

Nursing Practices & Education Consultants INC.

DBA: Curam College of Nursing

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Catalog

January 1, 2018 – December 31, 2018

REVISIONS

5/26/17	New Curam College of Nursing Catalog. Several policies were added, rewritten, and divided into course/program specific sections. Complete redesign of visual theme and flow of information.
8/29/17	Addition of new clinical sites, school history and format changes conforming to ACCET requests.
3/7/2018	Corrections and update of catalog text per BPPE annual audit.

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1 SCHOOL HISTORY

After working for many years as a nursing consultant developing curriculum and designing programs for many local schools, Dr. Williams decided to establish Curam College of Nursing "CCN".

Curam College of Nursing was inaugurated on July 9, 2009 at its present location: 6520 44th Street Suite #312, Sacramento, California 95823.

Initially, only two programs were offered at the college. The Nurse Assistant Training and Home Health Aide Programs laid a solid foundation enabling the college to grow. In the latter part of 2010, CCN submitted a proposal to start a Vocational Nursing Program with the Board of Vocational Nursing and Psychiatric Technicians "BVNPT". The BVNPT granted CCN the approval to initiate a Vocational Nursing Program commencing on July 5, 2011.

In May 2012, the BVNPT granted CCN a four-year approval for the Vocational Nursing Program, which spanned from May 30, 2012 through May 26, 2016. In May 2016 Curam College of Nursing was granted another four-year approval through May 31, 2020.

In August 2015, Curam College of Nursing was granted a five-year approval by the California Bureau for Private Postsecondary Education. Approval dates: August 2015 through August 2020.

In June 2017, CCN applied to the Accrediting Council for Continuing Education & Training seeking accreditation from this council.

2 MISSION AND OBJECTIVES STATEMENT

2.1 MISSION

The mission of Curam College of Nursing is to provide adult learners the skills and technological knowledge necessary to be successful in their chosen vocational field. We are dedicated to providing quality educational programs that integrate curriculum with professional skill development, thus empowering our students to achieve their professional goals and become an integral part of the health care delivery system.

We will ensure that our graduates are well equipped and knowledgeable to pass certification examinations and are qualified to obtain employment after completion of their courses. This will be accomplished by the development of the student's intellectual, analytical, and critical thinking abilities through a rigorous course of study.

We will continuously develop our programs to reflect current technological changes in the health care industry and follow the rules and regulations mandated by governing bodies. We will uphold our passion for educating post-secondary students as we share our knowledge and success from our experiences as professionals in the healthcare industry.

Curam College of Nursing aims to be recognized as the premier provider of quality healthcare education in the State of California. This will be achieved by expansion of healthcare programs and future establishment of additional school sites in various cities in California and the surrounding states.

We aspire to be identified as a source of talent by hospitals, long term care facilities, assisted living sites and private organizations. We will partner with institutions that will provide invaluable experience to our students, consequently making them highly proficient in their positions. We want to be the best in what we do while we do what is best for our students.

2.2 PROGRAM OBJECTIVES

To provide programs that meet the needs of the community while consistently reviewing curriculum thus ensuring that the applicable skills and knowledge acquired will result in employment goals.

To provide intensive and comprehensive instruction that strengthens student academic achievement while promoting a positive self-esteem.

To employ only qualified and dedicated staff who possess both educational and related health care experience in the fields that they will teach. Encourage the faculty to participate in on going educational activities through conference attendance, workshops and professional associations.

To instill in our students, the value of lifelong learning by stimulating intellectual curiosity, creative and critical thinking, and awareness of cultural diversity.

To provide the student with facilities and equipment that offers progressive technologies inclusive of a computer center, state of the art mannequins and other nursing supplies so that they may become proficient in their skills.

To help students reach their educational goals by teaching communication skills necessary to work successfully with clients and other professionals, and by offering courses designed to prepare students to successfully participate in society.

To assist students in developing professional attitudes, values, skills, and strategies that will enhance their potential for success in their careers and in life.

To provide the health care community with individuals who can meet the ever-changing needs of the clients who they will provide care for in the community setting.

3 ACCREDITATION & APPROVAL

Curam College of Nursing is a private institution "approved to operate" by Bureau for Private Postsecondary Education. "Approved to operate" means compliance with state standards as set forth in "The California Private Postsecondary Act of 2009." School Code: 41462859. Contact information for BPPE is: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897. www.bppe.ca.gov

Curam College of Nursing's Vocational Nursing Program, Intravenous Therapy, and Blood Withdrawal courses are approved by the Board of Vocational Nursing and Psychiatric Technician. School Code: US0400800. Contact information for BVNPT is: 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, Telephone Number (916) 263-7800. www.bvnpt.ca.gov.

The Nursing Assistant Training Program and Home Health Aide at Curam College of Nursing are approved by California Department of Public Health Services. School Codes: S1249, S1264, HHP742. www.cdph.ca.gov.

4 FACILITY DESCRIPTION

Curam College of Nursing campus occupies 10,200 square feet of the existing building at 6520 44th Street Suites, 300, 302, 304, and 312 Sacramento, CA. The main administration office is located in suite 312. All theory classes are held at this location. The school consists of 4 classrooms, 2 skills labs, 1 computer lab, 5 restrooms, 1 student kitchen/break room, 1 staff lounge, 6 staff offices, 3 storage rooms, 1 file room, 1 medical supply room, 6 staff offices, and 2 storage rooms.

5 CONSUMER PROTECTION

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, Telephone Number: (916) 431-6959, Toll Free: (888) 370-7589, Fax: (916) 263-1897.

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 Postsecondary Education by calling the toll-free telephone number (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet website www.bppe.ca.gov.

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

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

Curam College of Nursing does not participate in federal and state financial aid programs or any form of financial aid.

Curam College of Nursing does not have a pending bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).

Curam College of Nursing does not enter into an articulation or transfer agreement with any other colleges, universities or other schools.

6 FOREIGN STUDENTS/VISA SERVICES

Curam College of Nursing does not accept foreign Students in any of its programs and therefore will not vouch for student status. We do not provide any student visa services and do not participate in the I-20 Immigration program.

7 ACCREDITING AGENCY PARTICIPATION

Curam College of Nursing is not accredited by any accrediting agency which is recognized by the United States Department of Education. Therefore, students who are enrolled in our education programs are not eligible for federal financial aid programs.

Students who graduate from our Nursing Assistant Training program are eligible to sit for the State of California Department of Public Health examination and upon passing this examination become a Certified Nursing Assistant.

Students who graduate from our Vocational Nursing Program are eligible to sit for the National State Boards of Nursing examination (NCLEX-PN) and upon passing this examination become a Licensed Vocational Nurse.

Students who graduate from our Home Health Aide Program are eligible for certification by the California Department of Public Health, no state examination is required for this certification.

Students who graduate from our Intravenous Therapy and Blood Withdrawal program are eligible to be certified by the California Board of Vocational Nursing and Psychiatric Technicians, no state examination is required for this certification.

8 ENGLISH LANGUAGE PROFICIENCY

Curam College of Nursing conducts all its programs in English and offers no English Language Services. Students must be able to read and write at a Grade 12 level.

Students are expected to have completed Grade 12 in the US and met the graduation requirements for English.

Students who graduated from Grade 12 in a foreign country are required to have their transcripts evaluated to determine if they meet the US equivalent of Grade 12 education including English Language and English Composition.

Students in the Vocational Nursing Program are required to take the TEAS test prior to admission. This test assesses the level of English, Science and Math proficiency and a student must achieve a passing grade of 75% in all three sections prior to be accepted into the program.

If it deemed that a student does not have a command of the English language, we will refer them to an outside agency that provides English as a Second Language training. Upon the successful completion of a ESL course we will admit them to our programs.

9 ADMINISTRATION

PRESIDENT, OWNER. ADMINISTRATOR, COO, CEO, PROGRAM DIRECTOR, INSTRUCTOR

Dr. Charles Wayne Williams PhD, MSN, CNS, PHN, RN.

Doctor of Philosophy, Nursing
Masters of Science, Nursing
Bachelors of Science, Nursing
Clinical Nurse Specialist
Public Health Nurse
Registered Nurse

Dr. Williams brings 35 years of nursing experience to the school and is the Principle Owner and Administrator of Nursing Practice and Education Consultants INC. DBA Curam College of Nursing Inc. Dr. Williams manages the daily operations of the school and oversees the curriculum development and design; he is also responsible for the selection and training of the instructors. Dr. Williams is the liaison between the California Department of Public Health and the California Board of Vocational Nursing and Psychiatric Technicians. In addition, Dr. Williams is directly involved with the selection of nursing facilities and ongoing evaluation of the student's educational activities at each contracted nursing facility. Dr. Williams is also the Program Director for the Nursing Programs and Continuing Education courses offered at the college.

VICE PRESIDENT, CUSTODIAN OF RECORDS, NETWORK ADMINISTRATOR/CHIEF OPERATIONS OFFICER

Justin Ramel AAS, MCP

Associate of Applied Science, Computer Technology
Associate of Applied Science, Networking Technology
Microsoft Certified Professional

Justin currently holds two Associate Degrees from Heald College of Technology in Computer Technology and Networking Technology. He was previously employed in the business sector in position of accounting and management. He is also a principle partner in a computer technology and accounting management firm 3 Red Lines.

CAMPUS MANAGER /CORPORATE COMPLIANCE OFFICER

Frank Neff

Frank is the Campus Manager and is responsible for the day to day operations of the campus. In addition, he holds the position of Corporate Compliance Officer and in this position, he is responsible to ensure the college is in compliance with the rules of the governing agencies. Frank comes to us with experience in office management and personnel management skills obtained from previous work experiences.

STUDENT SERVICES MANAGER, PROGRAM COORDINATOR

Erick Mazon BA

Bachelor of Arts, Psychology

Erick joined Curam at the end of 2015. He serves as VN Program Coordinator and is the main point of contact for our VN and CNA students. He is also the backbone of the front office, handling the majority of student applications, enrollments, transactions, and communications.

OFFICE CLERK

Tyler Ramel

Tyler provides general office assistance by answering phones, assisting current students, enrolling students, and filing paperwork. He is currently attending college and working towards a degree in the medical field.

10 FACULTY

PRESIDENT, OWNER, ADMINISTRATOR, COO, CEO, PROGRAM DIRECTOR,

INSTRUCTOR

Dr. Charles Wayne Williams PhD, MSN, CNS, PHN, RN.

Doctor of Philosophy, Nursing
Masters of Science, Nursing
Bachelors of Science, Nursing
Clinical Nurse Specialist
Public Health Nurse
Registered Nurse

Dr. Williams is a Registered Nurse who obtained his degree at the University of Lethbridge, Canada. He also attended San Jose State University for a Master of Science in Nursing, the Concordia College & University in New York where he earned his Doctorate of Philosophy in Nursing. Wayne has an extensive nursing background having served in a variety of positions that includes: Director of Nursing, Officer in Medical Corps, Nurse Practitioner, Nursing Professor and Program Director. Among all the responsibilities he assumed, being an instructor is what he enjoys most. His goal is to train nursing students to become excellent nurses, to uphold the highest standards in patient care and by doing so, be instrumental in alleviating the growing shortage in the healthcare industry.

VN INSTRUCTOR

John Vertido BS, LVN

Bachelor of Science
Licensed Vocational Nurse

John is a graduate from the University of the State of New York and the Vocational Nursing School of California. He served in the U.S. Army and is now a board member for the Board of Vocational Nursing and Psychiatric Technicians, which he is also the immediate past president.

CNA INSTRUCTOR

Gloria Rivera AS, LVN

Associate of Science, Vocational Nursing
Licensed Vocational Nurse

Gloria graduated from Yuba City College with an Associate's Degree in Vocational Nursing. She has extensive experience working in Skilled Nursing facilities and her area of expertise is staff development. Gloria has years of experience teaching nursing assistants in various nursing facilities in the Sacramento area.

VN INSTRUCTOR

Bernadine Maurer AS, LVN

Associate of Science, Nursing
Licensed Vocational Nurse

Bernadine attended Contra Costa College in Richmond, California, and obtained her certificate in Vocational Nursing. She has held positions ranging from Charge Nurse, Director of Staff Development, Infection Control Nurse, and CNA Instructor. Among all the responsibilities she has assumed, she enjoys being an educator.

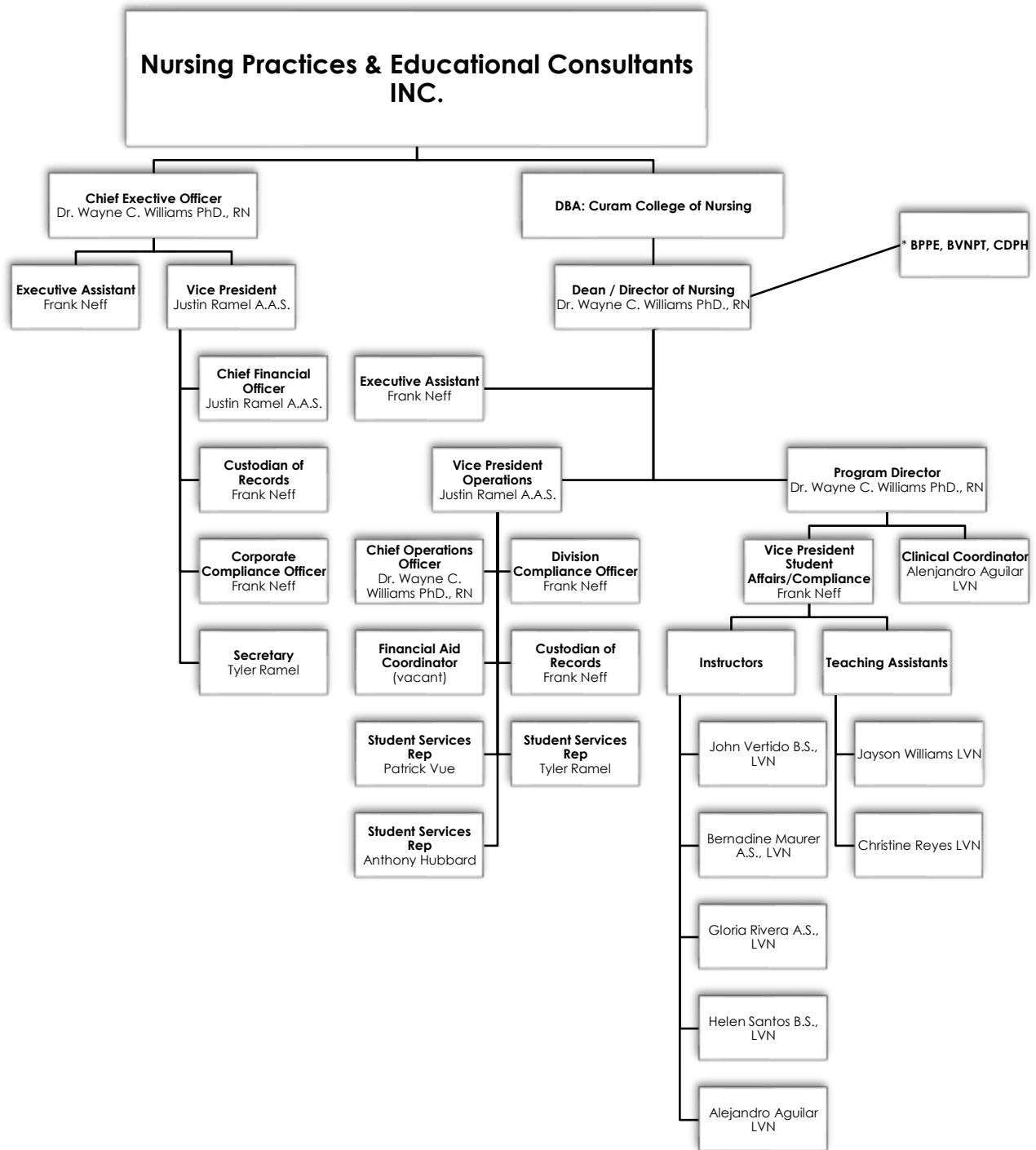
VN INSTRUCTOR

Helen Santos BS, LVN

Bachelor of Science, Nursing
Licensed Vocational Nurse

Helen holds a Bachelor of Science Nursing degree from Santo Tomas University in the Philippines as has many years of experience in a variety of different nurse practice areas. She has held several management positions and has vast knowledge in Medical Surgical Nursing.

11 ORGANIZATIONAL CHART



- * BPPE: Bureau for Private Postsecondary Education
- BVNPT: Board of Vocational Nursing and Psychiatric Technicians
- CDPH: California Department of Public Health

12 NURSE ASSISTANT TRAINING PROGRAM

Certification Course, 150 hours, below college level

The Nursing Assistant course consists of one hundred fifty hours (150). The theoretical portion has fifty (50) hours of classroom instruction, and the clinical portion has one hundred (100) hours. The training will be conducted from Monday to Friday and accomplished in twenty (20) days. The instructors will teach the theory content through lectures, demonstrations, as well as exposing the students to actual nursing procedures and technicians while in the clinical setting. Knowledge validation is evaluated on an ongoing basis through tests and quizzes.

The maximum number of students per class is fifteen (15) to maintain a maximum ratio of 1:15. The school anticipates that it will offer this course twelve (12) times a year. Therefore, projecting enrollment of fifteen (15) students in each class for a total of one hundred eighty (180) students a year. Our three-year (3) projection will be two hundred and forty (240) students.

The Instructor is a RN or LVN who is approved to instruct by the California Department of Public Health. The book entitled "Hartman's Nursing Assistant Care: The Basics" by Hartman Publishing 4th edition will be the official textbook for the course.

This course is taught Monday through Friday.

Theory days are 0800 – 1630 hours; Clinical days are 0600 – 1430 hours.

12.1 ADMISSION REQUIREMENTS

- Must be at least 16 years old
- Must pass a physical exam performed by your physician, including PPD results. Students with positive PPD results will submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis.
- Must provide proof of grade 12 completion or GED
- Possess a valid government-issued photo ID and Social Security Number
- Pass the fingerprinting and criminal background screening

12.2 ADMISSION PROCEDURES

- Visit the school and receive an application packet and a list of admission requirements
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one-hundred-fifty dollars (\$150.00)
- Complete an enrollment agreement
- Attend an orientation prior to start date of the program

12.3 REQUIRED EQUIPMENT

- Analogue wrist watch
- Mostly white shoes that do not easily absorb liquids (no suede or canvas)
- Uniform purchased from the school
- Gait belt

12.4 OBJECTIVES

The educational objective of the Nursing Assistant Training Course is to prepare the nurse assistant for state certification and consequently function as an efficient and knowledgeable Certified Nurse Assistant. The course shall be enhanced with the comprehensive training program. All instructions will emphasize the importance of delivering service that will maintain and promote the optimum level of functioning by the patient and carrying out duties in a sensitive and efficient manner. Upon completion of the program, the student is eligible to take the State Board Exam and upon passing become a Certified Nurse Assistant.

12.5 STUDENT EVALUATION/GRADING

Grading for this program will be as follows:

THEORY:

100% Quizzes x 10 (10% each)

100% Total

CLINICAL:

Students will receive a Pass/Fail grade for their clinical experience.

12.6 EMPLOYMENT OPPORTUNITIES

There are five industries that employ most Nurse Assistants: nursing and personal care facilities, hospitals, residential care facilities, temporary agencies, and home health care services. Assisted living facilities ties are growing sector of personal care facilities. Nurse Assistant is the entry-level job in the nursing field. With additional training and schooling, a Nursing Assistant can work in a specialty area such as pediatrics, geriatrics, surgery, medicine, obstetrics, orthopedic, and psychiatry. Nurse assistant begins the foundation skills and knowledge that could lead to other health care occupations. Nurse Assistants could further their nursing career by enrolling in Vocational Nursing and subsequently in registered Nursing Programs. In addition, per California Labor Market Information projections, jobs for Nursing Aides, Orderlies, and Attendants are expected to increase by 21.0 percent, or 22,700 jobs between 2008 and 2018. An average of 2,280 new job opening per year is expected by, plus an additional 1,080 openings due to net replacement needs, resulting in a total of 3,360 job openings.

12.7 TRAINING MODULES

Module 1: Introduction

Theory 2 Hrs.

This module is designed to introduce and prepare students to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to the role and responsibilities of the nursing assistant, including requirements for nursing assistant certification, professionalism, ethics, and confidentiality.

Module 2: Patients' Rights

Theory 2 Hrs. Clinical 1 Hr.

This module introduces the student to the fundamental principle behind resident rights as a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulations.

Module 3: Interpersonal Skills

Theory 2 Hrs.

This module is designed to prepare students to proper patient/caregiver communication. Students are trained to be sensitive to the needs of patients and their families. Overcoming barriers to proper communication is also addressed.

Module 4: Prevention Management of Catastrophe

Theory 1 Hr. Clinical 1 Hr.

This module covers emergency situations in the healthcare setting. Students are taught to understand safety rules and execute disaster plans. Focus is placed on resident safety and the manner in which nurse assistants are to conduct themselves.

Module 5: Body Mechanics

Theory 2 Hrs. Clinical 4 Hrs.

This module is designed to help students gain understanding of efficient and proper use of the body in performing tasks related to the role of the nursing assistant. Students demonstrate principles of positioning and transporting residents and implement these principles when providing resident care.

Module 6: Medical and Surgical Asepsis

Theory 2 Hrs. Clinical 9 Hrs.

This module presents information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard transmission based precautions and bio-hazardous waste management.

Module 7: Weights and Measure

Theory 1 Hr. Clinical 1 Hrs.

This module prepares the student to understand the common system of measurement used by nursing assistants. The content includes procedures to measure volume, urinary output from a drainage bag, measuring length and weight, and conversion of traditional time to military time and vice versa.

Module 8: Patient Care Skills

Theory 14 Hrs. Skills 20 Hrs. Clinical 44 Hrs.

This module helps students to acquire skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nursing assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves.

Module 9: Patient Care Procedures

Theory 7 Hrs. Skills 10 Hrs. Clinical 20 Hrs.

This module provides the student with learning experiences that prepare the nursing assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

Module 10: Vital Signs

Theory 3 Hrs. Clinical 6 Hrs.

This module prepares the student to know how, when, and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They also learn to recognize and report normal and abnormal findings.

Module 11: Nutrition

Theory 2 Hrs. Clinical 6 Hrs.

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

Module 12: Emergency Procedures

Theory 2 Hrs. Clinical 1 Hr.

Students are instructed on the proper handling of residents in emergency procedures. Identifying symptoms of distressed is discussed and handling of emergency codes. Nurse assistants are trained in their role in these situations and learn the procedures in which they are allowed to perform.

Module 13: Long-Term Care Patient

Theory 2 Hrs.

This module introduces the student to the basic structure of the body and reviews the effect of aging on body structure and function. Common physical and psychological conditions found in

elderly residents are presented along with approaches to care. Community resources commonly available to assist elderly residents with their psychological, recreational, and social needs are presented.

Module 14: Rehabilitative Nursing

Theory 2 Hrs. Clinical 3 Hrs.

The module introduces the student to restorative care. Everyone is entitled to reach their optimal level of functioning. The nursing assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

Module 15: Observation and Charting

Theory 4 Hrs. Clinical 4 Hrs.

This module provides instruction and training in assessing and documenting the condition of residents. The student learns to report and record observations on appropriate documents using medical terms and abbreviations.

Module 16: Death and Dying

Theory 2 Hrs.

This module introduces the student to the various stages of the grieving process and physical signs of approaching death. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

The students will practice patient activities of daily living skills and techniques prior to their first day of clinical. This lab will give the students the opportunity to practice skills that have been taught in the theory portion of the program.

12.8 HOURS BY MODULE

		Theory	Clinical
Module 1	Introduction	2	0
Module 2	Patient's Rights	2	1
Module 3	Interpersonal Skills	2	0
Module 4	Prevention Management of Catastrophe and Unusual Occurrence	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical and Surgical Asepsis	2	9
Module 7	Weights and Measures	1	1
Module 8	Patient Care Skills	14	44
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long-Term Care Patient	2	0
Module 14	Rehabilitative Nursing	2	3
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
	Lab Skills Practice	0	0
	Total Hours:	50	100

12.9 GRADUATION REQUIREMENTS

A certificate of completion will be awarded to Nursing Assistants students meeting their program's graduation requirements. Students must successfully complete the 150-hour program consisting of 50

hours of classroom instruction, and 100 hours of clinical training. Students must score a minimum of 75% in all quizzes and written examination. Clinical skills must be performed with 100% accuracy and completed all make up hours both theory and clinical. Students must have completed all financial obligations with the school to graduate.

12.10 THEORY AND CLINICAL SITE LOCATIONS

Theory sites:

Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

Clinical sites:

St. Claire's Nursing Center
6248 66th Avenue
Sacramento, CA 95823

13 HOME HEALTH AIDE PROGRAM

Certification Course, 40 hours, below college level

This forty (40) hour course prepares the Certified Nursing Assistant to be a Home Health Aide. The thrust of this course is to assist the CNA in acquiring skills necessary to provide services to clients in the home setting. The training will enable the CNA to identify the needs of clients that are essential in maintaining a good quality of life and to attain the optimum level of functioning. The areas highlighted by the course will also train the CNA to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide. The maximum number of students per class is 15 to maintain a maximum ratio of 1:15.

The school anticipates that we will offer this course twelve (12) times a year. Therefore, we anticipate enrolling fifteen (15) students in each class for a total of one hundred eighty (180) students a year. Our three-year projection will be two hundred forty (240) students.

The Instructor is an RN who has been approved to instruct by the California Department of Public Health. The book entitled "Provide Home Care: A Textbook for Home Health Aides" by Leahy will be the official textbook for the course.

This course is taught Monday through Friday.

Theory days are 0800 – 1630 hours; Clinical days are 0600 – 1430 hours.

13.1 ADMISSION REQUIREMENTS

- Must have a current Certified Nursing Assistant license to enroll
- Health screening and TB test must be current
- Provide proof of grade 12 completion or GED
- Must have a current CPR/FA/AED certificate
- Preferably all white non-absorbent shoes & analogue watch with a second's hand

13.2 ADMISSION PROCEDURE

- Visit the school and receive an application packet and a list of admission requirements
- Pay a non-refundable application fee of one hundred fifty dollars (\$150.00)
- Complete an enrollment agreement
- Attend an orientation prior to start date of the program

13.3 OBJECTIVES

- Define home health care.

- Describe the growth of home care throughout the years.
- Verbalize the goals of home care.
- Recognize the types of individuals who would qualify for home care.
- Describe the necessity and benefits of home care services for the patient, family, and community.
- Verbalize the skills and qualities required to be a Home Health Worker.
- Describe accountability required when caring for a patient in their home, including confidentiality and patient rights.
- List reasons why a home care worker would be terminated.
- List tasks associated with being a home care worker.
- Provide examples of meeting the home care patient's emotional and physical needs.
- List the members of the health care team and explain their respective roles.
- Discuss the interaction among health care team members.
- Define the purpose and goals of the patient's care plan including:
 - Development of the plan by the team members
 - Case Manager's role
 - Tasks on the plan
- Describe observing and reporting responsibilities.
- Maintain a copy of the care plan in the home/confidentiality.
- Identify the role of the home care supervisor or coordinator.
- Verbalize reasons to contact supervisor/coordinator or RN/Case Manager.
- Understand and be sensitive to basic human needs and the cultural difference of the clients that they will care for.

13.4 REQUIRED EQUIPMENT

- Analogue wrist watch
- Mostly white shoes that do not easily absorb liquids (no suede or canvas)
- Uniform purchased from the school
- Gait belt

13.5 STUDENT EVALUATION/GRADING

Grading for this program will be as follows:

THEORY:

100%	Quizzes x 5 (20% each)
100%	Total

CLINICAL:

Students will receive a Pass/Fail grade for their clinical experience.

13.6 EMPLOYMENT OPPORTUNITIES

Home Health aides work in patients' homes where other family members live. They also work in hospice settings caring for patients who are dying. They may work full-time, part-time, or on-call, depending on patient needs.

Per labor market information, the job outlook for Home Health Aides is excellent. With more people living longer, more Californians are living with disability and/or illness. Most people needing care would prefer being cared for in their home rather than a nursing home or hospital, leading to more jobs for Home Health Aides. Jobs are expected to increase by 43.6 percent, or 23,700 jobs between 2008 and 2018. In California, an average of 2,370 new job openings per year is expected, plus an additional 540 job openings due to net replacement needs, resulting in a total of 2,910 job openings.

13.7 TRAINING MODULE

Module 1: Introduction to Aide and Agency Role

Theory 2 hrs.

The purpose of this unit is to acquaint the student with the practice of home health aide. The topics to be covered include: a) Federal and State regulations governing home health aides; b) purpose of home health care and roles of members of the home health care team; c) the role and responsibility of the home health aides as a member of the team; and d) communication with clients, families, team members, and community agencies.

Module 2: Interpretation of Medical and Social Needs of Clients

Theory 5 hrs.

The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and families' physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the home health aide providing a caring and supportive environment are discussed.

Module 3: Personal Care Services

Theory 5 hrs. Clinical 15 hrs.

The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client presented.

Module 4: Nutrition

Theory 5 hrs. Clinical 3 hrs.

The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition or personal preferences, cultural and religious dietary practices as discussed.

Module 5: Cleaning and Care Tasks in the Home

Theory 3 hrs. Clinical 2 hrs.

The purpose of this unit is to provide learning experiences for the home health aide that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing household tasks.

13.8 HOURS BY MODULE

		Theory Hours	Clinical Hours	Total Hours
Module 1	Introduction to Aide and Agency role	2	0	2
Module 2	Interpretation of Medical and Social Needs of Clients	5	0	5
Module 3	Personal Care Services	5	15	20
Module 4	Nutrition	5	3	8
Module 5	Cleaning and Care Task in the Home	3	2	5
	Total Clock Hours	20	20	40

13.9 GRADUATION REQUIREMENTS

A certificate of completion will be awarded to Home Health Aide students meeting their program's graduation requirements. Students must successfully complete the forty (40) hour program consisting

of twenty (20) hours of classroom instruction and twenty (20) hours of clinical training. Students must score a minimum of 75% in all quizzes and written examination. Clinical skills must be performed with 100% accuracy and completed all make up hours both theory and clinical. Students must have completed all financial obligations to the school in order to graduate. There is no state examination for this course.

13.10 THEORY AND CLINICAL SITE LOCATIONS

Theory sites:

Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

Clinical sites:

St. Claire's Nursing Center
6248 66th Avenue
Sacramento, CA 95823

14 VOCATIONAL NURSING PROGRAM

Diploma Course, 1720 hours, college level

The course shall consist of no less than 1720 hours and is offered by the school on a full-time basis. The theory portion consists of 746. The clinical portion consists of 974 hours. The school week does not exceed 40 hours per week. The course curriculum shall be taught in a sequence that results in student's progressive mastery of knowledge, skills and abilities. The curriculum content includes the following prerequisites: pharmacology 54 hours, anatomy and physiology 36 hours, and nutrition 36 hours which are required courses before a student is admitted into the core curriculum. The core curriculum consists of: 1. Psychology, 2. Normal Growth and Development, 3. Fundamentals of Nursing, 4. Communication, 5. Patient Education, 6. Medical-Surgical, 7. Communicable diseases, 8. Gerontological Nursing, 9. Rehabilitation Nursing, 10. Maternal Nursing, 11. Pediatric Nursing, 12. Leadership, and 13. Supervision.

14.1 ADMISSION REQUIREMENTS

Prior to requesting an appointment with the Program Director, potential students must have the following documentation on file with the Student Services Office:

- One official (sealed envelope) copy of high school transcripts reflecting grade 12 completion or GED certificate.
 - If you attended High School outside the U.S., then you must have you High School transcript officially evaluated and certified before they are accepted for admission.
- Official (sealed envelope) transcript for college work completed to date.
- Two (2) Letters of Recommendation; Must be from employer, instructor, or another relevant person. We encourage applicants to acquire letters from nursing professionals when possible. Letters from relatives are not acceptable.
- Current CPR, First Aid, AED certification card for child, infant and adult. (*Red Cross First Aid, CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator.)*)
- Current Certified Nurse Assistant card, must be signed.
- Health Screening
 - Must have a recent physical
 - Must be within a 6-month period of the class start date.
 - Tuberculin testing (PPD), 2 step negative
 - Students with positive PPD will be required to submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis.
 - Immunization record including:
 - Hepatitis B Vaccine

- MMR (mumps, measles, rubella)
- Varicella (Flu)
- Student Liability Insurance (*before being allowed into the clinical setting*).
- Proof of previous education or experience in the health field-official transcripts from accredited vocational, practical, or registered nursing course, psychiatric technician courses, armed services nursing courses or course in anatomy and physiology, nutrition, and pharmacology. Nursing courses and pharmacology must be completed within the last five years and general education within the last ten. All courses completed outside of Curam College must have a grade of B or better to be eligible for transfer.

14.2 PROGRAM PREREQUISITES

Prior to being considered for admission to the program the following pre-requisites must be met. As per BVNPT rules there is a five (5) year time out applied to all nursing courses and a ten (10) year time out for all general education courses.

The required pre-requisites below must be completed before you will be considered for admission:

- Introduction to Anatomy & Physiology for Nurses..... 36 hours
- Nutrition for Nurses..... 36 hours
- Pharmacology for Nurses..... 54 hours
- Medical Terminology..... 18 hours (*not required, but recommended*)

14.3 TEAS TESTING

TEAS Pre-Nursing Assessment:

- This test covers Reading, Mathematics, Science and English and Language Usage.
- All potential students are required to complete the TEAS pre-nursing assessment testing.
 - A grade of 75% must be achieved in each subject area.
- The pre-nursing assessment test will be administered at the Curam College of Nursing campus.
- The testing dates will be announced and all students will have to register with Curam College of Nursing prior to taking the exam
- The cost of the exam will be \$65.00. Order forms and study guides may be obtained in the school office.
- Curam College will accept TEAS test completed at other institutions with the previous year.
- The program director reviews all complete applications for admission. Successful applicants who are granted admission into the Curam College of Nursing Vocational Program are notified by phone or by e-mail.

14.4 EMPLOYMENT OPPORTUNITIES

Direct application to employers remains one of the most effective job search methods. According to the California Labor Market Information, "growth in the employment of LVNs is in response to the long-term care needs of a rapidly growing elderly population and the general growth of healthcare. Replacement needs will be a major source of job openings as workers leave the occupation. Nursing homes will offer the newest jobs for LVNs as the number of aged and disabled people who need long-term care rises. Hospitals are continually under pressure to lower costs and are progressively using more LVNs in place of registered nurses. Increasingly, LVNs will also find jobs outside the traditional hospital setting as healthcare delivery changes".

The projections of employment for LVNs per labor market information research states, "In California, the number of Licensed Vocational Nurses is expected to grow faster than an average growth rate for all occupations. Jobs for Licensed Vocational Nurses are expected to increase by 21.5 percent, or 13,600 jobs between 2008 and 2018." This equates to an average of 1,360 new job opening per

year, plus an additional 1,980 job opening due to replacement needs, resulting in a total of 3,340 job opening annually.

14.5 ANTICIPATED ENROLLMENT

The school anticipates that we will offer this course four (4) times a year. We anticipate enrolling fifteen (15) students in each class for a total of sixty (60) students a year. Our three (3) year projection will be one hundred and eighty (180) students.

14.6 CURRICULUM OBJECTIVES

The curriculum objectives for this program are based on the philosophy and conceptual framework that the school has adopted. Using Orem's Self-Care Theory/Maslow's Hierarchy of Needs the curriculum coordinates clinical and theoretical objectives of the major areas of nursing. The program is taught over 42 weeks and is divided into three levels (terms).

14.7 CURRICULUM BY TERM

Term 1: Theory 204 Hours, Skills Lab 76 Hours, Clinical 240 Hours

Fundamentals of Nursing

Theory 71 Hours – Skills Lab 76 Hours - Clinical 240 Hours

- Differentiate the role of the Vocational Nurse in the health care team.
- Apply knowledge of the legal and ethical responsibilities during the provision of nursing care.
- Demonstrate competence in the performance of basic nursing skills.
- Using Orem's Self-Care Theory, recognize that each patient is an individual with specific psychological, physical and spiritual needs
- Engage in the promotion of health care maintenance and the prevention of disease.

Culture

Theory 8 Hours

- Identify the cultural and social factors that contribute to health and disease.
- Engage in the provision of culturally sensitive, congruent care to individuals across the life continuum.

Nursing Process

Theory 19 Hours

- Utilizing Orem's Self-Care Theory implement the nursing process as a framework for priority and performance of nursing interventions

Communications

Theory 8 Hours

- Apply the principles of therapeutic communication when interacting with the client, family and health care team members.
- Understand mental illness can affect the ability of an individual to meet their Universal Self-Care Requirements as defined by Orem's Self-Care Theory (Deficits)

Critical Thinking

Theory 9 Hours

- Engage the principles of critical thinking in the delivery of health care.

End of Life

Theory 8 Hours

- Demonstrate an understanding of the concept of end of life care and deliver care to assigned clients in a holistic, cultural sensitive manner.

Nutrition

Theory 2 Hours

- Demonstrate an understanding of the concepts of nutrition in the healing process of any disease and the state of wellbeing.

Psychology

Theory 9 Hours

- Demonstrate an understanding of the principles of psychology as related to the patient's state of wellbeing. Understand how patients feel during the disease process and on the road to wellness.

Growth & Development

Theory 20 Hours

- The will be introduced to the principles of growth and development across the life span and be able to apply these principles to the clinical setting; while providing care for patients across the generations.

Patient Education

Theory 4 Hours

- The student will be introduced to the principles of patient education, learning situations, learning readiness, lesson plans, and delivery of information and evaluation of patients understanding of the presented concepts.

Pharmacology

Theory 18 Hours

- The student will learn the principles of the preparation of medication using multiple delivery systems, checking medication orders, preparing the medication for administration, administration of medication and recording of the medication given. The student will focus on the 6 rights of medication administration.

Communicable Disease

Theory 4 Hours

- The student will learn the principles of asepsis, hand washing, isolation techniques, bagging and disposal of infections materials as well as the process of disease transmission and the chain of infection.

Gerontological Nursing

Theory 8 Hours

- Demonstrate the ability to apply knowledge and clinical skills to address the major problems associated with the caring of older adults.

Rehabilitation Nursing

Theory 9 Hours

- Students will demonstrate the principles of rehabilitation nursing through interventions that will assist the patient to become independent with their activities of daily living.

Ethics/Unethical

Theory 7 Hours

- Students will evaluate their nursing practice and interventions in the clinical setting utilizing the principles of ethics and will be able to identify any situation that is unethical and take appropriate actions.

Term II: Theory 288 Hours, Skills Lab 96 Hours, Clinical 264 Hours

Medical/Surgical Nursing II

Theory 210 Hours – Skills Lab 96 Hours- Clinical 264 Hours

- Continue to apply knowledge of the etiology, symptoms, diagnostic procedures, nursing care treatment of common medical-surgical disorders; including pharmaceutical and rehabilitation therapy.

Gerontological Nursing

Theory 8 Hours

- Demonstrate the ability to apply knowledge and clinical skills to address the major problems associated with the caring of older adults.

Communicable Disease

Theory 8 Hours

- The student will learn the principles of asepsis, hand washing, isolation techniques, bagging and disposal of infectious materials as well as the process of disease transmission and the chain of infection.

Culture

Theory 8 Hours

- Identify the cultural and social factors that contribute to health and disease.
- Engage in the provision of culturally sensitive, congruent care to individuals across the life continuum.

Anatomy & Physiology

Theory 54 Hours

- Students will receive further instruction in the body systems and the diseases related to each of the systems. The students will be introduced to the medical and nursing interventions for each disease and the treatment modalities for each disease identified.

Term III: Theory 118 Hours, Skills Lab 32 Hours, Clinical 266 Hours

Medical-Surgical Nursing II

Theory 56 Hours- Skills Lab 32 Hours – Clinical 146 Hours

Demonstrate the ability to incorporate the principles of nursing, behavioral and physical sciences in the provision of culturally competent care to clients across life's continuum with different bio-psychological universal self-care requirements.

- Demonstrate the ability to apply learned knowledge of specific disease conditions in the prevention, treatment, and nursing care and rehabilitation clients.
- Demonstrate the ability to conform to professional standards incorporating legal and ethical considerations and responsibilities for the Vocational Nurse.
- Demonstrate the ability to utilize the principles of critical thinking in the assessment, care interventions and evaluations of client care and in the development and implementation of a client teaching plan within the scope of practice of a Vocational Nurse.
- Demonstrate the ability to implement the principles of end-of-life care of assigned clients in the clinical setting.

Leadership and Supervision

Theory 8 hours – Clinical 40 Hours

- Demonstrate the ability to organize, prioritize and delegate care for a group of clients using effective communication techniques with other members of the health care team.
- Demonstrate effective supervisory techniques with other members of the health care team while assisting clients to meet their universal care requirements.

Pediatric Nursing

Theory 24 Hours – Clinical 40 Hours

- This course is designed to provide basic understanding of the response of the pediatric patient to illness and to medical-surgical interventions related to illness, based on the maturation level (infancy to adolescence).
- Course content parallels the developmental stages: i.e. infants, toddlers, pre-school aged children, pubescent and adolescent children; as it relates to the common pediatric conditions and specific diagnostic tests; accident prevention; nutrition, including culturally diverse food patterns; the principals involved in standard precautions used to prevent the transmission of communicable diseases in children; immunization programs; and the characteristics of common childhood communicable diseases.
- The nursing process will provide the model for the delivery of safe nursing care to pediatric patients in the hospital, clinic, and home. The course also gives the student opportunity to learn the principles of wellness, to manage illness of children, and to consider the concepts of grief and loss as they apply to the nursing care of children and families with special needs.

Maternity Nursing

Theory 24 Hours – Clinical 40 Hours

- This course is designed to provide basic theoretical knowledge and skills related to the response of the patient to pregnancy: from conception to the care of the newborn. Course content includes growth and development, current trends in maternal child nursing, human reproduction, fetal development, prenatal care, complications of pregnancy, labor and birth, pain management, the family, postpartum care, the newborn, breast feeding, and the infant's special needs.
- The goal is to prepare the students to: think critically, problem-solve effectively, develop competent assessment skills, and teach patients about their health care needs taking into consideration the developmental needs of the patient.
- The nursing process will provide a model for the delivery of safe nursing care in the prenatal, postpartum, and/or reproductive clinics, labor and delivery set units, and postpartum units.

Communication

Theory 6 Hours

- Apply the principles of therapeutic communication when interacting with the client, family and health care team members.
- Understand mental illness can affect the ability of an individual to meet their Universal Self-Care Requirements as defined by Orem's Self-Care Theory (Deficits)

Breakout of Clinical Hours by Topic Areas

Topic	Hours	
Fundamentals	316	Students who have completed a Certified Nursing Assistant program will receive 10 pre-requisite hours for Fundamentals of Nursing
Medical-Surgical	538	
Pediatrics	40	
Maternity	40	
Leadership	20	
Supervision	20	
Total Clinical Hours	974	

SUMMARY OF INSTRUCTIONAL PLAN VOCATIONAL NURSING PROGRAM CLOCK HOURS

Curriculum Content	Prerequisites	Term 1	Term 2	Term 3	Comments	Totals
Anatomy & Physiology	36	0	54	0		90
Nutrition	36	2	0	0		38
Psychology	0	9	0	0		9
Growth & Development	0	20	0	0		20
Fundamentals of Nursing	10 (CNA)	71	0	0		86
Nursing Process	0	19	0	0		19
Communication	0	8	0	6		14
Patient Education	0	4	0	0		4
Pharmacology	54	18	0	0		70
Medical/Surgical Nursing	0	0	210	56		258
Communicable Disease	0	4	8	0		20
Gerontological Nursing	0	8	8	0		16
Rehabilitation Nursing	0	9	0	0		8
Maternity Nursing	0	0	0	24		24
Pediatric Nursing	0	0	0	24		24
Leadership	0	0	0	4		4
Supervision	0	0	0	4		4
Ethics & Unethical Cond.	0	7	0	0		7
Critical Thinking	0	9	0	0		8
Culturally Congruent Care	0	8	8	0		16
End-of-Life Care	0	8	0	0		7
Total Theory Hours	136	204	288	118		746
Skills Lab Hours	0	76	96	32		204
Clinical Experience Hours	0	240	264	266		770
Total Clinical Hours	0	316	360	298		974
Total Program Hours						1720

15 VOCATIONAL NURSING PROGRAM Course Descriptions

Prerequisite Courses

Anatomy & Physiology: 36 hours

This comprehensive course is developed to introduce a solid basic core foundation for Human Anatomy and Physiology to augment the Nursing field of endeavor so that a practitioner has a secure grounding in the structure and function of the human body. The ability to recognize deviations from health allows the professional to refer to Physicians as needed and to plan their care for their clients appropriately. This course will prepare the student for entry into a Vocational Nursing Program.

Nutrition: 36 hours

This course provides students with an understanding of the basic concepts and principles of nutrition including digestion, metabolism and function of nutrients across the life span as well as the nutritional needs during pregnancy. Other topics covered are current controversial nutrition issues such as eating disorders, sports nutrition, dietary supplements, and herbal products, and the relationship between nutrition and diseases like heart disease, cancer, obesity, osteoporosis

diabetes. This course will also provide students with the knowledge needed to evaluate and modify their own diets.

Pharmacology: 54 hours

This course covers all aspects of introductory pharmacology. It is designed to include basic understanding of drug action at the physiology level. It covers unit conversions and drug calculations. The content includes the study of drug categories, principles of drug action and drug interaction, effect of drugs on various body systems, and nursing considerations in administering medications.

Certified Nursing Assistant: 10 hours

Students are required to be a Certified Nursing Assistant and have complete a course that has been approved by the California Department of Public Health. The course must not be less than 50 hours of Theory and 100 hours of Clinical.

Vocational Nursing Program Courses

Term 1: Theory 204 Hours, Skills Lab 76 Hours, Clinical 240 Hours

Fundamentals of Nursing: Theory 76 Hours – Skills Lab 76 Hours – Clinical 240 Hours

This course presents the theoretical framework for understanding the process of providing basic nursing care using the nursing process as a model of delivering safe patient care. Content includes developmental processes and life cycle of adult and older adults, health care delivery systems, cultural diversity, therapeutic nature of nursing, professional accountability, medication administration, and nursing management of the basic patient care needs including concepts of safety and infection control, fluid and electrolyte balance, skin integrity, and nutrition. Demonstration, practice, and return demonstration in the skills laboratory is required. The learned skills will be implemented first in the fundamentals and medical-surgical practicum and thereafter, throughout the program's clinical experiences.

Nursing Process: Theory 19 Hours

This course provides the student the theoretical framework and a systematic way of effectively applying the scientific approach to nursing care of the client. The student learns the step of the nursing process: (1) assessment (data, analysis, and diagnosis), (2) planning, (3) implementation and (4) evaluation. The content includes writing care plans and applying critical thinking skills in the process of developing nursing care plan.

Communication: Theory 8 Hours

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes verbal and non-verbal communication, its barriers and influences as well as the importance of applying therapeutic communication in the health care setting. In addition, the course introduces the student to the therapeutic nurse patient relationship and the developmental process and special needs of an older adult and communication among the different members of the health care team in different health care settings.

Patient Education: Theory 4 Hours

This course introduces future healthcare professionals to the fundamentals of patient education. Students will learn the importance of empowering patients through education to increase patients' ability and encourage positive behavioral, health-related changes. In addition, students will have the opportunity to work in interdisciplinary groups to create and evaluate patient education interventions. This course will promote integration of concepts related to education, research, and technology.

Pharmacology: Theory 16 Hours

This course covers all aspects of introductory pharmacology. It is designed to include basic understanding of drug action at the physiology level. It covers unit conversions and drug calculations. The content includes the study of drug categories, principles of drug action and drug interaction, effect of drugs on various body systems, and nursing considerations in administering medications.

Psychology: Theory 9 Hours

This course is designed to introduce the student to patients who suffer from mental disorders and the disease process that may affect the elderly population. The course gives the students the opportunity to explore their own feelings and perceptions of people who suffer from a variety of mental illness including, anxiety, depression, bipolar disease, suicide, dementia and Alzheimer's disease. The student will also learn techniques to provide care for these patients affected by these diseases.

Growth & Development: Theory 20 Hours

This course is designed to introduce the students to the principles of growth and development across the life span. The student will be introduced to the stages of physical growth and mental development as a person progresses from birth to the elderly patient while identifying the ageing process.

Nutrition: Theory 2 Hours

This instruction will introduce the student to the principles of geriatric nutritional needs and special diets. The student will be introduced to the principles of gastric tube feedings and other methods of providing nutrition for the elderly client.

Communicable Disease: Theory 4 Hours

This course will introduce the student to the techniques of isolation and the method of disease transmission. In addition, the principles of sterility and asepsis will be introduced with the student demonstrating the technique for gowning and un-gowning using protective clothing. The student will be taught the principles of contaminated biological waste materials and sharps disposal. The student will also be introduced to the chain of infection and the effective methods to break the chain to prevent the spread of disease.

Gerontological Nursing: Theory 8 Hours

This course will introduce the student to the principles of geriatric nursing using the nursing process to plan care for the elderly population. The course will introduce the student to the special considerations that need to be identified while providing care to this population. This course will discuss patients who are receiving care in their homes, assisted living facilities and skilled nursing facilities.

Rehabilitation Nursing: Theory 8 Hours

This course will introduce the student to the principles of rehabilitation nursing and the role of the nurse in assisting the patient to achieve their maximum level of function post injury or illness. The student will be taught the principles of range of motion exercises as well as active and passive exercises, patient ambulation and the use and maintenance of durable medical equipment.

Ethics: Theory 7 Hours

This course is designed to introduce the nursing student to the principles of nursing ethics that must be incorporated into their nursing practice and delivery of patient care. The student will be encouraged to explore their own values related to euthanasia, abortion, withdrawal of medical and nursing care for elderly patients. The student will also explore cultural factors that may influence the provision of nursing care.

Critical Thinking: Theory 8 Hours

This course is designed to introduce the student to the principles of critical thinking. The student will develop nursing care plans using the principles of critical thinking and following the nursing process while taking into consideration the patient's needs. This course will allow the student to anticipate the needs of the patient and plan accordingly for any interruptions in the daily routine of taking care of their patients.

Culturally Congruent Care: Theory 8 Hours

This course is designed to introduce the student to cultural differences that may affect the delivery of patient care. The student is introduced to the history of transcultural nursing concepts and how these concepts play a part in the delivery of care and the healing process of their clients.

End of Life Care: Theory 7 Hours

This course is designed to introduce the student to the care that is required for patients who are at the end of life. The student will explore various nursing services that are available to the dying patient. The student will also learn about advanced directives, living wills and final wishes of the dying patient.

Term 2: Theory 280 Hours, Skills Lab 96 Hours, Clinical 264 Hours**Medical/Surgical Nursing II: Theory 202 Hours - Skills Lab 96 Hours - Clinical 264 Hours**

Medical Surgical Nursing II builds upon the knowledge, skills, and attitudes developed in Medical Surgical I. This course is designed to provide basic understanding and care of the adult patient with mental health conditions in addition to the pathophysiologic changes related to disorders of the major body systems not covered in Medical Surgical I. It also covers basic nursing care pertaining to the care of more complex nursing care such as anesthesia, surgery, oncology nursing, and societal health conditions the nursing process is used as the model for the delivery of safe nursing care in a variety of settings.

Anatomy & Physiology: Theory 54 Hours

This course is designed to build on the pre-requisite course and introduces the disease process and illness that are associated with each of the body systems. The student will be introduced to the medical and nursing interventions necessary to assist the patient on their road to recovery. The student will also explore the treatment modalities as they are related to the anatomy and physiology of their patients.

Communicable Disease: Theory 8 Hours

This course will introduce the student to the techniques of isolation and the method of disease transmission. In addition, the principles of sterility and asepsis will be introduced with the student demonstrating the technique for gowning and un-gowning using protective clothing. The student will be taught the principles of contaminated biological waste materials and sharps disposal. The student will also be introduced to the chain of infection and the effective methods to break the chain to prevent the spread of disease. (This course will build on the introduction the student completed in Term 1.)

Gerontological Nursing: Theory 8 Hours

This course will introduce the student to the principles of geriatric nursing using the nursing process to plan care for the elderly population. The course will introduce the student to the special considerations that need to be identified while providing care to this population. This course will discuss patients who are receiving care in their homes, assisted living facilities and skilled nursing facilities. (This course will build on the introduction the student completed in Term 1.)

Culturally Congruent Care: Theory 8 Hours

This course is designed to introduce the student to cultural differences that may affect the delivery of patient care. The student is introduced to the history of transcultural nursing concepts and how these concepts play a part in the delivery of care and the healing process of their clients. (This course will continue to build on the principles discussed in Term 1.)

Term 3: Theory 126 Hours, Skills Lab 32 Hours, Clinical 266 Hours***Maternal Nursing: Theory 24 Hours – Skills Lab 16 Hours – Clinical 80 Hours***

This course is designed to provide comprehensive discussions of family-centered care, wellness, health promotion and illness prevention, women's health issues, and the growth and development of the newborn child and the parent. The information forms a continuum of knowledge that flows from conception to adulthood. Focus on the systems approach will be used to address physiological illness. The student continues to use the nursing process within the framework of providing care to the childbearing family. Further emphasis is on application of the nursing process and Maslow's Hierarchy of needs in the implementation of effective nursing intervention based on identified problems. Principles of nutrition, pharmacology, and communication are correlated throughout the course.

Communication: Theory 6 Hours

This course is designed to engage the students to think critically and to challenge the students to apply the process of critical thinking continuously throughout the nursing program. The course content includes verbal and non-verbal communication, its barriers and influences as well as the importance of applying therapeutic communication in the health care setting. In addition, the course introduces the student to the therapeutic nurse patient relationship and the developmental process and special needs of an older adult and communication among the different members of the health care team in different health care settings. * This course builds on the principles taught in Level/Term I.

Communicable Disease: Theory 8 Hours

This course will introduce the student to the techniques of isolation and the method of disease transmission. In addition, the principles of sterility and asepsis will be introduced with the student demonstrating the technique for gowning and un-gowning using protective clothing. The student will be taught the principles of contaminated biological waste materials and sharps disposal. The student will also be introduced to the chain of infection and the effective methods to break the chain to prevent the spread of disease. * This course will build on the introduction that the student completed in Level/Term I and Level/Term II.

Pediatric Nursing: Theory 24 Hours – Skills Lab 16 Hours – Clinical 80 Hours

This course is designed to provide discussions of family centered care, wellness, health promotion and illness prevention, and the growth and development of the child. The information will form a continuum of knowledge that flows from the conception to adulthood. Focus on systems approach will be used to address physiological illness. Child health theory is presented within a framework of Maslow's Hierarchy of needs, the nursing process, and the implementation of effective nursing intervention. Principles of nutrition, pharmacology and communication are integrated throughout the course. Related clinical experiences will take place in the out-client health care facilities.

Medical/Surgical Nursing: Theory 56 Hours – Clinical 26 Hours

Medical Surgical Nursing II builds upon the knowledge, skills, and attitudes developed in Medical Surgical I. This course is designed to provide basic understanding and care of the adult patient with mental health conditions in addition to the pathophysiologic changes related to disorders of the major body systems not covered in Medical Surgical I. It also covers basic nursing care pertaining to the care of more complex nursing care such as anesthesia, surgery, oncology, nursing, and societal health conditions. The nursing process is used as the model for the delivery of safe nursing care in a variety of settings.

Leadership and Supervision: Theory 8 Hours – Clinical 80 Hours

This course is designed to explore the leadership role of the vocational nurse and to assist students to develop behaviors that contribute to effective leadership in the health care setting. Course content includes: selected theories of leadership and management, characteristics of the effective leader, assessment of leadership styles, conflict resolution strategies, delegation, accountability, nurse practice standards, and ethical and legal issues related to leadership roles of the vocational nurse. The importance of effective communication in providing leadership to a multicultural workforce is emphasized.

15.1 GRADUATION REQUIREMENTS

The Following are the requirements students must achieve in order to graduate from the Vocational Nursing Program.

- 1) Must achieve the required passing grade of 75% or higher in all three levels.
- 2) Must complete all theory and clinical hours in all three levels.
- 3) Must complete make-up hours for theory and clinical if the student has any absences
- 4) Completes a mandatory Virtual ATI NCLEX-PN review in order to complete their VN program and the cost of this program is to be borne by the individual student.
- 5) Each student must pass Comprehensive Predictor after completion of Virtual ATI with a predicted chance of passing of 90% or higher.
- 6) Meet all academic and financial obligations to the school.

15.2 THEORY AND CLINICAL SITE LOCATIONS

Theory sites:

Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

Clinical sites:

Adventure Club
2271 Americana Drive
Roseville, CA 95747

Arden Rehab
3400 Alta Arden Expy.
Sacramento, CA 95825

Chicks in Crisis
8359 Elk Grove Florin Road Ste.
103
Sacramento, CA 95829

Emerald Gardens Nursing
Center
6821 24th Street
Sacramento, CA 95822

Norwood Pines
500 Jessie Avenue
Sacramento, CA 95838

Oak Ridge Healthcare Center
310 Oak Ridge Drive
Roseville, CA 95661

Point Quest
6600 44th Street
Sacramento, CA 95823

Sacramento Community
Clinics
5524 Assembly Court
Sacramento, CA 95823

St. Claire's Nursing Center
6248 66th Avenue
Sacramento, CA 95823

St. Francis Senior Residence
6254 66th Avenue
Sacramento, CA 95823

Winsor Elk Grove Nursing
9461 Batey Avenue
Elk Grove, CA 95624

Sacramento Community Clinics
3030 Explorer Drive
Sacramento, CA 95827

16 PREREQUISITE INSTRUCTION AT CURAM COLLEGE

Curam College offers the following prerequisite courses, which are required for entry into the Vocational Nursing Program.

16.1 INTRO TO ANATOMY & PHYSIOLOGY

CERTIFICATION COURSE, 36 HOURS, COLLEGE LEVEL

Prerequisites

There are no prerequisites for this course

Course Description

This course is designed for students entering the health care professional programs. It provides a foundation for the clinical topics covered in those courses by requiring mastery of factual material and problem solving techniques. This course is intended to adequately prepare students for these courses and for health science and nursing programs. The course is also designed to encourage the student to apply critical think skills in the clinical setting related to the disease process.

Course Learning Objectives

- Use anatomical terminology correctly to describe body directions, regions and planes.
- Describe the structure and components of a cell and their functions.
- Identify anatomical features of the body, including cells, tissues, and organs systems on models and charts.
- Describe the gross anatomy with tissue level organization and develop histological correlations.
- Describe the gross anatomy of the organs composing organ systems.
- Identify important anatomical structures and illustrate anatomical relationships diagrammatically.
- Relate biological structure and function of various organ systems.

Schedule of Classes

Classes are taught on weekends (Saturday/Sunday) for eight (8) hours 0800-1630hrs on (2) two consecutive week-ends and on a final Saturday for (4) four hours' 0800-1230hrs

Attendance

- Students must attend all thirty-six (36) hours of instruction in to obtain credit for the course and to receive a Certificate of Completion.
- Students who miss hours will be given assignments to cover the missed hours but no more than eight (8) hours can be made up using alternate assignments given by the instructor
- Students who miss more than 8 hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by one (1) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:20.

The instructor will employ the following methods of instruction:

- Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan.
- Skeleton x 2 Anatomical Charts for Body Systems
- Class Participation
- Quizzes and Examinations

Student Evaluation/Grading

Grading for this course will be as follows:

30%	Essay
40%	Workbook
30%	Final Exam
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100%	Total

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

- Classroom that can seat 25 students
- Laptop Computer and Overhead Monitor
- Mannequins for Examination and Inspection
- Anatomical Charts for Body Systems
- Human Skeleton Models x2

Textbook

Students are required to purchase the following textbooks.

- Memmler's The Human Body in Health and Disease 13th ed. ISBN-13: 978-14511-92803
- Memmler's The Human Body in Health and Disease Workbook 13th ed. ISBN-13: 978-1-4511-9348-0

Anticipated Enrollment

The school anticipates that we will offer this course four (4) times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling twenty (20) students in each class for a total of eighty (80) students a year. Our three (3) year projection will be two-hundred-forty (240) students.

16.2 NUTRITION FOR NURSES

CERTIFICATION COURSE, 36 HOURS, COLLEGE LEVEL

Prerequisites

There are no prerequisites for this course.

Course Description

This course is designed to provide the student an understanding of basic nutrition science for students who plan on entering a health care or nursing profession. Students will become familiar with the principles of diet planning, food labeling; the biological functions and food sources of each nutrient, energy balance, weight management, and physical activity. The role of nutrition in chronic disease, development, food safety issues, nutrition throughout the life cycle and current nutrition related controversies.

Course Learning Objectives

- Describe the components of a healthy diet, and critically evaluate the quality of their own diet.
- Identify major functions and food sources of each micronutrient (carbohydrate, protein, lipids) and micronutrient (vitamins and minerals).
- Explain the role of diet maintaining health and preventing chronic disease.
- Summarize the nutrients of concern during human growth and development, and throughout the aging process.
- Assess the quality of nutrition information presented in the media.
- Apply the principles of critical thinking when completing a nutritional assessment on patients (newborn, infant, toddler, adolescent, adult, and geriatric patients).

Schedule of Classes

Classes are taught on weekends (Saturday/Sunday) for eight (8) hours 0800-1630hrs on two (2) consecutive week-ends and on a final Saturday for four (4) hours 0800-1230hrs

Attendance

- Students must attend all thirty-six (36) hours of instruction in order to obtain credit for the course and to receive a Certificate of Completion.

- Students who miss hours will be given assignments to cover the missed hours but no more than eight (8) hours can be made up using alternate assignments given by the instructor.
- Students who miss more than eight (8) hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by one (1) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:20.

The instructor will employ the following methods of instruction:

- Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
- Food Charts/ Food Guide/ Nutrient Values Charts
- Quizzes and Examinations

Student Evaluation/Grading

Grading for this course will be as follows:

50%	Buffet Assignment
10%	Food Log
30%	Meal Planning
10%	Journal
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100%	Total

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

- Classroom that can seat 25 students
- Laptop Computer and Overhead Projector
- Nutrition DVD's.

Textbook

Students are required to purchase the following textbooks.

- Dudek: Nutrition Essentials for Nursing Practice 7th ed. ISBN: 13-978-1451186123

Anticipated Enrollment

The school anticipates that we will offer this course four (4) times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling twenty (20) students in each class for a total of eighty (80) students a year. Our three (3) year projection will be two-hundred-forty (240) students.

16.3 PHARMACOLOGY FOR NURSES

CERTIFICATION COURSE, 54 HOURS, COLLEGE LEVEL

Prerequisites

Students who wish to enroll in this class must show evidence of having completed an Anatomy and Physiology course of not less than thirty-six (36) hours and have attained a minimum of a "B" in the course.

Disclosure

This course follows and satisfies the California State Board of Vocational Nursing and Psychiatric Technicians Pharmacology requirements and regulations as listed under Article 4 Section 2516 (b) (2) of Eligibility of Licensure.

Course Description

This course is designed to introduce students to the nurse's role and responsibilities of medication administration and the basic principles of pharmacology.

Presents introductory core concepts of pharmacology including drug regulations, classifications, schedules, categories, delivery systems calculations, drug administration.

Presents immediate medical/surgical core concepts of clinical pharmacology which includes major body systems/disorders, and methods drugs are used therapeutically to treat them.

Teaches the student to employ critical thinking skills to determine the effectiveness of the medication using the nursing process.

Course Learning Objectives

- Utilize the nursing process and five concepts of human functioning to assess appropriate/inappropriate responses to therapy.
- Identify the roles of the professional nurse in relation to medication administration and education in both acute care and community health settings.
- Explain the correct measures to ensure the prevention of medication errors.
- Employ critical thinking skills to determine the effectiveness of medication administration on client care outcomes.
- Predict potential drug to drug interactions and drug-food interactions based on physiologic responses to pharmacological agents and apply critical thinking skills for appropriate interventions.
- Recognize differences in physiology and pathophysiology that must be considered in assessing correct dosages administered to "at risk" populations such as the fetus, infant, child, pregnant woman, and the frail elderly.
- Describe the legal and ethical principles related to research and practice of medication administration in nursing
- Relate the differences in Pharmacology use and its effects across the lifespan, when administering medications to culturally diverse populations commonly occurring diseases.
- Define the pharmacological terminology pertinent to specific categories and classifications of medications in relation on commonly occurring diseases.
- Identify major classifications of pharmacotherapeutics by prototypes as used in the treatment of commonly occurring health challenges.
- Interpret effective communication in reports of the action, rationale for use, common and/or life-threatening side effects, nursing implications, and client teaching issues for each major classification of medications.

Schedule of Classes

Classes are taught on weekends (Saturday & Sunday) for eight (8) hours 0800-1630hrs on three (3) consecutive weekends and on a final Saturday for six (6) hours 0800-1430hrs

Attendance

- Students must attend all fifty-four (54) hours of instruction to obtain credit for the course and to receive a Certificate of Completion.
- Students who miss hours will be given assignments to cover the missed hours but no more than (8) eight hours can be made up using alternate assignments given by the instructor
- Students who miss more than eight (8) hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by one (1) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:20.

The instructor will employ the following methods of instruction:

- Lectures using PowerPoints, DVD's, Textbook and Instructor's Lesson Plan.
- Class Participation
- Practical experience with the Distribution of Medication.
- Charting exercises using the Nursing Process to correctly document administration.
- Quizzes and Examinations

Student Evaluation/Grading

Grading for this course will be as follows:

20%	Medication Assignment
20%	Nursing Process Assignment
40%	Workbook
20%	Final Exam
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100%	Total

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

- Classroom that can seat 25 students
- Medication Cart
- Medication Administration Documentation Book
- Medication Cups
- Drinking Cups 8oz
- Laptop Computer and Overhead Monitor
- Syringes and Syringe Disposal Containers
- Alcohol Swabs
- Mannequins for Injections
- Band-Aids' and 4x4 cotton sponges
- Calculators x 20

Textbook

Students are required to purchase the following textbooks.

- Roach's Introductory Clinical Pharmacology 10th ed. ISBN: 13:978-1451186710. Sep 23, 2013 by Susan M. Ford MN RN CNE and Sally S. Roach MSN RN CNE
- Study Guide to Accompany Roach's Introductory Clinical Pharmacology 10th ed. (Lippincott's Practical Nursing) Paperback – September 26, 2013 ISBN: 13:978-1451193397 by Susan M. Ford MN RN CNE (Author), Sally S. Roach MSN RN CNE (Author)

Anticipated Enrollment

The school anticipates that we will offer this course four (4) times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling twenty (20) students in each class for a total of eighty (80) students a year. Our three (3) year projection will be two-hundred-forty (240) students.

17 OTHER COURSES OFFERED AT CURAM COLLEGE

17.1 MATERNAL/CHILD NURSING DIPLOMA COURSE, 45 HOURS.

Prerequisites

There are no prerequisites for this course

Disclosure

This course is designed for Certified Nursing Assistants who are applying to the California Board of Vocational Nursing and Psychiatric Technicians to use Method #3 to become a Licensed Vocational Nurse in the State of California.

Course Description

Utilization of the nursing process in the assessment and management of the childbearing family. Emphasis on the bio-psycho-socio-cultural needs of the family during the phases of pregnancy, childbirth, and the neonatal period including the abnormal conditions. The student will utilize critical thinking and a systematic problem-solving approach to plan for the basic care needs of the childbearing family during the prenatal, intrapartum, and postpartum periods. The student will also integrate the teaching needs of the childbearing family into the plan care.

Course Learning Objectives

- Discuss the bio-psycho-social-cultural needs of the childbearing family.
- Utilize the nursing process to assist in planning the care of the childbearing family.
- Develop therapeutic communication skills to facilitate effective interactions with the childbearing family.
- Develop a plan of care to meet the teaching needs of the childbearing family.
- Discern growth and development tasks for the childbearing family.
- Explain nutrition as it relates to health and illness of the childbearing family.
- Explain mental health concepts to the childbearing family.
- Summarize the major health problems affecting the childbearing family.
- Discriminate among common medical diagnoses, therapies and nursing interventions of the childbearing family.
- Discuss caring behaviors utilized to support and guide the health outcomes of the childbearing family.
- Explain the role of the Vocational Nurse in the care of the childbearing family.

Schedule of Classes

Classes are taught Monday through Friday with Theory days being 0800-1630hrs for a total of 30 hours. Clinical hours will be taught from 0600-1430hrs for a total of 15hours. This class will run for 6 days.

Attendance

- Students must attend all 45 hours of instruction in order to obtain credit for the course and to receive a Transcript for submission to the BVNPT.
- Students who miss more than 8 hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:10.

The instructor will employ the following methods of instruction:

- Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
- Class Participation
- Clinical practice at Maternal/Child Clinical Site.
- Charting Exercises using the Nursing Process to correctly document administration.
- Quizzes and Examinations
- Computerized Birthing Mannequin "Noelle"

Student Evaluation/Grading

THEORY:

Grading for this course will be as follows:

20%	Quizzes x 5
20%	Practical hands on return demonstrations
10%	Charting exercises
50%	Final Exam
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100%	Total

CLINICAL:

Students will receive a Pass/Fail grade for their clinical experience.

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

- Classroom that can seat 25 students
- Medication Cart
- Medication Administration Documentation Book
- Laptop Computer and Overhead Monitor
- Maternity Mannequin's x1
- Birthing Models x3
- Computer Simulations x 15 computers

Textbook

Students are required to purchase the following textbooks.

Nancy T. Hatfield: Introductory Maternity and Pediatric Nursing 3 ed. ISBN-13: 978-1451147025

Anticipated Enrollment

The school anticipates that we will offer this course four (4) times a year. Therefore, we anticipate enrolling ten (10) students in each class for a total of forty (40) students a year. Our (3) three-year projection will be one-hundred-twenty (120) students

17.2 PEDIATRIC NURSING DIPLOMA COURSE, 45 HOURS.

Prerequisites

There are no prerequisites for this course.

Disclosure

This course is designed for Certified Nursing Assistants who are applying to the California Board of Vocational Nursing and Psychiatric Technicians to use Method #3 to become a Licensed Vocational Nurse in the State of California.

Course Description

This course involves the study of childhood diseases and childcare from infancy through adolescence. The course focuses on the care of the "well" child and the "ill" child utilizing the nursing process. Disease processes are considered within the framework of growth and development of the well and ill child. Emphasis is placed on learning the critical thinking skills required to provide nursing care to children and families experiencing acute, long-term and or terminal illness.

Course Learning Objectives

- Summarize the safety principles related to childcare.
- Explain common childhood diseases/illness.
- Utilize the nursing process to assist in planning care for the well and ill child.
- Compare growth and development tasks for infancy through adolescence.
- Discuss nutrition as it relates to health and illness of the infant and young child.
- Analyze the impact of hospitalization on the young child and family.
- Discuss common medical and nursing interventions for childhood illness affecting infants, children, and adolescence.
- Examine problems of children with special needs.
- Discuss the major health problems related to various body systems affecting the infant, child, and adolescence.
- Discuss caring behaviors utilized to support and guide the health outcomes of the young child and family.
- Explain the role of the Vocational Nurse in communicating anticipatory guidance to the parents of young children.

Schedule of Classes

Classes are taught Monday through Friday with Theory days being 0800-1630hrs for a total of 30 hours. Clinical hours will also be scheduled during week days Monday through Friday 0600-1430hrs for a total of 15hours. This class will run for 6 days.

Attendance

- Students must attend all 45 hours of instruction in order to obtain credit for the course and to receive a Transcript.
- Students who miss more than 8 hours in the course will have to join the next cohort to make up any hours.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse or a Licensed Vocational Nurse. Instructor/Student Ratio: 1:10.

The instructor will employ the following methods of instruction:

- Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
- Class Participation
- Clinical practice at Pediatric Clinical Site.
- Charting Exercises using the Nursing Process to correctly document administration.
- Quizzes and Examinations

Student Evaluation/Grading

Grading for this course will be as follows:

THEORY

20%	Quizzes x 5
20%	Practical hands on return demonstrations
10%	Charting exercises
50%	Final Exam
100%	Total

CLINICAL

Students will receive a Pass/Fail grade for their clinical experience.

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

- Classroom that can seat 25 students
- Medication Cart
- Medication Administration Documentation Book
- Laptop Computer and Overhead Monitor
- Pediatric Mannequin's Infant x6
- Infant mannequin's x4
- Computer Simulations x 15 computers
- Suction Machine Pediatric Adaptation x1

Textbook

Students are required to purchase the following textbooks.

Nancy T. Hatfield: Introductory Maternity and Pediatric Nursing 3 ed. ISBN-13: 978-1451147025

Anticipated Enrollment

The school anticipates that we will offer this course four (4) times a year. Therefore, we anticipate enrolling ten (10) students in each class for a total of forty (40) students a year. Our three (3) year projection will be one-hundred-twenty (120) students.

17.3 INTRAVENOUS THERAPY

CERTIFICATE COURSE, 30 HOURS, BELOW COLLEGE LEVEL

Prerequisites

Participants must be a Licensed Vocational Nurse with an active license or a student who is currently enrolled in an approved Vocational Nursing Program.

Disclosure

Disclosure: This course offering is approved by the California Board of Vocational Nursing and Psychiatric Technicians. Intravenous Therapy Provider Course Approval # I-2493.

Course Description

This course is designed to prepare Licensed Vocational Nurses and students who are currently enrolled in an approved Vocational Nursing Program to start and superimpose intravenous fluid via primary or secondary infusion lines. The course will cover psychological preparation of the patient, legal aspect in IV therapy, infection control, indications for IV therapy, types of venipuncture devices, delivery systems, intravenous fluids, venipuncture sites, observation of the patient, regulation of the fluid flow, selection of equipment, complications of IV therapy, method selection, safety measures, complications and preparation of withdrawal sites.

Students will perform simulated and actual intravenous catheterizations.

Course Learning Objectives

- Discuss the legal requirements pertaining to starting and or superimposing intravenous fluids.
- Differentiate types of parenteral fluids and blood components.
- Correlate intravenous fluids with fluid and electrolyte imbalances.
- Identify clinical manifestations associated with fluid and blood component infusion.
- State indications for TPN therapy.
- Discuss potential complications from TPN therapy.
- Explain the rationale for blood withdrawal and arterial punctures.
- Explain the rationale for initiation of an intravenous infusion or transfusion of blood or blood products.
- Identify types of skin puncture, arterial punctures, and venipuncture devices.
- Describe the correct use of each skin puncture, arterial puncture and venipuncture.

- Identify types of fluid deliver systems.
- Describe correct use of each fluid delivery system device including regulation of infusion flow rate.
- Describe accurate techniques for performing skin punctures, arterial punctures, and venipuncture; including direct and indirect methods.
- Discuss psychological preparation of a patient/client which should be completed prior to the procedure.
- Correlate relevant anatomy and physiology with criteria for selection of venipuncture, skin puncture, or arterial puncture.
- Identify the safety precautions utilized when administering intravenous therapy, withdrawing and testing for adequate circulation pertaining to arterial puncture site.
- Discuss potential local and systemic complications of intravenous therapy and include correct nursing observations and preventative measures.

Clinical Performance Objectives

- Explain the procedure to the patient/client and provide adequate supportive measures.
- Select correct venipuncture, skin puncture, arterial puncture, and infusion equipment and correctly assemble for use.
- Select and correctly prepare an appropriate site for venipuncture or arterial puncture.
- Perform three (3) successful venipunctures/arterial punctures and three (3) successful skin punctures on live subjects while adhering to universal precautions.
- Observe the patient/client for adverse reactions.
- Demonstrate appropriate safety measures when performing venipuncture or arterial puncture, including universal precautions.
- Safely secure the venipuncture site.
- Adjust the flow rate to the prescribed rate.
- Safely discontinue a device from a puncture site using universal precautions to ensure patient/client and nurse safety.

Schedule of Classes

This class is taught over a four (4) day period with a one (1) week duration:

Monday-Wednesday: 0800-1630 hours (24-hours theory)

Thursday: 0800-1430 hours (6-hours clinical)

Attendance

- Students must attend all 30 hours of instruction to obtain credit for the course and to receive a Certificate of Completion.
- Students who do not attend all the required hours will not become certified and will have to make up the missed hours with the next class.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse. Instructor/Student Ratio is 1:15.

The instructor will employ the following methods of instruction:

- Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
- Class Participation
- Practical hands-on experience.
- Charting Exercises using the Nursing Process to correctly document administration.
- Quizzes and Examinations
- Concept Mapping and Critical Thinking Exercises
- Supervision of student activities and actual punctures.

Student Evaluation/Grading

A minimum grade of 75% is required to pass this course.

THEORY:

25%	Quizzes
75%	Comprehensive Exam
100%	Total

CLINICAL:

The student must pass Clinical Performance Evaluation on the following areas:

- Preparation and assembly of equipment and device for intravenous therapy, skin puncture and arterial puncture.
- Patient preparation.
- Safety measures, including universal precautions, relative to intravenous fluid administration.
- Site preparation for venipuncture, skin puncture and arterial puncture.
- Techniques for venipuncture, skin puncture and arterial puncture.
- Regulation of flow rate.
- Completion of three (3) individually supervised successful venipuncture/arterial punctures on live subjects and at least three (3) individually supervised skin punctures on live subjects.

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

- Laptop Computer and Overhead Monitor
- Syringes and Syringe Disposal Containers
- Alcohol Swabs
- Mannequins for Injections
- Band-Aids' and 4x4 cotton sponges
- Venipuncture Cannulas x20
- Intravenous Infusion Sets x 10
- Intravenous Infusion Fluid x 10 bags
- Mannequin Arm for practice venipuncture x2
- Venipuncture Needles x 200
- Specimen Tubes for Blood Collection x 200
- Specimen Tube Holders x 200
- Intravenous Poles x 4
- Tourniquets x 100
- Calculators x 20

Textbook

Students are required to purchase the following textbooks.

Cheever: Kerry H. IV Therapy DeMystified 2nd ed. 2012 ISBN: 978-0-7-149678-0

Anticipated Enrollment

The school anticipates that we will offer this course four (4) times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling fifteen (15) students in each class for a total of sixty (60) students a year. Our three (3) year projection will be one-hundred-eighty (180) students.

17.4 BLOOD WITHDRAWAL

CERTIFICATE COURSE, 6 HOURS, BELOW COLLEGE LEVEL

PREREQUISITES

Participants must be a Licensed Vocational Nurse with an active license or a student who is currently enrolled in an approved Vocational Nursing Program.

Disclosure

Disclosure: This course offering is approved by the California Board of Vocational Nursing and Psychiatric Technicians. Blood Withdrawal Provider Course Approval # B-2494.

Course Description

This course is designed to prepare Licensed Vocational Nurses and students who are currently enrolled in an approved Vocational Nursing Program to perform blood withdrawal. The course will cover psychological preparation of the patient, legal aspect of blood withdrawal, infection control, types of venipuncture devices, venipuncture sites, observation of the patient, selection of equipment, complications of blood withdrawal, method selection, safety measures, complications and preparation of withdrawal sites.

Students will perform simulated and actual blood withdrawal.

Course Learning Objectives

- Discuss the legal requirements pertaining to withdrawing blood.
- Discuss the legal requirements pertaining to performing arterial punctures for the purpose of withdrawing blood.
- Explain the rationale for blood withdrawal and arterial punctures.
- Identify types of skin puncture, arterial punctures and venipuncture devices.
- Describe the correct use of each skin puncture, arterial puncture and venipuncture.
- Describe accurate techniques for performing skin punctures, arterial punctures, and venipuncture; including direct and indirect methods.
- Discuss psychological preparation of a patient/client which should be completed prior to the procedure.
- Correlate relevant anatomy and physiology with criteria for selection of venipuncture, skin puncture or arterial puncture.
- Identify the safety precautions utilized when administering intravenous therapy, withdrawing blood and testing for adequate circulation pertaining to arterial puncture site.
- Discuss potential local and systemic complications of blood withdrawal and include correct nursing observations and preventative measures.

Clinical Performance Objectives

- Explain the procedure to the patient/client and provide adequate supportive measures.
- Select correct venipuncture, skin puncture, arterial puncture and correctly assemble for use.
- Select and correctly prepare an appropriate site for venipuncture, blood withdrawal or arterial puncture.
- Perform three (3) successful venipunctures/arterial punctures and three (3) successful skin punctures on live subjects while adhering to universal precautions.
- Observe the patient/client for adverse reactions.
- Demonstrate appropriate safety measures when performing venipuncture, blood withdrawal or arterial puncture, including universal precautions.
- Safely secure the venipuncture site.
- Adjust the flow rate to the prescribed rate.
- Safely discontinue a device from a puncture site using universal precautions to ensure patient/client and nurse safety.

Schedule of Classes

This class is taught over a one (1) day period:

Friday: 0800-1430 hours (3-hours Theory, 3-hours clinical)

Attendance

- Students must attend all 6 hours of instruction in order to obtain credit for the course and to receive a Certificate of Completion.
- Students who do not attend all the required hours will not become certified and will have to make up the missed hours with the next class.

Method of Instruction

This class will be taught by 1 (one) instructor that has been approved by the California Board of Vocational Nursing and Psychiatric Technicians. The instructor will hold the credential of a Registered Nurse. Instructor/Student Ratio is 1:15.

The instructor will employ the following methods of instruction:

- Lectures using PowerPoints, DVD's, Textbook and Instructors Lesson Plan
- Class Participation
- Practical hands-on experience.
- Charting Exercises using the Nursing Process to correctly document administration.
- Quizzes and Examinations
- Concept Mapping and Critical Thinking Exercises
- Supervision of student activities and actual punctures.

Student Evaluation/Grading

A minimum grade of 75% is required to pass this course.

THEORY:

25%	Quizzes
75%	Comprehensive Exam
100%	Total

CLINICAL:

The student must pass Clinical Performance Evaluation on the following areas:

- Preparation and assembly of equipment and device for venipuncture, skin puncture, and arterial puncture.
- Patient preparation.
- Safety measures, including universal precautions, relative to blood withdrawal.
- Site preparation for venipuncture, skin puncture and arterial puncture.
- Techniques for venipuncture, skin puncture and arterial puncture.
- Regulation of flow rate.
- Completion of three (3) individually supervised successful venipuncture/arterial punctures on live subjects and at least three (3) individually supervised skin punctures on live subjects.

Required Equipment

The required equipment will be supplied by the school and will consist of equipment that is owned by the school. The following is a list of equipment that will be used:

- Laptop Computer and Overhead Monitor
- Syringes and Syringe Disposal Containers
- Alcohol Swabs
- Mannequins for Injections
- Band-Aids' and 4x4 cotton sponges
- Venipuncture Cannulas x20
- Intravenous Infusion Sets x 10

- Intravenous Infusion Fluid x 10 bags
- Mannequin Arm for practice venipuncture x2
- Venipuncture Needles x 200
- Specimen Tubes for Blood Collection x 200
- Specimen Tube Holders x 200
- Intravenous Poles x 4
- Tourniquets x 100
- Calculators x 20

Textbook

Students are required to purchase the following textbooks.

Cheever: Kerry H. IV Therapy DeMystified 2nd ed. 2012 ISBN: 978-0-7-149678-0

Anticipated Enrollment

The school anticipates that we will offer this course four (4) times a year to coincide with the Vocational Nursing Program admissions. Therefore, we anticipate enrolling fifteen (15) students in each class for a total of sixty (60) students a year. Our three (3) year projection will be one-hundred-eighty (180) students.

18 COURSE AND PROGRAM FEES

All tuition, services, supplies, and item fees are subject to change without notice.

“Total charges for a period of attendance” and “an estimated schedule of total charges for the entire educational program” are the same in the fee tables below, and are listed as “Total Charges.”

FOR ALL COURSES/PROGRAMS: ALL SERVICES, SUPPLIES, AND ITEMS EXCEPT TUITION ARE NON-REFUNDABLE.

18.1 NURSE ASSISTANT TRAINING PROGRAM

\$100.00	Application	(non-refundable)
\$900.00	Tuition	
\$0.00	CA STRF Fee (not currently collecting)	(non-refundable)
\$43.00	Fingerprinting *	(non-refundable)
\$55.00	Books (if not supplied by student)	
\$45.00	Uniform	(non-refundable)
\$65.00	First Aid/CPR/AED (if not supplied by student)	(non-refundable)
\$60.00	BP Cuff/Stethoscope (if not supplied by student)	(non-refundable)
\$22.00	Tuberculosis Test (if not supplied by student)	(non-refundable)
\$55.00	Physical Exam (if not supplied by student)	(non-refundable)
\$15.00	Gait Belt (if not supplied by student)	(non-refundable)
\$105.00	American Red Cross Exam *	(non-refundable)
\$1,465.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.2 HOME HEALTH AIDE PROGRAM

\$100.00	Application Fee	(non-refundable)
\$375.00	Tuition Fee	
\$0.00	CA STRF Fee (not currently collecting)	(non-refundable)
\$55.00	Books (if not supplied by student)	
\$22.00	Tuberculosis Test (if not supplied by student)	(non-refundable)
\$55.00	Physical Exam (if not supplied by student)	(non-refundable)
\$ 607.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.3 VOCATIONAL NURSING PROGRAM

\$100.00	Application Fee	(non-refundable)
\$23,500.00	Tuition Fee (Includes Lab fee)	
\$0.00	CA STRF Fee (not currently collecting)	(non-refundable)
\$125.00	Scrub Set (2 tops, 2 bottoms, 1 lab coat)	(non-refundable)
\$230.00	Books * (supplied by student)	
\$65.00	Malpractice Insurance * (supplied by student)	(non-refundable)
\$65.00	TEAS Exam *	(non-refundable)
\$675.00	Virtual ATI NCLEX-PN *	(non-refundable)
\$155.00	Graduation Fee	(non-refundable)
\$65.00	Comprehensive Predictor *	(non-refundable)
\$150.00	BVNPT Initial Application *	(non-refundable)
\$73.00	BVNPT Fingerprinting Fee *	(non-refundable)
\$16.00	BVNPT Picture Fee *	(non-refundable)
\$200.00	Pearson VUE NCLEX-PN Registration *	(non-refundable)
\$25,419.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.4 ANATOMY & PHYSIOLOGY

\$100.00	Registration	(non-refundable)
\$375.00	Tuition	
\$0.00	CA STRF (not currently collecting)	(non-refundable)
\$82.00	Books * (supplied by student)	
\$ 557.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.5 NUTRITION

\$100.00	Registration	(non-refundable)
\$325.00	Tuition	
\$0.00	CA STRF (currently not collecting)	(non-refundable)
\$68.00	Books * (supplied by student)	
\$ 493.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.6 PHARMACOLOGY

\$100.00	Registration	(non-refundable)
\$425.00	Tuition	
\$0.00	CA STRF (currently not collecting)	(non-refundable)
\$96.00	Books * (supplied by student)	
\$ 621.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.7 MATERNITY

\$100.00	Registration	(non-refundable)
\$1,200.00	Tuition	
\$0.00	CA STRF (currently not collecting)	(non-refundable)
\$85.00	Books * (supplied by student)	
\$1,385.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.8 PEDIATRICS

\$100.00	Registration	(non-refundable)
\$1,200.00	Tuition	
\$0.00	CA STRF (currently not collecting)	(non-refundable)
\$85.00	Books * (supplied by student)	
\$1,385.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.9 INTRAVENOUS THERAPY

\$100.00	Registration	(non-refundable)
\$375.00	Tuition	
\$0.00	CA STRF (currently not collecting)	(non-refundable)
\$0.00	Books * (supplied by student)	
\$ 475.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.10 BLOOD WITHDRAWAL

\$100.00	Registration	(non-refundable)
\$125.00	Tuition	
\$0.00	CA STRF (currently not collecting)	(non-refundable)
\$0.00	Books * (supplied by student)	
\$ 225.00	Total Charges	

* Annotates fees paid to a third party, or through Curam College to a third party.

18.11 STUDENT TUITION RECOVERY FUND DISCLOSURES

- 76215 (a)
 - The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.
- 76215 (b)
 - It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:
 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or

- were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.
- o To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.
 - o A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.
 - o However, no claim can be paid to any student without a social security number or a taxpayer identification number.

19 STUDENT'S RIGHT TO CANCEL

The student has the right to cancel his or her enrollment agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student may not cancel by telephoning the school or not attending the class. After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro-rata refund if the student has completed 60 percent or less of the program less the registration fee and uniforms. The refund is to be paid within 45 days after cancellation date. Cancellation must be made in writing and delivered via U.S Postal Service or hand delivered to the following address:

Attn: Program Director
Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

20 CURAM COLLEGE SCHOOL POLICIES

20.1 AMERICAN NURSES ASSOCIATION (ANA) – CODE OF ETHICS

The following provisions are excerpts from the American Nurses Association-Code of Ethics web page (nursingworld.org)

Provision 1

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

Provision 5

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain integrity of the profession, and integrate principles of social justice into nursing and health policy.

20.2 STUDENT NURSES' CODE OF ACADEMIC AND CLINICAL CONDUCT**Preamble**

Nursing students of have a responsibility to society in learning the academic theory and clinical skills needed to provide quality, professional, safe, competent nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A Code for Nursing Students

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

- 1) Advocate for the rights of all clients.
- 2) Maintain client confidentiality.
- 3) Take appropriate action to ensure the safety of clients, self, and others.
- 4) Provide care for the client in a timely, compassionate and professional manner.
- 5) Communicate client care in a truthful, timely and accurate manner.
- 6) Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- 7) Promote excellence in nursing by encouraging lifelong learning and professional development.
- 8) Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- 9) Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- 10) Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- 11) Encourage faculty, clinical staff, and peers to mentor nursing students.
- 12) Refrain from performing any technique or procedure for which the student has not been adequately trained.
- 13) Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- 14) Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained from clients regarding any form of treatment or research.
- 15) Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- 16) Strive to achieve and maintain an optimal level of personal health.
- 17) Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
- 18) Uphold college policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per college grievance policy.
- 19) Create an environment that is conducive to education and learning, including but not limited to respecting other student's values and faculties, beliefs and culture.
- 20) Refrain from engaging in gossip and rumor mongering and deliberate actions that cause others in the classroom and or clinical to become uncomfortable.
- 21) Show respect for other students and faculty/staff by respecting others space and privacy, not engage in name calling or other derogatory language any other offensive behavior to others.
- 22) Understand that the language of instruction is English; No other language will be spoken in the classroom or clinical setting, other than when students are on break.
- 23) Show respect to others in the classroom and clinical setting by keeping the noise level to a minimum. Keep voices low and never in a high pitch or shouting manner.

- 24) Understand that any kind of harassment or discrimination directed toward a staff member or any other student will not be tolerated and the offending student will be dismissed from the program without any further warnings. Students and staff are prohibited from having relationships/friendships outside the school.
- 25) The personal business of the faculty/staff is just that, personal. Any student who engages in contacting faculty/staff outside school activities or engages in "trolling" will be dismissed from the Curam College. Students will not have any contact with faculty/staff on any social media/gaming sites or other electronic activities.

20.3 THE AMERICANS WITH DISABILITIES ACT (ADA)

Reference: The Americans with Disabilities Act

The Americans with Disabilities Act (ADA) provides a clear and comprehensive mandate to end discrimination against individuals with disabilities and to bring them into the economic and social mainstream of American life. Educational settings are expected to establish eligibility requirements and to provide accommodations to assist with the educational process.

Curam College of Nursing has established the eligibility requirements of students using key concepts such as critical thinking, interpersonal skills, communication, mobility, motor skills, sensory, and behavior. Each of these concepts is detailed in the appendix A. Identified Nursing Competencies for Americans with Disabilities Act.

Every student is required to perform without exception the required nursing competencies as outlined in this document.

Each student with an identified disability that requires accommodation from the school and faculty is expected to follow these guidelines.

Patient safety is our primary concern; it is also the right of every patient/client to refuse care from any health care provider.

The patient/client is not required to disclose their reason for not accepting care from any health care provider.

Students Responsibilities:

- 1. Students who are requesting accommodations are required to disclose their needs at the beginning of the course/program.
- 2. Student are required to provide documentation to support their request for special accommodations prior to the first day of class.
- 3. Students are responsible to seek assistance and to make their needs known.

Disabilities may include but are not limited to:

Visual impaired, hearing impaired, learning disabilities, orthopedic disabilities, attention deficit disorder, chronic health conditions.

Identified Nursing Competencies for the Americans with Disabilities Act

2.1	Critical Thinking	It is mandatory that each student demonstrate sufficient ability in the area of critical thinking which involves judgement and the sufficient power of assimilate, integrate, apply, synthesize, and evaluate information in order to solve problems.	Critical thinking must be demonstrated in the following areas: 1) Able to identify cause and effect relationships and correlational situations in the clinical practice area; intellect to acquire. 2) Develop nursing diagnoses and implement a nursing plan of care congruent with the nursing process; 3) Demonstrate ability to instantly, judiciously, and prudently respond to emergency situations; 4) Prioritize and adapt policy in relation to level of practice.
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2.2	Interpersonal	Each student must possess and demonstrate interpersonal abilities sufficient to interact with individuals, families, groups, and communities from a variety of emotional, religious, sociocultural/ethnic, and intellectual backgrounds. Discrimination against individuals according to race, color, political, cultural, religion, gender, or health state/disability is prohibited.	Students are expected to demonstrate the following interpersonal interactions with clients/client's families, faculty, agency staff, and peers: <ol style="list-style-type: none"> 1) Establish rapport with clients/client's families and demonstrate a willingness to listen and act upon concerns; 2) Develop collaborative relationships with peers while practicing team nursing; 3) Demonstrate courteous/attentive behavior towards faculty/agency staff.
2.3	Communication	Students accepted into upper division nursing courses must demonstrate communication abilities in a variety of modalities. Content of verbal and written messages must be easily understood, accurate, and timely.	Communication skills must be sufficient for but not limited to performance of the following: <ol style="list-style-type: none"> 1) Explain treatment, procedures, and initiate health teaching; 2) Document and interpret nursing actions and client responses; 3) Communicate information effectively (in a variety of modalities) with other departments; 4) Evaluate verbal and written orders, written requisitions for laboratory and radiographic procedures, care plans, and treatment requests; 5) Assess client's health status and past medical/surgical history and communicate this information in a timely manner through appropriate mechanisms. Examples: Client record, nursing care plan, and admission data sheet.
2.4	Mobility	Students accepted into upper division nursing courses must be physically capable of successfully performing activities in both practice and laboratory and clinical practice area. Sufficient physical health and stamina is needed to carry out all required procedures. It is also necessary for each student to determine their physical capabilities and report to the nursing department any physical limitations that would restrict or interfere with satisfactory clinical performance.	Each individual must have the physical abilities and mobility sufficient to perform all but not limited to the following activities: <ol style="list-style-type: none"> 1) Be able to move around a client's room, work spaces, and treatment areas; 2) Lift, move, position and transport clients without causing injury, undue pain, or discomfort to the client or oneself; 3) Transport and manipulate into a proper position all fixed and mobile equipment in a timely and cautious manner; 4) Be able to respond instantly and in an independent fashion to emergency situations that may otherwise jeopardize a client's physical state if care is not administered immediately.
2.5	Motor Skills	Each student must demonstrate fine motor abilities sufficient to provide safe and effective nursing care.	Proficiency is required but not limited to the following areas: <ol style="list-style-type: none"> 1) Able to use, manipulate, and calibrate all electronic monitoring equipment utilized in client care; 2) Able to set up, install, and operate all adjunct equipment utilized in client care; 3) Able to apply properly any appliances, protective devices, or therapeutic adjuncts during client care; 4) Able to perform all required invasive or non-invasive procedures involving the use of supplies or equipment in providing nursing care.
2.6	Sensory	It is necessary, in order to observe, assess, and evaluate clients effectively, for each student to have sufficient use of the following senses: vision, hearing, touch, and smell. Sensitivity must be demonstrated in the classroom, laboratory, and clinical area.	Each individual must possess acuity in the following senses: <ol style="list-style-type: none"> 1) The sense of vision sufficient for inspection and assessment of clients and for monitoring client activities/responses in relation to safety needs; 2) The sense of vision sufficient for reading all documentation and monitoring devices; 3) The sense of hearing sufficient for monitoring alarms and emergency signals and for detecting clients' request for assistance or cries for help. Hearing must also be sufficient for the assessment of auscultatory sounds; 4) The sense of touch sufficient for conducting and performing a physical assessment on a client and interpreting the results. Assessment includes but is not limited to the following: <ol style="list-style-type: none"> a. Performing the functions of a physical examination (e.g. palpation and percussion);

			<ul style="list-style-type: none"> b. Performing functions related to therapeutic interventions (e.g. insertion of catheters); c. Detecting the presence of abnormal or pathological phenomena or detecting any physical changes/deviancy from normal client health status; <p>5) The sense of smell sufficient for detection of any unusual odor emanating from client or client's body fluids.</p>
2.7	Behavioral	Each student is expected to possess and exhibit sufficient psychic equilibrium, motivation, and flexibility to function in new and stressful environments.	<p>Appropriate behavioral responses include but are not limited to the following:</p> <ul style="list-style-type: none"> 1) Acceptance of possible changes in client behavior/response or health status and ability to demonstrate caring/empathetic responses to client behavior. 2) Acceptance of assignment/schedule changes in the classroom, practice laboratory, and clinical setting. 3) Compliance with all departments of nursing and agency policies. 4) Ability to respond appropriately to constructive criticism and direction from faculty/agency staff during the learning experience. 5) A progressive increase in classroom/clinical workload, nursing responsibilities, and client assignments.

20.4 **CONFIDENTIALITY – (HIPPA)**

Confidentiality is both a legal and ethical concern in nursing practice. Confidentiality is the protection of private information gathered about a client during provision of health care services. It is the nurses' responsibility to safeguard the client's right to privacy by protecting information of a confidential nature.

Curam College of Nursing expects that all students and faculty will not:

- Discuss the care of clients with anyone not involved in the client's direct care.
- Discuss the care of clients in any public setting.
- Remove any actual/copied client records from the clinical settings (this includes but is not limited to computer printout information.)
- Use the client's name on any written form or notation (initials only.)
- Take any photographs of the clients or facility using cameras or any other device capable of capturing a client's image.

It is expected that students and faculty will comply with the guidelines set forth in The Health Insurance Portability and Accountability Act 1996 (HIPPA.)

Students who violate the client's right to confidentiality will be dismissed from the course/program. Faculty members who violate the client's right to confidentiality will be terminated from their teaching position at Curam College.

Furthermore, all students are to maintain the highest level of confidentiality related to their school, instructors, staff and fellow students personal and business information.

A student who is in breach of confidentiality will be dropped from Curam College in accordance with the Dismissal policy.

20.5 **FERPA (WWW2.ED.GOV)**

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.

20.6 DISCRIMINATION, HARASSMENT, RELATIONSHIPS

Curam College strives to create and maintain an environment in which people are treated with dignity, decency and respect. The environment of the school should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Student should be able to study and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the school. For that reason, Curam College will not tolerate unlawful discrimination or harassment of any kind. Through enforcement of this policy and by education of students, the company will seek to prevent, correct and discipline behavior that violates this policy.

All students are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate disciplinary action will be taken against any student who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension or termination from the program.

Discrimination

It is a violation of Curam College's policy to discriminate against administrative staff, faculty, clinical site personnel or fellow students, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including dismissal from the program.

Harassment

Curam College prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce administrative staff, faculty, clinical site personnel or fellow student of Curam College. Verbal taunting (including racial and ethnic slurs) that, in the student's opinion, impairs his or her ability to perform his or her studies is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.

Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Sexual Harassment

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or "kidding" that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.

Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.

Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Consensual Romantic or Sexual Relationships

Curam College strongly discourages romantic or sexual relationships between students, administrative staff, faculty and/or clinical site personnel. Such relationships tend to create

compromising conflicts of interest. If there is such a relationship, the parties need to be aware that one or both must be dismissed from Curam College.

20.7 DRUG & ALCOHOL

Curam College of Nursing policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
 - This includes nursing students who have a valid California medical marijuana card.
- The sale of any controlled substance which is in violation of local, state or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus, unless at a specifically authorized school activity.
- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. Violations of this policy constitute grounds for dismissal from Curam College.

20.8 RANDOM DRUG TESTING

Our students will graduate and go on to take care of elderly clients, as well as, others in the community. This great responsibility cannot be taken lightly. Therefore, we must ensure the integrity and professionalism of the school and our graduates. Keeping this in mind, the Curam College has the following policy related to the use of drugs or alcohol by its staff and students.

- A. Random Testing: Any staff member or student is subject to random drug testing for any suspicious activity or behavior.
- B. Suspension: Any staff member or student who is suspected of using drugs or alcohol while on duty, classroom or clinical, will be required to complete a drug/alcohol screening and may face suspension.
- C. Positive Results: Any staff member or student who completes a drug/alcohol screening test which has a positive return will be terminated from the program, no exceptions.
- D. School Rights: The school reserves the right to test its staff, employees, and students at any time without any prior notice.

Any violation of this policy will lead to the termination of employment or student status at Curam College of Nursing.

20.9 WEAPONS

For purposes of this policy,

“Weapon” means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage. Weapons include the following items: firearms, including rifles, shotguns, handguns; bowie, dirks and knives (other than kitchen knives) with blades four (4) inches or longer, explosives, swords, nunchakus, throwing stars and other martial arts weapons, crossbows, compound bows, recurve bows, long bows, pepper spray (except for small, personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms.

“Campus” means the facilities and land owned, leased by or under the primary control of Curam College of Nursing and passenger vehicles owned, leased or otherwise under the control of the college.

Policy:

No student may carry or possess a weapon, regardless of whether the person has a permit to carry a concealed weapon, on Campus.

20.10 COPYRIGHT INFRINGEMENT AND SANCTIONS (INCLUDING COMPUTER USE AND FILE SHARING)

Any sharing of copyrighted material without proper licensing or permission from the owner/author/software manufacturer is prohibited by law, and is not condoned by Curam College of Nursing. Any faculty member, staff or students accused of copyright violation or infringement will be required to resolve matters on their own without involvement from Curam College of Nursing.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please visit the U.S. Copyright Office web site, especially the FAQs section.

20.11 STUDENT EVALUATION/GRADING

Theory Evaluations:

All students must achieve a 75% on each written examination. This is not an average of all the written exams but rather 75% in each written examination.

Clinical Evaluations:

Clinical skills must be performed with 100% accuracy. Student clinical evaluations will be on a “Cr/NCr” (Pass/Fail) basis with no grade being assigned to the student. Students will be evaluated by the clinical instructor on the following areas: Application of theory principles within the clinical setting, knowledge and proper execution of skills and procedures, ability to meet all standards set forth by the Department of Health.

20.12 ATTENDANCE

CCR Title 16, Division 25, Chapter 1, Article 5, Section 2526 (a) (17) (B)

Our hands-on instructional strategies are designed to engage all students in their own learning and are only effective when students attend class regularly. Therefore, it is expected that all students will strive to maintain 100% attendance. Regular attendance is a critical factor of successful employment. There are no excused absences; all clock hours for theory, skills lab and clinical must be completed in accordance with the California Department of Public Health (CDPH) and/or Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

No student will be permitted to complete the course/program unless all theory, skill and clinical hours have been completed and certified by the Program Director.

The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the instructor and/or Program Director will be implemented after a second occurrence, at which time, a decision shall be made by the instructor to either retain or dismiss the student from the course/program. This decision will be based on a student's overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal.

Attendance Requirements

- A) Strive to maintain 100% attendance.
- B) Students must attend scheduled classes regularly. Faculty will issue "Intent to Drop" warning students whose attendance falls below the minimum standard.
- C) Students are expected to report for both clinical and theoretical classes on the time designated by the instructor and/or Program Director.
- D) Students who are unable attend any portion of their training must call and notify the appropriate staff and/or faculty (see *Section F & G* below.)
 - 1) Notice must also be given for inability to attend the clinical portion of the training by calling the clinical site 2 hours prior to the start of the training.
- E) Absence of more than one theory, skills lab or clinical day may require the student to repeat the entire course if the student fails to arrange makeup hours with the Program Director.
- F) Planned or Unplanned Absence
 - 1) Planned - when a student has a planned absence for an upcoming theory, skills lab or clinical session.
 - a) Students must notify the Administration Office and their instructor at least one day prior to their planned absence.
 - 2) Unplanned Absence / Emergency – when the student has no previous knowledge of an upcoming absence
 - a) Students must notify the Administration Office, as soon as possible.
- G) How to contact the school for absence reporting. (This communication should be made by the student. If the student is unable to initiate this communication a family member may contact the school on their behalf.)
 - 1) Accepted forms of absence reporting include:
 - a) Email (info@curamcollege.com)
 - b) Phone (916) 427-4400
 - c) Filing out a "Student Absence Report Form" (available from the Administration Office)
- H) "No Call No Show"
 - 1) If the student fails to give the school prior notification, their attendance will reflect a "no call no show" on the date of the absence.
- I) Tardy
 - 1) Students who arrive late to theory, skills lab or clinical experience will be marked as tardy.

- a) There is no grace time allotted, as such, students should strive to arrive a few minutes early to their scheduled sessions.
 - 1. Theory: Students arriving late for lectures will be required to remain outside the classroom until the next class break. (Makeup of missed hours and coursework will be required.)
 - 2. Clinical: Students arriving late for clinical experiences will be dismissed for the day by the instructor, lose the clinical hours, and be required to makeup all missed time in accordance with the "Makeup (Theory/Clinical)" policy.
- J) Clinical Experiences – related to attendance
 - 1) Students must be present at the clinical sites at least twenty (20) minutes prior to the beginning of their assigned clinical experience.
- K) Missed Days
 - 1) Students who miss time in theory or clinical have the option of making up their time in the next cohort. They may make up the time provided that a future cohort has no more than 15 students. To miss any time would mean that the student would be put at a major disadvantage.
- L) Dismissal Criteria– related to attendance
 - 1) Missing three (3) consecutive days without contacting the school or faculty.
 - 2) Leaving a theory class, skills lab or clinical area without permission of the attending faculty.
 - 3) Taking excessive breaks in the clinical area.
 - a) Clinical breaks
 - 1. Two (2) x Fifteen (15) minute breaks.
 - 2. One (1) x thirty (30) minute lunch.
- M) Leaving the Instructional Area (restroom breaks, emergency cellular communication, etc.)

Students may quietly exit the instructional area at any time to attend to personal needs. Please understand and adhere to the following points:

- Inform the instructor when you are leaving the class for personal reasons.
- Exit and reenter the classroom quietly as to not disrupt the instructor and your classmates.
- Understand that instructors will not review any missed information.
- If you have any medical condition which will require leaving the class on a semi-regular basis
 - This must be documented in your student record by a doctor's note

Student will not get any credit for any time they are outside of classroom.

Please use your break time wisely and maximize your time inside the classroom.

20.13 SKILLS LAB / CLINICAL ATTENDANCE

Students must attend a skills lab prior to a clinical experience.

The following policy will apply to Skills Lab Hours affecting Clinical Attendance.

- A) Students must attend the related skills lab prior to any clinical experience to practice skills that will be applied in that next clinical experience.
- B) Students who miss a skills lab experience will not be allowed to participate in the next clinical experience in which the newly acquired skills will be applied.
- C) Students will not be permitted to attend clinical if they have missed a skills lab experience, may be dropped from the program, and have to repeat the entire program.

20.14 MAKEUP (THEORY/CLINICAL)

Any student who misses theory, skills lab or clinical hours due to any absence must complete makeup hours in order to complete their objectives.

All missed theory hours must be made up with actual assignments supervised by a faculty member; no simulation exercises will be approved.

Missed theory, skills lab, and clinical sessions must be completed by the student with the same content taught from the missed day.

All makeup assignments must have the prior approval of the Program Director. These assignments must be completed under the supervision of a BVNPT approved and school consented instructor or no credit will be granted for the makeup time.

Theory Makeup: (Requires the prior approval of the theory instructor and the Program Director)

- Reading pertinent periodicals related to the subject material missed and the preparation of a summary of the same.
- Preparation of reports in a variety of health care topics that are assigned by the instructor and must be evidenced by at least 4 research articles.
- With the prior approval of the program director, attending lectures, conferences, workshops related to the subject material missed and then the completion of a summary and presentation to the class.
- Completion of specific assignments (case studies, written examinations).

Clinical Makeup: (Requires the prior approval of the clinical instructor and the Program Director).

- Attending clinical makeup per locations, dates and times designated by the Program Director.
- A satisfactory performance evaluation in the skills lab.
- Assignments with the prior approval of the Program Director that may include patient care plans, patient teaching, etc.

Contract:

- Each student who requires makeup days will complete a "Makeup Procedure Contract" with the Program Director prior to commencing any work-for-credit towards lost theory, skills lab or clinical hours.

Students who do not complete all theoretical, skills lab and clinical objectives prior to the completion of the course/program will not complete/graduate nor be eligible for the State Licensing Examination until all objectives have been satisfactorily completed with a minimum of a "75%" grade.

20.15 ACADEMIC DISHONESTY

Every student at Curam College is expected to always act professionally in their behavior and representation of the school.

Any student who is suspected of cheating on any coursework, skills testing or examinations will be dropped from the course/program without any further notice.

If dropped from the course/program for academic dishonesty the student will not be given credit for the coursework completed.

Students are required to sign in for classes, skills labs and clinical experiences; in addition, signing out upon completion of these activities. Students are to sign their own documents and any students who engage in signing in or out for any other student will be subject to dismissal from the course/program.

Students who are dropped for academic dishonesty will not be readmitted to Curam College for any course/program/term.

20.16 ADMINISTRATIVE OFFICE APPOINTMENTS

The administrative staff have a number of different functions and may not be able to help you immediately. Please be understanding as they may be involved completing tasks for another student or faculty member. The staff will address you and your concerns as soon as possible. The following procedure is used to schedule appointments.

- Administrator / Program Director –
 - Appointment is required.
- Faculty / Instructors –
 - Appointment is required, unless they agree to speak with you before or after class hours.
 - Please check with them regarding their appointment schedule.
- Administrative Office Staff –
 - The front office staff is usually available and no appointment is necessary.
 - Please be aware that when you approach them they could be engaged in completing tasks for other students and/or staff and cannot immediately help you. Please be patient.

All administration appointments are to take place either before class, on break, or after class.

20.17 DOCUMENTS & FORMS

All documents and forms required to fulfill theory, skills lab, and clinical experiences will be emailed to students in “.pdf” format. As such, students will be required to have a working email address for their use throughout the program and on file with the Administration Office. Students are also responsible for notifying the Administration Office of any changes to this email address. Students will receive documents like simple worksheets, as well as CDPH and BVNPT testing information. Curam College would advise checking your email at least once per day as some time sensitive information may be delivered during the course/program. This time sensitive email could contain documents needed for a clinical session or an announcement for a weekend volunteer event in which the student could attend and receive hands on experiences which cannot be duplicated at the college.

Most cellular phones, tablets, and personal computers have software preinstalled on them that will enable you to view and print “.pdf” files. If you do not have the software on your phone, tablet or personal computer, you can download the software for free. Open your computer’s browser or

your mobile devices "store/marketplace" and search for "Adobe Acrobat Reader". Please make sure the Publisher of the software is "Adobe" to avoid downloading any malware. If you need assistance, please contact the Administration Office with your concerns.

20.18 CELLULAR & ELECTRONIC DEVICES

- A. The use of cellular devices in the classroom, skills lab, or clinical setting is not tolerated at any time.**
- B. Cellular devices must be set to "**Silent**" mode or in the "**OFF**" position ("vibrate" mode is not acceptable).
- C. **ANY** sound created by your cellular device will lead to the following disciplinary action:
 - 1. Students who have an electronic device that rings or vibrates during a theory, skills lab or clinical experience will be asked to leave the setting.
 - 2. Students who leave the setting to attend to an electronic device will not be permitted to return to the class or lab setting until after the next class break.
 - 3. Students who are requested to leave a lecture or lab setting will be required to seek the permission of the faculty instructor before returning to a current session or future session.
 - 4. Students who leave an examination due to a cellular call/ringing/vibrating will be dismissed from the class and your exam score will be reduced.
 - An exam reduced for Cellular & Electronic Device policy violations will only be given a maximum of 50% credit.
 - Instructors will provide a write-up to the student and report the missed time to the Program Director.

STUDENTS WHO DO NOT FOLLOW THIS POLICY WILL BE SUBJECT TO THE FOLLOWING DISCIPLINARY ACTIONS:

- 1st Offence: Student will be given a verbal warning by the instructor
- 2nd Offence: Student will be given a written warning by the instructor
- 3rd Offence: The student will be given a 3-day suspension from the program and the student will have to make-up the lost time before they can graduate from the program
- 4th Offence: The student will be terminated from the program without any further warnings

20.19 PAYMENTS, GRACE TIME

Tuition

All tuition payments are payable promptly on the dates specified in a student's financial agreement. Students are to have payment arrangements made outside of class time (Please, plan ahead). Therefore, students are not permitted to miss any class time to make payments or to have other dealings with the administration office.

PAYMENTS MUST BE MADE IN PERSON

WE DO NOT ACCEPT ANY TELEPHONE OR ONLINE PAYMENT METHODS.

Non-Payment of Tuition

Students whose tuition are past due according to their financial agreement with Curam College:

- May have their grades, transcripts, certifications, diplomas, and applications held.
- May not participate in theory, skills lab, or clinical assignments.

- May not participate in examinations.
- May be subject to suspension from class and clinical assignments until their account is paid and no longer past due.
- May be subject to "Intent to Drop"; dismissal from the Vocational Nursing Program.

Grace Time

- There will be no grace period for tuition payments.
- All payments are due promptly on the dates in your financial agreement.
- Students who pay after their obligatory financial agreement dates will be assessed a 5% penalty for the amount owed.

20.20 PARKING AT CURAM COLLEGE

Students may park in any vacant parking spot located in sections 1-8 on the following map. Please refrain from parking in other sections as they are reserved for Curam College staff or other business suites.



20.21 DRESS & UNIFORM REGULATIONS

Uniforms are to be worn each day to theory, lab skills and at clinical settings. There are no substitute uniforms or colors allowed. Name badges, printed by Curam College, are a required part of every uniform.

Students who are not in compliance with the dress code will be dismissed from any theory, skills lab or clinical setting.

Students are required to adhere to uniform standards and dress code appropriate to the clinical setting. The complete student uniform must be worn at all times. Students must also maintain and have available any required equipment for theory, lab skills or clinical setting.

Uniforms:

- A) Scrub Top
 - a) No undershirts may extend past the hem line on the arm. Undershirts that extend past the hem line at the waist must be tucked into the scrub pant.
- B) Scrub Pants
- C) Shoes/Socks/Hose
 - a) White shoes (no colored stripes, etc.)

- b) No open-toed shoes
- c) Socks or hose must be worn at all times.
- D) Name Badge (*printed by the school*)
 - a) If appropriate, clinical agency identification badges must also be worn at all times while in the clinical facility.
 - b) Students who present themselves in the clinical setting without a name badge will be dismissed until they have the appropriate name badge on their uniform.
 - c) Lost, misplaced or damaged badges are to be replaced at the students' expense (\$15.00).
- E) Lab Coat (*optional*)
- F) Wrist watch (*Analog: with second hand*)
- G) Ink pen (*nurses should always have a working ink pen on their person!*)
- H) Any other required equipment.

Faded, Blemished, Stained, Bleached Uniforms & Badges

- A) Students are required to keep their uniform professional. Replacements can be purchased from the school at the students' expense.

Cosmetics, Makeup, Deodorants, Antiperspirants

- A) Should be used in moderation.
- B) Perfume/Aftershave must NOT be worn while in client-contact situations.
- C) Deodorants and/or antiperspirants are to be used daily.

Fingernails

- A) Must be worn short, clean, and trimmed neatly.
- B) Acrylic/False nails and colored nail polish are not permitted while in the clinical setting.

Hair, Beards & Moustaches

- A) Must be well groomed and neatly trimmed.
- B) No spiking of the hair or unnatural hair color is permitted.
- C) Hair must be worn up off the collar. Medium length hair can be pulled back; long hair should be worn up.

Jewelry, Body Piercings & Visible Tattoos

- A) Rings
 - a) One ring per hand. (*wedding bands count as one*)
 - b) Earrings must be small, non-dangling, and inconspicuous. One per ear.
- B) Necklaces must not be excessively dangly and must be worn inside the scrub top.
- C) No visible tattoos or body piercings are appropriate in the clinical setting, except 1 small earrings per ear. (*the only exception is piercings of religious significance*)
- D) One Watch, ID, medical or religious band is authorized; no more than one per arm.

Curam College may have days/events throughout the year which are regarded as dress down. During these events students may not be required to wear their daily uniform and have an opportunity to wear business casual attire.

20.21.1 Business Casual Dress Regulations

- A) Mended clothes and unprofessional logos on clothes are unacceptable.
- B) Shirts must have a collar, (e.g. polo or button-down), with short or long sleeves. (no T-shirts)
- C) No stretch tops, deep-cut front or back neck lines or bare midriffs.
- D) Slacks must be neutral colors, (e.g. brown, black, khaki, gray, and green).
- E) Jeans, high-waters, pedal-pushers, knickers and shorts are not allowed.
- F) Skirts and dresses hemlines must be no shorter than two (2) inches above the knee.
- G) No open-toed, open-heeled, sandals or flip-flops are permitted.
- H) Upper and lower undergarments are required.
- I) No texture hosiery is allowed. Plain white or natural colored stockings are recommended.

Students who have completed a course/program at Curam College and were granted permission to practice their skills on campus, must maintain adherence to the Dress & Uniform Code.

20.22 FOOD & DRINK

Since opening for business the college has incurred additional expenses related to the cleaning of carpet and furniture. This has been the result of careless actions on the part of students and instructors. Students often tell us they are adults and can be responsible for their food items and drinks but inevitably they end up on the floor. Given that this has been an ongoing problem, we have decided to ban all liquids and all food items from the classroom and skills lab area.

- A) No food or liquids are permitted:
 - 1) In any classroom, skills lab or computer lab area
 - 2) When using any equipment, especially in the computer lab
- B) Food items and liquids may be consumed in those areas designated for eating (suite 304, kitchen/student lounge).
 - 1) After using the student lounge, please clean up after yourself. Wipe up any spills and use the trash bins.
- C) No chewing gum is permitted in any area of the school. We also ask that when you discard your gum, before you enter the school, please do not throw it out on walkways around the school.

Students who do not follow this policy will be given a 3-day suspension from the course/program and will have to make that time up prior to being permitted to complete/graduate from the course/program.

No warnings will be given!

Faculty who do not follow this policy or who allow students to break this policy will be held responsible for cleanup cost and possible suspension.

20.23 CLASSROOM BEHAVIOR

- Smoking will be allowed during break time in designated areas only (no smoking inside Curam College or within 150 feet of any entrance or exit). Students are allowed two 15-minute breaks and one 30-minute lunch.
- Eating and smoking is allowed only during scheduled break and lunch times.
- Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving their work areas in the classroom.

- All equipment and educational supplies used during theoretical training must be returned to assigned proper places at the end of the class day.
- Students suspected to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subject to Drug & Alcohol policy.
- Sleeping during class is never acceptable.
- Leaving the classroom during class hours without authorization by the instructor or administrator is not allowed and subject to counseling.
- Students are required to speak English in the classroom and at their clinical sites. Failure to follow the rules will result in disciplinary actions. The first occurrence is a 2-day suspension; A second occurrence will be grounds for termination from the course/program.

20.24 DISMISSAL

The following behavior will constitute grounds for dismissal:

- A) Repeated tardiness and absences from class without prior notification of the instructor, Program Director or school.
- B) Failure to makeup theory or clinical time for missed hours.
- C) Disruptive behavior which includes, but not limited to, the use of foul language, racial slurs, insubordination to instructors, administration, clinical facility staff, or failure to comply with the rules and regulations of the school and the clinical setting, including patient care regulations.
- D) The possession of non-prescribed drugs, intoxication and sleeping in class.
- E) School, staff, faculty, clinical, student or patient property theft.
- F) Failure to report to the clinical training sites in appropriate uniform attire after receiving a prior warning for the same offence.
- G) Students in poor financial standing with Curam College. (*Failure to pay tuition promptly per financial agreement*)
- H) Noncompliance with any Curam College of Nursing policies.

20.25 WITHDRAWAL

In order to qualify for a pro-rata tuition refund, students must officially submit a written notification of their intention to withdraw from the training. The letter shall be hand delivered to the Administration Office or mailed to the Program Director. Students have a right to a full refund of the tuition fee if they cancel on or before the first day of instruction, or the seventh day after enrollment. The registration fee is non-refundable. The student maybe eligible for a pro-rated refund after instruction has begun if the student has completed 60% or less of the course less the cost of the books, uniforms, equipment issued.

A student's intent to withdrawal must be made in writing and delivered via U.S Postal Service or hand delivered to the following address:

Attn: Program Director
 Curam College of Nursing
 6520 44th Street Suite #312
 Sacramento, CA 95823

20.26 REFUND

Students have a right to a full refund of all tuition, less the registration fee, if he or she cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. In addition, a student may withdraw from the course after instruction has begun and receive a pro-rata refund for the unused portion of the tuition. Refunds will be processed within 45 days of withdrawal. Refer to the following computations to determine the amount of the refund owed to you.

Nurse Assistant Program (example)

If the student completes 60 hours of a 150-hour NA Program and paid \$900.00 tuition, the student is entitled to a refund of \$576.00.

\$900.00 Paid Tuition	X	$\frac{96 \text{ clock hours paid for, but not attended}}{150 \text{ clock hours of paid instruction}}$	=	\$576.00 refund amount
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Home Health Aide Program (example)

The student completes 24 hours of a 40-hour HHA Program and paid \$375.00 the refund will be computed as follows:

\$375.00 Paid Tuition	X	$\frac{16 \text{ clock hours paid for, but not attended}}{40 \text{ clock hours of paid instruction}}$	=	\$150.00 refund amount
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Vocational Nursing Program (example)

For example, if a student has completed 797 hours of the 1594 hours VN Program (1720 hours less Pharmacology 54 hours, Anatomy & Physiology 36 hours, & Nutrition 36 hours) and paid \$23,500.00 tuition, the student would be entitled to a refund of \$11,750.00.

\$23,500.00 Paid Tuition	X	$\frac{797 \text{ clock hours paid for, but not attended}}{1594 \text{ clock hours of paid instruction}}$	=	\$11,750.00 refund amount
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Intro to Anatomy & Physiology course (example)

The student completes 24 hours of the 36-hour Anatomy & Physiology course and paid \$375.00 the refund will be computed as follows:

\$375.00 Paid Tuition	X	$\frac{12 \text{ clock hours paid for, but not attended}}{36 \text{ clock hours of paid instruction}}$	=	\$125.00 refund amount
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Pharmacology for Nurses course (example)

If the student completes 18 hours of the 54-hour Pharmacology course and paid \$425.00 the refund will be computed as follows:

\$425.00 Paid Tuition	X	$\frac{36 \text{ clock hours paid for, but not attended}}{54 \text{ clock hours of paid instruction}}$	=	\$283.33 refund amount
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Nutrition for Nurses course (example)

If the student completes 27 hours of the 36-hour Nutrition course and paid \$325.00 the refund will be computed as follows:

\$325.00 Paid Tuition	X	$\frac{9 \text{ clock hours paid for, but not attended}}{36 \text{ clock hours of paid instruction}}$	=	\$81.25 refund amount
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Intravenous Therapy course (example)

For example: if the student completes 24 hours of the 30-hour Intravenous Therapy course and paid \$350.00 the refund will be computed as follows:

\$350.00 Paid Tuition	X	$\frac{12 \text{ clock hours paid for, but not attended}}{30 \text{ clock hours of paid instruction}}$	=	\$140.00 refund amount
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Pediatric Nursing course (example)

If the student completes 18 hours of the 45-hour Pediatrics course and paid \$1200.00 the refund will be computed as follows:

\$1200.00 Paid Tuition	X	$\frac{27 \text{ clock hours paid for, but not attended}}{45 \text{ clock hours of paid instruction}}$	=	\$720.00 refund amount
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Maternal/Child Nursing course (example)

For example: if the student completes 36 hours of the 45 -hour Maternity course and paid \$1200.00 the refund will be computed as follows:

\$1200.00 Paid Tuition	X	$\frac{9 \text{ clock hours paid for, but not attended}}{45 \text{ clock hours of paid instruction}}$	=	\$240.00 refund amount
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20.27 LEAVE OF ABSENCE

An application for a leave of absence must be filed with the Administration Office. Prior to review of the application, the student and Program Director must establish a return date for the student. The student's instructor and Program Director must thoroughly review the application and student record before granting/denying any leave of absence. After the application is granted/denied, the student will be notified of the decision by email or written letter.

20.28 GRIEVANCE

CCR Title 16, Division 25, Chapter 1, Article 5, Section 2526 (a) (17) (C)

In an effort to ensure that all grievances are reviewed, investigated and a report has been compiled for the student, faculty and school. Students are required to follow these guidelines if they have a concern with theory, clinical, skills lab, faculty or staff:

Step 1:

Always approach the student, faculty or staff member first with any concerns, problems, or complaints that you may have. This action should be taken without delay. (This can be a verbal discussion however you should keep notes of this meeting)

Step 2:

If a student is not satisfied with the response of the faculty, staff or student and still has concerns then the student is required to submit their concern in writing giving a copy to the faculty, staff or student and a copy to the Program Director. (This stage of the process must be in writing and must be no more than 3 days after initial contact with the faculty concerned)

The complaint must include:

- Date and Time of Incident, Concern, Problem
- Brief description of the problem
- Indicate if it affects only the student or other students
- Detail the contact that you have had with the faculty member and the solutions that were presented if any.

Step 3:

Upon receiving a written formal complaint, the Program Director will review the complaint and contact the student within 5 working days. The Program Director will facilitate a meeting with the student(s) and the faculty member within 5 working days from the date of reviewing the original complaint.

The Program Director will render a final decision within 3 days after meeting with the student(s) and the faculty member.

Step 4:

Should the student not agree with the final decision of the Program Director they may proceed with their complaint to the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) or the Bureau of Private Postsecondary Education (BPPE).

HOWEVER, STUDENTS HAVE THE RIGHT TO CONTACT THE BOARD OF VOCATIONAL NURSING AND PSYCHIATRIC TECHNICIANS FOR GUIDANCE OR TO FILE A COMPLAINT AT ANY TIME. A STUDENT MAY ALSO FOREGO THE GRIEVANCE POLICY OF AND MAKE DIRECT CONTACT WITH THE BVNPT, AND OR BPPE IF THEY CHOOSE TO DO SO.

Contact information for the BVNPT & BPPE:

Board of Vocational Nursing and Psychiatric Technicians

2535 Capitol Oaks Drive, Suite # 205
Sacramento, California 95833-2945
Phone: (916) 278-7800 Fax: (916) 263-7866
Web: www.bvnpt.ca.gov

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (916) 431-6959
Toll Free: (888) 370-7589
Main Fax: (916) 263-1897
Licensing Fax: (916) 263-1894
Enforcement/STRF/Closed Schools Fax: (916) 263-1896
Web site: www.bppe.ca.gov

20.29 STUDENT'S RIGHT TO CANCEL

The student has the right to cancel his or her enrollment agreement for a course of instruction, without any penalty or obligations, through attendance at the first class session, or the seventh day after enrollment, whichever is later. A student may not cancel by telephoning the school or not attending the class. After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro-rata refund if the student has

completed 60 percent or less of the program less the registration fee and uniforms. The refund is to be paid within 45 days after cancellation date. Cancellation must be made in writing and delivered via U.S Postal Service or hand delivered to the following address:

Attn: Program Director
Curam College of Nursing
6520 44th Street Suite #312
Sacramento, CA 95823

20.30 REFERENCE LETTERS

If you would like to receive a reference letter after completion of your studies at Curam College, you must speak with the instructor to make a request. Depending on performance, attendance and attitude the instructor may choose to write the letter. The letter will be sent directly to the requested party or parties. The instructor also has the authority to decline composing the letter without any stated reason. The school can distribute references as well, but because administrative staff has no interaction between students in the clinical setting, the college can only give limited information (i.e. attending the school, meeting the objectives and graduating from Curam.)

20.31 EDUCATIONAL RECORD RETENTION

Educational records shall be maintained by the Custodian of Records. The custodian of records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in filing cabinets in the school site. Student records will be maintained by the school for five (5) years after enrollment; transcripts/certificates/degrees granted will be maintained permanently. Request for release of information by the student or from outside agencies must be made in writing with student's signature. This ensures that only authorized individuals have access to specific information requested.

21 SUPPLEMENTAL POLICIES PER COURSE/PROGRAM

21.1 NURSING ASSISTANT PROGRAM

21.1.1 Student Evaluations/Grading

Theory Evaluations:

All students must achieve a 75% on each written examination in order to progress to the next term. This is not an average of all the written exams but rather 75% in each written examination. The passing grade for the NA Program is 75% or better. Students who achieve less than 75% will be required to repeat the program.

Students will be evaluated according to the following grade weights:

100%	Quizzes x 10 (10% each)
100%	Total

Clinical Evaluations:

- A) Student clinical evaluations will be on a "Cr/NCr" (Pass/Fail) basis with no grade being assigned to the student.
- B) Students who do not receive a "Cr" for clinical experience will be dropped from the term with no grade being assigned.
 - a. Students dropped from a clinical level will receive no credit.
- C) Students given readmission to the program must repeat the entire clinical level.

- D) Students must be present on the clinical sites at least 20 minutes prior to the beginning of their assigned clinical experience.
- E) Students who arrive late for a clinical experience will be sent home and the student will have to make-up the entire clinical experience that was lost due to being tardy.
- F) Students who present a clinical risk to a patient or the facility will be removed from the clinical setting and maybe terminated from the program.
- G) Student who do not adhere to the substance use policies of the school and the facilities to which they are assigned will be terminated from the program.
- H) Students who solicit clients for personal gain or for the gain of other interest outside the clinical area will be dropped from the program without any further warning.
- I) Students who present themselves in the clinical and are not in compliance with the school's uniform policy will be sent home and will have to make up the lost clinical time.
- J) Students who are insubordinate in the clinical area will be sent home and will be subject to termination from the program.
- K) Students will have to make up all lost clinical and theory hours prior to completion of the program. Students must meet all of the clinical objectives which are assigned to the clinical portion of the program.

Credit Granting

Students will not be given a grade for partial work completed. Students must complete all coursework to have a grade assigned.

21.1.2 Quiz Policy

We understand that after the nursing assistant course has finished that passing the quizzes may be a challenge. Our staff will accommodate students who wish to finish their tests under the following conditions:

- A) Students can make up quizzes after the last day of the current program.
- B) Students are allotted 26 scantron sheets (2 for each quiz for 13 quizzes). If a student uses their allotted amount, students will pay \$2.00 for 10 additional scantrons.
- C) Three (3) different quizzes can be taken in a day.
- D) Quizzes will be supervised.
- E) Administration will grade the quizzes. Results will be available within 48 hours.
- F) Make-up quizzes will be taken Tuesdays and Thursdays between 1:00 p.m. to 4:00 p.m.

21.1.3 American Red Cross Testing Liability

Please be advised, on the day of your Nursing Assistant Competency Exam, you must have in your possession the following items:

- 1) Government issued picture ID
- 2) Social Security Card or valid print-out from the Social Security Administration
- 3) HS-283B form (**you may pick this up from the office the morning of your exam IF YOU TEST AT THE SCHOOL**)
- 4) A ball-point pen (black or blue ink)

In addition, you must dress as though you were going to the clinical site. Wear your scrubs, shoes and second-hand watch to the exam.

If you fail to bring these items with you, the Red Cross proctors will not allow you to test.

21.2 HOME HEALTH AIDE PROGRAM

21.2.1 Student Evaluations/Grading

Theory Evaluations:

All students must achieve a 75% on each written examination in order to progress to the next term. This is not an average of all the written exams but rather 75% in each written examination. The passing grade for the HHA Program is 75% or better. Students who achieve less than 75% will be required to repeat the program.

Students will be evaluated according to the following grade weights:

100%	Quizzes x 5 (20% each)
100%	Total

Clinical Evaluations:

- L) Student clinical evaluations will be on a "Cr/NCr" (Pass/Fail) basis with no grade being assigned to the student.
- M) Students who do not receive a "Cr" for clinical experience will be dropped from the term with no grade being assigned.
 - a. Students dropped from a clinical level will receive no credit.
- N) Students given readmission to the program must repeat the entire clinical level.
- O) Students must be present on the clinical sites at least 20 minutes prior to the beginning of their assigned clinical experience.
- P) Students who arrive late for a clinical experience will be sent home and the student will have to make-up the entire clinical experience that was lost due to being tardy.
- Q) Students who present a clinical risk to a patient or the facility will be removed from the clinical setting and maybe terminated from the program.
- R) Student who do not adhere to the substance use policies of the school and the facilities to which they are assigned will be terminated from the program.
- S) Students who solicit clients for personal gain or for the gain of other interest outside the clinical area will be dropped from the program without any further warning.
- T) Students who present themselves in the clinical and are not in compliance with the school's uniform policy will be sent home and will have to make up the lost clinical time.
- U) Students who are insubordinate in the clinical area will be sent home and will be subject to termination from the program.
- V) Students will have to make up all lost clinical and theory hours prior to completion of the program. Students must meet all of the clinical objectives which are assigned to the clinical portion of the program.

Credit Granting

Students will not be given a grade for partial work completed. Students must complete all coursework to have a grade assigned.

21.3 VOCATIONAL NURSING PROGRAM

21.3.1 Credit Granting

CCR Title 16, Division 25, Chapter 1, Article 5, Section 2526 (a) (17) (A)

Curam College of Nursing may grant credit for previous nursing education that has been completed within five years prior to admission to the Vocational Nursing Program. In accordance with The Vocational Nurses Practice Act Section 2535, credit will be granted as follows:

- A) Transfer credit shall be given for related previous education completed within the last five (5) years. This includes the following courses:
 - 1) Accredited vocational or practical nursing courses
 - 2) Accredited registered nursing courses
 - 3) Accredited psychiatric technician courses
 - 4) Armed services nursing courses
 - 5) Certified nurse assistant courses
 - 6) Other courses the school determines are equivalent to courses in the program
- B) Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations. Credit will be granted through evaluation of course work (official transcripts) by the Program Director. Students who possess a current Certified Nursing Assistant certificate, will be granted 10.0 units of credit for their past experience and education (Fundamentals of Nursing, theory five (5) units; clinical five (5) units).

Official transcripts documenting that a prerequisite course has been taken and received a passing grade from the issuing institution shall be given credit at Curam College of Nursing.

The Program Director will determine if any theory or clinical credit will be granted and that determination will be final.

Refer to appendix A, "Credit Granting Worksheet", for specific documentation of credit for previous education and/or work experience.

21.3.2 Prerequisites – related to Integrated Curriculum

Each student is required to complete the following prerequisites with a grade of "B" or better to be granted credit for those courses in the Vocational Nursing Program at Curam College of Nursing.

- A) Pharmacology – 54 credit hours
- B) Anatomy & Physiology – 36 credit hours
- C) Nutrition – 36 credit hours
- D) Certified Nursing Assistant Program – 150 credit hours
- E) Math for Medications – 18 credit hours (taught within the VN Program)

The subject material taught in the above-mentioned subjects will be integrated into the vocational nursing curriculum at Curam College of Nursing. Therefore, students will be tested on this material throughout the program to ensure each student is prepared to graduate from the program and pass the state NCLEX-PN examination for licensure.

Students can expect that on each subject examination there will be questions taken from course content of Pharmacology, Anatomy & Physiology, Nutrition, Math for Medications, as well as the Nurse Assistant Training Program.

All CNA materials will be reevaluated throughout the Vocational Nursing Program and students who do not meet the practice standards will be required to repeat the course materials.

21.3.3 Makeup (Theory/Clinical)

Any student who misses theory or clinical hours due to any absence must fulfill makeup hours to complete their objectives.

Each VN Program term is designated three (3) days for makeup time; no other days will be allotted. Therefore, if a student is absent for more than a total of three (3) days per term they may be subject to remediation and/or dismissal.

- If the circumstances for the missed hours warrant a valid excuse (life/death situation), it will be at the discretion of the Program Director to approve additional makeup days over and above the 3 days allotted for each term. However, all required clock hours (Theory 746/Clinical 974) must be completed prior to graduation from the program. There is no exception to this policy.

All missed theory hours must be made up with actual assignments and shall be supervised by a faculty member; no simulation exercises will be approved.

Missed theory/skills lab/clinical sessions must be completed by the student with the same content taught on the missed day.

All makeup assignments must have the prior approval of the Program Director. These assignments must be completed under the supervision of a BVNPT approved and school consented instructor or no credit will be granted for the makeup time.

Theory Makeup examples: (Requires the prior approval of the theory instructor and the Program Director)

- Reading pertinent periodicals related to the subject material missed and the preparation of a summary of the same.
- Preparation of reports in a variety of health care topics that are assigned by the instructor and must be evidenced by at least 4 research articles.
- With the prior approval of the program director, attending lectures, conferences, and workshops related to the subject material missed and then the completion of a summary and presentation to the class.
- Completion of specific assignments (case studies, written examinations).

Clinical Makeup examples: (Requires the prior approval of the clinical instructor and the Program Director).

- Attending clinical makeup per locations, dates and times designated by the Program Director.
- There will be 3 days available in each term for the purpose of clinical make-up.
- A satisfactory performance evaluation in the skills lab.
- Assignments with the prior approval of the Program Director that may include (patient care plans- patient teaching).

Contract:

- Each student who requires makeup days will complete a "Makeup Procedure Contract" with the program director prior to commencing any work-for-credit towards lost theory or clinical hours.

VN students who do not complete all clinical and theoretical objectives prior to the completion of the Vocational Nursing Program will not graduate nor be eligible for the State Licensing Examination until all objectives have been satisfactorily completed with a minimum of a "B" grade.

Once a student exceeds a total of nine (9) missed days, they may be subject to remediation and/or dismissal.

No student can miss more than nine (9) days throughout the entire program.

21.3.4 CCN Obligation for Makeup Days

The BVNPT approved curriculum states that CCN must provide a total of nine (9) makeup days for the entire Vocational Nursing Program. These makeup days are intended for students who have had to miss days due to no fault of their own.

Students who miss more than nine (9) days for the entire program will be required to make up the lost time at their own expense. The current cost per hour for makeup time is \$50.00 per hour and is the sole responsibility of the student to pay this fee. This fee must be paid in advance of any scheduling for makeup time and may be paid to an outside agency if necessary.

All scheduling and agreements for all missed time must be made directly with the Program Director or their designee.

The Program Director may allocate CCN instructors or any other BVNPT approved instructor from other institutions to supervise makeup theory or clinical time.

All theory and clinical hours must be fulfilled before any student will be certified to the BVNPT as having completed the VN Program.

21.3.5 Student Evaluations/Grading/Remediation

Theory Evaluations:

All students must achieve a 75% on each written examination in order to progress to the next term. This is not an average of all the written exams but rather 75% in each written examination. The passing grade for the VN Program is 75% or better. Students who achieve less than 75% will be required to repeat the program.

Students will be evaluated according to the following grade weights:

10%	Objectives
5%	Pre-Lecture Quizzes
55%	Subject Exams
30%	Comprehensive Predictor Exam
<hr/>	
100%	Total

Term 1 & 2 will offer an opportunity for extra credit. Completing the Fundamentals (for Term 1), and/or Medical Surgical (for Term 2) workbooks can grant up to 10% extra credit toward each term's final grade.

- A) Students must write all scheduled examinations on the date the examination is first set.
- B) Students who do not write the exam on the first scheduled date are required to write the missed exam, but will only receive a grade of 50% for the exam (no exceptions).
- C) Students who arrive late to write an exam will be allowed to write the exam, but will only be assigned a grade of 50% for that exam.
- D) Students who are absent from clinical or theory classes will not be permitted to show up later in the day to write an examination. These students will have to schedule a make-up and follow the 50% grade policy for missed examinations.
- E) Students who do not achieve a minimum grade average of 75% will be subject to the following:

- 1) Participate in a remediation program
 - 2) Placed on a remediation contract
 - 3) Required to rewrite all exams that they did not receive a grade of 75% or better.
- F) At the end of the contracted remediation period, students must achieve an average grade of 75%. If the student has not achieved the average grade of 75%, the student:
- 1) Will not be permitted to progress to the next term in the program.
 - 2) Will not be given credit for the term
 - 3) Will not be refunded any tuition for that term
- G) Students may be placed on a remediation contract at any point during the Vocational Nursing Program.
- H) Students must meet all objectives, in every term, which are assigned in theory, skills lab and clinical experiences.

Clinical Evaluations:

- A) Student clinical evaluations will be on a "Cr/NCr" (Pass/Fail) basis with no grade being assigned to the student.
- B) Students who do not receive a "Cr" for clinical experience will be dropped from the term with no grade being assigned.
- a. Students dropped from a clinical level will receive no credit for the entire term.
- C) Students given readmission to the program must repeat the entire clinical level.
- D) Students must be present on the clinical sites at least 20 minutes prior to the beginning of their assigned clinical experience.
- E) Students who arrive late for a clinical experience will be sent home and the student will have to make-up the entire clinical experience that was lost due to being tardy.
- F) Students must not miss more than 3 clinical days in any level as they will only have the opportunity to make up 3 lost days of clinical experience.
- G) Students missing more than 3 clinical days in a level will be required to repeat the entire level.
- H) Students who present a clinical risk to a patient or the facility will be removed from the clinical setting and maybe terminated from the program.
- I) Student who do not adhere to the substance use policies of the school and the facilities to which they are assigned will be terminated from the program.
- J) Students who solicit clients for personal gain or for the gain of other interest outside the clinical area will be dropped from the program without any further warning.
- K) Students who present themselves in the clinical and are not in compliance with the school's uniform policy will be sent home and will have to make up the lost clinical time.
- L) Students who are insubordinate in the clinical area will be sent home and will be subject to termination from the program.
- M) Students will have to make up all lost clinical and theory hours prior to completion of the program. Students must meet all of the clinical objectives which are assigned to the clinical portion of the program.

Credit Granting

Students will not be given a grade for partial work completed in any term. Students must complete all coursework for the entire term, to have a grade assigned.

21.3.6 Probation

A student can be on probation only once during each term. A student can be put on probation for no more than 30 days at a time for the following reasons:

- A) Failure to maintain satisfactory academic progress
- B) Failure to maintain satisfactory attendance
- C) Failure to meet financial obligations
- D) Violation of any of the school policies after given a warning

21.3.7 Clinical Skills Objectives Handbook

Each student in the Vocational Nursing Program is given a Clinical Skills Objective Handbook prior to the first day of clinical. The students are solely responsible for the safe keeping of their handbook. The following conditions apply:

- A. Students are required to have their handbooks with them at every assigned clinical setting.
- B. Curam College, administrative staff, and instructors do not keep any duplicate copies of the handbook.
- C. If the student should lose their handbook, they will be required to repeat all skills previously completed. This must be performed for an instructor and signed off by the instructor. **(No Exceptions)**
- D. All clinical skills completed must be signed off on the day it was performed and by the instructor it was performed for. **(No late entries are permitted)**
- E. Students must perform the initial skill for the instructor before they can complete the skill for another staff member on their own.
- F. When the students are not in the clinical setting their "Clinical Skills Objective Handbook" must be left at the school, permitting the Program Director access to check on their progress.
- G. Upon completion of the program, the Clinical Skills Objectives Handbook becomes a part of the student's permanent file and will remain with the school.

22 STUDENT SERVICES

22.1 REMIEDIATION ALGORITHM FOR TUTORING

Curam College of Nursing will adopt the remediation algorithm that was developed by the Bureau of Vocational Nursing and Psychiatric Technicians. This algorithm provides a logical approach to the identification and working through process for resolutions.

Curam College of Nursing will introduce each new student to the remediation process during the first week on campus. Each student will be given examples of the working model and instructions as to how the model is placed in effect and how the desired outcomes are achieved.

Curam College of Nursing will conduct a workshop with the instructors so that they will become familiarized with the remediation algorithm. They will also be given the opportunity to work with the model through examples of student situations related to theory, clinical, or general policy issues.

22.2 WORKING PROCESS: SOURCES OF REFERRALS

Students can be initially identified by numerous ways: faculty referrals, self-referral, and student referrals. Students can also be identified by traditional methods of testing, when a student falls below the acceptable grade of 75%, a remediation algorithm will be initiated.

22.3 JOB PLACEMENT SERVICES

Curam College of Nursing **does not** provide any placement services.

22.4 LIBRARY AND STUDENT RESOURCES

Curam College of Nursing provides access to a virtual library hosted by Lippincott, Williams & Wilkins. There are variety of reference books, nursing journals, audio visual aids include CD's, VHS, DVD and computers. We provide textbooks and other pertinent handouts during the course of study to help meet the student's learning needs. The school shall provide a list of libraries in the area with their telephone numbers.

The student's will watch videos during class time. The instructor will show the videos to the students. The instructor will also give handouts to the students during class which will aide in their learning. At the beginning of the course, the students will purchase the text book.

The skills lab is used during class time with the instruction of the instructor. Students are also able to use the skills lab when class hours are over. Students can coordinate with the front office if they want to use the skills lab during non-class hours.

Lippincott, Williams & Wilkins allows the students at Curam College of Nursing access to their libraries when they sign on to The Point www.thepoint.com. This access is available to any student from a computer terminal campus. This library is available 24 hours a day and will e-mail students copies, articles, journals, or other materials upon request. Lippincott will provide each student with:

- A current subscription to LPN Magazine with access to all previous issues.
- A current subscription to Nursing 2014 with access to all previous issues.
- Each student will be provided with a computer library access card so that they can download articles on site or on their home computers
- Virtual library with at least 10 reference books for Medical-Surgical Nursing, Obstetrics, and Pediatrics.

22.5 COMMUNITY FACILITIES

In addition to the learning resources on campus the following community resources are available to our students:

- Sacramento City College Learning Resource Center, 3835 Freeport Blvd., Sacramento, CA 95822 916-558-2461. Hours: Monday through Thursday 7:30am – 8:00pm, Friday 7:30am – 5:00pm, Saturday 9:00am – 3:00pm. Community members are required to purchase a "Public Card" for a fee of \$30.00 per year. Students may check out textbooks and other publications but are not able to check out periodicals or other magazine publications.
- University of California Davis Peter Shields Library, UCD Campus Davis, CA 530-752-1203. Hours: Monday through Thursday 8:00am – 8:00pm, Friday 8:00am – 6:00pm, Saturday 9:00am – 6:00pm, Sunday 10:00am – 6:00pm. Community members are required to purchase a "User Card" for a fee of \$100.00 a year. Students may check out up to 5 textbooks that are not on reserve. No periodicals may be checked out but can be copied in the library.
- University of California Davis Medical Library Resources, 4610 X Street Sacramento, CA 916-734-3529. Hours: Monday through Thursday 8:00am – 8:00pm, Friday 8:00am – 6:00pm, Saturday 9:00am – 6:00pm, Sunday 10:00am – 6:00pm. Community members are required to purchase a "User Card" for a fee of \$100.00 a year. Students may check out up to 5 textbooks that are not on reserve. No periodicals may be checked out but can be copied in the library. Additional information can be obtained at www.ucdavis.edu/academics/libraries/collections.html

22.6 COUNSELING POLICY

When problems at Curam College of Nursing, home or work interfere with academic performance, the student is encouraged to ask for a private conference with his/her program director. A student whose problems are beyond the scope of the College will be referred to outside counseling agencies. The school shall provide a list of available community counseling services in the area with their telephone numbers.

22.7 HOUSING ACCOMMODATION

Curam College of Nursing does not have dormitory facilities under its control. According to rentals.com, rental properties in the following cities start at approximately the following rates per month: Sacramento - \$800.00, Elk Grove - \$1,000.00. Curam College of Nursing assumes no responsibility in finding housing or assisting students with housing.

22.8 EXPERIENTIAL LEARNING

Curam College of Nursing does not award credit for prior experiential learning.

22.9 DISTANCE EDUCATION

Curam College of Nursing does not offer distance education.

22.10 CREDITS FROM OTHER COLLEGES/UNIVERSITIES AND OTHER SCHOOLS

Curam College of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests for Nursing Assistant Training Program and Home Health Aide. The school does not have any agreements between the institution and any other colleges, universities and other schools that provides for transfer of credits earned in the program of instruction.

23 CREDIT GRANTING POLICY – VOCATIONAL NURSING

Curam College of Nursing may grant credit for previous nursing education that has been completed within five years prior to admission to the VN program. In accordance with The Vocational Nurses Practice Act Section 2535 credit will be granted as follows:

- Transfer credit shall be given for related previous education completed within the last 5 years. This includes the following courses:
- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines are equivalent to courses in the program
- Students who possess a current Certified Nursing Assistant certificate, will be granted 10.0 units credit for their past experience and education (theory 4 units/clinical 6 units).
- Curam College of Nursing does not accept credit through challenge examinations and achievement tests
- Official transcripts documenting that a pre-requisite course has been taken and received a passing grade from the issuing institution shall be given credit at Curam College of Nursing.
- The Program Director will determine if any theory or clinical credit will be granted and that determination will be final.

24 SUMMARY OF REQUIREMENTS FOR LICENSURE AS A VOCATIONAL NURSE

All applicants for Licensure as a Vocational Nurse in California must meet all of the requirements.

- 1) Graduate from a California Approved School of Vocational Nursing. (You must have successfully completed a California Approved Vocational Nursing Program).
- 2) Be at least 17 years of age
- 3) Furnish proof of completion of the 12th grade of schooling or its equivalent.
- 4) Complete and sign the "Application for Vocational Nurse Licensure" and furnish a valid U.S. social security number
- 5) Complete and sign the "Record of Conviction" form
- 6) Not be subject to denial pursuant to Business & Professions code section 480
- 7) Submit the required Department of Justice (DOJ) and federal bureau of investigation (FBI) fingerprints. Note: A license will not be issued until the Board receives the background information from DOJ.
- 8) Attach the appropriate nonrefundable fee made payable to the BVNPT
- 9) Successfully complete a written examination titled "National Council Licensing Examination for Practical (Vocational) Nursing (NCLEX PN)" or the "National League for Nursing Test Pool Practical Nursing Examination (NLN)."
- 10) Submit the initial license fee. When you qualify for licensure the Board will advise you of the initial license fee to be paid. This fee is in addition to the Application fee.

Students have the right to contact the Board of Vocational Nursing and Psychiatric Technicians for guidance or to file a complaint. The following is the contact information for the board:

Board of Vocational Nursing and Psychiatric Technicians

2535 Capital Oaks Drive, Suite #205
Sacramento, CA 95833-2945
(916) 263-7800 Fax: (916) 263-7866
www.bvnpt.ca.gov

25 TRANSCRIPTS/CERTIFICATES/DIPLOMAS

The following documents will be retained by Curam College of Nursing permanently: transcript, certificate of completion, and diplomas.

Initial copy will be provided free of charge, additional copies require the replacement fees to be paid.

- Transcripts
 - Provided for all courses completed
- Certificates of Completion
 - Provided for students who complete any of the following courses:
 - AP100, Anatomy and Physiology
 - BW101, Blood Withdrawal
 - HHA100, Home Health Aide Program
 - IT101, Intravenous Therapy
 - NA100, Nursing Assistant Program
 - NUT100, Nutrition
 - PHA100, Pharmacology
- Diplomas
 - Provided to students completing the Vocational Nurse Program requirements.
- Document replacement fees per copy:
 - Transcript (\$15)
 - Certificate of Completion (\$15)
 - Diploma (\$35)

26 REQUIRED EQUIPMENT PER PROGRAM

26.1 HOME HEALTH AIDE PROGRAM

Quantities of items are based on 15 students per class.

All equipment both disposable and non-disposable are owned by Curam College of Nursing.

Equipment Vital Signs	Other	Peronal Care
Thermometer	Bed	Dentures
Blood pressure cuff	Blanket	Denture Cup
Stethoscope	Fitted sheet	Lip lubricant
Sphygmomanometer	Flat sheet	Linen protectors
	Draw sheet	Mouthwash
Mobility	Pillows	Shaving Cream
Gait belt	Pillow case	Toothpaste
Wheelchair	Dishes	Emesis basin
Non-skid socks	Pots	Fracture pan
	Pans	Bed pan
	Kitchen with stove	Soap
		Urinal
		Wash basin
		Nail clippers
		Emery board
		Orange stick
		Lotion
		Towels

26.2 NURSING ASSISTANT PROGRAM

Quantities of items are based on 15 students per class.

All equipment both disposable and non-disposable are owned by Curam College of Nursing.

Equipment and materials List	Medical Equipment	Other
3x5 Index Cards	Adaptive eating equipment	Red bags x 3
4x6 Index Cards	Bedside commode	Dual head stethoscope x 3
Name Badges	Regular bedpans	External catheter
Dry Erase Markers	Liquid soap	Leg bags
Dry Erase Board	Urinal x 2	Nail equipment
3 Large sets of Clothing	Wash basins	Gait belts x 4
Markers	Waste basket with lid	Nasogastric tube
Food Model		Safety vest x 3
Food Wheel	Disposable Medical Equipment	Sphygmomanometers & adult cuffs
Hand held battery operated light	4 x 4 sponges	Stethoscopes x 8
Masking Tape x 3	adult briefs	Hand sanitizer
Pencils x 15	Alcohol wipes	Dental Floss
Pens x 15	Bed protectors x 3	Clothing protextor
Videos	Clean catch kit x 3	Gloves S-XL
Analog Watch	Cotton balls	Disposable Razor
Dentures		Lemon Glycerin swabs
Lip Lubricant	Forms	Sharps container
Linen Protectors x 3	ADL Flow sheet	Lotion
Mouthwash	Decutitus assessment sheet	Powder
Shaving Cream	Height and weight	Toothbrush
Toothpaste	Insident report patient	Alcohol wipes
Linen Hamper	Incident report employee	Paper towel
Hand rolls	Intake/Output worksheet	Non-skid slippers
	Personal items inventory	Diet trays w/
Linens	Isolation door signs	dishes and condiments
Bath Blankets x 3	Nurse Assignment sheet	Glass 4 oz.
Bedspreads x 3	Transfer sheet	Glass 6 oz.
Blankets x 3		Ice cream cup 3oz.
Cloth isolation gowns x 3	One Resident Room	Medicine cup 30 cc
Draw sheet	Bed with side rails	Paper cups 5 oz.
Hand towels	Over bed table	Pitcher 780 cc
Hospital gowns x 3	Nightstand	Pitcher top 200 cc
Pillow cases x 6	Chair	Cane
Fitted Sheets x 6	Denture Cups	Fire extinguisher
Towels x 8	emesis Basin	Upright scale
	Fracture pan	Walker
Dietary Supplies	Hand held mirrors	Wheelchair
Soup bowl 4 oz.		
Coffe cup 6 oz.		
Coffee pot 270 oz.		
Dietary Tray card		

26.3 VOCATIONAL NURSING PROGRAM

Quantities of items are based on 15 students per class.

All equipment both disposable and non-disposable is owned by Curam College of Nursing

Television x 2	Dry erase markers x 45	Catheters x 50
DVD player x 2	Dry erase board x 4	Leg bags x 10
Overhead projector	Clothing sets x 3	Nail care set x 5
Computer x 20	Markers x 45	NG tube x 10
Stethoscopes x 10	Pencils x 30	Denture cups x 3
Sphygmomanometer x 10	Pens x 30	Emesis basin x 5
Bed x 4	Videos x 18	Fracture pan x 3
Over bed table x 3	Skeleton	Handled mirror x 3
Wheelchair x 2	IV stand & regulator	Bedpan x 5
Crutches x 2 sets	Diabetes Montor w/ lancets	Hand soap x 10
Walker x 2	Syringes x 5 boxes	Urinal x 3
Thermometer x 2	Needles x 5 boxes	Wash basin x 5
Scale x 1	Test strip bottles x 2	Waste basket w/ lid x 3
Bedside commode x 1	Disposable enemas x 6	Bath blankets x 8
Mannequin x 6	Bandage scissor	Draw sheet x 10
Thumbs and needle holder	Assisted Sutures	Hand towels x 5
Forceps	Kelly's	Face cloth x 15
Training videos x 18	Dressings x 1 box	Hospital gown x 5
Student tables x 10	Colostomy bags x 50	Pillow case x 5
Chairs x 40	Normal Saline vials x 1 box	Fitted sheets x 10
Student dining tables x 4	Tracheostomy tray x 6	Sponges x 4 boxes
3x5 cards x 200	Catheterization tray x 12	Alcohol wipes x 10 boxes
4x6 cards x 100	Abalog watch x 4	Urine kits x 15
Adhesive name tags x 30	Red bags x 1 roll	Cotton balls x 3 boxes