

## CATALOGUE

### ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

5154 Okeechobee Blvd., Suite 201

West Palm Beach, FL 33417

(561) 683-1400

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A Private, Non-Profit, Licensed and Nationally Accredited Associate Degree granting educational institution providing education for Nursing and Health Occupations

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All updates to this catalogue will be found on the School's Web Site at:  
[www.ANHO.edu](http://www.ANHO.edu) and click on "Updates".

For more information about our graduation rates, median debt of students who completed the program and other important information, please visit our website at [WWW.ANHO.EDU](http://WWW.ANHO.EDU)

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## HISTORY

This school was established in 1978 and incorporated with the Florida Department of State, Division of Corporations, as the Nurse Assistant Training School, Inc. d/b/a Academy for Nursing and Health Occupations in West Palm Beach, Florida to provide education, career opportunities and student development due to a dire need for workers in the health care field. It was established to offer vocational, Associate Degree, and non-vocational programs to enhance the health care workforce through educational programs and activities designed to improve job skills and to secure and retain health care jobs. It intended to provide new career opportunities for students willing to apply themselves to improve their quality of life.

Under the constant direction of Dr. Lois M. Gackenhimer, Registered Nurse, the School expanded its staff, facilities, and curriculum to offer education not only in Nurse Assisting, but Home Health Care, Patient Care Assisting, Self Improvement Skills, and Medical Ethics. These changes reflected Dr. Gackenhimer's progressive vision of the direction Health Care employment would take and the resulting broadened roles and responsibilities health care workers would be expected to fulfill. In 1992 the School became a Chapter of the Health Occupations Students of America Organization, and in 1996, the School expanded even further to include education in areas such as Rehab/Restorative Nursing, Phlebotomy, and Electrocardiography, thereby creating a well-rounded Patient Care Assistant and Patient Care Technician Program. By 1997, the School began its first class of Practical Nursing students and has continued to supply outstanding Licensed Practical Nurses to health care facilities throughout the County.

Today, the School proudly counts its graduates to number over 10,000 men and women with over 80% of its graduates obtaining employment in the Health Care Field. In 2009 ANHO became an official chapter of Alpha Beta Kappa National Honor Society, and in 2011 the school expanded its offerings to include General Education courses and offers Associate of Science Degree in Practical Nursing and Associate of Science Degree in Professional Nursing Programs.

### ABOUT YOUR NEW SCHOOL

School catalogues are available in the Admissions Office to all persons interested in attending the Academy for Nursing and Health Occupations. The catalogue will be available to all prospective students no later than one week prior to enrollment, and on line at [www.anho.edu](http://www.anho.edu).

Academy for Nursing and Health Occupations programs are designed to prepare students to work in the following settings as students so desire:

1. Nursing Homes
2. Home Health Agencies
3. Hospitals
4. Outpatient Areas such as Clinics, Doctors' Offices, Surgical Centers, Laboratories, Adult Living Facilities, Adult Day Care Centers, and Rehabilitation Centers

Students are given the greatest flexibility possible to progress as they wish, and are able to, given their personal circumstances. Students are taught the clinical skills and academic requirements necessary to be eligible to take certification and licensure exams for their desired occupations.

Self Improvement topics are offered to enhance students' desirability to employers. Such topics include employment/re-employment skills, leadership skills, professional decorum, deportment and demeanor, as well as Electronic Health Recording Skills. Self Improvement topics provided are not under the purview of the Commission for Independent Education (CIE).

## ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

### MISSION STATEMENT

To teach underprivileged, unemployed and underemployed men and women of Palm Beach County the knowledge, skills, and competencies needed to be employed in the Healthcare Profession.

Contributing Objectives:

1. To network with existing available resources in order to assist students in completing their education, and in obtaining and retaining employment.
2. To meet the employment needs of the healthcare community of Palm Beach County by contributing to a well-prepared workforce.
3. To offer healthcare employees continuing educational opportunities for upgrading knowledge, skills, and competencies in order to retain employment.

### PHILOSOPHY

Because the student has a dream,  
    We have a job to do.  
Because the student will care for patients,  
    We must protect the public.  
Because the student has a choice,  
    We must be all that we can be.  
Because the student has responsibilities,  
    We must be considerate.  
Because the student is unique,  
    We must be flexible.  
Because the student has high expectations,  
    We must excel.  
Because the student is the future of Health Care,  
    We must seek continuous improvement.

The Academy for Nursing and Health Occupations believes that any person willing to apply himself or herself can benefit from the education offered. Previous educational successes are not nearly as important as possessing a sincere desire to work and a commitment to help people who are sick, convalescing or dying. Love and compassion for one's fellow man, willingness to work hard, and an even temperament are essential and valued qualities in the Health Care profession and at the School. The belief that students can flourish and achieve anything they aspire to, given a caring, positive educational setting is the prevalent philosophy at the School and is the message behind the School's motto "Be all that you can be - Learn, Grow, Become."

The School has maintained the philosophy that in order to adequately prepare students and approve them as competent to deliver care, it is essential to observe their behavior, integrity, responsibility, dependability, and judgment over a prolonged period of time and during many hours of clinical practice in a variety of settings. Students begin and exit the program in groups, participate in community service projects, participate in student organizational activities, and participate in student government. An active volunteer program is also maintained. These activities are encouraged because the School maintains the philosophy that it is important for health care workers to have teamwork, organizational and leadership skills, as well as a commitment to serve the community.

## VISION STATEMENT

Health Care Employers of Palm Beach County will look to the Academy for Nursing and Health Occupations as their preferred resource for employment and retention of their workforce and the residents of Palm Beach County will look to the Academy for Nursing and Health Occupations as their preferred source of health care education.

## OWNERSHIP/GOVERNING BODY

The Academy for Nursing and Health Occupations is a private, not for profit school. It is governed by its President and Board of Directors.

Executive Director / President: Lois M. Gackenhimer, PhD Ed, MSN, RN  
Who may be reached at: Academy for Nursing and Health Occupations  
Address: 5154 Okeechobee Blvd., Suite 201  
West Palm Beach, FL 33417  
Phone Number: (561) 683-1400  
E-Mail: [Admin@anho.edu](mailto:Admin@anho.edu)

## ADMINISTRATIVE CONTROL OF ACADEMY FOR NURSING AND HEALTH OCCUPATIONS GOVERNING BODY / BOARD OF DIRECTORS

Dr. Lois M. Gackenhimer, R.N.  
President, Executive Committee  
128 West Village Way  
Jupiter, FL 33458

Candi Giambatista  
Secretary, Executive Committee  
236 Infanta Avenue  
Royal Palm Beach, FL 33411

Edward L. Booth, RN  
Member  
2017 SE Aneci Street  
Pt. St. Lucie, FL 34984

E. Drew Gackenhimer, NHA, MBA  
Vice President, Executive Committee  
128 West Village Way  
Jupiter, FL 33458

Kristie Helfrich, CPA  
Treasurer, Executive Committee  
1322 Kurtz Road  
McLean, VA 22101

Renée Werner, MBA  
Member  
4941 Pacifico Ct  
Palm Beach Gardens, FL 33418

The Academy for Nursing and Health Occupations Is Licensed by  
**The Commission for Independent Education, Florida Department of Education**  
License #104 – License By Means of Accreditation  
Additional information regarding this institution may be obtained by  
Contacting the Commission at  
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Toll Free Telephone Number - (888)224-6684  
[www.fldoe.org/cie](http://www.fldoe.org/cie)

The Academy for Nursing and Health Occupations holds Institutional Accreditation:  
**The Commission of the Council on Occupational Education (COE)**  
7840 Roswell Road, Suite 325, Atlanta, GA 30350  
For any further accreditation information, please contact the above office at:  
(770) 396-3898 / (800) 917-2081 / FAX: (770) 396-3790

## STANDING RESPONSIBILITY

Quality Assurance Coordinator–Candi Giambatista, Dean of Compliance & Services (CGiambatista@anho.edu)

Curriculum Update – Dr. Gary Reardon, RN, Academic Dean (GReardon@anho.edu)

Human Resources – Renée Werner, MBA, Assistant Director (RWerner@anho.edu)

Ongoing Faculty Education – Dr. Gary Reardon, RN, Academic Dean (GReardon@anho.edu)

Audio Visual & Tech. Coordination Shawn Giambatista (SGiambatista@anho.edu) & Ivan Trabal

(ITrabal@anho.edu), Faculty Assistants & Jenny Noel (JNoel@anho.edu), Librarian

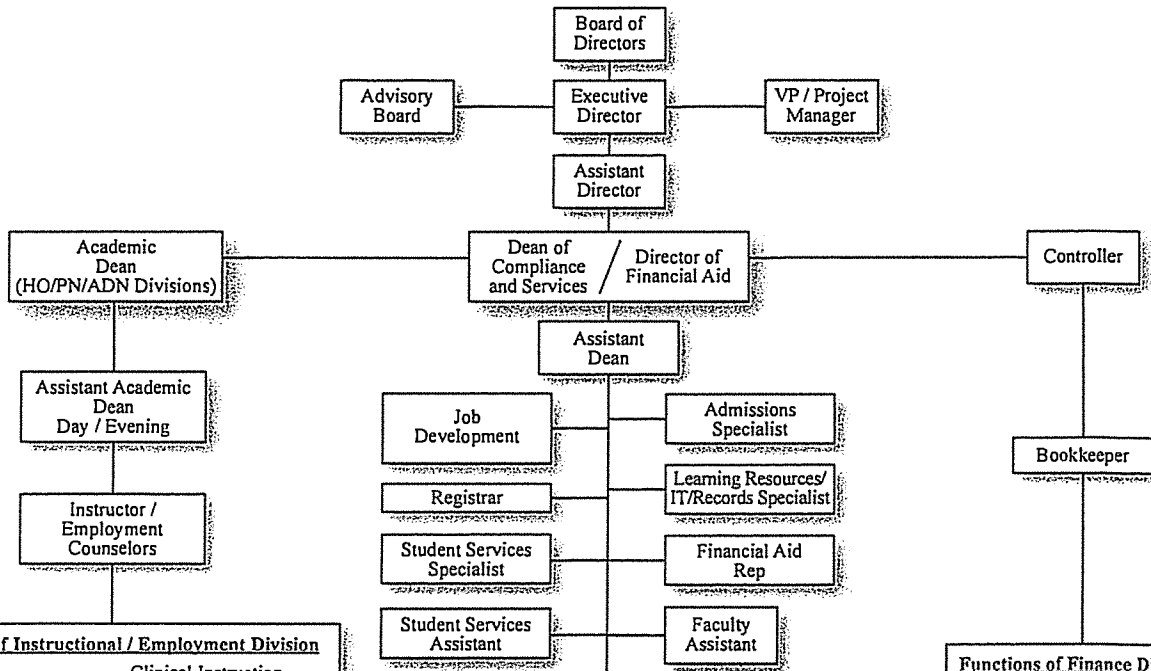
Student and Alumnae Services – Candi Giambatista, Dean of Compliance & Services (CGiambatista@anho.edu)

Health Occupations Students of America and Student Health – Judi Miller, RN, Job Development Placement Counselor

(JMiller@anho.edu)

Personal Advisement - Judi Miller, RN, Job Development Placement Counselor (JMiller@anho.edu)

## Academy for Nursing and Health Occupations Table of Organization



**Functions of Instructional / Employment Division**

|                           |                       |
|---------------------------|-----------------------|
| Placement                 | Clinical Instruction  |
| Attendance                | Academic Instruction  |
| Self Improvement          | Work Readiness        |
| Remediation               | Quality Assurance     |
| Affiliations              | Public Relations      |
| Academic Advisement       | Employment Counseling |
| Clinical Advisement       | Curriculum            |
| Outreach                  |                       |
| Licensing & Certification |                       |
| Preparation               |                       |

**Functions of Support Services Division**

|                        |                           |
|------------------------|---------------------------|
| Registration           | Admissions                |
| Job Development        | Faculty + Student Support |
| Human Resources        | Placement                 |
| Policies/Procedures    | Marketing/Advertising     |
| Education of Public    | References/Transcripts    |
| Licensing Applications | Outreach Recruitment      |
| Student Services       | Quality Assurance         |
| IT/Faculty Support     | Procurement               |
| Record Keeping         | Financial Aid Packaging   |
| Room Assignment        | Financial Aid Advisement  |

**Functions of Finance Division**

- Annual Fiscal Audit
- Financial Stability
- Cash Flow
- Financial Reports
- Bookkeeping - AP/Payroll/Ben.
- Budget
- Bursar - Student Accounts
- Employee Background Checks
- Financial Aid

Revised: March 3, 2014 (S.G.)

## OCCUPATIONAL / INSTITUTIONAL ADVISORY COUNCIL

Deborah Grotke, RN, BSN, - Curriculum / Health Care Advice / Employer  
Joy Brown, RN, Curriculum / Health Care Advice / Employer  
Nancy McCartney, RN Curriculum / Health Care Advice / Employer  
Dixie Naidoo, RN – Curriculum / Health Care Advice / Employer  
Andrew Rosebrough – Curriculum / Health Care Advice / Employer  
Dr. Lois M Gackenheimer, RN – Curriculum / ANHO Employee  
Judi Miller, RN., Faculty - Curriculum/ Placement Advice / ANHO Employee

## DESCRIPTION OF SCHOOL FACILITIES

The School consists of 17,815 square feet, including six (6) classrooms, meeting rooms and offices in West Palm Beach, Florida on Okeechobee Boulevard, a main east-west thoroughfare through the center of Palm Beach County. Public transportation stops in front of the School and ample parking facilities are available adjacent to the School. As the need arises, overflow parking is available at a nearby church with complementary shuttle service to and from the school.

The School has a job placement area, skills demonstration areas, a media/information resources services area available for students and faculty, human patient simulator lab, a computer lab area, and three counseling rooms for students' convenience. Visual Aides, video equipment, demonstration mannequins and patient equipment are all available for students/faculty use. All learning resources are available to students Monday-Thursday 7:30 am – 11:00 pm and Friday 9:00 am – 7:00 pm. Internet access is available throughout the school. Universal precautions and infection control equipment will be provided for students' protection. None of the equipment used by students is classified as dangerous machinery in need of safety precautions with the exception of oxygen concentrators for which signs are clearly posted.

Several Nursing Homes, Hospitals and Community Agencies are available for students' clinical work experience and are located throughout Palm Beach County. The use of these facilities has offered valuable clinical practice and work experience opportunities, which has proven to be a very effective method of preparing students for the work force. Examples of these clinical training sites are:

|                     |                           |                            |
|---------------------|---------------------------|----------------------------|
| St. Mary's Hospital | West Palm Hospital        | Kindred Hospital           |
| Palms West Hospital | Good Samaritan Hospital   | Mangrove Bay               |
| Hamlin Place        | Jupiter Medical Center    | Boynton Beach Rehab Center |
| Gardens Court       | Glades Health Care Center | Coral Bay Health Care      |

## POLICY STATEMENT

The School does not and will not discriminate against any person on the basis of race, color, gender, creed, national origin, political or religious belief, age, handicap, or marital status, and to the extent of the law students who are handicapped may be accepted into the program provided that patient safety is not jeopardized. Students in need of assistance with addiction, physical or emotional health will be referred to the Intervention Project for Nurses (IPN) and will be required to comply with the IPN contract as a condition of enrollment and continuation at the school in order to protect the safety of patients who will be cared for.



## ADMISSION REQUIREMENTS for HEALTH OCCUPATIONS PROGRAMS

1. 17 years of age or older.
2. Free of Active Tuberculosis (may be tested by Academy for Nursing and Health Occupations)
3. Proof of immunization to Influenza
4. Good physical/mental health and ability to meet the attendance requirements of the program, clinical training, and work experience.
5. Demonstration of an interest in the training provided.
6. Proof of High School Diploma or GED. If not from the US, it must specify that it is the equivalent of a US High School Diploma
7. Students involved in special grant programs who don't have a HS Diploma may be accepted and will be offered remediation sessions.
8. Compliance with the "Drug Free" School requirements.
9. Employment in health occupations necessitates the ability to pass the Florida Board of Nursing requirements and Clinical requirements for Criminal Background Checks. Potential students with such problems will be helped with exemption procedures if applicable, and if not applicable, will be strongly advised not to register for health care programs due to Florida Statute 456.0635 described below.

### ADMISSION REQUIREMENTS FOR PRACTICAL NURSING INCLUDING CRITICAL THINKING AND IV CERTIFICATION, ASSOCIATE OF SCIENCE DEGREE IN PRACTICAL NURSING and ASSOCIATE OF SCIENCE DEGREE IN PROFESSIONAL NURSING

1. 17 years of age or older
2. Proof of High School Diploma or G.E.D. If not from the US, it must specify that it is the equivalent of a US High School Diploma
3. Competency Test. Priority will be given to those applicants with the highest scores.
4. Proof of Good Physical/Mental Health must be provided by a Doctor, Advanced Registered Nurse Practitioner, or Physician's Asst within six (6) months prior to the class start date and must include a negative urine drug screening.
5. Free of active Tuberculosis, immunity to Measles/Mumps/Rubella/Varicella, proof of immunization for Influenza, been vaccinated within the past two years for Tetanus, Diphtheria & Pertussis (Tdap).
6. Express a sincere desire to become a nurse.
7. Employer letters of reference, specifically recommending the applicant for a career in nursing, stating what the applicant has contributed to the community, and why they are recommending the applicant.
8. Compliance with "Drug Free" School requirements.
9. Employment in health occupations necessitates the ability to pass the Florida Board of Nursing requirements and Clinical requirements for Criminal Background Checks. Potential students with such problems will be helped with exemption procedures if applicable, and if not applicable, will be strongly advised not to register for health care programs due to Florida Statute 456.0635 described below.

**IMPORTANT NOTICE REGARDING CRIMINAL BACKGROUNDS:** Employment in Nursing necessitates the ability to pass a Level II Criminal Background Check. If an applicant for licensure as a Nurse in the State of Florida has been convicted of any offense other than a minor traffic violation, the applicant shall submit arrest and court records stating the nature of the offense and final disposition of the case so that a determination can be made whether the offense relates to the practice of nursing or the ability to practice nursing. Pursuant to Section 456.0635, *Florida Statutes*, effective July 1, 2012, the Department of Health shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the following applies:

**Section 1:** Section 456.0635, Florida Statutes, reads:  
456.0635 Health care fraud; disqualification for license, certificate, or registration –

- (1) Health care fraud in the practice of a health care profession is prohibited.
- (2) Department of Health shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant::
  - (a) Has been convicted or pled guilty or nolo contendere to a felony violation regardless of adjudication of: chapters 409, 817, or 893, Florida Statutes; or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:
    1. For felonies of the first or second degree, more than 15 years before the date of application.
    2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
    3. For felonies of the third degree under s. 893.13(6)(a) more than 5 years before the date of application;
  - (b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;
  - (c) Has been terminated for cause from Florida Medicaid Program pursuant to s 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;
  - (d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid Program unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application OR –
  - (e) Is currently listed on the US Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

Applicants may be interviewed by the Academy for Nursing and Health Occupations staff. Prospective students are welcome to visit while classes are in session, tour the School, and/or speak to students and graduates prior to enrollment. All Nursing classes will be filled on a first come first serve basis once the applicant has met the admission requirements.

Applicants wishing to transfer-in credits must hold a valid Florida License for either Practical Nursing or Paramedic and submit a transcript from the conferring institution. Applicants wishing to transfer General Education credits must also furnish a transcript from the conferring institution to ANHO for evaluation. The school's Executive Director will evaluate each transcript and will accept credit equivalent and substantially similar to those offered in ANHO's curriculum.

#### FINANCIAL AID

Financial Aid is available for those who qualify. The Free Application for Federal Student Aid (FAFSA) is the first step in applying for financial aid and is available through the student financial aid office. You only need to complete one FAFSA per award year. Be sure to follow all instructions carefully as filling out this form correctly the first time will speed up the financial aid process. You may complete your FAFSA on the web ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)). For assistance with financial aid, please see a Financial Aid Representative Monday – Thursday 7:30 am – 6:00 pm.

#### **FINANCIAL AID INFORMATION AND PACKAGING POLICY**

Financial aid applicants at ANHO are processed using the same criteria used by the US Department of Education (ED). Financial assistance is awarded based on financial need. ANHO's financial aid staff have developed an institutional packaging policy to ensure consistent, equitable, and fair distribution of financial aid funds.

- I. Students must meet the general student eligibility requirements:
  - A. Demonstrate financial need
  - B. Have a high school diploma, GED or equivalent
  - C. Be enrolled in an eligible program
  - D. Be a US Citizen or eligible non-citizen
  - E. Maintain satisfactory academic progress as determined by ANHO.

Note: These may be reviewed in the ED publication Funding Your Education Beyond High School available in the financial aid office.

- II. ANHO Participates in the Federal Pell Grant Program and Direct Loan (DL) Programs
  - A. Federal Pell Grant is a grant and does not need to be paid back and must be considered Before any loan funding. The student's eligibility is based on a formula utilized when the student completes the Free Application for Federal Student Aid (FAFSA). All students are encouraged to complete FAFSA on the web at [fafsa.ed.gov](http://fafsa.ed.gov).
  - B. DL are federal loan programs are based on financial need and have low interest rates and deferred payments until after a student graduates. All students receiving a loan are required to complete entrance counseling and exit counseling as part of their financial aid package.
  - C. The Financial Aid staff must review the National Student Loan Data System (NSLDS) prior to awarding loans to review any prior loan history, default status, Pell Grant overpayment, lifetime limit on Pell and Subsidy Usage Limit

III. ANHO is approved for state aid with Florida Bright Futures Program and FSAG Grant

IV. ANHO accepts CareerSource PBC Individual Training Account Vouchers as well as CareerSource PBC Youth Scholarships when applicable.

- VI. ANHO utilizes standard budgets that represent a cost of attendance which includes the student's:
 

|                       |                              |
|-----------------------|------------------------------|
| A. Tuition and fees   | D. Personal expenses         |
| B. Books and supplies | E. Transportation costs      |
| C. Room and board     | F. Loan fees (if applicable) |

- VII. A student's need is determined by the following formula:
  - A. Cost of attendance (COA)  
(minus expected family contribution (EFC) from ISIR/SAR)  
(minus estimated financial aid-EFA)  
= financial need

- VIII. Estimated Financial Aid
  - A. Pell Grant
    - 1. Eligible amount determined by EFC from ISIR/SAR
  - B. CareerSource Palm Beach County Scholarship / Vouchers
    - 1. Eligible amount varies
  - C. State Aid
    - 1. Eligible amount determined by the state
  - D. FFEL or DL loans  
Subsidized loan amounts for independent and dependent students

- a. 1<sup>st</sup> year \$3500
  - b. 2<sup>nd</sup> year \$4500
- Unsubsidized loan amounts for independent students

- a. 1<sup>st</sup> year \$6000
- b. 2<sup>nd</sup> year \$6000

Unsubsidized loan amounts for dependent students

- a. 1<sup>st</sup> year \$2000
- b. 2<sup>nd</sup> year \$2000

Note: Aggregate loan limits are \$57,500.

Note: Dependent students can borrow up to a \$6000 unsubsidized loan if the parents were denied a PLUS loan.

- E. Private Pay
  - 1. The Financial Aid staff will determine what the student needs to pay prior to enrollment.

IX. DL loans can never exceed the cost of attendance minus EFC minus EFA

X. DL loans have subsidized, unsubsidized and PLUS (parent) loans

XI. Subsidized loans are based on financial need with the following formula:

$$\begin{array}{r}
 \text{COA} \\
 \text{minus EFC} \\
 \text{minus EFA} \\
 = \text{Financial Need}
 \end{array}$$

XII. Unsubsidized and PLUS loans are based on financial need with the following formula:

$$\begin{array}{r}
 \text{COA} \\
 \text{Minus EFA} \\
 = \text{Financial Need}
 \end{array}$$

XIII. Once a student's eligibility and financial need are determined, the student's aid is processed using the institution's third party servicer (FAME) and an award letter is generated for the student. The student must be notified of the financial aid they are eligible to receive.

XIV. Financial Aid staff and third party servicer are responsible for processing student's loans.

XV. Financial Aid staff is responsible for awarding institutional waivers as part of the FSAG grant.

The Financial Aid Office is open 7:30 - 6:00 p.m. Monday – Thursday.

Further information such as criteria for selecting recipients, determining eligibility for amounts of Aid, how and when aid will be disbursed, as well as how loans are expected to be repaid, are found in the Department of Education's "Funding Education Beyond High School" which may be obtained from the school's financial aid office. This information will be given to each applicant upon meeting with the Financial Aid Representative.

Academic Year Definition: Health Occupations Students = 900 Clock Hrs / Nursing Students = 30 Wks and a minimum of 24 Semester Credit Hours. Full-Time Non-Degree Seeking Students must attend a minimum of 24 hours per week. Full-time Degree Seeking Students must satisfactory complete a minimum of 67% of attempted credits in each semester term.

Information and student financial aid assistance can be obtained by calling the School's main number and asking for the Financial Aid Counselor. For those students who do not hold a GED or High School Diploma, GED Courses are available at:

Adult Education Center  
2161 N. Military Trail  
West Palm Beach, FL 33415  
561-640-5074

And

Palm Beach County School District  
3300 Forest Hill Blvd.  
West Palm Beach, FL 33409  
561-434-8000

Ombudsman Office can be contacted by phone at (877) 557-2575 or by web site at [www.sfahelp.ed.gov](http://www.sfahelp.ed.gov).

#### POLICY & PROCEDURE FOR STUDENT FINANCIAL AID VERIFICATION

Academy for Nursing and Health Occupations has developed the following policies and procedures for the verification of information provided by applicants for Federal Title IV student financial aid.

1. A student's ISIR may be selected for verification. Verification is a process that U.S. Department of Education (ED) requires for certain students in which the student must present documentation to substantiate their adjusted gross income (AGI), tax paid, certain untaxed income, number of household members, number of household members attending college at least half time, and any unusual enrollment history. AGI and tax paid documentation is usually their tax return from the base year that is used on the FAFSA for the award year in question. When a student is selected, it is indicated by an asterisk next to the student's Expected Family Contribution (EFC) on the ISIR.
2. The school's financial aid staff will use the most current Application and Verification Guide (AVG) in the Federal Student Aid (FSA) handbook for the award year in which the student applied for eligibility. If the student had already provided information to the school at the time of their initial visit, that information will still be verified and the student must complete a verification worksheet. The verification worksheet must be signed by the student and if dependent, by at least one parent whose data was used to complete the Free Application for Federal Student Aid (FAFSA). There is an independent verification worksheet and a dependent verification worksheet.
3. If students completed their FAFSA at the school and had their documentation with them to complete it, the school will have the information to proceed with the verification process but will have to have then complete and sign a verification worksheet. For those that did not complete the FAFSA at the school, the school will give the students notice of what they need to bring in and a deadline to do so.
4. Title IV funds will not be disbursed until verification is complete.
5. Students have 120 days or September 27, 2013 whichever is earlier to complete verification from their last day of attendance. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from our school. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.
6. If the verification process indicates that there are corrections needed to information on the ISIR, the financial aid staff will run a new needs analysis in the FAME software system to see if the student's EFC is going to change, and if so, does their scheduled award change. For students who are selected for verification and receiving subsidized student aid, changes that result to any non-dollar item must be submitted for processing. If there is no change in the EFC or scheduled award, the student can be paid on the original ISIR. If the EFC or scheduled award changes, then

corrections will be made to the ISIR and the school will wait for a new ISIR before disbursing Title IV aid.

7. There are exclusions where students are not required to complete the verification process:
  - A. A student who died during the award year.
  - B. A legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.
  - C. A student who is incarcerated
  - D. Students whose parents do not live in the United States and cannot be contacted via normal communication
  - E. A student immigrant (however, the student must meet the citizenship requirement)
  - F. A dependent student whose parents cannot comply because of specific reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside.)
  - G. If the student is an immigrant who arrived in the United States during calendar years 2011-2012.
  - H. Spousal information does not have to be certified or signed by spouse if the spouse is deceased or mentally or physically incapacitated, residing in a country other than the US and cannot be contacted by normal communication, cannot be located because his or her address is unknown, and the student cannot obtain it.
  - I. If the student's data was verified at a prior postsecondary school in the current award year, verification does not have to be completed if a letter is obtained from the prior school with all of the following information and you do not have any conflicting information in the student's file:
    1. A statement that the student's application data has been verified
    2. The transaction number of the verified application
    3. The reasons why the school was not required to recalculate the student's EFC if applicable
8. The financial aid file must be documented with the date that verification is completed. Subsidized Stafford Loan checks will not be released prior to this date.

#### STUDENT SECONDARY CONFIRMATION POLICY AND PROCEDURES

The school has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States.

If the Institutional Student Information Record (ISIR) does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the school will initiate the secondary confirmation process through the US Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS).

1. ALL STUDENTS WHO INDICATE AN ELIGIBLE STATUS, BUT WHOSE ELIGIBLE STATUS IS NOT CONFIRMED BY THE TAPE MATCH AS EVIDENCED ON THEIR INSTITUTIONAL STUDENT INFORMATION RECORD (ISIR) OR STUDENT AID RECORD (SAR) MUST BE GIVEN A COPY OF THESE PROCEDURES.
2. Students have 30 days from the date the institution receives the ISIR/SAR or 30 days from the student's receipt of the Student Secondary Confirmation Policy and Procedures (whichever is later) to submit documentation for consideration of eligible non-citizen status.
3. Failure to submit the information by the deadline prevents the institution from disbursing any Title IV funds or certifying the student as eligible for any Title IV funds.
4. The institution will not make the decision regarding "eligible non-citizen" status without the student having the opportunity to submit documentation supporting a claim of eligibility.
5. The financial aid staff will be responsible for collecting the student's documentation of their current immigration status. This documentation must be official documents from the USCIS/DHS. The documents must be legible and demonstrate the student's latest status with USCIS / DHS.

6. The institution will initiate secondary confirmation within 10 business days of receiving both the output documents (ISIR /SAR) and the student's immigration status documents.
7. Once the appropriate documents are received, the financial aid staff will complete Form G-845
  - A. Each item on the top half of the form must be completed
  - B. The student's alien registration number (A#) is entered in Box 1.
  - C. Box 5 must have the 15 digit DHS verification number that is printed on ISIR/SAR on page 3 top right hand corner. USCIS/DHS will not process the G-845 without that number.
  - D. "Education Grant/Loans/Work Study" must be entered in Box 8.
  - E. At the bottom of Box 8, write "SSN" in the space marked "Other" and the student's SSN in the space next to it.
  - F. The Financial Aid Administrator's Name should be used as the submitting official and the institution's name as the submitting agency.
  - G. Front and back copies of the student's immigration documents must be attached to the G-845.
  - H. The G-845 form must be mailed to the following USCIS field office:

US Citizenship and Immigration Services  
 26 Federal Plaza, Room 5-100A  
 New York, NY 10278  
 Attn: Immigration Status Verification Unit

#### HOURS OF OPERATION

##### Business Office

The Business Office will be opened Monday through Thursday from 7:30 AM to 6:00 PM.

##### Health Occupations Classes

Health Occupations Classes are offered on weekdays (M-Th) during the day beginning at 7:30 am - 2:30 pm. Evening classes are offered 3:00 pm - 9:30 p.m. Students may arrange tutoring and conferences with their instructors or counselors by appointment. Specific class meeting dates and hours are listed with each Program. The Academic Dean is available by appointment Monday – Thursday 7:30 am – 5:00 pm. Students who need to make up coursework or who are failing will be required to work in the learning exercise lab on Fridays.

##### Nursing Classes

Day Classes and Clinical Experience are offered Monday through Thursday, from 7:30 am to 3:00 pm. Evening Nursing Classes and Clinical Experience are held 5:00-11:00 pm Monday – Thursday. Clinical shifts may need to be on Friday, Saturday, Sunday, a day, evening, or night shift as necessary and will be within a 50-65 mile radius of the School. Students who need to make up coursework or who are failing will be required to work in the learning exercise lab on Fridays.

#### HOLIDAYS

The School will not be opened on the following days. Additional Holidays may be declared at the discretion of the Executive Director:

|                  |                     |
|------------------|---------------------|
| Mar 24-28, 2014  | Nov 10-11, 2014     |
| May 26, 2014     | Nov 27-28, 2014     |
| June 16-20, 2014 | Dec 22 –Jan 2, 2015 |
| July 4, 2014     | Jan 19, 2015        |
| Aug 11-15, 2014  | Feb 16, 2015        |
| Sept 1, 2014     | Mar 23-27, 2015     |
| Oct 13, 2014     |                     |

The School reserves the right to cancel or delay the start date of any program that has an enrollment of under ten people two weeks prior to the start date. In this event, the School will contact each person enrolled and will refund all monies paid, or, if the enrollee wishes, the School will reschedule for a later class.

## STUDENT SERVICES

a. Housing - The School does not maintain housing for students. A list of reliable realtors and rental properties in close proximity to the School will be provided to the student that requests housing assistance at the time of enrollment. Referrals to local agencies to apply for Subsidized Housing are provided.

b. Student Records - Student records are permanently retained by the School and are available to students without charge upon individual request. Student records will be provided to potential employers without charge after a release is provided by the student. Students will be provided with a Grade Report at the end of each unit of the Nursing Program and at the one-third and two-thirds of the Health Occupations Programs scheduled hours. In the event that qualified applicants are denied entry to this school, records will be maintained for at least one year.

c. Student Placement and Advisement - Students are assisted with placement and furnished names and addresses of employment possibilities. Student/graduate job postings will include inquiries made to the School from potential employers, local training related openings throughout the county. The School will assist the student with employment, directly or indirectly, to the best of its ability, but cannot guarantee employment. The School will maintain records of initial employment for one year following training completion or termination and will furnish references and transcript information by student request.

d. Child Care - The School does not provide child care, but students are assisted with locating subsidized and affordable child care arrangements.

e. Food - Students are assisted to apply for Food Stamps if eligible and to receive food for needy families provided by local churches and synagogues. The School maintains a list of current food sources and will assist students with donations.

f. Clothing - The School solicits clothing for adults and children from local thrift shops and private parties. These donations are made available to students.

g. Transportation - The School will assist students in applying for public transportation vouchers and will also assist students in arranging carpooling.

h. Volunteer Services - The School assists students with students/alumnae volunteers willing to help with housing, child care, transportation, tutoring and counseling.

i. Social Services - The School will make students aware of services provided in Palm Beach County through the CareerSource Palm Beach County and the "Where to Turn in Palm Beach County" Directory, and the "211 Directory" ([www.211.org](http://www.211.org)).

j. Health Counseling – Initial acceptance of students is conditioned on the student being in physical health appropriate for the job he or she is pursuing. However, as students succumb to various illnesses and/or health emergencies, the Academic Dean (Registered Nurse) will serve as the health consultant together with an Instructor/Employment Counselor. They will treat, advise, and refer as is indicated and will keep the individual student's and aggregate students' best interest in mind while making decisions. The Advisory Physician and Advisory Committee Nurses are always available to guide and to assist as well as the Palm Beach County Fire Rescue Team, local emergency room at St. Mary's Hospital, County Health Clinic, and Palm Beach County Health Dept.



All student serves are available to all students including on-line learners.

### SATISFACTORY PROGRESS

A completion award will be presented to each student who has completed a program having achieved Satisfactory Progress. Satisfactory Progress is defined by a passing grade in five areas: academic (to include stand alone tests in the Nursing Divisions), attendance/cumulative completion rate, decorum, skills and maximum time frame.

#### ACADEMIC

##### Standard 1

An academic grade average of at least seventy-eight percent (78% or "C") is considered Satisfactory Progress. Regarding Nursing Programs, all courses and stand alone tests within the program must be successfully passed in order to meet satisfactory progress. In order to progress into Integration, a minimum score of 78% must be achieved on all previous courses and stand alone tests.

During the Integration portion of the Nursing Programs, a minimum score of 78% must be achieved on each of the five Integration exams, any or all of which may be computerized.

Regarding the Associate of Science Degree which requires five General Education Courses, each of the five courses must be passed with a 78% or above prior to the awarding of the Degree.

**For Associate Degree Programs: Students must achieve a cumulative grade average of at or above 78% and pass all stand alone exams with a minimum of 78%. Students must have attempted and passed more than 12 credits within each term.**

#### ATTENDANCE

##### Standard 2

Attendance is extremely important in order to achieve success in the College and work environment. Therefore, students are expected to attend all classes and clinicals scheduled by their respective Instructors.

Attendance will be taken and charted daily for all clock hour programs. Excused absences cannot exceed ten percent (10%) of the scheduled hours. If 10% or less, the missed (excused) hours do not need to be made up, but the work must be mastered. The students' verbal report of their circumstance is sufficient for determining "excused" status.

Any absences exceeding 10% must be made up according to this College's Procedure for Making Up Missed Hours which is included in this catalogue. All coursework must be mastered. If a student does not make up missed hours, their progress will be considered unsatisfactory. In the event that a student misses fourteen (14) consecutive days with absences, they will be deemed unsatisfactory and terminated from the program.

**For Associate Degree Programs: The cumulative completion rate is at or above 67% of attempted credits. Any time a student withdraws or failed a class for any reason, it is counted as an attempt. (Example of cumulative completion rate: If a student attempted 24 credit hours but only completed 12 cumulative credit hours, this equates to 50% cumulative completion rate.)**

#### DECORUM

##### Standard 3

Students must behave in a professional courteous manner demonstrating sound judgment, maturity, honesty, respectfulness, and compassion for patients, faculty and co-students, or they will be terminated from the program. There are some circumstances which are so severe that may result in automatic termination without counseling and without probation.

Examples of such infractions are:

- a. Inflicting harm, abuse, neglect, abandonment or theft affecting a patient, a Health Care Facility, the College, Students, or Faculty/Staff.
- b. Use of or under the influence of controlled substances including alcohol at any time while on or around College and/or clinical premises.
- c. Breach of Honesty, Integrity, Confidentiality or Patient Rights.
- d. Violation of the Agency for Health Care Administration conditions of acceptability for health care employment regarding Criminal and Drug Abuse offenses.
- e. Fighting, threatening, or profanity
- f. Possession of a weapon of any kind, at any time while on or around classroom or clinical premises.
- g. Cheating, dishonesty, falsification

Anti-Hazing Policy: All student activities relating to hazing such as subjecting another student to abuse, humiliation or ridicule will be prohibited. In the event that any student is involved in such an activity, immediate disciplinary action, including termination, will ensue. This policy will be strictly enforced.

#### CLINICAL SKILLS

Standard 4 Students must pass the clinical portion of the course. This will be evidenced by the Instructor's evaluation of clinical experiences, demonstration of skills and ability to correctly explain the steps of procedures in order to safely care for patients. Also evaluated as part of the clinical experience in the Nursing Programs are data collection, care plans, nurses' notes, medications, math, and medication administration. Entry level skill-attainment is what is expected and used as the guideline to measure ability. Skills evaluated are those described in the State of Florida curriculum framework/course guidelines. Clinical facility staff evaluation of the student is also considered in the students' grade. In the Practical Nursing Program, the Florida C.N.A. Exam must be passed prior to the end of Medical/Surgical Nursing Clinical or the student will automatically fail Medical/Surgical Clinical and all subsequent clinical experiences until the C.N.A. Exam is passed.

#### MAXIMUM TIME FRAME

Standard 5 The maximum time frame for satisfactorily completing a program may not exceed one hundred fifty percent (150%) of the published length of the program (for **example**):

|                           | Scheduled Time | Maximum Time |   |
|---------------------------|----------------|--------------|---|
| Associate Degree Programs | 75 wks         | 112 wks      | To be measured by attempted credit hours (not to exceed 150% maximum time frame – 132 credit hrs) |
| 603 Hr Program            | 5 Mths         | 7.5 Mths     | To be measure at each payment period/term (1-301.5 hrs 301.5-603 hrs)                             |

#### RULES AND REGULATIONS

1. Attire. Students must be attired in proper business clothes while at this College. Jeans and shorts are not acceptable. Once uniforms are issued, students must adhere to this College's Dress Code Policy which is published in the Student/Faculty Handbook.
2. Leave of Absence. Any student requesting a leave of absence from the Academy for Nursing and Health Occupations must submit in writing, a Leave of Absence Request to the Academic Dean identifying the exacerbating reason for the request. Once the written request is received, the Academic Dean will attach the

request to the Leave of Absence Notification form and formally approve or deny the request. If approved, the Leave of Absence Notification Form must be signed and dated by the student and the Academic Dean and must contain the start and end date of the leave of absence. All Leaves of Absence must be requested prior to the start of the leave of absence unless unforeseen circumstances prevent the student from applying prior to the start of the leave of absence.

Federal regulations allow for one approved leave of absence for enrolled students of no more than 180 days. A second leave of absence can only be considered if the first leave of absence did not exceed 180 days in the same 12-month period in which the first LOA was taken.

A student on a leave of absence will incur no additional charges by the College. Any student failing to return to school the day after the expiration of a leave of absence, which becomes the date of determination, will be terminated and the students' last date of attendance will be considered the withdrawal date. The College's Refund Policy and a Return to Title IV Calculation (for Title IV recipients) will be applied and all refunds will be due 30 days from the date of determination. Prior to a leave of absence being granted to a Title IV, HEA loan recipient, the student must see the financial aid office in order to explain the effect the leave may have on the student's grace period for repayment of loans. A copy of the leave of absence request will be maintained in the student's file.

3. **Make Up Exams.** If a student is absent on the day of an exam, they must take the "make up" exam on the scheduled "re-take" day. There will be only one opportunity to take and pass a make-up exam. Frequently missed exams are not acceptable. All make-up exams must be completed and passed prior to the end of the payment period/term.
4. **Satisfactory Progress** will be monitored at each payment period/term throughout the program and at the end of the program. For example: 603 clock hour programs have satisfactory progress review times at 301 clock hours and 603 clock hours. Associate of Science Degree in Nursing Program reviews satisfactory progress at end of each 15-week term.
5. **Student Academic Progression in the Nursing Program:**
  - 1) At the completion of Term #1, satisfactory progress will be determined.

Those students who have a minimum of a 78% cumulative grade average, a minimum of 78% on all stand alone tests and have not exceeded the 150% maximum time frame have met satisfactory progress and will proceed into Term #2.

Notification – Those students who have a minimum of 78% cumulative grade average but did not achieve a minimum of 78% on each stand alone test or did not pass a course within a term will be placed on notification, allowing them an opportunity to pass all prior failures of Term #1 by the end of Term #2.

Warning – Those students who do not have a cumulative grade average of a minimum of 78% will be placed on academic warning for Term #2. These students will be expected to attend Learning Opportunities on Fridays during Term #2.

- 2) At the completion of Term #2, Satisfactory Progress will be determined.

Those students who have achieved a minimum of 78% cumulative grade average and a minimum of 78% on all stand alone tests have met satisfactory progress will proceed into Term #3.

Notification – Those students who have achieved a minimum of 78% cumulative grade average but have not

achieved a minimum of 78% on each stand alone test or did not pass a course within Term #2 will be placed on notification allowing an opportunity to pass all prior failures of Term #2 prior to beginning Integration.

Warning – Those students who were on a Warning at the end of Term #1 and who have not achieved a minimum of 78% on all prior courses and stand alone tests of Term #1 by the end of Term #2, will be terminated from the Nursing Program.

Also – Those students who do not have a cumulative grade average of a minimum of 78% at the end of Term #2 will be placed on warning for Term #3.

Students on warning for Term #3 will be expected to attend Learning Opportunities on Fridays during Term #3.

Students placed on warning for Term #2 must achieve a minimum of 78% on all courses and stand alone tests previously failed in Term 1 and must achieve satisfactory progress in Term #2 prior to the end of Term #2. Failure to do so will result in termination from the Nursing Program. If terminated from the Nursing Program, students may apply for a one-time audit opportunity.

**FOR ALL NURSING PROGRAMS: Regarding Integration, all prior coursework and stand alone exams must be passed prior to the start of Integration. At the conclusion of Integration a minimum grade of 78% on each of the five (5) Integration exams must be achieved. Failure to pass all five exams will result in termination from the Nursing Program. If terminated from the Nursing Program, the student may apply for a one-time audit opportunity.**

3) At the completion of Term #3, satisfactory progress will be determined. Those students who have achieved a minimum of 78% on all courses of Terms #1, #2 and #3 and have achieved a minimum of 78% on all stand alone tests of Terms #1, and Term #2, and #3 have met satisfactory progress and will proceed into the next term. Failure to do so will result in termination from the Nursing Program.

Those students who were on notification or warning during Term #3 must have achieved a minimum of 78% on all prior courses and prior stand alone tests of Term #1, Term #2 and Term #3 by the end of Term #3. Failure to do so will result in termination from the Nursing Program. If terminated from the Nursing Program, students may apply for a one-time audit opportunity.

6. Managing Clinical Skills and Decorum Success: If a student fails, he/she will be placed on notification and have until the end of the term to become satisfactory. In the event that the student is still not satisfactory at the conclusion of the term, the student will be placed on warning for the next term. If the student is not satisfactory by the end of that next term, the student must be terminated. Students may not progress into Integration unless all prior courses and stand alone exams have been passed.
7. The Academic Dean determines that the student has the ability to be successful when placing a student on warning status, as described above, due to academic, attendance, clinical skill development or decorum problems. During this period, the student will be treated as if they met satisfactory standards and continue to be eligible for Title IV funding.

However, if the student doesn't meet satisfactory progress standards at the end of the warning term he/she is terminated and is deemed ineligible to receive any further Title IV funding. If appealed, and unusual and/or extenuating circumstances such as military duty, jury duty, immediate family bereavement exist, are documented, and are approved by the Academic Dean, probation may be extended for one more payment period.

8. Eligibility for Federal Funds may be re-established if a student regains satisfactory progress during the subsequent payment period but not for any payment period in which a student did not meet the standards. Re-establishment of eligibility for Federal Funds: Students who have lost their eligibility may be reinstated by entering a new class that begins after the class from which they have been terminated and provided that Financial Aid is still available. Students who terminated with unsatisfactory progress and are now satisfactory, may re-enroll, but 1) must demonstrate that they have solved the problems causing unsatisfactory progress and 2) once re-enrolled, must meet satisfactory progress standards in effect as of their new enrollment date.

Once terminated, students may apply to repeat a term in Audit Status with no additional cost. The entire term must be repeated. Prior to being re-enrolled, students must pass all previously failed coursework and stand alone tests as outlined in their audit plan and must meet all financial aid obligations.

9. Current students with unsatisfactory progress may wish to repeat the term which includes all coursework, skill/competencies and stand alone tests to be compliant with this College's satisfactory progress policy. Although students are not eligible to receive Title IV Funds for repeated course work, it is the policy of this College to allow the student one audit opportunity at no additional charge to become successful. This will be accommodated as seating is available. Such students may not exceed one hundred fifty percent of the published length of the program of each payment period. During this entire process applicants must make financial arrangements with the Financial Aid staff.
10. Appeals. Students who wish to appeal the determination that they are not maintaining satisfactory progress must meet with the Academic Dean and then with the Executive Director, if necessary.
11. Students are encouraged to follow the Grievance Procedure and the policy regarding the Family Education Rights and Privacy Act. The Academic Dean or Executive Director will document in the student file the action taken as a result of the appeal, including the date the decision was made, the official who made the decision, and any reference to applicable institutional policy.

For any dispute that is unresolved, students are encouraged to voice their grievance with College management or the Governing Board by means of the institution's grievance policy. Students may refer their grievance if unsolved to the following address.

Commission for Independent Education  
325 West Gaines Street, Suite 1414  
Tallahassee, FL 32399-0400  
(850)245-3200 or Toll Free 1-(888)-224-6684

#### GRADES

1. Exam grades are calculated by dividing the total number of questions the student answered correctly by the total number of questions on the test. Rounding Rule: Decimals are rounded to the nearest whole number.
2. A score of seventy-eight percent (78% or "C") or above is considered a passing grade.
3. The following schedule will be used to assign grades:

| <u>NUMERICAL POINTS</u> | <u>PERCENTAGE</u> | <u>GRADE</u> | <u>Grade Point Average</u> |                         |
|-------------------------|-------------------|--------------|----------------------------|-------------------------|
| 100 to 93               | 93 % to 100%      | A            | 4.0                        | 77 or Below = (F)ail    |
| 92 to 84                | 84% to 92%        | B            | 3.0                        | 78 or Above = (P)ass    |
| 83 to 78                | 78% to 83%        | C            | 2.0                        | T=Transfer Credit Given |
| 77 to 0                 | 0% to 77%         | F            | 0                          |                         |

Overall average is computed by a weighted grade average using earned grades of all courses of the program the student is enrolled in.

Failed Exams: Students may repeat a failed exam once. This exam must be taken on the date scheduled by the Instructor. Only one opportunity will be provided for this repeat exam. If the student misses the scheduled exam, or repeat exam or fails the repeated exam, no further accommodations will be made.

The most recent grade will be counted for the student's grade average and satisfactory progress. It will replace the previous grade.

## STUDENT PROGRESS REPORTS

Student progress reports will be distributed individually, confidentially, and timely according to this College's Progress Report Policy and Procedure.

### Policy on Transfer Students Between Programs within ANHO

1. Students wishing to transfer within ANHO (i.e., day Nursing class to an evening Nursing class, evening class to day class, from a health occupations class to the nursing program, from the nursing program to a health occupations class) will be accommodated with the following considerations:
  - 1) If there are seats available
  - 2) If the student will not exceed 150% of the clock hours or weeks to complete the term
  - 3) If the requested class has not progressed beyond the student's current class.
  - 4) Students who are on warning must terminate before transferring and must audit the term for which they were placed on warning and follow the rules and policies of Audit.
2. Students must meet all admission criteria and after acceptance must secure the available position by completing the enrollment agreement and paying the required fees or agreeing to the conditions of the financial assistance available.
3. Once enrolled into a class at ANHO all standards and policies in effect as of the new enrollment date will apply and must be met.
4. Student will sign a form indicating the receipt of the new class syllabus. This signed form will be kept in the student file.

### Policy on the Transfer of Credits Earned at Other Institutions of Higher Education for Application toward the Completion Requirements of Programs at ANHO

1. All students wishing to apply credit earned from other institutions must furnish a transcript from the conferring institution to ANHO in enough detail to establish that the coursework and clinical work is comparable to the program they wish to attend at ANHO or provide their State of Florida LPN or Paramedic License. Courses must be passed at the conferring institution in order to be considered.
2. After all current admission criteria are met, competency testing will take place.
3. Students will be granted credit consistent with the level of mastered competencies of this College's program.
4. Individuals currently holding a valid Florida Practical Nursing License may apply at ANHO for the General

## Education Classes in order to earn an Associate of Science Degree in Practical Nursing.

### Requirements:

1. Meet all current admission criteria.
2. Supply a transcript in enough detail to establish that coursework and clinical work is comparable to the program they wish to attend at ANHO.
3. In order to confirm competencies, all applicants will be required to be tested prior to credit being accepted. (This also applies to students who were previously enrolled at ANHO and who terminated for any reason.)
4. Nursing students will only be admitted at the beginning of Term 1, 2, or 3 as applicable by testing results and will be accommodated as seats are available. These terms will be credited as earned from another institution if the student passes the competency testing. All remaining terms must be taken at ANHO with no credit applied from another institution.
5. Health Occupation students will only be admitted at the beginning of Term 1 or Term 2 as applicable by testing results. Successful completion of competency testing for Term 1 is equivalent to 301 clock hours. These hours will be credited as earned from another institution if the student passes the competency testing. Term 2 must be taken at ANHO with no credit applied from another institution.
6. After all paperwork, transcripts, references and other required documents are received and completely reviewed, the applicant may be interviewed and considered for admission.
7. Selections will be made and applicants will be notified by phone that they have been selected.
8. After acceptance, the applicant must secure the available position by completing the enrollment agreement and paying the required fees or agreeing to the conditions of the financial assistance.
9. Once enrolled at ANHO, all standards and policies in effect as of the enrollment date will apply and must be met.
10. Advanced Placement and transfer of Nursing courses does not apply to applicants who have been out of College for more than five years unless they hold a valid Florida license to practice Nursing.

### Policy on ANHO Students Wishing to Transfer to Another College

Upon written request, this College will furnish the final official sealed transcript directly to the requested institution in order for the student to resume similar studies without having to repeat competencies mastered. Transferability of credit is at the discretion of the accepting institution and it is the students' responsibility to confirm whether or not credits will be accepted by another institution of the students' choice.

Please note that all of the student's financial obligations must be taken care of before transcripts will be issued.

### PROMOTION

Since programs are competency based, students will be allowed to move on to more advanced competencies as they demonstrate mastery, thereby allowing for accelerating at a faster pace and allowing for more advanced experiences within the unit currently being studied. Students will move to the next unit of study at the prescribed planned time. Additional learning opportunities will be available for students on Fridays.

## RETENTION

Students will be offered the necessary supplements and support needed for successful achievement and competency attainment in order to remain enrolled and achieving satisfactory progress. In keeping with the Colleges philosophy and belief that every student can succeed, varied methodologies and teaching techniques will be offered in an effort to assist the student to progress toward successful achievement.

## DISMISSAL POLICIES

The College's satisfactory progress policy will be followed to evaluate and measure progress unless a student has jeopardized the safety and security of a patient or other person or has violated a condition for automatic dismissal.

1. If the situation does not involve automatic dismissal, the student will receive a written report notifying the student of the problem and offering the student a chance to satisfactorily correct the problem.
2. If correction does not occur, the student will be terminated with no audit opportunity.

## STANDARDS TO BE MET BY STUDENTS

In order to successfully complete the program, students must pass all courses within each program as evidenced by an academic grade of seventy-eight percent (78% or "C") or better, must pass all stand alone tests, clinical skills, and decorum, and must have satisfactory attendance.

This Satisfactory Progress Policy applies to all students regardless of the method they will be using to pay for their education (i.e., Workforce Alliance, Inc., WTP, Title IV, private pay, scholarship, grant program or any other method of payment or program). This Satisfactory Progress Policy applies to all students regardless of whether they are full-time or part-time, attend day classes or evening classes, attend Nursing or Health Occupation classes.

**For Associate Degree Programs: Students must achieve a cumulative grade average of at or above 78%, pass all stand alone exams with a minimum of 78%, and complete the program within 150% maximum time.**

## POLICY FOR REPEATING COURSEWORK IN AUDIT STATUS

Definition: Audit Status: A one time opportunity to allow current students to repeat coursework after they have not met satisfactory progress standards.

A student who elects to apply for Audit Status in order to become satisfactory must follow the below listed rules related to Repeating Coursework in Audit Status which is a one-time opportunity:

1. A student must complete the "one-time" audit application form and accept the Audit Plan as approved by the Academic Dean. Students will be given a two week period following the date termination has occurred to accept this audit plan. Failure to accept the terms of the Audit Plan within the two-week period forfeits this one-time audit opportunity.
2. Meet financial obligations. Students are not charged for terms that ANHO has been paid for in full, however all outstanding obligations must be satisfied.
3. The application must be approved by the Academic Dean and the audit class will be assigned as seats are available. While in "Audit Status" students will not be permitted to transfer to another class/shift.



4. All auditing students are required to attend, repeat, and complete all theoretical work within the entire audit term. This includes class activities, homework assignments, quizzes, exams, and stand alone tests of the audit term. Attendance at all Learning Opportunity sessions on Fridays is expected. If a student has failed clinical, he/she must participate in and be responsible for completing drug cards, drug quizzes, patient care assignments, care planning, and skill demonstrations as assigned.
5. Prior to being re-enrolled, students must pass all previously failed courses, stand alone exams, and/or clinical skills of their Audit Plan with a minimum of 78% in order to be eligible to apply for re-enrollment. When computing grades for previously failed courses, all exams of that course in audit status will count regardless of whether or not they were previously passed. Regarding Integration, each of the five Integration exams must be re-taken and passed regardless of what was passed in a previous enrollment period.
6. All grades achieved in the audit term will be recorded on the student's audit report card. When the student resumes satisfactory progress status, passing grades will replace previously failed grades, when the student is re-enrolled
7. Students in audit status who fail to comply with the standards for attendance, academics, clinical and/or decorum, or who do not pass all audit requirements, will be terminated from audit status preventing further progression. If a student has two consecutive weeks of absences during the audit period, he/she will be terminated preventing any further progression. Students who never begin their one-time audit period, forfeit this opportunity.
8. Once the student has passed all requirements, financial aid must be re-established and financial obligations met before the student may re-enroll and progress. Re-enrollment will be on a space available basis.

#### POLICY: RE-APPLICATION AUDIT STATUS

##### All Previously Enrolled ANHO Students

All previously enrolled ANHO students including students who terminated voluntarily, as well as students who were terminated from ANHO from either enrolled status or audit status, must re-apply for admission following the below guidelines:

1. Re-apply to ANHO
2. Meet all current admission standards at the time of re-application.
3. Take competency exams to determine placement. Competency exams must be passed with a minimum score of 78%.
4. Enter only at the beginning of Term #1, Term #2, or Term #3 depending upon the result of competency exam(s).
5. Meet financial obligations. Students are not charged for terms that ANHO has been paid for in full, however, all outstanding obligations must be satisfied.
6. Re-admission acceptance will be on a space available basis.
7. In the event that an audit period is required, students must
  - a. Complete the "Re-Application Audit Status" paperwork and agree to terms of "Re-Application Audit" within a two week period of the plan being offered.
  - b. Prior to being re-enrolled, students must pass all courses and all stand alone exams of

- the audit term(s) regardless of what was passed in a previous enrollment.
- c. One term at a time must be audited and passed. If any course or stand alone exam is failed, the student will be terminated without any further audit opportunity and without any further re-application opportunity.
  - d. Attendance at all Learning Opportunity sessions on Friday is expected.
  - e. If a student has two consecutive weeks of unexcused absences during their "Re-Application Audit Status", he/she will be terminated preventing any further progression. Students who never begin their one-time "Re-Application Audit Status" period, forfeit this opportunity.
  - f. While a student is in "Re-Application Audit Status" he/she will not be permitted to transfer to another class/shift.

#### PROCEDURE FOR MAKING UP MISSED TIME

It is the student's responsibility to schedule time with their instructor to make up missed time if required. The Instructor will schedule this at the Instructor's and/or school's convenience, such as before and after class hours and on Fridays in the Learning Lab. The Instructor will notate attendance and competencies made up by the student.

#### ADD/DROP PERIOD

There will be a period of time when first time students beginning at the Academy for Nursing and Health Occupations during which a student may exit with no financial obligation. This period is an evaluation period for both the student and the school to decide suitability for the program selection. The Add/Drop Period for all programs is equal to 10% of total program, but not less than two weeks.

#### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All parents and students will be notified of their rights through publication in the catalogue of the fact that students and parents of dependent students have the right to review a student's educational records, to request amendment to a student's educational records, to provide consent prior to disclosure of personally identifiable information and to file a complaint with the U.S. Department of Education regarding the failure of an institution to comply with The Family Educational Rights and Privacy Act. Students or parents are also advised that a hearing can be requested to challenge the contents of a student's record, and the student will be given the opportunity to place a statement regarding contested information in the record stating the nature of the disagreement.

- a. A parent or student must make a request in writing to review educational records and has the right to inspect and review the records within 45 days of the day the request is received.
- b. Records will be made available in the Executive Director / President's office on an appointment basis.
- c. The right to request (in writing) an amendment of the student's education records that the student believes are inaccurate or misleading.
- d. No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:
  - 1) To other school officials who have educational interest in the information;
  - 2) To officials of another school where the student seeks or intends to enroll;
  - 3) To representatives of the Comptroller General of the United States, the Secretary of Education or State and local education authorities;
  - 4) Relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and conditions of the aid;
  - 5) To State officials if required by State statute;
  - 6) To organizations conducting studies for educational agencies or institutions to develop, validate, or

administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study;

- 7) To accrediting agencies to carry out accrediting functions;
- 8) To parents of a dependent student;
- 9) To comply with a judicial order or subpoena;
- 10) To meet a health or safety emergency;
- 11) To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the alleged perpetrator of the crime.

All disclosures of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

Personally identifiable information which is designated as directory information includes student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, degrees and awards received and the most recent previous educational agency or institution attended.

- e. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

#### PROCEDURE FOR ACCESS TO STUDENT RECORDS/INFORMATION

Records Department staff will be assigned custodial responsibility for student files and records at the School. He/She will keep such active files in locked fire resistant file cabinets. In order to protect student confidentiality, student records may only be accessed by the Executive Director, the Academic Dean and/or the Dean of Services and Compliance who have the authority to check out a student file from the Records Department staff. It is strictly prohibited to remove any of these documents from the school premises. If a faculty or staff member needs to access student records, they must access them through the Records Department staff who will only allow access on a need to know basis and only within the Records Office. If a copy is needed, Records personnel will make the copy, mark it copy and will return the original document to the permanent file.

All student record requests will be answered within two business days/48 hours. The Records Department staff will mail the requested information to the student/graduate or the student may personally pick up the requested records by providing identification.

Once graduated or terminated, a student may request official transcript be sent to another entity. The student must sign the appropriate release. The sealed official transcript will be sent directly to the entity involved in a sealed envelope. Official transcripts will not be given to nor mailed to the student. No information will be released from this School to any other parties without proper student authorization. There will not be any charge for the above services.

Students will be provided with a Grade Report at the end of each unit of the Nursing Program and at the one-third and two third point in the Health Occupations Programs.

If students wish to have information exchanged back and forth with employers, the appropriate release forms must be signed, i.e. for the school to give information and for the school to get information directly to and from employers.

## PERMANENT RECORD POLICY

Once the student is enrolled in the School, the active student file is kept in a locked, fire-proof file cabinet in the Records Department Office where Records Department staff are responsible for student records. Attendance and Grade Reports are kept on a computer storage device which is kept in locked fire safe cabinets. These records are only accessible to Records Department Staff, Executive Director, Academic Dean and/or Dean of Services and Compliance.

Once a student is either graduated or withdrawn from ANHO, the student's paper file is removed from the Records Department file, it is scanned into a permanent electronic file. A copy of the student's permanent file is made and kept on the school's server, and two external hard drives are kept; one in a fire safe cabinet on campus in the Controller's Office and one at an off-site location. The permanent file includes, at a minimum, a copy of the graduate's enrollment agreement, application, all final transcripts, diploma, program outcome, job placement information, high school diploma or equivalent (pre & post basic skills test scores for all students admitted who did not meet program admission criteria), record of receiving school catalogue, the Statements of Confidentiality and Responsibility, all disciplinary documentation leading up to termination or dismissal, and satisfactory progress management plans. These records are maintained permanently. If a copy is needed, records personnel will make the copy, mark it copy and will return the original document to the permanent file.

In the event that a faculty or staff member must access a student record, they must do so in the office of the Records Department. Under no circumstances will files be allowed to be taken out of the Records Office.

In the event of a sustained school emergency, all student permanent records will be in the custody of the Florida Department of Education on a computer storage device.

For qualified applicants who are denied entry to this school, records will be maintained for at least one year in the Admissions Office.

## STAYING CURRENT

In order to stay current, the Academy for Nursing and Health Occupations' Executive Director and Faculty will use the following methods to ensure that subject matter is up to date and appropriate for student learning:

1. Make every effort to attend regulatory meetings and updates.
2. Subscribe to and read current nursing journals.
3. Use the latest text editions.
4. Belong to networking organizations.
5. Keep personal CE's and continuing life long education up to date.
6. Use Library, Institutes of Research Data, Internet Reports and Federal Register Reports.
7. Base curriculum upon the framework of the Dept of Education and the Board of Nursing.
8. Belong to associations such as FNA, Sigma Theta Tau, FAHSA, FAPSC and DON Assn.
9. Participate in Industry meetings and updates
10. Keep faculty library and resources current and circulate new information and material as it's discovered, borrowed or rented.
11. Health Service Practitioners and Providers will be invited for a guest lecture series in an effort to keep current with new trends and advances.
12. Those Instructors who already possess Baccalaureate and/or Master's Degrees, will pursue general continuing education courses.

All of the above will then be compared to the Academy for Nursing and Health Occupation's program outlines and program content. The faculty will then be responsible for updating the curriculum.

## SAFETY/SECURITY POLICIES & PROCEDURES

### Policy:

The Academy for Nursing and Health Occupations will make every effort to offer students a safe secure environment in which to study and learn. The school will not tolerate any incidence of domestic violence, dating violence, sexual assault or stalking. The standard of evidence used will include a preponderance of evidence in order to determine if such incidents occurred and will lead to termination from the school.

### Procedures:

1. Students are not allowed on the School premises prior to 7:15 AM nor after 11:00 PM Monday through Thursday unless there is an Instructor present and permission is granted. This includes student organizations and activities. Under no circumstances will there be a school sanctioned activity on or off premises without an Instructor present to be in charge of safety and security.
2. If it is dark when students are entering or exiting the School or clinical facilities, students will travel in groups. If a student is late and alone, contact an Instructor who will arrange an escort to cars and buses.
3. At clinical facilities and on field trips, Instructors will always be the first to arrive and the last to leave in order to assure that everyone is safe and accounted for. Attendance sheets will be used at all times.
4. Instructors will insure that first aid equipment and phone availability will always be arranged for.
5. Instructors will incorporate the location and use of fire extinguishers, equipment and disaster/evacuation procedures into orientation for the School and clinical facilities.
6. Students should not bring valuables to school or clinical facilities; however, in the event of lost or stolen items, students will complete an incident report with the assistance of an Instructor.
7. In the event of any emergency or criminal action, the student will report to an Instructor immediately. The Instructor will complete a report for the President's immediate knowledge.
8. The Palm Beach County Sheriff's Department will be contacted to investigate any and all criminal activity and the School will prosecute, if indicated.
9. Students will be informed of all emergencies and criminal actions so that plans for their safety can be made.
10. Students have the responsibility to immediately report any unusual event to their Instructor who will take immediate action and then will utilize the chain of command immediately.
11. A thorough investigation and then disciplinary action, and termination if warranted, will ensue when a student is involved in any wrong doing.
12. When class is in session, classroom doors are kept locked.
13. Faculty/Students should be aware of the emergency telephones in each classroom to call 911 if needed.

### Safety /Primary Prevention and Awareness Programs

Materials and information will be made available to students and faculty at orientation, in the Media Center and from Instructor/Counselors on these topics:

- |  |   |
|--|---|
| 1. Sexual Assault awareness, reporting, and prevention.  | 7. Mental Health Assistance                 |
| 2. Domestic Violence, dating violence and sexual assault | 8. Witness Protection                       |
| 3. Preservation of Evidence                              | 9. Harassment and Stalking                  |
| 4. Crime Prevention programs                             | 10. Legal Aid & legal definition of consent |
| 5. Victims options/procedures/advocacy                   | 11. Rape, acquaintance rape                 |
| 6. Drug and Alcohol programs                             | 12. Abusive Behavior                        |

Each student is assigned an Instructor/Employment Counselor who will be available to assist with any of the above. Telephone requests for student phone numbers or whereabouts will not be honored for their protection. Name and numbers will be taken and then the student may call back if they wish. Visitors must give their name and wait in an area for investigation. No acknowledgement will be made as to if the individual inquired about is or is not a student. If a student does not wish to see the visitor, the visitor will be asked to leave and forcibly removed by police if necessary.

### Campus Crime and Security

There has never been a crime at the Academy for Nursing and Health Occupations, where there is evidence of prejudice based on race, religion, sexual orientation, or ethnicity. There has never been a crime at the Academy for Nursing and Health Occupations involving a weapons violation, arrest for drug abuse, liquor laws, murder, forcible or non-forcible sex offenses, or aggravated assault. A current crime statistic chart is available at the Main Office of the School and will be distributed to each student and employee October 1<sup>st</sup> of each year. To obtain information about registered sex offenders in the local area, the following website may be utilized: [www.fdle.state.fl.us/sexual\\_predators](http://www.fdle.state.fl.us/sexual_predators).

### SECURITY INFORMATION

This information is required under Public Law 102-26 and Public Law 113-4. The following data will provide you with campus security policies and statistics concerning the occurrence of criminal offenses on campus and non-campus building/public property related to the school.

Should you witness a crime in progress or are a victim of a crime, Academy for Nursing and Health Occupations requests that you follow this procedure:

1. During school hours, notify the Academic Dean or the School's Executive Director and the Palm Beach County Sheriff's Department immediately, Academy for Nursing and Health Occupations - 561-683-1400, and Palm Beach County Sheriff's Department – 911 or for non-emergency calls – 688-3000.
2. If a crime occurs during non-school hours and no faculty or staff member is available, notify the Palm Beach County Sheriff's Department immediately and the School's President ([admin@anho.edu](mailto:admin@anho.edu)) as soon as possible.
3. Remember: Preserving evidence for proof of a criminal offense is very important. The Academy for Nursing and Health Occupations does not recognize any off campus student organizations. The purpose and authority of faculty and staff is limited to securing the premises and protecting students. The enforcement authority of faculty and staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of faculty and staff are referred to and investigated by the local law enforcement agency (if applicable). All crimes that are reported will be posted in the Media Center within a day of the reporting.

To ensure accurate, prompt, and fair reporting of all crimes, authorized impartial administrative personnel will take a private written statement from involved parties and witnesses at all reported emergency or criminal incidents. The written statements are included as part of a written report, and such statements may be used by local/state law enforcement authorities for the purpose of criminal apprehension and/or crime prevention. Criminal incidents will also be reviewed by the institution's administrative staff for the purpose of disciplinary action. The school's administrative personnel will receive annual training on offenses, investigations and hearing processes that protect the safety of victims and promote accountability. The accuser and accused have the same opportunity to have others present during proceedings including an advisor of their choice. The school will inform the accuser and accused simultaneously in writing as to the outcome of the institution's disciplinary proceeding, appeal and notification of the outcome of the appeal before the results become final and when the results will become final. The confidentiality of victims will be kept secure without any identifying information about the victim to the extent possible by law.

A student or employee who reports being a victim of the offense whether it occurred on or off campus, shall be provided with a written explanation of rights and options.

There will be no retaliation of any kind, by any officer, employee, or agent of the school including intimidation, threatening, coercing, or other discrimination for exercising any right or responsibility under any provision of Public Law 113-4.

All students are informed about campus security procedures and practices on the first day during orientation. Everyone should remember that personal safety begins with you. The following should be considered:

1. When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
2. Do not carry large amounts of cash or valuables.
  - a. Keep your motor vehicle in good running condition. Always lock your car and remove all packages and any valuables. Try to park in a well-lighted area.
  - b. Do not leave books or personal property unattended in the classroom, lobby, media center, or restroom.

Sexual assault prevention programs are available at

|                         |                            |               |
|-------------------------|----------------------------|---------------|
| Sexual Assault Program: | Belle Glade                | 561- 996-1647 |
|                         | Southern Palm Beach County | 561-274-1500  |
|                         | Northern Palm Beach County | 561-624-6648  |
|                         | Central Palm Beach County  | 561-355-2418  |

Counseling for sex offense victims is available at:

|                        |              |
|------------------------|--------------|
| Rape/Victim Hotline    | 561-833-7273 |
| Sexual Assault Program | 561-355-2418 |

Domestic Violence Services are available through Palm Beach County Government: (561)355-2418 or the Crisis Line at 866-891-2418

If applicable and reasonably available, Academy for Nursing and Health Occupations will change the academic situation and transportation of a student after an alleged sex offense, stalking, dating violence, or domestic violence.

The institution is in compliance with the Drug Free Schools and Communities Act of 1989 (Public Law 101-226). All students and employees should refer to the "Drug and Alcohol Prevention Program" for information concerning policies and individual responsibilities required under this Act.

The following definitions are essential in properly reporting crime statistics:

1. "Campus" — any building or property owned or controlled by the institution that is within a "reasonably contiguous geographic area" of the institution and is used by the institution in direct support (or in a manner related to) the institution's educational purposes (e.g., residence halls). Additionally, property, within a "reasonably contiguous geographic area" of the institution, that is owned by the institution but controlled by others must be included in crime statistics if it is used by students and supports institutional purposes (e.g., food or other retail vendor.)
2. "Non-campus building or property" — any building or property owned or controlled by a student organization recognized by the institution. Additionally, a building or property owned or controlled by an institution that is used by students in direct support of our in relation to the institution's educational purpose and is not within a reasonably contiguous geographic area of the institution.
3. "Public property" — all public property that is within the "reasonably contiguous geographic area" of the institution such as the sidewalk, street or a parking facility and that is adjacent to a facility owned or controlled by the institution if the facility is used in direct support of or in a manner related to the institution's educational purposes.

#### POLICY FOR PROHIBITION OF SEXUAL HARASSMENT

Academy for Nursing and Health Occupations is committed to maintaining a work and learning environment free of unlawful discrimination and harassment, and will not tolerate harassment of its employees and/or students by any

teacher, administrator, student, supervisor, co-worker, vendor, client, or customer.

Sexual harassment consists of any unwelcome conduct, whether verbal, physical or visual, that is based upon a person's gender. Such conduct is unlawful and prohibited whenever it affects tangible job benefits, unreasonably interferes with a individual's work or educational performance or creates an intimidating, hostile or offensive working or educational environment.

Sexual harassment undermines the integrity of the employment and student/teacher relationship. All employees and students have the right to work and learn in an environment free from unsolicited and unwelcome sexual overtures. Academy for Nursing and Health Occupations will not tolerate any form of gender-based or sex-based discrimination including any kind of sexual harassment against any employee, applicant for employment or student. Such discrimination violates federal and state law and the Academy for Nursing and Health Occupations policy.

#### DEFINITION OF SEXUAL HARASSMENT

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual and physical conduct of a sexual nature whenever:

1. Submission to the conduct is made either an explicit or implicit condition of employment or educational objectives;
2. Submission to or rejection of the conduct is used as the basis for an employment or education related decision affecting the harassed employee or student; or
3. The harassing conduct unreasonably interferes with an employee or student's work or educational performance or creates an intimidating, hostile or offensive working or educational environment.

#### EXAMPLES OF CONDUCT CONSTITUTING SEXUAL HARASSMENT

Sexual harassment can involve an almost infinite variety of conduct. Some examples include:

1. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly "brushing" against someone or impeding the movement of another person.
2. Sexually offensive comments such as slurs, jokes, epithets and innuendos.
3. Sexually oriented "kidding" or "teasing" or sexually oriented "practical jokes".
4. Suggestive or obscene written comments in notes, letters, invitations or e-mail.
5. Inappropriate, repeated or unwelcome sexual flirtations, advances or propositions.
6. Offensive visual contact such as staring, leering, gestures or displaying obscene objects, pictures or cartoons.
7. Inappropriate or suggestive comments about another person's physical appearance or dress.
8. Exchanging or offering to exchange any kind of employment or educational benefit for a sexual concession, e.g. promising a promotion or raise, or a particular grade in exchange for sexual favors.
9. Withdrawing or threatening the withdrawal of any kind of employment or educational benefit for refusing to grant sexual favor, e.g. suggesting that an individual will receive a poor performance review or lower grade or be denied a raise unless she/he goes out on a date with the supervisor or teacher.

#### APPLICABILITY OF POLICY

The prohibition against sexual harassment applies to everyone—teachers, students, administrators, faculty, managers, supervisors, salaried and hourly workers, temporary employees, contractors, customers, suppliers and guests. Academy for Nursing and Health Occupations will not tolerate sexual harassment of any kind by anyone.

1. Reporting Sexual Harassment.  
-If you believe that you have been the victim of sexual harassment, you should report it at once to your supervisor or teacher, as the case may be.



- If your teacher, administrator, supervisor or manager is the person you believe has engaged in sexual harassment, report it to the director immediately.
- If you believe that you have been the victim of sexual harassment and your verbal complaint has proven ineffective, or you are unable to complain to the person involved directly, file a complaint pursuant to Academy for Nursing and Health Occupations internal grievance procedure. The procedure is described in your employee or student catalogue.

Complaints of sexual harassment will be investigated thoroughly and quickly. Whenever appropriate, disciplinary action will be taken against the harassing party, up to, and including termination. Academy for Nursing and Health Occupations will also take appropriate action to deter further sexual harassment and to remedy any loss caused by the harassment. You will be advised of the results of the investigation and of any action taken. To the fullest extent practicable, Academy for Nursing and Health Occupations will keep complaints and report of sexual harassment and their resolution confidential.

Teachers, administrators, students, employees, supervisors, and managers must report any incident of sexual harassment they may observe, even if they are not the target or victim of such harassment. Such reports will be handled in the same fashion as complaints by victims of sexual harassment.

Academy for Nursing and Health Occupations will not retaliate against anyone for reporting or complaining about sexual harassment and will not tolerate retaliation by teachers, administrators, students, supervisors, managers or co-workers.

2. Discipline for Engaging in Sexual Harassment.

- Depending on the nature and seriousness of the offense, Academy for Nursing and Health Occupations will impose all appropriate discipline, up to and including termination or dismissal, against any teacher, administrator, student, manager, supervisor or employee found to have engaged in sexual harassment.
- When a student, customer, guest or other person not employed or enrolled in Academy for Nursing and Health Occupations is found to have engaged in sexual harassment against an Academy for Nursing and Health Occupations employee, teacher or student, Academy for Nursing and Health Occupations will advise the person and his/her employer of Academy for Nursing and Health Occupations' policy against such harassment and will take such other action as is appropriate under the circumstances.

3. Legal Remedies for Harassment.

Employees or job applicants who believe they have been harassed may file a complaint of discrimination with the EEOC and/or the Florida Human Relations Commission, which is authorized to investigate the allegations in the complaint. Students may complain to the Office of Civil Rights of the U.S. Department of Education or the State of Florida Board of Nonpublic Career Education Licensing Board. Each agency will have their own procedures for investigating and resolving complaints of discrimination.

#### DRUG FREE POLICY/PROCEDURE AND PROGRAM

The purpose of the Alcohol and other Drug Policy and Program at Academy for Nursing and Health Occupations is to prevent the unlawful possession use or distribution of illicit drugs and alcohol by students and employees.

**POLICY:**

All students, staff, and faculty agree to comply with the "Drug Free School" Policy which informs them of the School's policies and procedures and commits them to complying with its provisions. It should be understood by all that substance abuse checks can be required in any setting where the well being of a patient may be jeopardized. This may include student activities, employment provisions, and on-the-job requirements.

It should also be known that even after Graduation, State Certification and Licensure will be jeopardized in the event of arrest and conviction of substance abused and illegal drug crimes.

Distribution of information about Alcohol and Other Drug Programs at Academy for Nursing and Health Occupations is accomplished in the following ways.

1. New students receive a copy to sign.
2. New employees receive a copy to sign.
3. The policy is included annually in the school catalogue for student's use.
4. The policy is included annually in the Policy and Procedure book for staff use.
5. The Policy and Procedures are included on the School's web site.

The annual goals of this program are as follows:

1. No impaired students.
2. No impaired staff.
3. No impaired faculty.
4. In the event that a student, staff member, or faculty exhibit impaired behavior immediate, compassionate yet safe action will be taken to protect students and patients.

#### DRUG AND ALCOHOL PREVENTION PROGRAM NOTICE TO STUDENTS AND EMPLOYEES

The Academy for Nursing and Health Occupations has established a Drug and Alcohol Free Awareness Program which encompasses the following four phases:

##### PHASE 1. Warning of the Dangers of Drug and Alcohol Abuse

Drug and alcohol use impairs memory, alertness and achievement. It erodes the capacity to perform, think, and act responsibly. It may be grounds for termination of your enrollment with the institution or other legal action. SCHEDULE A specifically details the uses and effects as it relates to alcohol.

##### PHASE 2. Policy of Maintaining a Drug and Alcohol Free Learning Environment

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the institution's learning environment. Any student or employee must notify the institution of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the Drug-Free Workplace Act of 1988, the institution's "workplace" consists of the following locations:

Academy for Nursing and Health Occupations, 5154 Okeechobee Boulevard, Suite 201, West Palm Beach, Florida 33417, or, any teaching site, or any "off-site" location (i.e., field trips, clinical experiences, job placement, luncheons, meetings, etc.) where the activities are in any way related to the institution.

##### PHASE 3. Listing of the Available Local Drug Counseling, Rehabilitation and Assistance Programs

Please refer to SCHEDULE B.

##### PHASE 4. Non-compliance with the Terms of this Institution's Drug-free Workplace Statement

Non-compliance will result in the following action being taken by this institution:

- a. The student or employee would be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by Federal, State, or local health, law enforcement or other appropriate agency. Attached SCHEDULE C contains a description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- b. Community service with one of the above state agencies.
- c. Termination of enrollment/employment.

## SCHEDULE A - ALCOHOL USES AND EFFECTS

Alcohol consumption causes a number of marked changes in behavior. Even low consumption significantly impairs the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high dose of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk of becoming alcoholics.

## SCHEDULE B - DRUG COUNSELING, REHABILITATION, AND ASSISTANCE PROGRAMS

1. Comprehensive Alcoholism Rehabilitation Programs, Inc. (CARP), 5400 East Avenue, P.O. Box 2507, West Palm Beach, Florida 33402, 561-844-6400.
2. Growing Together, Inc., 1000 Lake Avenue, Lake Worth, Florida 33460, 561-585-0892.
3. Alcoholics Anonymous, Southern Palm Beach County - 561-276-4581, HOTLINE: 1-800-407-5299.
4. Narcotics Anonymous, Southern Palm Beach County - 561-393-0303, HELPLINE: 561-848-6262.
5. 45<sup>th</sup> Street Mental Health Center, 1041 45<sup>th</sup> Street, West Palm Beach, Florida 33407, 561-848-5000.
6. Drug Abuse Treatment Association, (DATA), Outpatient Services, 1720 East Tiffany Drive, Suite 102, West Palm Beach, Florida 33407, 561-844-3556.\
7. Crisis Line - 530-1234
8. Teen Hotline - 930-8336
9. Elder Helpline - 930-5040

## SCHEDULE C - FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE 21 U.S.C. 844(a)

1. 1<sup>st</sup> conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both.
2. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both.
3. After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000
4. Special sentencing provisions for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:
  - a. 1<sup>st</sup> conviction and the amount of crack possessed exceed 5 grams.
  - b. 2<sup>nd</sup> crack conviction and the amount of crack possessed exceeds 3 grams.
  - c. 3<sup>rd</sup> or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

### 21 U.S.C. 853 (A)(2) and 881(A)(7).

Forfeiture of personal and real property used to possess or facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See Special Sentencing Provisions regarding crack.)

### 21 U.S.C. 861(A)(4).

Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.

21 U.S.C. 844a.

Civil fine up to \$10,000 (pending adoption of final regulations).

21 U.S.C. 853a.

Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for the first offense, up to 5 years for second and subsequent offenses.

18 U.S.C. 922(g).

Ineligible to receive or purchase a firearm.

MISCELLANEOUS.

Revocation of certain Federal licenses and benefits, e.g. pilots licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. NOTE: These are only Federal penalties and sanctions. Additional State penalties and sanctions may apply.

STUDENT NOTIFICATION - POLICY FOR A DRUG FREE SCHOOL

I understand that as a student at the Academy for Nursing and Health Occupations, am aware of the dangers of drug abuse in school and that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, any other substance considered a drug, is prohibited in association with the school, and that termination will result for anyone violating such prohibition.

I, furthermore, understand that I must agree to notify my school of any criminal drug statute conviction for a violation occurring no later than five (5) days after such a conviction and, I hereby am aware that in such instance, action will include my termination from the Academy for Nursing and Health Occupations.

I also realize that in order to be reconsidered for acceptance at the Academy for Nursing and Health Occupations, subsequent to such a conviction, I must prove to have satisfactorily participated in a drug abuse assistance or rehabilitation program approved for such a purpose by the Intervention Project for Nurses.

ADDITIONAL SOURCES OF INFORMATION

- The National Institute on Drug Abuse Hotline.  
Information and referral line that directs callers to treatment centers in the local community. (1-800-662-HELP)
- The National Institute on Drug Abuse Workplace Helpline.  
A line that provides information only to private entities about workplace programs and drug testing. Proprietary and private non-profit but not public Post-Secondary Schools may use this line (1-800-843-4971)
- The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse  
Information and referral line that distributes Department of Education publications about drug and alcohol prevention programs as well as material from other Federal agencies.
- The Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse  
Established in 1987 as a joint effort of the Department and higher education community to develop a response to alcohol and other drug problems on campus, including a set of standards for education programs, assessment techniques, and enforcement procedures. Information can also be provided about training and conferencing activities, and regional members of the network. (1-202-219-2265)
- Department of Education Regional Centers Drug-Free Schools and Communities  
Assist schools and other entities in developing prevention programs by providing training and technical assistance. (Northeast Region, 516-589-7022; Southeast Region, 502-588-0052; Midwest Region, 708-571-4714; Southwest Region, 405-325-1454; Western Region, 503-275-9480)

CONSUMER INFORMATION - POST SECONDARY REPORT  
IPEDS Cohort Reported Fall 2011

ANHO Completion/Retention Rate: 82% completed in 100% of time allowed  
82% completed within 150% of time allowed  
53% received Federal Pell Grants  
53% received Federal Loans

2012-2013

| Student Diversity: | <u>Male</u> | <u>Female</u> |
|--------------------|-------------|---------------|
| <i>Completers</i>  | 6%          | 94%           |
| Hispanic/Latino    | 4%          | 6%            |
| Indian             | 0%          | 0%            |
| Asian              | 4%          | 2%            |
| Black              | 69%         | 84%           |
| Pacific Islander   | 0%          | 0%            |
| White              | 23%         | 8%            |
| Unknown            | 0%          | 0%            |

**2012 – 2013 ANHO Completion Rates, Placement Rates & Licensure Pass Rates as reported to the Council on Occupational Education:**

|  |   |
|--|---|
| Associate of Science Degree in Nursing                                       | Graduation Rate: 98.1%<br>Placement Rate: 85.9%<br>Licensure Pass Rate: 81.2%<br>Average Wage at Placement: \$24.00                   |
| Associate of Science Degree in Practical Nursing                             | Graduation Rate: 82.5%<br>Placement Rate: 81.3%<br>Licensure Pass Rate: 97.1%<br>Average Wage at Placement: \$19.75                   |
| Practical Nursing with Critical Thinking and IV Certification:<br>1518 hours | Graduation Rate: 95.7%<br>Placement Rate: 82.2%<br>Licensure Pass Rate: 93.6%<br>Average Wage at Placement: \$19.75                   |
| Practical Nursing<br>1350 hours  | No Enrollments  |
| Patient Care Technician:<br>603 hours  | Graduation Rate: 98.6%<br>Placement Rate: 81.9%<br>Average Wage at Placement: \$10.50<br>Median Loan Debt for Completers: \$0         |
| Rehab/Restorative Assistant:<br>603 hours                                    | Graduation Rate: 98.46%<br>Placement Rate: 85.71%<br>Average Wage at Placement: \$10.50<br>Median Loan Debt for Completers: \$2345.00 |

Patient Care Assistant:  
603 hours

No Enrollments

Home Health Aide/Nurse Assistant:  
240 hours

No Enrollments

### GRIEVANCE PROCEDURES

A vehicle for Academy for Nursing and Health Occupations to know how to meet student needs is the student evaluation forms in which students have an opportunity to evaluate the course, their instructors, classroom, classes and clinical training components of the program. Please let us hear from you. We firmly believe that if we aren't constantly striving to improve, we are failing you. A suggestion box will also be made available in the classroom. BUT- If you have a grievance, or feel that you have been treated unfairly, please discuss the matter directly with the person involved. If the problem is not resolved, then you must discuss it with the responsible instructor. If the matter involves the instructor, and you feel uncomfortable discussing it with that instructor, then you must discuss it with the Assistant Academic Dean or the Academic Dean. If you still feel unsatisfied, you must see the Executive Director for help. If you have a grievance related to Financial Aid, please discuss the matter with the Financial Aid Compliance Asst. and in all instances where it has been unresolved, report to Dean of Services and Compliance. The Dean of Services and Compliance will consult with FAME and the Department of Education until the problem is resolved. Upon acceptance to Academy for Nursing and Health Occupations, you were assigned an instructor/employment counselor. If you feel more comfortable going to this person, please do so. The instructor/employment counselor then has the responsibility to resolve the issue in question with all parties it pertains to. The entire staff/faculty of Academy for Nursing and Health Occupations, have an "open door policy" in order to welcome your input. We cannot improve if we don't know what's not right.

Any employee of Academy for Nursing and Health Occupations, that has had a student file a grievance with them has the responsibility to help the student document it, thoroughly listen and try to resolve the matter, and whether resolved or not, should discuss it with their supervisor. Any unresolved matter will be dealt with by the Executive Director (Admin@anho.edu). Through the entire process, all faculty have the responsibility to quickly and confidentially meet the needs/concerns of the students. Under no circumstances will there be any repercussions toward a student. If you ever feel that your rights are being violated due to an act of discrimination based on race, color, gender, sexual orientation, national origin, handicap, religion, age, political or religious affiliation, citizenship or belief, you must see the Director immediately. Please know that discrimination is not tolerated at Academy for Nursing and Health Occupations, under any circumstances and that your input will be thoroughly investigated and taken very seriously. Academy for Nursing and Health Occupations is Accredited by the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350 Phone # (800)917-2081 and licensed by the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Phone# (850) 245-3200.

### WITHDRAWAL PROCEDURES

If a student wishes to withdraw from school, they must contact their Assistant Academic Dean of the school during normal business hours. Once the student has notified their Assistant Academic Dean, orally or in writing, of the intent to withdraw, that date will be documented on the student outcome form and used to calculate refunds and return of Title IV funds.

The school may allow rescission of the notice. The student must rescind the official notification in writing. If the student stops attending subsequent to the rescission, the withdrawal date will be the original date of the notice of intent to withdraw. The school may use a later date based on the student's academically proven last date of attendance.

### CANCELLATION AND REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund

schedule:

1. Cancellation must be made in person or by mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation prior to the end of the add/drop period will result in a full refund of all monies paid.
4. Cancellation after the end of the Add/Drop Period, but prior to 60% of the each payment period, will result in a Return of Title IV computation for all Title IV recipients. Cancellation after 60% of the current payment period will result in no Title IV refund.
5. Cancellation after the Add/Drop Period has ended, but prior to 50% of the scheduled program hours/days, will result in an institutional refund calculation for all students. Cancellation after 50% of the scheduled program hours/days will result in no institutional refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Refunds, when due, are made without requiring a request from the student.
9. A student can be dismissed, at the discretion of the Executive Director, for insufficient progress, non-payment or costs, or failure to comply with rules.
10. Non-payment of costs may result in withholding of final transcript and completion award.
11. Books are fully refundable only prior to the end of the Add/Drop Period.

#### RETURN OF TITLE IV FUNDS

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws on or before the 60% point in time in the payment period. If a student does not begin training, the R2T4 formula does not apply. For official withdrawals, a student's withdrawal date is the date the school received notice from the student that they are withdrawing.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Academic Dean. The notification may be in writing or orally. The date the notification is received is the date of determination. The Dean must begin the withdrawal process.

For unofficial withdrawals the school may use 50% or the student's last day of attendance in an academically related activity.

The school's determination that a student is no longer in school for unofficial withdrawals is determined after 14 days of non-attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received based on eligibility criteria) federal financial assistance in the form of Pell Grants, Stafford Loans or Plus loans and withdraws on or before completing 60% of the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours (clock hour programs) / days (credit hour programs) scheduled in the payment period as of the withdrawal date divided by the scheduled hours/days in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is a post withdrawal disbursement. Post withdrawal disbursements will be made from Pell grant funds first if eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any Pell grant funds in excess of current educational costs will be offered to the student. Any federal loan program funds due in a post withdrawal disbursement must be offered to the student and the school must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all FA students due a refund:

- |                                       |                         |
|---------------------------------------|-------------------------|
| 1. Unsubsidized Federal Stafford Loan | 5. Federal Perkins Loan |
| 2. Subsidized Federal Stafford Loan   | 6. Federal PLUS Loan    |
| 3. Unsubsidized Direct Stafford Loan  | 7. Direct PLUS Loan     |
| 4. Subsidized Direct Stafford Loan    | 8. Federal Pell Grant   |

Refunds will be made to the federal programs within 30 days of the student's date of determination.

The statute requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

This institution will calculate the amount of Title IV aid that was earned based on a payment period basis. Refunds will continue to be calculated by the payment period. The institution will determine:

1. The Title IV aid disbursed or that could have been disbursed.
2. The percentage of Title IV aid earned by the student.
3. The amount of Title IV aid earned by the student
4. The total Title IV aid to be disbursed or returned
5. The amount of unearned Title IV aid to be returned by the school.
6. The amount of unearned Title IV funds to be returned to each program by the school.
7. The initial amount of unearned Title IV funds to be returned by the student.
8. The final amount of unearned Title IV funds to be returned to each program by the student.

In addition to the Title IV Refund Policy, the following Institutional Refund Policy will be used (for periods of obligation of 12 months or less):\*

- 100% of tuition charges assessed will be refunded if the student withdraws in the "Add/Drop" Period
- 50% of tuition charges assessed will be refunded if the student withdraws within the first 25% of the scheduled period of obligation.
- 25% of tuition charges assessed will be refunded if the student withdraws after the first 25% of the scheduled period of obligation and until the end of the first 50% of the scheduled period of obligation.
- There is no refund due if the student withdraws on or after 50.01% of the period of obligation.

For programs obligating the student for periods beyond 12 months, the institution will adhere to the following:

- If student withdraws during the first 12 months, the institution will release student of obligation to pay beyond the 12 month period and Institution will use the above institutional refund policy for the unused portion of the first 12 months.
- If student withdraws during any subsequent period following the first 12 months, the student's refund for the unused portion of the tuition applicable to the period of withdrawal shall be based on the above institutional refund policy.

Note: A deviation from this policy may include a grant program or scholarship project not requiring a refund.

\* Period of obligation = Enrollment Period (not to exceed 12 months)





**TRANSPORTATION:**

Driver's License: \_\_\_\_ Restricted License: \_\_\_\_

Students are required to travel to a variety of clinical sites. Do you have the ability to comply with this requirement? (circle one) YES NO

**WORK HISTORY (List past employers):**

| Dates Employed | Company Name | Your Position |
|----------------|--------------|---------------|
|                | 1.           |               |
|                | 2.           |               |
|                | 3            |               |
|                | 4            |               |
|                | 5            |               |
|                | 6            |               |

I am presently employed at:

Company Name &amp; Address

Position Held

Supervisor

Phone #

Salary

I have been laid off from: \_\_\_\_\_  
Company Name & AddressList any skills, certifications, licenses or special training you have:  
\_\_\_\_\_  
\_\_\_\_\_**CRIMINAL BACKGROUND:**

Have you ever been convicted of, or entered a plea of guilty, nolo contendere, or no contest to, a crime in any jurisdiction other than a minor traffic offense? You must include all misdemeanors and felonies, even if adjudication was withheld and even if you were a juvenile. Driving under the influence (DUI) or driving while impaired (DWI) is not a minor traffic offense for purposes of this question. YES \_\_\_\_ NO \_\_\_\_

Please explain:  
\_\_\_\_\_  
\_\_\_\_\_

\*You must have arrest and court records of final disposition for each offense listed.

PROGRAM APPLYING FOR: \_\_\_\_\_

IN THE EVENT THAT WE ARE UNABLE TO CONTACT YOU AT THE PHONE NUMBER YOU HAVE GIVEN PLEASE PROVIDE TWO (2) ADDITIONAL CONTACTS:

| Name | Relationship | Phone Number |
|------|--------------|--------------|
|      |              |              |
|      |              |              |

In connection with my application to the Academy for Nursing and Health Occupations, I understand that a consumer report, which may contain public records information is being requested.

Applicant Signature

Date

1/18/2012

STUDENT ENROLLMENT AGREEMENT  
Academy for Nursing and Health Occupations

5154 Okeechobee Blvd., Suite 201, West Palm Beach, FL 33417 Phone: (561)683-1400

This agreement and the institution's catalogue constitutes a binding contract between the student and the institution.

STUDENT INFORMATION: NAME \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
# Street City St Zip  
TELEPHONE#(HOME) \_\_\_\_\_ (ALTERNATE#) \_\_\_\_\_  
PROGRAM INFORMATION: TITLE: \_\_\_\_\_ CLOCK/CREDIT HRS. \_\_\_ # of Wks \_\_\_\_\_

STARTING DATE \_\_\_\_\_ PROJECTED ENDING DATE \_\_\_\_\_ Schedule: M-Th \_\_\_\_\_  
Clinical Shifts/Days May Vary

COMPLETION AWARD WILL BE: \_\_\_\_\_

CANCELLATION AND REFUND POLICY

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule.

1. Cancellation must be made in person or by mail.
2. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days after signing the Enrollment Agreement and making initial payment.
3. Cancellation prior to the end of the add/drop period will result in a full refund of all monies paid.
4. Cancellation after the end of the Program's Add/Drop Period, but prior to 60% of the each payment period, will result in a Return of Title IV computation for all Title IV recipients. Cancellation after 60% of the each payment period will result in no Title IV refund.
5. Cancellation after the Add/Drop Period ends, but prior to 50% of the scheduled program hours/days, will result in an institutional refund calculation for all students. Cancellation after 50% of the scheduled program hours/days will result in no refund.
6. Termination Date: For clock hr programs: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received. For credit hr programs: The termination date for refund computation is 50% of scheduled enrollment period or student's last day of academically related activity.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Refunds, when due, are made without requiring a request from the student.
9. A student can be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules.
10. Non-payment of costs may result in withholding of final transcript and completion award.
11. Books are fully refundable only prior to the end of the Add/Drop Period

TUITION \$ \_\_\_\_\_ METHOD OF PAYMENT:  
BOOKS/NOTEBOOKS \$ \_\_\_\_\_ Full payment at time of signed enrollment agreement  
TOTAL PROGRAM PRICE \$ \_\_\_\_\_ Tuition will be charged by academic year

Upon successful completion of the program, the School will assist each graduate with job placement, however, the School does not guarantee employment. A completion award will be issued to each student who successfully completes the program and satisfies all requirements.

Notice to Student: DO NOT SIGN THIS CONTRACT BEFORE YOU READ IT OR IF IT CONTAINS ANY BLANK SPACES. YOU ARE ENTITLED TO AN EXACT COPY OF THE CONTRACT YOU SIGN. KEEP IT TO PROTECT YOUR LEGAL RIGHTS. This agreement constitutes a binding contract upon acceptance by the school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature if under 18 yrs. old  
Accepted By: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
School Official

\_\_\_\_\_  
Date

**SCHEDULE OF ANHO PROGRAMS**

| CLASS  | START CYCLE | End of Add/Drop Period | PROJECTED END DATE | Schedule Days | Schedule Times |
|--|-------------|------------------------|--------------------|---------------|----------------|
| LPN or Paramedic to ADN Bridge   | 04/22/2014  | 05/22/2014             | 05/20/2014         | M-Th          | 5:00-11:00 p   |
|  | 09/22/2014  | 10/22/2014             | 10/01/2015         | M-Th          | 5:00-11:00 p   |
|  | 01/12/2015  | 02/19/2015             | 12/24/2015         | M-Th          | 5:00-11:00 p   |
|  | 03/16/2015  | 04/23/2015             | 02/03/2016         | M-Th          | 7:30-3:00 p    |
|  |             |                        |                    |               |                |
| LPN or Paramedic to ASN Bridge including 5 General Education Courses   | 04/01/2014  | 04/15/2014             | 07/17/2014         | M-Th          | 5:00-11:00 p   |
|  | 05/27/2014  | 07/10/2014             | 10/01/2015         | M-Th          | 5:00-11:00 p   |
|  | 09/15/2014  | 10/23/14               | 12/24/2015         | M-Th          | 5:00-11:00 p   |
|  | 11/17/2014  | 12/18/2014             | 02/03/2016         | M-Th          | 7:30a-3:00 p   |
|  |             |                        |                    |               |                |
| Practical Nursing including Critical Thinking and IV Certification Occupational Associate Degree                                       | 04/21/2014  | 05/15/2014             | 06/30/2015         | M-Th          | 7:30-3:00 p    |
|  | 05/05/2014  | 06/12/2014             | 10/20/2015         | M-Th          | 5:00-11:00 p   |
|  | 08/25/2014  | 09/18/2014             | 10/28/2015         | M-Th          | 7:30-300 p     |
|  | 12/08/2014  | 01/15/2015             | 02/18/2016         | M-Th          | 7:30-300 p     |
|  |             |                        |                    |               |                |
| Patient Care Technician  | 04/28/2014  | 05/08/2014             | 10/14/2014         | M-Th          | 7:30-2:30 p    |
|  | 10/20/2014  | 10/30/2014             | 04/16/2015         | M-Th          | 7:30-2:40 p    |
|  |             |                        |                    |               |                |
| Rehab/Restorative Assistant  | 07/21/2014  | 07/31/2014             | 01/15/2015         | M-Th          | 7:30-2:30 p    |
|  |             |                        |                    |               |                |
| AS-PN General Education Courses including: College Math, Communications, Introductory Psychology, College Writing, and Biology (Micro) | No Date Set |                        |                    |               |                |
| Home Health Aide/Nurse Assistant   | No date set |                        |                    |               |                |

For more information about our graduation rates, median debt of students who completed the program and other important information, please visit our website at [WWW.ANHO.EDU](http://WWW.ANHO.EDU)

## COURSE NUMBERING SYSTEM

The course numbering system uses an alpha-numeric prefix for program identification. This is followed by a dash and a numeric three digit suffix code representing the sequence of courses taught within a program i.e., 100 series courses are taught prior to 200 series course.

The prefix represents the program code as follows:

PN1 and PN2 = Practical Nursing Programs

PC1 through PC6 = Patient Care Programs

N=Professional Nursing Program

### Unit of Credit

The Academy for Nursing and Health Occupations defines an academic Unit of Credit as the following: One (1) clock hour constitutes fifty (50) minutes of directed, supervised instruction and appropriate breaks.

1 Academic Credit Hour = 15 clock hours Theory / 30 clock hours Lab / 45 clock hours Clinical

## ACTIVE EDUCATIONAL OFFERINGS

Title: ASSOCIATE OF SCIENCE DEGREE NURSING

Award: Associate of Science Degree in Nursing

|                  |       |                    |      |
|------------------|-------|--------------------|------|
| Total Wks        | 75    | Total Theory Hrs   | 1069 |
| Total Clock Hrs  | 1800  | Total Lab Hrs      | 24   |
| Total Credit Hrs | 87.77 | Total Clinical Hrs | 707  |

Program Objectives: 1) To prepare students to meet the requirements of the Florida Department of Health, Board of Nursing for Registered Nurse Education and eligibility for licensing exams, 2) To prepare students to work as Registered Nurses in a variety of settings in a safe and effective manner, 3) To prepare students to be well prepared to serve their fellow man/woman consistent with the role and scope of practice for Registered Nursing according to the current State of Florida Nurse Practice Act. After satisfactory completion of this program, students are eligible to take the NCLEX-RN Examination, 4) To obtain Professional Leadership Skills as they pertain to the field of Nursing and 5) To obtain the General Education Courses required of an Associate of Science Degree so that students may continue to further their education and/or advance in the health care field.

This program will include 1800 hours of laboratory, classroom and clinical practice for students wishing to be prepared to pass the National Licensing Exams for Registered Nurses and to be well prepared to serve their fellow men and women as Registered Nurses. The knowledge and skills taught are consistent with the role and scope of practice defined by the Florida Board of Nursing and are to be performed under the direction and guidance of a Registered Nurse, a licensed Physician, a licensed Osteopathic Physician, a licensed Podiatrist or a Licensed Dentist.

This program includes 282 hours/18.79 semester credit hours in the following General Education Courses: College Mathematics, Communications, Intro to Psychology, College Writing, and Biology (Micro).

This program is offered utilizing a non-traditional integrated curriculum designed to enhance students understanding and practical application of knowledge from the less complex and building to more complex concepts. It includes education in the areas of Medical/Surgical Nursing, as well as the special and unique nursing care needs of pediatric, obstetrical and geriatric patients. It includes nursing care skills and applications needed for a variety of settings such as acute, long term, and care in the home. It will cover such topics as the vocational role and functions for the Registered Nurse, Foundations and Fundamentals of Nursing Care, Infection control, Anatomy & Physiology, Human Growth and Development, Personal and Family Care in Multiple Environments, Mental Health Concepts, Nutrition, Pharmacology and Medicine Administration, Ethical and Legal Aspects of Practice, Interpersonal Relationships, Current Issues and Employability

Skills. Students will be guided to be aware of the importance of lifelong learning, taking responsibility for learning and to use critical thinking skills via the SCANS model. Remediation opportunities will be made available and encouraged throughout the program. The State of Florida approved Curriculum Framework and Performance Standards for Registered Nurses are applied throughout.

Upon successful completion of this program, graduates are eligible to take the Florida Board of Nursing Exam for Registered Nursing.

#### Description of Courses:

M-001 College Mathematics – 56 Clock Hrs / 3.73 Credit Hrs offered both hybrid or traditionally  
Theory = 56 hrs                      Lab= 0 hrs                      Clinical = 0 hrs

This course is a developmental Mathematics course including step by step mathematics examples and strategies for avoiding mistakes. Students are taught concept connections and problem recognition to assist in problem solving, overcoming math anxiety and improve performance on math assessments. Students will utilize a math text and practice examples. Homework practice will be supplemented with a student solutions manual so that solution methodologies for each type of math problem can readily be practiced. Math concepts will include factorization, ratio and proportions, units of length, mass, capacity both U.S. and metric, and statistical solutions.

#### Student Learning Outcomes

At the conclusion of the course students will be able to meet the following learning outcomes:

- Demonstrate how to solve problems involving exponents, square root, decimals ratios and the order of operations
- Demonstrate how to multiply and divide mixed numbers including the order of operations
- Apply Tax, simple interest, commission, discount and mark up theory
- Illustrate how to convert mass and capacity from U.S. to metric and visa-versa

COM-002 Communications – 56 Clock Hrs / 3.73 Credit Hrs offered both hybrid or traditionally  
Theory = 56 hrs                      Lab = 0 hrs                      Clinical=0 hrs

This course will assist students in developing a foundation for communication strategies, defining purposes for communication and strengthen comprehension and competence of communication. Students will learn thought patterns, recognize organizational patterns and define the author's purpose, tone, argument, data and evidence. Students will examine figurative language, generalizations, speaker's assumptions and manipulative language. Students will apply communication skills working with context, word parts, context clues, and expression and communication tools. Key topics covered will be making inferences asking and answering critical questions to communicate effectively. There will be three speeches required a one minute, two minute, and three minute presentation using tools learned.

#### Student Learning Outcomes:

At the conclusion of the course the student will be able to meet the following learning outcomes

- Define the purpose for communication and comprehension
- Recognize the functions of human wants, needs, desires, and attitudes as they influence human communicative behavior
- Develop flexibility using varied types of communication skills
- Use correct citations to avoid cyber plagiarism

PSYCH-003 Introductory Psychology – 56 Clock Hrs / 3.73 Credit Hrs offered both hybrid or traditionally  
Theory = 56 hrs                      Lab=0 hrs                      Clinical=0 hrs

This Introductory Psychology course assists students in learning psychology theory for application in their academic career and beyond into the world of work. The course covers thinking critically with psychological science, neuroscience and behavior, the nature and nurture of behavior, sensation, perception states of consciousness, learning, memory, motivation and work, emotion, stress and health, personality, and psychological disorders. Various therapeutic approaches are explored along with respect for human social needs and values without prejudice and recognition of work and dignity of each individual.

#### **Student Learning Outcomes**

At the conclusion of the course students will be able to meet the following learning outcomes:

1. Recognize neural communication, the brain, the nervous system and the endocrine system as it relates to behavior.
2. Identify the life stages throughout the continuum from pre-natal development through adulthood.
3. Apply motivational concepts, emotional expression and stress management.
4. Summarize psychological disorders, anxiety disorders, mood disorders and related therapies

WR-004 College Writing – 57 Clock Hrs / 3.80 Credit Hrs offered both hybrid or traditionally  
Theory = 57 hrs                      Lab= 0 hrs                      Clinical= 0 hrs

This course offers students a thorough understanding of the writing process and structure for college essays, reports and summaries. It will help the student make logical connections in their writing while using appropriate formatting and the basic principles of APA style and MLA style. At the conclusion of the course students will be able to meet the following learning outcomes.

#### **Student Learning Outcomes:**

- Understand the writing process and structure using revision, proofreading and formatting
- Write descriptive, narrative and example essays
- Relate logical connections using comparison, contrast, cause and effect and argumentative styles of writing
- Write a summary utilizing multiple sources of information, and cite sources

BIO-005 Biology (Micro) – 57 Clock Hrs / 3.80 Credit Hrs offered both hybrid or traditionally  
Theory = 57 hrs                      Lab= 0 hrs                      Clinical= 0 hrs

This course in microbiology will include the chemistry of life, cell structure and function, safety and laboratory techniques and micro-organisms. Each system of the body will be addressed as it relates to infections. This course will also include how microorganisms affect the human body throughout the life span. Microorganisms in the community environment will be covered and environmental safety will be stressed.

#### **Student Learning Outcomes:**

At the conclusion of the course student will be able to:

- Define the scope of microbiology
- Identify cell functions and structure
- Describe the effect of infections as it relates to all the body systems including sexually transmitted diseases
- Summarize environmental safety methods as it relates to microorganisms in the environment

N102 Anatomy & Physiology – 105 Clock Hrs / 6.66 Credit Hrs  
Theory = 95 hrs                      Lab = 10 hrs                      Clinical &/or Clinical Simulation = 0 hrs

This course will provide students with knowledge of the total human body structure, systems, functions, growth and its development spanning the life stages. It includes laboratory hours to assist students to assimilate knowledge and understand relationships of systems and functions. It will offer students a foundation upon which to understand the effect, illness, disease and dysfunction has on the human body and the resultant inter relatedness of each part and system.

Upon successful completion of this course, students will be able:

- To describe the structure and functions of the human body
- To identify basic cell structure and function and its variations in tissue types
- To describe and identify the body systems, their component parts, functions, and relationships
- To demonstrate an understanding of metabolism and its relationship to nutrition
- To identify and describe the stages of human growth and development spanning to pre-school, school age through adolescence and the adult life span

N103 RN Role – 60 Clock Hrs / 2.67 Hrs  
Theory = 30 hrs                      Lab = 0 hrs                      Clinical &/or Clinical Simulation = 30 hrs

This course includes an associated and related clinical practice experience in order to accomplish the learning objectives of this course. The RN Role course is designed to assist the student to transition into the professional nurse role. Concepts of past and present influences, nursing theory, nursing process, reflective thinking and judgment will be explored. Students will learn how to incorporate knowledge into practice and will learn the role of the professional nurse as communicator, teacher, and manager of care.

At the conclusion of the course, students will be able to:

- Apply interpersonal relationship skills
- Identify personal empowerment skills
- Explain educational pathways to expanded roles
- Understand Nursing Theory as a guide to professional practice
- Understand the essential elements of Nursing Process
- Identify the essential functions of the professional nurse
- Identify the professional nurse as Manager of Care
- Identify the professional nursing as a Health Teacher and Counselor
- Identify the professional nurse as a member of discipline
- Understand how the professional nurse utilizes research for evidence based practice
- Identify ethical and legal considerations for the professional nurse
- Understand the health-illness continuum from wellness, health promotion, prevention, primary, secondary, and tertiary health care throughout the life span.

N201 Fundamentals of Nursing Practice – 153 Clock Hrs / 6.48 Credit Hrs  
Theory = 67hrs                      Lab = 9 hrs                      Clinical &/or Clinical Simulation = 77 hrs

This course introduces students to nursing care practices, procedures, clinical settings, and basic care of patients. It provides students with the basic fundamental skills needed to provide care to patients through classes, lab practice, and clinical experiences. It includes physical comfort and safety, personal patient care, basic nursing procedures and skills, infection control, documentation and communication, and legal and ethical responsibilities. A background of nursing theory and the Nurses' role and function is taught.

Upon successful completion of this course, students will be able:



- To use appropriate verbal and written communications in the performance of nursing tasks
- To apply legal and ethical principles specific to the role of the Nurse
- To perform aseptic techniques
- To perform physical comfort and safety functions
- To provide personal patient care
- To perform basic skills needed for nursing procedures
- To apply principles of Infection Control
- To demonstrate a compassionate, caring, responsible attitude
- To utilize the nursing process as a basis for practice
- To promote relaxation, rest, sleep, activity, and exercise via nursing interventions
- To recognize the importance of the bio-physical, psychosocial and spiritual needs of the patient

N202 Pharmacology & Medication Administration – 24 Clock Hrs / 1.50 Credit Hrs  
 Theory = 21 hrs                      Lab = 3 hrs                      Clinical &/or Clinical Simulation = 0 hrs

This course and lab is to teach the administration of medications with concern for being knowledgeable about medicines and their effects. It stresses the students need to be accurate and precise in procedures, observations, and documentation. Various medication distribution systems and record keeping systems are taught. Students will be taught how to use resources for vital information about medicines, their uses, side effects, adverse effects, availability, dosages, interactions and desired responses.

Upon successful completion of this course, students will be able:

- To demonstrate accurate dosage calculation
- To demonstrate the rights of administering medication
- To observe and respond to patient's need for medication
- To administer varied types of medications
- To care for equipment and supplies used to administer medications
- To document administration of medication and patient's response on medical record
- To store medications properly
- To appropriately teach and counsel patient and family regarding medications, doses, actions, interactions, untoward effects and monitoring needs

N203 Nutrition – 8 Clock Hrs / .46 Credit Hrs  
 Theory = 6 hrs                      Lab = 2 hrs                      Clinical &/or Clinical Simulation = 0 hrs

This course and lab includes current nutritional concepts, application to health promotion and disease prevention. Therapeutic diets, resources, cultural diversity and key elements to consider for food serving preparation and storage are taught. The importance of nutrition to the human body and its functions throughout the life cycles is taught.

Upon successful completion of this course, students will be able:

- To apply principles of nutrition
- To explain regional, cultural and religious food patterns
- To relate nutrition to wellness and illness states throughout the life cycles
- To apply basic therapeutic diets and be knowledgeable of resource information
- To list factors which must be considered when purchasing/obtaining food
- To identify methods of food preparation and safe food storage

N301A Medical/ Surgical Nursing I – Basic - 210 Clock Hrs / 8.67 Credit Hrs  
 Theory = 90 hrs                      Lab = 0 hrs                      Clinical &/or Clinical Simulation = 120 hrs

This course is offered for students to learn about and experience the nursing skills and tasks that are appropriate and necessary to care for medical/surgical patients within their role and scope of practice. At this point in the program, students begin to learn of the complex nursing care needs of patients and utilize knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission, discharge, pre and post medical and surgical procedures and care. The complexity of the entire patient, family and cultural needs are taught. Students will begin to experience the changing routines associated with day, evening and/or night shift. They will be learning to apply their correct role and will learn about care planning for medical/surgical patients and for the promotion of health and wellness, with age and cultural considerations. There will be a strong emphasis on accurate documentation, monitoring and assessment. Critical thinking exercises are utilized to enhance learning. It is a further goal of this course for the student to begin to integrate knowledge from previous courses (Anatomy & Physiology, Fundamentals of Nursing, Pharmacology and Nutrition). This integration of knowledge is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's assessment and care analysis assignments. The integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, Stand Alone Tests of Med/Surg Nursing Process and Med/Surg Pharmacology.

Upon successful completion of this course, students will be able:

- To perform physical comfort and safety functions as they apply to Medical/Surgical Nursing
- To perform nursing skills as are applicable to Medical/Surgical Nursing
- To provide personal patient care as it applies to Medical/Surgical Nursing
- To demonstrate the importance of the nursing process related to Medical/Surgical patient's needs
- To use appropriate verbal and written communication and computer skills related to the performance of Medical/Surgical Nursing skills
- To demonstrate legal and ethical responsibilities
- To utilize aseptic techniques related to Medical/Surgical Nursing
- To administer medications as related to Medical/Surgical Nursing
- To apply principles of nutrition as applies to Medical/Surgical Nursing
- To apply principles of infection control as related to Medical/Surgical Nursing
- To apply the principles of pain management as it relates to Medical/Surgical Nursing
- To apply skills and tasks required for the pre-op and post-operative patient
- To demonstrate the integration of knowledge and skills required of the nurse in the Medical/Surgical setting including Anatomy & Physiology, Fundamentals of Nursing, Pharmacology and Nutrition.

N301B Medical/ Surgical Nursing II – Advanced - 140 Clock Hrs / 6.23 Credit Hrs  
Theory = 70 hrs                      Lab= 0                      Clinical &/or Clinical Simulation = 70 hrs

This course includes an associated and related clinical practice experience in order to accomplish the learning objectives of this course. Medical/Surgical Nursing II is designed to teach Medical Surgical Nursing considering human growth and development throughout the life span, various stages of disease, illness and treatment involving each body system, and stressing the health teaching and counseling skills of professional nurses. Beginning with Concepts in Nursing Practice and Assessment Skills, this course will proceed to the pathophysiological mechanism of disease and illness. Problems related to perioperative care, altered sensory input, oxygenation, gastrointestinal urinary, regulatory/endocrine, musculoskeletal and vascular/cardiac care will be included. Culturally competent care, health teaching and counseling, appropriate nutrition, pharmacotherapy administration and evidence based accountable care will be stressed as it relates to Medical Surgical Nursing.

At the conclusion of the course, students will be able to:

- Identify components of contemporary nursing practice
- Apply culturally competent care
- Exhibit proficiency in physical assessment, health history, and physical examination

- Demonstrate patient and caregiver teaching and counseling
- Identify stress and apply stress management techniques
- Identify sleep disorders and apply sleep management techniques
- Apply and evaluate pain management nursing care
- Understand the pathophysiologic mechanisms of disease
- Perform perioperative nursing care
- Demonstrate nursing care related to problems of altered sensory input
- Management problems of oxygenation, ventilation, oxygen transport, oxygen perfusion
- Demonstrate nursing care related to problems of ingestion, digestion, absorption, and elimination
- Demonstrate nursing care related to problems of urinary function
- Apply nursing management skills for care related to regulatory/endocrine problems
- Demonstrate nursing management skills for care related to movement and coordination

N401    Obstetrical Nursing – 125 Clock Hrs / 5.53 Credit Hrs  
           Theory = 62hrs                      Lab =    0 hrs                      Clinical &/or Clinical Simulation = 63 hrs

This course includes an associated and related clinical practice experience in order to accomplish the learning objectives of this course. Obstetrical Nursing is designed for the professional nursing student to learn and apply accountable obstetrical nursing care. The course will begin with foundations of obstetrical and maternity health nursing and the professional nurses role. It will continue through reproduction, pregnancy, nutrition, adaptations, birth, pain management, intra partum and post partum care and complications. This course will also include accountable nursing care for the fetus, newborn, and the childbearing family. General women's health issues and nursing care will be included. This course will stress culturally competent, evidence based nursing care, critical judgment, and critical reflection, health teaching and counseling, appropriate nutrition and pharmacotherapy administration as it relates to Obstetrical Nursing.

At the conclusion of the course, students will be able to:

- Apply the foundations of obstetrical /maternity health nursing
- Identify the professional nurses role in obstetrical maternal health nursing in varied healthcare settings and in the community
- Apply concepts of health and wellness promotion and adjustment to the child bearing and child rearing family
- Understand the nursing care management of fertility and infertility
- Identify the physiologic and psychosocial adaptations to pregnancy
- Apply principles of healthy nutrition and wellness promotion
- Teach and counsel related to prenatal diagnostic tests and intrapartum fetal surveillance
- Demonstrate accountable nursing care during pregnancy, birth, and post partum
- Demonstrate accountable nursing care during obstetrical procedures
- Demonstrate accountable nursing care for the fetus, newborn, and high-risk newborn
- Identify intra partum complications, complications of pregnancy, and post partum complications

N402    Pediatric Nursing – 125 Clock Hrs / 5.53 Credit Hrs  
           Theory = 62hrs                      Lab =    0 hrs                      Clinical &/or Clinical Simulation = 63 hrs

This course includes an associated and related clinical practice experience in order to accomplish the learning objectives of this course. Pediatric Nursing is designed for the professional nursing student to learn and apply accountable pediatric nursing care. The course will begin with foundations of pediatric nursing, the professional nurses role and principles and procedures for nursing care of children. It will continue through health promotion for the developing child, early childhood, the school age child and through adolescence. Growth and development will include the influences of heredity and environment. Students will learn to communicate with children and families and

physical assessment. Nursing care related to children in emergencies, chronic conditions, and terminal illness will be taught.

This course will stress culturally competent, evidence based nursing care, critical judgment, critical reflection, health teaching and counseling, appropriate nutrition and pharmacotherapy administration as it relates to pediatric nursing. This course includes nutrition pharmacotherapy administration for children with varied needs.

At the conclusion of the course, the student will be able to:

- Apply the foundations, principles and procedures of pediatric nursing
- Identify the professional nurses role in pediatric nursing
- Apply physical assessment skills related to pediatrics
- Apply concepts of health and wellness promotion and adjustment for children and families
- Identify the physiologic and psychosocial growth and development from childhood through adolescence
- Demonstrate accountable nursing care of the ill child in need of emergency care and hospital care and care in the community
- Demonstrate accountable nursing care of the child with chronic or terminal illness
- Apply principles of infectious disease prevention and containment
- Demonstrate accountable nursing care of children with alterations of each body system
- Understand the implications of nursing care for children with psychosocial disorders, cognitive impairments, and sensory alternations

N501 Mental Health Nursing – 100 Clock Hrs / 4.44 Credit Hrs  
Theory = 50 hrs                      Lab = 0 hrs                      Clinical &/or Clinical Simulation = 50 hrs

This course includes an associated and related clinical experience in order to accomplish the learning objectives of this course. Mental Health Nursing is designed for students to learn the professional nurses' role in the varied aspects of psychiatric nursing in hospital and outpatient settings. Pharmacotherapy along with associated and concurrent therapies and treatments will be studied. Nursing skills along with communication with patient and family, teaching and counseling, individually and in groups will be used as vehicles to provide accountable nursing care for the complexities of this specialty. Substance abuse, family abuse, and violence are topics covered in this course along with the professional nurses' role in fostering and encouraging prevention and treatment. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and influences will be taught. Included concepts to be learned include theoretical concepts for evidence based practice, nursing assessment and nursing process, psychobiological disorders, psychiatric disorders and emergencies. Psychiatric needs throughout the life span from children to older adults will be covered along with the legal and ethical basis for practice.

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

- Demonstrate the nursing process related to the mental health patients' needs throughout the life span
- Demonstrate legal and ethical responsibilities specific to professional accountable care for mental health
- Apply foundations, principles and nursing process for safe and effective mental health nursing
- Identify the professional nurses' role in mental health nursing
- Apply assessment skills related to emergency, abuse, sexual assault, suicidal thoughts and behaviors, anger, aggression, grief and loss
- Demonstrate communication skills, clinical interview, and therapeutic relationship and boundaries
- Provide accountable nursing care for patients with psychobiological disorders including cognitive disorders and addictive disorders
- Demonstrate the integration of knowledge and skills required of the professional nurse in mental health care regardless of setting

N601 Geriatric Nursing – 150 Clock Hrs / 6.67 Credit Hrs  
Theory = 75 hrs                      Lab = 0 hrs                      Clinical &/or Clinical Simulation = 75 hrs

This course is offered for professional nursing students and is accompanied by clinical experience in a long term care facility. It is designed to be taken at a point in the curriculum when students will have an understanding of the complexity experienced in the nursing care of patients with multiple chronic illness, diagnoses and medications. It will include the concepts of: medical and post-surgical long term care, gerontological nursing care, and restorative care, physical comfort and safety measures, asepsis, infection control, nursing care procedures and nutrition in the long term care setting. Special needs and problems of advanced years in wellness and illness is taught along with the restorative care required for chronic health problems. Resources, family caretaker involvement and the professional nurses' role and responsibility as it relates to the geriatric patient is studied. Health promotion, disease prevention and the importance of caregiver and patient teaching and counseling are stressed. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's assessment and nursing process assignments. This course includes gerontologic problems of each body system, rehabilitation, physical comfort and safety, personal patient care and nutrition.

Upon successful completion of this course, students will be able to :

Demonstrate the nursing process affecting the health, safety, and well being of geriatric patients relative to the role of the professional nurse

Document changes in patient behavior, mental awareness, physical condition, and nutrition

Implement and adapt safety measures as related to the elderly

Identify attitudes and living habits which promote positive mental and physical health for the elderly

Demonstrate knowledge of resources and services available to the elderly in the community

Distinguish between fact and fallacy regarding the aging process

Identify signs and symptoms of common disorders/diseases of the older adult

Provide and involve patients in rehabilitative activities

Identify common alterations in elderly patient behavior, cognitive changes, health and nutritional status

Provide care for patients with restorative nursing needs

Assist patients to reach optimal level of independence

Provide care for patients with special needs (impaired hearing, impaired vision, immobility, impaired body functions)

Administer multiple medications for multiple diseases with consideration for their interactions and the unique needs of the older patient

Demonstrate principles of palliative care, death and grieving, pain management and advance directives.

N602 Ethical/Legal Aspects of Nursing – 50 Clock Hrs / 2.23 Credit Hrs

Theory = 25 hrs

Lab= 0 hrs

Clinical &/or Clinical Simulation = 25 hrs

This course is offered for the student about to complete the RN program in order to assist the student in preparing to enter the workforce. The student will achieve a sound understanding of the serious current legal issues and responsibilities facing the professional nurse. This course is presented in order to give students an appreciation for the changing health systems, laws, regulations, and statutes for varied occupational settings. A thorough review of the Florida Nurse Practice Act will be included. Risk management as a vital part of accountable care, cognitive reflection and critical judgment will be included.

At the conclusion of the course, students will be able to:

Understand the requirements for NCLEX-RN Examination

Apply the concepts of reciprocity and endorsement related to the Registered Nurse

Understand the responsibilities of licensure and discipline against a nursing license

Identify current and pertinent issues in nursing, healthcare delivery and health care access

Identify the important aspects of the laws and regulations governing the profession of nursing

Identify legal ramifications of the practice of nursing

Demonstrate concepts of risk management in the practice of nursing care

Identify the elements of the ANA Code of Ethics for Nurses  
Identify political, administrative and systems aspects of nursing and risk management

N701 Integration – Personal Family & Community Health – 150 Clock Hrs / 6.67 Credit Hrs  
Theory= 75 hrs                      Lab = 0 hrs                      Clinical &/or Clinical Simulation = 75 hrs

This portion of the program takes place during the last weeks of the program and prior to the Professional Leadership Course. It is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework and nursing care in a community setting. The professional nursing care focus will be related to personal, family, and community health care including health education, prevention, wellness promotion, disease prevention, medication management, and patient and caregiver counseling.

Each of the five Integration exams must be passed at ANHO in order to progress to Nursing Leadership.

Upon successful completion of this course, students will be able to:

Demonstrate assimilation and integration of previous course material

Demonstrate accountable professional evidence based culturally competent nursing care for patients and families

Understand the impact of community health, wellness, health access, health education and counseling for diverse populations with a community/region

Demonstrate the importance of personal, family and community health needs as it relates to patients and care given in varied settings

Understand the importance of nutrition and infection control for community health nursing

Demonstrate legal and ethical responsibilities of community health nursing

Understand the public health system locally and broadly

**N701 Integration** must be taken at ANHO. This course is not transferable from another institution.

N-PL Professional Leadership – 118 Clock Hrs / 5.24 Credit Hrs  
Theory = 59 hrs                      Lab = 0 hrs                      Clinical &/or Clinical Simulation= 59 hrs

This course is an essential skill development course for professional nurses as leadership skills are essential to be responsible for accountable care in a rapidly changing health care system. Students will apply leadership skills to practice and will utilize exercises and projects to enhance diverse perspectives, critical judgment, and cognitive reflection. Students will produce a personal plan for leadership, continuing professional development, continued competence and professional advancement.

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

Identify the role of a leader

Identify and apply leadership skills

Explain diverse perspectives in varied types of health care organizations

Exhibit critical judgment utilizing decision making skills, problem solving skills, and evaluative skills

Understand and utilize cognitive reflection

Apply accountable caring utilizing communication and partnerships

Understand consumer relationships and resolution of conflict

Demonstrate stress management and time management

Develop a measureable itemized action plan and time line for continued professional development, continued competence, and professional advancement

**NPL Professional Leadership** must be taken at ANHO. This course is not transferable from another institution.

**Professional Leadership** must be passed at ANHO in order to apply for the NCLEX-RN Exam.

**Title: ASSOCIATE OF SCIENCE DEGREE IN PRACTICAL NURSING**  
**Award: Associate of Science Degree in Practical Nursing**  
**Program #: PN-3**

Associate of Science in Practical Nursing Total Program

Total Wks 75  
Total Clock Hrs 1800  
Total Credit Hrs 87.06  
Total Theory Hrs 1050  
Total Lab Hrs 41.5  
Total Clinical Hrs 708.5

Program Objectives: 1) To prepare students to meet the requirements of the Florida Department of Health, Board of Nursing for Practical Nurse Education and eligibility for licensing exams, 2) To prepare students to work as Practical Nurses in a variety of settings in a safe and effective manner, 3) To prepare students to be well prepared to serve their fellow man/woman consistent with the role and scope of practice for Practical Nursing according to the current State of Florida Nurse Practice Act. After satisfactory completion of this program, students are eligible to take the NCLEX-PN Examination, 4) To obtain Critical Thinking Skills and Work Readiness for the field of Nursing 5) To complete the IV Certification Course for Practical Nurses, and 6) To obtain Phlebotomy and EKG Skills and 6) To obtain the General Education Courses required of an Associate of Science Degree so that students may further their education and/or advance in the health care field.

Program Description: This program includes 282 hours in the following General Education Courses: College Mathematics, Communications, College Writing, Introductory Psychology, and Biology (Micro). This program will include laboratory, classroom and clinical practice for students wishing to be prepared to pass the National Licensing Exams for Practical Nurses and to be well prepared to serve their fellow men and women as Practical Nurses. The knowledge and skills taught are consistent with the role and scope of practice defined by the Florida Board of Nursing and are to be performed under the direction and guidance of a Registered Nurse, a licensed Physician, a licensed Osteopathic Physician, a licensed Podiatrist or a Licensed Dentist.

This program is offered utilizing a non-traditional integrated curriculum designed to enhance students understanding and practical application of knowledge from the less complex and building to more complex concepts. It includes education in the areas of Medical/Surgical Nursing, as well as the special and unique nursing care needs of pediatric, obstetrical and geriatric patients. It includes nursing care skills and applications needed for a variety of settings such as acute, long term, and care in the home. It will cover such topics as the vocational role and functions for the Practical Nurse, Foundations and Fundamentals of Nursing Care, Infection control, Body Structure and Function, Human Growth and Development, Personal and Family Care in Multiple Environments, Mental Health Concepts, Nutrition, Pharmacology and Medicine Administration, Ethical and Legal Aspects of Practice, Interpersonal Relationships, Current Issues and Employability Skills. Students will be guided to be aware of the importance of lifelong learning, taking responsibility for learning and to use critical thinking skills via the SCANS model. Remediation opportunities will be made available and encouraged throughout the program. The State of Florida approved Curriculum Framework and Performance Standards for Practical Nurses are applied throughout.

**Upon successful completion of this program, graduates are eligible to take the Florida Board of Nursing Exam for Licensed Practical Nurse.**

## Description of Courses:

M-001 College Mathematics – 56 Clock Hrs / 3.73 Credit Hrs offered both hybrid or traditionally  
Theory = 56 hrs                      Lab= 0 hrs                      Clinical = 0 hrs

This course is a developmental Mathematics course including step by step mathematics examples and strategies for avoiding mistakes. Students are taught concept connections and problem recognition to assist in problem solving, overcoming math anxiety and improve performance on math assessments. Students will utilize a math text and practice examples. Homework practice will be supplemented with a student solutions manual so that solution methodologies for each type of math problem can readily be practiced. Math concepts will include factorization, ratio and proportions, units of length, mass, capacity both U.S. and metric, and statistical solutions.

### Student Learning Outcomes

At the conclusion of the course students will be able to meet the following learning outcomes:

- Demonstrate how to solve problems involving exponents, square root, decimals ratios and the order of operations
- Demonstrate how to multiply and divide mixed numbers including the order of operations
- Apply Tax, simple interest, commission, discount and mark up theory
- Illustrate how to convert mass and capacity from U.S. to metric and visa-versa

COM-002 Communications – 56 Clock Hrs / 3.73 Credit Hrs offered both hybrid or traditionally  
Theory = 56 hrs                      Lab = 0 hrs                      Clinical=0 hrs

This course will assist students in developing a foundation for communication strategies, defining purposes for communication and strengthen comprehension and competence of communication. Students will learn thought patterns, recognize organizational patterns and define the author's purpose, tone, argument, data and evidence. Students will examine figurative language, generalizations, speaker's assumptions and manipulative language. Students will apply communication skills working with context, word parts, context clues, and expression and communication tools. Key topics covered will be making inferences asking and answering critical questions to communicate effectively. There will be three speeches required a one minute, two minute, and three minute presentation using tools learned.

### Student Learning Outcomes:

At the conclusion of the course the student will be able to meet the following learning outcomes

- Define the purpose for communication and comprehension
- Recognize the functions of human wants, needs, desires, and attitudes as they influence human communicative behavior
- Develop flexibility using varied types of communication skills
- Use correct citations to avoid cyber plagiarism

PSYCH-003 Introductory Psychology – 56 Clock Hrs / 3.73 Credit Hrs offered both hybrid or traditionally  
Theory = 56 hrs                      Lab=0 hrs                      Clinical=0 hrs

This Introductory Psychology course assists students in learning psychology theory for application in their academic career and beyond into the world of work. The course covers thinking critically with psychological science, neuroscience and behavior, the nature and nurture of behavior, sensation, perception states of consciousness, learning, memory, motivation and work, emotion, stress and health, personality, and psychological disorders. Various therapeutic approaches are explored along with respect for human social needs and values without prejudice and recognition of work and dignity of each individual.



### Student Learning Outcomes

At the conclusion of the course students will be able to meet the following learning outcomes:

5. Recognize neural communication, the brain, the nervous system and the endocrine system as it relates to behavior.
6. Identify the life stages throughout the continuum from pre-natal development through adulthood.
7. Apply motivational concepts, emotional expression and stress management.
8. Summarize psychological disorders, anxiety disorders, mood disorders and related therapies

WR-004 College Writing – 57 Clock Hrs / 3.80 Credit Hrs offered both hybrid or traditionally  
Theory = 57 hrs                      Lab= 0 hrs                      Clinical= 0 hrs

This course offers students a thorough understanding of the writing process and structure for college essays, reports and summaries. It will help the student make logical connections in their writing while using appropriate formatting and the basic principles of APA style and MLA style. At the conclusion of the course students will be able to meet the following learning outcomes.

### Student Learning Outcomes:

- Understand the writing process and structure using revision, proofreading and formatting
- Write descriptive, narrative and example essays
- Relate logical connections using comparison, contrast, cause and effect and argumentative styles of writing
- Write a summary utilizing multiple sources of information, and cite sources

BIO-005 Biology (Micro) – 57 Clock Hrs / 3.80 Credit Hrs offered both hybrid or traditionally  
Theory = 57 hrs                      Lab= 0 hrs                      Clinical= 0 hrs

This course in microbiology will include the chemistry of life, cell structure and function, safety and laboratory techniques and micro-organisms. Each system of the body will be addressed as it relates to infections. This course will also include how microorganisms affect the human body throughout the life span. Microorganisms in the community environment will be covered and environmental safety will be stressed.

### Student Learning Outcomes:

At the conclusion of the course student will be able to:

- Define the scope of microbiology
- Identify cell functions and structure
- Describe the effect of infections as it relates to all the body systems including sexually transmitted diseases
- Summarize environmental safety methods as it relates to microorganisms in the environment

101: Introduction to Health Care: Health Careers Core - 90 Clock Hrs / 5.40 Credit Hrs  
Theory =72 hrs                      Lab=18 hrs                      Clinical=0 hrs

This course is an introduction to Health Care and the Health Care environment. It prepares the student to understand vocational roles and functions as they relate to the varied Health Care networks and systems. It introduces the student to the concepts of maintaining and promoting wellness and health and the prevention of disease, including Infection Control and Universal Precautions. It stresses the beginning student's adaptation to ethical behaviors consistent with Nursing for honesty, integrity, decorum, deportment, compassion and interpersonal skills, as well as the serious nature of job preparation where life, health and legal accountability is at stake, including the National Patient Safety Standards.

Upon successful completion of this course, students will be able:

To demonstrate knowledge of the health care delivery system and health occupations

To demonstrate the ability to communicate and use interpersonal skills effectively

To demonstrate basic legal and ethical concepts

- To demonstrate an understanding of and apply wellness and disease concepts
- To recognize and practice safety and security procedures (including National Patient Safety Goals)
- To recognize and respond to emergency situations
- To recognize and practice infection control procedures
- To demonstrate basic computer skills
- To demonstrate concepts consistent with employability skills
- To demonstrate knowledge of blood borne diseases, including AIDS
- To demonstrate math and science knowledge and skills
- To demonstrate language arts knowledge and skills
- To demonstrate personal money-management concepts and strategies
- To demonstrate critical thinking skills, creativity and innovation
- To demonstrate knowledge of organizational structure and systems
- To demonstrate leadership and teamwork skills

102:     Body Structure and Function - 105 Clock Hrs / 6.66 Credit Hrs  
           Theory=95 hrs                    Lab=10 hrs                    Clinical=0 hrs

This course will provide students with knowledge of the total human body structure, systems, functions, growth and its development spanning the life stages. It includes laboratory hours to assist students to assimilate knowledge and understand relationships of systems and functions. It will offer students a foundation upon which to understand the effect, illness, disease and dysfunction has on the human body and the resultant inter relatedness of each part and system.

Upon successful completion of this course, students will be able:

- To describe the structure and functions of the human body
- To identify basic cell structure and function and its variations in tissue types
- To describe and identify the body systems, their component parts, functions, and relationships
- To demonstrate an understanding of metabolism and its relationship to nutrition
- To identify and describe the stages of human growth and development spanning to pre-school, school age through adolescence and the adult life span

201:     Fundamentals of Nursing Practice - 163.5 Clock Hrs / 4.93 Credit Hrs  
           Theory=27 hrs                    Lab=9 hrs                    Clinical=127.5 hrs

This course introduces students to nursing care practices, procedures, clinical settings, and basic care of patients. It provides students with the basic fundamentals needed to provide care to patients through classes, lab practice, and clinical experiences. It includes physical comfort and safety, personal patient care, basic nursing procedures and skills, infection control, documentation and communication, and legal and ethical responsibilities. A background of nursing theory and the Practical Nurses role and function is taught.

Upon successful completion of this course, students will be able:

- To use appropriate verbal and written communications in the performance of nursing tasks
- To apply legal and ethical principles specific to the role of the Practical Nurse
- To perform aseptic techniques
- To perform physical comfort and safety functions
- To provide personal patient care
- To perform basic skills needed for nursing procedures
- To apply principles of Infection Control
- To demonstrate a compassionate, caring, responsible attitude
- To utilize the nursing process as a basis for practice
- To promote relaxation, rest, sleep, activity, and exercise via nursing interventions

To recognize the importance of the bio-physical, psychosocial and spiritual needs of the patient

202: Pharmacology & Medicine Administration - 24 Clock Hrs / 1.50 Credit Hrs

Theory=21 hrs                      Lab=3 hrs                      Clinical=0 hrs

This course and lab is to teach the administration of medications with concern for being knowledgeable about medicines and their effects. It stresses the students need to be accurate and precise in procedures, observations, and documentation. Various medication distribution systems and record keeping systems are taught. Students will be taught how to use resources for vital information about medicines, their uses, side effects, adverse effects, availability, dosages, interactions and desired responses.

Upon successful completion of this course, students will be able:

To demonstrate accurate dosage calculation

To demonstrate the rights of administering medication

To observe and respond to patient's need for medication

To administer varied types of medications

To care for equipment and supplies used to administer medications

To document administration of medication and patient's response on medical record

To store medications properly

203: Nutrition - 7.5 Clock Hrs / .45 Credit Hrs

Theory=6 hrs                      Lab= 1.5 hrs                      Clinical= 0 hrs

This course and lab includes current nutritional concepts, application to health promotion and disease prevention. Therapeutic diets, resources, cultural diversity and key elements to consider for food serving preparation and storage are taught. The importance of nutrition to the human body and its functions throughout the life cycles is taught.

Upon successful completion of this course, students will be able:

To apply principles of nutrition

To explain regional, cultural and religious food patterns

To relate nutrition to wellness and illness states throughout the life cycles

To apply basic therapeutic diets and be knowledgeable of resource information

To list factors which must be considered when purchasing/obtaining food

To identify methods of food preparation and safe food storage

301: Medical-Surgical Nursing - 340 Clock Hrs / 11.10 Credit Hrs

Theory=80 hrs                      Lab= 0 hrs                      Clinical=260 hrs

This course is offered for Practical Nursing students to learn about and experience the nursing skills and tasks that are appropriate and necessary to care for medical/surgical patients within their role and scope of practice. It includes clinical experience in an acute Medical/Surgical setting. At this point in the program, students transition to learning more complex nursing care needs of patients in acute care settings resulting in utilizing knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission, discharge, pre and post medical and surgical procedures and care. The complexity of the entire patient, family and cultural needs are taught. Students will begin to experience the changing routines associated with day, evening and/or night shift. They will be learning to apply their correct role in assisting Registered Nurses with implementing Care Plans for medical/surgical patients and for the promotion of health and wellness, with age and cultural considerations. There will be a strong emphasis on accurate documentation, monitoring and reporting outcomes. Critical thinking exercises are utilized to enhance learning. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Medical/Surgical Nursing. It is a further goal of this course for the student to begin to integrate knowledge from previous courses (Health Career Core, Body Structure and Function, Fundamentals of Nursing, Pharmacology and Nutrition). This integration of knowledge is demonstrated in the clinical setting through care giving

activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. The integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, Stand Alone Tests of Med/Surg Nursing Process and Med/Surg Pharmacology.

Upon successful completion of this course, students will be able:

- To perform physical comfort and safety functions as they apply to Medical/Surgical Nursing
- To perform nursing skills as are applicable to Medical/Surgical Nursing
- To provide personal patient care as it applies to Medical/Surgical Nursing
- To demonstrate the importance of the nursing process related to Medical/Surgical patient's needs
- To use appropriate verbal and written communication and computer skills related to the performance of Medical/Surgical Nursing skills
- To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Medical/Surgical Nursing
- To utilize aseptic techniques related to Medical/Surgical Nursing
- To administer medications as related to Medical/Surgical Nursing
- To apply principles of nutrition as applies to Medical/Surgical Nursing
- To apply principles of infection control as related to Medical/Surgical Nursing
- To apply the principles of pain management as it relates to Medical/Surgical Nursing
- To apply skills and tasks required for the pre-op and post-operative patient
- To demonstrate the integration of knowledge and skills required of the nurse in the Medical/Surgical setting including Health Career Core, Body Structure and Function, Fundamentals of Nursing, Pharmacology and Nutrition.

401: Maternal Child Care - 130 Clock Hrs / 5.20 Credit Hrs  
Theory=52 hrs                      Lab=0 hrs                      Clinical=78 hrs

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Maternity and Newborn Nursing. Current trends in the delivery of Maternal Child Nursing Care are addressed to include nursing needs in the hospital and in the home. The Practical Nurses' role and scope of responsibility for nursing care, health promotion, legal and ethical considerations, and contemporary trends are taught. The course stresses the family as a unit including culturally diverse preferences, implications, and the importance of considering all family members when providing care. Learning about Fertility Management and Obstetrical Complications help students to understand and address current patient issues and problems. Health promotion, disease prevention and the importance of patient teaching are stressed. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and a Stand Alone Test in Med/Surg Complications in Obstetrics.

Upon successful completion of this course, students will be able:

- To perform physical comfort and safety functions as they apply to Maternal Child Nursing
- To perform nursing skills as are applicable to Maternal Child Nursing
- To provide personal patient care as it applies to Maternal Child Nursing
- To demonstrate the importance of the nursing process related to Maternal Child patient's needs
- To use appropriate verbal and written communication related to the performance of Maternal Child Nursing skills
- To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Maternal Child Nursing
- To utilize aseptic techniques related to Maternal Child Nursing
- To administer and document medications as related to Maternal Child Nursing
- To apply principles of nutrition as applies to Maternal Child Nursing
- To apply principles of infection control as related to Maternal Child Nursing
- To apply the principles of pain management as it relates to Maternal Child Nursing
- To demonstrate the importance of Personal, Family and Home Care needs as it relates to Maternal Child Nursing

To demonstrate the integration of knowledge and skills required of the nurse in the Maternal Child setting including the application of Medical/Surgical Nursing Care

402: Pediatric Nursing - 130 Clock Hrs / 5.20 Credit Hrs  
Theory=52 hrs                      Lab=0 hrs                      Clinical=78 hrs

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Pediatric Nursing Care. The special needs of children and their families are addressed to include the child's unique health, recreational, nutritional, and safety needs. Common health problems of children are studied including: alterations in body temperature, skin problems, infectious disorders, orthopedic, respiratory, cardiovascular, GI, metabolic, GU and hematological problems. The special care, skills and tasks associated with rehabilitation, grief and loss are studied. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Pediatric Nursing for Practical Nurses. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and a Stand Alone Test in Pediatric Pharmacology.

Upon successful completion of this course, students will be able:

To perform physical comfort and safety functions as they apply to Pediatric Nursing

To perform nursing skills as are applicable to Pediatric Nursing

To provide personal patient care as it applies to Pediatric Nursing

To demonstrate the importance of the nursing process related to Pediatric patient's needs

To use appropriate verbal and written communication related to the performance of Pediatric Nursing skills

To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Pediatric Nursing

To utilize aseptic techniques related to Pediatric Nursing

To administer and document medications as related to Pediatric Nursing

To apply principles of nutrition as applies to Pediatric Nursing

To apply principles of infection control as related to Pediatric Nursing

To apply the principles of pain management as it relates to Pediatric Nursing

To demonstrate the importance of Personal, Family and Home Care needs as it relates to Pediatric Nursing

To demonstrate the integration of knowledge and skills required of the Practical Nurse in the Pediatric setting including a mastery of Pharmacology

501: Mental Health Concepts - 65 Clock Hrs / 2.59 Credit Hrs  
Theory=26 hrs                      Lab=0 hrs                      Clinical=39 hrs

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Mental Health Nursing Care. Students will study the varied aspects of Psychiatric Nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness and the role of the Practical Nurse. Nursing skills and tasks are learned and clinical examples are used as a means to understand the complexities of this specialty. Substance abuse, family abuse and violence are topics covered in this course along with the Practical Nurses' role in fostering and encouraging prevention and treatment. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of coursework previously covered is measured in the didactic setting through Case Study exercises, and Unit Exams.

Upon successful completion of this course, students will be able:

- To perform physical comfort and safety functions as they apply to Mental Health Nursing
- To assist in implementing the care plan for pediatric patients, understanding the importance of utilizing the nursing process as it relates to the Practical Nurse
- To perform nursing skills as are applicable to Mental Health Nursing
- To provide personal patient care as it applies to Mental Health Nursing
- To demonstrate the importance of the nursing process related to Mental Health patient's needs
- To use appropriate verbal and written communication related to the performance of Mental Health Nursing skills
- To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Mental Health Nursing
- To utilize aseptic techniques related to Mental Health Nursing
- To administer and document medications as related to Mental Health Nursing
- To apply principles of nutrition as applies to Mental Health Nursing
- To apply principles of infection control as related to Mental Health Nursing
- To apply the principles of pain management as it relates to Mental Health Nursing
- To demonstrate the importance of Personal, Family and Home Care needs as it relates to Mental Health Nursing
- To demonstrate the integration of knowledge and skills required of the Practical Nurse in Mental Health Nursing

502-: Personal and Family Nursing Care in Multiple Environments - 69 Clock Hrs / 2.86 Credit Hrs  
Theory = 30 hrs                      Lab=0 hrs                      Clinical=39 hrs

This course is offered for Practical Nursing students along with an associated and related clinical experience in order for students to understand the uniqueness of nursing care without walls for individuals and families in various settings. The importance of active patient and family involvement in health care, decision making, and follow-up will be taught along with opportunities to understand various settings where nursing care is delivered outside of the traditional institutions of hospitals and nursing homes. The challenges facing all members of the health care team and particularly the Practical Nurse's role in promoting health and maintaining wellness will be discussed. Cultural diversity and the resultant special needs associated will be studied. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and Stand Alone Tests in Medical/Surgical Nursing, Maternal Child Nursing and Pediatric Nursing.

Upon successful completion of this course, students will be able:

- To perform physical comfort and safety functions as they apply to patients in varied settings
- To assist in implementing the care plan for pediatric patients, understanding the importance of utilizing the nursing process as it relates to the Practical Nurse
- To perform nursing skills as are applicable in varied settings
- To provide personal patient care as it applies to patients in varied settings
- To demonstrate the importance of the nursing process related to patient's needs in varied settings
- To use appropriate verbal and written communication in varied settings
- To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to varied settings
- To utilize aseptic techniques related in varied settings
- To administer and document medications as related to varied settings
- To apply principles of nutrition as applies to patients in varied settings
- To apply principles of infection control as related to patients in varied settings
- To apply the principles of pain management as it relates to varied settings
- To demonstrate the importance of Personal, Family and Home Care needs as it relates to patients in varied settings
- To demonstrate the integration of knowledge and skills required of the practical nurse in varied settings

601: Geriatric Nursing Care - 108.5 Clock Hrs / 3.36 Credit Hrs

Theory=21.5 hrs

Lab=0 hrs

Clinical = 87 hrs

This course is offered for Practical Nursing students and is accompanied by clinical experience in a long term care facility. It is designed to be taken at a point in the curriculum when students will have an understanding of the complexity experienced in the Nursing Care of patients with multiple chronic illness, diagnoses and medications. It will include the concepts of: Medical and Post-surgical Long Term Care, Gerontological Nursing Care, and Restorative Care, Physical Comfort and Safety measures, Asepsis, Infection Control, Nursing Care procedures and Nutrition in the Long Term Care setting. Special needs and problems of advanced years in wellness and illness is taught along with the restorative care required for chronic health problems. Resources, family caretaker involvement and the Practical Nurse's role and responsibility as it relates to the geriatric patient is studied. Health promotion, disease prevention and the importance of patient teaching are stressed. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education for Practical Nursing relative to nursing procedures for geriatric patients, rehabilitation, physical comfort and safety, personal patient care, and nutrition. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and Stand Alone Tests in Geriatric Nursing Process and Geriatric Pharmacology.

Upon successful completion of this course, students will be able:

- To receive and give oral report on patient status as well as report and record objective, pertinent observations
- To document changes in patient behavior, mental awareness and physical condition
- To follow policies and procedures affecting the health, safety and well being of geriatric patients relative to the role and scope of practice for Practical Nurses
- To practice within the role and scope of Practical Nursing as it relates to the Long Term Care Setting
- To implement and adapt safety measures as related to the elderly
- To identify attitudes and living habits which promote positive mental and physical health for the elderly
- To demonstrate knowledge of resources and services available to the elderly
- To distinguish between fact and fallacy regarding the aging process
- To identify signs and symptoms of common disorders/diseases of the older adult
- To provide and involve patients in diversionary activities
- To identify common alterations in elderly patient behavior, cognitive changes, health and nutritional status
- To provide care for patients with restorative nursing needs
- To assist patients to reach optimal level of independence
- To provide care for patients with special needs (impaired hearing, impaired vision, immobility, impaired body functions)
- To administer multiple medications for multiple diseases with consideration for their interactions and the unique needs of the older patient.
- To demonstrate principles of palliative care, death and grieving, pain management and advance directives.
- To demonstrate the integration of knowledge and skills required of the Practical Nurse for Geriatric Nursing Care including Fundamentals of Nursing Care and Pharmacology

602: Current Issues and Employability Skills - 21.5 Clock Hrs / 1.43 Credit Hrs

Theory =21.5 hrs

Lab=0 hrs

Clinical=0 hrs

This course is offered for the student who is about to complete the Practical Nursing Program, in order to assist the student in preparing to enter the workforce. Current Issues in Nursing and Healthcare are presented in order to give students an appreciation for the current occupational climate they are about to enter. Employment goals, job search activities, resume writing, and interviewing skills are taught so that students learn how to access employment opportunities. Students will participate in exercises designed to build self-esteem and self-confidence in preparation for showcasing strengths during their job search. Alternative employment opportunities for Practical Nurses such as VISTA and the Armed Forces will be reviewed as well as purpose and functions of placement services and registries. Guidelines for examinations (NCLEX), licensure, endorsement and reciprocity will be included. This course includes a review of

pertinent aspects of the Florida Nurse Practice Act and Risk Management as well as current trends in the profession of nursing.

Upon successful completion of this course, students will be able:

- To identify employability skills
- To apply the concepts of reciprocity and endorsements and these relate to licensure
- To describe placement services and nursing registries
- To identify alternative employment opportunities for practical nurses
- To describe the process of job searching
- To identify documents that may be required when applying for a job
- To demonstrate competence in job interview techniques
- To apply the principles involved in work maturity and appropriate work ethic
- To apply the procedures required for taking the NCLEX Exam for Practical Nursing
- To identify current and pertinent issues in healthcare and nursing
- To identify relevant and important aspects of the laws and regulations governing the profession of nursing
- To identify legal ramifications of the practice of nursing through a discussion of Risk Management Issues

701:                    Integration - 95 Clock Hrs / 6.33 Credit Hrs  
Theory=95 hrs                    Lab=0 hrs                    Clinical=0 hrs

This portion of the program takes place during the last weeks of the Program. It is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework. All previous program objectives and content will be tested with emphasis on the assimilation and integration of all the principles and vital information they will need to safely, efficiently and effectively provide nursing care. Successful completion of this portion of the program will assure that all basic competencies are met and that the student is eligible to take the NCLEX-PN Exam and practice Practical Nursing consistent with entry level expectations. Each of the five Integration Exams must be passed with a 78% (C) or above in order to successfully complete the Practical Nursing Program.

Upon successful completion, students will be able to:

- To demonstrate assimilation and integration all previous course material
- To become familiar with NCLEX-PN testing format
- To meet all requirements to apply for the Florida Board of Nursing for the NCLEX-PN Exam

ENR-1: Critical Thinking and IV Certification: 169 Clock Hrs / 11.26 Credit Hrs  
Theory=169 Hours                    Lab=0 Hours                    Clinical=0 Hours

The following is a description of the Critical Thinking and IV Certification program that is solely designed for those individuals who have already completed the initial 1350 hours of Practical Nurse education. This course includes 30 hours of Intravenous (IV) Therapy principles and procedures for Practical Nurses, and 30 hrs of Supervision and Delegation Skills which is only allowed to be taken in the State of Florida after the initial 1350 hours of Practical Nursing education are completed. Principles and procedures for Phlebotomy, EKG Skills and Critical Thinking Skills are also included in order to help students acquire skills that are valuable to employers.

Upon successful completion of this course, students will be able to:

- To explain the legal aspects of IV administration by Practical Nurses
- To demonstrate a knowledge of the peripheral veins used for venipuncture
- To perform a venipuncture
- To discuss the effect of IV therapy on the body
- To recognize and respond to adverse reactions to IV therapy
- To recognize and use various types of IV equipment
- To administer drugs intravenously
- To care for patients receiving IV drug therapy, blood and blood components, and/or parenteral nutrition



- To describe the principles of infection control in IV therapy
- To manage special IV therapy procedures
- To recognize terminology pertinent to IV therapy
- To take and interpret abnormalities in EKGs
- To appropriately draw, store and transport blood for testing
- To focus intensive study toward areas of weakness
- To apply critical thinking skills to actual situations
- To demonstrate stamina under pressure with application of critical thinking
- To identify methods of transitioning into the supervisory role
- To initiate planned change, identify resistance, and create a positive climate
- To identify techniques of Continual Development
- To implement Continual Communication Methods and avoid miscommunication
- To identify bridges and barriers to communication
- To identify motivational drives of employees
- To demonstrate the essential elements of safe delegation
- To describe a systematic approach to Quality Improvement in Health Care
- To identify the supervisors role in handling grievances
- To plan and manage time
- To manage and minimize stress
- To identify 2 types of organizational charts and describe the inherent relationships
- To identify 3 different management minded behaviors and styles
- To identify positive vs. negative attitudes that influence work performance accountability
- To influence team behavior and progress, including problem resolution and strategies for directing the practice of others
- To plan for change and create a positive climate including role transition
- To identify assignment development - strategies
- To list the essential elements of safe delegation, the 5 rights, and recognize and resolve inappropriate delegation
- To systematize quality improvement, including evaluating performance, observation, intervention, coaching, correcting and documenting problems
- To describe the important steps in handling grievances
- To implement strategies for time management and stress
- To identify applicable Ethical Issues and Labor Laws
- To describe the importance of adhering to definitions and scope of practice for appropriate job categories and supervisory role for each category
- To describe the scope of practice for LPNs as defined in S 464.003(3)(b)F.S. and limits and authority
- To validate and verify the education and training of delegates
- To document patient medical records and personnel records
- To implement supervisory role through established facility policies, procedures, protocols, plans of care, shift reports and making team assignments
- To report situations which fall outside of role responsibilities

Please see Admission Requirements for Associate of Science Degree in Practical Nursing on Page 8.

Pre-Requisites: There is no pre-requisite required prior to entering the Practical Nursing Program, however, all courses included in the Practical Nursing Program are linear in nature, which means that students must satisfactorily complete courses numbered in the 100 series prior to completing the 200 series and prior to completing the 300 series, etc. until the 700 level course is completed. Students are eligible to take ENR1 only after the 700 course is satisfactorily completed.

Title: **PRACTICAL NURSING including CRITICAL THINKING SKILLS AND IV CERTIFICATION**

Award: Occupational Associate Degree

Program #: PN-2

| <u>Practical Nursing</u> | <u>Critical Thinking Skills<br/>and IV Certification</u> | <u>Total Program</u>     |
|--------------------------|--|--------------------------|
| Wks Program 45           | Wks Program: 6   | Total Wks Program 51     |
| Clock Hours: 1350        | Clock Hours: 168.0                                       | Total Clock Hrs 1518.0   |
| Theory Hours: 600        | Theory Hours: 168.0                                      | Total Theory Hrs 768.0   |
| Lab Hours: 41.5          | Lab Hours: 0   | Total Lab Hrs 41.5       |
| Clinical Hours: 708.5    | Clinical Hours: 0  | Total Clinical Hrs 708.5 |

Program Objectives: 1) To prepare students to meet the requirements of the Florida Department of Health, Board of Nursing for Practical Nurse Education and eligibility for licensing exams, 2) To prepare students to work as Practical Nurses in a variety of settings in a safe and effective manner, 3) To prepare students to be well prepared to serve their fellow man/woman consistent with the role and scope of practice for Practical Nursing according to the current State of Florida Nurse Practice Act. After satisfactory completion of this program, students are eligible to take the NCLEX-PN Examination, 4) To obtain Critical Thinking Skills and Work Readiness for the field of Nursing 5) To complete the IV Certification Course for Practical Nurses, and 6) To obtain Phlebotomy and EKG Skills.

Program Description: This program will include 1350 hours of laboratory, classroom and clinical practice for students wishing to be prepared to pass the National Licensing Exams for Practical Nurses and to be well prepared to serve their fellow men and women as Practical Nurses. The knowledge and skills taught are consistent with the role and scope of practice defined by the Florida Board of Nursing and are to be performed under the direction and guidance of a Registered Nurse, a licensed Physician, a licensed Osteopathic Physician, a licensed Podiatrist or a Licensed Dentist. This program is offered utilizing a non-traditional integrated curriculum designed to enhance students understanding and practical application of knowledge from the less complex and building to more complex concepts. It includes education in the areas of Medical/Surgical Nursing, as well as the special and unique nursing care needs of pediatric, obstetrical and geriatric patients. It includes nursing care skills and applications needed for a variety of settings such as acute, long term, and care in the home. It will cover such topics as the vocational role and functions for the Practical Nurse, Foundations and Fundamentals of Nursing Care, Infection control, Body Structure and Function, Human Growth and Development, Personal and Family Care in Multiple Environments, Mental Health Concepts, Nutrition, Pharmacology and Medicine Administration, Ethical and Legal Aspects of Practice, Interpersonal Relationships, Current Issues and Employability Skills. Students will be guided to be aware of the importance of lifelong learning, taking responsibility for learning and to use critical thinking skills via the SCANS model. Remediation opportunities will be made available and encouraged throughout the program. The State of Florida approved Curriculum Framework and Performance Standards for Practical Nurses are applied throughout.

**Upon successful completion of this program, graduates must pass the Florida Board of Nursing Exam for Licensed Practical Nurse.**

The following is a description of the Critical Thinking and IV Certification program that is solely designed for those individuals who have already completed the initial 1350 hour Practical Nurse. This program includes 30 hours of Intravenous (IV) Therapy principles and procedures for Practical Nurses, and 30 hrs of Supervision and Delegation Skills which is only allowed to be taken in the State of Florida after the initial 1350 hours are completed. Principles and procedures for Phlebotomy, EKG Skills and Critical Thinking Skills are also included in order to help students acquire skills that are valuable to employers.

**Description of Courses:**

101: Introduction to Health Care: Health Careers Core - 90 hours  
 Theory =72 hrs                      Lab=18 hrs                      Clinical=0 hrs

This course is an introduction to Health Care and the Health Care environment. It prepares the student to understand

vocational roles and functions as they relate to the varied Health Care networks and systems. It introduces the student to the concepts of maintaining and promoting wellness and health and the prevention of disease, including Infection Control and Universal Precautions. It stresses the beginning student's adaptation to ethical behaviors consistent with Nursing for honesty, integrity, decorum, deportment, compassion and interpersonal skills, as well as the serious nature of job preparation where life, health and legal accountability is at stake, including the National Patient Safety Standards.

Student responsibility for learning is explored including study and work habits, financial and life management skills to ensure student success. It includes the first eleven (11) Performance Standards of the Florida Department of Education Curriculum Framework for health careers. Students who have successfully completed these competencies at a licensed school need not repeat this course.

- Upon successful completion of this course, students will be able:
  - To demonstrate knowledge of the health care delivery system and health occupations
  - To demonstrate the ability to communicate and use interpersonal skills effectively
  - To demonstrate basic legal and ethical concepts
  - To demonstrate an understanding of and apply wellness and disease concepts
  - To recognize and practice safety and security procedures (including National Patient Safety Goals)
  - To recognize and respond to emergency situations
  - To recognize and practice infection control procedures
  - To demonstrate basic computer skills
  - To demonstrate concepts consistent with employability skills
  - To demonstrate knowledge of blood borne diseases, including AIDS
  - To apply basic math skills consistent with TABE Level 11

102: Body Structure and Function - 105 hours  
 Theory=95 hrs                      Lab=10 hrs                      Clinical=0 hrs

This course will provide students with knowledge of the total human body structure, systems, functions, growth and its development spanning the life stages. It includes laboratory hours to assist students to assimilate knowledge and understand relationships of systems and functions. It will offer students a foundation upon which to understand the effect, illness, disease and dysfunction has on the human body and the resultant inter relatedness of each part and system.

- Upon successful completion of this course, students will be able:
  - To describe the structure and functions of the human body
  - To identify basic cell structure and function and its variations in tissue types
  - To describe and identify the body systems, their component parts, functions, and relationships
  - To demonstrate an understanding of metabolism and its relationship to nutrition
  - To identify and describe the stages of human growth and development spanning to pre-school, school age through adolescence and the adult life span

201: Fundamentals of Nursing Practice - 163.5 hours  
 Theory=27 hrs                      Lab=9 hrs                      Clinical=127.5 hrs

This course introduces students to nursing care practices, procedures, clinical settings, and basic care of patients. It provides students with the basic fundamentals needed to provide care to patients through classes, lab practice, and clinical experiences. It includes physical comfort and safety, personal patient care, basic nursing procedures and skills, infection control, documentation and communication, and legal and ethical responsibilities. A background of nursing theory and the Practical Nurses role and function is taught.

- Upon successful completion of this course, students will be able:
  - To use appropriate verbal and written communications in the performance of nursing tasks
  - To apply legal and ethical principles specific to the role of the Practical Nurse
  - To perform aseptic techniques

- To perform physical comfort and safety functions
- To provide personal patient care
- To perform basic skills needed for nursing procedures
- To apply principles of Infection Control
- To demonstrate a compassionate, caring, responsible attitude
- To utilize the nursing process as a basis for practice
- To promote relaxation, rest, sleep, activity, and exercise via nursing interventions
- To recognize the importance of the bio-physical, psychosocial and spiritual needs of the patient

202: Pharmacology & Medicine Administration - 24 hours  
 Theory=21 hrs                      Lab=3 hrs                      Clinical=0 hrs

This course and lab is to teach the administration of medications with concern for being knowledgeable about medicines and their effects. It stresses the students need to be accurate and precise in procedures, observations, and documentation. Various medication distribution systems and record keeping systems are taught. Students will be taught how to use resources for vital information about medicines, their uses, side effects, adverse effects, availability, dosages, interactions and desired responses.

- Upon successful completion of this course, students will be able:
  - To demonstrate accurate dosage calculation
  - To demonstrate the rights of administering medication
  - To observe and respond to patient's need for medication
  - To administer varied types of medications
  - To care for equipment and supplies used to administer medications
  - To document administration of medication and patient's response on medical record
  - To store medications properly

203: Nutrition - 7.5 hours  
 Theory=6 hrs                      Lab= 1.5 hrs                      Clinical= 0 hrs

This course and lab includes current nutritional concepts, application to health promotion and disease prevention. Therapeutic diets, resources, cultural diversity and key elements to consider for food serving preparation and storage are taught. The importance of nutrition to the human body and its functions throughout the life cycles is taught.

- Upon successful completion of this course, students will be able:
  - To apply principles of nutrition
  - To explain regional, cultural and religious food patterns
  - To relate nutrition to wellness and illness states throughout the life cycles
  - To apply basic therapeutic diets and be knowledgeable of resource information
  - To list factors which must be considered when purchasing/obtaining food
  - To identify methods of food preparation and safe food storage

301: Medical-Surgical Nursing - 345 hours  
 Theory=85 hrs                      Lab= 0 hrs                      Clinical=260 hrs

This course is offered for Practical Nursing students to learn about and experience the nursing skills and tasks that are appropriate and necessary to care for medical/surgical patients within their role and scope of practice. It includes clinical experience in an acute Medical/Surgical setting. At this point in the program, students transition to learning more complex nursing care needs of patients in acute care settings resulting in utilizing knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission,

discharge, pre and post medical and surgical procedures and care. The complexity of the entire patient, family and cultural needs are taught. Students will begin to experience the changing routines associated with day, evening and/or night shift. They will be learning to apply their correct role in assisting Registered Nurses with implementing Care Plans for medical/surgical patients and for the promotion of health and wellness, with age and cultural considerations. There will be a strong emphasis on accurate documentation, monitoring and reporting outcomes. Critical thinking exercises are utilized to enhance learning. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Medical/Surgical Nursing. It is a further goal of this course for the student to begin to integrate knowledge from previous courses (Health Career Core, Body Structure and Function, Fundamentals of Nursing, Pharmacology and Nutrition). This integration of knowledge is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. The integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, Stand Alone Tests of Med/Surg Nursing Process and Med/Surg Pharmacology.

- Upon successful completion of this course, students will be able:
  - To perform physical comfort and safety functions as they apply to Medical/Surgical Nursing
  - To perform nursing skills as are applicable to Medical/Surgical Nursing
  - To provide personal patient care as it applies to Medical/Surgical Nursing
  - To demonstrate the importance of the nursing process related to Medical/Surgical patient's needs
  - To use appropriate verbal and written communication and computer skills related to the performance of Medical/Surgical Nursing skills
  - To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Medical/Surgical Nursing
  - To utilize aseptic techniques related to Medical/Surgical Nursing
  - To administer medications as related to Medical/Surgical Nursing
  - To apply principles of nutrition as applies to Medical/Surgical Nursing
  - To apply principles of infection control as related to Medical/Surgical Nursing
  - To apply the principles of pain management as it relates to Medical/Surgical Nursing
  - To apply skills and tasks required for the pre-op and post-operative patient
  - To demonstrate the integration of knowledge and skills required of the nurse in the Medical/Surgical setting including Health Career Core, Body Structure and Function, Fundamentals of Nursing, Pharmacology and Nutrition.

401: Maternal Child Care - 130 hours  
 Theory=52 hrs                      Lab=0 hrs                      Clinical=78 hrs

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Maternity and Newborn Nursing. Current trends in the delivery of Maternal Child Nursing Care are addressed to include nursing needs in the hospital and in the home. The Practical Nurses' role and scope of responsibility for nursing care, health promotion, legal and ethical considerations, and contemporary trends are taught. The course stresses the family as a unit including culturally diverse preferences, implications, and the importance of considering all family members when providing care. Learning about Fertility Management and Obstetrical Complications help students to understand and address current patient issues and problems. Health promotion, disease prevention and the importance of patient teaching are stressed. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and a Stand Alone Test in Med/Surg Complications in Obstetrics.

- Upon successful completion of this course, students will be able:
  - To perform physical comfort and safety functions as they apply to Maternal Child Nursing
  - To perform nursing skills as are applicable to Maternal Child Nursing
  - To provide personal patient care as it applies to Maternal Child Nursing

- To demonstrate the importance of the nursing process related to Maternal Child patient's needs
- To use appropriate verbal and written communication related to the performance of Maternal Child Nursing skills
- To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Maternal Child Nursing
- To utilize aseptic techniques related to Maternal Child Nursing
- To administer and document medications as related to Maternal Child Nursing
- To apply principles of nutrition as applies to Maternal Child Nursing
- To apply principles of infection control as related to Maternal Child Nursing
- To apply the principles of pain management as it relates to Maternal Child Nursing
- To demonstrate the importance of Personal, Family and Home Care needs as it relates to Maternal Child Nursing
- To demonstrate the integration of knowledge and skills required of the nurse in the Maternal Child setting including the application of Medical/Surgical Nursing Care

402: Pediatric Nursing - 130 hours  
 Theory=52 hrs                      Lab=0 hrs                      Clinical=78 hrs

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Pediatric Nursing Care. The special needs of children and their families are addressed to include the child's unique health, recreational, nutritional, and safety needs. Common health problems of children are studied including: alterations in body temperature, skin problems, infectious disorders, orthopedic, respiratory, cardiovascular, GI, metabolic, GU and hematological problems. The special care, skills and tasks associated with rehabilitation, grief and loss are studied. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education regarding Pediatric Nursing for Practical Nurses. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and a Stand Alone Test in Pediatric Pharmacology.

- Upon successful completion of this course, students will be able:
  - To perform physical comfort and safety functions as they apply to Pediatric Nursing
  - To perform nursing skills as are applicable to Pediatric Nursing
  - To provide personal patient care as it applies to Pediatric Nursing
  - To demonstrate the importance of the nursing process related to Pediatric patient's needs
  - To use appropriate verbal and written communication related to the performance of Pediatric Nursing skills
  - To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Pediatric Nursing
  - To utilize aseptic techniques related to Pediatric Nursing
  - To administer and document medications as related to Pediatric Nursing
  - To apply principles of nutrition as applies to Pediatric Nursing
  - To apply principles of infection control as related to Pediatric Nursing
  - To apply the principles of pain management as it relates to Pediatric Nursing
  - To demonstrate the importance of Personal, Family and Home Care needs as it relates to Pediatric Nursing
  - To demonstrate the integration of knowledge and skills required of the Practical Nurse in the Pediatric setting including a mastery of Pharmacology

501: Mental Health Concepts - 65 hours  
 Theory=26 hrs                      Lab=0 hrs                      Clinical=39 hrs

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Mental Health Nursing Care. Students will study the varied aspects of Psychiatric Nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness and the role of the Practical Nurse. Nursing skills and tasks are learned and clinical

examples are used as a means to understand the complexities of this specialty. Substance abuse, family abuse and violence are topics covered in this course along with the Practical Nurses' role in fostering and encouraging prevention and treatment. Community resources for patients will be highlighted. Causative factors for disorders and associated client behaviors and influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of coursework previously covered is measured in the didactic setting through Case Study exercises, and Unit Exams.

- Upon successful completion of this course, students will be able:
  - To perform physical comfort and safety functions as they apply to Mental Health Nursing
  - To assist in implementing the care plan for pediatric patients, understanding the importance of utilizing the nursing process as it relates to the Practical Nurse
  - To perform nursing skills as are applicable to Mental Health Nursing
  - To provide personal patient care as it applies to Mental Health Nursing
  - To demonstrate the importance of the nursing process related to Mental Health patient's needs
  - To use appropriate verbal and written communication related to the performance of Mental Health Nursing skills
  - To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to Mental Health Nursing
  - To utilize aseptic techniques related to Mental Health Nursing
  - To administer and document medications as related to Mental Health Nursing
  - To apply principles of nutrition as applies to Mental Health Nursing
  - To apply principles of infection control as related to Mental Health Nursing
  - To apply the principles of pain management as it relates to Mental Health Nursing
  - To demonstrate the importance of Personal, Family and Home Care needs as it relates to Mental Health Nursing
  - To demonstrate the integration of knowledge and skills required of the Practical Nurse in Mental Health Nursing

502: Personal and Family Nursing Care in Multiple Environments - 65 hours  
Theory = 26 hrs      Lab=0 hrs      Clinical=39 hrs

This course is offered for Practical Nursing students along with an associated and related clinical experience in order for students to understand the uniqueness of nursing care without walls for individuals and families in various settings. The importance of active patient and family involvement in health care, decision making, and follow-up will be taught along with opportunities to understand various settings where nursing care is delivered outside of the traditional institutions of hospitals and nursing homes. The challenges facing all members of the health care team and particularly the Practical Nurse's role in promoting health and maintaining wellness will be discussed. Cultural diversity and the resultant special needs associated will be studied. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Analysis assignments. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and Stand Alone Tests in Medical/Surgical Nursing, Maternal Child Nursing and Pediatric Nursing.

- Upon successful completion of this course, students will be able:
  - To perform physical comfort and safety functions as they apply to patients in varied settings
  - To assist in implementing the care plan for pediatric patients, understanding the importance of utilizing the nursing process as it relates to the Practical Nurse
  - To perform nursing skills as are applicable in varied settings
  - To provide personal patient care as it applies to patients in varied settings
  - To demonstrate the importance of the nursing process related to patient's needs in varied settings
  - To use appropriate verbal and written communication in varied settings
  - To demonstrate legal and ethical responsibilities specific to Practical Nursing as they apply to varied settings

To utilize aseptic techniques related in varied settings  
 To administer and document medications as related to varied settings  
 To apply principles of nutrition as applies to patients in varied settings  
 To apply principles of infection control as related to patients in varied settings  
 To apply the principles of pain management as it relates to varied settings  
 To demonstrate the importance of Personal, Family and Home Care needs as it relates to patients in varied settings  
 To demonstrate the integration of knowledge and skills required of the practical nurse in varied settings

601: Geriatric Nursing Care - 108.5 hours  
 Theory=21.5 hrs                      Lab=0 hrs                      Clinical = 87 hrs

This course is offered for Practical Nursing students and is accompanied by clinical experience in a long term care facility. It is designed to be taken at a point in the curriculum when students will have an understanding of the complexity experienced in the Nursing Care of patients with multiple chronic illness, diagnoses and medications. It will include the concepts of: Medical and Post-surgical Long Term Care, Gerontological Nursing Care, and Restorative Care, Physical Comfort and Safety measures, Asepsis, Infection Control, Nursing Care procedures and Nutrition in the Long Term Care setting. Special needs and problems of advanced years in wellness and illness is taught along with the restorative care required for chronic health problems. Resources, family caretaker involvement and the Practical Nurse's role and responsibility as it relates to the geriatric patient is studied. Health promotion, disease prevention and the importance of patient teaching are stressed. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. This course includes the Curriculum Framework and Performance Standards of the Florida Department of Education for Practical Nursing relative to nursing procedures for geriatric patients, rehabilitation, physical comfort and safety, personal patient care, and nutrition. Integration and retention of knowledge is measured in the didactic setting through Case Study exercises, Unit Exams, and Stand Alone Tests in Geriatric Nursing Process and Geriatric Pharmacology.

- Upon successful completion of this course, students will be able:
  - To receive and give oral report on patient status as well as report and record objective, pertinent observations
  - To document changes in patient behavior, mental awareness and physical condition
  - To follow policies and procedures affecting the health, safety and well being of geriatric patients relative to the role and scope of practice for Practical Nurses
  - To practice within the role and scope of Practical Nursing as it relates to the Long Term Care Setting
  - To implement and adapt safety measures as related to the elderly
  - To identify attitudes and living habits which promote positive mental and physical health for the elderly
  - To demonstrate knowledge of resources and services available to the elderly
  - To distinguish between fact and fallacy regarding the aging process
  - To identify signs and symptoms of common disorders/diseases of the older adult
  - To provide and involve patients in diversionary activities
  - To identify common alterations in elderly patient behavior, cognitive changes, health and nutritional status
  - To provide care for patients with restorative nursing needs
  - To assist patients to reach optimal level of independence
  - To provide care for patients with special needs (impaired hearing, impaired vision, immobility, impaired body functions)
  - To administer multiple medications for multiple diseases with consideration for their interactions and the unique needs of the older patient.
  - To demonstrate principles of palliative care, death and grieving, pain management and advance directives.
  - To demonstrate the integration of knowledge and skills required of the Practical Nurse for Geriatric Nursing Care including Fundamentals of Nursing Care and Pharmacology



602: Current Issues and Employability Skills - 21.5 hours  
Theory =21.5 hrs      Lab=0 hrs      Clinical=0 hrs

This course is offered for the student who is about to complete the Practical Nursing Program, in order to assist the student in preparing to enter the workforce. Current Issues in Nursing and Healthcare are presented in order to give students an appreciation for the current occupational climate they are about to enter. Employment goals, job search activities, resume writing, and interviewing skills are taught so that students learn how to access employment opportunities. Students will participate in exercises designed to build self-esteem and self-confidence in preparation for showcasing strengths during their job search. Alternative employment opportunities for Practical Nurses such as VISTA and the Armed Forces will be reviewed as well as purpose and functions of placement services and registries. Guidelines for examinations (NCLEX), licensure, endorsement and reciprocity will be included. This course includes a review of pertinent aspects of the Florida Nurse Practice Act and Risk Management as well as current trends in the profession of nursing.

- Upon successful completion of this course, students will be able:
  - To identify employability skills
  - To apply the concepts of reciprocity and endorsements and these relate to licensure
  - To describe placement services and nursing registries
  - To identify alternative employment opportunities for practical nurses
  - To describe the process of job searching
  - To identify documents that may be required when applying for a job
  - To demonstrate competence in job interview techniques
  - To apply the principles involved in work maturity and appropriate work ethic
  - To apply the procedures required for taking the NCLEX Exam for Practical Nursing
  - To identify current and pertinent issues in healthcare and nursing
  - To identify relevant and important aspects of the laws and regulations governing the profession of nursing
  - To identify legal ramifications of the practice of nursing through a discussion of Risk Management Issues

701: Integration - 95 hours  
Theory=95 hrs      Lab=0 hrs      Clinical=0 hrs

This portion of the program takes place during the last weeks of the Program. It is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework. All previous program objectives and content will be tested with emphasis on the assimilation and integration of all the principles and vital information they will need to safely, efficiently and effectively provide nursing care. Successful completion of this portion of the program will assure that all basic competencies are met and that the student is eligible to take the NCLEX-PN Exam and practice Practical Nursing consistent with entry level expectations. Each of the five Integration Exams must be passed with a 78% (C) or above in order to successfully complete the Practical Nursing Program.

- Upon successful completion, students will be able to:
- To demonstrate assimilation and integration all previous course material
  - To become familiar with NCLEX-PN testing format
  - To meet all requirements to apply for the Florida Board of Nursing for the NCLEX-PN Exam

Once all 1350 hours of the Practical Nursing Program are completed the Critical Thinking and IV Certification program will be conducted.

The following is a description of the Critical Thinking and IV Certification program that is solely designed for those individuals who have already completed the initial 1350 hour Practical Nurse. This program includes 30 hours of Intravenous (IV) Therapy principles and procedures for Practical Nurses, and 30 hrs of Supervision and Delegation Skills

which is only allowed to be taken in the State of Florida after the initial 1350 hours are completed. Principles and procedures for Phlebotomy, EKG Skills and Critical Thinking Skills are also included in order to help students acquire skills that are valuable to employers.

ENR-1: Critical Thinking and IV Certification: 168 Hours

Theory=168 Hours      Lab=0 Hours      Clinical=0 Hours

Upon successful completion of this course, students will be able to:

- To explain the legal aspects of IV administration by Practical Nurses
- To demonstrate a knowledge of the peripheral veins used for venipuncture
- To perform a venipuncture
- To discuss the effect of IV therapy on the body
- To recognize and respond to adverse reactions to IV therapy
- To recognize and use various types of IV equipment
- To administer drugs intravenously
- To care for patients receiving IV drug therapy, blood and blood components, and/or parenteral nutrition
- To describe the principles of infection control in IV therapy
- To manage special IV therapy procedures
- To recognize terminology pertinent to IV therapy
- To take and interpret abnormalities in EKGs
- To appropriately draw, store and transport blood for testing
- To focus intensive study toward areas of weakness
- To apply critical thinking skills to actual situations
- To demonstrate stamina under pressure with application of critical thinking
  - To identify methods of transitioning into the supervisory role
  - To initiate planned change, identify resistance, and create a positive climate
  - To identify techniques of Continual Development
  - To implement Continual Communication Methods and avoid mis-communication
  - To identify bridges and barriers to communication
  - To identify motivational drives of employees
  - To demonstrate the essential elements of safe delegation
  - To describe a systematic approach to Quality Improvement in Health Care
  - To identify the supervisors role in handling grievances
  - To plan and manage time
  - To manage and minimize stress
  - To identify 2 types of organizational charts and describe the inherent relationships
  - To identify 3 different management minded behaviors and styles
  - To identify positive vs. negative attitudes that influence work performance accountability
  - To influence team behavior and progress, including problem resolution and strategies for directing the practice of others
  - To plan for change and create a positive climate including role transition
  - To identify assignment development - strategies
  - To list the essential elements of safe delegation, the 5 rights, and recognize and resolve inappropriate delegation
  - To systematize quality improvement, including evaluating performance, observation, intervention, coaching, correcting and documenting problems
  - To describe the important steps in handling grievances
  - To implement strategies for time management and stress
  - To identify applicable Ethical Issues and Labor Laws
  - To describe the importance of adhering to definitions and scope of practice for appropriate job categories and supervisory role for each category

- To describe the scope of practice for LPNs as defined in S 464.003(3)(b)F.S. and limits and authority
- To validate and verify the education and training of delegates
- To document patient medical records and personnel records
- To implement supervisory role through established facility policies, procedures, protocols, plans of care, shift reports and making team assignments
- To report situations which fall outside of role responsibilities

Please see Admission Requirements for Practical Nursing on Page 8.

Pre-Requisites: There is no pre-requisite required prior to entering the Practical Nursing Program, however, all courses included in the Practical Nursing Program are linear in nature, which means that students must satisfactorily complete courses numbered in the 100 series prior to completing the 200 series and prior to completing the 300 series, etc. until the 700 level course is completed. Students are eligible to take ENR1 only after the 700 courses are satisfactorily completed.

Please see Admission Requirements on Page 8 for the above program.

**Title:** Rehab/Restorative Assistant  
**Program # PC-5** Diploma Granted

|              |                    |
|--------------|--------------------|
| Weeks: 16.75 | <u>Clock Hours</u> |
| Theory       | 434                |
| Lab          | 65                 |
| Clinical     | <u>104</u>         |
| Total        | 603                |

Program Objectives: 1) To prepare students to meet the requirements of the State of Florida for the training of Rehab/Restorative Assistants. 2) To be prepared to assist with rehabilitation for patients in the home, clinics, nursing homes, rehab settings, offices, adult living facilities, and hospital settings. 3) To prepare students to successfully obtain and maintain employment in a variety of health care settings, 4) To prepare students for an effective job search, 5) To prepare students to have the allied health skills of physical rehabilitation and restoration along with care taking skills appropriate for Allied Health Assistants.

Program Description: This program includes Health Careers Core, Home Health Aide, Nurse Assisting, and Rehab/Restorative Assistant classes in order to safely and effectively assist nurses and therapists in the care of patients. Classroom lectures, demonstrations, return demonstrations, and clinical experience in selected Nursing Homes, Outpatient Settings, Hospitals and Rehab Centers, includes the Florida required curriculum framework guidelines and Program Course Standards. Lectures, exercises, case studies assignments, IPR Skills, and role playing are designed to develop logical thought, and conflict resolution as it relates to rehabilitative care legal and ethical issues. A great deal of emphasis is placed upon students theoretical and clinical proficiency so that they will be well prepared to work as Rehab/Restorative Assistants. Job Search assistance is provided so that the student may find employment opportunities to meet their unique needs. Employment and Re-employment Skills, Conflict Resolution Skills, and Sensitivity Training are also included in this program to effectively work with clients and families. Instructors are available daily to offer special help to students as needed. Students are encouraged to enhance their capabilities and be motivated to meet their personal goals in a positive, caring atmosphere where graduation expectations begin the first day of class.

**101: Introduction to Health Care: Health Careers Core - 90 hours**  
 Theory=72 hours      Lab=18 hours      Clinical = 0 hours

This course is the introductory course required for all health occupational programs introducing them to the

healthcare system. Students learn the basic skills needed to keep themselves and their patients safe, introductory emergency procedures, universal precautions, HIV/AIDS, how to communicate with patients, basic concepts of wellness and illness, introductory computer and employability skills as well as the basic math and science needed for understanding health care.

Upon successful completion of this course, students will be able to:

- Demonstrate knowledge of the health care delivery system and health occupations (6 hrs)
- Demonstrate the ability to communicate and use interpersonal skills effectively (written and verbal) (6 hrs)
- Demonstrate legal and ethical responsibilities in all health care settings including HIPAA (4 hrs)
- Demonstrate an understanding of and apply wellness and disease concepts (6 hrs)
- Demonstrate knowledge of health, safety and environmental systems related to organizational performance and regulatory compliance (6 hrs)
- Recognize and respond to emergency situations (6 hrs)
- Recognize and practice infection control procedures (5 hrs)
- Demonstrate an understanding of information technology applications in healthcare (5 hrs)
- Demonstrate employability skills (10 hrs)
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS. (4 hrs)
- Demonstrate math and science knowledge and skills (6 hrs)
- Demonstrate language arts knowledge and skills (6 hrs)
- Demonstrate personal money-management concepts and strategies (4 hrs)
- Demonstrate critical thinking skills, creativity and innovation (6 hrs)
- Demonstrate knowledge of organizational structure and systems (6 hrs)
- Demonstrate leadership and teamwork skills (4 hrs)

**204: Home Health Aide - 75 hours**

Theory=42 hours

Lab=17 hour

Clinical=16 hours

The Home Health Aide Course is designed to teach students how to completely care for patients in a home setting including both geriatric and younger populations. The nursing procedures of personal care, rehabilitation, physical comfort, safety, bio-psycho social support, nutrition, and infection control are covered. Students are taught to follow a plan of care and to call for assistance as needed.

Upon successful completion of this course, students will be able to:

- Use verbal and written communication specific to home health aide (12 hrs)
- Demonstrate legal and ethical responsibilities specific to home health aide (12 hrs)
- Perform physical comfort and safety functions specific to home health (12 hrs)
- Apply principles of Nutrition specific to home health aide (12 hrs)
- Apply principles of infection control specific to home health aide (12 hrs)
- Perform home health care services (15 hrs)

**205: Nurse Assistant - 75 hours**

Theory=29 hours

Lab=6 hours

Clinical=40 hours

Students completing this course will learn the nursing procedures and functions related to caring for patients in a long term care setting. Concepts and skills covered relate to personal care, comfort and safety, communication, legal and ethical responsibilities, nutrition, infection control, rehabilitation, bio-psycho social support and infection control. These are taught for geriatric and younger patients. Students will learn to follow a plan of care and to obtain assistance when needed.

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

- Use verbal and written communications specific to nurse assisting (6 hrs)
- Demonstrate legal and ethical responsibilities specific to nurse assisting (6 hrs)
- Perform physical comfort and safety functions specific to nurse assisting (7 hrs)
- Provide personal patient care (7 hrs)
- Perform patient care procedures (8 hrs)
- Apply principles of nutrition (7 hrs)
- Provide care for geriatric patients specific to nurse assisting (7 hrs)
- Apply the principles of infection control specific to nurse assisting (7 hrs)
- Provide biological, psychological, and social support specific to nurse assisting (7 hrs)
- Perform supervised organizational functions, following the patient plan of care specific to nurse assisting (6 hrs)
- Assist with restorative (rehabilitative) activities specific to nurse assisting (7 hrs)

**307: Rehab/Restorative Assistant - 363 hours**

Theory=291 hours

Lab=24 hours

Clinical=48 hours

This course is designed to teach students the skills and competencies needed to care for patients needing rehabilitative and/or restorative care. Students will learn skills and competencies relating to necessary treatments, equipment and machinery, following the plan of care toward goal achievement, structure, function and dysfunction related to rehab and restorative care will be covered along with accurate, complete and timely documentation. Ethical, legal and patient right issues will be stressed as well as the multi-discipline team approach, principles of quality assurance, regulations, compliance, authority and responsibility, time management and scope of practice. Upon successful completion of this course, students will be able to:

- Describe anatomical structure, function, and dysfunction of the human body related to the practice of physical therapy
- Demonstrate ethical and legal practice as a rehab/restorative assistant (21 hrs)
- Respond to patient's needs as reflected in the Patient's Bill of Rights (21 hrs)
- Assist other health care providers, patients and families to perform selected treatment procedures and functional activities (22 hrs)
- Describe the functions of bones and muscles as related to the practice of physical therapy (21 hrs)
- Define disability and identify types of disabilities (22 hrs)
- Name and discuss the avenues of physical therapy practice (21 hrs)
- Teach crutch and walker use and care (21 hrs)
- Perform safe body mechanics and transfer techniques (21 hrs)
- Describe the use of modalities (i.e. Ultrasound) (22 hrs)
- Perform communication skills specifically related to physical therapy (21 hrs)
- Assist clients to eat using prompting techniques (21 hrs)
- Identify, describe, and demonstrate the use of adaptive feeding devices (21 hrs)
- Identify augmented communication devices and describe the purpose of each (21 hrs)
- Demonstrate techniques used in active and passive range of motion exercises (22 hrs)
- Instruct patients in bed/wheelchair mobility activities (21 hrs)
- Describe the relationship between long-term and short-term goals. (21 hrs)

Please see Admission Requirements for Health Occupations Program on Page 8.

**Title: Patient Care Technician**  
**Program # PC-4**

Diploma Granted

|               |                    |
|---------------|--------------------|
| Weeks: 22 /24 | <u>Clock Hours</u> |
| Theory        | 432                |
| Lab           | 66                 |
| Clinical      | <u>105</u>         |
| Total         | 603                |

Program Objectives: 1) To prepare students to meet the requirements of the State of Florida for the training of Patient Care Technicians which includes the occupational levels of Home Health Aide, Nurse Assistant, Patient Care Assistant, as well as one allied health modules of the students choice. Choices are a) Rehab/Restorative Aide Skills, b) Phlebotomy skills, or c) EKG skills. 2) To be prepared to give care to patients in the home, in long term care, in nursing homes, in acute hospitals, in out-patient and rehab settings, as well as Adult Living Facilities and Physician's Offices, 3)To prepare students to successfully obtain and maintain employment in a wide variety of health care settings, 4) To prepare students for an effective job search, 5) To prepare students to take the State of Florida Nurse Assistant Certification Exam, 6) To prepare students to have allied health skills in addition to all other caretaking skills appropriate for Nurse Assistants so they may access the wide variety of health care career opportunities.

Program Description: This program includes Home Health Aide, Nurse Assisting, Patient Care Assisting, as well as one of the following allied health modules for students to choose from, such as: Rehab/Restorative Aide Skills, Phlebotomy Skills, or EKG skills. Classroom lectures, demonstrations, return demonstrations, and clinical experience in selected Nursing Homes, Outpatient Settings and Hospitals include the required curriculum framework and National Patient Safety Standards, and Program Course Standards for Patient Care Technicians. Lectures, exercises, case studies assignments, IPR Skills, and role playing are designed to develop logical thought, and conflict resolution as it relates to Health Care and Medical Ethics. Students are cross-trained in the areas of their choice in the allied health area(s) they are most interested in to enhance their value to employers and offer them the greatest variety of career opportunities. A great deal of emphasis is placed upon students' theoretical and clinical proficiency so that they will be well prepared to take the State of Florida Nurse Assistant Clinical Competency Demonstration Exam and the State of Florida Nurse Assistant Theoretic Knowledge Written Exam. Job Search assistance is provided so that the student may find employment opportunities to meet their unique needs. Employment and Re-employment Skills, Conflict Resolution Skills, and Sensitivity Training are also included in this program for self improvement. Instructors are available daily to offer special help to students as needed. Students are encouraged to enhance their capabilities and be motivated to meet their personal goals in a positive, caring atmosphere where graduation expectations begin the first day of class.

**101: Introduction to Health Care: Health Careers Core - 90 hours**  
Theory=72 hours      Lab=18 hours      Clinical = 0 hours

This course is the introductory course required for all health occupational programs introducing them to the healthcare system. Students learn the basic skills needed to keep themselves and their patients safe, introductory emergency procedures, universal precautions, HIV/AIDS, how to communicate with patients, basic concepts of wellness and illness, introductory computer and employability skills as well as the basic math and science needed for understanding health care.

Upon successful completion of this course, students will be able to:

- Demonstrate knowledge of the health care delivery system and health occupations (6 hrs)
- Demonstrate the ability to communicate and use interpersonal skills effectively (written and verbal) (6 hrs)
- Demonstrate legal and ethical responsibilities in all health care settings including HIPAA (4 hrs)
- Demonstrate an understanding of and apply wellness and disease concepts (6 hrs)
- Demonstrate knowledge of health, safety and environmental systems related to organizational performance and regulatory compliance (6 hrs)
- Recognize and respond to emergency situations (6 hrs)
- Recognize and practice infection control procedures (5 hrs)
- Demonstrate an understanding of information technology applications in healthcare (5 hrs)

- Demonstrate employability skills (10 hrs)
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS. (4 hrs)
- Demonstrate math and science knowledge and skills (6 hrs)
- Demonstrate language arts knowledge and skills (6 hrs)
- Demonstrate personal money-management concepts and strategies (4 hrs)
- Demonstrate critical thinking skills, creativity and innovation (6 hrs)
- Demonstrate knowledge of organizational structure and systems (6 hrs)
- Demonstrate leadership and teamwork skills (4 hrs)

**204: Home Health Aide - 75 hours**

Theory=42 hours

Lab=17 hour

Clinical=16 hours

The Home Health Aide Course is designed to teach students how to completely care for patients in a home setting including both geriatric and younger populations. The nursing procedures of personal care, rehabilitation, physical comfort, safety, bio-psycho social support, nutrition, and infection control are covered. Students are taught to follow a plan of care and to call for assistance as needed.

Upon successful completion of this course, students will be able to:

- Use verbal and written communication specific to home health aide (12 hrs)
- Demonstrate legal and ethical responsibilities specific to home health aide (12 hrs)
- Perform physical comfort and safety functions specific to home health (12 hrs)
- Apply principles of Nutrition specific to home health aide (12 hrs)
- Apply principles of infection control specific to home health aide (12 hrs)
- Perform home health care services (15 hrs)

**205: Nurse Assistant - 75 hours**

Theory=29 hours

Lab=6 hours

Clinical=40 hours

Students completing this course will learn the nursing procedures and functions related to caring for patients in a long term care setting. Concepts and skills covered relate to personal care, comfort and safety, communication, legal and ethical responsibilities, nutrition, infection control, rehabilitation, bio-psycho social support and infection control. These are taught for geriatric and younger patients. Students will learn to follow a plan of care and to obtain assistance when needed.

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

- Use verbal and written communications specific to nurse assisting (6 hrs)
- Demonstrate legal and ethical responsibilities specific to nurse assisting (6 hrs)
- Perform physical comfort and safety functions specific to nurse assisting (7 hrs)
- Provide personal patient care (7 hrs)
- Perform patient care procedures (8 hrs)
- Apply principles of nutrition (7 hrs)
- Provide care for geriatric patients specific to nurse assisting (7 hrs)
- Apply the principles of infection control specific to nurse assisting (7 hrs)
- Provide biological, psychological, and social support specific to nurse assisting (7 hrs)
- Perform supervised organizational functions, following the patient plan of care specific to nurse assisting (6 hrs)
- Assist with restorative (rehabilitative) activities specific to nurse assisting (7 hrs)

**302: Patient Care Assistant - 23 hours**

Theory=13 hours

Lab=2 hours

Clinical=8 hours

This course is offered to assist students to apply nursing skills previously learned to an acute care setting. Skills and knowledge unique to the hospital setting will be covered.

Upon successful completion of this course, students will be able to:

- Perform Nursing Assistant skills related to the hospital setting (12 hrs)
- Provide Nursing Assistant care for the adult patient (11 hrs)

**403: Patient Care Technician - 112 hours**

Theory=102 hours

Lab=2 hours

Clinical=8 hours

This course is designed to ready students for the increasing responsibility and accountability of the technician level role in health care organizations. Concept and competencies of critical thinking informed consent, reliability, honesty, and ethics, will be covered. Students will be taught how to organize their work with independence and precision.

Upon successful completion of this course, the students will be able to:

- Demonstrate knowledge of organizational and effective team member skills (12 hrs)
- Practice organizational and effective team member skills in a clinical setting (12hrs)
- Identify legal and ethical responsibilities (11 hrs)
- Demonstrate professional communication skills inc. accurate recording and reporting (12 hrs)
- Practice quality assurance and safety measures (12 hrs)
- Prioritize and organize work assignments (6 hrs)
- Demonstrate critical thinking processes (12 hrs)
- Develop independence, management skills, and resourcefulness (11 hrs)
- Demonstrate organizational and management skills (12 hrs)
- Demonstrate ability to review and seek guidance and instruction from supervisors who may not be working in the immediate area (12 hrs)

The following modules totaling 228 hours (174 hrs Theory / 21 hrs Lab / 33 hrs Clinical)

**303: Electrocardiography**

Theory=58 hours

Lab=7 hours

Clinical=11 hours

This course introduces the student to the basic structure and function of the heart and its electrical system as well as how to conduct the EKG test. Cardiovascular medications are reviewed along with learning normal and abnormal test results.

Upon successful completion of this course, students will be able to:

- Describe the cardiovascular system (11 hrs)
- Describe cardiovascular drugs, their actions, use and adverse effects (11 hrs)
- Describe and demonstrate cardiac wellness and rehabilitation (10 hrs)
- Identify legal and ethical responsibilities of an EKG Aide (11 hrs)
- Demonstrate knowledge of, apply and use medical instrumentation modalities (10 hrs)
- Perform patient care techniques in the health care facility (10 hrs)
- Recognize normal and abnormal monitoring and testing results (13 hrs)

**304: Phlebotomy**

Theory=58 hours

Lab=7 hours

Clinical=11 hours

This course teaches students basic communication, written math and science skills for beginning health workers. It introduces the structure and function of the vascular system, drawing blood utilizing the correct collection equipment. Universal precautions and emergency interventions are stressed along with procedures for transporting and processing specimens.

Upon successful completion of this course, students will be able to:

- Use verbal and written communications (5 hrs)
- Apply basic math skills (5 hrs)
- Apply basic science skills (5 hrs)
- Demonstrate accepted professional, communication and interpersonal skills (4 hrs)
- Discuss Phlebotomy in relation to the Health Care Setting (5 hrs)
- Identify the anatomic structure and function of body systems in relation to services performed by phlebotomist (14 hrs)



- Recognize and identify collection reagents supplies, equipment and interfering chemical substances (9 hrs)
- Demonstrate skills and knowledge necessary to perform phlebotomy (7 hrs)
- Practice infection control following universal precautions (5 hrs)
- Practice accepted procedures of transporting, accessioning, and processing specimens (6 hrs)
- Practice quality assurance and safety (6 hrs)
- Provide emergency care (5 hrs)

**306: Rehab/Restorative Aide**

Theory=58 hours                      Lab=7 hours                      Clinical=11 hours

This course is designed to teach students the basic and introductory skills of rehab/restorative care. Competencies and skills taught include using rehab equipment, disinfecting materials and equipment, exercise techniques, and using supportive devices. This course covers dysfunctions of the human body related to rehab and following care plans.

Upon successful completion of this course, students will be able to:

- Describe anatomical structure, function and dysfunction of the human body as it relates to all Body Systems and understand the associated Rehab/Restorative Care Plan (14 hrs)
- Assist the nurse with various treatments/procedures (18 hrs)
- Demonstrate the proper use of exercise techniques, assistive/supportive devices and specialized equipment as it relates to the Rehab/Restorative Care Plan of Patients with Musculoskeletal, Gastrointestinal, Digestive or Urinary System alterations (22 hrs)
- Perform routine maintenance and inventory of equipment (12 hrs)
- Disinfect and sterilize materials and equipment (10 hrs)

Please see Admission Requirements for Health Occupations Program on Page 8.

**Title: Home Health Aide/Nurse Assistant**

Program # PC-2

Diploma Granted

|            |                     |
|------------|---------------------|
| Weeks: 8.5 | <u>Clock Hours:</u> |
| Theory     | 143                 |
| Lab        | 41                  |
| Clinical   | <u>56</u>           |
| Total      | 240                 |

Program Objectives: 1) To prepare students to meet the requirements of the State of Florida for the training of Home Health Aide/Nurse Assistant. 2) To be prepared to assist patients in the home, clinics, nursing homes, rehab settings, offices, adult living facilities, and hospital settings. 3) To prepare students to successfully obtain and maintain employment in a variety of health care settings, 4) To prepare students for an effective job search.

Program Description: This program includes Health Careers Core, Home Health Aide, and Nurse Assistant classes in order to safely and effectively assist nurses in the care of patients. Classroom lectures, demonstrations, return demonstrations, and clinical experience in selected Nursing Homes, Outpatient Settings, Hospitals and Rehab Centers, includes the Florida required curriculum framework guidelines and Program Course Standards. Lectures, exercises, case studies assignments, IPR Skills, and role playing are designed to develop logical thought, and conflict resolution as it relates to legal and ethical issues. A great deal of emphasis is placed upon students theoretical and clinical proficiency so that they will be well prepared to work as Home Health Aide/Nursing Assistants. Job Search assistance is provided so that the student may find employment opportunities to meet their unique needs. Employment and Re-employment Skills, Conflict Resolution Skills, and Sensitivity Training are also included in this program to effectively work with clients and families. Instructors are available daily to offer special help to students as needed. Students are encouraged to enhance their capabilities and be motivated to meet their personal goals in a positive, caring atmosphere where graduation expectations begin the first day of class.

**101: Introduction to Health Care: Health Careers Core - 90 hours**

Theory=72 hours                      Lab=18 hours                      Clinical = 0 hours

This course is the introductory course required for all health occupational programs introducing them to the healthcare system. Students learn the basic skills needed to keep themselves and their patients safe, introductory emergency procedures, universal precautions, HIV/AIDS, how to communicate with patients, basic concepts of wellness and illness, introductory computer and employability skills as well as the basic math and science needed for understanding health care.

Upon successful completion of this course, students will be able to:

- Demonstrate knowledge of the health care delivery system and health occupations (6 hrs)
- Demonstrate the ability to communicate and use interpersonal skills effectively (written and verbal) (6 hrs)
- Demonstrate legal and ethical responsibilities in all health care settings including HIPAA (4 hrs)
- Demonstrate an understanding of and apply wellness and disease concepts (6 hrs)
- Demonstrate knowledge of health, safety and environmental systems related to organizational performance and regulatory compliance (6 hrs)
- Recognize and respond to emergency situations (6 hrs)
- Recognize and practice infection control procedures (5 hrs)
- Demonstrate an understanding of information technology applications in healthcare (5 hrs)
- Demonstrate employability skills (10 hrs)
- Demonstrate knowledge of blood borne diseases, including HIV/AIDS. (4 hrs)
- Demonstrate math and science knowledge and skills (6 hrs)
- Demonstrate language arts knowledge and skills (6 hrs)
- Demonstrate personal money-management concepts and strategies (4 hrs)
- Demonstrate critical thinking skills, creativity and innovation (6 hrs)
- Demonstrate knowledge of organizational structure and systems (6 hrs)
- Demonstrate leadership and teamwork skills (4 hrs)

**204: Home Health Aide - 75 hours**

Theory=42 hours

Lab=17 hour

Clinical=16 hours

The Home Health Aide Course is designed to teach students how to completely care for patients in a home setting including both geriatric and younger populations. The nursing procedures of personal care, rehabilitation, physical comfort, safety, bio-psycho social support, nutrition, and infection control are covered. Students are taught to follow a plan of care and to call for assistance as needed.

Upon successful completion of this course, students will be able to:

- Use verbal and written communication specific to home health aide (12 hrs)
- Demonstrate legal and ethical responsibilities specific to home health aide (12 hrs)
- Perform physical comfort and safety functions specific to home health (12 hrs)
- Apply principles of Nutrition specific to home health aide (12 hrs)
- Apply principles of infection control specific to home health aide (12 hrs)
- Perform home health care services (15 hrs)

**205: Nurse Assistant - 75 hours**

Theory=29 hours

Lab=6 hours

Clinical=40 hours

Students completing this course will learn the nursing procedures and functions related to caring for patients in a long term care setting. Concepts and skills covered relate to personal care, comfort and safety, communication, legal and ethical responsibilities, nutrition, infection control, rehabilitation, bio-psycho social support and infection control. These are taught for geriatric and younger patients. Students will learn to follow a plan of care and to obtain assistance when needed.

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

- Use verbal and written communications specific to nurse assisting (6 hrs)

- Demonstrate legal and ethical responsibilities specific to nurse assisting (6 hrs)
- Perform physical comfort and safety functions specific to nurse assisting (7 hrs)
- Provide personal patient care (7 hrs)
- Perform patient care procedures (8 hrs)
- Apply principles of nutrition (7 hrs)
- Provide care for geriatric patients specific to nurse assisting (7 hrs)
- Apply the principles of infection control specific to nurse assisting (7 hrs)
- Provide biological, psychological, and social support specific to nurse assisting (7 hrs)
- Perform supervised organizational functions, following the patient plan of care specific to nurse assisting (6 hrs)
- Assist with restorative (rehabilitative) activities specific to nurse assisting (7 hrs)

Please see Admission Requirements for Health Occupations Program on Page 8.

### **CONTINUING EDUCATION**

ANHO has been approved by the Florida Board of Nursing to offer Continuing Education Courses. The Self Improvement topics provided are not under the purview of the Commission for Independent Education (CIE).



| Active Programs  | Credential                                       | Tuition    | Fees             | Non-Refundable Fees After Add/Drop Period | Total Price |
|--|--|------------|------------------|---|-------------|
| Associate of Science Degree Nursing  | Associate of Science Degree Nursing              | \$26113.00 | Books-\$1833.00  | Books - \$1833.00                         | \$27,946.00 |
| LPN or Paramedic to Assoc. of Science Degree in Nursing  | Associate of Science Degree Nursing              | \$16670.00 | Books-\$959.00   | Books - \$959.00                          | \$17,629.00 |
| LPN or Paramedic to Assoc. of Science Degree Nursing Including five General Education Courses: College Writing, College Math, Communications, Introductory Psychology, Biology (Micro) | Associate of Science Degree Nursing              | \$20618.00 | Books-\$1482.00  | Books - \$1482.00                         | \$22,100.00 |
| Associate of Science Degree in Practical Nursing   | Associate of Science Degree in Practical Nursing | \$22519.00 | Books- \$1306.00 | Books - \$1306.00                         | \$23,825.00 |
| Practical Nursing including Critical Thinking and IV Certification 1518 hrs  | Occupational Associate Degree                    | \$18571.00 | Books-\$783.00   | Books - \$783.00                          | \$19,354.00 |
| Rehab/Restorative Assistant 603 hrs  | Diploma  | \$6310.00  | Books - \$138.00 | Books - \$138.00                          | \$6,448.00  |
| Patient Care Technician 603 hrs  | Diploma  | \$6310.00  | Books - \$138.00 | Books - \$138.00                          | \$6,448.00  |
| <b>Programs not being offered at this time</b>   |  |            |                  |   |             |
| Patient Care Assistant   | Diploma  |            |                  |   |             |
| Home Health Aide/Nurse Assistant   | Diploma  |            |                  |   |             |
| Home Health Aide   | Diploma  |            |                  |   |             |

The first attempt of the National Exam is included in tuition. If an individual needs to repeat the exam, takes, and passes the exam within one year from their graduation date, ANHO will reimburse the exam fees upon submission of receipts of testing fees and proof of licensure

#### POLICY FOR INCORPORATING TUITION INCREASES FOR RE-ENROLLMENT

If a student terminates from a program for any reason and then wishes to re-enroll the following guidelines for tuition charges apply:

For clock hour programs: If re-enrolling within 180 days of last date of attendance, the tuition remains the same. If the re-enrollment date is past 180 days, the published tuition on the date of re-enrollment will be charged. It is, therefore, essential that students meet with a Financial Aid Representative to re-evaluate, recalculate, and re-apply for financial aid prior to re-enrollment.

For credit hour programs: If student returns to school within the same academic year (30 weeks) the tuition remains the same. If the student re-enrolls after the academic year they were previously in, the published tuition on the date of re-enrollment will be charged.

For more information about our graduation rates, median debt of students who completed the program and other important information, please visit our website at [WWW.ANHO.EDU](http://WWW.ANHO.EDU)



# FACULTY AND STAFF DIRECTORY

REV. 5/13/2014



**Lois M. Gackenheimer, R.N., N.H.A., Executive Director - FT**  
Boston College, Boston, MA - BSN  
Corllins University, Ph.D., MSN  
Over 30 years Nursing, Education & Administrative  
Experience - Acute, Long Term, and Home Care



**E. Drew Gackenheimer, NHA, Vice President/Project Manager**  
Columbia Union College, MD—BA  
George Washington University, Washington, DC—MBA  
Over 40 years Health Care Administration



**Candi Giambatista, Dean, Compliance & Services - FT**  
Over 20 years experience Education, Management, Market-  
ing, Bookkeeping, Auditing, Loan & Collections, over 5 years  
exp. Job Development and Job Placement: Career Counsel-  
ing, Outreach & Recruitment



**Renee Gackenheimer, Assistant Director - FT**  
George Washington University, Washington, D.C.—BBA  
George Mason University, Fairfax, VA—MBA  
Corllins University—MHR  
Over 5 years experience in not-for-profit business  
administration with a background in Human Resources and  
Management.



**Gary G. Reardon, DNP, PhD, RN, CNOR, Academic Dean - FT**  
Florida Atlantic University - Boca Raton, DNP, MSN  
MS Human Resources Development Administration  
Barry University - Miami, Florida  
EBC - Lake Worth, FL - PhD, Ministerial Counseling  
Over 30 years of Nursing  
Experience - Acute, Surgical Services, Nursing Leadership



**Sherrie Walling, Controller – FT**

Keiser University - BA, Accounting

Over 18 years experience in Business, Financial Mgmt.,  
Collections, Accounting, and Bookkeeping



**Mark Adduci, D.C., Instructor/Employment Counselor - FT**

Providence College, RI — BS Biology

Palmer College of Chiropractic, IA - Doctor of Chiropractic

Ashley University - Doctor of Education

Ashley University - MSN – Nursing

Over 20 years Clinical and Education experience

Teaching Assignment: General Education



**Maria Alma, RN, Instructor/Employment Counselor - FT**

Bridgeport Hospital School of Nursing—AS Nursing

Corllins University—BSN

Over 5 years experience in Acute care and  
Community Health

Teaching Assignment: PN / ADN



**Tracey Baker, RN, Instructor/Employment Counselor - FT**

Palm Beach State College—AS Nursing

Over 12 years experience as LPN and RN in Private Care,  
Acute Care and Instructor positions.

Teaching Assignment: Secondary School Program



**Ellen Barnes, RN, CNE, Assistant Academic Dean – FT**

Florida Atlantic University, Boca Raton, FL – BSN, MSN

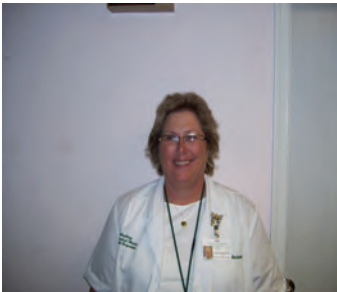
Over 20 years of Nursing Experience – Obstetrics,  
Outpatient, Acute, Hospice, Geriatrics and Education

Teaching Assignment: PN / ADN / Health Occupations





**Shirley Bartolome, RN, Instructor/Employment Counselor - PT**  
Arellano University, Manila, Philippines—BSN  
Over 25 years experience in Acute Care, Critical Care,  
Medical/Surgical and Recovery Room Nursing  
Teaching Assignment: PN / ADN



**Catherine Bowdler, RN Assistant Academic Dean – FT**  
Fairleigh Dickinson University, Rutherford, NJ - BSN  
Over 40 Years Nursing Experience – Acute, Long Term Care  
and Education  
Teaching Assignment: PN



**Kathleen Buchkowski, RN, Instructor/Employment Counselor - FT**  
Luzerne County Community College, Nanticoke, PA - ASN  
Over 25 years Experience in Acute Care Nursing, Nursing  
Management & Education  
Teaching Assignment: PN



**Abigail Burdick, RN, Instructor/Employment Counselor - FT**  
Oakton Community College, DesPlaines, IL, ADN  
Corlins University BSN / MSN-Education  
Over 25 years experience in Home Care, School Nursing,  
Obstetrical Nursing and Perinatal Education  
Teaching Assignment: PN



**MaryLynn Campbell, RN, Instructor/Employment Counselor - FT**  
Palm Beach Community College - ASN  
Over 8 years experience - psychiatric nursing care,  
geriatric/rehabilitative care  
Over 4 years teaching experience - CNA, PCT  
Teaching Assignment: HO



**Akivia Cannon, RN, Instructor/Employment Counselor – FT**  
Academy for Nursing and Health Occupations—ASN  
Over 5 years experience in Youth Development, Marketing,  
Customer Service.  
Teaching Assignment: Secondary Schools Program



**Irma Cortes, RN, Instructor/Employment Counselor - FT**  
Antillean University, Mayaguez, PR - BSN  
8 years experience in Pediatrics  
1 year experience in Home Care, Rehabilitation  
Teaching Assignment: PN



**Ginette Desrouleaux, RN, Instructor/Employment Counselor - FT**  
State University of New York, Brooklyn, NY - BSN  
Over 20 years experience in Acute and Long Term Care,  
and Private Duty Nursing.  
Teaching Assignment: PN



**Betty Dortch, R.N., Instructor /Employment Counselor - FT**  
Corlins University—BSN  
Elizabeth Seaton Junior College, Yonkers, NY - AA  
Palm Beach County Community College, Lake Worth, FL -  
ASN  
Over 22 Years Experience in Acute, Home Care & Education  
Teaching Assignment: Health Occupations



**Doreen East, RN, Instructor/Employment Counselor - PD**  
Broward Community College, Ft. Lauderdale, FL—ASN  
Grand Canyon University, AZ—BSN  
Shortwood Teachers College, Kingston, Jamaica  
Over 7 years experience in Acute Care  
Teaching Assignment: PN



**Linda Ellis, RN, Instructor/Employment Counselor – FT**  
Helene Fuld School of Nursing, Trenton, NJ – Diploma  
Over 30 years Experience in Acute Care, Rehabilitation and  
Long Term Care Nursing  
Teaching Assignment: PN



**Peter Fair, RN, Instructor/Employment Counselor – FT**  
Middle Tennessee State University, Murfreesboro, TN – BSN  
Hobe Sound Bible College, Hobe Sound, FL - BA  
Corllins University: MSN, Ph.D., Theology  
Over 12 years Experience in Telemetry, Med/Surg and  
Psychiatric Nursing  
Teaching Assignment: PN/ADN/General Education



**Margareth Ferdinand, RN, Instructor/Employment Counselor - PT**  
Florida Atlantic University, Boca Raton, FL—BSN  
Miami-Dade Community College, FL— ADN  
Over 15 years experience in Acute Care, Long Term Care  
And Hospice.  
Teaching Assignment: PN



**Maria Gibmeyer, RN, Instructor/Employment Counselor - FT**  
University of Maryland, Baltimore, MD - BSN  
Corllins University MSN-Administration  
Over 15 Years Experience – Home Care & Medical/Surgical  
Nursing and Office Administration  
Teaching Assignment: PN / ADN



**Alison Gill, RN, Instructor/Employment Counselor - FT**  
South University, West Palm Beach, FL—BSN  
Over 4 years experience in Acute Care, Home Care,  
Private Care and Assisted Living  
Teaching Assignment: PN / ADN



**Sherry (Sam) Hobson, RN, Assistant Academic Dean - FT**  
Stormont-Vail School of Nursing—Diploma  
Columbia College, Columbia, MO — BA, Individual Studies  
Corllins University—MA, Sociology  
Over 30 years Experience in Education, Long Term  
Care and Hospice Nursing  
Teaching Assignment: PN/ADN/General Education



**Julie Hughes, RN, Instructor/Employment Counselor - FT**  
Palm Beach Community College, Lake Worth, FL - ADN  
Phoenix University—BSN  
Over 20 years experience in Acute Care, High Risk Perinatal  
Specialty Care and Home Care  
Teaching Assignment: PN



**Wendy Jacobs, RN, Instructor/Employment Counselor – PT**  
Florida Atlantic University, Boca Raton, FL – BSN  
Over 11 Years Experience in Acute Care, Home Care and  
School Nursing  
Teaching Assignment: PN / ADN



**Lisa Kanakry Miquel, RN, Instructor/Employment Counselor - FT**  
Wagner College, Staten Island, NY - BSN  
Over 15 years experience in Maternal/Child Health in Acute  
Care Settings and Community  
Assignment - PN / ADN



**Russell Kopit, RN, Assistant Academic Dean – FT**  
Florida Atlantic University, Boca Raton, FL – BSN  
University of Florida, Gainesville, FL - BS Zoology  
Over 2 years Nursing Experience – Med/Surg, ICU  
Teaching Assignment: PN/ADN/General Education



**Marcia K. Korow, RN, Assistant Academic Dean – FT**  
Florida Atlantic University, Boca Raton, FL - BSN and MSN  
Over 25 Years Nursing Experience - Long Term Care, Acute,  
Home Health, Geriatrics, Rehabilitation and Education  
Teaching Assignment: PN / ADN



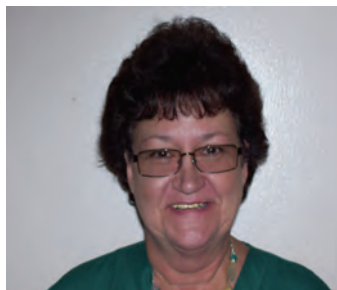
**Wendy Krupa, RN, Instructor/Employment Counselor – PT**  
Roger Williams College, Bristol, RI — BS  
Newport Hospital School of Nursing – RN Diploma  
Over 30 Years Experience in Pediatrics, Respiratory  
Therapy, Cardio Thoracic Nursing and Education  
Teaching Assignment: PN



**Tiffany Largey, RN, Lead Instructor/Employment Counselor - FT**  
University of Pittsburgh, Pittsburgh, PA, BSN  
Over one year experience in acute care hospital setting with  
Medical/Surgical, Psychiatric, Obstetrical, Intensive Care and  
Emergency Department Experience.  
Teaching Assignment: PN / ADN



**Catrina Leandre, RN, Instructor/Employment Counselor - FT**  
Keiser University - BSN  
Miami Dade College, Miami, FL - AA  
Over 2 years experience as a Registered Nurse in Telemetry  
and Medical Surgical. Over 4 years of experience as a  
Radiologic Technologist  
Teaching Assignment: Secondary Schools Program



**Diana Lehmkuhl, RN, Assistant Academic Dean - FT**  
Northern Kentucky University, AS—Nursing;  
Almeda University, Boise, Idaho, B.A. and MS—Healthcare  
Administration, Ph.D., Organizational Behavior  
Over 25 years Nursing, Administrative and Account  
Management experience.  
Teaching Assignment: PN / ADN / General Education



**Nancy Levy, RN, Instructor/Employment Counselor - FT**

Molloy College, BSN  
Over 6 years experience in Acute Care  
Teaching Assignment: PN / ADN



**Dinah Macavinta, RN, Instructor/Employment Counselor - FT**

Velez College, Philippines, BSN  
Over 20 years experience in Acute Care and Psychiatric  
Nursing and Nursing Education  
Teaching Assignment: PN



**Jamie Marcus, RN, Instructor/Employment Counselor - PD**

Clara Mass School of Nursing - Diploma  
University of Phoenix -MSN, Master's of Education  
Over 20 years of Nursing Experience as an RN - experience  
as a Medicare Case Manager, Home Health, and teaching.  
Teaching Assignment: ADN



**Nancy McCartney, RN, Instructor/Employment Counselor - PD**

Community College of Allegheny County, PA - ASN  
Florida Atlantic University - BHS - Health Services Admin.  
Over 25 years experience - Nursing Homes and Director of  
Nursing  
Teaching Assignment - Nursing Division



**Nancy Mercado, ARNP, Instructor/Employment Counselor - FT**

University of Maryland - BSN  
Florida Atlantic University - MSN/Family Nurse Practitioner  
Over 20 years experience in Progressive Care Unit, Medical  
Surgical Nursing, and as a lead nursing instructor.  
Teaching Assignment - ADN



**Anne Miller, RN, Instructor/Employment Counselor - FT**  
Northeastern Hospital School of Nursing, PA, Diploma  
Elmira College, NY, B.S.N.  
King's College, PA, M.S. — Healthcare Administration  
Over 20 years experience in Acute Care, Community Health,  
Assisted Living and Teaching.  
Teaching Assignment: PN / ADN



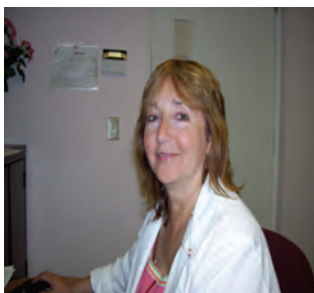
**Judith Miller, RN, Job Development Placement Counselor - FT**  
Palm Beach Community College, Lake Worth, FL - ASN  
Over 20 Years Experience in Nursing Education and Long  
Term Care and Home Health Nursing  
Assignment: Student Services - Job Placement



**Joanna Mitrega, RN, Instructor/Employment Counselor - FT**  
Georgetown University, Wash. D.C. - MSN, Nurse Midwifery  
John Hopkins, Baltimore, MD - BSN  
University of Wroclaw, Poland - M.Ed.  
Over 15 years experience in obstetrics, gynecology and  
nurse midwifery  
Teaching Assignment: ADN



**Cecilia Molina, RN, Instructor/Employment Counselor - FT**  
University of Santo Tomas, Manila, Philippines - BSN  
Corllins University - Doctor of Business Admin. - Healthcare Admin.  
Corllins University - Master's of Education  
Over 30 years experience in Critical Care (Cardio-Vascular, Neuro,  
Trauma, MICU, SICU) and 2 years Administrative experience in  
Long Term Care and Acute Care.  
Assignment: PN



**Joanna Monello, RN, Instructor/Employment Counselor - PT**  
Broward Community College, Ft. Lauderdale, FL – ASN  
NOVA University, Ft. Lauderdale, FL – BS Professional Man-  
agement. Over 20 Years Experience in Nursing Education  
and Rehabilitation, Geriatric and Home Care Nursing  
Teaching Assignment: Health Occupations



**Devalie Morrison, Instructor/Employment Counselor - FT**  
South University, West Palm Beach, FL—BSN  
Phoenix University, Palm Beach Gardens, FL—MSN  
Over 15 years experience in Nursing as Nurse Manager and  
Nurse Supervisor of Nursing and Rehabilitation facilities.  
Teaching Assignment: ADN



**Dianne Nissen, RN, Instructor/Employment Counselor - FT**  
Northeastern University, Boston University - BSN  
Walden University, MN—MSN  
Over 25 years Nursing and Education Experience -  
Respiratory, Geriatrics, Home Health, Acute Care  
Teaching Assignments: PN / ADN



**Edwin Ortiz, RN, Instructor/Employment Counselor - FT**  
Catholic University Puerto Rico - BSN  
University of Phoenix - MBA, HCM  
Over 30 years nursing experience - acute care, ER triage,  
and medical surgical  
Teaching Assignment: PN / ADN

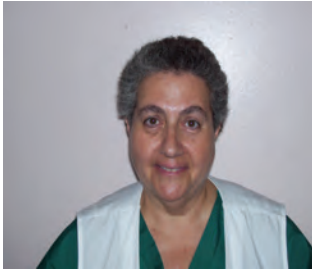


**Jamie Rubin, RN, Instructor/Employment Counselor - FT**  
College of Mount St. Joseph, Cincinnati, OH - BSN  
Miami University, Oxford, OH - Bachelor of Arts in Chemistry  
Over 20 years experience in cardiology, open heart unit,  
critical care, respiratory and hospice  
Teaching Assignment: PN



**William Santiago, RN, Instructor/Employment Counselor - FT**  
Beth Israel Hospital, NY, NY—ASN  
Pace University, NY, NY—BSN  
Walden University—MSN  
Over 15 years nursing experience in Acute and Long Term  
Care, SubAcute Care and Education  
Teaching Assignment: PN / ADN





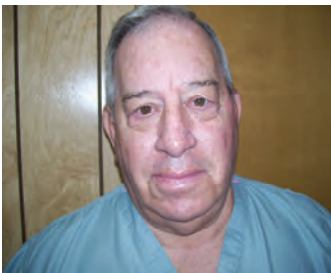
**Barbara Saskin, RN, Instructor/Employment Counselor - FT**  
SUNY at Brockport State College—BS Health Science  
University of Northern Colorado—MA Health Education  
Hunter College, New York—BS Nursing  
St. John's University, New York, JD  
Over 20 years experience in Education, School Nursing  
and Pediatrics.  
Teaching Assignment: PN / ADN



**Jessica Sodek, RN, Lead Instructor/Employment Counselor - PT**  
University of Florida - BSN  
Over 3 years experience in Acute Care, Medical Office  
Practice  
Outpatient Pediatric Infusion services, Diabetic Educator  
Assignment: PN / ADN



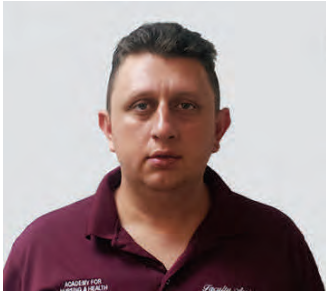
**Margaret Thorne-Henderson, RN, Instructor/Employment Counselor - FT**  
St. Margaret's School of Nursing - Diploma  
St. Joseph's College - Bachelor's of Science  
Corlins University - MSN - Education  
Over 40 years experience in nursing - clinical nurse educator  
and director of nursing  
Teaching Assignment: PN



**Joseph Toto, RN, Instructor/Employment Counselor - PD**  
Hunter College, New York, New York—BSN, MSN  
Over 30 years experience in Acute Care, Emergency Care,  
Teaching  
Teaching Assignment: PN / ADN



**Sherri Adduci, Assistant Dean of Services and Compliance - FT**  
Ashley University—Bachelor's of Business Administration  
Over 20 years Customer Service, Loan Processing,  
Marketing and Business Management, Admissions,  
Financial Aid



**Shawn Giambatista, Faculty Assistant - FT**

Over twelve years graphics design experience, customer Service, office equipment/machinery, I/T, web design, Data Entry, Computerization, A/V setup/installation, facilities management



**Jennifer Noel, Learning Resources/IT/Records Specialist - FT**

UCLA - MLIS  
Penn State University - BA  
Over 4 years Experience - Learning Resources Specialist  
And Learning and Information Systems Manager  
2 years Experience - Coaching, Training and customer service  
Position: Learning Resources/IT/Records Specialist



**Allison Overstreet: Financial Aid Representative - FT**

Over 5 years experience in customer service, marketing and financial services



**Bhavana Ramkissoon, Bookkeeper/Financial Aid Assistant - FT**

AS—Accounting—Normandale Community College, MN  
BS—Finance, Walden University, MN  
Over 8 years experience in Financial Aid and Business Office Administration



**Jena Bymaster, Student Services Specialist - FT**

Nova South Eastern, FL - BS Environmental Science  
Palm Beach Community College, FL - AS  
Over four years experience with Microsoft Office, payroll, tax preparation, financial reports, budgeting, pension planning, event planning, vendor scheduling and analyzing data



**Elizabeth Rodriguez, Registrar - FT**

BA, Business Management, Northwood University  
Over 5 years experience in Business Management,  
Marketing, Customer Relations, Student Record Keeping



**Angela Stiles, Admissions Specialist – FT**

Over 15 years experience in Customer Service, Marketing  
and Counseling



**Ivan Trabal, Faculty Assistant - FT**

FAU, Boca Raton, FL  
Over 3 years experience in U.S. Air Force Reserves  
3 years experience managing inventory and supplies and  
overseeing scheduling and administration of day to day  
activities



**Kathy Wilmore, Student Service Assistant - FT**

Over 10 years in customer service, guest relations,  
receptionist, and daily operations and coordination.