



**2016 STUDENT  
CATALOG/HANDBOOK  
HEALTH CARE ACADEMY**

**150 Paularino Ave., #B141  
Costa Mesa, Ca. 92626  
949-223-0700**

**[www.healthcare-academy.net](http://www.healthcare-academy.net)**

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**Health Care Academy is a private institution and it is approved to operate by the Bureau of Postsecondary Education and that approval means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009.**

# **ACADEMIC CALENDAR**

## **NURSING ASSISTANT**

Monday – Friday                      or  
7 am – 3:30 pm  
Theory/Clinical

Tues/Thurs 6 pm-10 pm  
Sat/Sun 7 am – 3:30 pm  
Theory/Clinical

## **HOLIDAY SCHEDULE**

New Year's Day  
Spring Break  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day and the Friday following  
Winter Break

## **ALL CLASSES SESSIONS WILL BE HELD AT:**

Health Care Academy  
150 Paularino Ave., #B141  
Costa Mesa, Ca. 92626  
949-223-0700

## **GENERAL INFORMATION**

### **Organizational Background**

Health Care Academy is a division of In Home Care Solutions. The academy is offering classes for caregivers, one on one class for family caregivers and Nursing Assistant training. Our future goals include offering classes for Home Health Aides and Licensed Vocational Nurses.

### **Core Values:**

- Education
- Compassion
- Excellence
- Integrity

### **Program History**

Health Care Academy was founded in 2013 by Gina Kay. Gina has worked in the medical field since the 1980's. Working in hospitals, clinics, assisted living facilities, and nursing homes, observing that patients can really benefit from exceptional care from their caregivers and Nursing Assistants. Gina and her team customized classes for caregivers and Nursing Assistants that will have them standing head and shoulders above the rest.

### **Mission Statement**

The mission of Health Care Academy is to educate and inspire students to become compassionate, empowered, skilled providers of patient-centered healthcare.

### **Vision Statement**

Health Care Academy envisions having students develop into their full potential, capable of making informed, responsible decisions as involved members of the health care community.

### **Campus Location and Facility**

The Health Care Academy campus is located at 150 Paularino Ave., Suite B141, Costa Mesa, Ca. 92660, in Orange County, near the 405, 55, and 73 Freeways. There is ample parking and the classrooms have simulation labs.

### **Approval Disclosure Statement**

Health Care Academy, located at 150 Paularino Avenue, Suite B141, Costa Mesa, California 92626, is in the process of being granted institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code Section 94311. Approval means that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions. The following courses are in the process of being approved by BPPE: NURSING ASSISTANT (240 HOURS).

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the Academy may be directed to the: BUREAU FOR PRIVATE POSTSECONDARY EDUCATION, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

## **General Catalog**

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.

## **Familiarity with Academy Regulations**

When signing an enrollment agreement, students acknowledge receipt of the General Catalog and agree to abide by the policies, rules, and regulations of the Academy. This publication includes academic standards, and the general requirements for graduation. Ignorance or lack of familiarity with this information does not serve as an excuse for noncompliance or infractions. The Academy provides assistance in the form of advising, but students are responsible for meeting the published requirements of their respective programs.

## **Tuition and Fees**

Please refer to your enrollment agreement for a complete list of attendance costs.

Student tuition payments are contract requirements. It is your obligation to make all agreed upon payments promptly. Contact the Academy Administrator if you anticipate difficulty in meeting your payment schedule. If your account becomes delinquent, you will be notified that collection procedures may be initiated to remedy the contract.

## **Pending Petitions**

Health Care Academy does not have any pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a petition within the preceding five years. Health Care Academy has not had a petition in bankruptcy court filed against us within the preceding five years or a re-organization under Chapter 11.

## **Materials for Instruction**

The materials that will be used for instruction will be the NATAP Nursing Assistant Training & Assessment Program and Elsevier Teaching Resources for Mosby's Textbook for Nursing Assistants 8<sup>th</sup> Edition and Mosby's Video Skills 3.0 for the teacher and the NATAP Nursing Assistant Training & Assessment Program, Mosby's Textbook and workbook for Nursing Assistants 9<sup>th</sup> Edition for the student. The equipment and supplies that will also be used are:

Aftershave lotion, bedpan, bed protectors, cane, cup, compression stockings, cotton tipped applicators, dental floss, denture cup, emesis basin, gloves, hand mirror, hospital bed, linens, lotion, mask, mouthwash, nail clippers, pillows, protective eyewear, safety razor, shampoo, shower chair, soap, sphygmomanometers, stethoscope, thermometer, thermometer probe covers, tooth brush, tooth paste, towels, transfer belt, urinal, walker, wash basin, washcloths, water pitcher and wheelchair.

## **Degree Program/Accreditation**

At this time the institution does not offer any degree programs. The institution is not accredited by an accrediting agency recognized by the United States Department of Education.

## **SUPPORT SERVICES**

### **Library**

The local library information is available from your instructor. The library has electronic resources available through ebscohost.com

**Academic Search™ Elite** contains full text for more than 2,100 journals. Nearly 150 journals have PDF images dating back to 1985. The database includes PDF images for the great majority of journals; many of these PDFs are native (searchable) or scanned-in-color.

**CINAHL Plus with Full Text** is the world's most comprehensive nursing & allied health research database, providing full text for more than 770 journals indexed in CINAHL®, including many of the most-used journals in the index—with no embargo. Of those, 464 are not found with full text in any version of Academic Search™, Health Source® or Nursing & Allied Health Collection™.

Offering complete coverage of English-language nursing journals and publications from the National League for Nursing and the American Nurses' Association, CINAHL covers nursing, biomedicine, health sciences librarianship, alternative/complementary medicine, consumer health and 17 allied health disciplines.

In addition, this authoritative file offers access to health care books, nursing dissertations, selected conference proceedings, standards of practice, educational software, audiovisuals and book chapters.

Health Care Academy students, as members of the community, have access to neighboring college and university libraries materials free of charge. Borrowing privileges at these libraries are available at a nominal fee.

### **Tutoring and Study Groups**

Students who need extra assistance because of academic difficulties may arrange for tutoring through their Instructor, RN Program Director or the Administrator. Study groups are available as needed. Additional fees for tutoring will not be charged. Supplemental instruction and review is offered to all graduates of the Nursing Assistant program as reinforcement prior to sitting for the State Board Examination.

### **Advising and Guidance Services**

Advising and guidance services are offered by the Academy and are available to all students. A primary responsibility of Health Care Academy is to offer every possible aid to students so they can utilize their own capabilities. The staff and faculty welcome the opportunity to assist students in working out solutions to problems they may experience during the course of their education. Those students with personal problems unrelated to their training will be referred to counselors or agencies where they can receive assistance.

### **Transfer of Credit to Other Schools**

#### **“NOTICE CONCERNING THE TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”**

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

Health Care Academy has not entered into any transfer or articulation agreements with any other college or university for the program currently offered.

### **Job Placement Assistance**

Health Care Academy offers placement assistance to all graduates. While the Academy cannot guarantee employment or salary amounts, considerable effort is made to bring potential employers together with appropriately skilled graduates. Job placement assistance is provided at no cost to the graduate.

### **Student Housing**

Health Care Academy does not maintain dormitory facilities. Housing near the campus varies considerably depending on the individual requirements of each student. There are many apartment complexes within 10 miles of the campus. The approximate cost for a one bedroom apartment in the vicinity of our campus range from \$1000 to \$1500 a month. Health Care Academy has no responsibility to fund or assist a student in finding housing.

# FINANCIAL INFORMATION

## Financial Assistance

Initials \_\_\_\_\_

Health Care Academy will make every effort to assist students to achieve their educational goals by helping them to meet their financial needs. Arrangements to finance your education can also be made to make regular weekly payments through an installment plan. If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Any student who receives an installment plan loan from Health Care Academy must have a \$0 balance owed at the end of the program. Until all payments are complete and no monies are owed, the final signed application form CDPH283B will not be given to you. You must have your CDPH283B form signed so you can take your state certification exam.

## Student Tuition Recovery Fund

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 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 programs attending certain schools regulated by the Bureau for Private Postsecondary and Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 this 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.

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

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have four (4) years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within two (2) years of the final judgment.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Dr., Suite 400, Sacramento, CA 95833, (916) 431-6924. [www.bppe.ca.gov/](http://www.bppe.ca.gov/)

As of January 1, 2003, AB201 requires that institutions collect from each newly enrolled student a STRF fee in the amount of \$0.50 per thousand dollars of tuition paid, rounded to the nearest thousand, regardless of the portion that is prepaid.

#### **Disclosure - Financial Aid Code of Conduct**

The Academy currently has no preferred Lender lists outside of the U.S. Department of Education. The Academy does not participate in federal or state financial aid programs.

#### **Student's Right to Cancel**

**CANCELING YOUR COURSE DURING THE FIRST SEVEN DAYS AFTER STARTING CLASS:**

1. You have the right to cancel this Contract for a course of instruction including any equipment or other goods and services included in the Contract through attendance at the first class session or the seventh day after enrollment, whichever is later.
2. Cancellation shall occur when you give written notice of cancellation at the address of the School shown on the top of the front page of this Contract. You can do this by mail, hand delivery, or email.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.
4. The written notice of cancellation need not take any particular form, and, however expressed, it is effective if it shows that you no longer wish to be bound by this contract.
5. The student has the right to cancel the enrollment agreement 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 the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid programs. The Academy will refund any money that you paid within 45 days after the Academy receives your

notice of cancellation. Send cancellation notice to Administrator, Health Care Academy, 150 Paularino Ave., Suite B141, Costa Mesa, CA 92626.

7. The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance.

### **State Refund Policy**

1. Refund Policy Prior to Matriculation:

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

2. Refund Policy after Matriculation:

#### **WITHDRAWALS**

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

1. You have the right to withdraw from the course at any time.
2. If you withdraw from your course after midnight of the seventh scheduled class day following your first class day of attendance, the School will pay you a refund within 45 days after your withdrawal.

### **Date of Withdrawal/Date of Determination**

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

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

### **Institutional Refund Policy**

Students who have completed 60% or less of a Program will be entitled to a pro-rated refund based upon the **Total Tuition Cost**, divided by the number of class days the student attended, **or was scheduled to attend** prior to withdrawal. The current listing of Total Tuition Cost and Program days are listed below. Refund will be issued within thirty (30) calendar days.

Nurse Assistant Training Program – \$2,500 (30 teaching days) – No refund after 18 class days

**Example:** Student Paid \$2,500 for Nurse Assistant Training Program. Student withdraws from the program on the 11th class meeting day. The student is entitled to receive the following refund as explained below:

- (a) Days remaining in Program after withdrawal: 19
- (b) Daily Cost of Class Attendance: Equals the Total Program Tuition Cost, divided by the number of scheduled class meeting days:  $\$2,500/30 = \$83.33/\text{day}$
- (c) Daily Cost of Class Attendance multiplied by the Days remaining in Program:  
(a) X (b) is:  $\$1,583.27$
- (d) Non Refundable Enrollment Fee: \$250.00

**Total Refund: (c) – (d) is: \$1,583.27 - \$250.00 would be \$1,333.27 \*\*\*minus any expenses incurred by HCA for student**

## **POLICIES AND PROCEDURES**

### **Attendance Policy**

Students agree to attend scheduled classes every day when schedule. Students will only be allowed 16 hours of excused absences. If student is absent more than 16 hours they will be dropped from the program and will have to schedule to start the program over.

Any student arriving 1-15 minutes late for a class or leaving early from class is considered tardy. Tardiness on three occasions (per course) will be counted as one unexcused absence and will be counted in relation to allowable total absences. Tardiness is a disruption of a good learning environment and is to be discouraged. The student is expected to attend every class on time.

Under unusual circumstances and where warranted, the Administrator or RN Program Directory may waive stipulations in the attendance policy.

### **Make-Up Standards**

**Initials:** \_\_\_\_\_

Students are encouraged to be in class every day and on time. The student is responsible for learning the material covered while absent.

If student is absent all make-up time is hour for hour with an instructor present classroom and clinical. Make-up time allowed is a maximum of 16 hours for nursing assistant program. Students may not attend clinical training for subject matter they have not completed. Student must receive hour for hour instruction of classroom material/module prior to clinical training. This training/instruction must be supervised by an instructor that is available for questions and module/course exam administration. Make-up days are listed on the Training Schedule.

### **Maximum Time Frame**

The Academy's programs are to be completed within one and one-half (1.5) times the program length. A completion schedule is defined to ensure incremental progress toward timely program completion. Time during an authorized leave of absence is not considered as part of the maximum time frame.

### **Distance Education Attendance Policy**

Health Care Academy does not offer distance education at this time.

### **Withdrawal from the Academy**

If a student wishes to voluntarily withdraw from the Academy for any reason, the student must officially notify the school in writing. Students who wish to withdraw must contact the Administrator and have an exit interview with a representative of the Financial Aid Department or the Administrator. The date of the exit interview is the date of determination; or if a student provides a formal notice of withdrawal in writing, the date which the formal written notice is mailed with appropriate postage is the date of determination.

When a student does not contact the Academy to withdraw, the date of determination is no later than fourteen (14) days after the student's last date of attendance as determined by the institution from its attendance records. If the student is determined to be a

withdrawal, the end of the 14-day period begins the time frame for completing a Return of Title IV Funds calculation.

### **Student Records**

Transcripts and other documents received by the Academy for the purpose of admission or other purposes become the property of the Academy and will not be released to or copied for students. California regulatory agencies require that student records be kept for only five (5) years. Student transcripts will be maintained indefinitely.

### **Transcripts**

The Academy will provide one transcript without charge to each student upon receipt of diploma. Additional transcripts or transcripts needed prior to or after the receipt of diploma will cost \$5.00 each. The student's financial account must be current for transcripts to be furnished.

### **Cancellation of Classes or Programs**

The Academy reserves the right to cancel or postpone a class or a program if student enrollment is insufficient. However, every effort will be made to cancel the class or program well in advance of the intended start date.

### **Campus Phones**

The school telephones are for official business and may not be used by students.

### **Insurance**

The Academy provides its students with professional liability insurance covering incidents that occur on campus or at the assigned clinical site during normal class hours. The policy is intended to supplement the student's own insurance, and it requires the student to submit any claim to his or her own insurance carrier first (if available).

### **Student I.D. Cards**

Each student is given a student identification card which must be worn at all times (above the waist) while the student is attending classes at Health Care Academy and on the externship or clinical site.

### **Problem Resolution and Grievance Procedures**

#### **Informal Resolution Process**

Many questions or concerns that students may have can be resolved simply through discussion. Students with concerns should observe the following steps in seeking a resolution:

1. Students should discuss the action or decision with the person responsible for the decision. Resolution will be documented on the Student Complaint Form and recorded by the Administrator.
2. Talk with your instructor. Instructor will document their efforts to resolve issue on the Student Complaint Form and will either record with or refer to the Administrator.
3. Talk with the RN Program Director or the Administrator. Director will record efforts to resolve issue and record or decide to convene committee to review complaint.

Every effort should be made to resolve the issue at this informal level before initiating further action. Resolution at this level should not be greater than thirty (30) days from the time the complaint form was received.

In cases that are deemed to warrant assistance, the student may work with the Administrator to resolve the issue. This process should occur no sooner than thirty (30) days from the time the complaint form was recorded and should last no longer than thirty (30) days.

### **Formal Resolution Process**

Within fifteen (15) calendar days of the conclusion of the informal process, a student dissatisfied with the informal resolution process may seek formal resolution by submitting a written statement documenting the basis of the complaint, all people involved, any adverse consequences, and corrective action sought to the Administrator. The Administrator will convene a review committee within thirty (30) days to render a decision. Each case is decided on its own merit and the decision of the committee is final and not subject to appeal, unless there is information pertinent to the outcome which was not available at the time of the initial request. All decisions rendered by the committee are valid for one year from the date of decision.

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

### **Student Suggestions**

Health Care Academy is very interested in what our students have to say. If you feel that a policy/process or procedure isn't working, we want to know about it. Please contact your Instructor or RN Program Director to discuss any suggestions/changes you feel are necessary. They will be happy to bring your concerns/ideas to the Administrator so that it can be discussed and possible changes/improvements can be made.

# **STUDENT DISCIPLINE**

## **Personal Appearance**

Students are required to adhere to the Health Care Academy dress code while on campus and in the assigned clinical or externship sites. The student should show concern for the appropriateness of dress while attending the Academy and be guided by the principle that what is appropriate for the work site is appropriate for school.

All students are expected to appear for class in attire that is appropriate for their chosen profession. All medical students will wear a full uniform or lab coat, as applicable. A full uniform includes regulation dresses, pantsuits, or scrubs, if applicable, stockings or white socks and nursing shoes, and a uniform patch and name badge. White sweaters may be worn on top of the uniform. Students are expected to dress in an appropriate manner, as though they were going to the job site. Make-up, jewelry and hairstyles must be moderate and understated, and all students are expected to practice good personal hygiene habits and maintain a clean, neat, and professional appearance at all times.

Administration and faculty are responsible for enforcing the dress code. Any students reporting to class inappropriately dressed will be sent home and time missed will be recorded as an absence.

## **Student Conduct**

Health Care Academy is proud of the standards it maintains. In today's competitive job market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, the Academy has established guidelines for professional conduct. Emphasis is continually placed on regular attendance, promptness, honesty, and a positive attitude. Students may be disciplined for any of the following reasons:

1. Students will be held responsible for their actions while attending training at the Academy, and at hospitals or clinics during their externship, and at any other location or function of which the Academy is being represented.
2. Academic Dishonesty.
3. Forgery, altering Academy documents, or knowingly providing false information.
4. Disruption of the educational or administrative process of the Academy, by acts or expression.
5. Students will be held responsible for any theft or damage done to Academy or hospital/clinic property, and will be expected to reimburse the institution for such damage or loss.
6. Physical abuse or threat of abuse to students, Academy employees, or their families.
7. Verbal abuse or intimidation of students or Academy employees including shouting, use of profanity, or other displays of hostility.
8. Vandalism or unauthorized destruction of Academy property or the property of a Academy employee, student, or visitor.
9. A student must not possess, nor be under the influence of any intoxicating beverage or drug, not possess weapons, nor create a safety hazard to others while on the Academy premises or hospital, clinic, or externship site property.
10. Sexually explicit, indecent, or obscene behavior on Academy property and clinical sites or by any means of communication, including Internet.
11. Violation of any Academy policy.
12. Violation of the Academy's computer regulations.

13. Smoking is not allowed in any Academy building or anywhere on campus.
14. Cell phones and other electronic devices (notebooks accepted) are placed in the “off” mode during class time.
15. Children and pets (excluding guide dogs) are not allowed on the Academy premises unless specifically required for a class.
16. Gum chewing is not allowed inside the Health Care Academy facility.

### **Academic Honesty**

Students are expected to follow ethical standards in preparing and presenting material that demonstrates their level of knowledge and is used in determining grades. Such standards are based on honesty and integrity.

1. Cheating, defined as using notes, aids, or the help of other students on texts or exams, or misreporting or altering the data in laboratory or research projects involving the collection of data is not permitted.
2. Students shall not furnish materials or information in order to enable another student to plagiarize or cheat.

An instructor who has evidence that an act of academic dishonesty has occurred, after speaking with the student, is obligated to take the following steps:

- a) Assign an appropriate academic penalty such as an oral reprimand and assign an “F” on the particular paper, project, or exam. A Warning Notice will be drawn and signed by the student and instructor.
- b) In cases where the dishonesty was serious, premeditated, or part of an ongoing scheme, the case will be referred to a committee consisting of the President, Administrator and RN Program Director. It will then be the responsibility of the review board to determine academic penalties as appropriate.

### **Academic Probation**

The initial probationary period covers the course that starts immediately after a student has been placed on academic probation. The student is required to repeat the failed course during the probationary period unless the course is not offered at that time. The failed course must be repeated at the earliest opportunity.

When, by the end of the probationary period, a student has achieved a GPA of at least 70 percent, the student will be notified that the probation is removed. If the student has not achieved a GPA of at least 70 percent but has achieved a GPA of at least 70 percent for the course, the student may continue on the training program for a second probationary period. A student who does not achieve a GPA of at least 70 percent for the course will be withdrawn from the program by the school.

A student, who continues the program for a second probationary period and achieves a cumulative GPA of at least 70 percent by the end of the second probationary period, will be informed that probation is removed. A student who does not achieve a GPA of at least 70 percent will be removed from the school. Financial Aid recipients placed on probation will still be eligible for financial aid; however, funds will not be disbursed until the probationary status has been lifted.

### **Suspension from the Academy**

Students may be suspended from the Academy based upon unsatisfactory academic progress or violations of the conduct policy. Student may apply for reinstatement through



the student appeal process. The final decision to suspend a student is made by the Academy President.

**Dismissal from the Academy**

All students are expected to adhere to the Code of Conduct, to attend classes regularly, and to maintain a satisfactory level of academic achievement. The Academy reserves the right to dismiss any student who:

1. Exhibits conduct, which is found by the administration to be detrimental to fellow students, other individuals, the community, or the Academy
2. Fails to maintain satisfactory academic progress
3. Fails to meet attendance standards
4. Fails to meet financial obligations to the Academy as agreed upon

## **ADMISSIONS**

### **Admissions Requirements**

It is the policy of Health Care Academy that each student must meet the defined eligibility criteria. Staff should be knowledgeable of and understand all eligibility criteria required for students to participate in classes.

Extenuating circumstances may be reviewed at the discretion of the Administrator and acceptance may then be allowed with the written approval of the President when all eligibility requirements are not clearly met. These instances are expected to be rare. The Eligibility Requirements marked with an asterisk may not be waived with written approval. The asterisk requirements are absolute necessities.

#### **Student Eligibility Requirements:**

Be at least 18 years of age

Provide a clean health examination including medical history and physical exam\*

TB Test\*

Proof of Live Scan fingerprinting\*

Background clearance from CDPH prior to given signed CDPH 283B to take exam\*

Completed Application\*

Copy Driver's License/ID\*

Copy of Social Security Card\*

Be willing to adhere to all Health Care Academy policies and procedures

Agree to a 6 week commitment to the program

Commit to spending a minimum of five hours a week studying

Complete the registration/screening process\*

Have access to an automobile or reliable transportation

Not be a user of illicit drugs\*

Not use alcohol or controlled substances in an excessive or inappropriate manner

Not have falsified information during the course of the screening process\*

### **International Students**

At this point in time Health Care Academy does not accept International Students.

### **Sources of Credit/Transfer Credit**

Health Care Academy does not accept transfer of credits from other institutions or through challenge examinations or achievement tests. Health Care Academy hasn't entered into an articulation or transfer agreement with any college or university.

### **Ability to Benefit Students**

Health Care Academy does allow the Ability to Benefit Test since the Nursing Assistant doesn't require a diploma. The Wonderlic Ability-to Benefit test will be accepted with a passing score of 200 for Verbal and 210 for Quantitative.

### **Credit for Previous Training**

Except as required by law, Health Care Academy does not offer experiential learning credit.

### **Experiential Learning Credit**

Except as required by law, Health Care Academy does not offer experiential learning credit.

### Acceptance to the Academy

Upon completion of the required documents for admission, the Academy administration will review the information and offer the applicant a contract for enrollment if they are accepted. If an applicant is not accepted, all fees paid are refunded except for fees for testing or background check. Health Care Academy does not provide English - as - a - second language instruction. *Health Care Academy reserves the right to refuse admission to anyone.*

### Leave of Absence (LOA)

In case of serious illness, death in the family, or other emergency circumstances that prohibit the student from progressing in their program, the student has the option of going through the Leave of Absence process, provided they have the intention of returning to class. Students considering taking a leave from the Academy should meet with the Administrator for guidance before beginning the process. Students initiate a request by submitting a completed Request for Leave of Absence Form with any supporting documentation to the Administrator's Office. A Leave of Absence should not exceed sixty (60) days, unless based on a documented medical situation. For a medical leave of absence, the student request must be accompanied by a letter from a physician, physician's assistant or nurse practitioner. The letter must be on official letterhead and must include the diagnosis, the limitations and an estimation of the time required for recovery. For a personal leave of absence, the student request may be required to be accompanied by documentation supporting the need for the leave. A student may take more than one leave of absence in any 12-month period provided the total does not exceed 180 days. Any student who fails to return to class on the agreed date for return following a leave of absence will be dropped from the program.

Any student making tuition or private payments to the Academy remain under that obligation during a Leave of Absence. Financial Aid funding will be put on hold until the student returns from leave of absence. Financial Aid money will not be disbursed during a Leave of Absence.

Upon return, the student has the option to repeat some coursework previously completed without additional charge.

### GRADING

The grading system for achievement in a class is measured as follows <b>Grade</b>	<b>Meaning</b>	<b>Percent</b>	<b>Grade Points</b>
A	Superior Achievement	90 - 100	4.0
B	High Level of Achievement	80 - 89	3.0
C	Satisfactory Achievement	70 - 79	2.0
D	Marginal Achievement	60 - 69	1.0
F	Failure	below 60	0.0
W		Withdrawal	
I	Incomplete- All incompletes must be made-up by the end of the following course; otherwise the grade will be calculated with an F for each incomplete assignment or test.		

### **Credit/No Credit Grading**

Credit/No Credit grading is given for externship and clinical rotations only. The units earned on Credit/No Credit shall be disregarded in determining a student's GPA.

### **Grade Changes**

All grades are final. Students are not allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade. Students may request a review of their records if the possibility of a clerical or computational error exists.

### **Repetition of Courses:**

Students may repeat, at the prevailing cost per unit, any course in which an "F" or "D" grade was received. The original grade remains part of the student's permanent record, but is not considered in computing the grade point average. In order to properly document the repeated course, students must notify the Administrator that the course has been repeated.

No course can be repeated more than twice.

No course may be repeated in which a grade of "C" or higher has been earned.

### **Grade Appeal Process**

A student, who has questions regarding a grade received in a course, should always first address the issue with the instructor. If the issue has not been resolved after this meeting, and the student believes that there are grounds for appealing the grade, they may pursue the appeal process listed below.

Students can appeal a grade only when they can document that one or a combination of the following criteria have been met:

- An error in calculating the grade
- The failure on the part of the instructor to clearly and promptly notify the students of the grading criteria
- The assignment of a grade based on reasons other than the announced grading criteria

The assignment of a grade based on factors other than student achievement

- Inconsistent or unfair standards for evaluation of student academic performance
- If the student believes that the grade received is based upon unlawful discrimination, they should follow the process under this area.

When students believe that they have grounds for appealing a grade issued by an instructor based on one of the criteria listed, the student should follow these procedures within 30 days of the final grade being posted.

1. Submit a written letter of appeal with supporting documentation that demonstrates one or more of the criteria listed for appeal to the Administrator. If the evidence meets the criteria for appeal, the Administrator will contact instructor for a response. The instructor has fifteen (15) days to respond to the request.
2. The Administrator will present all documentation to the President for review. The President has thirty (30) days to render a decision. The decision of the President is final and cannot be appealed.

**Graduation Requirements**

In order for the candidate to graduate and receive a diploma or certificate of completion, he or she must complete all of the courses of the enrolled program with a grade of 70% or better and all other curriculum requirements for their course of study. Students must also meet all applicable clinical, administrative, clerical, classroom, and laboratory skill proficiency standards, and must satisfactorily perform the applicable externship, clinical, or practical hands-on portion of their training.

**Certificate of Completion**

Upon satisfactory completion, a record of grade(s) and a Certificate will be issued.

**State and National Board and Certification Examination**

State and national licensing and/or certification examinations are the individual student's responsibility. Students should be aware that all test fees are in addition to the tuition paid to the school and are the student's responsibility to pay to the sponsoring organization. The school makes every attempt to provide accurate information regarding test dates and fees for state and national board examinations.

# ACADEMIC PROGRAMS

## NURSING ASSISTANT

### Program Description

This program will provide students with quality education and training in the area of nursing assistant. The Nursing Assistant provides direct care to patients under the supervision of an LVN or Registered Nurse in hospitals, long-term convalescent care facilities and home health agencies. This program will prepare students to take the State Licensure Examination.

### Equipment

Throughout the training program students will use various types of equipment, such as anatomical torso and organ models, basins, bedpans, computers, crutches, glucometers, hospital beds, anatomical mannequins, Posey restraints, skeletons, sphygmomanometers, stethoscopes, thermometers, wheelchairs, and walkers.

### Class Size

Classes will range in size from 15 to 30 students. Clinical sites class size may be determined by the facility.

### Program Length

The length of the Nursing Assistant program is 240 hours; this is equivalent to approximately 6 weeks for those students attending classes Monday through Friday.

### Nursing Assistant Course Requirements

Module	Title	Hours
1	Introduction	5
2	Patient Rights	7
3	Communication	6
4	Catastrophe	4
5	Body Mechanics	8
6	Med/Surg Asepsis	13
7	Weights & Measures	2
8	Patient Care Skills	58
9	Patient Care	27
10	Vital Signs	14
11	Nutrition	13
12	Emergency	3
13	Long Term Care	13
14	Rehab Nursing	6
15	Observe & Chart	8
16	Death & Dying	2

### **California Licensure and National Council Licensure**

The Administrator must submit the students completed application and Live Scan fingerprinting to the California Department of Public Health within one (1) week of enrollment.

The Director of Staff Development or Instructor must notify the California Department of Public Health in writing of the students who have completed the certification training program and have successfully passed examinations testing the knowledge and skills related to the basic patient care modules identified in section 71835 within ten (10) working days following the examinations.

Those who have not passed the examination may be given two more opportunities to take the examination and pass.

#### **Staff:**

##### **Gina Kay**

CEO, CFO, Chief Academics Officer

##### **Jana Berber, LVN**

Administrator

##### **Cristiane Merlino, RN**

RN Program Director

##### **Eugenia Quismundo-Tiu, LVN**

Instructor