



Orientation Packet & Catalog Table of Contents

Content.....	Page
Preface.....	1
Statements required by the State of California.....	1
Notice concerning transferability of earned credits and credentials.....	1
Clinical Instruction Sites.....	3
Mission Statement.....	4
Statement of Philosophy.....	5
Organizational Chart.....	6
Overview of the Vocational Nursing Program.....	7
Vocational Nurse Training Program.....	8
Admission Requirements for Vocational Nursing.....	10
Alternate Student Admission Policy.....	11
Vocational Nursing Terminal Objectives.....	12
Instructor Identification.....	13
Cancellation and Refund Policy with Example.....	14
Student Tuition Recovery Fund (STRF) Notice.....	16
General Guidelines.....	17
Attendance Policy.....	18
Make-up Policy.....	19
Evaluation of Student Progress.....	20
Mandatory Remediation Policy (Revised).....	21
Dress and Uniform Policy.....	23
Policy for Access of Library/Library Materials/Computer Use.....	24
Policy for Access to Skills/ Computer Lab.....	25
Drop-out Policy.....	27
Leave of Absence Policy.....	28
Dismissal and Suspension Policy.....	29
Grievance/Complaint Policy and Procedure.....	30
Acceptance or Rejection of Credit Option.....	31



Preface

The courses described in this catalog are offered by PRIME Career College, a private institution approved to operate by the BPPE, BVNPT and other California state agencies appropriate to the course offered.

The courses will be offered during weekdays only unless clinical training becomes only available on weekends. We don't expect this will be the case and you will be notified well in advance.

The theory portion of the courses will be given at:
1422 Springs Road # D, Vallejo, California 94591
(707)644-1123

The information in this catalog is valid from August 2013 through July 2014

Statements required by the State of California

English as a Second Language (ESL) training is not offered.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

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

Notice concerning transferability of earned credits and credentials

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



PRIME Career College does not currently participate in any State or Federal financial aid programs. This does not preclude you from obtaining financial help from any agency you choose, privately.

PRIME Career College and PRIME Health Partner, Inc. do not have any pending petition in bankruptcy, are not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Housing facilities are not provided or managed by PRIME Career College. You must arrange your own suitable living accommodations or commute if you are from out of town.

Student's records will be kept for a period of 5 years from when the student graduates or withdraws from their course of study. Records will be kept on paper until the student graduates, then, as soon as practical, will be scanned and maintained digitally at two locations for the required time period. Records will be available for online inspection and/or printing during normal business hours. The time to access any age of archived records will be the same. Any age record should be essentially immediate available upon request of authorized bureau personnel.

PRIME Career College is not currently nationally accredited. If you successfully complete the course, pay all fees and finish any paperwork required, you will be able to schedule taking NCLEX-PN test administered by the State of California. Check with the regulatory agencies in other states to verify if they accept your instructional program and will allow you to sit for the NCLEX test. Upon passing that test, you will receive a license. You will not be eligible for federal financial aid programs at this time.



Clinical Instruction Sites

Clinical Instruction Site may include the following:

- Windsor Care of Vallejo
- Springs Rd. Health Care Center- Vallejo
- Golden Living of Napa
- Heartwood Healthcare Center- Vallejo
- Children's Therapy Rehab Center- Fairfield
- Peach Tree Healthcare – Marysville
- The Birthing Center – Sacramento
- Live Oaks Medical Clinic – Yuba
- Sutter Medical Clinic- Yuba



Mission Statement

The mission and objectives of PRIME Career College are based on the principle that every student enrolled in our health care occupation training programs shall be given the opportunity for systematic development of his/her intellectual, social and skill competency.

Education is recognized as growth and development. Therefore, the school's educational environment and programs are designed to stimulate continual growth of each student. The program of educational training that the school offers to each student is centered on the promotion of physical and mental health with the creation of satisfying human relationships in a setting of moral and ethical values.

The goal of PRIME Career College is the development of the student in order to become caring and competent as well as successful in his/her future career in the healthcare field.



Statement of Philosophy

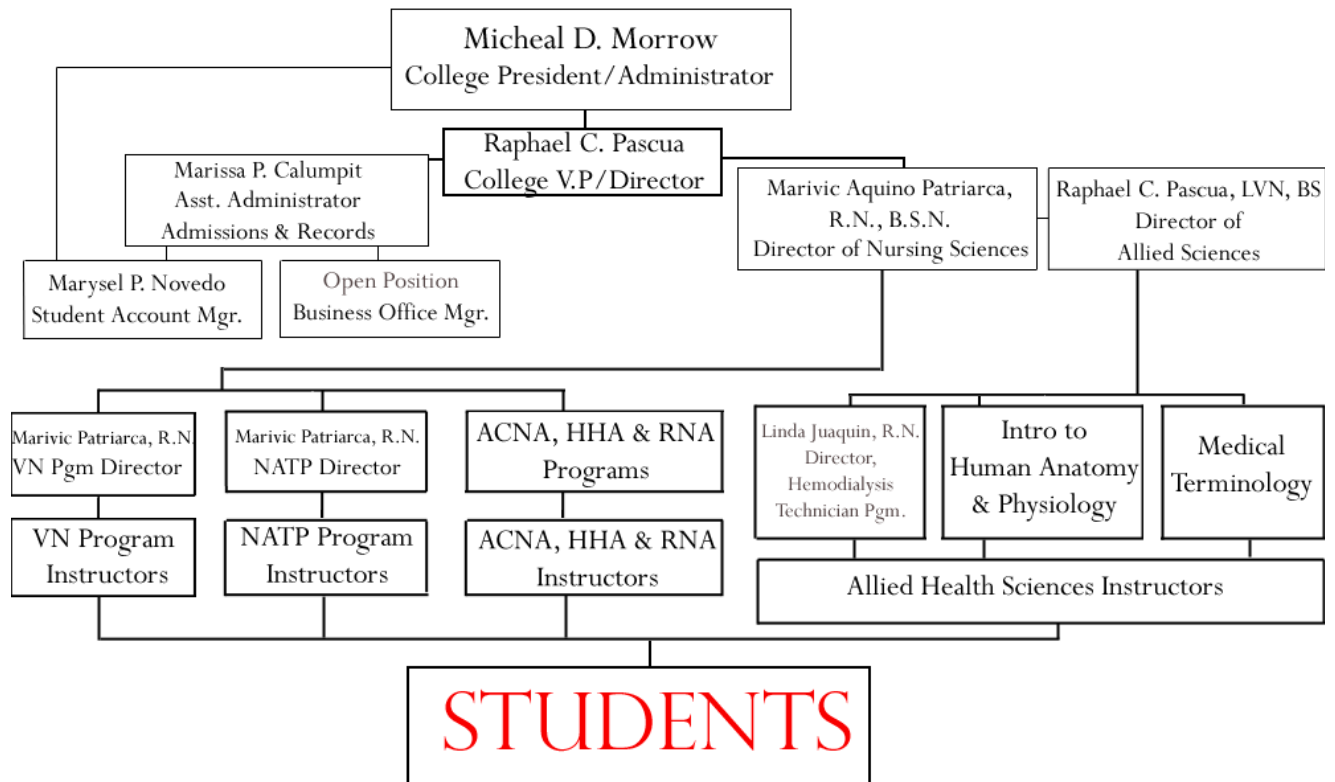
As an important member of the health care team, the Licensed Vocational Nurse, under the direction of a physician or registered nurse, provides patient-centered nursing care. Understanding that vocational nursing is a service directed to the care and rehabilitation of the sick and to the prevention of disease, the Vocational nurse recognizes that each client under one's care is a unique individual who is at a fluctuating point on the health-illness continuum as well as being an integral part of a family, culture, and community.

Prime Career College is committed to educational standards of excellence. This achievement is the shared responsibility of the faculty and the students. It is a result of the integration of the physical, social, intellectual, emotional, and spiritual support of the client. These combined criteria assist the student to develop and function successfully in a changing society. The program shall prepare the graduate to accept responsibility of serving as an advocate for the client and as a role model for the profession of nursing.



Organizational Chart

Organization Chart for PRIME Career College





Overview of the Vocational Nursing Program

PRIME Career College is offering health care occupational training programs approved under California Education Code Section (CEC) 94915 by the Bureau of Private Post Secondary and Vocational Education and the Board for Vocational Nursing.

- ³⁵/₁₇ The **Vocational Nurse Program** that we offer contains core curricula approved by the California State Board of Vocational Nursing and Psychiatric Technicians. The California State Board of Vocational Nursing also approved specified educational components including faculty, equipment and facilities.
- ³⁵/₁₇ There will be three main semesters consisting of Basic, Intermediate and Advanced Medical-Surgical training and an additional 6 weeks of Obstetrics and Pediatric training.
- ³⁵/₁₇ The conceptual framework for the development of the curriculum is based upon Maslow's Hierarchy of Human Needs. This humanistic theory focuses upon the whole person including the qualities that make people distinctive and how these qualities develop. Maslow states that human existence is based on needs that arise in hierarchal order: the first and foundation level is physical needs; the second level is safety and security needs; the third level is love and belonging; the fourth level is self-esteem; the fifth level is self-actualization. This hierarchy of human needs allows the nurse to explore the client on the health-illness continuum beginning with basic health concepts and building upon these to explore various normal and abnormal human conditions and related nursing care.
- ³⁵/₁₇ The curriculum will introduce the student to body systems, common medical-surgical conditions, disorders, diseases, pathophysiology, etiology, signs and symptoms, diagnostic findings, medical treatment and management and nursing care integrating the scientific basis for this care.
- ³⁵/₁₇ Throughout the curriculum, concepts of man and his basic human needs will be applied to clients of all ages in a variety of clinical settings. This will provide a framework for priority of nursing actions. Assignments will correlate theory and clinical experience. Emphasis will be placed on the nursing process as a framework to provide holistic health care to the client, family, and community.

The tuition charge for the Vocational Nursing program is \$23,000. There is a state (STRF) fee of \$11.50 and a non-refundable registration fee of \$100.00 for a total of \$23,111.50. Please see the refund policy section for more information.



Vocational Nurse Training Program

The Vocational Nursing Program that Prime Career College is offering requires three terms of academic work and clinical experience that meets the basic curriculum guidelines and rules and regulations set forth in section 2533, Rules and Regulations of the Board of Vocational Nurses and Psychiatric Technicians.

The Vocational Nursing requires a total of 1,544 hours of instruction consisting of 574 hours of theory conducted in the classroom and 970 hours of clinical experience consisting of Basic Medical and Surgical, Intermediate Medical and Surgical, Advanced Medical and Surgical, Pediatrics and Obstetric Nursing practice conducted in a skilled nursing facilities and acute hospitals.

The Vocational Nursing Program of Prime Career College includes but not limited to:

- ✓ Theory and correlated clinical training and experience that will develop the knowledge, skills and abilities that are essential in providing safe and efficient nursing care for all patients of all ages in the current health care environment.
- ✓ The curriculum content is taught in a sequence that will result in the student's progressive mastery of knowledge, skills and abilities to function as a Vocational Nurse in today's health care setting.

A. First Term

- $\frac{35}{17}$ VNP 101 Basic Medical & Surgical Nursing Theory
- $\frac{35}{17}$ VNP 102 Basic Medical & Surgical Nursing Clinical
- $\frac{35}{17}$ VN P103 Basic Clinical Pharmacology
- $\frac{35}{17}$ VNP 104 Basic Medical/Surgical Nursing Nutrition
- $\frac{35}{17}$ Theory clock hours: 184
- $\frac{35}{17}$ Clinical clock hours: 286

B. Second Term

- $\frac{35}{17}$ VNP 201 Intermediate Medical & Surgical Nursing Theory
- $\frac{35}{17}$ VNP 202 Intermediate Medical & Surgical Nursing Clinical
- $\frac{35}{17}$ VNP 203 Intermediate Clinical Pharmacology
- $\frac{35}{17}$ Theory clock hours: 178
- $\frac{35}{17}$ Clinical clock hours: 288



C. Third Term

$\frac{35}{17}$ VNP 301 Advanced Medical & Surgical Nursing Theory

$\frac{35}{17}$ VNP 302 Advanced Medical & Surgical Nursing Clinical

$\frac{35}{17}$ Theory clock hours: 176

$\frac{35}{17}$ Clinical clock hours: 288

D. Fourth Term

$\frac{35}{17}$ VN 303 Pediatric Nursing

$\frac{35}{17}$ VN 304 Obstetric Nursing

$\frac{35}{17}$ Theory clock hours: 36

$\frac{35}{17}$ Clinical clock hours: 108

A maximum of 30 admitted students and a maximum of 3 alternates will be admitted to each LVN course. If any admitted student leaves the program within the first 3 weeks, an alternate may take the place of the student who left the course. Any alternates not admitted within the first 3 weeks will not be admitted to the course but will be guaranteed priority placement in the next class. Alternates do not pay any amount until admitted except for required purchase of a textbook.



Admission Requirements for Vocational Nursing

- ³⁵₁₇ Complete PCC application form.
- ³⁵₁₇ High School Diploma or G.E.D. Certificate.
- ³⁵₁₇ Current and valid C.N.A. and Adult/Child/Infant C.P.R. certificates.
- ³⁵₁₇ Complete community college assessment for proficiency in English reading & comprehension and math. Reading score is to demonstrate successful completion of basic reading level required for the course. Math score is to demonstrate successful completion of basic arithmetic. This test can be taken at the school. Please arrange for an appointment time. Instruction is in English, only.
- ³⁵₁₇ Complete a college course in Anatomy and Physiology. This course shall be a minimum of 3 semester units. The minimum passing grade accepted by Prime Career College is "C". NOTE: a grade of C minus does NOT satisfy this requirement.
- ³⁵₁₇ Physical Exam to meet the necessary health requirements performed by a physician or nurse practitioner).
- ³⁵₁₇ TB clearance (screening or chest X-ray indicating no active T.B.).
- ³⁵₁₇ Hepatitis B vaccination (at least first shot of the series of 3), MMR titer or vaccination.
- ³⁵₁₇ Proof of immunity to rubella, rebeola, varicella and tetanus within 8 years.
- ³⁵₁₇ Personal malpractice insurance.
- ³⁵₁₇ Students enrolling into the Vocational Nurse Training Program must be at least 18 years of age by the time the course begins.
- ³⁵₁₇ Have no convictions in any court of law of a crime other than a minor traffic violation.
- ³⁵₁₇ Must pass a written or online standardized entrance test administered by the school.

In order for a student to be certified by the state, after graduation, he or she should submit the following required items, at the applicant's expense as soon as possible:

- ³⁵₁₇ Completed L.V.N. application form;
- ³⁵₁₇ Proof of D.O.J. and F.B.I. background check clearance.
- ³⁵₁₇ The fee of \$76.00 (subject to change and varies by venue)

To qualify to take the NCLEX-PN test administered by the State of California, you must complete all of the above requirements, pay all school fees and successfully complete the PRIME Career College VN course. Licensure requires passing this NCLEX-PN test.



Alternate Student Admission Policy

To all Alternate Students:

The maximum number of students we are allowed to have in each class is 30.

We are also allowed to have 3 alternates (chosen per policy of initial selection) start each new class. Prior to the start of the first clinical assignment, in the fourth week of class, both regular students and alternates will attend class together. If, for any reason, one of the regular students cannot continue, the first alternate will be admitted to the regular class. Additional alternates will be added if additional space opens up. If not admitted to the current class, the remaining alternates will be given priority placement in the next class. Alternates not selected for the regular attendance in the class shall not begin clinical assignment. On the first clinical training day, there will be no more than 30 students, 15 per instructor.

You will not pay for your time in class as an alternate student but if you are accepted into regular student status, you are required to pay for your time as an alternate student.

While you are an alternate student, you are expected to participate in all class activities including any homework and taking tests the same as for accepted, regular students. This way, if you are accepted into the regular class, you will be at the same learning level as the rest of the class you will join.

If you have any questions, please contact the Director of Vocational Nursing.



Vocational Nursing Terminal Objectives

Upon satisfactory completion of the Board of Vocational Nursing and PRIME Career College requirements for this program, the graduate will be prepared to:

1. Use basic knowledge of normal human anatomy and function, principles of communication of different diseases and human psychological conditions as well as the physical responses to diseases to provide safe and effective nursing care to all clients of all ages in different health care settings.
2. Utilize the nursing process in observing, recognizing, reporting and participates in patient care planning and implementation to meet the client and their families holistic needs by performing technical and manual nursing skills within the scope of practice for the Licensed Vocational Nurse in the State of California.
3. Recognize, respect and support growth and development and cultural diversity of all people under his/her care with respect to their rights, dignity and individuality.
4. Use proper and effective interpersonal skills when communicating with clients, families and co-workers by fostering confidentiality and collaboration between the client and to all members of the health care team by organizing care in a health care setting that will provide appropriate direction to staff members.
5. Recognize each client as a unique entity as well as an integral part of a family, a culture and the community by assisting and helping the client to meet and attain his/her optimal physical, emotional, psychological, social, spiritual, intellectual and safety needs.
6. Be able to provide health education and information related to community health services, and resources in relation to activities of daily living and health practices for clients with common illnesses.
7. Be able to function and assume responsibilities within the legal and ethical boundaries of his/her role as a Licensed Vocational Nurse in the State of California.
8. Assume responsibility for personal and professional growth to broaden and advance his/her knowledge and skills.



Instructor Identification

Full time instructors

Marivic Patriarca, R.N., B.S.N- Theory & Clinical Instructor

Raphael Pascua, L.V.N., B.S.N., B.S. Clinical Psychology-Theory & Clinical Instructor

Jean L. Dizon, R.N., B.S.N., Clinical Instructor

Florabel Abille, L.V.N., B.S. Education, Clinical Instructor

Rowena Viernes, L.V.N., B.S. Pharmacy, Theory & Clinical Instructor

Michelle Cabrera, L.V.N., Theory & Clinical Instructor

On-Call Instructors

Jasmine Badillo, R.N., B.S.N.

Dianne Washington, R.N.



Cancellation and Refund Policy with Example

Should a student cancel for any reason, all refunds will be made according to the following policy:

1. You may cancel your contract for school, without any penalty or obligations by midnight on the fifth business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you go to. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Council for Private Postsecondary and Vocational Education at the address and telephone number printed below for information.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Telephone: (888) 370-7589 Fax: (888)370-7589

5. You may cancel this contract for instruction, without any penalty or obligation and obtain a refund of charges paid through attendance at the first class session or the seventh day after enrollment, whichever is later.
6. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your written cancellation notice or 30 days after the end of three weeks of non-attendance.
7. Cancellation after attendance has begun, but before the completion of the course, will result in a pro-rata refund based on the number of hours completed in relation to the total course hours as mandated by the State of California.
8. But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.



- Refunds made on payments that were originally made via a Credit or Debit Card will be refunded to the card account, not by check. Funds will be refunded directly to your original account. We will issue the refund within the 30-day guideline set by the State of California. The time it takes for the funds to be returned to you will be determined by your financial institution.

The Institution Refund Policy for students is that students shall be paid a pro rata refund. This example assumes you have paid the full amount of your tuition in advance of the time you stopped attending class. This is only an example. The exact computation will be made when the refund is due.

Total of tuition paid	\$23,000.00
State STRF Fee	11.50 (non-refundable)
Deduct registration fee	<u>100.00 (non-refundable)</u>
Balance subject to refund	\$23,000.00

Hours of course divided by the number of hours in the program:
 $23,000.00 / 1442 = \$15.95 / \text{course program hour}$

Example:

Total hours attended by student is 750 hours
 750 hours times \$15.95 /hour = \$11,962.50

\$23,000.00	(course payment pre-paid in full)
<u>-11,962.50</u>	(earned by school)
\$11,037.50	(refund due to student)

Textbooks are additional and the price will vary depending on the market rate. Textbooks may be ordered by the student or a group purchase may be arranged through the school. Exact total price is unknown (due to variations in price as set by the textbook vendors) but should be near \$500, as far as is known at this time. Not all textbooks need be purchased at the beginning of the school term as some are not needed until later in the course. Wherever purchased and at whatever price, the purchase price of all textbooks is the responsibility of the student. Textbook purchase prices will not be subject to refund.

The school offers the textbooks for sale at a price lower than you can get them at most retail outlets. Please see Marysel, immediately, to purchase a book. You must have the book to continue in the course.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.



Student Tuition Recovery Fund (STRF) Notice

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

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

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

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

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

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

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

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

Contact: Bureau for Private Postsecondary Education
P.O. Box 980818
West Sacramento, CA 95798-0818
Telephone: (916)431-6959 Fax: (888)370-7589



General Guidelines

Purpose:

To establish guidelines and ethical standards for how students should conduct themselves inside the classroom and at the clinical training site.

General Guidelines:

1. When talking to or referring to patients, instructors, physicians, and employed personnel, the last name preceded by the title (Dr., Mrs., Miss, etc.) should be used unless specific permission has been granted to address the person by a first name.
2. No eating or drinking beverages in the classrooms and no chewing gum during hospital assignments.
3. Patient confidentiality must be maintained at all times.
4. Cell phones, pagers, etc. must be left outside during class time and while in the clinical settings. Do NOT bring them into any school building at any time!

Personal Hygiene/Apparel

1. Attire should be clean, casual, and appropriate for learning in the classroom.
2. Deodorants or antiperspirants should be used daily.
3. Hair should be neat and clean. Long hair should be pulled back and tied.
4. Makeup should be used sparingly.
5. Avoid strong perfumes to avoid possible patient allergic reactions.
6. Fingernails should be kept short and neat. Avoid chipped nail polish as it harbors bacteria.
7. Name badges are required and worn on upper left front of tunic.
8. No excessive jewelry. No dangling earrings.
9. No textured hosiery is allowed. Wear plain white or neutral stockings; white socks allowed with pantsuit.
10. T-shirts and jeans are not to be worn during any assignments at the hospital. Laboratory coat required.

Clinical Professional Standards

1. Maintain quiet in the halls, elevators, and utility rooms.
2. Omit “shop talk” in the elevators, cafeterias, and other public places.
3. It is unethical to accept any sort of tip from patients. If this situation arises, simply thank the patient and tactfully state the school policy. If you are given a personal gift and it is a genuine expression of gratitude and a refusal would hurt the donor, consult your instructor before accepting. Instructors do not accept gifts from students or clinical groups.
4. Students should arrive on duty clean, neatly groomed, and appropriately dressed.



Attendance Policy

Purpose:

To establish guidelines regarding student's attendance in both theoretical and clinical components of the Healthcare Occupations Training Programs being offered.

Policy:

This program follows a sequential pattern from basic information to information that is more complex. Each new block of information adds to and builds upon the previous level. Students must meet the required objectives in theory and clinical performance for each block before advancing to the next. It is the student's responsibility to contact the instructor to establish ways of achieving unmet objectives that occur for any reason.

Students are cautioned that excessive non-attendance interferes with the ability to complete this program. Experiences in the clinical area cannot be duplicated and valuable learning opportunities are lost. The most common problems which interfere with learning frequent tardiness and absences. In the event that either of these problems occur, a conference with the instructor will be held with the goal to provide the student with every opportunity for success in this program.

- ³⁵₁₇ Students are expected to attend regularly and be on time for both theory and clinical classes.
- ³⁵₁₇ A daily sign-in sheet will be used which will be countersigned by the instructor.
- ³⁵₁₇ Students who are unable to attend theory or clinical portions of the program must notify the instructor at least one hour before the start of class.
- ³⁵₁₇ An agreement must be made promptly with the instructor for make-up work.
- ³⁵₁₇ A decision to dismiss or retain any student will be based on the student's overall performance and the reason(s) for excessive absenteeism or tardiness.
- ³⁵₁₇ Students are required to participate in skills lab as scheduled.
- ³⁵₁₇ All classes are on site. There are no remote learning classes available.
- ³⁵₁₇ Tuition fees will be refunded, if applicable, to students who are dismissed from the program using the standard, state mandated formula and process.
- ³⁵₁₇ If a course is dropped voluntarily, a refund will be calculated using the State of California guidelines and pro-rata formula.

Allowable absences will be 4 days per instructional medical-surgical block or 16 days for the **entire 3 block medical-surgical component** in the event of extraordinary circumstances such as illness or surgery. This is a "fast-track" course and time missed is multiplied. Exceeding absence levels will subject students to dismissal at the program director's option. Classroom time can be made up, clinical time is VERY DIFFICULT to make up and may be impossible.

Allowable absences will 1 day in the obstetrical block and 1 day in the pediatric block.

It is best to simply attend class each and every day.



Make-up Policy

Policy statement:

If absenteeism prevents the student from meeting the program objectives, the student may be required to repeat theory content or clinical experience or both. Make-up work will be permitted only upon approval of the instructor. Excess makeup may subject the student to disciplinary action and/or dismissal at the program director's option.

Procedure:

Theory Make-up

With the approval of the instructor, the student will have a five (5) school day period to make-up a test. There will be a 10% deduction from the score obtained for a late test. If the test is not made-up within the five school days, a score of zero will be assigned.

It is the student's responsibility to arrange with the instructor for a make-up test.

Clinical Make-up

It is the student's responsibility to arrange with the program director for make-up of clinical hours missed. The make-up hours and assignment should relate to the clinical objectives missed and may not be possible.

It is best to simply attend class each and every day.



Evaluation of Student Progress

Purpose:

To establish a standard of evaluating and grading students to determine their competence and knowledge in clinical and theoretical skills.

Policy:

The purpose of this policy is to grade/evaluate students to determine their competence and knowledge in clinical and theoretical skill.

Evaluation of Theory

1. Each instructor will administer written tests and quizzes.
2. Test questions may consist of multiple choice, true/false, matching, fill in the blanks, short essay, and long essay questions. An instructor may choose to add short quizzes, written papers, student presentations, etc., and assign points to them.
3. Theory grades are calculated by dividing the total points earned by the total points possible.
Example: Points earned (256) divided by points possible (300) equals 0.853.
This becomes 85%.

Here are the grade letters and related test percentages Note: D & F are not considered as passing.	A	90 – 100%
	B	80 – 89%
	C	75 – 79%
	D	70 – 74%
	F	below 69%

Evaluation of Clinical Performance

1. A skills list will be provided for the student reflecting those competencies expected at each level of the program.
2. Progress in the clinical area includes earning an evaluation of “satisfactory” performance of the required skills.
3. Clinical progress will be described as:
³⁵/₁₇“Satisfactory” – student demonstrates ability to complete clinical objectives safely, accurately, and efficiently with minimal supervision.
³⁵/₁₇“Needs to Improve” – student demonstrates ability to complete assignments, but needs close verbal and/or physical assistance or reassurance on most assignments.
³⁵/₁₇“Unsatisfactory/Failed” – student has demonstrated continued inability to meet clinical objectives, demonstrated continued poor clinical judgment, or failed to complete the terms of a probationary status. (see clinical evaluation form).
4. A student who is not achieving a “satisfactory” performance level at mid-term will be counseled by the instructor and placed on a “mandatory remediation” addressing excessive absences, poor clinical skills, sub-standard theory grades, or behavioral problems. Tutoring will be provided to students who are poor in clinical skills and / have a sub-standard theory grade. The student will be given a time frame in which these issues need to be resolved.



Mandatory Remediation Policy (Revised)

Purpose:

To facilitate student academic success.

Guideline:

Any student whose grade average falls below 75%, and/or are excessively absent, and/or are not meeting the requirements for clinical performance must be remediated.

Policy:

1. Students with grade averages below 75%, and/or are excessively absent, and/or are not meeting the requirements for clinical performance must meet with the instructor/program director and develop a plan for remediation.
2. The instructor/program director will develop a written plan of correction/improvement and develop a time frame for compliance.
3. The instructor/program director will document the follow-up and whether the remediation was successful.
4. If the remediation was not successful, the student must meet with the program director to revise the remediation plan. The student may be placed on probation at that time, at the discretion of the program director.
5. The program director will document follow-up and whether the revised plan was successful.
6. If the revised plan was not successful, the student may be terminated from the program.

Revised August 2010



PRIME Career College

A Division of PRIME Health Partners, Inc.



Dress and Uniform Policy

Purpose:

To establish guidelines and standards of professionalism.

Policy:

A. Classroom

1. Attire should be clean, casual, comfortable and appropriate for learning.
2. Moderate cosmetic and perfume use is acceptable.
3. Shirts/blouses with graphic logos are not allowed.
4. Skin-tight pants are not allowed.
5. Halter tops, tank tops and bandeau tops are not allowed.
6. Bare skin and midriff tops are not allowed.

B. Clinical

1. Name badges (provided by the school) are a **REQUIRED** part of the uniform and are to be worn on the upper left side of the attire. You may not enter the facility or give care without a badge. Lost badges will be replaced and there will be a charge for additional badges.
2. For your safety, no excessive jewelry is to be worn with the exception of wedding bands and non-dangling earrings.
3. Avoid wearing neck chains, especially long ones and do not wear hoop earrings, especially if they are of the “pierced” style.
4. White, non-skid shoes and laces are to be kept clean and in good repair at all times.
5. No drinking, smoking or gum-chewing while on duty.
6. Deodorants and antiperspirants are to be used daily.
7. Hair must be neat and clean. For your protection, long hair should be pulled back and/or tied up.
8. Makeup should be used sparingly.
9. No strong perfumes or colognes are allowed to avoid possible allergic reactions by residents.
10. No long nails are allowed for your protection.
11. No textured hosiery is allowed. Plain white or neutral stockings or white socks are recommended.
12. Uniform Standards -- Tops shall be **white shirt/blouse with collar** with light blue apron/vest and pants are to be white. For those with objections to pants, facility approved skirts may be substituted. Talk with your instructor if you wish to wear a skirt.
13. T-shirts and jeans are not allowed during clinical internship.
14. On “Assignment day” (day prior to clinical days), you may wear your uniform or usual street clothes plus Lab coat but no blue jeans.
15. A black ink pen and a small notebook or pad are integral parts of the uniform.



Policy for Access of Library/Library Materials/Computer Use

Purpose:

To establish guidelines in the use of the library/materials and computer, hours of operation, oversight for student assistance and security.

Policy:

1. The library is open for student use during office hours from 9:00 onwards(9:00 AM to 5:00 PM if there is no PM class, until 10:00 if there is a PM class)
2. Library materials such as books/CD and computers are available for use for researches and practice test during the stated hours.
3. Student shall ask assistance for library materials from staff and sign-in upon borrowing and sign-out after the return. If it is discovered that the property was damage resulting from negligence. The last person who used it will be having a minimum fine of \$15. The maximum fine will be the amount of damage resulting from negligence.
4. Students are free to use computers only for school related activities. If it is discovered that the property was damage resulting from negligence. The last person who used it will be having a minimum fine of \$15. The maximum fine will be the amount of damage resulting from negligence.
5. Cameras will be installed and continuous monitoring will be done with recordings and kept for the periods of use of the labs.



Policy for Access to Skills/ Computer Lab

Purpose:

To secure the building used for skill/computer labs.

Policy:

1. ALL faculty, ancillary staff and students Must sign out the key to the building which houses the skills and computer labs when ANY work is to be done there.
2. Upon completion of any and all work done, the person who signed out the key is responsible for securing the building before leaving. They must lock all doors, turn off heat or air conditioning, turn off lights, computers, etc.
3. The person who signed out the key must sign it back in, after the building has been appropriately secured.
4. If it is discovered that the building was not appropriately secured by the last person who signed out the key, a minimum fine of \$15 will be assessed to that person. The maximum fine will be the amount of damage or theft resulting from the negligence.
5. In the event that the building was not appropriately secured and a fine was assessed, but the guilty party does not pay the fine, she /he will lose the right to use the skill/computer labs until the fine is paid. If the guilty party is a staff member, the fine will be deducted from the net pay.
6. There will be No exceptions to this policy. If any person is observed using the key but not following the protocol, disciplinary action may instituted.
7. Cameras will be installed and continuous monitoring will be done with recordings made and kept for the periods of use of the labs.



PRIME Career College

A Division of PRIME Health Partners, Inc.



Drop-out Policy

Purpose:

To establish guidelines and procedures for students dropping out of any of the Occupational Healthcare programs being offered.

Policy:

1. Each student has the right to withdraw from any of the Occupational Healthcare programs being offered.
2. The student should notify the school of his/her intention to withdraw from the program in writing.
3. If a student withdraws from the course after attending the first day of PRIME Career College will send a refund within 30 days following the student's withdrawal. The amount of refund will be based on the Student Tuition Refund Policy of the school.
4. If any portion of the tuition was the proceeds of a loan, the refund shall be sent to the lender or, if appropriate, to the State and Federal agency that guaranteed or insured the loan.
5. Any amount of the refund in excess of the unpaid balance of the loan shall first be used to repay any student financial aid program from which the student received benefits, in proportion to the amount of benefits received and any remaining amount shall be paid to the student.
6. Within TEN days of the date of the refund, PRIME Career College shall notify the student in writing of:
 - ³⁵/₁₇ The date on which the refund was made;
 - ³⁵/₁₇ The amount of the refund;
 - ³⁵/₁₇ The method of calculating the refund;
 - ³⁵/₁₇ The name and address of the entity to which the refund was sent.
7. Registration fees paid to the school during enrollment in one of the Occupational Healthcare programs is non-refundable.



Leave of Absence Policy

Purpose:

To establish guidelines for student Leaves of Absence (LOA).

Policy:

The school will permit a student to take one Leave of Absence during a program. As much notice as possible is requested but it is understood that, sometimes, an emergency arises which allows almost no notice to be given. The notice shall be in writing and should be brought in, in person, but may be mailed as long as it is postmarked no later than first day of the Leave of Absence. If no notice is delivered, either by hand or by mail, it will be assumed that the student has voluntarily dropped out of the course and it will be treated as a voluntary cancellation. A refund of any pre-paid tuition will be instituted based on the State of California's standard formula as shown in the school's Administrative Policies and Procedures manual and repeated in this orientation packet.

The notice must include the following items:

- ³⁵/₁₇ Proposed date for leaving;
- ³⁵/₁₇ A statement of the student's intent to return;
- ³⁵/₁₇ Intended date of return;
- ³⁵/₁₇ Contact address and phone number if different from what is on file with the school.

If the student does not return within 3 months, the LOA will be treated as a cancellation and a refund of any pre-paid fees will be made based on the State of California's standard formula as shown in the school's Administrative Policies and Procedures manual and your enrollment packet.

When the student returns to a subsequent class to resume study, all class and clinical hours accrued in the previously attended class, which the student left, will be credited and instruction will resume at the point at which it left off. The student will not be permitted to repeat previously attended hours. If space is not available in the current class or the proper day to rejoin has passed, the student will be required to join the next class to be started after his/her return and will be instructed as to the proper date to report to that class.

LOA does not apply well to the LVN course because of the low frequency of class starts. Excessive absence, either planned or emergency will probably become cause for the student being dropped from the course. The course will have to be resumed with a subsequent LVN class in about 15 months. Restarting from the first day is recommended but you will be charged again like all beginning students. **It is best to simply attend class each and every day.**



Dismissal and Suspension Policy

Purpose:

To establish guidelines for determining grounds for dismissal of a student from any of the Occupational Healthcare programs.

Policy:

PRIME Career College has the right to dismiss any student in the program for the following reasons:

1. Absenteeism and tardiness as outlined in the school's Attendance Policy;
2. Disruptive or inappropriate behavior during theory or clinical classes;
3. Possession or use of illegal drugs;
4. Reporting to class under the influence of alcohol;
5. Stealing, vandalizing or destroying school or clinical training site property or equipment;
6. Repeated cheating during examinations;
7. Inability to meet required standards of the program;
8. Inability to conform to the Policies and Procedures established by the school;
9. The dismissal or suspension of a student is determined solely by the school Director. Factors to be considered are the student's standing in the class and the seriousness of the infraction;
10. Dismissed students' refunds will be computed and issued by using the same rules as for cancelled students, i.e., the pro-rata formula.



Grievance/Complaint Policy and Procedure

Policy:

It is the policy of this school to make all reasonable efforts to meet the needs and concerns of all students and staff.

Purpose:

To ensure the satisfaction of students and staff.

Scope:

The School Administrator is responsible for implementation and follow through on all grievances and complaints and monitoring for compliance.

Procedures:

1. Students and staff who feel that they have a valid concern about the school or any administrative staff will be asked to fill out the school Complaint and Grievance form.
2. The name of the person filling out the form is optional but is requested so the Administrator can follow up with the complainant and be sure the situation has been adequately addressed and resolved.
3. The completed form will be directed to the School Administrator. A copy of the grievance or complaint form will be furnished to the Director of the Nursing Program.
4. The Administrator will review the concern with the Director of Nursing and Instructors and discuss a plan or plans of action to resolve the concern as well as prevention of future concerns.
5. The Administrator will review the complaint or grievance for need to report to the appropriate agency.
6. The policy will be reviewed with all students enrolling in the program as well as to the school administrative staff.
7. Copies of any grievance/complaint, a record of the outcome of any investigation and action(s) taken will be kept in the student record for five years.

If you have a complaint, we would appreciate knowing about it so it can be handled quickly and to a satisfactory end. Please contact school administration if there is any concern. Also, at any time, you may contact the following appropriate state agencies:

Board of Vocational Nursing and Psychiatric Technician

2535 Capitol Oaks drive, Suite 205

Sacramento, CA. 95833

Toll Free (888)370-7589 or Fax (916) 263-1897



Acceptance or Rejection of Credit Option

The Vocational Nursing Practice Act requires each school of vocational nursing to grant credit for previous education and other acquired related knowledge or experience in the field of nursing prior to the program. To qualify, this education or experience must be completed within 5 years prior to admission to the program. Please review the following, check any that apply and check either the statement of acceptance or rejection. Sign and date this form and return it with the application form and all documentation requested to the office.

A. Transfer Credit

1. Check all courses completed : (Submit copy of course description and official transcript)

- Accredited vocational or practical nursing courses
- Accredited registered nursing courses
- Accredited psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines are equivalent to courses in the program.

- I **do** want credit for any of the courses checked above. (Include documentation for all, including explanation of any clinical experience.)
- I **do not** want credit for any of the courses listed in 'A' above.

B. Competency Credit

1. Work experience :

- Verification of work experience in an acute facility within the last 5 years. (Dates of employment on company letterhead) Competency credit requires written and skills performance testing by Prime Career College.

- I **do** want credit for this work experience.
- I **do not** want credit for any work experience.

Signature: _____

Printed Name: _____

Date: ____/____/____