



# CATALOG

**PACIFIC HEALTH EDUCATION**

WEBSITE: [www.pacifichealtheducationfresno.com](http://www.pacifichealtheducationfresno.com)

Period covered: January 2023-Dec 2023

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## IMPORTANT

Any questions a student may have regarding this Student Catalog that have not been satisfactorily answered by the institution may be directed to:

Bureau for Private Postsecondary Education (BPPE)  
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95834  
Phone: (916) 431-6959 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov)

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

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

Be informed that Pacific Health Education has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and had no petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

This catalog is updated annually and reflects all information of the approved curricular programs of Pacific Health Education to provide students and other interested persons prior to enrollment as required by Education Code 94909.

Any concern regarding this School Catalog may be directed to:

Pacific Health Education  
5108 E Clinton Way Suite 115  
Fresno CA 93727  
Tel: (559) 900-5150  
Web site: [www.pacifichealtheducationfresno.com](http://www.pacifichealtheducationfresno.com)



**School Holidays:**

January 1 <sup>st</sup>	-----	New Years Day
May 29 <sup>th</sup>	-----	Memorial Day
July 4 <sup>th</sup>	-----	Independence Day
September 4 <sup>th</sup>	-----	Labor Day
November 23 <sup>rd</sup>	-----	Thanksgiving
December 25 <sup>th</sup>	-----	Christmas

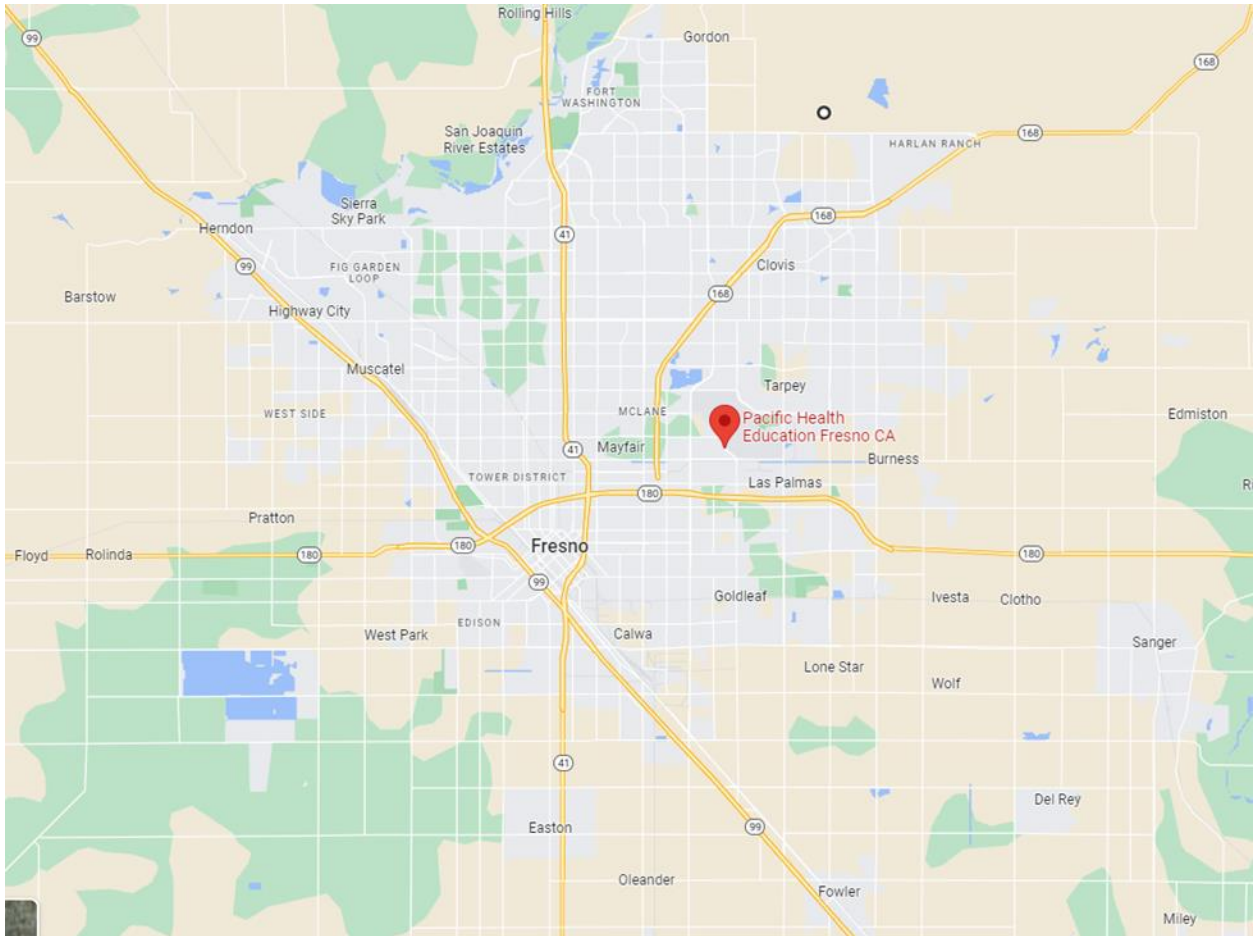
**Schedule of Operations:**

The business hours of operation are 8am -3:30pm Monday through Friday. However, registrations are taken between 9am- 2 pm. All class sessions and instructions are held at the school, located at 5108 E Clinton Way #115, Fresno, CA 93727



### School Location and Direction

Pacific Health Education is located across the street from the Fresno Yosemite International Airport terminal in southeast Fresno with easy access from Highway 168 and Highway 180.





## Welcome to Pacific Health Education

On behalf of Pacific Health Education, I welcome and applaud you for taking this giant step towards making your dreams come true.

Healthcare is one of the most rewarding professions today. There is an urgent need to prepare culturally diverse professionals to cope with the expanding demographics and the aging population globally.

Our school is situated in a culturally diverse environment that is built around a diverse group of students. PHE targets adults who wish to access an entry level profession with the ability to subsequently move towards vocational programs. Experienced faculty and staff will mentor you in communication and critical thinking skills utilizing the best practices in the learning process.

We believe that the Nurse Assistant/HHA:

- is an important member of the health care team, who under the direction of licensed nursing staff, provides patient centered nursing care.
- recognizes the patient as a unique entity, as well as an integral part of the family, a culture and part of the community.
- assists in meeting the patient's physical, emotional, psychological, and spiritual needs.
- is a part of a helping profession and a caring person with a reverence for life.
- is committed to educational standards of excellence that will assist the graduate to have marketable skills and will permit articulation in the nursing profession.

I welcome listening to your challenges, suggestions, and opinions. Your goals are our goals and your concerns, our concerns.

Sincerely,

Nancy Hackett RN, MSN, PHN



### **History of Pacific Health Education**

In 2019, the school was established in Fresno, California to provide quality education to students wanting to grow their knowledge in the field of nursing. The goal of the school was to offer a pathway for marginalized students who wish to enter the field of nursing as well as those looking for a steppingstone towards higher roles in the medical field.

### **Approval**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the Institution has met the minimum standards set forth by the California Education Code and Title 5, Division 7.5 of the California Code of Regulations.

In 2019 the California Department of Public Health Licensing and Certification Section approved the Certified Nursing Assistant Program and the Home Health Aide Program.

In 2020 the California Department of Public Health Licensing and Certification Section approved the Continuing Education Units Program.





## **Mission Statement**

The purpose of Pacific Health Education is to offer lifelong educational opportunities and services which address the unique needs of our diverse community of adult students by providing the means to become productive community members, workers, effective family members, and lifelong learners.

Further, the staff of Pacific Health Education believes that every person should have the opportunity to improve his or her quality of life through basic education, completion of secondary and post-secondary educational goals, vocational training, and retraining. We also believe that the acquisition of life skills is relevant to everyone's life. We believe that the opportunity to improve oneself and their position in life is through the pursuit of educational goals throughout a lifetime.

We believe that people are the nation's most important resource, and by improving that resource through continuing education and training, we build a stronger and better society.

## **Objectives**

- To promote lifelong learning in the adult
- To provide quality health care education leading to gainful employment
- To apply best practices in their chosen career
- To encourage community involvement and immersion

## **Vision**

Pacific Health Education, a learner centered institution, will continuously provide the local community and the healthcare field with competent and caring individuals who foster the delivery of quality healthcare.



### **Accuracy Policy**

The current catalog is in effect from January 2023 until December 2023. Every reasonable effort has been made to determine that everything stated in this catalog is accurate. However, courses and programs offered, together with other matters contained herein, are subject to change, without notice. This may be related to student enrollment, level of financial support, or for any other reason, at the discretion of the Program. PHE further reserves the right to add, amend, or repeal any of its rules, regulations, tuition rates, policies, and procedures. When size and curriculum permit, classes may be combined to provide meaningful instruction and training, and to contribute to the level of interaction among students.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by The Program may be directed to the Bureau for Private Postsecondary Education at (2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833, P.O. Box 980818, West Sacramento, California 95798-0818), ([www.bppe.ca.gov](http://www.bppe.ca.gov)), (telephone numbers 888-370-7589 and 916-431-6959 or fax number 916-263-1897).

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



## Programs

The following programs are offered by Pacific Health Education.

A certificate will be given upon successful completion of the program.

Program	Theory	Clinical	Total Clock Hours
Certified Nurisng Assistant	60	100	160
Home Health Aide	20	20	40

## Curricular Offerings

Program Name	SOC Code	Clock Hours		Credential Awarded
		Theory	Clinical	
Nursing Assistant	31-1131	60	100	Certificate
Home Health Aide	31-1120	20	20	Certificate

A Certificate is awarded upon completion of each program. In addition, a state test is required after completion of the Certified Assistant program which is comprised of a

- 1) Multiple choice knowledge test
- 2) Skills exam

You have 3 tries to pass state testing. If you do not pass after three tries, you will need to take the Nursing Assistant course over.

The cost of the program does not include the state testing fee.

SOC Code can be accessed thru U.S. Department of Labor's Standard Occupational Classification codes.

## Class Size

The maximum number of students in both the classroom and skills laboratory is in compliance with the program requirements.



## **Admissions and Registration**

Pacific Health Education offers the following programs: Certified Nursing Assistant (CNA), Home Health Aide, and Continuing Education Units. Each program has specific requirements to follow.

### **Certified Nursing Program**

- 1) Be 16 years of age, with parent's consent if under the age of 18.
- 2) Possesses adequate math skills.
- 3) A tuberculosis clearance that is no more than sixty (90) days prior to admission. A purified protein derivative (PPD) intradermal skin test is required, unless medically contraindicated. A positive PPD is 10 millimeters or more of induration (swelling). Redness alone at the skin test site is not considered a positive reaction. A chest x-ray is required for students with positive PPD, unless medically contraindicated. Students with positive PPD results and negative chest x-ray will be referred to their physician for clearance. (PPD is included in tuition).
- 4) A physical examination performed by either a physician or nurse practitioner that indicates the student does not have a health condition that creates hazard to self or others (included in tuition).
- 5) Completed live scan form (included in tuition).
- 6) Completed CDPH 283 B application form.
- 7) Valid I.D. and Social Security Card.
- 8) Valid CPR card (included in tuition).
- 9) Completed Enrollment Agreement Form.
- 10) Must not have been convicted in any court of law of any major crime.

### **Home Health Aide**

- 1) Possess a valid certified nursing assistant certificate.
- 2) Be 16 years of age, with parent's consent if under the age of 18.
- 3) Meet the required health requirements such as history and a physical exam performed by a physician or nurse practitioner and a negative P.P.D. skin test or negative Chest X-ray (if P.P.D. test result is positive) indicating no active tuberculosis.
- 4) Valid I.D. and Social Security Card.
- 5) Valid CPR card
- 6) Completed Enrollment Agreement Form



## **Requirements for Program Completion**

A certificate will be awarded upon successful completion of all course hours and requirements per Pacific Health Education. The student must have a grade of 70% or better and all other curriculum requirements, clinical hours, classroom hours, and other applicable requirements are met with a minimum of satisfactory level or higher. The student must settle all financial obligations to the school to attain program completion.

## **Program Description**

### **Nursing Assistant**

#### **160 Hours**

The Nursing Assistant Program prepares students for entry-level positions as nurse assistants in a variety of healthcare settings, ambulatory and in-patient. The Nursing Assistant Program presents the theory, principles, and application of bedside patient care under the guidelines of the federal and state requirements. The roles and responsibilities of nursing, the legal and ethical aspects of nursing, healthcare delivery system, communication, emergency situations, and fundamental practice of the nursing skills needed to care for patients of all ages are included. It is focused on health and its preservation. The Maslow's basic human needs of nutrition, oxygenation, and elimination are used as guidelines.

The nurse assistant profession is very valuable in the healthcare field. Physicians and registered nurses are dependent on nurse assistants to handle routine but very important tasks. Nurse assistants provide patients with face-to-face communication with patients relaying the gathered information to supervising practitioners. Growing much faster than normal job growth opportunities exist for program graduates in medical offices, ambulatory care providers, clinics, hospitals, urgent care centers, nursing homes, and home health agencies.

## **Program Objectives**

- 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 Nursing Assistant in 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, and intellectual and safety needs.
- 6) 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) Function and assume responsibilities within the legal and ethical boundaries of his/her role as a Nursing Assistant in the State of California.
- 8) Assume responsibility for personal and professional growth to broaden and advance his/her knowledge and skills.
- 9) Successfully complete the State Competency examination.

### **Program Learning Outcomes**

Graduates from this program will be able to:

- 1) Identify the Physical and psychological needs of the ill, aged, and sick.
- 2) Understand basic human anatomy and physiology.
- 3) Recognize the signs and symptoms of common diseases, identify changes in condition behavior, complications, and report to Charge nurse and document accordingly.
- 4) Provide meaningful communication to clients/patients, and health care team members.
- 5) Establish and maintain a collaborative relationship when working with clients/patients and health care team members.
- 6) Give basic nursing care as taught in the program recognizing the responsibilities of the nursing assistant and the role of the ancillary health care team.
- 7) Ensures safety and privacy of clients/patients and personnel in clinical sites.
- 8) Use the skills and knowledge acquired at the nurse assistant level to prepare for continued professional growth and advancement.



## **Graduation Requirements**

A certificate of Completion will be awarded to those students meeting the Nursing Assistant Program graduation requirements as set forth by California Department of Health, which is a minimum of 60 hours of theory and 100 hours of clinical experience. Students who have satisfactorily completed the 17 modules of study and all clock hours with a cumulative grade point average of a “C” or better and are cleared through student accounts.

## **Requirements for State Licensure**

Upon successful completion of the Nursing Assistant Program and all financial obligations to the school are settled, the student is eligible for the State CNA licensure examination. The requirements of the California Department of Public Health should also be fulfilled:

- 1) The applicant must be at least 16 years old.
- 2) Training should at least be 160 hours.
- 3) Applicant should submit their fingerprints to the California Department of Justice
- 4) Cleared of any criminal record upon admission.

## **Home Health Aide**

### **40 Hours**

The Home Health Aide course focuses on broadening the CNA’s scope of knowledge and clinical experience to include skills required to work in a home health setting. This course covers pathophysiology, treatment, and nursing care of various disorders/diseases associated with end of life and hospice care. Studies body structure and function, and disease process are done in more depth. Students gain experience with more advanced equipment and the faster pace of caring for short-term, acutely ill patients.

## **Program Objectives**

- 1) Define home health care.
- 2) Explain the roles and responsibilities of home health CNA.
- 3) Demonstrate skills in basic and end of life care.



### **Program Learning Outcomes**

- 1) Recognize, identify, and report normal and abnormal patterns in clinical findings and behaviors of patients.
- 2) Show adherence to clients' plan of care.
- 3) Comprehend the body systems, pain, treatments, and symptoms.
- 4) Return and demonstrate new technical and interpersonal skills and designated tasks.
- 5) Demonstrate proper use of diagnostic, safety, and therapeutic devices within the Nursing Assistant's scope of care.
- 6) Recognize and encourage the appropriate client attitudes and actions which reinforce client independence and healing.
- 7) Model appropriate behavior to peers, demonstrating proper methods for addressing client care needs on an individualized basis.

### **Graduation Requirements**

A Certificate of Completion will be awarded to those students meeting the Home Health Aide Program graduation requirements. Students eligible for certificates of completion are those who have satisfactorily completed their modules of study and all clock hours of the program with a cumulative grade point average of a "C" or better, passed the final exam with letter grades of "C" or better, and are cleared through Student Accounts.

### **Requirements for Eligibility for Licensure**

Upon successful completion of the Home Health Aide Program and all financial obligations to the school are settled, the student is eligible for the Home Health Aide certificate. The requirements of the California Department of Public Health should also be fulfilled:

- 1) The applicant must be at least 16 years old.
- 2) Training should at least be 40 hours.
- 3) Holder of a CNA license





## **The Six Pillars of Character**

### **Trustworthiness:**

Be honest. Do not deceive, cheat, or steal. Be reliable – do what you say you will do. Have the courage to do the right thing. Build a good reputation. Be loyal – stand by your family, friends, and country.

### **Respect:**

Treat others with respect; follow the Golden Rule. Be tolerant of differences. Use good manners, not bad language. Be considerate of the feelings of others. Do not threaten, hit, or hurt anyone. Deal peacefully with anger, insults, and disagreements.

### **Responsibility:**

Do what you are supposed to do. Persevere; keep on trying! Always do your best. Use self-control. Be self-disciplined. Think before you act—consider the consequences. Be accountable for your choices.

### **Fairness:**

Play by the rules. Take turns and share. Be open-minded; listen to others. Do not take advantage of others. Do not blame others carelessly.

### **Caring:**

Be kind. Be compassionate and show your care. Express gratitude. Forgive others. Help people in need.

### **Citizenship:**

Do your share to make your school and community better. Cooperate. Stay informed, vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment.



## **Student Rights and Responsibilities**

Every student is responsible for following the rules and regulations in the Catalog. PHE is not liable if the student fails to read and understand the rules.

## **Academic Integrity**

PHE is committed to the ideals of academic rigor and integrity. Respect and accountability are guiding principles in the pursuit of knowledge.

## **Drug and Alcohol Policy**

An alcohol and drug free campus promotes the safety and welfare of the students, employees, and the public. All students are prohibited from the possession of or being under the influence of any illegal or controlled substance or alcohol.

Any questions or concerns about this policy may be directed to the Program Director.

## **Student Behavior Rules and Regulations**

Unprofessional conduct will not be tolerated. Any verbal bullying or physical abuse of a patient or fellow student will result in automatic program dismissal and potential legal action.

The student is expected to always respect the patient's privileges, rights, and their personal belongings.

All students are urged to practice the 6 Pillars of Character, found on page 15.

## **Student Behavior Rules and Regulations**

Students are responsible in regulating their own conduct and respect the rights and privileges of others. Failure to comply with the standards set for by PHE will be grounds for disciplinary action.

## **Privacy of Student's Records**

Access to student's records is governed by FERPA.



## **School's Physical Facilities and Equipment**

PHE is a for-profit organization dedicated to enhancing the lives of career learners located in Fresno, California. It is housed in a single floor building with two classrooms, a skills room, and a conference room. Complete audiovisual equipment is available.

### **Classrooms**

There are two classrooms equipped with television, computer, and dry erase boards.

- Room 1 measures 1352 square feet and can accommodate 45 students.
- Room 2 measures 522 square feet and can accommodate 15 students.

### **Skills Laboratory**

There are two skills specific laboratories equipped adequately with supplies and equipment.

- Skills lab one measures 273 square feet and has two patient care units and can accommodate 15 students.
- Skills lab two measures 280 square feet and has one patient care unit and can accommodate 15 students.

### **Front Desk/Reception**

The front desk/reception area measures 180 square feet. It is equipped with chairs, telephone, copier, printer, and file cabinets.

### **Conference Room**

The conference room measures 276 square feet. It is equipped with a television, telephone, and a portable computer.

### **Office Rooms**

The office rooms comprised of Program Director (150sq. ft.), Campus Director (150sq. ft.), Lead Instructor (150sq. ft.).



Nursing Assistant/Home Health Aide Program Equipment and Supplies

Bath Basins	Padded Tongue Blade	Emesis Basins
Bath Blanket	Paper Towels	Sphygmomanometer
Hospital Beds	Plastic Trash Bags	Watch w/ Second Hand
Bedpan (Fracture)	Plastic Utensils	Gait Belt
Bedpan (Standard)	Powder	Hand Roll
Clothing Protector	Sharps Container	Isolation Gown
Cups	Shaving Cream	Non-skid Slippers
Dental Floss	Soap (liquid or Bar)	Pen and Paper
Dental Brush	Sponge Tip Oral Swab	Thermometer
Denture Cup/Lid	Toilet Paper	Stethoscope
Dentures	Toothbrush	Wheelchair
Disposable Razors	Toothpaste	Weighing Scale
Gloves (S, M, L, XL)	Top Sheet	Sink
Hand Sanitizer	Towels	Alcohol Wipes
Hospital Gowns	Washcloths	Toothettes
Lemon-Glycerin Swabs	Wastebasket	Pillows
Lip Lubricant	Water Pitcher	Bedpan Cover
Lotion	Nail File	Urinal
Mirror	Nail Clipper	Call Lights
Mouthwash	Orange Stick	Biohazard Red Bags



## **Faculty**

Full time faculty's primary responsibility is teaching as well as, service, professional development, student advising, retention, and active participation in Pacific Health Education governance.

Part-time faculties are skilled teachers who make a partial time commitment to the PHE faculty over the course of the year. Their primary responsibility is teaching and includes advising students on courses, program, or career-related issues; participating in departmental, divisional, and PHE activities; and engaging in continuing education relevant to their teaching.

Faculty holds degrees in their areas of expertise. They are respected professionals with many years of career experience. Learning is facilitated through lectures, outside reading, and class discussions relating to problems within students' interests. Their extensive knowledge of adult learners and the diversity of their backgrounds add a level of richness to the group-learning experience.

## **Policy on Diversity**

Pacific Health Education offers equal educational and employment opportunities regardless of group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, or physical or mental disability. It is the policy of PHE that, unless exempted by statute, every course offered and maintained by the Program shall be fully open to enrollment and participation by any person who meets the stated prerequisites for the course. PHE's policy of non-discrimination covers admission, outreach, educational programs and activities, facilities, access to course offerings, counseling, financial assistance, employment assistance to students, services, textbooks and curricular material, and career guidance.

## **English Language Proficiency**

The primary language of instruction for both the theory and clinical is English language. Applicants who may require some assistance in English speaking, reading, and writing may be advised to seek classes from other institutions that offers ESL (English as a Second Language) and would help them improve their English proficiency at their own expense.



### Articulation Agreement

Pacific Health Education has not entered into an articulation or transfer agreement with any other school or program.

### International Students

Pacific Health Education does not participate in the Student & Exchange Visitor (SEVP) of the Department of Homeland Security (DHS). Visa services are not provided, and the Program will not vouch for student status.

### Fee Payment Procedure

For the Home Health Aide program, all tuition and fees must be paid in full before the first day of instruction. For the Certified Nursing Assistant program fees will be required at regulated intervals if not paid in full upon registration.

Students may be dropped from their program and still owe fees up to and including the date of withdrawal from the program. Students will be dropped from the program if timely payments are not made. Failure to comply is sufficient cause to withhold certification.

### Fees and Expenses

Course	Registration (Non-Refundable)	Tuition	Total Charges
CNA	\$400	\$1200	\$1600
HHA		\$700	\$700

The fees listed above are subject to change.

All other charges not included in the tuition but are required for admissions to the program that must be paid by the student are the following:

- 1) Chest x-ray if PPD skin test has positive result \$50-\$100 or it may vary depending on insurance.
- 2) State Testing fees



## **Financial Assistance**

Pacific Health Education periodically assists students with connecting to third party financial assistance programs. Any participation is completely voluntary on behalf of the student.

If the student obtains financial assistance through any program, the student will have the responsibility of fulfilling the requirements of the independently agreed upon contract. Pacific Health Education also offers in-house installment payment plans without any interest. There is no scholarship available through this institution.

## **Fee Schedules**

Fees are non-refundable and are mandatory for students.

Registration Fee	\$400.00
Transcript Reprint Fee	\$25.00

## **Enrollment Agreement**

Students must sign an Enrollment Agreement before beginning classes at PHE. The agreement includes topics pertaining to tuition and fees, billing, attendance, financial assistance, payment options, and other related matters. Prior to signing the Enrollment Agreement, PHE will provide prospective students with a school catalog electronically.

## **Cancellation and Refund Policy**

You have the right to cancel your enrollment for a program of instruction, without any penalty or obligations. Upon cancelling the enrollment, the school will refund any money the student paid, less non-refundable registration. Refundable monies paid by an applicant must be refunded if requested within three (3) days after signing an enrollment agreement and making an initial payment if requested before the start of the first day of class. If the student paid in full the tuition at the time of registration, cancellation of the program will result in a refund of monies paid, less non-refundable registration, in an amount prorated to the completion of the program. You must notify the schools if you desire to withdraw from the program.



## Student Tuition Recovery Fund (STRF)

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all 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 or 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.

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, and suffered an economic loss because 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 cost.
- 4) There was a material failure to comply with the Act or 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.

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





## Academic Regulations

### Attendance/Absenteeism and Make-up Policy and Procedures

It is the policy of Medical Career College to ensure that the students enrolled in the training program must have an accurate number of hours required and all absences must be made up hour for hour in consultation with the Campus Director and the Program Director for satisfactory completion.

Procedure:

- 1) Students must regularly attend scheduled classes and be on time.
- 2) Students must attend and report on time for both clinical and theoretical classes as designed by the Administrator/Director or the Director of Nursing.
- 3) Each student will be provided with a daily sign-in sheet to record hours of attendance for both theory and clinical portions of the program. Students will sign the sheet each day of attendance, the instructor will countersign the time the class starts and the time the class ends.
- 4) Students who are unable to attend theory or clinical portions of the training must notify the school of their absence TWO hours before the start of the class by calling the Administrator/Director.
- 5) Agreements must be made with the Administrator/Director or instructor, immediately for a make-up time hour for hour.
- 6) Tardiness is arriving 5 minutes after the scheduled class time. Three (3) occurrences of tardiness will be considered one absence.
- 7) The decision to dismiss or retain any student will be based on the student's overall performance in the class and the reason for absenteeism or tardiness.
- 8) Tuition fees will be refunded, if applicable, to students who are dismissed from the program using the standard, state mandated formula and process.
- 9) Clinical instruction will only be given at the specified location.



## Pregnancy Policy

The student will be allowed to remain in the program during pregnancy providing they meet the following requirements:

Prior to attendance at clinicals the student must provide a written clearance from the physician stating the student may participate in clinical training without physical restrictions or limitations. The student's physical condition must permit them to meet all clinical objectives, as no light duty is available. This initial clearance needs to be presented to both the instructor and Program Director/Campus Director. As the pregnancy continues, additional notes from the student's physician stating that they can continue in clinicals without any restrictions must be provided as the school requires.

**Note:** Students must notify their instructor as soon as they suspect they are pregnant. This will ensure the student is excluded from any observational experience involving the use of X-ray or any other activities which could jeopardize the pregnancy.

## Evaluation and Grading Standards Policy

### Purpose:

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

### Policy

#### Written tests and quizzes

- Each instructor will give written tests.
- Test questions will consist of multiple choice.
- Grading of work is on a percentage basis.
- Students should obtain a 70% score on the test to pass the exam. A score of 90% to 100% is "A", 80% to 89% is a "B" and 70% to 79% is a "C".

### Cheating

- Any student participating in cheating activities may be grounds for a grade of 0 points.
- Repeated cheating will cause the student to be automatically dismissed from the program.



### Repeating the Course

Each student who has not completed or failed the requirements of the course may repeat the course in any following, available class, space permitting. The student terminated due to attendance and/or progress will be reconsidered for re-enrollment based on a decision from the Program Director and Campus Director.

### Clinical Evaluation

- The student will demonstrate to the instructor clinical skills for evaluation according to the clinical skills checklists.
- The student will demonstrate the required clinical skills with competence to the instructor.
- A checklist of required skills will be maintained to demonstrate each student’s progress.

### Grading Scheme

Percentage	Letter Grade
90%-100%	A
80%-89%	B
70%-79%	C
69% and Lower	F

### Classroom and Clinical Behavior Policy

#### Purpose:

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

#### Policy:

- Students are allowed fifteen minutes of break every two hours of class.
- Students are required to always maintain a clean and neat working area by removing their trash and clutter before leaving the classroom and break room areas.



- All educational supplies used by the students during theoretical training must be returned to the designated, proper places at the end of each class session.
- Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subjected to automatic dismissal.
- Sleeping during or distracting class sessions, either in the classroom or at the clinical training site is not acceptable and is subject to counseling by the Campus Director or Program Director.
- Leaving the classroom or clinical training site during class hours, without authorization by the instructor or Administrator/Director is not allowed and is subject to counseling or disciplinary action.
- Cell phones are not to be visible or used in the classroom unless under the direction of the instructor. Cell phones may be kept on vibrating for emergency purposes only. If an emergency call occurs, inform the instructor immediately. Be sure to always respect one another.

## **Dress and Uniform Policy**

### **Purpose**

To establish guidelines and standards of professionalism.

### **Uniforms**

Student uniforms must be worn during clinical hours. Uniforms are to be clean, neatly pressed, and in good repair. Scrubs can be any color if they are meant to be worn as scrubs. School Badges are to be always worn. Students may wear a long-sleeved shirt under their scrub top for warmth.

Students are required to wear anti-skid tennis shoes. Croc shoes are not allowed.

All students are required to have, as part of their uniform, a watch with a second hand, a writing pad, and a black ink pen.

Failure to comply with dress code policy will be grounds for dismissal. This will constitute an absence and the student may not progress in the program.



## **Hair**

A student's hair must be neat, clean, and completely off the face and not covering the eyes. Long hair must be well secured, up and off the collar of the uniform. Hair may be worn in a high bun; no ponytails are allowed.

For students with facial hair, beards, mustaches, and sideburns must be neatly trimmed.

## **Tattoos and Body Piercings**

Students with tattoos may be asked to cover them up while in clinicals if that is the policy of the building where clinicals are being performed.

Body piercing jewelry of the nose, tongue, and other facial areas must not be worn while in uniform. They are not allowed due to infection control issues.

## **Makeup and Perfume**

Makeup is to be light and conservative. Heavy dark eye makeup is not allowed. Perfumes and colognes are not allowed as they may be considered offensive to a sick patient.

## **Nails**

Fingernails must be kept short (not to extend beyond the end of the finger). Nail polish of any type is not to be worn while at the clinical site.

## **Jewelry**

One small pair of earrings may be worn. Dangle earrings and hoops are not permitted. A Wedding band and/or engagement ring may be worn. Necklaces, bracelets, and chains of any sort are not allowed due to safety and infection control.

## **Speech and Conversation**

Be aware of your responsibility and legal implications in respect to the rights of others. Do not discuss any disease or symptoms in a place where you might be overheard and infringe on



someone's right to privacy. Practice professional speech in all conversations with staff and fellow students always.

### **Conduct**

Unprofessional conduct or profanity while on duty will not be tolerated. Any verbal bullying or physical abuse of a patient or fellow student will result in automatic program dismissal and potential legal action.

The student is expected to always respect the patient's rights and their personal belongings and.

### **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 Program Director and the Campus Director are responsible for implementation and follow through on all grievances and complaints and monitoring for compliance.

#### **Procedure**

- 1) Try to work out the problem by talking with your instructor or the employee. You must do this within (5) working days of the problem.
- 2) If the problem is not resolved, you can make an appointment with the Program Director.



## **Students with Disabilities**

Pacific Health Education complies with the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Federal Rehabilitation Act of 1973. Accordingly, qualified persons with disabilities may not, on the basis of that disability, be denied admission or subjected to discrimination in admission decisions. Further, no qualified student with a disability, on the basis of that disability, may be excluded from any academic, research, counseling, student finance program, or other post-secondary education program or activity that PHE provides to all students.

## **Non-discrimination Policy**

Pacific Health Education admits students of any race, color, religion, gender, age, national and ethnic origin, disability, marital status, sexual orientation, or military status, to all the rights, privileges, programs and activities generally made available to all the students of the school.

## **Student Records Management and Retention**

### **Policy**

Student Records-State law requires that student records be kept for five years after the student graduates or otherwise cancels enrollment. Requests for records must be made to the Campus Director. Transcripts will require a \$25 payment.

Transcripts must be kept permanently. The remainder of student files will be destroyed after five years.

Access to student's records is governed by FERPA (Family Educational Rights and Privacy Act of 1974). Institution must have written permission from the student before releasing any information from the student's educational record.

### **Procedure**

- 1) The instructors will be responsible for completing daily attendance for theory and clinical sign-in sheets.
- 2) Instructors are responsible for completing student records on a timely manner during the course and at the completion of the program such as general and clinical orientation,



theory and clinical attendance record, theory individual student record and individual skills checklist.

- 3) School records will be maintained for a period of FIVE years.
- 4) Only authorized school employees, such as the Campus Director, Program Director, and Lead Instructor will have access to the student records.
- 5) The student's skills checklist records include the following: Student Name, Enrollment Date, Social Security Number, Training Program, Clinical Site Name, Completion Date, Instructor's Names with Titles, Initials and Signatures, clinical dates and hours, skills demonstrated, date when skill was performed and performance evaluation.
- 6) The student's theory record includes the following: Student Name, Social Security Number, Start Date, Completion Date, Instructor's Name with signature and initials, final grade, content of the program, hour required for each content section and date when the content section was taught.
- 7) Student personal information in their records include the following: Application, Physical Examination, Medical History, PPD/Chest X-Ray result, copy of valid ID and Social Security card, enrollment agreement, attendance records (theory and clinical), copy of entrance test, absenteeism and make-up record, disciplinary section forms, CDPH 283B, copy of Live Scan BCiA8016.
- 8) After completion of the certification training program, the student will receive a certificate of completion which will indicate name and address of the school, name of the program, student's name and RN Program Director's name and signature. Copy of the certificate will be filed in the student record file.
- 9) RN Program Director is responsible for the oversight and ensures implementation of the procedures for recordkeeping.





### **Class Schedule\***

Full Time: AM Classes – 22 days.

Theory – 8 days, Monday – Friday 8:00am – 4:30pm

Clinical – 13 days, Monday – Friday 8:00am – 4:30pm

\*The schedule may change based on the number of enrollees.

### **School Administration**

Nancy Hackett – Program Director

Jamala Hall – Campus Director

Anthony Gonzales – Lead Instructor