

## **CATALOGUE**

### **ACADEMY FOR NURSING AND HEALTH OCCUPATIONS**

5154 Okeechobee Blvd., Suite 201

West Palm Beach, FL 33417

(561) 683-1400

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

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

Students will be notified of any changes made at the institution.

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

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## HISTORY

This college was established in 1978 and incorporated with the Florida Department of State, Division of

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

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

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

#### ABOUT YOUR NEW COLLEGE

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

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

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

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

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

### ACADEMY FOR NURSING AND HEALTH OCCUPATIONS

#### MISSION STATEMENT

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

Contributing Objectives:

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

#### PHILOSOPHY

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

**Core Values:**   ◇ *Integrity* ◇ *Respect* ◇ *Commitment* ◇ *Accountability* ◇ *Caring* ◇ *Teamwork*

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

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

#### VISION STATEMENT

Health Care Employers of Palm Beach County will look to the Academy for Nursing and Health Occupations as their

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

#### OWNERSHIP/GOVERNING BODY

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

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

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

Dr. Lois M. Gackenheimer, R.N. President, Executive Committee 217 Sonoma Isles Circle Jupiter, FL 33478	Candi Giambatista Secretary, Executive Committee 236 Infanta Avenue Royal Palm Beach, FL 33411	Renée Werner, MBA Vice President, Executive Committee 217 Sonoma Isles Circle Jupiter, FL 33478
	Kristie Helfrich, CPA Treasurer, Executive Committee 1322 Kurtz Road McLean, VA 22101	

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

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

#### STANDING RESPONSIBILITY

Quality Assurance Coordinator—Candi Giambatista, Dean of Compliance (admin@anho.edu)

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

Ongoing Faculty Education – Dr. Lois M. Gackenheimer, RN, Executive Director ([Admin@anho.edu](mailto:Admin@anho.edu))

Audio Visual & Tech. Coordination Candi Giambatista ([CGiambatista@anho.edu](mailto:CGiambatista@anho.edu)) Dean of Compliance

Student and Alumnae Services – Sherri Adduci, Dean of Student Services/Financial Aid Director  
([SAdduci@anho.edu](mailto:SAdduci@anho.edu))

Health Occupations Students of America and Student Health – Judi Miller, RN, Job Development Placement Counselor  
([Jmiller@anho.edu](mailto:Jmiller@anho.edu))

Personal Advisement - Judi Miller, RN, Job Development Placement Counselor ([Jmiller@anho.edu](mailto:Jmiller@anho.edu))

ADA Compliance Officer – Dr. Lois M. Gackenheimer, RN, Executive Director/President ([admin@anho.edu](mailto:admin@anho.edu))

Curriculum Update:

ADN & PN Programs: Neala Asser, MAN, CDONA/LTC, RN, Academic Dean ([Nasser@anho.edu](mailto:Nasser@anho.edu))

Health Occupations: Dr. Lois M. Gackenheimer, RN, Executive Director ([Admin@anho.edu](mailto:Admin@anho.edu))

OCCUPATIONAL / INSTITUTIONAL ADVISORY COUNCIL

Jocelyn Comeau, RN – Nursing and Health Occupations Employer

Dyanne Black, RN – Nursing and Health Occupations Employer  
Karen Spence Williams, RN – Nursing and Health Occupations Employer  
Andrew Rosebrough – Consumer  
Kevin Meehan – First Responder Employer

#### DESCRIPTION OF FACILITIES

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

The college has a job placement area, skills demonstration areas, a media/information resources services area available for students and faculty, human patient simulator lab, a computer lab area, and three counseling rooms for students' convenience. Visual Aides, video equipment, demonstration mannequins and patient equipment are all available for students/faculty use. All learning resources are available to students Monday-Thursday 7:30 am – 11:00 pm and Friday 9:00 am – 5:00 pm. Internet access is available throughout the college. Universal precautions and infection control equipment will be provided for students' protection. None of the equipment used by students is classified as dangerous machinery in need of safety precautions with the exception of oxygen concentrators for which signs are clearly posted.

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

Kindred Hospital	Jerome Golden Center	
Rehab Center of Palm Beaches	Hamlin Place	Jupiter Medical Center
Boynton Beach Rehab Center	Gardens Court	Glades Health Care Center

All current clinical sites are within two to forty-nine miles of the campus. Travel and meals will be the students' responsibility. Students are encouraged to bring food in a thermal container. In the event that a student must travel more than 50 miles to a clinical site, the student should be aware that travel and meals will still be the students' responsibility.

Clinical assignments are between 6 to 12 hour shifts, therefore, even when travel time is added, there will be no overnight stays necessary or required.

#### POLICY STATEMENT

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

Students requesting accommodations must submit physician's written verification of disability, treatment plan and specific accommodation requested to the Assistant Dean. The Dean and the ADA Compliance Officer will review each case individually, and reasonable accommodations will be made. Once accommodations are approved, they apply going forward, not retroactively. Please allow a reasonable lead time in order for ANHO to provide the agreed upon



accommodation.

### **ADMISSION REQUIREMENTS for HEALTH OCCUPATIONS PROGRAMS**

1. 17 years of age or older. Health & Fitness Trainer students must be 18 in order to be eligible to take the certification exam.
2. Demonstration of an interest in the training provided.
3. Proof of High School Diploma or GED. If not from the US, it must specify that it is the equivalent of a US High School Diploma
4. Students involved in special grant programs who don't have a HS Diploma may be accepted and will be offered remediation sessions.
5. Compliance with the "Drug Free" college requirements.
6. Employment in health occupations necessitates the ability to pass the Florida Board of Nursing requirements and Clinical requirements for Criminal Background Checks. Potential students with such problems will be helped with exemption procedures if applicable, and if not applicable, will be strongly advised not to register for health care programs due to Florida Statute 456.0635 described below.
7. Health & Fitness Applicants must pass competency test.

If clinical sites require additional health screenings including but not limited to Tuberculosis Testing, Influenza Vaccine, and/or physical exam, ANHO will provide such screenings. Health & Fitness applicants have a Sports Physical Examination which ANHO will provide.

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

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

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

examination if the following applies:

**Section 1:** Section 456.0635, Florida Statutes, reads:

456.0635 Health care fraud; disqualification for license, certificate, or registration –

(1) Health care fraud in the practice of a health care profession is prohibited.

(2) Department of Health shall refuse to admit a candidate to any examination and refuse to issue a license, certificate, or registration to any applicant::

(a) Has been convicted or pled guilty or nolo contendere to a felony violation regardless of adjudication of: chapters [409](#), [817](#), or [893](#), Florida Statutes; or a similar felony offense committed in another state or jurisdiction, unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification or registration unless the sentence and any subsequent period of probation for such conviction or plea ended:

1. For felonies of the first or second degree, more than 15 years before the date of application.
2. For felonies of the third degree, more than 10 years before the date of application, except for felonies of the third degree under s. 893.13(6)(a).
3. For felonies of the third degree under s. 893.13(6)(a) more than 5 years before the date of application;

(b) Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under 21 U.S.C. ss. 801-970 or 42 U.S.C. ss. 1395-1396, unless the sentence and any subsequent period of probation for such conviction or plea ended more than 15 years before the date of the application;

(c) Has been terminated for cause from Florida Medicaid Program pursuant to s 409.913, unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent 5 years;

(d) Has been terminated for cause, pursuant to the appeals procedures established by the state, from any other state Medicaid Program unless the candidate or applicant has been in good standing with a state Medicaid program for the most recent 5 years and the termination occurred at least 20 years before the date of the application OR –

(e) Is currently listed on the US Department of Health and Human Services Office of Inspector General's List of Excluded Individuals and Entities.

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

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

EFFECTIVE 07/01/2014: **F.S. 464.08** If an applicant who graduates from an approved program does not take the licensure examination within six (6) months of training completion, he or she must enroll in and successfully complete a Florida Board of Nursing approved Licensure Exam Preparatory Course. The applicant is responsible for all costs associated with the course and may not use state or federal financial aid funds for such costs.

## FINANCIAL AID

Financial Aid is available for those who qualify. The Free Application for Federal Student Aid (FAFSA) is the first step in

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

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

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

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

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

- II. ANHO Participates in the Federal Pell Grant Program and Direct Loan (DL) Programs
  - A. Federal Pell Grant is a grant and does not need to be paid back and must be considered Before any loan funding. The student's eligibility is based on a formula utilized when the student completes the Free Application for Federal Student Aid (FAFSA). All students are encouraged to complete FAFSA on the web at [fafsa.ed.gov](http://fafsa.ed.gov).
  - B. DL are federal loan programs are based on financial need and have low interest rates and deferred payments until after a student graduates. All students receiving a loan are required to complete entrance counseling and exit counseling as part of their financial aid package.
  - C. The Financial Aid staff must review the National Student Loan Data System (NSLDS) prior to awarding loans to review any prior loan history, default status, Pell Grant overpayment, lifetime limit on Pell and Subsidy Usage Limit
- III. ANHO is approved for state aid with Florida Bright Futures Program and FSAG Grant
- IV. ANHO accepts CareerSource PBC Individual Training Account Vouchers as well as CareerSource PBC Youth Scholarships when applicable.
- V. ANHO accepts veterans educational benefits under the GIBill® for eligible veterans.
- VI. ANHO utilizes standard budgets that represent a cost of attendance which includes the student's:

A. Tuition and fees	D. Personal expenses
B. Books and supplies	E. Transportation costs
C. Room and board	F. Loan fees (if applicable)
- VII. A student's need is determined by the following formula:
  - A. Cost of attendance (COA)  
(minus expected family contribution (EFC) from ISIR/SAR)

(minus estimated financial aid-EFA)  
= financial need

VIII. Estimated Financial Aid

A. Pell Grant

1. Eligible amount determined by EFC from ISIR/SAR

B. CareerSource Palm Beach County Scholarship / Vouchers

1. Eligible amount varies

C. State Aid

1. Eligible amount determined by the state

D. FFEL or DL loans

Subsidized loan amounts for independent and dependent students

a. 1<sup>st</sup> year \$3500

b. 2<sup>nd</sup> year \$4500

Unsubsidized loan amounts for independent students

a. 1<sup>st</sup> year \$6000

b. 2<sup>nd</sup> year \$6000

Unsubsidized loan amounts for dependent students

a. 1<sup>st</sup> year \$2000

b. 2<sup>nd</sup> year \$2000

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

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

E. Private Pay

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

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

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

XI. Subsidized loans are based on financial need with the following formula:  
 $COA \text{ minus EFC minus EFA} = \text{Financial Need}$

XII. Unsubsidized and PLUS loans are based on financial need with the following formula:  
 $COA \text{ minus EFA} = \text{Financial Need}$

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

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

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

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

given to each applicant upon meeting with the Financial Aid Representative.

Academic Year Definition: Health Occupations & PN Students = 900 Clock Hrs / Associate of Science Degree Students = 32 Wks and a minimum of 24 Semester Credit Hours. Full-Time Non-Degree Seeking Students must attend a minimum of 24 hours per week. Full-time Degree Seeking Students must satisfactorily complete a minimum of 67% of attempted credits in each semester term.

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

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

And

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

Ombudsman Office can be contacted by phone at (877) 557-2575 or via on-line at [www.studentaid.gov/repay-loans/disputes/prepare](http://www.studentaid.gov/repay-loans/disputes/prepare), via fax at : 606-396-4821, or by mail: FSA Ombudsman Group, PO Box 1843, Monticello, KY 42633.

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

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

1. A student's ISIR may be selected for verification. Verification is a process that U.S. Department of Education (ED) requires for certain students in which the student must present documentation to substantiate their adjusted gross income (AGI), tax paid, certain untaxed income, number of household members, number of household members attending school at least half time, and any unusual enrollment history. AGI and tax paid documentation is usually their tax return from the base year that is used on the FAFSA for the award year in question. When a student is selected, it is indicated by an asterisk next to the student's Expected Family Contribution (EFC) on the ISIR.
2. The college's financial aid staff will use the most current Application and Verification Guide (AVG) in the Federal Student Aid (FSA) handbook for the award year in which the student applied for eligibility. If the student had already provided information to the college at the time of their initial visit, that information will still be verified and the student must complete a verification worksheet. The verification worksheet must be signed by the student and if dependent, by at least one parent whose data was used to complete the Free Application for Federal Student Aid (FAFSA). There is an independent verification worksheet and a dependent verification worksheet.
3. If students completed their FAFSA at the college and had their documentation with them to complete it, the college will have the information to proceed with the verification process but will have to have them complete and sign a verification worksheet. For those that did not complete the FAFSA at the college, ANHO will give the students notice of what they need to bring in and a deadline to do so.
4. Title IV funds will not be disbursed until verification is complete.
5. Students have 120 days or September 27, 2013 whichever is earlier to complete verification from their last day of attendance. However, in the interim, the student must have made arrangements with ANHO for payment of all tuition and fees due or risk termination from our college. After the passage of the aforementioned period, all financial aid that might have been due is forfeited.

6. If the verification process indicates that there are corrections needed to information on the ISIR, the financial aid staff will run a new needs analysis in the FAME software system to see if the student's EFC is going to change, and if so, does their scheduled award change. For students who are selected for verification and receiving subsidized student aid, changes that result to any non-dollar item must be submitted for processing. If there is no change in the EFC or scheduled award, the student can be paid on the original ISIR. If the EFC or scheduled award changes, then corrections will be made to the ISIR and ANHO will wait for a new ISIR before disbursing Title IV aid.
7. There are exclusions where students are not required to complete the verification process:
  - A. A student who died during the award year.
  - B. A legal resident of Guam, American Samoa, or the Commonwealth of the Northern Mariana Islands, a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, and the Republic of Palau.
  - C. A student who is incarcerated
  - D. Students whose parents do not live in the United States and cannot be contacted via normal communication
  - E. A student immigrant (however, the student must meet the citizenship requirement)
  - F. A dependent student whose parents cannot comply because of specific reasons (i.e., parents are deceased, are physically or mentally incapacitated, or the student does not know where the parents reside.)
  - G. If the student is an immigrant who arrived in the United States during calendar years 2011-2012.
  - H. Spousal information does not have to be certified or signed by spouse if the spouse is deceased or mentally or physically incapacitated, residing in a country other than the US and cannot be contacted by normal communication, cannot be located because his or her address is unknown, and the student cannot obtain it.
  - I. If the student's data was verified at a prior postsecondary school in the current award year, verification does not have to be completed if a letter is obtained from the prior school with all of the following information and you do not have any conflicting information in the student's file:
    1. A statement that the student's application data has been verified
    2. The transaction number of the verified application
    3. The reasons why the college was not required to recalculate the student's EFC if applicable
8. The financial aid file must be documented with the date that verification is completed. Subsidized Stafford Loan checks will not be released prior to this date.

#### STUDENT SECONDARY CONFIRMATION POLICY AND PROCEDURES

ANHO has established the following procedures relative to the secondary citizenship confirmation process for Title IV financial aid applicants who have indicated that they are eligible non-citizens or permanent residents of the United States. If the Institutional Student Information Record (ISIR) does not confirm eligible Title IV applicant status and the student submits reasonable evidence of eligible status, the college will initiate the secondary confirmation process through the US Citizenship and Immigration Services (USCIS) in the Department of Homeland Security (DHS).

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

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

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

#### HOURS OF OPERATION

##### Business Office

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

##### Health Occupations Classes

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

##### Nursing Classes

Day Classes are offered Monday through Thursday, from 7:30 am to 3:00 pm. Evening Nursing Classes are held 5:00-11:00 pm Monday – Thursday. Clinical shifts may be scheduled 24 hours/day 7 days/week as necessary and will be within a 2-49 mile radius of the college. Students who need to make up coursework or who are failing will be required to work in the learning exercise lab on Fridays.

#### HOLIDAYS

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

Jan 16, 2017	Aug 7 – 11, 2017	Feb 19, 2018
Feb 20, 2017	Sep 4, 2017	Mar 26-30, 2018
Mar 20-24, 2017	Oct 9, 2017	May 28, 2018

May 29, 2017  
June 12-16, 2017  
July 3-4, 2017

Nov 22-24, 2017  
Dec 22, 2017-Jan 2, 2018  
Jan 15, 2018

Jun 18-22, 2018  
Jul 4-6, 2018  
Aug 6-10, 2018

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

## STUDENT SERVICES

- a. Housing - The college does not maintain housing for students. A list of reliable realtors and rental properties in close proximity to the college will be provided to the student that requests housing assistance at the time of enrollment. Referrals to local agencies to apply for Subsidized Housing are provided.
- b. Student Records - Student records are permanently retained by the college and are available to students upon individual request. There is a \$5.00 fee for processing an official transcript. Student records will be provided to potential employers after a release is provided by the student. Students will be provided with a Grade Report at the end of each unit of the Nursing Program and at the one-third and two-thirds of the Health Occupations Programs scheduled hours. In the event that qualified applicants are denied entry to this college, records will be maintained for at least one year.
- c. Student Placement and Advisement - Students are assisted with placement and furnished names and addresses of employment possibilities. Student/graduate job postings will include inquiries made to ANHO from potential employers, local training related openings throughout the county. ANHO will assist the student with employment, directly or indirectly, to the best of its ability, but cannot guarantee employment. The college will maintain records of initial employment for one year following training completion or termination and will furnish references and transcript information by student request.
- d. Child Care - The college does not provide child care, but students are assisted with locating subsidized and affordable child care arrangements.
- e. Food - Students are assisted to apply for Food Stamps if eligible and to receive food for needy families provided by local churches and synagogues. The college maintains a list of current food sources and will assist students with donations.
- f. Clothing - The college solicits clothing for adults and children from local thrift shops and private parties. These donations are made available to students.
- g. Transportation - The college will assist students in applying for public transportation vouchers and will also assist students in arranging carpooling.
- h. Volunteer Services - The college assists students with students/alumnae volunteers willing to help with housing, child care, transportation, tutoring and counseling.
- i. Social Services - The college will make students aware of services provided in Palm Beach County through the CareerSource Palm Beach County and the "Where to Turn in Palm Beach County" Directory, and the "211 Directory" ([www.211.org](http://www.211.org)).
- j. Health Counseling – Initial acceptance of students is conditioned on the student being in physical health appropriate for the job he or she is pursuing. However, as students succumb to various illnesses and/or health emergencies, the Executive Director (Registered Nurse) will serve as the health consultant together with an



Instructor/Employment Counselor. They will treat, advise, and refer as is indicated and will keep the individual student's and aggregate students' best interest in mind while making decisions. The Advisory Physician and Advisory Committee Nurses are always available to guide and to assist as well as the Palm Beach County Fire Rescue Team, local emergency room at St. Mary's Hospital, County Health Clinic, and Palm Beach County Health Dept.

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

k. On-Line Courses - ANHO is utilizing McGraw-Hill Connect Platform asynchronous. This is a very user-friendly platform. Students will be oriented to the McGraw-Hill Connect by completing the required Student Registration Tutorial for distance education through the platform. All faculty involved in distance education have appropriate Connect accounts set up and will receive preliminary training. The faculty have extensive on-line teaching experience.

Student hardware/software requirements: McGraw-Hill Connect works with the following operating systems: Windows XP Home Edition 2002 SP2, SP pro 2002, Vista Home Premium, Windows 7, Mac OS x Snow Leopard 10.6, Lion 10.7, Mountain Lion 10.8. Browsers: Firefox 12+, Internet Explorer 8, 9, Google Chrome 18+, Safari 5.x. Plug Ins: Flash 11+ Java SE6, SE7, Quicktime 7.7+.

McGraw-Hill takes service and customer support very seriously. McGraw-Hill provides self-service on-line technical support at [www.mhhe.com/support](http://www.mhhe.com/support) or live support via phone at 800-331-5094 during the following hours: Monday – Thursday 7:00 am – 10:00 pm ET, Friday 7:00 am – 5:00 pm ET, and Sunday 5:00 pm – 10:00 pm ET.

The Academy for Nursing and Health Occupations will provide customer academic support/assistance for student inquiries Monday through Thursday 8:30 am – 8:30 pm. Students will be required to work on their on-line course work and communicate with their class and teachers during these hours. Friday, Saturday and Sunday are days off at the school and may be used for study time. Students will have an on-line text book for to augment learning. Inquiries will be answered within 24 hours except on days the school is closed.

McGraw-Hill offers library resources for each specific general education course the student is enrolled in. Students also have access through the school's library. Library and Information Resources Network (LIRN) and CINHAL virtual libraries offers students millions of peer-viewed and full-text journals, magazines, e-books, podcasts, audio, and video resources to support their academic studies from Gale Cengage, ProQuest, EBSCO, CREDO Reference, e-library, and more, covering topics for general education, science and nursing services.

### **SATISFACTORY PROGRESS**

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

#### **ACADEMIC**

##### **Standard 1**

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

For Associate Degree Programs: Students must successfully pass 67% of cumulative attempted credits and have a 78% grade average. All courses must be passed in order to be eligible to take licensing exams.

## ATTENDANCE

### Standard 2

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

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

Any absences exceeding 10% must be made up according to this college's Procedure for Making Up Missed Hours which is included in this catalogue. All coursework must be mastered. If a student does not make up missed hours, their progress will be considered unsatisfactory.

For clock and credit hour programs: In the event that a student misses two (2) consecutive weeks of school, they will be deemed unsatisfactory and terminated from the program.

**For Associate Degree Programs please see Maximum Time Frame – Standard 5**

## DECORUM

### Standard 3

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

Examples of such infractions are:

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

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

## CLINICAL SKILLS/APPLICATION

### Standard 4

Students must pass the clinical portion of the course. This will be evidenced by the Instructor's evaluation of clinical experiences/application, demonstration of skills and ability to correctly explain the steps of procedures in order to safely care for patients. Data collection, care plans, nurses' notes, medications, math, medication administration, case studies, simulation, EHR, clinical projects and

SCANS Competencies may also be evaluated as part of the clinical experience/application. Entry level skill-attainment is what is expected and used as the guideline to measure ability. Skills evaluated are those described in each course of the curriculum. Clinical facility staff evaluation of the student is also considered in the students' grade. In the Practical Nursing Program, the Florida C.N.A. Exam must be passed prior to the end of Medical/Surgical Nursing Clinical or the student will automatically fail Medical/Surgical Clinical and all subsequent clinical experiences until the C.N.A. Exam is passed.

**MAXIMUM TIME FRAME**

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

	Scheduled Time	Maximum Time	
603 Hr Program	5 Mths	7.5 Mths	To be measure at each payment period/term (1-301.5 hrs 301.5-603 hrs)
For Associate Degree Programs: The cumulative completion rate, the standard that must be maintained, is at or above 67% of attempted credits must be successfully completed. Any time a student withdraws or failed a class for any reason, it is counted as an attempt. Example of cumulative completion rate: If a student attempted 24 credit hours but only completed 12 cumulative credit hours, this equates to 50% cumulative completion rate which would not be satisfactory.			

**RULES AND REGULATIONS**

1. Attire. Students must be attired in proper business clothes while at this college. Jeans and shorts are not acceptable. Once uniforms are issued, students must adhere to this college's Dress Code Policy which is published in the Student/Faculty Handbook.
2. Leave of Absence. Any student requesting a leave of absence from the Academy for Nursing and Health Occupations must submit in writing, a Leave of Absence Request to the Dean identifying the exigent & exacerbating reason for the request. Once the written request is received, the Dean will attach the request to the Leave of Absence Notification form and formally approve or deny the request. If approved, the Leave of Absence Notification Form must be signed and dated by the student and the Dean and must contain the start and end date of the leave of absence. All Leaves of Absence must be requested prior to the start of the leave of absence unless unforeseen circumstances prevent the student from applying prior to the start of the leave of absence.

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

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

3. Make Up Exams. If a student is absent on the day of an exam, they must take the "make up" exam on the scheduled "re-take" day. There will be only one opportunity to take and pass a make-up exam. Frequently

missed exams are not acceptable. All make-up exams must be completed and passed prior to the end of the payment period/term.

4. Satisfactory Progress will be monitored at each payment period/term throughout the program and at the end of the program. For example: 603 clock hour programs have satisfactory progress review times at 301 clock hours and 603 clock hours.
5. Student Academic Progression in the Nursing Program:
  - 1) At the completion of Term #1, satisfactory progress will be determined.

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

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

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

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

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

Notification – Those students who have achieved a minimum of 78% cumulative grade average but have not achieved a minimum of 78% on each stand alone test or did not pass a course within Term #2 will be placed on notification allowing an opportunity to pass all prior failures of Term #2 prior to beginning Integration.

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

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

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

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

- 3) At the completion of Term #3, satisfactory progress will be determined.  
Those students who have achieved a minimum of 78% on all courses of Terms #1, #2 and #3 and have achieved a minimum of 78% on all stand alone tests of Terms #1, and Term #2, and #3 have met

satisfactory progress and will proceed into the next term. Failure to do so will result in termination from the Nursing Program.

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

**FOR ALL NURSING PROGRAMS: Please note that in the Program Description there are several instances where program Pre-requisite Courses must be passed before progressing to the next sequential courses. Regarding Integration, all prior coursework and stand alone exams must be passed prior to the start of Integration. Integration must be passed in order to be eligible to take licensing exams. Failing the requirements for passing Integration will result in termination from the Nursing Program. If terminated from the Nursing Program, the student may apply for an audit opportunity.**

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

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

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

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

9. Current students with unsatisfactory progress may wish to repeat the term which includes all coursework, skill/competencies and stand alone tests to be compliant with this college's satisfactory progress policy. It is the policy of this college to allow the student one audit opportunity at no additional charge to become successful. This will be accommodated as seating is available. Such students may not exceed one hundred fifty percent of the published length of the program of each payment period. During this entire process applicants must make financial arrangements with the Financial Aid staff.

10. Appeals. Students who wish to appeal the determination that they are not maintaining satisfactory progress must meet with the Dean and then with the Executive Director, if necessary.
11. Students are encouraged to follow the Grievance Procedure and the policy regarding the Family Education Rights and Privacy Act. The Dean or Executive Director will document in the student file the action taken as a result of the appeal, including the date the decision was made, the official who made the decision, and any reference to applicable institutional policy.

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

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

#### GRADES

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

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

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

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

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

#### STUDENT PROGRESS REPORTS

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

#### Policy on Transfer Students Between Programs within ANHO

1. Students wishing to transfer within ANHO (i.e., day Nursing class to an evening Nursing class, evening class to day class, from a health occupations class to the nursing program, from the nursing program to a health occupations class) will be accommodated with the following considerations:
  - 1) If there are seats available

- 2) If the student will not exceed 150% of the clock hours or weeks to complete the term
  - 3) If the requested class has not progressed beyond the student's current class.
  - 4) Students who are on warning must terminate before transferring and must audit the term for which they were placed on warning and follow the rules and policies of Audit.
2. Students must meet all admission criteria and after acceptance must secure the available position by completing the enrollment agreement and paying the required fees or agreeing to the conditions of the financial assistance available.
  3. Once enrolled into a class at ANHO all standards and policies in effect as of the new enrollment date will apply and must be met.
  4. Student will sign a form indicating the receipt of the new class syllabus. This signed form will be kept in the student file.

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

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

Requirements:

1. Meet all current admission criteria.
2. Supply a transcript in enough detail to establish that coursework and clinical work is comparable to the program they wish to attend at ANHO.
3. In order to confirm competencies, all applicants will be required to be tested prior to credit being accepted. (This also applies to students who were previously enrolled at ANHO and who terminated for any reason.)
4. Nursing students will only be admitted at the beginning of Term 1, 2, or 3 as applicable by testing results and will be accommodated as seats are available. These terms will be credited as earned from another college if the student passes the competency testing. All remaining terms must be taken at ANHO with no credit applied from another college.
5. Health Occupation students will only be admitted at the beginning of Term 1 or Term 2 as applicable by testing results. Successful completion of competency testing for Term 1 is equivalent to 301 clock hours. These hours will be credited as earned from another college if the student passes the competency testing. Term 2 must be taken at ANHO with no credit applied from another college
6. After all paperwork, transcripts, references and other required documents are received and completely reviewed, the applicant may be interviewed and considered for admission.

7. Selections will be made and applicants will be notified by phone that they have been selected.
8. After acceptance, the applicant must secure the available position by completing the enrollment agreement and paying the required fees or agreeing to the conditions of the financial assistance.
9. Once enrolled at ANHO, all standards and policies in effect as of the enrollment date will apply and must be met
10. Advanced Placement and transfer of Nursing courses does not apply to applicants who have been out of college for more than five years unless they hold a valid Florida license to practice Nursing.

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

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

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

#### PROMOTION

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

#### RETENTION

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

#### DISMISSAL POLICIES

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

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

#### STANDARDS TO BE MET BY STUDENTS

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

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



## POLICY FOR REPEATING COURSEWORK IN AUDIT STATUS

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

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

1. A student must complete the “one-time” audit application form and accept the Audit Plan as approved by the Dean. Students will be given a two week period following the date termination has occurred to accept this audit plan. Failure to accept the terms of the Audit Plan within the two-week period forfeits this one-time audit opportunity.
2. Meet financial obligations. Students are not charged for terms that ANHO has been paid for in full, however all outstanding obligations must be satisfied.
3. The application must be approved by the Dean and the audit class will be assigned as seats are available. While in “Audit Status” students will not be permitted to transfer to another class/shift.
4. All auditing students are required to attend, repeat, and complete all theoretical work within the entire audit term. This includes class activities, homework assignments, quizzes, exams, and stand alone tests of the audit term. Attendance at all Learning Opportunity sessions on Fridays is expected. If a student has failed clinical, he/she must participate in and be responsible for completing drug cards, drug quizzes, patient care assignments, care planning, and skill demonstrations as assigned.
5. Prior to being re-enrolled, students must pass all previously failed courses, stand alone exams, and/or clinical skills of their Audit Plan with a minimum of 78% in order to be eligible to apply for re-enrollment. When computing grades for previously failed courses, all exams of that course in audit status will count regardless of whether or not they were previously passed. Regarding Integration, Integration exam(s) must be re-taken and passed regardless of what was passed in a previous enrollment period.
6. All grades achieved in the audit term will be recorded on the student’s audit report card. When the student resumes satisfactory progress status, passing grades will replace previously failed grades, when the student is re-enrolled
7. Students in audit status who fail to comply with the standards for attendance, academics, clinical and/or decorum, or who do not pass all audit requirements, will be terminated from audit status preventing further progression. If a student has two consecutive weeks of absences during the audit period, he/she will be terminated preventing any further progression. Students who never begin their one-time audit period, forfeit this opportunity.
8. Once the student has passed all requirements, financial aid must be re-established and financial obligations met before the student may re-enroll and progress. Re-enrollment will be on a space available basis.

## POLICY: RE-APPLICATION AUDIT STATUS

### All Previously Enrolled ANHO Students

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

1. Re-apply to ANHO
2. Meet all current admission standards at the time of re-application.
3. Take competency exams to determine placement. Competency exams must be passed with a minimum score of 78%.
4. Enter only at the beginning of Term #1, Term #2, or Term #3 depending upon the result of competency exam(s).
5. Meet financial obligations. Students are not charged for terms that ANHO has been paid for in full, however, all outstanding obligations must be satisfied.
6. Re-admission acceptance will be on a space available basis.
7. In the event that an audit period is required, students must
  - a. Complete the "Re-Application Audit Status" paperwork and agree to terms of "Re-Application Audit" within a two week period of the plan being offered.
  - b. Prior to being re-enrolled, students must pass **all** courses and **all** stand alone exams of the audit term(s) regardless of what was passed in a previous enrollment.
  - c. One term at a time must be audited and passed. If any course or stand alone exam is failed, the student will be terminated without any further audit opportunity and without any further re-application opportunity.
  - d. Attendance at all Learning Opportunity sessions on Friday is expected.
  - e. If a student has two consecutive weeks of unexcused absences during their "Re-Application Audit Status", he/she will be terminated preventing any further progression. Students who never begin their one-time "Re-Application Audit Status" period, forfeit this opportunity.
  - f. While a student is in "Re-Application Audit Status" he/she will not be permitted to transfer to another class/shift.

#### PROCEDURE FOR MAKING UP MISSED TIME

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

#### ADD/DROP PERIOD

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

#### THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

All parents and students will be notified of their rights through publication in the catalogue of the fact that students and

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

- a. A parent or student must make a request in writing to review educational records and has the right to inspect and review the records within 45 days of the day the request is received.
- b. Records will be made available in the Executive Director / President's office on an appointment basis.
- c. The right to request (in writing) an amendment of the student's education records that the student believes are inaccurate or misleading.
- d. No personally identifiable information will be released to a third party without the written consent of parent or student unless it is:
  - 1) To other college officials who have educational interest in the information;
  - 2) To officials of another college where the student seeks or intends to enroll;
  - 3) To representatives of the Comptroller General of the United States, the Secretary of Education or State and local education authorities;
  - 4) Relating to financial aid and is necessary to determine eligibility for aid, determine amount of aid, determine conditions for the aid, enforce the terms and conditions of the aid;
  - 5) To State officials if required by State statute;
  - 6) To organizations conducting studies for educational agencies or colleges to develop, validate, or administer tests, administer student aid programs or improve instruction. No personally identifiable information will be released except to representatives of the organization and the information provided to the organization will be destroyed when no longer needed for the study;
  - 7) To accrediting agencies to carry out accrediting functions;
  - 8) To parents of a dependent student;
  - 9) To comply with a judicial order or subpoena;
  - 10) To meet a health or safety emergency;
  - 11) To an alleged victim of a crime of violence regarding the results of disciplinary proceedings against the alleged perpetrator of the crime.

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

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

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

#### PROCEDURE FOR ACCESSING STUDENT RECORDS/INFORMATION INCLUDING COURSEWORK & TESTING

Records Department staff will be assigned custodial responsibility for student files and records which include grades for

all tests and coursework at the School. He/She will keep such active files in locked fire resistant file cabinets. All coursework grades and testing grades are kept electronically on the school's server and are backed up nightly. In order to protect student confidentiality, student records may only be accessed by the Records Department Staff, Executive Director, the Academic Dean, the Dean of Student Services/Financial Aid Director and/or the Dean of Compliance who have the authority to check out a student file from the Records Department staff. It is strictly prohibited to remove any of these documents from the school premises. If a faculty or staff member needs to access student records, they must access them through the Records Department staff who will only allow access on a need to know basis and only within the Records Office. If a copy is needed, Records personnel will make the copy, mark it copy and will return the original document to the permanent file.

All student record requests will be answered within two business days/48 hours only after grades have been submitted and deemed final. The Records Department staff will mail the requested information to the student/graduate or the student may personally pick up the requested records by providing identification.

Once graduated or terminated, a student may request official transcript be sent to another entity. The student must sign the appropriate release. The sealed official transcript will be sent directly to the entity involved in a sealed envelope. Official transcripts will not be given to nor mailed to the student. No information will be released from this School to any other parties without proper student authorization. There will be a \$5.00 charge for each official transcript requested.

Students will be provided with a Grade Report at the end of each term at a minimum.

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

#### PERMANENT RECORD POLICY

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

Once a student is either graduated or withdrawn from ANHO, the student's paper file is removed from the Records Department file, it is scanned into a permanent electronic file. A copy of the student's permanent file is made and kept on the college's server, with a separate full server backup updated daily. ANHO also uses a cloud back up for off-site storage in case of emergency. The permanent file includes, at a minimum, a copy of the graduate's enrollment agreement, application, all final transcripts, diploma, program outcome, job placement information, high school diploma or equivalent (pre & post basic skills test scores for all students admitted who did not meet program admission criteria), record of receiving College catalogue, the Statements of Confidentiality and Responsibility, all disciplinary documentation leading up to termination or dismissal, and satisfactory progress management plans. These records are maintained permanently. If a copy is needed, records personnel will make the copy, mark it copy and will return the original document to the permanent file.

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

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

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

#### STAYING CURRENT

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

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

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

#### SAFETY/SECURITY POLICIES & PROCEDURES

##### Policy:

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

##### Procedures:

1. Students are not allowed on the college premises prior to 7:15 AM nor after 11:00 PM Monday through Thursday unless there is an Instructor present and permission is granted. This includes student organizations and activities. Under no circumstances will there be a college sanctioned activity on or off premises without an Instructor present to be in charge of safety and security.
2. If it is dark when students are entering or exiting the college or clinical facilities, students will travel in groups. If a student is late and alone, contact an Instructor who will arrange an escort to cars and buses.
3. At clinical facilities and on field trips, Instructors will always be the first to arrive and the last to leave in order to assure that everyone is safe and accounted for. Attendance sheets will be used at all times.
4. Instructors will insure that first aid equipment and phone availability will always be arranged for.
5. Instructors will incorporate the location and use of fire extinguishers, equipment and disaster/evacuation procedures into orientation for the college and clinical facilities.
6. Students should not bring valuables to college or clinical facilities; however, in the event of lost or stolen items, students will complete an incident report with the assistance of an Instructor.
7. In the event of any emergency or criminal action, the student will report to an Instructor immediately. The Instructor will complete a report for the President's immediate knowledge.

8. The Palm Beach County Sheriff's Department will be contacted to investigate any and all criminal activity and the college will prosecute, if indicated.
9. Students will be informed of all emergencies and criminal actions so that plans for their safety can be made.
10. Students have the responsibility to immediately report any unusual event to their Instructor who will take immediate action and then will utilize the chain of command immediately.
11. A thorough investigation and then disciplinary action, and termination if warranted, will ensue when a student is involved in any wrong doing.
12. When class is in session, classroom doors are kept locked.
13. Faculty/Students should be aware of the emergency telephones in each classroom to call 911 if needed.

Safety /Primary Prevention and Awareness Programs

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

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

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

Campus Crime and Security

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

SECURITY INFORMATION

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

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

1. During college hours, notify the Dean or the college's Executive Director and the Palm Beach County Sheriff's Department immediately, Academy for Nursing and Health Occupations - 561-683-1400, and Palm Beach County Sheriff's Department – 911 or for non-emergency calls – 688-3000.
2. If a crime occurs during non-college hours and no faculty or staff member is available, notify the Palm Beach County Sheriff's Department immediately and the college's President ([admin@anho.edu](mailto:admin@anho.edu)) as soon as possible.
3. Remember: Preserving evidence for proof of a criminal offense is very important. The Academy for Nursing and

Health Occupations does not recognize any off campus student organizations. The purpose and authority of faculty and staff is limited to securing the premises and protecting students. The enforcement authority of faculty and staff is limited to the enforcement of campus rules and regulations. Incidents that go beyond the scope of faculty and staff are referred to and investigated by the local law enforcement agency (if applicable). All crimes that are reported will be posted in the Media Center within a day of the reporting.

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

A student or employee who reports being a victim of the offense whether it occurred on or off campus, shall be provided with a written explanation of rights and options. There will be no retaliation of any kind, by any officer, employee, or agent of the college including intimidation, threatening, coercing, or other discrimination for exercising any right or responsibility under any provision of Public Law 113-4.

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

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

Sexual assault prevention programs are available at

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

Counseling for sex offense victims is available at:

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

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

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

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

The following definitions are essential in properly reporting crime statistics:

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

## POLICY FOR PROHIBITION OF SEXUAL HARASSMENT

Academy for Nursing and Health Occupations is committed to maintaining a work and learning environment free of unlawful discrimination and harassment, and will not tolerate harassment of its employees and/or students by any teacher, administrator, student, supervisor, co-worker, vendor, client, or customer.

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

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

## DEFINITION OF SEXUAL HARASSMENT

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

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

## EXAMPLES OF CONDUCT CONSTITUTING SEXUAL HARASSMENT

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

1. Unwelcome physical contact with sexual overtones, such as touching, patting, pinching, repeatedly “brushing”



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

#### APPLICABILITY OF POLICY

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

##### 1. Reporting Sexual Harassment.

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

-If your teacher, administrator, supervisor or manager is the person you believe has engaged in sexual harassment, report it to the director immediately.

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

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

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

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

##### 2. Discipline for Engaging in Sexual Harassment.

-Depending on the nature and seriousness of the offense, Academy for Nursing and Health Occupations will impose all appropriate discipline, up to and including termination or dismissal, against any teacher, administrator, student, manager, supervisor or employee found to have engaged in sexual harassment.

-When a student, customer, guest or other person not employed or enrolled in Academy for Nursing and Health Occupations is found to have engaged in sexual harassment against an Academy for Nursing and Health Occupations employee, teacher or student, Academy for Nursing and Health Occupations will advise the person and his/her employer of Academy for Nursing and Health Occupations’ policy against such harassment and will take such other action as is appropriate under the circumstances.

### 3. Legal Remedies for Harassment.

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

#### DRUG FREE POLICY/PROCEDURE AND PROGRAM

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

#### POLICY:

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

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

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

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

The annual goals of this program are as follows:

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

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

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

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

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

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

All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing,

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

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

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

Please refer to SCHEDULE B.

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

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

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

### SCHEDULE A - ALCOHOL USES AND EFFECTS

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

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

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

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

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

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

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

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

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

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

21 U.S.C. 844a.

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

21 U.S.C. 853a.

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

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

Ineligible to receive or purchase a firearm.

MISCELLANEOUS.

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

STUDENT NOTIFICATION - POLICY FOR A DRUG FREE SCHOOL

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

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

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

ADDITIONAL SOURCES OF INFORMATION

- The National Institute on Drug Abuse Hotline.

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

**CONSUMER INFORMATION - POST SECONDARY REPORT  
IPEDS Cohort 2012 Reported 2016**

ANHO Completion/Retention Rate: 92% completed in 100% of time allowed  
 92% completed within 150% of time allowed  
 85% received Federal Pell Grants  
 67% received Federal Loans

**2015-2016**

Student Diversity:	<u>Male</u>	<u>Female</u>
Completers	7%	93%
Hispanic/Latino	11%	6%
Indian	0%	2%
Asian	5%	2%
Black	51%	78%
Pacific Islander	0%	0%
White	33%	12%
Unknown	0%	0%

**2014 – 2015 ANHO Completion Rates, Placement Rates & Licensure Pass Rates as reported to the  
Council on Occupational Education:**

Associate of Science Degree in Nursing	Graduation Rate: 94% Placement Rate: 99% Licensure Pass Rate: 90% Average Wage at Placement: \$24.50
Associate of Science Degree in Practical Nursing	No Enrollments this Period
Practical Nursing with Critical Thinking and IV Certification: 1518 hours	Graduation Rate: 84% Placement Rate: 86% Licensure Pass Rate: 100% Average Wage at Placement: \$19.75
Practical Nursing	No Enrollments

1350 hours

Patient Care Technician:  
603 hours

Graduation Rate: 97%  
Placement Rate: 91%  
Average Wage at Placement: \$10.50  
Median Loan Debt for Completers: \$3000.00  
CNA Exam Licensure Pass Rate: 86.1%

Rehab/Restorative Assistant:  
603 hours

Graduation Rate: 100%  
Placement Rate: 100%  
Average Wage at Placement: \$10.50  
Median Loan Debt for Completers: \$2692.00  
CNA Exam Licensure Pass Rate: 86.1%

## GRIEVANCE PROCEDURES

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

Any employee of Academy for Nursing and Health Occupations, that has had a student file a grievance with them has the responsibility to help the student document it, thoroughly listen and try to resolve the matter, and whether resolved or not, should discuss it with their supervisor. Any unresolved matter will be dealt with by the Executive Director (Admin@anho.edu). Through the entire process, all faculty have the responsibility to quickly and confidentially meet the needs/concerns of the students. Under no circumstances will there be any repercussions toward a student.

If you ever feel that your rights are being violated due to an act of discrimination based on race, color, gender, sexual orientation, national origin, handicap, religion, age, political or religious affiliation, citizenship or belief, you must see the Director immediately. Please know that discrimination is not tolerated at Academy for Nursing and Health Occupations, under any circumstances and that your input will be thoroughly investigated and taken very seriously. Academy for Nursing and Health Occupations is Accredited by the Council on Occupational Education, 7840 Roswell Road, Suite 325, Atlanta, GA 30350 Phone # (800)917-2081 and licensed by the Commission for Independent Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400 Phone# (850) 245-3200.

## WITHDRAWAL PROCEDURES

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

The college may allow rescission of the notice. The student must rescind the official notification in writing. If the student stops attending subsequent to the rescission, the withdrawal date will be the original date of the notice of intent to

withdraw. The college may use a later date based on the student's academically proven last date of attendance.

#### CANCELLATION AND REFUND POLICY

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

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

#### RETURN OF TITLE IV FUNDS

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

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

For unofficial withdrawals the college may use 50% or the student's last day of attendance in an academically related activity. The college's determination that a student is no longer in college for unofficial withdrawals is determined after 14 days of non-attendance.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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





**TRANSPORTATION:**

Driver's License: \_\_\_\_\_ Restricted License: \_\_\_\_\_  
Students are required to travel to a variety of clinical sites. Do you have the ability to comply with this requirement? (circle one) YES NO

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

Date Employed	Company Name	Your Position
1.		
2.		
3.		
4.		
5.		
6.		

I am presently employed at:

Company Name & Address \_\_\_\_\_ Position Held \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_ Salary \_\_\_\_\_

Are you a US Military Veteran? YES NO (Pls circle one)  
If so, Are you eligible for GI Bill® Benefits? YES NO  
Are you planning to use your GI Bill® Benefits? YES NO

I have been laid off from: \_\_\_\_\_  
Company Name & Address \_\_\_\_\_

List any skills, certifications, licenses or special training you have:  
\_\_\_\_\_  
\_\_\_\_\_

**CRIMINAL BACKGROUND:**

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

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

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

**PROGRAM APPLYING FOR:**

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

Name	Relationship	Phone Number

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

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_  
2/12/2015

**STUDENT ENROLLMENT AGREEMENT**  
**Academy for Nursing and Health Occupations**

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

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

**STUDENT INFORMATION:** NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

# Street City St Zip

TELEPHONE#(HOME) \_\_\_\_\_ (ALTERNATE#) \_\_\_\_\_

**PROGRAM INFORMATION:** TITLE: \_\_\_\_\_ CLOCK/CREDIT HRS. \_\_\_\_ # of Wks \_\_\_\_

STARTING DATE \_\_\_\_\_ PROJECTED ENDING DATE \_\_\_\_\_ Schedule: M-Th \_\_\_\_\_

Clinical Shifts/Days May Vary

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

**CANCELLATION AND REFUND POLICY**

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

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

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

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

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

_____ Student Signature	_____ Date
_____ Parent/Guardian Signature if under 18 yrs. old	_____ Date
Accepted By: _____ College Official	_____ Date

**SCHEDULE OF ANHO PROGRAMS**

CLASS	START CYCLE	End of Add/Drop Period	PROJECTED END DATE	Schedule Days	Schedule Times
<b>Associate of Science Degree in Nursing</b>	02/13/2017	03/13/2017	02/28/2019	M-Th	5:00-11:00p
	05/08/2017	06/05/2017	06/27/2019	M-Th	5:00-11:00p
	01/16/2018	02/22/18	03/05/2020	M-Th	5:00-11:00p
	05/21/2018	06/14/18	07/16/2020	M-Th	7:30-3:00 p
<b>LPN to ADN Transition</b>	06/19/2017	07/13/2017	02/28/2019	M-Th	5:00-11:00 p
	09/11/2017	10/05/17	06/27/2019	M-Th	5:00-11:00p
	05/14/2018	06/07/2018	03/05/2020	M-Th	5:00 -11:00p
	09/24/2018	10/18/2018	07/16/2020	M-Th	7:30-3:00 p
<b>Practical Nursing including Critical Thinking and IV Certification Occupational Associate Degree</b>	04/10/2017	05/08/2017	07/10/2018	M-Th	7:30-3:00 p
	08/21/2017	09/18/2017	10/25/2018	M-Th	7:30-3:00 p
	10/17/2017	11/09/2017	05/20/2019	M-Th	5:00-11:00p
<b>Patient Care Technician</b>	01/17/2017	01/30/2017	07/06/2017	M-Th	7:30-2:30 p
	04/17/2017	04/01/2017	10/04/2017	M-Th	7:30-2:30 p
	10/10/2017	10/23/2017	04/02/2018	M-Th	7:30-2:30 p
<b>Rehab/Restorative Assistant</b>	07/10/2017	07/20/17	12/21/17	M-Th	7:30-2:30 p
<b>Health &amp; Fitness Trainer</b>	04/24/2017	05/04/2017	11/07/2017	M-Th	3:00-9:30 p
	11/13/2017	11/28/2017	05/16/2018	M-Th	3:00-9:30 p
<b>Home Health Aide/Nurse Assistant</b>	01/17/2017	01/30/2017	04/13/2017	M-Th	7:30-2:30 p

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

**COURSE NUMBERING SYSTEM**

The course numbering system uses an alpha-numeri-c prefix for program identification. This is followed by a dash and a numeric code representing the sequence of courses taught within a program and the content of the course.

The prefix represents the program code as follows:

PN = Practical Nursing Programs

PC = Patient Care Programs

RR = Rehab/Restorative Assistant Programs

NUR = Professional Nursing Program

HFT = Health & Fitness Trainer Program

### Unit of Credit

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

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

### ACTIVE EDUCATIONAL OFFERINGS

**Title: ASSOCIATE OF SCIENCE DEGREE NURSING**

**Award: Associate of Science Degree in Nursing**

Program: 59

Lab: 2

Clinical: 11

72 Semester Credit Hrs

Program Objectives: 1) To prepare students to meet the requirements of the Florida Department of Health, Board of Nursing for Registered Nurse Education and eligibility for licensing exams, 2) To prepare students to work as Registered Nurses in a variety of settings in a safe and effective manner, 3) To prepare students for employment utilizing the professional behaviors and characteristics congruent with the role and scope of practice for Registered Nursing according to the current State of Florida Nursing Practice Act, 4) To prepare students to acquire leadership abilities, utilize evidenced based, ethical and multi-cultural-based Nursing practice, and to collaborate within a multi-disciplinary team utilizing interpersonal relationship / communication skills and 5) To obtain the General Education Courses required of an Associate of Science Degree so that students may continue to further their education and/or advance in the health care field.

This program will include 16 semester credit hours in the following General Education Courses: College Mathematics, Communications, Intro to Psychology, College Writing, and Biology (Micro).

This program is offered utilizing an integrated curriculum designed to enhance student learning and knowledge, utilizing sound Nursing judgment in the care of patients. The student will utilize the Nursing process as a framework to implement and evaluate care given to individuals, families, and communities across the life span. Students will demonstrate caring and compassion while implementing safe and effective evidenced-based Nursing for individuals from various backgrounds and cultures. Students will successfully demonstrate collaboration as part of a multi-disciplinary team for the management of care utilizing human, physical, financial, and technological resources.

This program includes Medical Surgical, Pediatric, Obstetrical, Mental Health and Gerontological Nursing Courses. It includes nursing care for a variety of settings such as acute, long term, short term, out-patient and home care. Topics will include Fundamentals of Nursing, Infection Control, Safety, Anatomy & Physiology, Human Growth & Development, Personal Family and Community Health needs, Nutrition, Pharmacology, Medication Administration, and Current Ethical and Legal Aspects of Practice.

Students will be aware of the importance of life-long learning, taking responsibility for learning, utilizing critical thinking skills and utilizing employability skills via the SCANS model. Active learning opportunities will be made available, encouraged and assessed throughout the program. National Patient Safety Standards and Quality Measures are incorporated throughout.

After satisfactory completion of all courses of this program, students will be eligible to apply for the NCLEX-RN Examination.

## **Student Learning Outcomes / Role Specific Graduate Competencies (SLO)**

1. The student will demonstrate proper use of clinical judgment skills and exhibit professional behaviors and characteristics congruent with the professional nurse's role.
2. The student will utilize the nursing process correctly as a framework to assess, plan, prioritize, implement and evaluate care across the life span.
3. The student will demonstrate caring and compassion as they implement safe and effective evidence-based nursing with consideration of various backgrounds, cultures, and communities.
4. The student will demonstrate the ability to collaborate, communicate, and function as part of a multi-disciplinary healthcare team for the management of care, through the effective use of human, physical, financial and technological resources.

**Pre-requisites:** General Education Courses (ENC1101, MCB2010, MTB1103, PSY2012, and SPC1017) and Pre-requisite Courses (BSC2086, BSC2086L, DEP2004, PHA11441, and PHA1142) are all pre-requisites for Intro to Nursing Courses and must be passed. Intro to Nursing Term Courses (NUR1025, NUR1023, NUR1023L, and NUR1024L) and Nursing 1 Term Courses (NUR1313, NUR1213L, NUR2261, and NUR2261L) are pre-requisites for Nursing 2 Term Courses (NUR2712, NUR2712L, NUR2420 and NUR2420L) and must be passed. All courses must be passed prior to entering Nursing 3 Term (NUR2900 and NUR 2900L).

### **Description of Courses:**

#### **ENC1101 College Writing**

Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

This course offers students a thorough understanding of the writing process and structure for College essays, reports and summaries. It will help the student make logical connections in their writing while using appropriate formatting and the basic principles of APA style and MLA style.

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

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

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

#### **MCB2010 Biology (Micro)**

Course Semester Credit Hrs: 4 - offered both hybrid or traditionally

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

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

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

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

**MTB1103 College Mathematics**

Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

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

**Student Learning Outcomes**

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

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

**PSY2012 Introductory Psychology**

Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

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

**Student Learning Outcomes**

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

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

**SPC1017 Communications**

Course Semester Credit Hrs: 3 - offered both hybrid or traditionally

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

**Student Learning Outcomes:**

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

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

**BSC2086 Anatomy & Physiology – 4 Semester Credit Hrs****Includes BSC2086L – Anatomy & Physiology Lab**

Theory Semester Credit Hrs: 3.

Lab Semester Credit Hrs: 1

This course includes a theoretical and lab component to assist the learner in developing an understanding of the human body. Anatomy and Physiology is a critical academic course that must be mastered in order to succeed in the health care field. Health care professionals are exposed to a variety of diseases involving all parts of the human body. Health professionals must learn the workings and interrelatedness of all the body systems and functions in order to be successful in their field.

**Student Learning Outcomes**

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

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

**DEP2004 Human Growth and Development - 3 Semester Credit Hrs**

Theory Semester Credit Hrs: 3

This course is designed to assist students in understanding that growth and development at each age and stage of the life cycle is a valuable tool when assessing, planning, and implementing healthcare and education for patients. It enables students to explain changes that normally occur in each stage of the lifecycle. Healthy behaviors and life styles will be learned to promote improving and enriching quality of life. This course integrates the influence culture and family have on perceptions, practices, cognitive, social, and personality development from conception to death.

**Student Learning Outcomes**

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

- Identify growth and development at each age and stage of the life cycle
- Integrate concepts related to changes that normally occur in each stage of the life cycle
- Promote healthy life styles as an integral part of improving quality of life
- Describe the influence of culture and family on perceptions and practices

**PHA1141 Dosage Calculation – 1 Semester Credit Hr**

Theory Semester Credit Hrs: 1

This course is designed to assist students in bridging the gap between general mathematics and clinical calculations used in nursing practice. The use of the latest methods and techniques of medication administration will be discussed. In addition this course will explore safe practice to reduce medication errors. This course will assist the



student in becoming proficient in dosage calculations not only for general nursing practice but also for specialty area practice.

### **Student Learning Outcomes**

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

- Accurately calculate drug dosages for all routes of administration
- Incorporate safe practice for medication administration
- Discuss the importance of calculating using BMI, IBW, or ABW for the appropriate patient
- Introduction to current medication administration technology i.e. needleless systems, safety shields, pumps, and PCA
- Calculate appropriate intravenous drip rates

### **PHA1142 Pharmacology & Medication Administration – 5 Semester Credit Hrs**

Theory Semester Credit Hrs: 5

This course is designed to teach the safe administration of medications with concern for being knowledgeable about pharmacology and the clinically relevant nursing processes. It stresses the student's need to be accurate and precise in procedures, observations, and documentation. Students will be instructed on the use of resources for vital information about medicines, their uses, side effects, adverse effects, availability, dosages, interactions and desired responses. This course integrates the QSEN competencies to address the challenge of preparing students with the knowledge, skills and attitudes needed to continually improve the quality and safety of healthcare.

### **Student Learning Outcomes**

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

- Demonstrate accurate dosage calculation
- Demonstrate the rights of administering medication
- Observe and respond to patient's need for medication
- Identify the major drug classifications
- Identify key similarities and differences of drugs in each classification
- Utilize the nursing process as it relates to medication and medication administration
- Teach and counsel patient and family regarding medications, doses, actions, interactions, untoward effects and monitoring needs.

**General Education Courses (ENC1101, MCB2010, MTB1103, PSY2012, and SPC1017) and Pre-requisite Courses (BSC2086, BSC2086L, DEP2004, PHA11441, and PHA1142) are all pre-requisites for Intro to Nursing Courses and must be passed before progressing.**

### **NUR1023 Health Care Essentials – 10 Semester Credit Hrs**

**Includes NUR1023L – Health Care Essentials Clinical and NUR1024L Health Care Essentials Skills**

Theory Semester Credit Hrs: 5

Lab Semester Credit Hrs: 1

Clinical Semester Credit Hrs: 4

During this course a background of nursing theory and the nurse's role and function is taught. In addition the course provides students with the basic fundamentals of evidence based practices to provide patient care to patients, through classes, lab skills practice and clinical experience. It also introduces the student to physical comfort, personal patient care, basic nursing procedures and skills, infection control practices, National Patient Safety Goals as well as all aspects of documentation procedures including electronic health record.

### **Student Learning Outcomes**

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

- Evaluate the nursing process from a global perspective as a basis for practice and recognize the importance of bio-physical, psychosocial and spiritual needs of the patient.
- Choose the appropriate verbal and written communication based on the cultural and educational needs of the patient while providing compassionate care.
- Demonstrate knowledge of the health care delivery system and health occupations
- Illustrate proper aseptic technique as well as other techniques used as it relates to the delivery of safe patient care using the National Patient Safety Goals and core measures as guidelines.
- Demonstrate an understanding of information technology application in healthcare documentation.

### **NUR1025 Contemporary Nursing - 3 Semester Credit Hrs**

Theory Semester Credit Hrs: 3

This course is designed to offer students a foundation in the evolution of nursing, nursing education, nursing theory, and nursing research. Students will become familiar with the nursing process, care planning and documentation. Students will study current trends and issues in nursing to include economic, legal, ethical, cultural, social, and complimentary alternative healing. Work place and work readiness will be addressed for the challenging environment professional nurses face in the current health care delivery system. Students will learn to make the transition to professional and management responsibilities.

#### **Student Learning Outcomes**

Upon successful completion of the course the student will be able to:

- Examine the current and future trends in nursing
- Use the nursing process and utilize the process to plan care
- Illustrate concept mapping and root cause thinking
- Complete Electronic Health Records
- Explain the importance of National Patient Safety goals and quality care improvement
- Collaborate as a team member, team leader, management, and supervisor
- Apply legal ethical decision making to workplace responsibilities

### **NUR2213 Nursing Concepts 1 A - 8 Semester Credit Hrs**

**Includes NUR2213L – Nursing Concepts 1A Clinical**

Theory Semester Credit Hrs: 6

Clinical Semester Credit Hrs: 2

This course offers students an opportunity to learn about and experience nursing skills that are appropriate and necessary to care for medical/surgical patients within the professional nurse's role and scope of practice. At this point in the curriculum, students begin to learn of the complex nursing care needs of patients and utilize knowledge of Asepsis, Diagnostics, Common Diseases and conditions, and Medical and Surgical Procedures. This course includes various illness states, admission, discharge, pre and post medical and surgical procedures and care. The complexity of family and cultural needs are taught. Students will learn about the changing routines associated with day, evening and/or night shift. They will learn to apply their professional role as they develop care plans for medical/surgical patients and the promotion of health and wellness, with age and cultural considerations. The course offers strong emphasis on assessment, monitoring and documentation as well as critical thinking to enhance student learning.

#### **Student Learning Outcomes**

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

- Employ the nursing process when providing physical comfort and safe patient care in the medical surgical nursing setting
- Demonstrate the necessary skills to care for patients in the pre-operative and post-operative situations and recognize changes in patients condition requiring nursing intervention

- Create an interdisciplinary care plan for patients utilizing evidence-based nursing knowledge gained
- Demonstrate an understanding of wellness and disease concepts
- Demonstrate knowledge of infection control and evidence-based standards of practice for nursing care

**NUR2261 Nursing Concepts 1 B - 4 Semester Credit Hrs**

**Includes NUR2261L Nursing Concepts 1B Clinical**

Theory Semester Credit Hrs: 3.

Clinical Semester Credit Hrs: 1

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

**Student Learning Outcomes**

Upon successful completion of the course the student will be able to:

- Identify learning needs of individual and groups of older adult clients with mental health issues
- Analyze the use of global evidence-based intervention that promotes self-esteem, anxiety reduction to provide cultural competent care
- Evaluate the professional nurses' role of providing care to the older adult patient with mental illnesses
- Evaluate the effective use of teaching and learning concepts to assist patients or groups while maintaining safe patient outcomes.

**Intro to Nursing Term Courses (NUR1023, NUR1023L, NUR1024L and NUR1025,) and Nursing 1 Term Courses (NUR2313, NUR2213L, NUR2261, and NUR2261L) are pre-requisites for Nursing 2 Term Courses (NUR2420, NUR2420L, NUR2712, and NUR2712L) and must be passed before progressing.**

**NUR2420 Nursing Concepts 2B – 6 Semester Credit Hrs**

**Includes NUR2420L Nursing Concepts 2B Clinical**

Theory Semester Credit Hrs: 4

Clinical Semester Credit Hrs: 2

This course includes an associated and related clinical practice experience in order to accomplish the learning objectives of this course. Obstetrical Nursing is included for the professional nursing student to learn and apply accountable obstetrical nursing care. The course will begin with foundations of obstetrical and maternity health nursing and the professional nurse's role. It will continue through reproduction, pregnancy, nutrition, adaptations, birth, pain management, intra partum and post-partum care and complications. This course will also include accountable nursing care for the fetus, newborn, and the childbearing family. General women's health issues and nursing care will be included. This course will stress culturally competent, evidence based nursing care, critical judgment, and critical reflection, health teaching and counseling, appropriate nutrition and pharmacotherapy administration. Pediatric Nursing is included for the professional nursing student to learn and apply relevant pediatric nursing care practices. The course begins with foundations of pediatric nursing, the professional nurse's role and principles and procedures for nursing care of children including physical assessment. It will continue through health promotion for the developing child, early childhood, and school age child and through adolescence including the

influences of heredity and environment. Students will learn to communicate with children and families in a culturally competent age appropriate manner. Nursing care related to children in emergencies, chronic conditions, and terminal illness will be taught.

### **Student Learning Outcomes**

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

- Integrate the professional nurses' role in providing Obstetrical/ Maternity health nursing in various healthcare settings
- Compare the concepts of health and wellness promotion and adjustment to the child bearing and child rearing families
- Assess the nurses' role in providing nursing care for mother, fetus, newborn & family during, pregnancy, birth and post- partum
- Assess the professional nurse's role in teaching and counseling patients the importance of prenatal diagnostic testing and fetal surveillance
- Assess the professional nurses' role in providing culturally competent nursing care.
- Integrate the nurses' role in providing safe evidence based patient care to patients with chronic terminal and acute care conditions as well as alterations of each body system
- Recommend health and wellness promotion to children and families
- Summarize a physical assessment for the age appropriate pediatric patient

### **NUR2712 Nursing Concepts 2 A - 6 Semester Credit Hrs**

#### **Includes NUR2712L Nursing Concepts 2A Clinical**

Theory Semester Credit Hrs: 5

Clinical Semester Credit Hrs: 1

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

### **Student Learning Outcomes**

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

- Demonstrate proficiency in interpreting the National Patient Safety Goals and core measures
- Assess physical needs in accordance with evidence based practices
- Design culturally competent care plans for the individual patient with multiple complex diagnoses, terminal illnesses, and needing pain management
- Recommend safe nursing care practices for patients with the various conditions
- Evaluate the effectiveness of patient and caregiver teaching and counseling sessions
- Recognize the correct process in providing nursing procedures in critical and emergencies situations

**All previous courses must be passed prior to entering Integration, Personal Family and Community Health.**

**NUR2900 Integration, Personal Family and Community Health - 6 Semester Credit Hrs**

**Includes NUR2900L Integration, Personal Family and Community Health Clinical**

Theory Semester Credit Hrs: 5

Clinical Semester Credit Hrs: 1

This part of the program takes place during the last weeks of the Nursing Program. It is designed to provide the student with an opportunity to demonstrate mastery of all previous coursework and nursing care including community health and gerontology. The professional nursing care focus will be related to personal, family, and community health care including health education, prevention, wellness promotion, disease prevention, medication management, and patient and caregiver counseling and teaching. The importance of the nurse's ability to prioritize and think critically will be stressed

**Student Learning Outcomes**

Upon successful completion of the course the student will be able to:

- Integration of previous work learned in other nursing courses **throughout the** nursing program and curriculum
- Recommend evidence based practice and how it relates to providing cultural competent nursing care in the community
- Critique the public health system on a global and local basis
- Evaluate the role nurses, patient, and family in the health and wellness promotion of the individual
- Integrate priority setting and critical thinking to nursing care

**NUR2900 Integration, Personal Family and Community Health must be taken at ANHO and passed in order to apply for the NCLEX-RN Exam. It is not transferable from another college.**

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

Award: Occupational Associate Degree

Program #: **PN-2**

Practical Nursing

Wks Program	45
Clock Hours:	1518
Theory Hours:	985.25
Total Lab Hrs	41.5
Clinical Hours:	491.25

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

Program Description: This program will include 1518 hours of laboratory, classroom and clinical practice for students wishing to be prepared to pass the National Licensing Exams for Practical Nurses and to be well prepared to serve their fellow men and women as Practical Nurses. The knowledge and skills taught are consistent with the role and scope of

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

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

### **Description of Courses:**

**PN101: Introduction to Health Care: Health Careers Core - 90 hours**  
Theory =72 hrs                      Lab=18 hrs                      Clinical=0 hrs

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

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

### **Student Learning Outcomes**

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

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

**PN102: Body Structure and Function - 105 hours**

Theory=95 hrs

Lab=10 hrs

Clinical=0 hrs

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

**Student Learning Outcomes**

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

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

**PN103: Fundamentals of Nursing Practice - 163.5 hours**

Theory=102 hrs

Lab=9 hrs

Clinical=52.5 hrs

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

**Student Learning Outcomes**

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

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

**PN104: Pharmacology & Medicine Administration - 24 hours**

Theory=21 hrs

Lab=3 hrs

Clinical=0 hrs

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

### **Student Learning Outcomes**

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

- To demonstrate accurate dosage calculation
- To demonstrate the rights of administering medication
- To observe and respond to patient's need for medication
- To administer varied types of medications
- To care for equipment and supplies used to administer medications
- To document administration of medication and patient's response on medical record
- To store medications properly

### **PN105: Nutrition - 7.5 hours**

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

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

### **Student Learning Outcomes**

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

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

### **PN106: Medical-Surgical Nursing - 345 hours**

Theory=185 hrs                      Lab= 0 hrs                      Clinical=160 hrs

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



## Student Learning Outcomes

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

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

**PN107: Maternal Child Nursing** - 122 hours  
Theory=52 hrs                      Lab=0 hrs                      Clinical=70 hrs

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

## Student Learning Outcomes

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

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

- To apply principles of infection control as related to Maternal Child Nursing
- To apply the principles of pain management as it relates to Maternal Child Nursing
- To demonstrate the importance of Personal, Family and Home Care needs as it relates to Maternal Child Nursing
- To demonstrate the integration of knowledge and skills required of the nurse in the Maternal Child setting including the application of Medical/Surgical Nursing Care

**PN108: Pediatric Nursing - 122 hours**

Theory=52 hrs                      Lab=0 hrs                      Clinical=70 hrs

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

**Student Learning Outcomes**

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

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

**PN109: Mental Health Concepts - 65 hours**

Theory=26 hrs                      Lab=0 hrs                      Clinical=39 hrs

This course is offered for Practical Nursing students along with an associated and related clinical practice experience in order to accomplish the learning objectives for the specialty area of Mental Health Nursing Care. Students will study the varied aspects of Psychiatric Nursing in the hospital and outpatient setting as well as learn the pharmaceutical and other forms of treatment of mental illness and the role of the Practical Nurse. Nursing skills and tasks are learned and clinical examples are used as a means to understand the complexities of this specialty. Substance abuse, family abuse and violence are topics covered in this course along with the Practical Nurses' role in fostering and encouraging prevention and treatment. Community resources for patients will be highlighted. Causative factors for disorders and associated

client behaviors and influences will be taught along with the special needs of the patient and family. Integration of knowledge continues in this course and is demonstrated in the clinical setting through care giving activities for patients with actual and potential health problems and through student's Data Collection and Care Planning assignments. Integration and retention of coursework previously covered is measured in the didactic setting through Case Study exercises, and Unit Exams.

### **Student Learning Outcomes**

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

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

### **PN110: Personal and Family Nursing Care in Multiple Environments - 60 hours**

Theory = 26 hrs                      Lab=0 hrs                      Clinical=34 hrs

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

### **Student Learning Outcomes**

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

- To perform physical comfort and safety functions as they apply to patients in varied settings
- To assist in implementing the care plan for pediatric patients, understanding the importance of utilizing the nursing process as it relates to the Practical Nurse
- To perform nursing skills as are applicable in varied settings
- To provide personal patient care as it applies to patients in varied settings

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

**PN111: Geriatric Nursing Care - 105 hours**

Theory=39.25 hrs

Lab=0 hrs

Clinical = 65.75 hrs

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

**Student Learning Outcomes**

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

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

functions)

- To administer multiple medications for multiple diseases with consideration for their interactions and the unique needs of the older patient.
- To demonstrate principles of palliative care, death and grieving, pain management and advance directives.
- To demonstrate the integration of knowledge and skills required of the Practical Nurse for Geriatric Nursing Care including Fundamentals of Nursing Care and Pharmacology

**PN112: Current Issues and Employability Skills - 21.5 hours**

Theory =21.5 hrs      Lab=0 hrs      Clinical=0 hrs

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

**Student Learning Outcomes**

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

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

**All prior coursework must be successfully completed prior to entering PN201-Integration.**

**PN201: Integration -119.5 hours**

Theory=119.5 hrs      Lab=0 hrs      Clinical=0 hrs

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

Practical Nursing Program. Student's Computerized Learning Resources may be used as one or more exams.

### **Student Learning Outcomes**

Upon successful completion, students will be able to:

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

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

### **ENR-202: Critical Thinking and IV Certification: 168 Hours**

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

### **Student Learning Outcomes**

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

- To explain the legal aspects of IV administration by Practical Nurses
- To demonstrate a knowledge of the peripheral veins used for venipuncture
- To perform a venipuncture
- To discuss the effect of IV therapy on the body
- To recognize and respond to adverse reactions to IV therapy
- To recognize and use various types of IV equipment
- To administer drugs intravenously
- To care for patients receiving IV drug therapy, blood and blood components, and/or parenteral nutrition
- To describe the principles of infection control in IV therapy
- To manage special IV therapy procedures
- To recognize terminology pertinent to IV therapy
- To take and interpret abnormalities in EKGs
- To appropriately draw, store and transport blood for testing
- To focus intensive study toward areas of weakness
- To apply critical thinking skills to actual situations
- To demonstrate stamina under pressure with application of critical thinking
- To identify methods of transitioning into the supervisory role
- To initiate planned change, identify resistance, and create a positive climate
- To identify techniques of Continual Development
- To implement Continual Communication Methods and avoid mis-communication
- To identify bridges and barriers to communication
- To identify motivational drives of employees
- To demonstrate the essential elements of safe delegation
- To describe a systematic approach to Quality Improvement in Health Care
- To identify the supervisors role in handling grievances
- To plan and manage time
- To manage and minimize stress
- To identify 2 types of organizational charts and describe the inherent relationships

- To identify 3 different management minded behaviors and styles
- To identify positive vs. negative attitudes that influence work performance accountability
- To influence team behavior and progress, including problem resolution and strategies for directing the practice of others
- To plan for change and create a positive climate including role transition
- To identify assignment development - strategies
- To list the essential elements of safe delegation, the 5 rights, and recognize and resolve inappropriate delegation
- To systematize quality improvement, including evaluating performance, observation, intervention, coaching, correcting and documenting problems
- To describe the important steps in handling grievances
- To implement strategies for time management and stress
- To identify applicable Ethical Issues and Labor Laws
- To describe the importance of adhering to definitions and scope of practice for appropriate job categories and supervisory role for each category
- To describe the scope of practice for LPNs as defined in S 464.003(3)(b)F.S. and limits and authority
- To validate and verify the education and training of delegates
- To document patient medical records and personnel records
- To implement supervisory role through established facility policies, procedures, protocols, plans of care, shift reports and making team assignments
- To report situations which fall outside of role responsibilities

Pre-Requisites: There is no pre-requisite required prior to entering the Practical Nursing Program, however, all courses included in the Practical Nursing Program are linear in nature, which means that students must satisfactorily complete courses numbered in the 100 series prior to completing the 200 series.

Please see Admission Requirements on Page 9 for the above program.

**Title: Rehab/Restorative Assistant**  
**Program # RR-1**

Diploma Granted

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

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

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

effectively work with clients and families. Instructors are available daily to offer special help to students as needed. Students are encouraged to enhance their capabilities and be motivated to meet their personal goals in a positive, caring atmosphere where graduation expectations begin the first day of class. National Patient Safety Standards

**RR101: Introduction to Health Care: Health Careers Core - 90 hours**

Theory=72 hours

Lab=18 hours

Clinical = 0 hours

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

**Student Learning Outcomes**

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

- Demonstrate knowledge of the health care delivery system and health occupations
- Demonstrate the understanding of information technology applications in healthcare
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of and apply wellness and disease concepts
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate Employability Skills
- Apply Basic Math & Science Skills
- Recognize and practice safety and security procedures
- Recognize and respond to emergency situations
- Recognize and practice infections control procedures
- Demonstrate knowledge of blood borne diseases including HIV/AIDS

**RR102: Home Health Aide - 75 hours**

Theory=42 hours

Lab=17 hour

Clinical=16 hours

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

**Student Learning Outcomes**

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

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

**RR103: Nurse Assistant - 75 hours**

Theory=29 hours

Lab=6 hours

Clinical=40 hours

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



### Student Learning Outcomes

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

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

### RR104: Rehab/Restorative Assistant - 363 hours

Theory=291 hours

Lab=24 hours

Clinical=48 hours

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

### Student Learning Outcomes

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

- Describe the functions of bones and muscles as related to the practice of physical therapy (21 hrs)
- Demonstrate physical restorative type skills
- Demonstrate occupational restorative skills
- Demonstrate respiratory restorative skills
- Demonstrate electrocardiograph aide type skills
- Demonstrate phlebotomy aide type skills
- Demonstrate rehabilitative skills as related to Geriatric patients
- Demonstrate knowledge of organizational and effective team member skills
- Practice organizational and effective team member skills in a clinical setting

Please see Admission Requirements for Health Occupations Program on Page 9.

### Title: Patient Care Technician

Program # PC-1

Diploma Granted

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

Program Objectives: 1) To prepare students to meet the requirements of the State of Florida for the training of Patient Care Technicians which includes the occupational levels of Home Health Aide, Nurse Assistant, Patient Care Assistant, as well as one allied health modules of the students choice. Choices are a) Rehab/Restorative Aide Skills, b) Phlebotomy skills, or c) EKG skills. 2) To be prepared to give care to patients in the home, in long term care, in nursing homes, in acute hospitals, in

out-patient and rehab settings, as well as Adult Living Facilities and Physician's Offices, 3) To prepare students to successfully obtain and maintain employment in a wide variety of health care settings, 4) To prepare students for an effective job search, 5) To prepare students to take the State of Florida Nurse Assistant Certification Exam, 6) To prepare students to have allied health skills in addition to all other caretaking skills appropriate for Nurse Assistants so they may access the wide variety of health care career opportunities.

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

**PC101: Introduction to Health Care: Health Careers Core - 90 hours**

Theory=72 hours

Lab=18 hours

Clinical = 0 hours

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

**Student Learning Outcomes**

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

- Demonstrate knowledge of the health care delivery system and health occupations
- Demonstrate the understanding of information technology applications in healthcare
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of and apply wellness and disease concepts
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate Employability Skills
- Apply Basic Math & Science Skills
- Recognize and practice safety and security procedures
- Recognize and respond to emergency situations
- Recognize and practice infections control procedures
- Demonstrate knowledge of blood borne diseases including HIV/AIDS

**PC102: Home Health Aide - 75 hours**

Theory=42 hours

Lab=17 hour

Clinical=16 hours

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

### **Student Learning Outcomes**

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

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

### **PC103: Nurse Assistant - 75 hours**

Theory=29 hours

Lab=6 hours

Clinical=40 hours

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

### **Student Learning Outcomes**

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

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

### **PC104: Patient Care Assistant - 23 hours**

Theory=13 hours

Lab=2 hours

Clinical=8 hours

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

### **Student Learning Outcomes**

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

- Perform Nursing Assistant skills related to the hospital setting
- Provide Nursing Assistant care for the adult patient

### **PC105: Patient Care Technician - 112 hours**

Theory=102 hours

Lab=2 hours

Clinical=8 hours

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

### **Student Learning Outcomes**

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

- Demonstrate knowledge of organizational and effective team member skills
- Practice organizational and effective team member skills in a clinical setting
- Practice patient care as relates to Geriatric patients

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

**PC106: Electrocardiography**

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

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

**Student Learning Outcomes**

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

- Describe the cardiovascular system
- Demonstrate knowledge of, apply and use medical instrumentation modalities
- Demonstrate knowledge of the use of electrocardiographic equipment on patients who have considerations
- Perform patient care techniques in the health care facility
- Demonstrate knowledge of telemetry application
- Assist with the patient care of patients undergoing ambulatory monitoring and stress testing
- Demonstrate knowledge of patient care of patients with pacemakers and implanted defibrillators

**PC107: Phlebotomy**

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

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

**Student Learning Outcomes**

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

- Demonstrate accepted professional communication and interpersonal skills of a phlebotomist
- Discuss phlebotomy in relation to the health care setting
- Identify the anatomic structure and function of body systems in relation to services performed
- Recognize and identify collection reagents, supplies, equipment and interfering chemical substances
- Demonstrate skills and knowledge necessary to perform phlebotomy
- Practice accepted procedures of transporting, accessioning, and processing specimens
- Practice quality assurance and safety

**PC108: Rehab/Restorative Aide**

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

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

**Student Learning Outcomes**

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

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

- Disinfect and sterilize materials and equipment

Please see Admission Requirements for Health Occupations Program on Page 9.

**Title: Health and Fitness Trainer**  
**Program #HFT-1**

Diploma Granted

Weeks:	25	<u>Clock Hours</u>
Theory		470
Lab		40
Clinical		<u>90</u>
Total		600

Program Objectives: 1) To prepare students to meet the eligibility requirements for NASM certification. 2) To become employed as a Health and Fitness Trainer in a variety of settings including health rehabilitative programs, health improvement programs, and general wellness, exercise and fitness settings. 3) To prepare students to professionally apply occupational specific skills of health and fitness training from assessment through safe management.

Program Description: This program is designed to develop qualified employable health and fitness trainers. It follows a logical progression from student to professional as participants learn relevant technical knowledge and skills, problem solving skills, general employability skills, and occupation specific skills. The courses comprising this program develop competency in career readiness, human anatomy, body systems, health, nutrition as well as fitness training principles and practices.

**HFT101: Introduction to Health and Fitness: Health Career Core – 90 hours**

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

This course is the introductory course required for all health occupational programs introducing them to the health system. Students learn the basic skills needed to keep themselves and their clients safe, introductory emergency procedures, infection control, how to communicate with clients, basic concepts of wellness, employability skills as well as the basic science needed for understanding health and fitness.

**Student Learning Outcomes**

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

- Demonstrate knowledge of the health fitness and wellness delivery system and relevant occupations
- Demonstrate the understanding of information technology applications in health fitness and wellness
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of and apply wellness and fitness concepts
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate employability skills
- Apply basic science skills
- Recognize and respond to emergency situations
- Recognize and practice safety and security procedures
- Recognize and practice infections control procedures

**HFT102: Body Structure and Function – 105 hours**

Theory=95 hours Lab=10 hours Clinical=0 hours

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

### **Student Learning Outcomes**

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

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

### **HFT103: Nutrition – 10 hours**

Theory=8 hours

Lab=2 hours

Clinical=0 hours

This course and lab includes current nutritional concepts, application to health promotion and disease prevention. Resources, cultural diversity and key elements to consider for food management are taught. The importance of nutrition to the human body and its functions throughout the life cycle is taught.

### **Student Learning Outcomes**

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

- To apply principles of nutrition
- To explain regional, cultural and religious food patterns
- To relate nutrition to wellness and illness states throughout the life cycles
- To be knowledgeable of resource information

### **HFT104: Health and Fitness Training – 395 hours**

Theory=295 hours

Lab=10 hours

Clinical=90 hours

This course explores concepts of integrated training, the professional fitness environment, client acquisition and consultation, as well as assessment and program design. Theories of stabilization strength and endurance will be applied to exercise techniques for optimum client results. Professional, legal and ethical practice will be stressed. The responsibilities and scope of practice for Health and Fitness trainers will underscore learning from assessment through safe management.

### **Student Learning Outcomes**

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

- Demonstrate knowledge of physical activity, exercise and physical fitness
- Demonstrate understanding of physical fitness training principles
- Demonstrate knowledge of current and legal issues related to fitness and wellness
- Identify and discuss energy systems (bioenergetics systems)
- Demonstrate an understanding of extreme exercise responses, injuries, precautions
- Demonstrate knowledge of kinesiology and human movement
- Demonstrate knowledge of the muscular system of the human body
- Demonstrate knowledge of exercise science
- Identify the benefits of and barriers to physical activity and the consequences of physical inactivity
- Identify and understand models of health-related behavior change
- Understand the psychological considerations of learning
- Demonstrate knowledge of cardiorespiratory fitness
- Describe and evaluate the different methods of assessing and monitoring exercise intensity
- Demonstrate understanding of risk factors
- Describe and evaluate different cardiorespiratory endurance testing options
- Demonstrate understanding of concepts related to resistance training
- Demonstrate knowledge of concepts related to flexibility
- Understand the responsibilities and scope of practice for a Personal Trainer
- Identify methods of managing special populations and medical conditions
- Describe and design various health and fitness programs

- Demonstrate knowledge of business development

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

Program # PC-2

Diploma Granted

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

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

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

**PC101: Introduction to Health Care: Health Careers Core - 90 hours**

Theory=72 hours

Lab=18 hours

Clinical = 0 hours

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

**Student Learning Outcomes**

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

- Demonstrate knowledge of the health care delivery system and health occupations
- Demonstrate the understanding of information technology applications in healthcare
- Demonstrate legal and ethical responsibilities
- Demonstrate an understanding of and apply wellness and disease concepts
- Demonstrate the ability to communicate and use interpersonal skills effectively
- Demonstrate Employability Skills
- Apply Basic Math & Science Skills
- Recognize and practice safety and security procedures
- Recognize and respond to emergency situations
- Recognize and practice infections control procedures
- Demonstrate knowledge of blood borne diseases including HIV/AIDS

**PC102: Home Health Aide - 75 hours**

Theory=42 hours

Lab=17 hour

Clinical=16 hours

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

**Student Learning Outcomes**

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

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

**PC103: Nurse Assistant - 75 hours**

Theory=29 hours

Lab=6 hours

Clinical=40 hours

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

**Student Learning Outcomes**

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

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

Please see Admission Requirements for Health Occupations Program on Page 9.

**CONTINUING EDUCATION**

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



**ACADEMY FOR NURSING AND HEALTH OCCUPATIONS**  
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 WWW.ANHO.EDU

**UNOFFICIAL TRANSCRIPT  
 FOR 02/21/2016**

SAMPLE	SAMPLE
Date Of Birth:	SSN:

Start Date  
 Last Date Attended  
 Contracted Grad Date

SAMPLE

Overall Average:      Attendance %

Total Hours To Date  
 Total Sched Hours  
 Total Hours Absent  
 Total Makeup Hours  
 Total Transfer Hours

Groups:

Subject:	Health Career Core 90 Hrs	Grade:	Completed:				
	Result      Min			Result      Min		Result      Min	
Basic Skills	1	Domestic Violence		78	HCC Final Exam		78
Essay	1	Alzheimer/Related Disorder		78	HCC Lab		1
Oral Presentation	1	Money Mgmt Mod/Quiz		78	Skill #1		1
Work Readiness I	1	First Aid Quiz		78	Skill #2		1
Patient Rights Mod/Quiz	78	CPR Mod Quiz		78	Skill #3		1
Patient Safety/Medical Err	78	Customer Service Quiz		78	Skill #4		1
Documents/Legal/HIPAA	78	HCC Exam #1		78	Skill #5		1
HIV/AIDS Mod/Quiz	78	HCC Exam #2		78	Skill #6		1
HBV/OSHA/Blood Pathogens	78	HCC Quiz Avg		78	Decorum		1

Subject:	Home Health Aide 75 Hrs	Grade:	Completed:				
	Result      Min			Result      Min		Result      Min	
HHA Exam #1	78	Skill #8		1	Skill #14		1
HHA Exam #2	78	Skill #9		1	Skill #15		1
HHA Quiz Avg	78	Skill #10		1	Skill #16		1
HHA Final Exam	78	Skill #11		1	Decorum		1
HHA Lab	1	Skill #12		1	HHA Clinical		1
Skill #7	1	Skill #13		1			

Subject:	PC103 Nursing Assistant 75 Hrs	Grade:	Completed:				
	Result      Min			Result      Min		Result      Min	
NA Exam #1	78	Skill #17		1	Skill #22		1
NA Exam #2	78	Skill #18		1	Decorum		1
NA Quiz Avg	78	Skill #19		1	NA Clinical		1
NA Final Exam	78	Skill #20		1	NA Lab		1
Medication Management	77.5	Skill #21		1			

Subject:	Patient Care Asst 23 Hrs	Grade:	Completed:				
	Result      Min			Result      Min		Result      Min	
Patient Care Assist Exam	81	Decorum		1	1		
PCA Lab	1	PCA Clinical		1	1		

Subject:	Patient Care Tech 112 Hrs	Grade:	Completed:				
	Result      Min			Result      Min		Result      Min	
Patient Care Tech Exam 1	77.5	Patient Care Tech Final		77.5	Decorum		1
Patient Care Tech Exam 2	77.5	Patient Care Tech Lab					
Work Readiness II	77.5	PCT Clinical					

ANHO will pay for the first attempt of the National Exam if taken within 6 months of training completion. If an individual needs to repeat the exam and passes the exam within one year from their graduation date, ANHO will reimburse the exam fees upon submission of receipts of testing fees and proof of licensure

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

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

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

For credit hour programs: If student returns to college within the same academic year (32 weeks) the tuition remains the same. If the student re-enrolls after the academic year they were previously in, the published tuition on the date of re-enrollment will be charged.

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

Active Programs	Credential	Tuition	Fees	Non-Refundable Fees After Add/Drop Period	Total Price Effective 01/15/2017
<b>Associate of Science Degree in Nursing Program</b> (for LPN Transition)	Associate of Science Degree Nursing	\$24,398.20	Books-\$1240.00	Books - \$1240.00	\$25,638.20
<b>Associate of Science Degree in Nursing Program</b> (for LPN Transition including 5 General Education Courses)	Associate of Science Degree Nursing	\$28898.20	Books-\$1840.00	Books - \$1840.00	\$30738.20
<b>Practical Nursing including Critical Thinking and IV Certification</b> 1518 hrs	Occupational Associate Degree	\$22,700.00	Books-\$800.00	Books - \$800.00	\$23,500.00
<b>Patient Care Technician</b> 603 hrs	Diploma	\$6310.00	Books - \$138.00	Books - \$138.00	\$6,448.00
<b>Rehab/Restorative Assistant</b> 603 hrs	Diploma	\$6310.00	Books - \$138.00	Books - \$138.00	\$6,448.00
<b>Home Health Aide/Nurse Assistant</b> 240 hrs	Diploma	\$2531.00	Books - \$69.00	Books- \$69.00	\$2600.00
<b>Health &amp; Fitness Trainer</b> 600 hrs	Diploma	\$6310.00	Books - \$69.00	Books - \$69.00	\$6,448.00
<b>Associate of Science Degree in Practical Nursing</b>	Associate of Science Degree in Practical Nursing	\$27,200.00	Books- \$1400.00	Books - \$1400.00	\$28,600.00
<b>Associate of Science Degree Nursing</b>	Associate of Science Degree Nursing	\$37,000.00	Books-\$2000.00	Books - \$2000.00	\$39,000.00