payment Amount	Months 4-5 \$341.94/month	Months 4-6 \$391.16/month
Total Interest Accrued	\$43.88	\$83.48

**CNA student is subject to suspension from program if any TFC payment is made more than 10 days after due date.  
A Personal Guarantee and CC Authorization form are required at graduation.**

## Total Fees & Charges

The above tuition and fees schedule is designed to provide the student with all charges the student is obligated to pay upon enrollment and completion of the program. The student promises to pay the program fee in full according to their selected payment options. The student understands the total tuition fee must be completely paid before the student can be cleared of financial obligation with PMCI's School of Nursing. Any default of installment payments is in violation of this enrollment agreement and will be the basis for dismissal from the course. The student also understands that any RETURNED CHECKS will be subject to an additional \$35.00 processing fee (*per check*) payable to PMCI. Acceptable replacements for any returned check and subsequent installment payments will be in CASH or Money Order or credit card until tuition fee balance is paid in full. *Any payments received after the due date will incur a late fee of \$35 that is added to the account. Those who are more than one week past-due may be suspended or terminated from the program.*

In the event of defaulted payments, the student may be denied continuance until the remaining balance and any applicable late fee charges are fully paid. Additionally, students may be liable for any and all expenses for recovery of due payments including but not limited to attorney's fees, collection agency fees and other administrative costs. For details regarding this policy, please see the Arbitration Agreement below.

## Terms of Payment

The application fee is due upon initial enrollment. Payment of the application fee does not guarantee a spot in the program. A minimum down payment fee per program/class is due before class starts and does secure a spot in the program. Down payments are detailed below. If payment is not received according to the agreed upon payment plan, the student will not be allowed to start class, unless prior payment arrangement have been made with the school's Director or Financial Department. Early pay discounts are available for both the VN and NA programs. Failure to pay any balances due will prevent the student from continuance in attending the course of instruction and/or receiving a Certificate of Completion.

VN Program Down Payment \$ 2,500.00

NA Program Down Payment \$ 500.00

PMCI accepts the following forms of payment: check, cash, credit card, money order, cashier's check.

## Programs and Courses at PMCI

### *VN & NA Program Conceptual Framework*

The conceptual framework offered through PMCI's vocational nursing program is based on these basic underlying beliefs: man is a complex, holistic being with specific physiological and diverse psycho-social and spiritual needs; man seeks attainment and maintenance of homeostasis or a state of balance; the Vocational Nurse will remain an integral part of the health care delivery system; nursing is a profession based on principles taken from the biological, physical and behavioral sciences; nursing care is an art and a social endeavor and the profession of nursing is based on fundamental ethical principles that require personal integrity and professional accountability.

The goal directed approach utilized in the nursing process provides the framework for this program. The nursing process is presented in theory and lecture and further developed through actual clinical experience. The VN student is given the opportunity to utilize problem-solving goals, provide appropriate patient care and evaluate care within the scope of the Vocational Nursing Practice Act. The nursing process involves these four phases: 1) Assessment of client needs 2) Planning care with specific goals  
3) Implementing the care 4) Evaluation of the effects of the care.

The faculty has developed program objectives to assist the student in becoming proficient in technical bed-side nursing knowledge, clinical skills, and implementation of established patient care plans and recognition of problems using NANDA, safe administration of medications and treatments, and making sound, realistic clinical judgments.

The curriculum is developed around the concepts from the nursing paradigm: client, health, environment and nursing. The client may be an individual, family, group, community or society. Students interact with the client, health and environment providing nursing care. The nursing care is framed within the competencies of a nurse. The eight competencies that the student develops across the curriculum include:

**Critical Thinking** is a way of methodically working through a set of five types of considerations when posed with a thinking challenge: 1) purpose of thinking, 2) adequacy of knowledge, 3) potential problems, 4) helpful resources, and 5) critique of judgment/decision. Successful mastery of critical thinking requires an attitude of inquiry. This frame of mind is essential for recognition of the existence of problems.

**Technical Skills** require technical competence. Such competence is demonstrated by the ability to use equipment and supplies with confidence and skill, thus meeting client needs with minimal distress. It also includes the ability to adapt procedures and equipment to meet client needs in diverse situations and care settings. Technical competence requires study, practice, and clinical experience to perform complex tasks proficiently. Nursing skills are an important part of the teaching and learning process because their mastery is a vital component in the achievement of clinical competency. To facilitate the mastery of nursing skills, a performance checklist for each procedure is presented to the student and a nursing practice laboratory is provided for students. The students are required to achieve mastery of critical elements of skills in the laboratory before they are permitted to perform them in the clinical setting with supervision.

**Therapeutic Communication** is the ability to apply concepts of communication and therapeutic interaction in building and maintaining relationships with clients, families, groups, communities and other members of the health care team. Communication promotes the significance of each individual, group, or community including their strengths, abilities, and challenges to achieve established goals. It is dependent upon caring. It is essential that the nurse be able to communicate effectively in a variety of situations, both verbally and in writing. Effective communication is necessary for relaying client information, teaching clients, performing nursing procedures, completing health assessments, managing life-threatening crisis, or managing and leading others.

**Leadership/Management** Leadership requires personal traits necessary to establish vision and goals for a group and the ability to execute them. Management requires personal traits necessary to plan, organize, motivate, and manage a group of people and their material resources. Leadership comes first, management is second. Peter F. Drucker (1976) stated: "*Management is doing things right; leadership is doing the right thing.*" Leadership and management include delegation, evaluation,

conflict resolution, and collaboration with other members of the health care team as respected and reliable colleagues to assure achievement of goals.

**Time Management/Organization** pertains to responsibility and accountability to client, peers and employer environment through a sound work ethic. It is demonstrated through one's attendance, one's work within designated standards, one's performance of assigned responsibilities, one's prioritization of tasks and one's effective use of time.

**Professional Behavior** encompasses preparation in the discipline and identification of the unique roles of the different levels of undergraduate nursing practice. It is demonstrated through commitment to the vision and values of the profession, service to the community and participation in organizations. Central to professional role development is an understanding of the process of empowerment and the ethical and legal issues integral to being a member of the discipline of nursing.

**Caring** is the recognition and acknowledgment of the value of individuals, families, and communities. Caring is an altruistic philosophy of moral and ethical commitment toward the protection, promotion and preservation of human dignity and diversity. Caring does not happen by chance, but *can* and *must* be learned and practiced. It is an intentionally focused process based on the inherent worth of people. Caring is expressed through competence and is identified by behaviors that advocate for clients, foster trust, and ensure actions promoting the client's well-being.

**The Nursing Process** involves the methodology of decision-making that gives direction and order to nursing care. The traditional components of the nursing process include client assessment, setting realistic, health-related goals, planning/implementation, and evaluation of care. The nursing process must consider the client across the health continuum and address needs holistically. The nursing process also involves interdisciplinary plans of care that promote consistency and provide optimal timing and sequencing of interventions for clients. Such plans conserve resources and time while maximizing the quality of client care. Vocational nurses may contribute to the development and implementation of interdisciplinary plans of care.

These eight competencies are essential to the provision of quality nursing care. The competencies are introduced in initial classes, further refined, and mastered in subsequent theory and clinical courses. Every presentation, reading, writing or laboratory assignment, clinical requirement for client care, tests and performance evaluation facilitates the achievement of these eight important aspects of nursing care.

All of PMCI's nursing courses are designed to give to each student the eight essential competencies they will need to successfully practice nursing. These eight competencies are the curricular threads contained in each nursing course and are emphasized in a **simple to complex** approach so that the student has the chance to understand, observe, discuss, practice, and eventually master these competencies before successful completion of the nursing program. PMCI's nursing students will be able to gain from the curriculum all that will be needed for the proper growth and development of their knowledge base, and for the successful acquisition of the eight competencies. When synthesized together, both the knowledge base and the eight competencies facilitating effective implementation of that knowledge base will produce the program's outcome.

## *VN Program Terminal Objectives*

*The graduate of PMCI's Vocational Nursing Program will:*

1. Develop caring and nurturing relationships that support the fulfillment of the optimal well-being of both the client and nurse.
2. Demonstrate accurate technical, manual skills that promote nurse/patient well-being.
3. Demonstrate humanizing interactions that are grounded in the integration of the subjective art and objective science of nursing.
4. Exemplify moral and ethical professional standards.
5. Demonstrate professional interactions with clients and other healthcare professionals.
6. Demonstrate competency in entry-level vocational nursing knowledge and skills for the provision of direct client care.
7. Communicate clearly and professionally, demonstrating cultural competence with clients, families and co-workers.
8. Apply critical thinking and knowledge to practice evidence-based nursing care.
9. Apply the nursing process to address client needs and problems.
10. Demonstrate proficiency in calculations and knowledge of common pharmaceuticals and safely administer medications and treatments.

## *VN Program Curriculum Objectives*

PMCI's Vocational Nursing program is a 1545 hour program (approximately) consisting of academic coursework (585 hours) and practical application of theory and skills in the clinical setting (960 hours).

Academic coursework includes general sciences and nursing courses and will consist of the following content: Anatomy and Physiology; Nutrition; Psychology; Normal Growth and Development; Nursing Fundamentals; Nursing Process; Communication; Patient Education; Pharmacology; Calculations for Medication Administration; Medical-surgical Nursing; Communicable Diseases; Gerontology Nursing; Rehabilitation Nursing; Maternity Nursing; Pediatric Nursing; Leadership and Supervision, Ethics, Culturally Congruent Care, End of Life Care and Critical Thinking. The curriculum's main focus is on the acquisition of knowledge, clinical nursing skills and application of biological and psychological concepts with special consideration for the unique cultural, social, and spiritual needs of a diverse California population.

***Upon completion of this program it is expected that PMCI's graduate will:***

1. Describe the function and role of a Vocational Nurse in the health care community.
2. Participate in the nursing process under the guidance of a Registered Nurse or Physician.
3. Communicate effectively, both verbally and in writing, with clients, peers and other members of the health care team.
4. Plan and organize time in order to give care efficiently and professionally in structured settings.
5. Demonstrate professional behaviors that promote the development and practice of vocational nursing.
6. Demonstrate ethical behavior and accountability in the practice of nursing
7. Demonstrate competency in entry-level vocational nurse knowledge and skills for the provision of direct patient care under the direction of a licensed physician or a registered nurse in a variety of health care settings.
8. Participate in health teaching under guidance of an R.N. or physician within the scope of his/her preparation.
9. Demonstrate knowledge of first aid and CPR in selected situations.
10. Demonstrate proficiency in calculations and knowledge of common pharmaceuticals and safely administer a variety of medications.

## Sample PMCI VN Program Syllabus

### Course Title: Vocational Nursing Program

**Semester Credits/ Credit Hours:** *The Board of Vocational Nursing and Psychiatric Technicians (BVNPT) requires a minimum of 1530 hours of training. Each semester at PMCI provides approximately 240 hours of clinical and 150 hours of theory. Each semester is about 15 weeks in duration and about 14 units of study. The clinical portion of the program provides 8 credit hours with theory providing about 5-6 units of credit per semester.*

Lecture Hours: 4 pm until 8:30 pm on Wednesday and Thursday for the PM class and on Monday and Tuesday from 8:30 until 1 pm for the AM class.

**Clinical Practicum Hours:** Each semester provides 240 hours of supervised clinical training in various healthcare settings. The first six weeks of the first semester are in the lab where students learn and practice patient care skills. The program provides about 960 hours of clinical experience.

**Degree:** Graduates will receive a diploma indicating completion of the required education necessary for the vocational nurse.

**Faculty names:** Dr. Helen Taylor, R.N., J.D.; Judy Panczak, R.N., M.A.; Cheryl Glaus, R.N.; Dr. Victoria Thon, Phd.; Leticia McClure, LVN; Angela Wilkins, MS. All instructors are approved by the Board of Vocational Nursing and Psychiatric Technicians.

#### Faculty contact information:

E-mail address of Director of Nursing: [htaylor@pmcicareers.com](mailto:htaylor@pmcicareers.com)

Office number and location: 920 Hampshire Rd, Ste. S, Westlake Village, CA 91361

Office days/hours: 8am – 5 pm Monday-Friday

Phone number: 805-497-4064

**Prerequisites/ Co-requisites:** Must possess proof of high school graduation or GED or college diploma; pass nurse entrance exam with a score of 50% or more; and provide a physical showing current immunity to communicable diseases, negative drug screen and PPD skin test. Previous experience in a healthcare related field and/or certification as a CNA is highly recommend-ed. A current CPR card is required and live scan.

#### Course Description:

This course of study provides instruction on utilizing a humanistic approach to provide basic care to patients in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting. Students will learn the information and practical skills necessary for taking and passing the NCLEX PN examination.

#### Course Objectives:

Academic coursework includes general sciences and nursing courses and will consist of the following content: Anatomy and Physiology; Nutrition; Psychology; Normal Growth and Development; Nursing Fundamentals; Nursing Process; Communication; Patient Education; Pharmacology; Calculations for Medication Administration; Medical-surgical Nursing; Communicable Diseases; Gerontology Nursing; Rehabilitation Nursing; Maternity Nursing; Pediatric Nursing; Leadership and Supervision, Ethics, Culturally Congruent Care, End of Life Care and Critical Thinking.

The curriculum's main focus is on the acquisition of knowledge, clinical nursing skills and application of biological and psychological concepts with special consideration for the unique cultural, social, and spiritual needs of a diverse California population.

**Upon completion of this program it is expected that PMCI's graduate will:**

- Describe the function and role of a Vocational Nurse in the health care community.
- Participate in the nursing process under the guidance of a Registered Nurse or Physician.
- Communicate effectively, both verbally and in writing, with clients, peers and other members of the health care team.
- Plan and organize time in order to give care efficiently and professionally in structured settings.
- Demonstrate professional behaviors that promote the development and practice of vocational nursing.
- Demonstrate ethical behavior and accountability in the practice of nursing
- Demonstrate competency in entry-level vocational nurse knowledge and skills for the provision of direct patient care under the direction of a licensed physician or a registered nurse in a variety of health care settings.
- Participate in health teaching under guidance of an R.N. or physician within the scope of his/her preparation.
- Demonstrate knowledge of first aid and CPR in selected situations.
- Demonstrate proficiency in calculations and knowledge of common pharmaceuticals and safely administer a variety of medications.

**Course Policies**

**Attendance Policy:**

**Attendance is critical to successful completion of the course.** You are allowed 3 absences per semester. If you have 2 absences you will be given a written warning. If you have a third absence you will be put on attendance probation for the remainder of the semester and may not have any other absences in that semester. A fourth absence will cause termination from the program and require a repeat of the current semester. There are some special circumstances that would allow a fourth absence without expulsion but they would need to be discussed and approved by the Director of Nursing.

**Student Evaluation/ Grading Policies:**

Reading and homework are essential components of PMCI's program. Homework counts for about 2 points per chapter assigned. Tests are given about every 2 weeks and range from 20 points to 50 points. Each module has a final exam. Late work will result in a deduction of points.

**Examination Policy:**

A passing grade is 78% on all tests and quizzes. Students may re-take an examination that was missed **but must do so within one week.** Students may re-take up to 50% of the tests given in a module. The student must show proof of remediation, study and completion of all homework prior to a re-take.

**Expectation of Students:**

All students are expected to abide by student conduct policies, attendance policies, confidentiality policies and clinical policies. Students are expected to attend all labs, lectures and clinical. They are expected to dress and behave in a professional manner at all times. Students are expected to come to class prepared, having completed all reading and homework assignments.

### **Assignments/ Presentations:**

Homework is reviewed each week. All reading and assignments must be completed each week to succeed in this program. Students will work in groups to present some assignments in class.

### **Credit Granting:**

Professional Medical Careers Institute (PMCI) will consider accepting credit from other accredited schools. If credit is accepted the program may be shortened and the tuition reduced accordingly. Whether credits earned at PMCI can be transferred to other institutions is dependent upon the credit granting policy of each individual institution. Transfer credit shall be recognized by PMCI for related previous education completed *within the last five years* at another accredited vocational nursing or registered nursing program. The school will also consider competency based credit for experienced certified nurse assistants, psychiatric technicians and nursing students from other countries.

## *Sample PMCI VN Course Schedule*

### *VN Level Descriptions*

#### **LEVEL I**

Level I is approximately 15 weeks and provides an introduction to the nursing profession, process and principles, basic medical-surgical theory and selected basic nursing skills. In addition, the basic sciences forming the foundation for nursing practice are taught. At this level, the student is expected to master certain clinical skills including treatments and monitoring of vital signs and blood sugar. They will learn to complete a head to toe assessment on each patient. During this level, the clinical focus is on meeting the basic needs of adults functioning at their maximum level of wellness. Principles of Pharmacology are also taught and students will be required to learn 48 basic medications used in the clinical setting.

#### **LEVEL II**

Level II is approximately 16 weeks where the student concentrates on patients who are acutely ill and/or have more complex problems. Clinical experiences may include medical-surgical or specialty areas. The student is expected to apply the nursing process in providing holistic care for patients in a variety of conditions or settings. Clinical experiences include safe administration of medications and treatments within the scope of the VN. Students will continue to learn about the various medications used to treat patients in the medical/surgical setting and will produce 42 medication cards. They will pass a medication test showing knowledge of at least 90 commonly used medications.

#### **LEVEL III**

Level III is approximately 15 weeks where the student concentrates on assisting patients with common health problems using a variety of therapeutic nursing interventions. At this level, clinical experiences include child health and mental health/illness. The student is expected to consider the physical, psychological, and social needs of patients and relate theory knowledge to clinical situations. Clinical transition to the role of the graduate vocational nurse is also included. Students will continue to master nursing skills and provide primary patient care to three or four patients at clinical sites. They will continue to learn about the specific medications used to treat common health problems and will produce an additional 40 medication cards and will be given a test on 130 commonly used medications.

#### **LEVEL IV**

Level IV is 16 weeks where the student concentrates on a variety of patients including neonatal, pediatric, maternity, GYN, and patients with a variety of medical and psychological disorders. Advanced students may choose a preceptor program at a facility. Students may work at a variety of

facilities and clinics during this level. Students will demonstrate mastery of all nursing skills previously learned and will be able to provide primary nursing care for four or five patients at clinical sites and up to two patients in specialty areas. They will continue to learn about medications and will produce another 40 medication cards containing pharmaceuticals commonly used to treat pediatric, obstetrical and psychiatric patients. They must pass a medication test showing knowledge of 170 commonly used drugs.

## *VN Program—Level I Course Outline & Objectives*

### **Professional Development**

(Theory 16 hours)

**COURSE DESCRIPTION** – Students will study the historical background of the nursing profession, health care delivery settings, transcultural nursing, nursing and the law, licensing, organizations and ethical nursing practice. Concepts of culturally sensitive patient care will be discussed. Students will have one written examination for this class.

**LEARNING OUTCOMES** – The student should be able to describe the role of the vocational nurse in multidisciplinary settings and the ethical and legal responsibilities associated with nursing and will discuss the role of the professional organizations and regulatory agencies. Students will be able to identify steps for managing a culturally diverse environment.

### **Nursing Fundamentals**

(Clinical 128 hours, Skills Lab 96 hours and Theory 84 hours)

**COURSE DESCRIPTION** - This class highlights basic nursing concepts from simple to complex. Emphasis is placed upon understanding the normal as a means of comprehending the abnormal. Teaching is based on the Nursing Process and the student is introduced to nursing diagnosis NANDA. Emphasis is also placed on the VN's role in meeting all the needs of the patient and the development of therapeutic nurse-client relationships. In clinical settings, students will demonstrate basic nursing care including: hygiene, feeding patients, giving bed baths and showers, providing restorative measures such as ROM exercises, cleaning patient care areas and changing linens, practicing aseptic technique, proper hand washing, ambulating patients, monitoring vital signs, providing basic treatments and dressing changes, measuring intake and output, documentation of nursing care and implementation of established nursing care plans, special diets and nutrition. Classes include discussion and review of basic human anatomy, physiology and psychology. Students will be required to pass quizzes, two written examinations and present one research report. This section includes an introduction to the clinical setting and nursing process which provides detailed education, training and work-based experience, and direct patient care, generally at a clinical site. Specific detailed learning objectives are developed for each course by faculty. On site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning activities. The student will learn to construct and implement care plans for specific patient problems using the nursing process. **Students will enter the clinical setting after 6 weeks of in-class lecture and laboratory experience.**

**LEARNING OUTCOMES:** The student should be able to describe the underlying principles of selected nursing skills and their relationship to client health status; demonstrate satisfactory performance of selected nursing skills utilizing principles of safety; and identify the nursing process used to solve basic client care problems across the human life span utilizing appropriate medical terminology. As outlined in the learning plan, the student should be able to apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within political, economic, environmental, social, and legal systems associated with vocational nursing, demonstrate legal and ethical behaviors, safety practices and interpersonal teamwork skills while

communicating with appropriate medical terminology. Students will provide primary care for one to two patients and will be required to present a detailed patient case study verbally and in writing on one patient. Students will also work in teams to present group studies on common patient problems. Students will be given a written examination on 36 of the most common medications.

### **Introduction to Pharmacology and Calculations I**

(Theory 32 hours)

**COURSE DESCRIPTION:** Basic principles of measurements and calculations will be re-viewed with an emphasis on basic medications and proper administration of drugs. Students will have a 10 hour laboratory experience where they will learn the safe administration of a variety of medications before actual practice in the clinical setting. Students will be required to learn 36 basic medications by producing medication cards. They will be required to pass with 77% accuracy a written examination on calculations and basic medications.

**LEARNING OUTCOMES:** The student will demonstrate ability to accurately calculate dosage of medications and discuss the principles of safe administration of medications. They will be required to pass a test with at least 77% accuracy on selected medications and calculations.

### **Basic Nutrition and Introduction to Diet Therapy**

(Theory 12 hours)

**COURSE DESCRIPTION:** Introduction of nutrients and their role in the maintenance of health functions, food sources, digestion, absorption and metabolism with application to normal and preventative nutrition needs. This course includes nutrient intake analysis, energy expenditure evaluation, and diet planning. The fundamental principles of normal nutrition, basic nutrients, diet planning, food selection and preparation and selected food related legislation will also be examined. Standard hospital modifications of the basic diet are examined. Students will be required to pass quizzes, 2 written examinations and present one research report verbally and in writing regarding one aspect of nutrition as it relates to health care.

**LEARNING OUTCOMES:** The student will recall and classify nutrient categories, their functions, digestion, absorption and metabolism; recall individual vitamin/mineral deficiencies and toxicities; cite nutrition-related disease prevention recommendations and nutrient categories; conduct personalized energy needs; plan a personalized diet according to the principles of the Exchange List System and Dietary Guidelines for Americans.

### **Medical Terminology**

(Theory 16 hours)

**COURSE DESCRIPTION:** Students will learn to decipher medical terms by breaking them down into smaller word parts. They will learn necessary abbreviations, acronyms and symbols used by the medical community. They will be introduced to the terminology used to describe body systems, procedures, disorders and specialists.

**LEARNING OUTCOMES:** Students will be able to define the meaning of medical terminology word roots, suffixes and prefixes; recognize and understand basic medical terms; identify and decipher medical abbreviations and spell and pronounce basic medical terminology.

## *VN Program—Level II Course Outline & Objectives*

### **Pharmacology II Principles of Medication Administration**

(Theory 44 hours)

**COURSE DESCRIPTION:** General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement and a review of mathematical calculations. Students will be required to know 80 medications with retention of 80%. Fundamentals of medications and their diagnostic, therapeutic and curative effects, side effects and nursing implications will be stressed. Instruction includes nursing interventions utilizing the nursing process. Students will be required to write a care plan for one medication and will be required to pass quizzes and 2 written examinations. **In this level, students will pass medications to patients with the supervision of the clinical instructor.**

**LEARNING OUTCOMES:** The student should be able to demonstrate accurate dosage calculation, discuss the principles of medication administration safety and identify the critical elements of accurate documentation of medication administration. They will demonstrate a mastery of knowledge regarding 80 commonly used medications with a range of 85% to 100% accuracy.

### **Medical Surgical Nursing I**

(Theory 48 hours Clinical 240 hours)

**COURSE DESCRIPTION:** Application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health illness continuum. A variety of health care settings can be utilized. Students will continue to improve upon previous basic nursing skills, documentation and communication skills. Students will be required to write one research report regarding a medical-surgical condition affecting adults. Students will also be required to pass quizzes, two written examinations and two detailed case studies.

In the clinical portion of this section a method of instruction providing detailed education, training and work-based experience and direct patient care at clinical sites. Specific detailed learning objectives are developed for each course by the faculty. Students will practice safe administration of medications in the clinical setting while caring for patients with a variety of medical complications and surgical procedures. Students will be required to be primary care providers for two or three patients. Documentation skills will continue to improve while students learn to document on various forms used at the clinical site. A special emphasis will be placed on accurate body-systems charting on a daily basis. Students will continue to expand physical assessment skills and use the nursing process to set realistic goals for patients. Three detailed case studies will be required along with a written test showing knowledge of 80 commonly used medications and various calculations with a passing score of 80% or better.

**LEARNING OUTCOMES:** The student should be able to identify the components of the health-illness continuum; identify prevalent medical-surgical conditions affecting the adult; and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions.

As outlined in the learning plan, the student should be able to apply theories, concepts and skills involving specialized materials, equipment, procedures, and regulations. The student will demonstrate legal and ethical behavior, safely practice patient care and enhance interpersonal, communication and teamwork skills. Students will produce three case studies demonstrating a deeper knowledge of the necessary nursing and medical interventions for specific patient needs. They will work in teams and make presentations to the class regarding nursing interventions and care of patients with specific disorders.

## **Gerontology and Rehabilitation Nursing**

(Theory 16 hours)

**COURSE DESCRIPTION:** Overview of the normal physical, psychosocial, and cultural aspects of the aging process. The course will address common disease processes of aging and explore various attitudes toward the care of the elderly. Principles of Human Growth and Development and common methods of rehabilitation will be discussed. Students will be required to produce one research report and pass quizzes and one written examination.

**LEARNING OUTCOMES:** The student should be able to describe the normal aspects of aging, discuss common disease processes associated with aging and identify common attitudes related to care of the aged.

## ***VN Program—Level III Course Outline & Objectives***

### **Mental Health**

(Theory 28 hours)

**COURSE DESCRIPTIONS:** Introduction to the principles and theories of positive mental health and human behaviors. Topics include emotional responses, coping mechanisms, and therapeutic communication skills. Students will be required to pass two written examinations with at least 75% accuracy and produce one research report on a mental health topic and a case study.

**LEARNING OUTCOMES:** The student should be able to describe the characteristics of positive mental health; identify the coping mechanisms utilized by individuals to assist in alleviating stress and anxiety; and demonstrate the use of therapeutic communication skills.

### **Medical Surgical Nursing II and Clinical**

(Clinical 240 hours and Theory 86 hours)

**COURSE DESCRIPTION:** Introduction to the normal structure and function of the human body including an understanding of the relationship of body systems in maintaining homeostasis. Students will be required to pass 2 written examinations with at least 75% accuracy. Continuation from Medical Surgical I with application of the nursing process to the care of adult patients experiencing medical-surgical conditions in the health-illness continuum. This course includes a variety of health care settings including ICU, ER, and Psychiatric facilities, Medical Surgical, Oncology, Surgery and Recovery. Students will be required to care for a variety of patients while improving and enhancing their basic skills learned in level one. They will also be required to present two group studies to their clinical class and produce three case studies. Students will be required to produce 35 additional medication cards and will be tested on the 115 medications most commonly used in the clinical setting. They will be given two written examinations on prevalent medical-surgical conditions and plans of care for intervention.

**LEARNING OUTCOMES:** The student should be able to explain the components of the health-illness continuum, assess prevalent medical-surgical conditions affecting the adult client, and utilize the nursing process to assist in developing a plan of care for selected medical-surgical conditions. The student should be able to identify the structure of each of the major body systems; describe the functions of each of the major body systems; and discuss the interrelationship of systems in maintaining homeostasis or balance.

## **Growth and Development**

(Theory 16 hours)

**COURSE DESCRIPTION:** This course will give an overview of health promotion across the lifespan. Patterns of growth, family development and family stresses will be discussed. The stages of development from birth to old age will be taught.

**LEARNING OUTCOMES:** The student will be able to describe the psychosocial and physical characteristics of each stage of the life cycle and describe and discuss the cognitive and developmental tasks and age related physical changes occurring in childhood, adolescence, adulthood and old-age.

## **Communicable Diseases**

(Theory 16 hours)

**COURSE DESCRIPTION:** Students will be introduced to the most common infectious agents that cause disease and the modes of transmission, incubation periods, periods of communicability and preventive measures.

**LEARNING OUTCOMES:** Students will be able to explain what communicable diseases are and how they spread. They will demonstrate how to both reduce the spread of disease while protecting themselves from pathogens. Students will demonstrate knowledge of the most common communicable diseases and will be able to describe the signs and symptoms associated with them and the appropriate nursing interventions used.

## *VN Program—Level IV Course Outline & Objectives*

Level IV includes training in an advanced clinical setting (clinical hours 240). A method of instruction providing detailed education, training and work-based experience, and direct patient/care, generally at a clinical site. Specific detailed learning objectives are developed for each course by faculty. On site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. As outlined in the learning plan, the student should be able to apply the theory, concepts, and skills involving specialized materials, equipment, procedures, regulations, laws, and interactions within political, economic, environmental, social, and legal systems associated with vocational nursing, demonstrate legal and ethical behavior, safety practices, interpersonal and teamwork skills; communicating in the application of the profession. They will also be required to act as team leaders within their clinical group. Each will have the experience to work with a charge nurse. Students will also be offered a preceptor option for up to 100 hours. Students will be required to provide at least 8 hours of health related community service as part of their clinical experience. They will be given two written examinations and will be required to present two detailed case studies verbally and in writing.

## **Maternal-Neonatal Nursing**

(Theory 40 hours)

**COURSE DESCRIPTIONS:** Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis is on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, child-birth, and the neonatal period including abnormal conditions. Students will be required to pass two written examinations and write one research report.

**LEARNING OUTCOMES:** The student should be able to discuss the bio-psycho-socio-cultural needs of the childbearing family, and utilize the nursing process to assist in planning the care of the childbearing family.

## **Pediatrics**

(Theory 40 hours)

**COURSE DESCRIPTION:** Study of childhood diseases and childcare from infancy through adolescence. The course will focus on the care of the well and the ill child utilizing the nursing process. The course will provide knowledge of growth and development as it applies to the life span through adolescence. The course focuses on the interrelations among family members in order to facilitate the student's ability to recognize deviations in patterns and the effects on the normal process of development. Students will be required to pass two written examinations and write one research report on a common childhood illness or safety issue that affects children.

**LEARNING OUTCOMES:** The student should be able to identify safety principles related to childcare, identify common childhood illnesses, and utilize the nursing process to assist in planning care for the well or ill child.

## **Leadership, Team Leading and Supervision**

(Theory 56 hours)

**COURSE DESCRIPTION:** This course will provide students with information necessary for obtaining their first job and the leadership skills necessary for a vocational nurse. Students will have the opportunity to work 1:1 with a charge nurse and practice leadership skills as a team leader. Students will discuss the need for critical thinking in the profession of nursing; leadership and management skills, career management and NCLEX PN preparation and test-taking tips. This course will give an overview of therapeutic communication techniques and methods of interpreting both verbal and non-verbal communication. Factors affecting communication will also be discussed. This section includes an overview of the expanding role of the VN in long-term and ambulatory care. Facilities ranging from Transitional Care to Medically Complex care units will be discussed as well as the components associated with long-term care facilities. Independent living options and special housing options for seniors will be reviewed as well as assisted living and rehabilitation units. The VN's role in home health care, one-day surgery and hospice will be discussed.

**LEARNING OUTCOMES:** Students will be able to discuss methods of applying for a job and will be able to write a simple resume. They will be able to explain the attributes of an effective leader and manager and the duties of a nurse team leader. They will demonstrate proper telephone etiquette and list the pertinent data necessary for an end-of-shift report. They will be able to describe employer's expectations and the application process. Students will be able to describe the continuum of healthcare from acute care to independent living and the options for the consumer in today's health-care industry. Students will be able to list community resources available to clients and identify optional services that may be available at an extended care facility. They will be able to describe the functions of the VN who works in a physician's office, clinic, urgent care center or emergency room and same-day surgery centers. Students will be able to discuss the concepts of both verbal and non-verbal communication and the impact of non-verbal communication. They will learn to use various therapeutic communication techniques and identify various factors that can affect communication.

## ***VN Program Evaluation Methodology***

Students in each level will be given final separate grades for both clinical and theory subjects. Grades will be given on a weekly basis, at midterm and after final examinations. Evaluations will be given in both theory and clinical areas. Students will be given monthly progress reports and grades. Evaluation methodology will include tests, quizzes and instructor observation.

## *VN Theory Grading Policy*

Students will be given a series of tests for each theory subject. Students must earn a 77% or better to pass all theory exams. Students falling below this standard will be required to repeat the level. Remediation will be offered to all students who have difficulty meeting this standard. Students may re-take up to 50% of tests. The maximum grade on a retake is 77%. The method of evaluation will include exams, quizzes, case studies and instructor observations. Homework must be completed and is checked weekly. Students may not retake an exam without showing proof of homework completion. Students receive 2 points per chapter for completed homework in each module and an additional point for completing the chapter terms and acronyms.

□

The following procedures will be implemented by PMCI's Vocational Nursing Program:

- Students can view their grades through the PMCI Elearn website at any time.
- No indication of grade status, such as pass/fail will be given over the telephone to a student or to any other person under any circumstance.
- For all levels a grade average below 75% in any nursing or clinical course may result in dismissal from the program. Those at or below 75% will be placed on academic probation. If the grade average for the next semester falls below 75% the student will be dismissed from the program, but will be allowed to re-take the course at a later date.
- The student may be placed on a probationary period and counseled on the status of their grades at the discretion of the instructor.

## *VN Theory Grading Scale*

A = 91% - 100%

B = 82% - 90.9%

C = 75% - 81.9%

D = 73% - 74.9% (Academic Probation)

## *VN Testing Policy*

Exams must be taken on the specific day(s) and/or class period. Any exception to this will be at the discretion of the nursing faculty administering the test. It will be the responsibility of the student to talk **in person** with the faculty member who is administering the exam about necessary exceptions. This exception may result in an automatic reduction of points. The Director is the only person with authority to allow students to take a final exam at an alternate time.

## *VN Remediation Policy*

See Page 26 for PMCI's remediation policy.

## *VN Instructor to Student Ratio*

The instructor to student ratio will not exceed 1:15 in the clinical setting. Preferably the ratio will be 1:10 to better supervise and teach valuable clinical skills. The maximum instructor to student ratio in theory will not exceed 1:30; with a preferred ratio of 1:15.

## *VN Grade Reports*

Grade reports are issued at the end of each semester and are recorded on the student's permanent record. A grade of "C" or above in all required classes is necessary to remain in the program. You cannot fail any required class or course and remain in the program. This applies also to nursing

classes where two or more instructors are team teaching. The student must pass each instructor's portion of the class (both clinical and theory) with at least a "C" grade, (77%). Failure of a nursing class or module is grounds for dismissal. The student will be eligible for one re-entry through the readmission process to repeat the course.

### *VN Clinical Grading Policy*

A letter grade will be earned in clinical through means presented in the objectives outline and will be based on attendance, safety, technical skill, time management, case studies, medication cards, nursing process, professionalism and completion of assignments. Students must achieve at least a grade of "C" to successfully complete the course. *Grades are based on the following point system:*

- 150 points for attendance – 5 points awarded per day (based on 30 days of clinical) *a minimum of 140 points for attendance is necessary for advancement. All missed clinical days must be made up on a day assigned.*
- About 190 points for assignments (depending on Level) - points will be deducted for late work (maximum of one day). A case study is worth 60 points – (1 due in Level 1, 2 in Level 2, 3 in Level 3 and 1 in Level 4).; Medication cards are due each week and are worth ½ point each – total of 20 points; A level medication test on common drugs is worth 30 points per semester. The students do two group presentations – these are worth 20 points per semester.
- 20 points for leadership: each student will have a team leading experience every semester.

Instructors will use their individual discretion and observation to determine daily points. Instructors may add to the list of assignments or medication cards if they desire.

- 450 points for clinical performance: Up to 2 points are given daily for each of these performances:
  1. Time management – finishes work and nursing care on time and uses time wisely to accomplish training objectives
  2. Dress and grooming – wears clean, pressed and appropriate uniform, clean-cut appearance; professional behavior
  3. Work ethic and attitude – has a positive attitude, actively engages in work assignments, helpful and polite to team, instructor and staff, accepts assignments and direction from instructor
  4. Competency of nursing skills – performs skills according to standard of nursing practice with minimal assistance, demonstrates coordination and knowledge of clinical procedure, practices all skills and training objectives
  5. Rules and safety – keeps work area safe and clean, uses good infection control and handwashing, checks patient ID before care, parks in designated areas, wears name badge appropriately, follows all clinical rules
  6. Communication skills – uses appropriate terminology, asks appropriate questions, settles conflicts in a professional manner, uses therapeutic communication techniques when talking with patients and uses positive body language
  7. No cell phone use at clinical site

### *VN Clinical Grading Scale*

A = 92-100%  
B = 82-91.9%  
C = 77-81.9%

***At least 140 points must be earned from attendance.*** Points will be deducted for absences, late arrivals, late or missing homework and assignments, improper conduct, violation of any established PMCI rule or code of conduct, improper uniform, being unprepared for class or returning late after

breaks. Each instructor will be given guidelines for awarding and subtracting points. Students can be assessed a \$50 makeup fee for multiple clinical absences.

Due to the fact that patients, co-workers, and others can be sensitive to strong odors or allergic to odors, employees who smoke must take care to avoid smelling of smoke while on duty. PMCI's nursing program dress code will be in accordance with these general guidelines. (See uniform code section)

## *Vocational Nursing Total Clinical & Theory Hours*

Total THEORY HOURS for program: 440

Total SKILLS LAB HOURS for program: 145

Total CLINICAL HOURS for program: 960

Total hours for PMCI's vocational nursing program: 1545 hours

## *NA Program Terminal Objectives*

The graduate of PMCI's Nursing Assistant Program will:

1. Develop inter-subjective nurturing relationships that support the fulfillment of the potential of both patient and nurse.
2. Make informed choices through critical analysis that promote nurse/patient well-being.
3. Demonstrate humanizing interactions that are grounded in the integration of the subjective art and objective science of nursing.
4. Exemplify moral and ethical professional standards.
5. Acquire necessary hands-on clinical skills and develop professional interactions with clients and others.
6. Continue the process of self-transformation in the profession of nursing and in the world community.
7. Actualize inter-subjective choices guided by vision and commitment to the well-being of the patient.
8. Acquire knowledge to support theory and evidence-based practice.

## *NA Program Curriculum Objectives*

PMCI's Nursing Assistant program is a 210 hour program consisting of academic course work (81 hours of theory); practical application of theory and skills in the clinical setting (104 hours) and practice of manual skills in the nursing lab (25 hours). The course averages 8 weeks.

Academic Coursework Includes:

The curriculum's main focus is on the acquisition of knowledge, clinical nursing skills and application of biological and psychological concepts with special consideration for the unique cultural, social, and spiritual needs of a diverse California population.

Upon completion of this program, it is expected that PMCI's graduate will:

1. Understand the function and role of a NA in the health care community.
2. Participate in the nursing process under the guidance of a Licensed Vocational Nurse, Registered Nurse or Physician.
3. Communicate effectively, both verbally and in writing, with clients, peers and other members of a health care team.
4. Become able to plan and organize time in order to give care efficiently and professionally in structured settings.
5. Demonstrate professional behaviors that promote the development and practice of the nursing profession.

6. Demonstrate ethical behavior and accountability in the practice of nursing.
7. Demonstrate competency in entry-level nursing assistant knowledge and skills for the provision of direct patient care under the direction of a licensed physician, registered nurse or licensed vocational Nurse in the long-term facility.
8. Demonstrate knowledge of first aid and CPR in selected situations

### *NA Program Evaluation Methodology*

Students will be given a series of tests for each theory subject. Students must earn a 75% or better to pass all theory exams. Students falling below this standard will be required to repeat the course. Remediation will be offered to all students who have difficulty meeting this standard. The method of evaluation will include multiple choice and true/false exams, case studies, quizzes and instructor observation.

### *NA Instructional Plan Overview*

The instructional plan reflects the philosophical priorities of the institution, and instruction must be viewed as the primary function of PMCI. To this end, the following points apply:

- Students must be seen as learners first rather than customers or consumers.
- Students should successfully complete prerequisite courses in order to be prepared for the NA Program -CPR and Basic First Aid.
- Students should gain skills of responsibility, teamwork, communication, critical thinking, self-discipline, ethical standards, goal setting and time management in order to succeed in future endeavors.

### *NA Instructor to Student Ratio*

The instructor to student ratio will not exceed 1:15 in the clinical setting. Preferably the ratio will be 1:10 to better supervise and teach valuable clinical skills. The maximum instructor to student ratio in theory will not exceed 1:30; with a preferred ratio of 1:15.

### *NA Theory Grading Policy*

The following procedures will be implemented by PMCI's Nursing Program:

1. No grades will be posted.
2. No grades will be given over the telephone to a student or any other person under any circumstances.
3. No indication of grade status, such as pass-fail, will be given over the telephone to a student or to any other person under any circumstances.
4. A grade average below 75% in any nursing or clinical course may result in dismissal from the program. Those at 74% or 73% may be placed on academic probation for one week only. If the grade average for the next week falls below 75% the student will be dismissed from the course, but will be allowed to re-take the course at a later date. (Tests may be repeated)
5. The student may be placed on a probationary period and counseled on the status of their grades at the discretion of the instructor.

### *NA Theory Grading Scale*

**A:** 90 - 100    **B:** 81 - 89    **C:** 75 - 80    **D:** 74 - 73    **F:** 72.9 and below

### *NA Clinical Grading Policy*

A letter grade will be earned in clinical through means presented in the objectives outline and will be based on attendance, safety, technical skill, time management, case studies, professionalism and

completion of assignments. Students must achieve at least a grade of "C" to successfully complete the course. A total of 250 points will be awarded each level for clinical performance and attendance as follows:

- 70 points for attendance - 5 points awarded per day (based on 14 days of clinical) a minimum of 65 points for attendance is necessary for advancement. Two make-up clinical days will be held during week 8 and week nine for those with approved absences.
- 25 points for assignments- there will be five to ten assignments worth 2.5 - 5 points each. A deduction of up to 2 points for assignments turned in late (maximum of one day late or at instructor's discretion)
- 28 points for professionalism: on time, dressed and groomed appropriately, helpful, polite professional behavior and use of appropriate language, keeps patient information confidential at all times. (2 points per day) - (students who are not in the appropriate uniform will be sent home, those late or tardy will lose points).
- 28 points for safety: keeps patient and clinical surroundings safe, checks identification bands, practices aseptic technique and appropriate hand washing and gloving, uses appropriate body mechanics, utilizes safety equipment and lifting equipment. (2 points per day)
- 28 points for technical skills: performs nursing skills with minimal assistance, demonstrates coordination and knowledge of patient procedures and patient care (two points per day).
- 28 points for time management: finishes patient care on time, performs all necessary patient care in a timely manner, uses time wisely and appropriately, answers call lights (two points per day).
- 14 points for keeping all patient information confidential (one point per day).
- 10 points for case study. In addition to attending clinical makeup an additional case study will be assigned to students missing more than one clinical day and will be worth 10 points.
- 17 points for completing all DHS modular requirements - must include dates and instructor's signature. (one point per completed module [there are 16] and one point for neatness)

### *NA Clinical Grading Scale*

Those with 250 to 225 points will receive a grade of A; 224 to 200 points earn a grade of B; 199 to 187 points earn a C. Those with 186 points or less fail. At least 65 points must be earned from attendance. Points will be deducted for absences, late arrivals, late or missing homework and assignments, improper conduct, violation of any established PMCI rule or code of conduct, improper uniform, being unprepared for class or returning late after breaks. Each instructor will be given guidelines for awarding and subtracting points.

### *NA Remediation*

See Page 26 for PMCI's remediation policy.

### *Total Clinical & Theory Hours*

Total THEORY HOURS for program: 81

Total CLINICAL HOURS for program: 104

Total SKILLS LAB HOURS for program: 25 hours

Total hours for PMCI nursing assistant program: 210 hours

## Sample PMCI NA Program Syllabus

**Course Number:** S -1104 and S - 1115

**Course Title:** Nursing Assistant

**Semester Credits/ Credit Hours:** OBRA Federal regulation (Sec. 483.152) requires a minimum of 75 clock hours of training. California requires 50 hours of theory and 100 hours of clinical training. Professional Medical Careers Institute provides approximately 104 hours of clinical training and 79 hours of theory for a total of about 185 hours.

**Clinical Practicum Hours:** 104 hours of supervised clinical training. The PM class has training on designated days – Monday, Tuesday and Saturdays after the first 3 weeks of theory lecture and skills lab. The AM class has training on Monday, Tuesdays and Fridays after the first 3 weeks of theory lecture and skills lab.

**Faculty name(s):** Helen Taylor, R.N., Suenette Watnick, R.N., Judy Panczak, R.N., Cheryl Glaus, R.N., Cheryl Clarke, R.N., John Osterhout, R.N., Charles Pierson, R.N., Anne O'Neil, R.N., and Tina Shermer, R.N.

### Faculty contact information

- E-mail address>> htaylor@pmcicareers.com
- Office number and location:  
920 Hampshire Rd. Suite S, Westlake Village, Ca. 91361
- Office days/hours>> 8am – 5 pm Monday-Friday
- Phone number>>805-497-4064

**Prerequisites/ Co-requisites:** Must read and speak English; provide a physical showing student is fit for duty and has current immunity to communicable diseases with a negative PPD test or clear chest X-ray

### Course Description:

This course of study provides instruction on utilizing a humanistic approach to provide basic care to people in a variety of health care settings. Students will understand how health care systems operate and will learn the skills necessary to function safely and efficiently in a health care setting. Students will learn the information and practical skills necessary for taking and passing the certification exam required by the state of California.

**Course Objectives:** Upon completion of this course, students will be able to:

1. Understand the roles and responsibilities required of a nursing assistant working in a health care setting.
2. Perform basic and personal care skills according to the individual needs of the patients, residents, and clients in the health care setting.
3. Develop a basic understanding of body structure and function so that abnormal changes can be easily observed and reported.
4. Discuss how knowledge of the stages of growth and development helps plan holistic care and recognize each person's individual needs.

### Course Policies

**Attendance Policy:** Attendance is critical to successful completion of the course. All modules must be completed. There is one make-up day for theory and one make-up day for clinical. ONLY EXCUSED absences are allowed for illness, verified with a physician's note, jury duty or death of an immediate family member. Three late arrivals count as one absence. Those who are more than 15 minutes late to lecture or clinical may be asked to go home and take an absence. Those who exceed TWO days of missed lecture or clinical may be asked to repeat the course with another class.

**Student Evaluation/ Grading Policies:**

Reading and homework are essential components of PMCI's nurse assistant program. Homework counts for 100 points. Quizzes are given daily and range from 15 points to 50 points. There is one final exam covering the 16 modules covered in class and a hands-on exam to prepare students for state testing.

**Examination Policy:**

A passing grade is 75% on all tests and quizzes. Students may re-take an examination that was missed. Up to 5 test retakes are allowed for those who score less than 75% on any test or quiz. The student must show proof of remediation, study and completion of all homework prior to a re-take. The test re-takes must be completed within 1 week of the test that was missed.

**Expectations of Students:**

All students are expected to abide by student conduct policies, attendance policies and clinical policies. Students are expected to attend all labs, lectures and clinical and dress and behave in a professional manner.

**Assignments/ Presentations:**

Homework is reviewed each week for a total of 100 points. All reading and assignments must be completed each week to succeed in this program. Students will work in groups to present a common disorder to the class.

**Professional Medical Careers Institute  
Nursing Assistant Program Academic Calendar  
June 2016 – June 2017**

**June 2016**

6/1: Start date for June 2016 PM NA  
6/9: Clinical start date for May 2016 AM NA

**July 2016**

7/19: Start date for July 2016 AM NA

**August 2016**

8/16: Start date for August 2016 PM NA

**September 2016**

9/20: Start date for September 2016 AM NA

**October 2016**

10/4: Start date for October PM NA

**January 2017**

1/10: Start date for January AM NA  
1/24: Start date for January PM NA

**March 2017**

3/14: Start date for March AM NA

**April 2017**

4/4: Start date for April PM NA

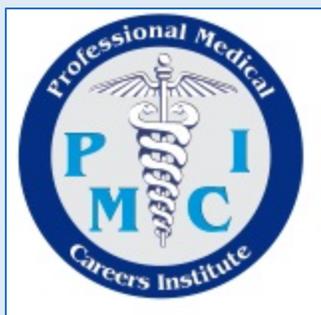
**May 2017**

5/16: Start date for May AM NA

**June 2017**

6/6: Start date for June PM NA

All dates are subject to change at PMCI's discretion



## Professional Medical Careers Institute Vocational Nursing Program Academic Calendar June 2016 – June 2017

### **June 2016**

6/7/2016: Start Date Level 4 for May, 2015 VN

### **July 2016**

7/11/2016: Start Date Level 3 for November, 2015 VN

### **August 2016**

8/22/2016: Start Date Level 2 for April, 2016 VN

### **September 2016**

9/30/2016: Graduation for May, 2015 VN

### **November 2016**

11/2/2016: Start Date Level 1 for November, 2016 VN

11/14/2016: Start Date Level 4 for November, 2015 VN

### **January 2017**

1/3/2017: Start Date Level 3 for April, 2016 VN

### **March 2017**

3/21/2017: Start Date Level 2 for November, 2016 VN

3/25/2017: Graduation for November, 2015 VN

### **April 2017**

4/24/2017: Start Date Level 4 for April, 2016 VN

### **May 2017**

5/1/2017: Start Date Level 1 for May, 2017 VN

**Professional Medical Careers Institute  
Vocational Nursing Program Class Schedule  
June 2016 – June 2017**

**May 2015 VN Class Schedule**

Theory: Wed/Thur 8:30am-1:30pm

Clinical: Tues/Fri 6:15am-2:00pm

**Breaks:**

Summer July 1-July 5 and Aug 13-Aug 22

**November 2015 VN Class Schedule**

Theory: Wed/Thur 4pm-8:30pm

Clinical: Mon/Tues 6:15am-2:00pm

**Breaks:**

Summer July 1-July 10 and Aug 12-Aug 21

Winter Nov 23-Nov 27 and Dec 16-Jan 2, 2017

**April 2016 VN Class Schedule**

Theory: Mon/Tue 8:30am-1:30pm

Clinical: Wed/Thur 6:15am-2:00pm

**Breaks:**

Summer July 1-July 10 and Aug 12-Aug 21

Thanksgiving Nov 23-Nov 27

Winter Dec 14-Jan 2, 2017

Spring April 13-April 23, 2017

Summer June 30- July 9, 2017

**November, 2016 VN Class Schedule**

Theory: Wed/Thur 8:30am-1:30pm

Clinical: Tues/Fri 6:15am-2:00pm or\*

Clinical: Mon/Tue 6:15am-2:00pm

*\*depending on rotation*

**Breaks:**

Thanksgiving Nov 19-Nov 27

Winter Dec 17-Jan 3, 2017

Semester March 11-March 19, 2017

Spring April 14-April 23, 2017

**May 2017 VN Class Schedule**

Theory: Wed/Thur 4pm-8:30pm

Clinical: Mon/Tue 6:15am-2:00pm

**Breaks:**

Summer June 30, 2017-July 9, 2017

## *IV & Blood Withdrawal Description:*

This course includes information about the venous system; peripheral veins; common IV medical terminology and abbreviations; venipuncture; various means of intravenous to deliver IV therapy, including different catheter types and their use; special IV therapies; the adverse reactions and complications associated with IVs; different types of IV equipment and their uses; the appropriate and accurate administration of IV medications and solutions, including those delivered via a central line; caring for patients receiving IV therapy, blood and blood components, and parenteral nutrition; and the incorporation of infection control procedures into all aspects of venipuncture and intravenous therapy. The class also includes essential patient teaching, psychological preparation, patient assessment and observation and essential documentation. This course was approved by the California Board of Vocational Nursing and Psychiatric Technicians. This course can be taken by new graduates of vocational nursing programs and Licensed Vocational Nurses. This course fulfills California's 30-hour requirement for IV Therapy training for VNs. It is designed to include both lecture and clinical experience. An additional six (6) hours of instruction in blood withdrawal is included. Space is limited to 20 students.

## *IV & Blood Withdrawal Objectives*

At the conclusion of this course, the learner will be able to:

- Detail the anatomy and physiology of the skin, venous and arterial systems, and discuss the purposes of and indications for intravenous therapy.
- Discuss osmosis, diffusion and the effects of numerous intravenous fluids on the body.
- Define a multitude of medical terms that are pertinent to intravenous therapy.
- Accurately calculate IV flow rates, total infusion time, and intravenous rates based on body weight.
- Describe the legal aspects of IV administration including competency and scope of practice.
- Fully detail infection control practices and universal precautions during venipuncture and during the course intravenous therapy.
- Relate the procedures for venipuncture and starting and managing peripheral, midline, and central venous catheter lines.
- Describe the purpose of and care of the patient with a peripheral IV, a midline catheter, and a central line.
- Recognize and intervene appropriately when a complication or adverse reaction to intravenous therapy arises.
- Describe the patient care priorities, safety measures and observations and assessments for patients receiving IV medications, chemotherapy, blood and blood products, and parenteral nutrition.
- Demonstrate three (3) individually supervised, successful venipunctures on live subjects.
- Demonstrate proper vein selection and proper preparation and immobilization of the venipuncture site.
- Demonstrate excellent infection control measures at all times during venipuncture practice.
- Discuss and identify the various types of venipuncture devices, types of delivery systems and types of intravenous fluids.

## ***IV & Blood Withdrawal Outline***

*Pursuant to the California Code of Regulations, Title 16, Division 25, Chapter 1, Article 8, the licensed vocational nurse (LVN) who holds post-licensure certification issued by the Board may start and superimpose intravenous fluids in patients pursuant to California B&P Code Sections 1242.6 (b) and 2860.5 (c).*

The class meets for 37 hours - six week nights for 5 hours each and for one Saturday for 7 hours. This meets the State requirement for 36 actual hours of training. Students must attend 100% of the program, complete three successful venipunctures and score at least 75% on all quizzes and the final exam. Attendance is extremely important as the Board requires 36 hours of instruction. Those who do not attend all lectures and labs may come back and finish with another class.

Textbooks: IV therapy for LPN's – Lippincott. 2007; PMCI IV therapy handbook created by Helen Taylor RN, JD and Henke's Med Math.

Day One – (5 hours)

Indications for IV therapy

Universal Precautions for Infection Control (hand-hygiene lab and PPE demonstration)

Fluid and Electrolyte Balance

Day Two – (5 hours)

Legal aspects as set forth in the California Business and Professions Code

Avoiding medication and IV administration errors

Observation, assessment and documentation (practice receiving and writing a physician's order, review I&O and MAR charting for IV therapy)

Day Three – (5 hours)

Discuss and Identify types of IV fluids

Discuss and identify types of delivery systems

Review anatomy of circulatory and venous system

Watch film on IV therapy

Discuss and demonstrate choice of proper vein and proper venipuncture technique (practice vein selection, preparation of site and first venipuncture on partner)

**Quiz covering legal aspects, infection control, essential assessments and documentation**

Day Four – (5 hours)

Discuss and demonstrate proper vein selection

Discuss and identify hypertonic, hypotonic and isotonic solutions

Discuss and Identify methods for vein dilation and selection

Discuss and demonstrate ways of securing the venipuncture site

Discuss and demonstrate proper methods for blood collection

Discuss various blood products and the nursing implications and nursing measures for each product

Describe signs and symptoms of blood reactions

Practice proper venipuncture technique and perform a successful venipuncture

Day Five – (5 hours)

Discuss and demonstrate IV calculations to determine proper infusion rates and flow rates.

Review metric conversions

Discuss and demonstrate how to prime an IV and set a drop rate

Review calculations for IV infusions

Day 6 – Saturday – (7 hours)

Discuss and identify various complications of IV therapy

Discuss nursing interventions for complications of IV therapy

Discuss ways to prevent the complications of IV therapy

Discuss and demonstrate an IV dressing change using aseptic technique

Demonstrate a successful venipuncture using aseptic technique

Quiz covering proper venipuncture technique, IV calculations, complications of IV therapy, blood products and blood withdrawal

Day 7 – (5 hours)

Discuss the principles of administration of blood products

Demonstrate proper technique for blood withdrawal on a live subject

Discuss TPN and central line care

Discuss patient complications of blood transfusions, reactions and nursing interventions.

Final Exam

Contact Information: Helen Taylor, R.N., J.D.; Director of Nursing: 805-497-4064

[htaylor@pmcicareers.com](mailto:htaylor@pmcicareers.com)

Classes meet at the Professional Medical Careers Institute campus located at: 920 Hampshire Road Suite S. Westlake Village, CA 91361.

### *IV & Blood Withdrawal Rules & Regulations*

**Attendance:** Attendance is mandatory. Participants must complete at least 36 hours of instruction for certification according to State regulations. Late arrivals are discouraged as they are disruptive to the class in session. Those who are consistently late for class will be dropped from the course.

**Professional Conduct:** Students are required to observe high standards of professional behavior and conduct in all nursing classes at Professional Medical Careers Institute.

**Fit for Duty:** All students must be fit for duty, unimpaired by drugs, alcohol or sleep deprivation.

**Honor Code:** Professional Medical Careers Institute does not tolerate academic dishonesty. Those who cheat on an exam will not receive a certificate. All forms of academic dishonesty are prohibited.

**Cell Phones –** Cell phone use is prohibited while class is in session. Those who are looking at cell phones during class may be asked to leave the class. Cell phones are a distraction and are disruptive to the instructors.

**Food in the classroom:** No food is allowed in the classroom. PMCI has a break room and students are encouraged to eat in the break room. Water bottles are allowed.

A one-half hour break is given for lunch on Saturday and a 20 minute break is given on weekdays.

Students are expected to review and read assignments before the start of class.

Methods of instruction include: Lecture, discussions, reading, power-point presentations, films, demonstrations, role playing, group presentations and return demonstrations.

## **Miscellaneous Continuing Education Courses**

### *Home Health Aide*

This course provides 26 continuing education units. This certification is preferred by many home health employers.

### *Acute Care Nursing*

This course provides 12 continuing education units. Students will receive training for care of surgical, maternity, newborn and pediatric patients.

### *Wound Care Course*

This course provides 16 continuing education units. Students will receive training in basic wound care and will receive a certificate of completion.

### *Management of the Ventilator-Assisted Patient*

This course provides 8 hours of continuing education units. Many home health providers and sub-acute facilities now require this training.

### *Restorative Nursing Program*

This course provides 16 continuing education units. Students will receive the training necessary for work in rehabilitation centers.

### *Psychiatric Nursing*

This course provides 4 continuing education units. Students will receive the training necessary for care of the mentally ill.

### *Dementia Care*

This course provides 4 continuing education units. Students will receive the training necessary for work in dementia care units.

### *Basic Nursing/Caregiving*

This course will provide information and hands on experience for those who wish to obtain employment as caregivers in home health and assisted living environments. It is also an excellent course for those who want to be skilled in basic nursing for home use.

### *NCLEX/PN Preparation*

This course is designed to prepare nursing students to pass the exam on the first attempt. The review course includes a full 20 hours of class instructed by Registered Nurses who are NCLEX® experts. The course consists of a review of all the core body systems, nursing process, general test taking skills and NCLEX® testing strategies. An NCLEX® review book is included with the course.