

Westchester College of Nursing and Allied Health Catalog



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MISSION

The mission of Westchester College of Nursing and Allied Health is to provide quality nursing and allied health programs taught by a team of experienced faculty who are dedicated to serving individuals who seek a solid foundation for positions in the medical profession.

Our objectives are to:

- Provide the student with the knowledge, skills, and hands-on experience needed to begin a career in the allied health professional areas.
- Facilitate effective learning strategies and promote the use of acquired skills and knowledge for current and future employment.
- Develop critical thinking skills and a lifelong dedication to learning.
- Provide instruction and use of resources that enhance the connection between theory and professional practice, thereby assisting the student to prepare for the fulfillment of his or her career goals.
- Provide professional, expert faculty capable of motivating students to their highest potential and empowering them with the academic preparation and skills the instructors possess as the underpinning of their own professional work.
- Utilize technology to build efficient structures and methods for educational practice, curriculum, mode of instruction, and learning resources.
- To provide a high quality and flexible learning environment by facilitating a synchronous distance education delivery system that will provide an interactive and collaborative educational experience.

We prepare students for work in hospitals and other healthcare facilities, physician's offices, laboratories or their own private practice. Our programs are designed and taught to provide a quality career education that is relevant to the current and future needs of nursing and allied health professional areas and of society.

INSTITUTION HISTORY

Westchester College of Nursing and Allied Health was founded in 2003 with the desire to establish a premier allied health college in Los Angeles that would contribute to the improvement of coding services in the healthcare industry. The college is a for profit corporation, actively operating since 2003. It is located at 8939 South Sepulveda, Suite 302, Los Angeles CA, 90045.

Approvals and Licensures

California Bureau for Private Postsecondary Education (BPPE)

Westchester College of Nursing and Allied Health was granted Institutional Approval to operate by the State of California Bureau for Private Postsecondary and Vocational Education pursuant to California Education Code Section 94900. The BPPE strives to be the national leader in regulating private postsecondary institutions and maximizing Californians' confidence that institutions approved by the Bureau provide a quality education.

Accrediting Bureau of Health Educational School

Westchester College of Nursing and Allied Health is institutional accredited by the Accrediting Bureau of Health Education Schools. ABHES is recognized by the United States Secretary of Education for the accreditation of private, postsecondary institutions in the United States offering predominantly allied health education programs leading to a certificate, diploma, and degrees at the level of the Associate of Applied Science, Associate of Occupational Science, Academic Associate, Baccalaureate and Master's; and the programmatic accreditation of medical assisting, medical laboratory technology, and surgical technology programs, through the Associate degree, including those offered via distance education. The scope extends to the Substantive Change Committee, jointly with the Commission, for decisions on substantive change.

ABHES accredits programmatically for the three programs identified above being taught in both public and private institutions. It also accredits institutionally outside of the allied health area, providing the institutions retain predominance in allied health (see II.A.1.a. for ABHES' definition of predominance).

ABHES is an independent non-profit agency unrelated to any trade or membership organization

California Department of Public Health (CDPH)

Westchester College of Nursing and Allied Health Nursing Assistant and Home Health Aide program is approved by the California Department of Public Health. The California Department of Public Health provides more focused state leadership in public health and health care financing and create a more effective health infrastructure in California. The department increases accountability and improves the effectiveness of both public health and health care purchasing activities.

United States Department of Education

Westchester College of Nursing and Allied Health Coding program has the approval by the United States department of Education to administered Title Iv Funds. The United States Department of Education mission is to promote student achievement and preparation for global competitiveness by fostering educational excellence and ensuring equal access. The United States Department of Education was created in 1980 by combining offices from several federal agencies. Establishing policies on federal financial aid for education, and distributing as well as monitoring those funds. Collecting data on America's schools and disseminating research focusing national attention on key educational issues. Prohibiting discrimination and ensuring equal access to education.

American Health Information Management Association (AHIMA)

The Coding program of this institution has been approved by the American Health Information Management Association (AHIMA) Professional Certificate Approval Program (PCAP). AHIMA is the premier association of Health Information Management (HIM) professionals. AHIMA's more than 103,000 members are dedicated to the effective management of personal health information required to deliver quality healthcare to the public. Founded in 1928 to improve the quality of medical records, AHIMA is committed to advancing the HIM profession in an increasingly electronic and global environment through leadership in advocacy, education, certification, and lifelong learning.

Board of Vocational Nursing and Psychiatric Technicians (BVNPT)

Westchester College of Nursing and Allied Health Vocational Nursing program is approved by the Board of Vocational Nursing and Psychiatric Technicians. The California Board of Vocational Nursing and Psychiatric Technicians (Board) protects the consumer from unprofessional and unsafe licensed vocational nurses (LVNs) and psychiatric technicians (PTs). Public protection is the highest priority of the Board in exercising its licensing, regulatory and disciplinary functions.

Disclosure Statements

- Westchester College of Nursing and Allied Health is a private postsecondary institute.
- The College is approved by the Bureau for Private Postsecondary Education.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: Address:
1747 North Market, Suite 225
Sacramento, CA 95834
P.O. Box 980181 W. Sacramento, CA 95798-0818
Web site Address: www.bppe.ca.gov
Telephone and Fax #'s (888) 370-7589 or by fax (916) 263-1897
(916) 574-8900 or by fax (916) 263-1897
- As a prospective student, you may request an electronic catalog via email attachment. You are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to

review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- Westchester College of Nursing and Allied Health does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and has not filed a petition within the preceding five years. Further, it has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- Westchester College of Nursing and Allied Health students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught only in English. Westchester College of Nursing and Allied Health does not offer English as a Second Language.
- All programs offered by Westchester College of Nursing and Allied Health (WCNAH) require that students have well-developed English language skills to succeed in class and on the job once they graduate. If a prospective student cannot understand the terms and conditions of the enrollment agreement because of limited English language skills, we do not and will not accept their application or enroll them in any program, because they would not be successful in the program. In addition, all our students are adult learners, over the age of 18, so there are no instances of limited-English speaking parents signing enrollment agreements or any other college documents.
- WCNAH does not recruit students in any language other than English and has no intent to do so in the future, and all instruction is offered in English.
- This institution is not approved by the U.S. Immigration and Customs Enforcement (ICE) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa. Therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student's status.
- Westchester College of Nursing and Allied Health does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.
- Westchester College of Nursing and Allied Health does not offer housing and has no responsibility to find or assist a student in finding housing. Approximate cost for a one-bedroom apartment near our campus range from \$1800 - \$3500/month.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial aid funds.

Non-Discrimination Policy

Applicants will be considered for admission without regard to race, ethnicity, religion, gender, national origin, sexual orientation, political affiliation or belief, age, or disabling conditions, and affords students all right, privileges, programs, employment services and opportunities generally available. Disabilities will be considered only to the extent to which they may prevent the applicant from acquiring the knowledge and skills necessary to complete the program for graduation. Students with specific physical disabilities will be assessed individually to determine the extent of their potential ability to perform in their desire career area. It is the policy and practice of Westchester College of Nursing and Allied Health to comply with the Americans with Disabilities Act of 1990, Section 504 and American with Disabilities Act Amendments Act 20049 of the Rehabilitation Act, and state and local requirements regarding students and applicants with disabilities.

English Proficiency/English as a Second Language Statement

Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English only. We do not offer any English as a second language classes.

Facilities

The College is adequate in size and resources to facilitate instruction and learning. The College facility consists of three (3) classrooms, three (3) administrative offices and (1) study area. The square footage of the facility is 1507 square feet. The room capacity for each classroom is 18 persons. Thirty-six (36) students can be accommodated 36 students in the facility at one time. The College is properly equipped with learning and teaching tools, including desktops, laptops, projectors, whiteboards, and charts. There are bathrooms for both sexes in the building as well as within the nearby parking structure. Close by the campus are numerous food venues, a pharmacy, supermarkets, and transportation services.

Hybrid Delivery

In the effort to continue providing high quality education, the college has integrated hybrid courses with live instructional modality to reach students whose schedules preclude onsite attendance but at the same time to take advantage of the best features of both face-to-face and online learning. With the online classes, the students interact with the instructor and each other instantly as they were physically in class. The instructor communicates with the students via-webcam and text chatting. Students also have the option to communicate with the instructor and other students via-web cam and/or text chatting. During the hybrid classes, the student receives traditional lectures onsite and combination with the online lectures. The schedule is described in the course syllabus.

The e-learning delivery offers:

- Accessibility to college resources and AHIMA Library
- Email, live conversation via-webcam through private or group text chat
- Course materials available provided by the college
- Instructor lectures

Our curriculum is taught by a highly qualified team with practical experience in their field they teach. The faculty completes specialized training instructions to teach via-online to provide the students attending the online courses with learning objectives that will enable them to comprehend effectively the course content.

The students taking the online courses are supported by a professional administrative team in the main campus of Los Angeles CA. Services include admission, registration, academic advising, financial, and support services. The students complete all applicable college forms at the college location. Textbooks are provided by the college.

Onsite technical support is available during normal office hours. After hours support is available by contacting the IT department via email at it@westchestercollege.edu

There is no additional fee for online delivery method.

Electronic Communication

Electronic communication is the preferred communication media for students, faculty and staff. To take advantage of this technology, it is required that students, faculty and staff acquire and maintain e-mail access with the capability to send and receive attached files. To navigate the internet, it is recommended that the latest version of one of the following browsers be used:

- Microsoft Internet Explorer
- Mozilla Firefox
- Google Chrome

There is technical assistance available for our enrolled students. Our online courses provide the same educational components as our resident program.



Windows

Processor: 1.4GHz Intel® Core i3® or faster processor (or equivalent)

Operating System: Windows 10 (32-bit/64-bit), Windows 7 (32-bit/64-bit)

Memory: 4 GB of RAM (8 GB recommended)

Screen Resolution: 1024 x 768 (or above)

Google Chrome or Mozilla Firefox

Adobe Flash Player and Adobe Acrobat Reader



Macintosh

Processor: 1.83GHz Intel Core i3 or faster processor (or above)

Operating System: Mac OS High Sierra (or above)

Memory: 4 GB of RAM (or above)

Screen Resolution: 1024 x 768 (or above)

Google Chrome, Mozilla Firefox or Safari

Adobe Flash Player and Adobe Acrobat Reader

Additional Components

- Broadband Internet connection 5 Mbps or higher.
- Microsoft Office 365 or higher or compatible word processor software
- Adobe Acrobat Reader (<http://get.adobe.com/reader/>)
- Popup Blockers must be disabled.
- Speakers are required to hear video clips, audio clips and your instructor during live online class sessions
- Headset with a microphone is required during live online class sessions (Headset provided by the college)

- Front facing webcam compatible with operating system capable of video conferencing

Westchester College of Nursing and Allied Health strives to prevent the spread of computer viruses by employing the latest virus detection software on all college-owned computer systems; however, Westchester College of Nursing and Allied Health makes no guarantee related to the unintentional propagation of computer viruses that may go undetected by our virus detection software. Westchester College of Nursing and Allied Health will not be held liable for any direct, indirect, incidental, special, consequential or punitive damages of any kind, including but not limited to; loss of data, file corruption, or hardware failure, resulting from the effect of any malicious code or computer virus unintentionally transmitted by Westchester College of Nursing and Allied Health staff members, faculty members, students or affiliates. Westchester College of Nursing and Allied Health strongly recommends and urges all instructors and students to seek out and install adequate virus detection software and to routinely check for and install the most recent updates to their anti-virus software no less frequently than once each month, for their computer and operating systems.

Electronic Devices

All electronic devices including cellular phones must be turned off in the classrooms. They are disturbing to classmates. Personal Data Systems are not allowed during exams.

Taping (Audio or Video)

Westchester College of Nursing and Allied Health policy is that NO recording is allowed in classes or clinical conferences. Any student found taping in violation of this policy may be subject to discipline.

Drug Free Environment

Westchester College of Nursing and Allied Health has a zero tolerance for drug and substance abuse or misuse at any of its campuses, classrooms and clinical locations. Being under the influences of a drug or alcohol intoxicant is strictly prohibited.

Drug and Alcohol Abuse Prevention

Westchester College of Nursing and Allied Health prohibits the illegal and irresponsible use of alcohol and other drugs. The College will strictly enforce federal, state, and local laws, as well as its own alcohol and drug policies and procedures which support these laws promoting health-enhancing attitudes and activities.

The possession or use of drugs or alcohol is strictly forbidden on College premises or during any activities conducted off-campus. Faculty and student peers have an obligation to act on concerns regarding alcohol or drug abuse or dependency when encountered in the student. Students who need counseling assistance for drug or alcohol dependency should contact the School Director or Assistant Director, Program Director. All referrals will be kept confidential. Information on drug abuse prevention is available at the College for all students and employees.

The primary goal of students at the College is to achieve academic excellence. Illegal use of alcohol and other drugs will not be tolerated. Also, irresponsible use of alcohol by persons of legal age will not be excused.

1. At no time will the College allow possession, use, and/or distribution of an illegal drug.

2. Students, employees, and guests must adhere to federal, state and local laws and regulations.
3. The College will impose disciplinary action against students and employees for violating these standards of conduct, which may include suspension, termination of employment, or completion of a drug or alcohol rehabilitation program.
4. Information on Drug Awareness programs, counseling, treatment, and other related services are available through: The Federal Substance Abuse and Mental Health Services Administration Treatment Referral : 1-800-662-HELP
5. Students and employees seeking assistance in overcoming drug or alcohol related problems are encouraged to contact this organization.

The following guidelines describe the actions that may be taken when students are suspected of violating drug or alcohol policies:

1. Faculty or peers who suspect a student of alcohol or drug use/dependency (based on a pattern of behavior consistent with impairment) will document specific behaviors or confirmed evidence of such impairment. This documentation will be submitted in writing to the School Director/Assistant Director who will determine the action to be taken. If the School Director/Assistant Director and involved faculty feel the evidence is compelling and indicates violation of drug and alcohol policies, the student will be confronted with the concerns and evidence. The School Director/Assistant Director and involved faculty will decide what type of follow-up is indicated, based on the outcome of this conference.
2. If reasonable suspicion of alcohol or drug use occurs in the classroom or clinical setting, the student will be **immediately** removed from that setting. The faculty member will discuss the concerns with the student. If reasonable suspicion still exists, the School Director/Assistant Director will be informed and will determine what actions need to be taken. Screening for drugs or alcohol will be required. The student will have to give consent for such testing and authorization for results to be made available to the College.

Civility

Students are expected and required to conduct themselves in a courteous and polite manner in all areas of the campus, faculty offices, clinical area and with all personnel always.

Violence Prevention Policy

Because Westchester College of Nursing and Allied Health feels this topic is so important, we want to make sure you fully understand the college's policy.

Westchester College of Nursing and Allied Health has adopted this policy regarding violence because it is concerned about the physical and emotional health of everyone and strives to maintain a safe, productive environment. Consistent with this policy, acts or threats of physical violence which involve or affect the institution or which occur on Westchester College of Nursing and Allied Health premises will not be tolerated and are prohibited.

Violations of this policy will result in termination of the program and/or legal action as appropriate.

Acts or threats of physical violence include conduct that is sufficiently severe, offensive or intimidating to alter the employment conditions at Westchester College of Nursing and Allied Health or to create a

hostile, abusive, or intimidating environment for one or several college employees/students. Examples of violence include, but are not limited to, the following:

- All threats or acts of physical violence occurring on college premises, regardless of the relationship between the college and the parties involved in the incident.

Specific examples of conduct that may be considered threats or acts of physical violence include, but are not limited to, the following:

- Hitting or shoving an individual.
- Threatening an individual or his/her family, friends, associates or property with harm.
- The intentional destruction or threat of destruction of college property.
- Threatening telephone calls or social medial post.
- Threatening surveillance or stalking.
- The suggestion or intimation that violence is appropriate.
- Unauthorized possession or inappropriate use of firearms or weapons.

It is the responsibility of every person at the Westchester College of Nursing and Allied Health campus, including employees, students and others, to report threats or acts of physical violence of which he/she becomes aware immediately to the reporting individual's supervisor, or to another supervisory employee if the immediate supervisor is not available.

Jeanne Clery Act Policy Statement

In compliance with federal law, specifically the Clery Act, Westchester College of Nursing and Allied Health must disclose and disseminate crime statistics compiled in the previous three (3) years.

ENROLLMENT REQUIREMENTS

Westchester College of Nursing and Allied Health is a non-term institution and does not operate according to a traditional academic calendar. New student groups can begin at any time.

Procedures for Admissions

Potential applicants should contact Westchester College of Nursing and Allied Health by visiting the institution and meeting with an Admissions Representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

**Note: Applicants that wish to enroll in the Nurse Assistant/Home Health Aide programs have additional requirements. Please Review "Admission Requirement for Nurse Assistant/Home Health Aide" program on page 38.*

General Admissions Criteria

Each program offered at Westchester College of Nursing and Allied Health has its own admission standards and it is the responsible of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of college attendance (18) and are high school graduates or have a high school equivalency certificate (GED).

- Westchester College of Nursing and Allied Health does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its certificate programs.
- Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.

Admission Requirements

A prospective student must furnish the School with a high school diploma or a General Education Development diploma or an official high school/ general education development transcript or an acceptable equivalent. Prospective students must produce a high school diploma or General Education Development diploma to be eligible for Title IV (Federal Student Aid) funds.

All applicants receive an orientation that includes an overview of the program the student is applying for and a tour of the facility. Applicants begin the admissions process by submitting a complete and accurate application form, along with the registration fee (cash paying students). Applicants may mail, email or hand-deliver the application form. Incomplete/unsigned application forms will not be processed. Incomplete or false information on the registration form will be grounds for denial. The admissions process can take up to 10 business days to complete. Students receive notification of the admissions decision either by mail or phone.

The College reserves the right to change tuition and fees, make curricular changes when necessary, and make substitutions regarding books and supplies as required without prior notice. Any changes in tuition or fees will not affect a student already in attendance or enrolled.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma or certificate verifying the fact. Westchester College of Nursing and Allied Health awards its graduates an appropriate Program certificate as an acknowledgement of their accomplishment and graduation from the Westchester College of Nursing and Allied Health.

To receive a certificate from the Westchester College of Nursing and Allied Health programs, the student must successfully complete all classes in the Program. Some of the courses have prerequisites progressing sequentially and building in intensity and complexity. The courses are offered in an accelerated format. When a course ends, the next course usually begins the following week. This will allow the student to accomplish his or her educational goals as planned. The student will take a break from class only on holidays, as indicated in this College catalog. To accommodate the schedule of the working student, the College has separate program schedules, respectively. Students must further have satisfactorily finished all required course work at the College, passed all exams, and have paid all fees in full.

Westchester College of Nursing and Allied Health has not entered into an articulation or transfer agreement with any other college or university.

Student Rights Policy

A student accepted into an academic program of study at Westchester College of Nursing and Allied Health has certain rights and responsibilities. These rights and associated responsibilities are outlined below:

- Students have the right to an impartial, objective evaluation of their academic performance. Students shall receive in writing, at the beginning of each course, information outlining the method of evaluating student progress towards, and achievement of, course goals and objectives, including the method by which the final grade is determined.
- Students will be treated in manner conducive to maintaining their worth and dignity. Students shall be free from any acts or threats of intimidation, harassment, mockery, insult, or physical aggression.
- Students will be free from imposition of disciplinary sanctions without proper regard for due process. Formal procedures have been instituted to ensure adequate notice and hearing for all students subjected to the disciplinary process.
- When confronted with injustices, students may seek redress through established grievance in a timely manner.
- Students may take reasoned exception to the data or views offered in any course of study and may form their own judgments, but they are responsible for learning content of any course in which they are enrolled.
- Students will be given full disclosure and explanation of all fees and financial obligations.
- Students have the right and responsibility to participate in course and instructor evaluations and give constructive criticism of services provided by the college.
- Students have the right to a quality education. The right encompasses quality have sufficient education qualifications and practical expertise in instruction; the availability of adequate materials, resources and facilities to promote the application of theory; and an environment that stimulated creativity in learning as well as personal and professional growth.
- Students have the responsibility to conduct themselves in a professional manner with the college and clinical settings and to abide by the policies of the college and the program director.
- Students are expected to conduct all relationships with the college staff and faculty, their peers, and patients with honesty and respect.
- Students are to comply with directions by college faculty and staff members who are acting within the scope of their employment.
- Students have the right and responsibility to develop personally through opportunities, such as formal education, work and volunteer experiences extracurricular activities, and involvement with others.

TUITION PAYMENTS

(a) For the Coding program offered at Westchester College of Nursing and Allied Health, students can pay cash or credit card. The students have an option to pay tuition in full or to make payments per modules.

(b) For short-term programs designed to be completed in one term or four months, whichever is less, Westchester College of Nursing and Allied Health may require payment of all tuition and fees on the first day of instruction. When 50 % of the program has been offered, the institution may require full payment.

(c) The limitations in this section shall not apply to any funds received by Westchester College of Nursing and Allied Health through federal and state student financial aid grant and loan programs, or through any other federal or state programs.

At the student's option, Westchester College of Nursing and Allied Health may accept payment in full for tuition and fees. After the student has been accepted and enrolled and the date of the first-class session has been disclosed on the enrollment agreement.

Financial Assistance

Westchester College of Nursing and Allied Health offer students several options for payment of tuition. All students are encouraged to apply for financial assistance if unable to meet educational costs on their own. The College participates in several types of Title IV programs, most of which are based on financial need.

Prior to, during and after the process for financial assistance, students can speak with a Financial Aid Officer via phone Monday-Friday from 10:00 a.m. - 4:30 p.m. Appointment days and times are Monday - Friday from 10:00 a.m. - 4:30 pm.

Students seeking financial assistance must first complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov. The College's Financial Aid Officer uses this information to determine students' eligibility and assists them in deciding what resources are best suited to their circumstances. Students must meet all eligibility requirements to qualify for Federal Student Aid. The Financial Aid Department may request additional documentation to support the student's request for financial assistance, including, for example, official IRS Tax Transcripts. Renewal of financial aid is not automatic. Recipients are required to reapply each year by the announced deadline.

Federal and state grants and loans will be disbursed onto student accounts to cover direct educational costs. Disbursements in excess of direct costs will be refunded to the student (or parent, in the case of a PLUS loan).

Government guaranteed loans can be an important part of financing educational expenses. When students must borrow funds to finance their education, the College provides all students with information to assist them in managing their loan(s) effectively. Confidential loan counseling is available upon request.

VERIFICATION POLICY

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

- Only those students selected for verification by the U.S. Department of Education (ED) or those with conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a Federal Tax Return Transcript (and a Federal Tax Account Transcript *if* an amended tax return was filed) from the prior year (e.g., 2019 calendar year for the 2020-2021 processing year, etc.). Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
- No Federal Pell Grant or Subsidized Direct Stafford Loan funds will be disbursed prior to the completion of verification.
- A Direct Stafford Loan will not be originated until all verification has been completed.
- Students eligible to receive a Pell Grant, Campus-Based aid or a Subsidized Direct Loan will have until 120 days after their last day of attendance or by the deadline published in the Federal Register each year (deadline is usually around the end of September) whichever is earlier, to complete verification. However, in the interim, the student must have made arrangements with the college for payment of all tuition and fees due, or risk termination from the college. After the aforementioned period, all financial aid that might have been due is forfeited.
- All students will be notified on a timely basis if they were selected for verification and what supporting documentation is required. At that time, the student will be informed of the time parameters and the consequences of not completing the verification process. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify the student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by ED.
- If the student receives an overpayment based on inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after being counseled by the institution, the college will refer the case to ED for resolution. Unless required by ED, no further Federal financial aid will be disbursed to the student.
- The financial aid file must be documented with the date that verification is completed.

Secondary Confirmation Policy

Westchester College of Nursing and Allied Health follows the procedures below for the secondary citizenship confirmation process when Title IV financial aid applicants indicate they are eligible non-citizens or permanent residents of the United States.

- If the primary confirmation process does not confirm eligible Title IV applicant status, and the student submits reasonable evidence of eligible status, the college will initiate the secondary confirmation process.
- All students who indicate an eligible status, but whose eligible status is not confirmed by the U.S. Department of Education's (ED) Central Processing System output document, will be given a copy of these procedures.
- Students have 30 days from the later of the date the student receives this document, or the date the institution receives ED's Central Processing System output document to submit documentation for consideration of eligible non-citizen status.
- 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.
- The institution will not make the decision regarding "eligible non-citizen" status without giving the student the opportunity to submit documentation supporting a claim of eligibility.

- Students must submit documentation of their current immigration status to the Financial Aid Office. The documentation must be official documents from the U.S. Citizenship and Immigration Services (USCIS). In order to initiate the required process, students must submit USCIS documents which are legible and which demonstrate their latest status with USCIS.
- The institution will initiate secondary confirmation within 10 business days of receiving both the ED Central Processing System output document and the student's immigration status documents.
- Students will be provided and instructed to use the applicable address listed on USCIS' Web site at [Direct Filing Addresses for Form G-845](#) to determine where they must submit the [Form G-845](#) with the expiration date of 05/31/2021.

SATISFACTORY ACADEMIC PROGRESS POLICY

In compliance with state and federal rules and regulations, Westchester College of Nursing and Allied Health maintains a reasonable satisfactory academic progress (SAP) policy for use in determining whether an otherwise eligible student is achieving satisfactory academic progress in the program and may receive financial aid under the Title IV, Higher Education Act (HEA) programs. The standards of the SAP apply to all students in the program regardless of financial aid status. The Grading and Attendance policies both provide standards in compliance with the SAP.

SAP is reviewed on ongoing basis but no less than a month. SAP must be maintained at all time to continue with enrollment in the academic program and for the student to remain eligible for federal financial aid. In addition, for those students participating in the Financial Aid program, SAP is reviewed and reported at the end of each payment period.

For all students including those receiving federal financial aid,

Grading Policy: SAP Qualitative Measure

A grade report is issued to the student upon the completion of each course. Method of Evaluation:

- Attendance
- Class Participation
- Quizzes
- Outside Work Assignment

Letter Grade	Percentage
A	100 – 90 %
B	89 – 80 %
C	79 – 70 %
D	69 – 60 %
F	Below 59 %
I	Incomplete
W	Withdrawal

The minimum passing grade for each class is “C.” Each student's cumulative grade will be reviewed at the completion of each class.

To maintain Satisfactory Academic Progress, students must attain a minimum cumulative grade point average of “C” (70%) for each course. In addition, for those students participating in the Financial Aid program, SAP is reviewed and reported at the end of each payment period.

SAP Quantitative Measure

All students must comply with the SAP regarding rate of completion of the program, termed Quantitative Measure. Incremental progression will be evaluated automatically for all periods of attendance at the institution, including periods in which the student did not receive federal financial aid. Pace is a method of

measuring SAP. Pace is determined by dividing the cumulative number of credits you have earned by the cumulative number of credits you have attempted. The resulting pace percentage must be 100% to receive, or to continue receiving financial aid. This is a result of the program's non-term linear schedule.

Attendance Policy

Regular attendance is required regarding all classes and scheduled activities. Classes begin promptly at the scheduled time. Students are expected to arrive on time. The student must notify the college or the instructor in advance via telephone or email of any anticipated absence. The instructor will notify the college about the absenteeism. If the student's absence reaches 5% for any single course, the student may be withdrawn from the course. The student with three consecutive unexcused absences will be considered to have dropped.

Maximum Time for Program Completion

The maximum time frame for receiving aid is equal to 150% of the published length of the program. For example, a program with 36 credits would have a maximum time frame of $36 \times 1.5 = 54$ credits. Students enrolled in this program cannot take more than 54 credits to complete the program.

Satisfactory academic progress is continually evaluated. For Financial Aid recipients SAP is also reviewed and reported at the end of each payment period. The student's incremental progression will be measured at the completion of each class payment period. If the student has not completed the program within the maximum timeframe, the student will be terminated from the program.

All accepted transfer credits and repeat courses will count toward maximum time frame.

Tardiness/Early Departure

Students who come to class late or leave early will receive a mark on their attendance record. A student is considered tardy when arriving 10 minutes or more after the start of class, or leaving 10 minutes or more before the end of class. Students who accumulate three tardiness/early departure marks will accrue one day of absence on the attendance record.

Leave of Absence Policy

Students are entitled to take only one leave of absence during any academic year. The duration of the leave of absence may not exceed 180 days in a 12-month period. Requests for leave must be submitted in writing to the School Director and must include an anticipated return date and be signed by the

student. Failure to return to college as scheduled without prior written notification to and approval from the School Director will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. The School Director may grant leaves of absence and/or waive interim satisfactory standards for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

Dismissal Policy

Excessive absences, unsatisfactory academic achievement or progress, or falsification of information supplied to the college, shall serve as basis of dismissal from a class or from the college.

Withdrawals, Drops, Transfers and/ or Incomplete

Course withdrawal may result in unsatisfactory progress in the program. The college does not approve incomplete classes. Repeated courses are allowed only if the student fails to meet the passing grade score standards used by the college. If the student fails to meet the minimum passing grade standards in any of the classes, the student is required to repeat the class to stay in the program.

Evaluation

The college evaluates all students at the end of each course, which is the end of payment period for students on Title IV.

Probationary Period

If a student receives an unfavorable progress report that is not in compliance with the satisfactory academic progress requirements of the college and the SAP, the student will be informed in writing of his/her failure to maintain satisfactory academic progress. The student will then be placed on a warning status for the next payment period. The student is eligible to receive financial aid while on a warning status for the next payment period. The student's progress will be reviewed at the end of the warning status period, and the student must meet the SAP qualitative and quantitative standards to continue receiving financial aid.

Academic Appeal/Petition

In the event that a student is dropped from the Program for failing to meet the college's standards of academic progress, he or she may appeal the dismissal through a written petition submitted to the Director of the Program prior to the end of registration. The petition must include an explanation of the verifiable mitigating factors leading to poor academic performance and attest to how the factors have been eliminated or overcome. The petition must also provide any required documentation and include a practical plan for meeting all prerequisites for a return to good academic standing.

Upon approval of the petition, the student may enroll for the current academic courses in the Program, with the understanding that all reinstatement conditions must be upheld closely. If continued poor academic performance results in a second dismissal, further reinstatement is not usually approved. Denied petitions may be presented to the college's Board of Directors.

If a petition for reinstatement is not submitted within 30 calendar days after dismissal, the student is required to request readmission through standard admission procedures in addition to submitting a petition to the Director.

Students who have lost their financial aid after warning status may appeal the loss of aid by submitting an appeal to the Office of Financial Aid. Appeals are reviewed individually by the Academic Standards Committee. All decisions made by the Academic Standards Committee are final.

Students who appeal and can mathematically meet the minimum GPA and/or pace requirements will be placed on a Financial Aid Probation and will be eligible for one additional payment period of aid. Students on Financial Aid Probation will be reevaluated at the end of the following payment period. Students who still fail to meet the minimum GPA and/or pace requirements will lose additional aid eligibility until they meet the GPA and pace requirements.

Students who appeal and cannot mathematically meet the qualitative and quantitative standards in one semester will be placed on an academic plan by the Program Director.

Cancellation Policy

The enrollment agreement does not constitute a contract until an official of the college has approved it. If the college does not accept the agreement, all monies paid will be refunded. This includes instances where a class is canceled. The student must cancel within three business days of signing an enrollment agreement and will receive a full refund of all monies paid. The student is required to cancel via in person or certified mail.

State Refund Policy

- *Refund Policy Prior to Matriculation:*

An applicant who is not accepted for enrollment to the college will receive a full refund of all payments. An applicant who cancels his/her enrollment prior to the first day of classes will receive a full refund of all payments.

Withdrawals

WITHDRAWING FROM YOUR COURSE AFTER THE FIRST SEVEN DAYS FOLLOWING THE FIRST CLASS:

- You have the right to withdraw from the course at any time.
- You have the right to cancel the enrollment agreement and obtain a refund of charge paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The college will pay you a refund within 30 days after your withdrawal.

Last Date of Attendance

The last date of attendance is defined as

1. The last day the student attended class in courses in which attendance is taken by the instructor;
2. The last day on which a student submitted an assignment, quiz, test or other academically-related activity;

Date of Withdrawal/Date of Determination

The date of withdrawal, for purposes of calculating a refund, is the student's last date of attendance. The date of determination is the earliest of the following circumstances:

- The student officially withdraws, provides notice of cancellation, or the date the student violates academic policy.
- If the student ceases attendance without providing notification, the date of determination shall be no more than 14 days from the student's last day of attendance.

Institutional Refund Policy

When a student withdraws, the college must calculate a State of California pro-rata refund, which is implemented to determine allowable charges the college may retain.

Federal Refund Policy (R2T4)

- *Refund Policy Prior to Matriculation:*

An applicant who is not accepted for enrollment to the college or who cancels his/her enrollment prior to the first day of class will receive a full refund of all payments.

- *Refund Policy after Matriculation:*

You may cancel your enrollment without any financial obligation by the end of the seventh

(7th) business day following the class start. The cancellation must be in writing. If the cancellation notice is mailed to the College, the postmark is the effective date of the cancellation. If you terminate your training after the seventh business day, the refunds (if any) are based upon the calculation of both the Federal and State's Formula.

Federal Return of Title IV Policy

This policy applies to all students who receive financial aid from Title IV funds and withdraw, drop out, take an unapproved leave of absence, fail to return from an approved leave of absence or are dismissed from their program.

The term "Title IV Funds" refers to the Federal financial aid programs authorized under the Higher Education Act of 1965 (as amended) and includes the following programs:

- Direct Unsubsidized loans
- Direct Subsidized loans
- Direct PLUS loans
- Federal Pell Grants.

Return of Title IV Funds: A Return of Title IV Funds calculation must be performed whenever a student withdraws from college. When a student officially withdraws prior to completing more than sixty percent (60%) of the period of enrollment, the student has not "earned" all of his/her federal financial aid.

The student earns Title IV aid equal to the amount of attendance in a payment period (PP) or period of enrollment. Westchester College of Nursing calculates the return to Title IV based on Payment Period

(PP). The percentage of aid earned is equal to the percentage of the PP completed up to 60%. If the percentage of the PP completed is greater than 60% then the student earns 100% of the Title IV aid in the PP.

The return amount will be calculated using the number of days the student completed in the payment period through the last date of attendance (LDA) and the total number of days in the payment period. The percentage of Title IV aid earned shall be calculated as follows:

- Number of days completed by student through the LDA divided by the total number of days in the payment period equals the percentage of payment period completed.
- The percent of the payment period completed equals the percentage of Title IV aid earned by the student.

- The percentage of Title IV aid unearned (i.e., to be returned to the appropriate program) shall be one hundred percent (100%) of aid disbursed minus the percent earned.

- Unearned aid to be returned by the institution is the lesser of:
 - Title IV aid disbursed minus Title IV aid earned by the student for the payment period; or
 - Total institutional charges multiplied by the percent of unearned aid.

Returns are made to the Title IV programs in the following order within forty-five (45) calendar days of the date the college determined the student withdrew:

(1) Direct Unsubsidized Loans; (2) Direct Subsidized Loans; (3) Federal Parent (PLUS) Loans; and (4) Federal Pell Grants.

If the student did not receive all the funds that he/she earned, he/she may be due a Post-Withdrawal Disbursement. If the verification process is not completed at the time of withdrawal, this may affect the student eligibility for a Post-Withdrawal Disbursement. If a Post-Withdrawal Disbursement includes loan funds; the college will get the permission of the student to disburse those funds within thirty (30) calendar days.

Students may be responsible for the return of the unearned Federal student aid. Loan amounts are repaid under the terms of the promissory note. The total amount of Federal government grant funds that are the responsibility of the student to return are reduced by fifty percent (50%). The student will be notified of the amount that must be returned and sent instructions on where to make these payments.

Credit balance refunds and adjusted bills will be sent to the student's home address on file following withdrawal. Students are responsible for any portion of their institutional charges that are left outstanding after Title IV funds are returned.

Circumstances in which the Student is Not Eligible for Tuition Refund

The student is not eligible for a tuition refund if all the student's tuition and fees are paid by a third-party organization, such as a Job Training Partnership Act agency, a Regional Occupational Program or

Regional Occupational Center, a Private Industry Council, or a vocational rehabilitation program. The student will not receive a tuition refund if he or she is not obligated to repay a third-party organization or does not lose time-limited educational benefits. The third-party organization and the College will have a written agreement, entered on or before the date the student enrolls, that no refund will be due to the student if the student withdraws prior to completion. Registration Fee is not refundable. Book fees are not refundable.

Calculation of Tuition Refund

The College will earn tuition on a pro-rata basis. Refunds will be calculated as follows:

- Determine the total tuition for the program or course(s).
- Divide this figure by the total number of hours in the program or course
- The quotient is the hourly charge for the program.
- The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount.
- The refund shall be any amount in excess of the figure derived in step #5 that was paid by the student.

Sample Calculation

An institution offers an 11-course (1062 clock hours) program. The program tuition is \$13,875.00 plus \$125.00 Registration Fee plus \$1,000.00 books and materials totaling the amount of \$15,000.00 for the program. The college qualified the student for a student loan of \$13,875.00. The student paid \$125.00 for the Registration Fee and \$1,000.00 for books and materials purchased outside the college. If the student withdraws from the program, the following recovery found will be calculated:

60-Week Program Refund Calculation			
% of Program Attended	Hours Attended	Tuition Cost (x) Hours Taken (\$13,875/1062 hrs. = \$13.06)	Tuition Student Owed
10%	100	\$1,306.00	\$1,306.00
25%	260	\$3,395.60	\$3,395.60
50%	520	\$6,791.20	\$6,791.20
60%	680	\$8,880.80	\$8,880.80
75%	780	\$10,186.80	\$10,186.80

Cash Based Tuition Payment

Tuition for each course must be paid prior to the beginning of the course(s).

Collection of Delinquent Tuition Cash Based and Institution Private Loan Payment Accounts

Westchester College of Nursing and Allied Health reserves the right to collect tuition owed for instruction provided to the student. After making reasonable attempts to collect delinquent tuition, the College may consider outside collection agencies to assist in the collection of the tuition owed. "If any portion of the student's tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which the student received benefits, to the extent of benefits received. Any remaining amount will be paid to the student.

Graduation Requirements

The minimum passing grade for each course is “C.” Students must satisfactorily complete all required course work, passed all exams, and paid all fees in full. Upon completion of the coding program, students will receive a certificate of completion in recognition of their achievement.

Code of Ethics and Conduct

The following behaviors are expected of each student, instructor, and employee of Westchester College of Nursing and Allied Health. The behaviors reflect respect for the dignity and worth of each individual, and the interdependence necessary for the successful implementation of the purposes of the College.

The student/instructor/employee shall:

- Through speech and actions demonstrate respect for others, regardless of gender, ethnicity, age, religion, politics, creed, or sexual orientation.
- Be responsible for his or her own actions, as well as for interactions with faculty, students, and staff.
- Maintain confidentiality, at college, relating to his or her employer, coworkers and patient information, and observe the same confidentiality about the college, its students and employees, and Westchester College of Nursing and Allied Health patient records.
- Demonstrate ability to set and complete individual and group learning goals and objectives, within the frame of the assignment.
- Observe high ethical standards in completion and submission of course work, in test taking, and in personal interactions.
- Do not cheat. Cheating is acting dishonestly to gain an unfair advantage. Cheating includes giving or receiving unauthorized aid on any assignment or exam. Consult instructor for acceptable materials for assignments and exams.
- Do not plagiarize. Plagiarism is an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own.
- Review the American Health Information Management Association (AHIMA) standards of ethical coding and integrate these ethics into college and professional activities.

HIPAA and Confidentiality

Health Insurance Portability and Accountability Act (HIPAA) as well as state laws require patient/client/participant health information to be kept confidential. Additionally, patients/participants and their families have a right to deal with their issues in a private and secure manner, trusting that their privacy will be maintained. To protect this right to confidentiality and to comply with federal and state laws, students must agree to hold all information (including, but not limited to patient names, their health information, and relevant agency information, vendors, employees, volunteers, partners and programs providing or receiving services from the department or facility, third party payers, operations improvement and quality assurance) gained through student activities in strictest confidence.

Students agree:

- not to release confidential information that they become aware of to any individual/organization outside the department or facility.
- not to show, tell, copy, give, sell, review, change or improperly dispose of any confidential information.
- to keep logins and passwords in secret and not share with anyone.
- not to use anyone else's password to access any system.

- will not share any confidential information, including passwords, even if I am no longer at the facility.
- will protect the privacy of the patients and employees.
- will be responsible for my failure to protect my password or other access to confidential information.

Students agree to abide by the above confidentiality requirements and understand that any breach of a patient's/client's /participant's confidentiality may result in disciplinary action against me as described in the Westchester College of Nursing and Allied Health policies relating to HIPAA Regulations.

Student Records

All student academic records are retained, secured, and disposed of in accordance with local, state and federal regulations. Permanent records are maintained in record form and computer for a minimum of five years, whether or not the student completes the course of study, after the date of the student's graduation, withdrawal, or termination. The institute maintains complete records for each student, including grades, attendance, contracts and instruments of indebtedness. Student academic transcripts, including grades, are available upon written request by the student. Student records may only be released to the student. Student transcripts would be maintained permanently.

Definition of a Credit

Westchester College of Nursing and Allied Health courses are assigned credit hours based on a combination of the amount of academic work by students necessary to be successful in the course (to meet specific outcomes and achieve passing grades) and the amount of instructional time provided. Westchester College of Nursing and Allied Health measures instruction in terms of quarter credits. A quarter credit is defined as follows: One quarter credit hour for each ten (10) hours of classroom contact plus appropriate outside preparation or the equivalent; or one quarter credit hour for each twenty (20) hours of supervised laboratory/shop instruction plus appropriate outside preparation; or one quarter credit hour for not fewer than thirty (30) hours of externship or work-related experience.

Policy for Advanced Placement and Credit for Experiential Learning

Westchester College of Nursing and Allied Health does not offer advanced placement, or credit for experiential learning.

Transfer Credit

Westchester College of Nursing and Allied Health may accept credits earned at another institution accredited by an agency recognized by the Secretary or the Council for Higher Education Accreditation (CHEA) to satisfy specific requirements for completion of a program. The college accepts transfers of credits from other institutions at its sole discretion.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Westchester College of Nursing and Allied Health is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate of completion you earn in the Coding program is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Westchester College of Nursing and Allied Health to determine if your credits will transfer.

STUDENT SERVICES

Learning Resources

The institution has a formal tutorial assistance program. Individual assistance is given to students who need additional help in learning. Please contact admissions for per hour rate.

Libraries

The institution has a library on campus open to students. Students have access to reference texts and materials useful in completing the program of study. Materials are to be used on campus and are available during normal class hours. Additionally, students have access 24/7 to AHIMA's virtual library resources.

AHIMA Virtual Lab

The coding program offers the use of additional resources through the AHIMA Virtual Lab 24/7 for the purpose of getting extra practice on material covered in class. These labs are available by request and arranged through the individual instructor.

Skills Laboratories

The Coding program offers the use of skills labs for the purpose of getting extra practice on material covered in class. These labs are available by request and arranged through the individual instructor.

Academic Advisory

Students are given the opportunity to gain skills in academics, and career planning. The institution maintains a focus on the delivery of educational services. Should a student encounter personal problem that interfere with his or her ability to complete coursework, the institution will provide assistance and counseling. Students should contact the Student Counselor, Toni Byrd. These services are provided on a continuing basis, at no additional charge.

Graduate Placement

Westchester College of Nursing and Allied Health does not guarantee employment to any student upon graduation. Westchester College of Nursing and Allied Health does provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance and interview counseling and advising concerning job search and job interview techniques. Placement assistance is available to all graduates of the institution. Additionally, the College is required to track placement of its graduates and to verify placement no earlier than 15 days after employment. Placement assistance is available to all graduates of the institution. Our Assistant Director will assist you in your job search

This assistance consists primarily of educating students in developing the ability to successfully perform these tasks as they begin to seek employment:

- Preparing resumes

- Developing job interviewing skills
- Identifying job position openings
- Following up with employers after interviews
- Negotiating wages and benefits
- Maintaining employment once hired
- Securing opportunities for advancement once hired
- Developing and utilizing a network of professional contacts who can aid the job search effort

A successful job search is dependent upon the willingness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the institute's assistance will be, in all probability and likelihood, an entry level position.

Throughout the program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews. Students compose resumes and letters of introduction. The college offers helpful reference sources to assist students in locating firms and geographic areas offering employment opportunities related to their training.

Academic Guidance is available by appointment for students who seek advice regarding their course work and progress. Students requiring counseling should contact the college representative by phone or email /for an appointment.

Student Complaint/Grievance Policy

Westchester College of Nursing and Allied Health is committed to providing quality education in a supportive, democratic environment. The college does not discriminate based on race, color, religion, creed, sex, age, or disabling conditions, in the administration of its educational policies, admissions procedures, or college affiliated programs. All grade disputes must be made within four weeks of the grade posting date. The student disputing the grade shall initially discuss the issue with the instructor. If the dispute is not resolved through dialogue between the instructor and the student, the student may contact the Director for assistance.

A student who has a complaint that is not grade-related shall submit the grievance, in writing, to the Administration. The Director shall review the case and determine the appropriate decision to be taken. This decision shall be made within seven days, upon receipt by the Administration of the student's written complaint.

When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the Director should be contacted. Normally, the informal procedure of "discussing" the difference(s) will resolve the problem. In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, he or she may do so. All written complaints will be resolved within 10 days and will be sent to the student in writing.

The student may file a grievance with the Bureau for Private Postsecondary Education at any time and are not required to contact the college first. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Accrediting Bureau of Health Education Schools
7777 Leesburg Pike Suite 314N.
Falls Church, Virginia 22043
Tel (703) 917-9503 (703) 917-4109
By e-mail to: info@abhes.org

Bureau for Private Postsecondary Education,
1747 N. Market, Suite 225
Sacramento, CA 95834
Tel (916) 574-8900, (888) 370-7589 Fax (916) 263-1897
By e-mail to: bppe@dca.ca.gov

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

PROGRAM DETAILS

CODING PROGRAM

SOC Code 29-2072

CIP Number 51.0707

The Coding program is a hybrid program consisting of classroom instruction, synchronous online delivery and practical hands on training in a work stimulated environment that prepares individuals for career opportunities in the health care industry. The program consists of eleven courses of study (720 clock hours of lecture and 342 clock outside hours with equivalent of 70 academic credits) that prepares graduates for a career as a Health Information/Medical Records Technology/Technician/Clinical Documentation Improvement (CDI), Medical Biller/Coder and Data Analysis. Classes are four, six, eight and twelve weeks in length. To receive a certificate of completion, the student must successfully complete all eleven courses of study in the program. The program is offered on campus/hybrid.

Coding Program Objectives:

Upon graduation a student will be able to:

- Demonstrate an Understanding of Information Technology Applications in Healthcare
- Demonstrate Employability Skills
- Demonstrate Knowledge of Blood Borne Diseases, Including AIDS
- Describe the Anatomy and Physiology of the Human Body
- Demonstrate Proficiency in The Application of Medical Terminology
- Demonstrate an Understanding of the Fundamentals of Disease Process in Relationship to The Human Body, Including Pharmacology
- Demonstrate Proficiency in Use of ICD and CPT Coding Systems
- Utilize Medical Coding References
- Explain the Basics of Health Information Services
- Demonstrate Ethical and Legal Principles regarding The Use of Medical Records
- Demonstrate Computer Skills
- Demonstrate Safety and Security Specific to Health Information

Coding Program Outline:

Course Number	Course Name	Class Clock Hours	Outside Clock Hours	Credit
HC 101	Health Care Data Content Structure/Legal/Ethics	48	22.5	4.5
HC 102	Health Care Delivery Systems	48	22.5	4.5
HC 103	Medical Terminology	48	22.5	4.5
HC 104	Human Anatomy and Physiology	64	30	6.0
HC 105	Pathology/Pharmacology	68	34	6.5
MC 101	Introduction to Computers	60	30	6.0
MC 102	Basic & Intermediate ICD-10-CM/ICD-10-PCS Coding	96	45	9.5
MC 103	Advanced ICD-10-CM/ICD-10-PCS Coding & Reimbursement Methodology	70	34	7.0
MC 104	Basic CPT/HCPCS Coding/Medical Office Procedures	96	45	9.5
MC 105	Intermediate/Advanced CPT/HCPCS Coding & Reimbursement Methodology	70	34	7.0
MC 106	Virtual Professional Practice Experience	52	22.5	5.0
	Total	720	342	
	Grand Total	1062 Total Clock Hours		70.0 Credit

Coding Program Descriptions:

HC 101 Health Care Data Content Structure/Legal/Ethics

Students will gain fundamental knowledge of patient and health care record keeping, different types of data, sources, use and users of data. Confidentiality and quality of data will be presented, as well as legal and ethical considerations.

Prerequisite: None

Credit: 4.5

HC 102 Health Care Delivery Systems

Students will learn the historical development of health care delivery systems. The students will also be introduced to healthcare financing, regulatory agencies and organizations, and treatment technology.

Prerequisite: None

Credit: 4.5

HC 103 Medical Terminology

Students gain the tools necessary for accurately spelling, pronouncing, and relating the correct medical terms to the structures and functions of the human body, as well as to the major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

Prerequisites: None

Credit: 4.5

HC 104 Human Anatomy and Physiology

Students learn the structures and functions of the human body; to understand homeostasis and the gross and microscopic anatomy and physiology of the cellular, skeletal, muscular, nervous, cardiovascular, respiratory, urinary, reproductive, endocrine, and digestive systems.

Prerequisite: None

Credit: 6

HC 105 Pathology/Pharmacology

Students gain knowledge of the pathologic processes affecting the organs and tissues of the human body. Emphasis is placed on etiology, pathogenesis, pathology, clinical features, therapy, pharmacology, and prognosis of diseases.

Prerequisites: HC 103 and HC 104

Credit: 6.5

MC 101 Introduction to Computers

Students are introduced to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. They receive a basic overview of databases, spreadsheets, word processing, calendaring, and communication and presentation software.

Prerequisites: None

Credit: 6

MC 102 Basic & Intermediate ICD-10-CM/ICD-10-PCS Coding

Students develop an understanding of coding and classification systems to assign valid diagnostic and/or procedural codes. The course will include the validation of coded clinical information and case mix/severity of illness data.

Prerequisites: HC 103/HC 104 and MC 101

Credit: 9.5

MC 103 Advanced ICD-10-CM/ICD-10-PCS Coding & Reimbursement Methodology

The student will be challenged by more complex diagnoses and procedures and to apply their mastery of coding skills to learning the principles and philosophy of coding logic. The student will choose the best codes based upon knowledge of coding guidelines, as well as understanding of medical

terminology, human anatomy and physiology, and the entire regulatory and reimbursement environment in which the Health Information Management professional must work.

Prerequisites: HC 103/HC 104/HC 105 and MC 101/MC 102

Credit: 7

MC 104 Basic CPT/HCPCS Coding/Medical Office Procedures

The general principles of CPT and HCPCS coding systems are introduced to the student. The class will cover the historical background, structure and organization of the systems, and the application of coding and regulatory guidelines, documentation, and basic components of healthcare documentation of the medical office. The class will include basic ambulatory coding concepts, higher-level examples of CPT/HCPCS coding, and an overview of reimbursement methodologies

Prerequisites: HC 103/HC 104/HC 105 and MC 101/MC 102

Credit: 9.5

MC 105 Intermediate/Advanced CPT/HCPCS Coding & Reimbursement Methodology

Students are introduced to principles of the classifications of evaluation and management services and documentation guidelines. The course will cover higher level examples of CPT/HCPCS coding assignments and overview of APCs/RBRVS/ASC reimbursement methodology. Students are exposed to computerized encoding systems including, logic based encoding software and automated codebook software systems.

Prerequisites: HC 103/HC 104/HC 105 and MC 101/MC 102/MC 104

Credit: 7

MC 106 Virtual Professional Practice Experience

This course simulates responsibilities a coding professional may be required to perform on the job. The student applies the competencies learned in the program by coding from Inpatient, Ambulatory, ER, Ancillary, and Physician patient medical records. The student uses either codebooks or the 3M software encoder. The student completes a series of project reports on various topics related to the program competencies including Coding Compliance in the Physician Office prior to a summary assessment. Coding specialist (CCS, CCS-P) speakers will conduct review presentations either pre-recorder or live. The course is focused on building speed and accuracy using paper and scanned medical records.

Prerequisites: HC 101/HC 102/HC 103/HC 104/HC 105 and MC 101/MC 102/MC 103/MC 104/MC 105

Credit: 5

Coding Program Schedules:

To accommodate the working student, the college has two separate program schedules with lengths of 52 and 60 weeks, respectively.

Schedule 1

52 Weeks Monday-Friday

8:00 a.m. – 12:00 p.m.

Daily Class Schedule

Class 8:00 a.m.-9:50 a.m.

Break 9:50 a.m.-10:10 a.m.

Class 10:10 a.m. – 12:00 p.m.

Schedule 2

60 Weeks Saturday, Monday, Wednesday

Saturday 8:00 a.m.-4:30 p.m.

Class Schedule**(Saturday)**

Schedule 1	Schedule 2	Schedule 3
Class 8:00 a.m. - 9:50 a.m.	Class 8:00 a.m. - 9:50 a.m.	Class 8:00 a.m. - 9:50 a.m.
Break 9:50 a.m. - 10:10 a.m.	Break 9:50 a.m. - 10:10 a.m.	Break 9:50 a.m. - 10:10 a.m.
Class 10:10 a.m. -12:00 p.m.	Class 10:10 a.m. -12:00 p.m.	Class 10:10 a.m. -12:00 p.m.
Lunch 12.00 p.m. -12:30 p.m.	Lunch 12.00 p.m. -12:30 p.m.	Lunch 12.00 p.m. -12:30 p.m.
Class 12:30 p.m. -2:00 p.m.	Break 1:45 p.m. – 1:55 p.m.	Break 1:45 p.m. – 1:55 p.m.
	Class 1:55 p.m. – 3:00 p.m.	Class 1:55 p.m. – 4:00 p.m.

Class Schedule**Weekday(s)**

Schedule 1	Schedule 2	Schedule 3
Class 6:00 p.m. to 6:50 p.m.	Class 6:00 p.m. to 7:50 p.m.	Class 6:30 p.m. to 7:50 p.m.
Break 6:50 p.m. to 7:00 p.m.	Break 7:50 p.m. to 8:10 p.m.	Break 7:50 p.m. to 8:10 p.m.
Class 7:00 p.m. to 8:00 p.m.	Class 8:10 p.m. to 9:00 p.m.	Class 8:10 p.m. to 9:30 p.m.

Please refer to the class schedule for specific module meeting time. Dates and time are subject to change.

NURSING ASSISTANT PROGRAM

SOC Code 31-1131

CIP Number 51.3902

159 Clock Hours Program

These courses introduce the students to the role of a nurse assistant with instruction in basic skills and competencies. It prepares the Nurse Assistant student for the State of California Nurse Assistant Competency Evaluation. Certification is obtained after satisfactory completion of the course program and passing of the California State Exam. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory. To receive a certificate of completion, the student must successfully complete the courses of study in the program.

Nursing Assistant Program Objectives:

Upon completion of this program, the student will be able to:

- Demonstrate compliance, safety, and infection control practices that comply with standards of practice for nursing assistants.
- Describe the functions of body systems appropriate to the nursing assistant scope of practice.
- Describe the roles and responsibility of nursing assistants including ethics, communication, legal responsibilities, abuse laws, and California State Board of Nursing regulations.
- Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- Identify stages of growth and development.
- Define common medical terms and abbreviations used in health care.
- Provide emergency care as well as personal patient care.
- Describe the anatomy and physiology of the human body.
- Perform physical comfort and safety functions and nursing procedures.
- Apply principles of nutrition and the principles of infection control.
- Provide biological, psychological, and social support.
- Perform organizational skills, following the patient plan of care.
- Assist with restorative (rehabilitative) activities.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including AIDS.
- Comply with privacy and confidentiality laws.
- Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- Demonstrate safety and infection control practices that comply with standards of practice for nursing assistants.
- Identify stages of growth and development.
- Demonstrate competence with all skills required for certification.

Nursing Assistant Program Outline:

Class Code	Class Title	Lecture Hours	Clinical Hours	Total Clock Hours
NA-M1	Introduction to Nurse Assistant	2	0	2
NA-M2	Patient Rights	2	1	3
NA-M3	Communication/Interpersonal Skills	2	0	2
NA-M4	Prevention Management of Catastrophe and Unusual Occurrence	1	1	2
NA-M5	Body Mechanics	2	4	6
NA-M6	Medical and Surgical Asepsis	2	8	10
NA-M7	Weights and Measures	1	1	2
NA-M8	Patient Care Skills	14	44	58
NA-M9	Patient Care Procedures	12	20	32
NA-M10	Vital Signs	4	6	10
NA-M11	Nutrition	4	6	10
NA-M12	Emergency Procedures	2	1	3
NA-M13	Long-Term Care Patient	3	0	3
NA-M14	Rehabilitative Nursing	2	4	6
NA-M15	Observation and Charting	4	4	8
NA-M16	Death and Dying	2	0	3
Total		59	100	159

Nursing Assistant Program Descriptions:

NA-M1: Introduction to Nurse Assistant

Intent: To learn the role and responsibility of the Certified Nurse Assistant. An overview of Title 22, division 5, California Code of Regulations. The requirements for nurse assistant certification, professionalism, ethics and confidentiality are reviewed.

NA-M2: Patient Rights

Intent: To understand patients right as specified in Title 22, California Code of Regulations section 72527 and in sections 1599.1, 1599.2, and 1599.3 of the Health and Safety Code and in Title 42 Code of Federal Regulations Part 483, Sections 483.10, 483.12, 483.13, and 483.15. The student learns how to properly observe patients and the responsibility or reporting, patient care plans, patient care documentation, and legal issues of charting. HSC Abuse: Preventing, recognizing and reporting resident abuse. Preventing, recognizing and reporting residents' rights violations.

NA-M3: Communication/Interpersonal Skills

Intent: In this module, the student learns communications, defense mechanisms, social cultural factors, attitudes toward illness and health care and family interaction.

NA-M4: Prevention/Management of Catastrophe & Unusual Occurrence

Intent: The student will learn emergency procedures, general safety rules, fire and disaster plans, the roles and procedures for Certified Nurse Assistants, and patient safety.

NA-M5: Body Mechanics

Intent: The student is introduced to basic rules of body mechanics, proper transfer techniques, ambulation, the proper use of body mechanics and positioning techniques.

NA-M6: Medical & Surgical Asepsis

Intent: The student is introduced to Micro-organisms, the universal precautions used for infection control including methods to use when in contact with patients, and all materials that are soiled with blood and/or body fluids from patients. The methods prescribed shall be designed to reduce risk of transmission of potentially infectious agents from patient to patient and between patients and health care workers.

NA-M7: Weights and Measures

Intent: To learn to measure accurately intake and output fluid balance, fluid intake, fluid output, forcing and restricting fluids. Measure resident's height and weight on the bed or upright scale. The student will learn to understand the Metric system, by weight, length and liquid volume. The student will also learn military time i.e. a twenty-four (24) hour clock.

NA-M8: Patient Care Skills

Intent: The student learns the proper procedure for bathing patients and medicinal baths, assisting with oral hygiene, mouth care for unconscious patients, denture care, shaving, hair care combing and shampooing, dressing and undressing, nail care, skin care including back rub to supervise, assist total care to dependent residents.

NA-M9: Patient Care Procedures

Intent: The student learns how to collect specimens, including stool, urine and sputum. Students learn to care for patients with tubing to include but not limited to urinary, gastric, oxygen and intravenous. (This care does not include inserting, suctioning or changing the tubes). Student also learns meaning of intake and output, bed making, cleansing enemas and laxative suppositories, admission, transfer and discharge, bandages and non-sterile dry dressings, including the application of non-legend topical ointments to intact skin surfaces.

NA-M10: Vital Signs

Intent: The student is introduced to vital signs, measuring the temperature, measuring the pulse, measuring respiration, measuring blood pressure. Learn different parameters of vital signs and nursing care management, reporting and proper documentation.

NA-M11: Nutrition

Intent: This module introduces the student to the Principles of Basic Nutrition, Basic Four Food Groups, Religious Dietary Restrictions, The Four Major Types of Nutrients, The Importance of Water, Nutrient and Calorie Needs, Assessing Nutrition, Good vs. Poor, Regular and Special (Therapeutic) Diets that eliminate, restrict, or change the proportion of foods or nutrients, Therapeutic Diets that are Served in Particular Form, Supplemental Food and Fluids, Principles of Fluid Balance, Nursing Assistant's Responsibility Relating to Client's Diet.

NA-M12: Emergency Procedure

Intent: To gain knowledge of emergency procedures, general safety rules, fire and disaster plans, medical emergency signs and symptoms, the roles and procedures for Certified Nurse Assistants, and patient safety and emergency including overview of CPR and first aid for choking resident.

NA-M13 Long Term Care

Intent: This module will introduce the concepts of normal aging process regarding neurological, dermatological, cardiac, pulmonary, circulatory, urological, muscular and skeletal changes.

NA-M14: Rehabilitation

During this module, the student learns the importance of rehabilitation for residents with limited mobility or compromised residents preventing serious complications. Learn range of motion exercises, assistive devices to help the resident with activities of daily living.

NA-M15: Observation and Charting

The student learns how to properly observe patients and the responsibility of reporting, patient care plans, patient care documentation, and legal issues of charting. Introduction to medical terminologies.

NA-M16: Death & Dying

During this module, the student learns of the different stages of grief, the emotional and spiritual needs of the patient and family, rights of the dying patient, signs of approaching death, monitoring of the patient, and post mortem care.

Nursing Assistant Program Schedules:

To accommodate the student, the college has two separate program schedules with lengths of 6 and 8 weeks, respectively.

Clock Hours: 159

Schedule

6 Weeks Monday-Thursday

8:00 a.m. – 2:30 p.m. (Theory)

7:00 a.m. – 3:30 p.m. (Clinical)

Theory Schedule

Class 8:00 a.m.-9:50 a.m.

Break 9:50 a.m.-10:00 a.m.

Class 10:00 a.m. – 11: 30 a.m.

Lunch 11:30 p.m. – 12:00 p.m.

Class 12:00 p.m. – 1:30 p.m.

Break 1:30 p.m. – 1:40 p.m.

Class 1:40 p.m. – 2:30 pm

Clinical Schedule

Class 7:00 a.m. - 8:50 a.m.

Break 8:50 a.m. – 9:00 a.m.

Class 9:00 a.m. – 11:30 a.m.

Lunch 11:30 a.m. - 12:00 p.m.

Class 12:00 p.m. – 1:30 p.m.

Break 1:30 p.m. – 1:40 p.m.

Class 1:40 p.m. – 3:30 p.m.

HOME HEALTH AIDE PROGRAM

SOC Code 31-1121

CIP Number 51.2602

40 Clock Hours Program

These courses introduce the students to the role of a Home Health Aide with instruction in basic skills and competencies. Theory classes will be held in the classroom and clinical hours will be at the contracted training facilities or laboratory. Paper work is sent to the State of California. To receive a certificate of completion, the student must successfully complete the courses of study in the program.

Prerequisite: Currently enrolled in the Nursing Program or possession of a Nurse Assistant certificate.

Home Health Aide Program Objectives:

Upon completion of this program, the student will be able to:

- Demonstrate compliance, safety, and infection control practices that comply with standards of practice for Home Health Aides.
- Describe the functions of body systems appropriate to the Home Health Aide scope of practice.
- Describe the roles and responsibility of Home Health Aides including ethics, communication, legal responsibilities, abuse laws, and California State Board of Nursing regulations.
- Demonstrate professional communication skills including recording and reporting, and legal and ethical responsibilities.
- Identify stages of growth and development.
- Define common medical terms and abbreviations used in health care.
- Provide emergency care as well as personal patient care.
- Describe the anatomy and physiology of the human body.
- Perform physical comfort and safety functions and nursing procedures.
- Apply principles of nutrition and the principles of infection control.
- Provide biological, psychological, and social support.
- Perform organizational skills, following the patient plan of care.
- Assist with restorative (rehabilitative) activities.
- Demonstrate employability skills.
- Demonstrate knowledge of blood borne diseases, including AIDS.
- Comply with privacy and confidentiality laws, and legal and ethical responsibilities.
- Demonstrate professional communication skills, including recording and reporting.
- Demonstrate competence with all skills required for the completion of the certificate.

Home Health Aide Program Outline:

Class Code	Class Title	Lecture Hours	Clinical Hours	Total Clock Hours
HH- M1	Introduction to Aide and Agency Role	2	0	2
HH- M2	Interpretation to Medical and Social Needs of People Being Served	5	0	5
HH-M3	Personal Care Services	5	15	20
HH-M4	Nutrition	5	3	8
HH-M5	Cleaning and Care Tasks in the Home	3	2	5

Total		20	20	40
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Home Health Aide Program Descriptions:

HH-M1 Introduction to Aide and Agency Role

Intent is to introduce the student to the practice and purpose of home health including responsibilities of the home health aides, communication with clients, families, team members, and community agencies. Overview of the Federal and State regulations governing home health aides.

HH-M2 Interpretation of Medical and Social Needs of People Being Served

The student is introduced to the examination of physical changes, developmental needs, and common disease processes found in the home health care client, impact of illness on the client's and families physical, emotional and psychological health. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family Role of the HHA in providing a caring and supportive environment are discussed.

HH-M3 Personal Care Services

To provide the student with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are re-viewed, and methods to improvise and adapt these procedures for the home care client are presented.

HH-M4 Nutrition

The intent is to examine the dietary requirements of the client, environmental, and personal resources. The student is introduced to the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices is discussed. Planning a Menu and Shopping List, Purchasing Food Wisely, Storing Food Properly, Feeding the Client, Food Preparation.

HH-M5 Cleaning and Care Task in the Home

The intent is to provide learning experiences for the HHA to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This Module presents information on environmental safety as well as procedures and guidelines for completing house-hold tasks.

Home Health Aide Program Schedules:

To accommodate the student, the college has two separate program schedules with lengths of 1 and 2 weeks, respectively.

Clock Hours: 40

Schedule

1 Weeks Monday -Friday

8:00 a.m. – 2:30 p.m. (Theory)

7:00 a.m. – 3:30 p.m. (Clinical)

Theory Schedule

Class 8:00 a.m.-9:50 a.m.

Break 9:50 a.m.-10:00 a.m.

Class 10:00 a.m. – 11:30 a.m.

Lunch 11:30 p.m. – 12:00 p.m.

Class 12:00 p.m. – 1:30 p.m.

Break 1:30 p.m. – 1:40 p.m.

Class 1:40 p.m. – 2:30 pm

Clinical Schedule

Class 7:00 a.m. - 8:50 a.m.

Break 8:50 a.m. – 9:00 a.m.

Class 9:00 a.m. – 11:30 a.m.

Lunch 11:30 a.m. - 12:00 p.m.

Class 12:00 p.m. – 1:30 p.m.

Break 1:30 p.m. – 1:40 p.m.

Class 1:40 p.m. – 3:30 p.m.

ADMISSION REQUIREMENTS FOR THE NURSE ASSISTANT AND HOME HEALTH AIDE

A prospective student must furnish the College with a high school diploma or a General Education Development diploma or an official high school/ general education development transcript or an acceptable equivalent.

The following documentation is required for all students enrolled in the certification training program prior to attending any clinical rotation.

1. A medical history and physical examination.
2. Documentation of:
 - a. A purified protein derivative (PPD), intermediate strength intradermal skin test for tuberculosis, unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. A report, signed by the physician, physician's assistant or nurse practitioner, shall be provided to the nursing facility. This report shall indicate that the student does not have any health condition that would create a hazard to himself, fellow employees, or patients.
 - b. Flu shot is required October through April.
3. Attend a certified CPR class. Classes are offered card sponsored by the American Heart Association.
4. Background checks are a requirement clinical rotations.

Must be able to exert 20-50 lbs. of force occasionally, 10-25 lbs. of force frequently, and/or up to 10 lbs. of force constantly to move objects.

Attendance (Nursing Assistant/Home Health Aide Programs)

Students are expected to attend all class sessions and clinical time. Attendance is necessary to obtain the most benefit from program. If 2 absences and/or tardiness or any combination of the two occurs, the student will be placed on a probation. After 2 absences and/or tardiness, the result may be termination (F grade) at the discretion of the instructor or the student may withdraw per Westchester College of Nursing and Allied Health policy.

The instructor must be notified in advance in the event of unavoidable absences. It is mandatory for the absent student to make up missed theory or clinical class. The absent student must make up missed theory class prior to attending clinical hours.

Absence=If the student is 10 minutes or later for any class session OR if the student leaves 10 minutes or more before he scheduled end of any class section.

Tardiness=If the student arrives less than 10 minutes to class or leaves early within 10 minutes from the scheduled end of the class.

Make-up Work

Course work missed for any reason may be made up at the discretion of the instructor. The instructor will provide assignment base on the content of the class that was missed/has no obligation to provide make-up instruction or assignments to the students including but not limited to providing instruction on how to approach

an assignment, what material was missed in class, an actual examination that the student missed due to an absence, etc. Therefore, the student must make every effort to attend classes on a regular and consistent basis. All make up time must be done onsite.

If, in case of an emergency, a student misses one of the clinical sessions, he/she will be placed on contract. The student must make up that missed clinical day to complete the class.

Each clinical make-up class shall be paid for by each student at \$50 per day.

It is the responsibility of the student to consult with the instructor prior to any absences from class/lecture/lab or clinical experience. Jury duty, although is a civic duty, cannot be accommodated within the course schedule. The Director of the Program may be consulted in supporting documentation is needed to seek a postponement.

Disqualifying Penal Code Sections

If they have been convicted of any of the penal codes listed, NA/HHA applicants will be automatically denied certification.

All Nursing Assistance applicants should review this list carefully to avoid wasting their time, effort and money by training, testing and submission of fingerprints since they cannot receive the required criminal background clearance if they have been convicted of any of these violations.

187	Murder
192a	Manslaughter, Voluntary
203	Mayhem
205	Aggravated Mayhem
206	Torture
207	Kidnapping
209	Kidnapping for reason, reward or extortion or robbery
210	Extortion by posing as kidnapper
210.5	False imprisonment
211	Robbery (includes degrees in 212.5 (a) and (b))
220	Assault with intent to commit mayhem, rape, sodomy and/or oral copulation
222	Administering stupefying drugs to assist in commission of a felony
243.4	Sexual battery (includes degrees (2) – (d))
245	Assault with deadly weapon, all inclusive
261	Rape (includes degrees (a) – (c))
262	Rape of spouse (includes (a) –(c))
264.1	Rape or penetration of genital or anal openings by foreign object
265	Abduction for marriage or defilement
266	Inveiglement or enticement of female under 18
266a	Taking person without will or by misrepresentation for prostitution
266b	Taking person by force
266c	Sexual act by fear
266d	Receiving money to place person in cohabitation ³
266e	Placing a person for prostitution against will
266f	Selling a person
266g	Prostitution of wife by force
266h	Pimping
266i	Pandering
266j	Placing child under 16 for lewd act
266k	Felony enhancement for pimping/pandering
267	Abduction of person under 18 for purposes of prostitution
273a	Willful harm or injury to a child; (includes degree (a)-(c))
273b	Corporal punishment/injury to a child (includes degrees (a)-c))
273.5	Willful infliction of corporal injury (includes (a)-(h))
285	Incest
286c	Sodomy with person under 14 years against
(d)	Voluntary acting in concert with or aiding and abetting with

(f)	Oral copulation with unconscious victim
(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (includes degree (a))
289	Penetration of genital or anal openings by foreign object (includes degrees (a)-(j))
289.5	Rape and Sodomy (includes degrees (a) and (b))
368	Elder or dependent adult abuse, theft or embezzlement of property (includes (b)-(f))
451	Arson (includes degrees (a)-(e))
459	Burglary (includes degrees in 460 (a) and (b))
470	Forgery (includes (a) and (e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (includes degrees (a)-(c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand Theft (includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (includes (a)-(c))
503	Embezzlement
519	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list **MAY** be reconsidered by Aide and Technician Certification Section (ATCS). Misdemeanor actions if dismissed by a court of law or a Certificate of Rehabilitation if presented **MAY** be reviewed or reconsidered by Aide and Technician Certification Section (ATCS).

Dress Code

When students are in a clinical setting, they are representatives of Westchester College of Nursing and Allied Health. It is expected that the student will act and dress in a professional manner. The word “professional” can be interpreted differently by each of us. In this context, it is expected that the student will be dressed in clean, neat, tidy and conservative clothing when acting in a student capacity. Students must also comply with the dress policy for each institution. The dress policy for students in clinical experience and classroom attendance is as follows:

- By the end of the first week of class, students are required to wear a uniform consisting of blue scrubs for all classes, lab and clinical setting. Clothing must be clean, neat and free from stains, rips or wrinkles.
- No tank tops, t-shirts, jeans or Levi’s of any color, sweat pants, shorts, leggings, spandex, stirrup type stretch pants, or visible colored underwear are allowed.
- A long sleeve may be worn under uniform top
- No chewing gum or tobacco products of any type (class or clinical).
- The student uniform may not be worn while students are working for pay.
- The clinical instructor has the discretion to request conformity to specific uniform/apparel outside the listed items. These may vary from instructor to instructor. This may be dependent on agency unit regulation.
- Students not complying with the instructor’s request will be excluded from the clinical area until in conformance.
- The clinical instructor’s judgment regarding appropriateness of student dress will always prevail.

Hair – To be worn so it does not interfere with client care (short or fastened back). If long, hair must be conservative in style, must be held away from the face in a ponytail or bun. Clean, no ribbons, decorated hair clips, or scarves. Neatly combed and well groomed. No fluorescent or unusual colors.

Beards/Mustaches – Clean, short and neatly trimmed. Males without full beards must be clean-shaven (no “five o’clock shadow”) when in the clinical area. In the event a student has a mustache and/or goatee, the remainder of facial hair should be clean-shaven.

Rings/Jewelry – Watch with a second hand and wedding rings are permitted. Jewelry may not be such that it could be a safety hazard. No facial or oral jewelry permitted except for one small post earring in each ear lobe. No bracelets on wrists or ankles. No multiple rings on multiple fingers. No ear cuffs.

Cosmetics – Light make-up, if desired. No perfume, cologne or after-shave. Basic cleanliness is expected. All visible tattoos must be covered.

Fingernails – Kept clean, neat and moderate length. Nail polish is to be neutral color. No decorations.

Footwear – Shoes are to be solid in color, clean and kept in good repair at all times. Tennis shoes are acceptable, and with good support. NO shoes with open backs or straps and/or open toes.

Photo ID – A student photo ID will be required for entry to any clinical site. It is the student’s responsibility to obtain the Westchester College of Nursing and Allied Health photo ID card during the scheduled opportunities. Students must attach their ID Badges to the uniform, visible above the waist.

Gloves – Gloves will be provided only for on campus practice labs. When specialized gloves are needed by the student, it is the responsibility of the student to obtain and maintain a personal supply.

Equipment – A watch with a second hand is required.

Gait Belts – Each student will use a gait belt, as part of their clinical rotations, as required by each facility.

BLOOD BORNE PATHOGEN EXPOSURE AND RESPIRATORY POLICY

Purpose and Policy

The purpose of this policy is to reduce the risk of student exposure to air and body substance pathogens such as, but not limited to, Tuberculosis, SARS, Hepatitis B Virus (HBV), Hepatitis C Virus (HBC), and the Human Immunodeficiency Virus (HIV).

Students are not to select, or care for, or be assigned to clients in respiratory isolation for either TB or SARS. Universal precautions are an approach to infection control that requires the application of blood and body fluid precautions for all patients and patient specimens regardless of diagnosis. Universal precautions will be the minimum standard of practice throughout the Westchester College of Nursing and Allied Health Program.

Methods of Compliance

Students must also become familiar and comply with the exposure plan of the clinical sites to which they are assigned.

Prevention of Blood Borne Pathogen Exposure

Education and Training in Standard Precautions and Body Substance Isolation Procedures

Students will be required to participate in Blood Borne Pathogen Exposure Prevention and Control Class. The student must also have satisfactorily demonstrated skill in using protective equipment and procedures before receiving a patient care assignment.

Student Acceptance of Clinical Assignment

Students who have received formal classroom instruction in blood borne pathogen exposure control and can satisfactorily demonstrate knowledge and skills requisite to such care are expected to accept clinical assignments to meet the clinical course objectives. The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course.

Insurance

All students must have liability insurance for the clinical site practice. The cost of the insurance is included with college tuition.

HIV Screening

Westchester College of Nursing and Allied Health will not undertake any program of screening faculty or students for antibody to HIV. Any student or faculty wishing to be tested will be referred to his/her private physician.

Accidental Exposure Incidents

A student who has exposure to blood or body fluid or other potentially infectious material, to non-intact skin or mucous membranes from a needle stick, sharps injury or other cause must immediately do the following:

- Wash needle stick and/or cuts with soap and water.
- Flush splashes to the nose, mouth or skin with copious amounts of water.
- Irrigate eyes with clean water, saline or sterile irrigates.
- Remove soiled personal protective equipment and/or clothing as soon as possible.

After washing, flushing and/or irrigating the exposed area, the student must immediately:

- Notify the appropriate registered nurse at the clinical facility AND
- Notify clinical faculty who will then implement the process below.

(If there is a witness to the incident, several steps can be taken simultaneously.)

The Clinical Faculty will be responsible for coordinating the procedures needed to get appropriate care for the student.

The Clinical Faculty will:

1. Identify the source of the exposure.
2. Obtain stat physician 's order for needle stick exposure panel, if a needle stick.
3. Obtain consent from source client, if not in chart.
4. Determine who will be the health care provider for the student for counseling and treatment, if needed.
5. Obtain phone number and name of student and the health care provider and address of the student to the Employee Health of the facility. If the Employee Health of the facility is closed, direct the student to the nearest ER.
6. Provide the student with contact information to obtain source testing results.
7. Send the student to their health care provider to obtain medical evaluation and post –exposure follow-up within 1 to 2 hours of the exposure. Medical evaluation may be at the healthcare facility of the clinical agency; the student should bring a copy of the documents with as much completed information as possible to the health care provider.

The National HIV/AIDS Center provides a PEP line, a Clinicians' Post Exposure Prophylaxis Hotline which offers up to the minute advice on managing occupational exposures (needle sticks, etc.) to HIV, hepatitis and other blood borne pathogens. It is offered 24 hours a day, 7 days a week at 1-888-448-4911. The number for HIV Peri-natal Hotline for pregnant women is 1-888-448-8765.

In addition, the student must:

8. Complete an incident report at the clinical facility, if required; and be aware of and follow any reporting and follow-up requirements of the clinical facility.
9. Complete a Westchester College of Nursing and Allied Health Injury Report with the clinical instructor.

Additional responsibilities:

- The clinical instructor must notify the Director of Nursing of the incident as quickly as possible.
- It is the student's responsibility to make his/her healthcare provider aware of the results of any blood panel drawn because of an exposure.
- It is the student's responsibility to follow-up with any counseling recommended by his/her healthcare provider because of an exposure.
- It is the student's responsibility to follow-up with any treatment recommended by his/her healthcare provider because of an exposure.
- The student has financial responsibility for any cost associated with evaluation, treatment and/or counseling that results from an exposure.

Source Information:

- The clinical facility will collect as much information as possible from the source patient following an exposure. While the College will make every effort to maintain confidentiality, the College cannot be held responsible for acts and omissions of the clinical agency.

Guidelines for Exempting Students from Clinical Assignment to Clients with Blood Borne Diseases

Confirmed Pregnancy:

The risk of transmission of HIV infection to pregnant health care workers is not known to be greater than the risk to those not pregnant.

The risk of transmission of other pathogens, such as cytomegalovirus from patients with AIDS to pregnant health care workers, is unknown but is thought to be low to nonexistent.

Based on the above information, there is no epidemiological reason to exempt pregnant students from caring for patients with blood born disease.

Incompetent Immunological System:

Students with diagnosed immunological deficiencies are at an increased risk for developing opportunistic infections that may be present in clients with blood borne disease, as well as, other non-infected clients.

The Center for Disease Control (CDC) (<http://www.cdc.gov/> (accessed 11/4/11) does not recommend barring HIV-infected health care workers from practicing their profession. There is no evidence that infected nurses have ever infected client with HIV in the process of providing nursing care. Although there is evidence that one dentist infected six clients with HIV, the mechanism of transmission has not been established. Looking back on studies several HIV-infected dentists and surgeons have not discovered any transmission to any of their patients.

Based on this information, students with HIV infection need not be restricted from clinical experience, unless they have some other illness for which any health care worker would be restricted. Symptoms of HIV (i.e. fatigue, paresthesia, vision problems, or dementia) may limit a health care worker's ability to safely practice.

Infections:

Any student with an infectious process could further compromise the client with an incompetent immunological system.

All students with exudative or weeping skin lesions should be restricted from direct client care contact.

The decision to exempt a student from clinical experience will be made on a case-by-case basis by the faculty responsible for the clinical course. Decisions about longer exemption (more than one clinical session) will be made in consultation with the student's physician and appropriate college faculty/administrators.

Record Keeping / Confidentiality

Medical information and the privacy of the individual and statements designed to protect the individual, providing there is no overriding need for the public to know, will be maintained within the Code of Federal Regulations. To mandate that a person infected with HIV be required or requested to notify Westchester College of Nursing and Allied Health authorizes is difficult but not impossible to enforce and legally challengeable.

Individuals involved with health care-giving services that know they are infected with blood borne or other pathogens are ethically and legally obligated to conduct themselves responsibly in accordance with the following protective behaviors:

1. Seek medical advice
2. Follow College and/or agency guidelines when involved in direct client care.
3. Be knowledgeable about and practice measures to prevent transmission of blood borne or other diseases.

Express written permission of the individual must be obtained before any specific or detailed information concerning complaints or diagnosis will be provided to faculty, administrators, or even parents. This position with respect to health records is supported by amendment to the Family Education Rights and Privacy Act of 1974. Health officials and other institutional officers must remember that all confidential medical/health care information is protected by statutes and that any unauthorized disclosures may create legal liability.

Graduation Requirements

The minimum passing grade for each course is "C." Students must satisfactorily complete all required course work, passed all exams, and paid all fees in full. Upon completion of the nurse assistant and home health aide program, students will receive a certificate of completion in recognition of their achievement.

Vocational Nursing

SOC Code – 29.2061.00

CIP Number 51.3901

Quarter Credits: 108.5

Theory Hours: 644

Lab/Clinical: 955.5

Total: 1599.5

Number of Weeks 75D

Vocational Nursing Objectives

The objective of the Westchester College of Nursing and Allied Health (WCNAH) VN program is to help every student develop the skills and knowledge that will enable you to provide excellent healthcare within the community. It will be a challenge to attain this new knowledge, develop the skills of nursing, and continue to grow as a person, but be assured that the faculty and staff will support you for the entire experience. To receive a certificate of completion, the student must successfully complete the courses of study in the program.

Upon graduation a student will be able to:

- Apply the nursing process as a systematic problem-solving method to provide effective care to culturally diverse individuals, families, and groups.
- Use nursing theory and theory from other disciplines as a basis for the nursing process to promote health and healing.
- Use therapeutic nursing to achieve optimal level of health.
- Demonstrate safety and effectiveness in performance of nursing skills.
- Employ critical thinking to provide the highest level of nursing care from patient assessment to evaluation.
- Utilize ethical principles to resolve ethical dilemmas in a health care environment.
- Accept responsibility and accountability for adhering to the high standards of nursing practice as mandated by the California nurse practice act.
- Implement strategies to stimulate and support change needed to improve the quality of health care practice.
- Adapt care in consideration of the client's values, customs, culture, religion and/or beliefs.
- Be prepared to take the NCLEX-PN licensing examination.
- Display responsible behaviors and a commitment to excellence in interactions with patients, families, colleagues, and employing organizations.
- Demonstrate understanding of boundaries and the legal scope of professional practice as a licensed practical nurse.
- Utilize professional values and standards as a basis for ethical nursing practice.
- Communicate effectively using interpersonal skills combined with information technology.

Vocational Nursing Program Outline:

Course Number	Course Name	Class Clock Hours	Outside Clock Hours	Credit
VN 210	Fundamentals	173.5	346	17
VN 210-C	Fundamentals Clinical/Skills Lab	178	0	7

VN 220	Medical/Surgical & Introduction to Mental Health	102.5	205	10
VN 220-C	Medical/Surgical & Introduction to Mental Health Clinical	212.5	0	10.5
VN 230	Medical Surgical and Leadership	105	210	10.5
VN 230-C	Medical Surgical and Leadership Clinical	210	0	10.5
VN 240	Medical/Surgical and Maternity	105	210	10.5
VN 240-C	Medical Surgical and Maternity Clinical	210	0	10.5
VN 250	Medical Surgical and Pediatrics	158	316	15.5
VN 250-C	Medical Surgical and Pediatrics Clinical	145	0	6.5
	Total	644	955.5	108.50

VN 210 Fundamentals

Fundamentals provides the vocational nursing student with basic introduction to vocational nursing and the concepts of prevention and health maintenance. The instruction begins with a historical perspective of the art and science of nursing and legal and ethical aspects of the profession. Specific to this course are introduction to the nursing process, collection of data, critical thinking, communication, teaching skills, and cultural considerations all of which form the fundamentals framework for the practice of vocational nursing.

Prerequisite: None

Credit: 17

VN 210-C Fundamentals Clinical/Skills Lab

This course is the clinical component of Level 1, where the student is introduced to evidenced-based nursing practice skills through demonstration and return-demonstration of clinical skills required for safe and quality client-centered care. At the end of each clinical skill rotation, the instructor conducts a clinical evaluation to determine how well the student has met competencies necessary to equip him/her with knowledge, skills, and attitude necessary to continuously improve the quality and safety of client-centered care.

Prerequisite: None

Credit: 7

VN 220 Medical Surgical & Introduction to Mental Health

This course builds on the nursing fundamental for patient care. This part of the curriculum introduces the student to the principles of mental and cognitive disorders. The student is also introduced to evidence-based strategies for patients with physiologic needs, and selected med-surgical and mental health problems. The course is designed to familiarize the student with patient care holistic approach and how they differ from the pharmaceutical care.

Prerequisite: VN 210, VN 210-C

Credit: 10

VN 220-C Medical Surgical & Introduction to Mental Health Clinical

This course is the clinical component of Level 2, where the beginner student nurse receives training to master entry-level competencies while being presented care concepts that promote physiological integrity. At the end of each clinical skill rotation, the student is evaluated by the instructor to determine how well the student has met competencies necessary to equip him/her with knowledge, skills, and attitude required to continuously improve the quality and safety of patient care.

Prerequisite: VN 210, VN 210-C

Credit: 10.5

VN 230 Medical Surgical and Leadership

This course builds student competencies developed in introduction to medical surgical nursing Level 2. Students will focus on care and management of clients with higher complex disease processes. Emphasis is placed on conditions such as HIV/AIDS, surgical wound care, rehabilitation management, integumentary, lymphatic cancer, gastrointestinal, diabetes disorders, and leadership. The course has a clinical component that integrates critical thinking, decision-making, professional collaboration, professional behavior legal and ethical standards of care.

Prerequisite: VN 210, VN 210-C, VN 220, VN 220-C

Credit: 10.5

VN 230-C Medical Surgical and Leadership Clinical

This course is the clinical portion of Level 3, where the student nurse develops and masters competencies that support physiological integrity. The student participates as a member of the health care team and gains experience on how to provide direct care coordinated with the disease process of the adult client, and collaboration in caring for clients with medical/surgical and psychosocial needs.

Prerequisite: VN 210, VN 210-C, VN 220, VN 220-C

Credit: 10.5

VN 240 Medical Surgical and Maternity

This course introduces the student to a more complex care and management of the client with respiratory, cardiovascular and urinary disorders. The student also learns the care of a client with reproductive system disorders. Further focus of this course is emphasized on the learning of care of pregnancy, labor and delivery, postpartum, and newborn assessment and nursing intervention. This course has a clinical component that integrates theoretical concepts into practice and allows the vocational student to use critical thinking, collaboration, and decision-making skills to guide treatment that meets the standards of care.

Prerequisite: VN 210, VN 210-C, VN 220, VN 220-C, 230, VN 230-C

Credit: 10.5

VN 240-C Medical Surgical and Maternity Clinical

This course is the clinical component of Level 4, where the proficient student nurse integrates mastered competencies that support physiological integrity. At this level, the student continues to progress from caring for the client with primary illness clients to those with more complex illnesses. The student is exposed to a maternal and neonatal birthing simulator's comprehensive teaching system. This exposure allows the student to conduct a complete assessment and set priorities for care, collect data, analyze and interpret data, and reach conclusions about complex problems in the Labor and Delivery care of the client.

Prerequisite: VN 210, VN 210-C, VN 220, VN 220-C, 230, VN 230-C

Credit: 10.5

VN 250 Medical Surgical and Pediatrics

In this course, students will be introduced to disease processes and their effect on adults and children. The content integrates disease management that can affect the client in infancy, adolescence, and adulthood. A clinical component accompanies this course to provide opportunity for students to integrate theory into clinical practice. Students will be able to use critical thinking, decision-making and leadership skills to provide care based on ethical, cultural needs of the client.

Prerequisite: VN 210, VN 210-C, VN 220, VN 220-C, 230, VN 230-C, VN 240, VN 240-C

Credit: 15.5

VN 250-C Medical Surgical and Pediatrics Clinical

This course is the clinical experience for Level 5, where the expert student nurse evaluates, develops, and implements client-centered care plans that respond to the health promotion and maintenance needs of clients with complex conditions. The goal of the student is to achieve mastery of the performance of fundamental nursing skills. The student has an opportunity to care for clients with medical disorders, utilizing critical thinking skills supported by evidence-based care in the provision of care responsibility of the adult and pediatric client.

Prerequisite: VN 210, VN 210-C, VN 220, VN 220-C, 230, VN 230-C, VN 240, VN 240-C

Credit: 6.5

Vocational Nursing Program Schedule

Schedule 1

75 Weeks Monday-Thursday

8:00 am-2:30 pm (Theory)

7:00 am-3:30 pm (Clinical)

ADMISSION REQUIREMENTS FOR THE VOCATIONAL NURSING PROGRAM

High School Diploma/GED

A prospective student must furnish the College with a high school diploma or a General Education Development diploma or an official high school/ general education development transcript or an acceptable equivalent.

Criminal Background Checks

Applicants to the Vocational Nursing program must obtain a background clearance at the time of enrollment. Information on how to obtain this clearance will be given to the applicant during the admissions process.

Health Screening

Health screening examinations, pathology tests (if applicable), and/or immunizations for the Vocational Nursing program are conducted on campus prior to clinical assignment.

Vocational Nursing Program Expectations

- Lift up-to 30 lbs. individually,
- Demonstrate visual capacity to read small print,
- Demonstrate auditory perception to hear and understand verbal communication from patients and members of the health team,
- Effectively communicate in English to patients and members of the health team,
- Demonstrate coordinated range of motion of all four extremities,
- Stand, bend, walk, and sit for 6-12 hours in a clinical setting performing physical activities.

- Drug testing may be required in certain clinical placement situations.

Entrance Exam

Vocational Nursing applicants will be required to take and pass the Wonderlic examination with a minimum score of 70% for

General Considerations

Academic Dishonesty

Academic dishonesty is the willful and intentional fraud and deception for the purpose of improving a grade or obtaining course credit and includes all student behavior intended to gain or provide unearned academic advantage by fraudulent and/or deceptive means. The student has the full responsibility for the content and integrity of all academic work submitted. Ignorance of a rule does not constitute a basis for waiving the rule or the consequences of that rule. Students unclear about a specific situation should ask their instructors, who will explain what is and is not acceptable in their classes. Violation of this policy will result in appropriate disciplinary action.

Attendance Policy

Each student is expected to attend and actively participate in all scheduled course activities in order to meet the learning objectives of the program. Students are expected to arrive at class on time. Your attendance is important as it is reported to the BVNPT as meeting the required hours for program completion.

The WCNAH VN student must complete 644 theory hours of instruction and 955.5 clinical hours/lab of instruction to graduate. Theory instruction is held in the classroom and clinical instruction in the skills lab or at a designated clinical facility. Students who were granted credits from previous education and/or experience must complete the theory and/or clinical hours required by WCNAH.

No student is allowed to graduate with incomplete theory and/or clinical hours. The table below lists the terminologies used in this policy:

Terminology	Definition
Absence	The state of not being physically present for a theory or a clinical instruction regardless of the reason. Arriving at the designated learning venue <i>more than 15 minutes</i> after the designated reporting time. Leaving the designated learning venue <i>more than 15 minutes</i> earlier than the designated dismissal time. The penalty for incurring three tardy/early out combined. Types of Absences: Theory Absence Clinical/Lab Absence
“No Call, No Show”	Absence without notice
Tardy	Arriving <i>not more than 15 minutes</i> later than the designated reporting time.
Early Out	Leaving <i>not more than 15 minutes</i> earlier than the designated dismissal time.

To successfully meet the terminal objectives of this program, students are expected to attend ALL theory and clinical instructions, to arrive on time to class or the designated clinical facility, and to stay throughout the duration of the theory or clinical instruction.

Absences

A student may only have three (3) days theory absences per curriculum level. A student may have three (3) days of clinical absences for each curriculum level. Absences incurred in excess of what is allowed may result in program dismissal.

A student who incurs more than the allowed number of absences will receive an Attendance Warning notice. Attendance warning Notice shall require the student to:

1. Make-up the hours before progressing to the next curriculum level
2. Not incur additional absences until completion of the curriculum level

Failure to follow the Attendance Warning Notice may result in recommendation for program dismissal. Recommendation for program dismissal may be done even without Success Plan if the VN Program Director deemed that the student has missed significant learning experiences due to absences.

A student may request for extra days of absences or extension of make-up due to extenuating circumstances to the VN Program Director. The VN Program Director shall review the validity of the extenuating circumstances and how the request may impact attainment of learning objectives. Then, the VN Program Director determines whether to grant the request.

All absences, regardless of the cause, must be made up before the student may graduate. A student who has not completed the prescribed hours shall not be allowed to graduate. It is the student's responsibility to keep a record of his/her absences and make-up work.

“No Call, No Show”

A student who is going to be absent, running late, or leaving early must notify the instructor and/or the school. Notification must be made 30 minutes before the start of the instruction up to 30 minutes after the end of the instruction. The student must not assume that notification has been received by the instructor or the school without receiving an acknowledgment response.

Failure to notify the instructor and/or the school of the absence, tardy, or early out is considered “no call, no show,” which is a mark of unprofessionalism and is not tolerated.

The disciplinary measures against “no call, no show” include:

1. First offense: issuance of Student Advisory.
2. Second offense: suspension until approved to return to class or clinical setting by the program director.
3. Third offense: recommendation for dismissal.

Consecutive Days Absence

A student who has been absent for more than 14 consecutive days, without notice, shall be dismissed from the program.

Attendance Make-up Policy

To complete the required hours of instruction, the student must make-up ALL theory and clinical absences before progressing to the next curriculum level. Unless granted credit from previous course work, every student must complete 644 theory hours and 955.5 clinical hours of instruction in order to graduate. It is the student's responsibility to keep a record of his/her absences and make-up.

Clinical Make-up

The student who has a clinical absence is required to make-up the experience at a designated clinical environment (skills lab, resource center, or clinical setting) under the supervision of a clinical instructor. The make-up shall require application of concepts learned in the classroom to real or simulated clients and meet appropriate clinical objectives.

Clinical make-up assignments may be in the form of:

1. Actual duty in a clinical setting where a student performs nursing skills
2. Actual duty in a clinical setting where a student directly observes and assesses clients
3. Actual duty in a clinical setting where a student conducts client teaching
4. Clinical case presentation and analysis of actual/simulated client conditions
5. Skills review, return demonstration, or medication calculation in the skills lab setting

The student is expected to abide by the policies and procedures of WCNAH when making up hours. Clinical make-up must be approved by the VN Program Director or Designee. A clinical make-up without the approval is not considered valid.

Instructor Initiated Drop

An instructor-initiated drop will occur in all vocational nursing courses when four class sessions have been missed in any one course. For example, if you have two days a week of theory the drop occurs with the fourth theory absence. A student who receives an instructor-initiated drop in one course will need to withdraw from any co-requisite course(s).

Withdrawal Procedure

A student who withdraws from any nursing course must also withdraw from the co-requisite course(s). Students may withdraw from a class after the official "drop" date and up through week 12. The notation "W" will appear on the student's transcript and will not be used in calculation of grade point average.

It is the student's responsibility to obtain forms and submit the necessary paperwork to withdraw from class(es). Forms are available from the Admissions and Records office, by mail, or online. Students who have not dropped or withdrawn from a class before the end of week 12 or 75% of the term will be assigned a course grade. Students receiving a "W" who want to return to the vocational nursing program must apply for the re-enrollment according to the program re-enrollment policy.

Course Repetition

Repetition of a college course is restricted and shall occur only under the following conditions:

- "W" Grade: A student who receives a "W" may repeat the course one time.
- "F" Grade: A student receiving a D, F or NC grade in a course may repeat a course one time for the LVN program.
- Course Repetition due to a significant lapse of time: when there has been a significant lapse of time, defined as 5 years, since a student obtained a satisfactory grade (A, B, or C) in a course, the student may petition the Program Director to repeat the course.

Extenuating Circumstances

Students, who must withdraw from college after the eleventh week of class because of extenuating circumstances, verifiable cases of accidents/illnesses, or other circumstances beyond the control of the student, may petition the Program Director for authorized withdrawals from their classes. Petitions are available from the Admissions and Records Office.

Certificate

After successfully completing the program, the student receives a certificate from WCNAH and is qualified to take the NCLEX-PN to become a licensed vocational nurse.

Clinical Conduct

Vocational Nursing students have the social and professional responsibility to learn the knowledge, skills, and attitudes needed to provide nursing care. They are required to meet theory and clinical expectations in order to be eligible to apply for a Vocational Nurse License. WCNAH is proud of the standards it maintains. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, the College has established guidelines for professional conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude.

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

Behavior that is expected of students of nursing are found in Codes developed by the National Student Nurses Association* and the American Nurses Association.

Code for Nursing Students

- Advocate for the rights of all clients.
- Maintain client confidentiality.
- Take appropriate action to ensure the safety of clients, self, and others.
- Provide care for the client in a timely, compassionate and professional manner.
- Communicate client care in a truthful, timely and accurate manner.
- Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
- Promote excellence in nursing by encouraging lifelong learning and professional development.
- Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
- Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
- Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
- Encourage faculty, clinical staff, and peers to mentor nursing students.
- Refrain from performing any technique or procedure for which the student has not been adequately trained.
- Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
- Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorization is obtained from clients regarding any form of treatment or research.
- Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
- Strive to achieve and maintain an optimal level of personal health.
- Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.

- Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

Health Requirements

The VN student must have the physical and psychosocial capacity to perform the duties and responsibilities of a student vocational nurse throughout the program.

Physical Wellness

Physical wellness is necessary in the performance of nursing functions. To protect the student's well-being and provide for the safety of each client placed in his/her care, the following are basic physical abilities required of the student for success in the VN Program:

- Standing or Walking – Much of the workday is spent on carpet, tile, linoleum, concrete or other hard surfaces. Approximate walking distance per shift is 3-5 miles while providing care, obtaining supplies and lab specimens, monitoring and charting client response, and managing/coordinating client care.
- Lifting – While the use of mechanical lifts is recommended, some of the workday is spent lifting from floor to knee, knee to waist, and waist to shoulder levels while handling supplies (at least 30 times per shift). The supplies include trays (5 to 10 pounds) and equipment such as: Continuous Passive Motion machines, Pulse Oximeters and Patient Controlled Analgesia pumps (5 to 35 pounds). The vocational nurse must also assist with positioning client in bed or moving patients on and off beds, gurneys and exam tables (average patient weight is 150 - 200 pounds).
- Carrying – Some of the workday is spent carrying charts, trays and supplies.
- Sitting – Part of the workday is spent sitting while operating computers, answering telephones, writing reports, reviewing charts and communicating with clients as well as other health care personnel.
- Pushing or Pulling – A large part of the workday is spent pushing/pulling while moving or adjusting equipment such as beds, wheelchairs, furniture, equipment attached to clients and emergency carts.
- Balancing and Climbing – Part of the workday is spent climbing stairs. The nurse must always balance self and use good body mechanics while providing physical support for clients.
- Stooping or Kneeling – Some of the workday is spent stooping/kneeling while retrieving and stocking supplies and medications, assessing equipment attached to clients and using lower shelves of carts.
- Bending – Bending at the waist is frequently necessary during the workday while monitoring clients, gathering supplies, assisting with client positioning, providing intravenous fluids, adjusting client beds, and assisting with bathing.
- Crouching or Crawling – A minimal part of a workday is spent retrieving items on the floor and adjusting equipment.
- Reaching or Stretching – Reaching/stretching is frequently necessary during the workday for hanging and removing intravenous bottles/bags, gathering supplies, connecting equipment, assisting with patient care and performing transfers and positioning.
- Twisting or Turning – Some of the workday is spent twisting at the waist and turning the neck while gathering supplies, operating equipment, checking intravenous lines, bathing patients and assisting patients to walk.
- Finger dexterity – Fine and gross finger dexterity is required.
- General extremity motion (upper and lower extremities) – It is evident from the previous statements that extremity movement is critical. Movement of the shoulder, elbow, wrist, hand, fingers, and thumb is required throughout the workday. Movement of the hip, knee, ankle, foot and toes are also required throughout the workday. It is necessary for the student to be able to turn, flex, and extend his/her neck.

- Feeling – The nurse must be sensitive to heat and cold when assessing clients. The nurse must be capable of feeling heat, cold, pain and pressure to the self to protect himself/herself from personal injury.
- Communicating – A majority of the workday requires an average ability to speak and write in English with a minimum of speech impediments and an ability to communicate with a wide variety of people while being easily understood. The ability to understand and follow oral, telephone, and written instructions in English is also a requirement.
- Hearing or Listening – A majority of the workday requires an average ability to hear and correctly interpret what is heard. This not only includes taking verbal or telephone orders and communicating with clients, visitors, and other members of the health care team; but also involves the physical assessment of cardiovascular, pulmonary, and gastrointestinal sounds and the analysis of client monitor alarms.
- Seeing – Acute visual skills are necessary to inspect client's conditions such as skin color, appearance wounds, drainage, infusion sites, etc. Vision is often the first sense to detect a change in client status or appropriateness of client's physical appearance in comparison with what is normally expected (congruence of behavior and appearance, etc.). The nurse also requires good eyesight to read and interpret charts, reports, and monitor equipment.
- Smelling – The ability to detect unusual and/or abnormal odors associated with wounds, body fluids, body odor, drainage, exudates, and excretions is pivotal to the physical assessment of the client.

Psychological Wellness

Psychological wellness is required in order to perform nursing tasks and meet program outcomes. A psychologically well student is one who can:

- perform activities of daily living,
- perform tasks expected of a VN student,
- accept criticisms positively,
- maintain calmness during stressful situations,
- maintain demeanor when expressing conflicting ideas,
- maintain open-mindedness to the ideas of others,
- display empathy (not apathy nor sympathy) when caring for clients,
- use therapeutic communication techniques at all times.

Health Screening Clearance

Every student must show evidence that they have the physiological and psychological integrity to perform the functions of a student vocational nurse, to promote client safety, and to protect himself/herself and the entire health care team from injury and infectious diseases. Clinical facilities require that a health screening check must be completed prior to the start of the clinical learning experience. Thus, the VN student is required to complete the health screening requirements within the first four weeks of the program or before starting clinical rotation, whichever is earlier. Health Screening consists of: Physical Examination, TB screening test, Antibody Titers, and Immunizations. (See more information below.)

Submission of requirements alone does not indicate completion - the health screening form must be validated and approved by the VN Program Director.

A student who fails to complete the health screening requirement will not be allowed to attend clinical rotation. Such will result in clinical absences and may cause dismissal from the program.

The student shall cover the cost of health screening. County public health offices may offer free or low-cost health screening services. Their websites are:

Orange	http://ohealthinfo.com/phs/
Los Angeles	http://publichealth.lacounty.gov
Riverside	http://www.rivcoph.org
San Bernardino	http://www.sbcounty.gov/dph/publichealth/

Physical Examination

The student must be certified by his/her primary health provider that he/she is physically and psychologically fit to perform the functions of a student vocational nurse. A student who is not certified fit must submit additional certification that lists restrictions. A physically and/or psychologically unfit student shall be deferred of enrollment or program admission. Failure of applicant to disclose physical and psychological limitations releases WCNAH of any liability.

Pregnancy

All applicants of child-bearing age must be certified that they are not currently pregnant. If the applicant is pregnant, she shall be required to submit a medical certificate that indicates she is allowed to perform the duties and responsibilities of a student vocational nurse. The applicant must also be counseled of the risks related to the program and shall be required to sign a waiver releasing liability to WCNAH. An applicant who has pregnancy restrictions shall be deferred of enrollment or program admission. Failure of applicant to disclose pregnancy releases WCNAH of any liability.

Tuberculosis Screening

All students are required to have tuberculosis screening or chest x-ray upon admission to the program. Tuberculin skin testing using a purified protein derivative (PPD) is done to detect delayed hypersensitivity reactions in people who have been infected with mycobacterium tuberculosis. If the test reading is positive, the student is then required a chest x-ray to rule out active disease and an evaluation from their primary care provider for appropriate medication and follow-up therapy. If the first test reading is negative, no further testing is necessary.

Students with Prior Positive TB Screening Test

For students who have documentation of a previous positive PPD, no skin testing is performed. However, the student is required to have a health evaluation, symptom screening, and periodic chest x-ray. Symptom screening review is to be completed yearly.

Antibody Titers for Measles Mumps, Rubella, and Chicken Pox

Antibody titers indicate if the student has immunity to certain communicable diseases. A student is required to provide recent (less than two years) laboratory test results indicating positive antibody titers to mumps, measles (rubeola), and German measles (rubella). If any of the titers is negative, the student should get the combined MMR vaccine since single antigen vaccine is no longer available in the U.S. The student must submit proof of recent MMR immunization.

A student is also required to provide recent (less than two years) laboratory test results indicating positive antibody titers to chickenpox (Varicella). If the titer is negative, the student should get a chicken pox vaccine and submit proof of immunization.

Immunizations

A student is required to have all the necessary immunizations required by nursing facilities before he/she is allowed to attend the clinical site.

Tetanus (TD OR TDAP)

Students must provide a copy of tetanus immunization received within the last 10 years. "Td is a tetanus-diphtheria vaccine given to adolescents and adults as a booster shot every 10 years, or after an exposure to

tetanus under some circumstances. Tdap is similar to Td but also containing protection against pertussis. Adolescents 11-18 years of age (preferably at age 11-12 years) and adults 19 and older should receive a single dose of Tdap. Women should receive Tdap during each of their pregnancies (preferably in the third trimester between the 27th and 36th week). Tdap should also be given to 7-10 year olds who are not fully immunized against pertussis. Tdap can be given no matter when Td was last received. Upper-case letters in these abbreviations denote full-strength doses of diphtheria (D) and tetanus (T) toxoids and pertussis (P) vaccine. Lower-case “d” and “p” denote reduced doses of diphtheria and pertussis used in the adolescent/adult-formulations. The “a” in DTaP and Tdap stands for “acellular,” meaning that the pertussis component contains only a part of the pertussis organism (<http://www.cdc.gov/vaccines/vpd-vac/tetanus/default.htm>).”

Hepatitis B

A student is required to have Hepatitis B immunization, which is a series of three injections, considering the risks involved while performing nursing functions. In lieu of Hepatitis B immunization, a student may submit a positive antibody titer to Hepatitis B laboratory result or sign a waiver declining Hepatitis B vaccination.

Influenza

Influenza vaccination is required by clinical facilities especially starting the months of October through May. Influenza vaccine is given annually due to the nature of the disease. While a student may decline influenza vaccine by signing a waiver and must indicate a reason for declination (such as allergy to egg), declination to influenza vaccine does not guarantee acceptance by a clinical facility. There are two reasons to this: (1) clients admitted in these facilities have compromised immune system, and (2) egg-free vaccines are now available. If the declination is accepted, the student may be required to wear a mask throughout the rotation. In an event that the student cannot be assigned to any clinical site, the student will be advised to withdraw from the program and re-enter at a later date.

Health Insurance

Students are highly encouraged to procure health insurance while in school. Unfortunately, WCNAH does not provide this benefit to students – hence, students must procure their own independently. WCNAH does not assume responsibility for payment of health services when the student is injured or ill while in the campus or at the clinical facility. In the event a student seeks health services for any reason, he/she must provide for his/her own health care needs. The student acknowledges that this policy is a release of liability and a contract between the student and WCNAH, and/or its affiliated organizations, administration, instructors, staff, and guests.

Clinical Skills Lab Standards (CSL)

CSL assignments include activities such as climbing in and out of bed, exposing parts of the body for assessment, and working in close proximity to other students. Recommended dress includes clothing which allows comfort during physical activity and consideration for modesty of all participants. Scrubs are acceptable attire in the CSL. Individual faculty (course sections) may require students in the CSL to wear their WCNAH College uniform.

Dress Standard for Clinical Experiences

The Clinical Skills Laboratory (CSL) makes available the opportunity for the student to learn and practice basic skills in preparation for the administration of quality care to the consumer. The lab setting contains learning resources such as audiovisual equipment, scientific charts and models, and disposable and non-disposable supplies utilized in patient care. The lab can provide a simulated hospital and clinical environment with various equipment and life size manikins to simulate patient care situations. Assigned time in the CSL is considered clinical experience.

Body Fluids CSL Standards

No procedure will be carried out in the CSL or the classroom which involves body fluids (example: blood with blood glucose monitor or urine for sugar and acetone testing). The skin will not be purposefully broken for any procedure (example: finger stick for blood glucose monitor or injection technique). Procedures that involve the use of body fluids (urine, blood, etc.) will be conducted with simulated fluids. Invasive tests and/or procedures that require puncturing the skin will be simulated using appropriate fluids and manikins.

Healthcare Facility Clinical Practice Standards

Students will review the clinical expectancies and complete the required learning activities and clinical skills laboratory (CSL) check-offs prior to the assigned clinical experience. The student will update and review previously learned skills as necessary to maintain an acceptable level of performance. The student should bring the appropriate clinical expectancies to clinical assignments.

Dress Standard - Clinical Agencies

The WCNAH nursing student uniform will be worn to all off-campus clinical assignments unless otherwise directed by the course faculty.

Orientation to Clinical Agencies

Students are required to attend agency orientations. Missing clinical orientation is considered a clinical absence. Proper attire and WCNAH Nursing identification badges are to be worn. Each clinical facility has policies and procedures which will be discussed at each clinical orientation. Students will follow the procedures and policies of the clinical agency when assigned to clinical experiences in that agency.

Clinical Scheduling/Assignment

Clinical experiences are designed to help the student meet the objectives of the various levels in the program. The facility size, availability, patient census, student level, and theory content are considered. Schedules will be handed out at the beginning of each term so that students can make personal arrangements for transportation, job scheduling, childcare, etc. In some terms day/evening assignments and non-class day special experiences are required. On occasion clinical rotation schedules may be changed by the instructor.

Client/clinical assignments for each day of clinical experience will be made by the instructor. Only the instructor has the right to alter the student's clinical assignment as needed to meet clinical objectives. The instructor is to be notified immediately if the assignment is altered in any way (i.e., patient discharge or transfer). Students are expected to be in assigned areas only.

It is unacceptable to refuse a patient assignment. This action will result in disciplinary measures which could include dismissal from the program. If your patient assignment is a relative or friend notify your instructor immediately.

Students are responsible to secure their own valuables in the clinical setting. Most nursing units have no lockers available to students or any other secured storage for personal belongings.

Students will not be in the clinical area outside of assigned times and assigned units without written permission and may not engage in any nurse/patient relationship at such times.

Clinical Conferences

Clinical conferences are scheduled for students to discuss their learning experiences as well as to explore clinical issues. Students are required to be on time and to be adequately prepared. A clinical conference absence is considered a clinical absence.

Nursing Care Plan Assignments

Students will be required to submit nursing care plans as directed by the instructor. The purpose of this assignment is to utilize the nursing process in planning patient care. Guidelines for this assignment are

described in your Course Syllabus.

Impaired Student Standard

Patient safety is an overriding principle in the delivery of healthcare. For the healthcare professional to provide safe care, he/she must be able to make sound judgments. Thought processes and decision making can be adversely affected by excessive stress, sleep deprivation, poor mental and physical health, and the use of any drugs and/or alcohol. Impaired by the aforementioned factors, the healthcare professional can easily make unsafe decisions and, therefore, jeopardize patient safety.

The student whose thought processes and decision-making ability is impaired by excessive stress, poor mental or physical health, or the use of drugs and/or alcohol will be considered unsafe to provide healthcare services and will be removed from the clinical setting. The student will be subject to faculty review and possible dismissal from the program. In addition, the student will be counseled about the importance of seeking voluntary aid for such conditions that could, if left unattended, lead to disciplinary action and may prevent them from being licensed to practice nursing in the State of California.

As healthcare professionals, we recognize that excessive stress, poor mental and physical health, and dependency on drugs and/or alcohol are conditions that can be treated by early recognition and rehabilitation. Rehabilitated students who voluntarily withdraw from the program to resolve their issue will be encouraged to reenter the educational process for successful completion of a healthcare program.

Drug Screening Tests

All students in clinical programs are subject to drug screening for cause if, in the opinion of a faculty member and the Program Director, the student exhibits impaired behavior or judgment that may indicate the use of mind-altering substances. Such a student will be informed of the requirement for a drug screening test by the Program Director and will be given both written and verbal instructions including a deadline for the test at that time. Students are responsible for all costs associated with the drug screening. The College will designate the company to do the drug screening and will not accept drug screening results from any company other than the one so designated. Students must further agree that all results will be released to the Program Director. A positive drug screening result or failure to comply with the instructions for the test will result in the student's immediate removal from the program in which he or she is enrolled. Such students are not eligible to reapply to the program. (Note: the California Supreme Court has ruled that prescriptions for marijuana do not exempt users from workplace rules, and they may be fired for a drug test that is positive for marijuana. Accordingly, any student who tests positive will be removed from the program and will not be eligible to reapply).

Student Responsibilities Regarding Personal Health Status

Throughout the program, the student must:

- maintain a current BLS - Health Care Provider card obtained from the American Heart Association (AHA) or American Red Cross (ARC);
- provide yearly proof of a negative TB skin test and/or chest x-ray or medically appropriate screening for positive PPD; and
- present documentation of an annual flu vaccine.

Protective gear is available in the clinical settings. The student is expected to wear appropriate protection to prevent body fluid exposure, including goggles or face shield, gloves and plastic gown, if needed. Nursing personnel are professionally and ethically obligated to provide patient care with respect for human dignity. Student assignments may include patients who are at risk for contracting or have an infectious disease such as HIV, AIDS, HBV, TB, etc.

Injury and/or Body Fluid Exposure in the Clinical Setting

The student is expected to follow recommended treatment/steps for injury or body fluid exposure. Examples of incidents in the clinical areas to report include: Any break to skin integrity, needle sticks, body fluid splashes (urine, blood, vomit), neck and back strains, sprains, assaults by patients, injuries from equipment, etc. It is important that the student report any injury to the instructor at the time it occurs to allow for adequate treatment.

Student Standards Regarding Patient Information

The student will consider all information obtained regarding the patient's status as strictly confidential and will not discuss the patient with anyone except the instructors, peers assigned to the same clinical facility/area, and appropriate hospital personnel.

The student hereby recognizes that medical records, emergency department and ambulance records, base station reports, "5150" applications, child abuse reporting forms, elder abuse reporting forms, laboratory requests and results, and x-ray requests and results are typical of documents that are considered privileged and should not be discussed by the student with individuals not involved with the care of the patient.

Conversations between physicians, nurses, and other health care professionals in the setting of a patient receiving care are privileged communications and may not be discussed. Computer documentation and codes for documentation or medication -dispensing machines are confidential information and are not to be shared. All report sheets must be disposed of appropriately prior to leaving the clinical site. Failure to observe the college or agency confidentiality requirements may result in dismissal from or failure in the program.

If it is determined that a breach of confidentiality has occurred as a result of a student's actions, that student can be liable for damages that result from such a breach. Action to decertify or seek disciplinary action with the licensing board may be taken by the clinical site against the student. The clinical site may terminate the contract for observation with the educational institution based on a single breach of confidentiality by a student.

Charts, Patient Care Kardex, Unit Patient Report Sheets

The chart is a legal document owned by the hospital or agency. Copying of charts at the hospital or any clinical agency is forbidden. This includes hard copy documentation and computerized documentation. Any photocopies of a Patient Care Kardex or Unit Patient Report Sheet must be disposed of at the hospital or agency prior to leaving the agency for the day.

Clinical Computer Access

Even though a student may be an employee at an agency and have access to the agency's computer system, the student may not use their employee access during student clinical time. The agencies that allow nursing student access to their computer records will assign such access according to their agency policies and guidelines. Each student will be informed of the agency's computer policy/guidelines during orientation. Failure to abide by the computer policy/guidelines may result in dismissal from the program. Students may access nursing policy and procedures online.

Use of Electronic Devices

Technology has allowed a plethora of resources to be available through cell phones and other wireless communication devices. These resources can be of great value to the student during their clinical learning experiences. However, the use of wireless communication devices also poses significant issues relating to HIPAA patient confidentiality rights. Because of the gravity of the issues, healthcare facilities have established standards for the use of these devices in patient care areas. Students must adhere to any clinical site standards for the use of electronic devices to avoid violations of HIPAA and the attendant legal ramifications for themselves, their faculty, the healthcare facilities and the nursing program. These standards will be explained in the site orientation.

Violations of the standards for use of electronic devices are one example of an incident or clinical situation that puts the patient, student, clinical affiliate, faculty or college at risk. Due to that risk, a student who violates the standards for the use of electronic devices during their clinical experiences is subject to dismissal from the nursing program.

Students entering the Vocational Nursing Program must print out the following forms, sign and submit the forms with the Pre-Enrollment Clinical Requirements Packet.

- Student Handbook Acknowledgement
- Honor Contract
- Publication Release Form
- Use of Electronic Devices Agreement
- Vocational Nursing Student Data Form

COLLEGE SCHEDULE OF CHARGES

Tuition and fees are subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are below:

Program of Study					
	Registration	Tuition	Supplies/Books	Total Cost	Total Cost
	<i>Non-refundable</i>	<i>Refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>	
Coding Program	\$125.00	\$13875.00	\$1000.00	\$13875.00	\$15,000.00
Nursing Assistant	\$100.00	\$2000.00	\$700.00	\$2000.00	\$2800.00
Home Health	\$100.00	\$262.00	\$50.00	\$412.00	\$412.00
Vocational Nursing	\$25.00	\$28,975.00	\$3,000.00	\$28,975.00	\$32,000.00

Student Tuition Recovery Fund

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the California Bureau for Private Postsecondary Education (BPPE) 1747 North Market, Suite 225, Sacramento, CA 95834 CA 95834/ P.O. Box 980181 W. Sacramento, CA 95798-0818 Tel. (916)574-8900 or (888) 370-7589

OFFICE HOURS

8:00 a.m. to 4:30 p.m. Monday through Friday

COLLEGE HOLIDAY

Below are the 2021 Legal Holiday. The college campus will be closed.

Holidays 2021

New Year's Day	January 1
Martin Luther King Day	January 18 th
President's Day	February 15 th
Spring Break	April 2 th -April 4 th
Memorial Day	May 31 st
Independence Day	July 5 th
Labor Day	September 4 th -September 7 th
Veterans Day	November 11 th
Fall Break	November 24 th - November 28 th
Winter Holidays	December 22- January 6, 2022

INSTITUTION OWNERSHIP

CODEMED School of Professional Medical Coding Inc., DBA Westchester College of Nursing and Allied Health is a for-profit corporation incorporated in California. Founder and Chief Executive Officer is Graciela Galvan.

CONTACT INFORMATION FOR APPROVAL AND LICENSURE AGENCIES:

California Bureau for Private Postsecondary Education (BPPE)
1747 North Market, Suite 225, Sacramento, CA 95834 CA 95834/
P.O. Box 980181 W. Sacramento, CA 95798-0818
Tel. (916)574-8900 or (888) 370-7589

Accrediting Bureau of Health Educational School (ABHES)
7777 Leesburg Pike, Suite 314 N Falls Church, VA 22043
Tel (703) 917-9503

U.S. Department of Education (ED)
Jackson Federal Bldg.
915 2nd Avenue, Room 3362
Seattle, WA 98174-1099
Tel (206) 607-1655

California Department of Public Health (CDPH)
P.O. Box 997377 MS0500 Sacramento, CA 95899-7377
Tel (916)558-1784

American Health Information Management Association (AHIMA)
233 N. Michigan Ave 21st Floor Chicago, IL 60601-5809
Tel (312)233-100

Board of Vocational Nursing and Psychiatric Technicians
2535 Capitol Oaks Drive
Suite 205
Sacramento, CA 95833
Tel. (916) 263-7800

Institutional Website Disclosure

The following items can be found on Westchester College of Nursing and Allied Website.

- (1) College catalog.
<http://www.westchestercollege.edu/required-disclosures/>
- (2) A School Performance Fact Sheet for each educational program offered by the institution.
<http://www.westchestercollege.edu/required-disclosures/>
- (3) Student brochures offered by the institution.
<http://www.westchestercollege.edu/required-disclosures/>
- (4) A link to the Bureau of Private Postsecondary Internet Web site.
<http://www.westchestercollege.edu/>
- (5) The institution's most recent annual report submitted to the bureau.
<http://www.westchestercollege.edu/required-disclosures/>

COLLEGE CATALOG RECEIPT

I have received a copy of the electronic catalog via email attachment /or aware that I can find a copy of the catalog at <https://www.westchestercollege.edu/required-disclosures/>. The college catalog that contains the rules, regulations and costs for the specific course in which I have enrolled and agree to abide by it. I am fully aware of the Security Report, Fire Safety Report, Performance Fact Sheet data that includes completion, Graduation and transfer out rates, Placement Rate, Information on occupation your field of study, Tuition and Fees, Attendance, Dress Code, Violence Prevention Policy, Criminal Background, Physical, TB screening, Flu Shot, Student Rights, Grading Policy, Code of Ethics and Conduct policy and HIPAA regulations.

Print Name:
Signature:
Social Security:
Date:

Addendum

STAFF AND FACULTY LISTING

Graciela Galvan, RHIA, CCS, CPC
Vanessa Galvan
Leslie Evans, MS, RN
Fatemah Khaghani, RN
Beatrice Virgen
Olivia Galvan
Keon Hercules
Toni Byrd

School Director
Assistant to School Director/Student Service and Relief, and Placement Director
Nurse Assistant/Home Health Aide Program Director
Vocational Nursing, Program Director
Admission Officer
Finance Officer
Financial Aid Director/IT Officer
Student Advisor

INSTRUCTORS AND QUALIFICATIONS

Genise Burgess, RHIT
Graciela Galvan, RHIA, CCS, CPC
Deidre Luke, CCS
Donna Jenkins, MS
Ami Shah BS, CCS
Leslie Evans, MS, RN
Audrey Hepburn, RN MA
Nadine Cato, MA, RN
Tijuana Capers, LVN
Linda Perry, RN
Norma Bedford, RN
Laurie Thomas, RN

AA, Valley College (Part-Time)
Bachelor of Science, University of Phoenix (Full-Time)
Certified Coding Specialist, AHIMA (Part-Time)
Master of Science in Health Science, Trident University Int. (Part-Time)
Bachelor of Science, University of Illinois (Part-Time)
MS, RN, Rush University (Part-Time)
MA, Azusa Pacific University (Part-Time)
Master of Arts in Education, Trident University International (Part-Time)
Licensed Vocational Nurse (Part-Time)
MS, RN, University of Southern California (Part-Time)
MSN, Grand Canyon University (Part-Time)
MSN, Grand Canyon University of Phoenix (Part-Time)