

# NORTHERN CALIFORNIA NURSING ACADEMY



## SCHOOL CATALOG

**January - December 2021**

355 Gellert Blvd, Suite 101, Daly City CA 94015  
Ph: (650) 992-6262; (650) 684-0315; (650) 296-5448  
Fax: (650) 992 – 6263  
Email: [info@ncnursingacademy.com](mailto:info@ncnursingacademy.com)  
[www.ncnursingacademy.com](http://www.ncnursingacademy.com)

# TABLE OF CONTENTS

Title	Content	Page #
<b>Mission &amp; Vision</b>	<i>Mission, Objectives, Vision</i>	3
<b>Philosophy</b>		4
<b>Conceptual Framework</b>		5
<b>Prospective Students</b>	<i>Catalog</i>	6
<b>Legal Organization</b>		6
<b>Approvals and Affiliation</b>		6
<b>Location</b>		7
<b>Admission Procedures</b>	<i>Requirements, International Students, Students with Disabilities</i>	7
<b>Credit Granting Policy</b>	<i>Admission Requirements for Vocational Nursing</i>	10
<b>Facilities and Equipment</b>		11
<b>Academic Policies</b>	<i>Attendance, Make Up Classes, Tardiness, Leave of Absence, Alternate Student, Grading, Graduation Requirements, Record Retention, Confidentiality</i>	13
<b>Code of Conduct</b>	<i>Student Conduct, Electronic Device, Drug &amp; Alcohol</i>	17
	<i>Student Uniform Guidelines and Dress Code</i>	
<b>Dismissal Policy</b>		19
<b>Students' Rights</b>	<i>Cancellation, Withdrawal, Grievance Policies</i>	20
<b>Student Services</b>	<i>Resources</i>	22
<b>Financial Information</b>	<i>Cost, Financial Aid</i>	23
<b>Academic Programs</b>	<i>List of All Programs</i>	24
	<i>Vocational Nursing</i>	25
	<i>Nursing Assistant</i>	31
	<i>Home Health Aide</i>	33
	<i>Acute Care Nursing Assistant</i>	34
	<i>In Home Support Services</i>	36
	<i>NCLEX</i>	38
	<i>Medical Assisting with EKG &amp; Venipuncture</i>	38
	<i>Medical Office Assisting</i>	41
	<i>EKG Technician</i>	42
	<i>Hemodialysis Technician</i>	43
	<i>Pharmacy Technician</i>	45
	<i>Anatomy &amp; Physiology</i>	47
	<i>Pharmacology</i>	47
<b>Licensing &amp; Certification Requirements</b>		49
<b>Administrative Policies</b>		52
<b>List of Faculty</b>		54
<b>Appendix A</b>	<i>Disqualifying Penal Code</i>	56
<b>Appendix B</b>	<i>Hypothetical Refund Example</i>	58
<b>Appendix C</b>	<i>Schedule of Costs and Fees</i>	59
<b>Appendix D</b>	<i>Student Tuition Recovery Fund</i>	62
<b>Appendix E</b>	<i>Medical Assisting Externship Policy</i>	64
<b>Contact Info</b>		65

# MISSION AND VISION

---

## ***Mission***

Northern California Nursing Academy aims to provide high quality education that will prepare students to obtain a successful and stable career in the healthcare industry. We will utilize a focused yet diverse approach in our method of instruction as well as how we perform as an institution.

We will ensure that our students are well equipped in passing certification examinations and obtain employment after completion of their courses.

We will continuously develop our programs to reflect current information and with rules and regulations mandated by government agencies.

We will uphold our passion for educating students as we share our knowledge and success from our experiences as professionals in the healthcare industry.

## ***Objectives***

Northern California Nursing Academy directs students to succeed in their education and future career through our focus on teaching the values of the healthcare profession. Healthcare is about caring for people. Caring encompasses empathy for and connection with people. It is about upholding human dignity, integrity, autonomy, altruism, and social justice. Our objectives are summarized in our 4 Cs:

**Competence.** For students to be knowledgeable and skilled in their respective fields as they become healthcare workers.

**Commitment.** For students to understand the responsibilities of a healthcare worker in caring for the sick and elderly.

**Compassion.** For students to exhibit empathy while ensuring dignity of patients while in their care.

**Confidence.** For students to believe that each of them can make a difference in the life of others.

## ***Vision***

Northern California Nursing Academy aims to be recognized as the premier provider of quality healthcare education in the State of California and in the Western Region. This will be achieved by expansion of healthcare programs and establishing school sites in various cities in California and the surrounding States.

We aspire to be identified as a source of talent by hospitals, long term care facilities, assisted living sites and private organizations. We will partner with institutions that will provide invaluable experience to our students, consequently making them highly proficient in their positions.

We want to be the best at what we do while we do what is best for our students.

# PHILOSOPHY

---

Northern California Nursing Academy derived its philosophy from eight dynamic concepts: ***man, society, teaching, education, health, nursing, wellness and illness.***

We, in the academy, believe all men are created equal and have a right to equal health care. We further believe it is the responsibility of society to ensure all of its members have a right to equal, appropriate, quality health care, regardless of cultural, social, educational, or economic status.

We believe man is a biological, physiological, psychological being, possessing intrinsic worth, dignity and unique needs. Certain basic needs are common to everyone and are necessary for survival. Man is constantly interacting and adapting to his/her environment in order to reach self-actualization. Also, as a member of a family and society, we believe man is more educated concerning events in his/her community, is more responsible for personal health, and is capable of making decisions concerning self and health needs in the community.

To be healthy, an individual must have his/her biophysical and psychological needs met. An individual lives in a social environment and will be influenced by the events in his/her community. We further believe that man and society are interactive and both are responsible for a safe and healthy environment.

We believe every individual has a right to pursue educational goals within their capability, regardless of gender, lifestyle, cultural or economic status. We believe the teaching/learning experience offered by the academy will prepare students for a career in nursing. Teaching is defined as imparting knowledge or skills. Learning is the activity by which knowledge; attitude and skills are acquired, resulting in behavior changes, which are measurable. The academy supports the belief that the course should emphasize the integration of theory and clinical experience. The teaching/learning process requires involvement of both teacher and learner in the effort to reach the desired goal, with the teacher serving as facilitator of learning. Further, we believe that learning is best accomplished in an atmosphere, which fosters and encourages intellectual curiosity, self-discipline and direction. Also, we believe learning should be motivating, satisfying, exciting, and enjoyable, allowing students to further develop moral, ethical, and legal values. We further believe that the student is accountable to his/her nursing actions and decisions.

The healthcare delivery system is changing as a result of scientific and technological advances, resulting in an increase in population, longer life span, decline in death rate and an increase in chronic diseases and disabilities. These changes have made the delivery of health services more complex and a challenge to meet the demand for equal, affordable and quality care, for all members of its multicultural society. We believe individuals are more knowledgeable about healthcare services, want to participate in the planning of personal health care, make decisions concerning their health needs, take responsibility for illness prevention and stay healthy.

Furthermore, we believe individuals want a voice in political and ethical issues affecting their own health.

We believe that health, from the holistic point of view, is a balance of internal and external forces that leads to optimal functioning. Health may be visualized on a scale or continuum. One end of the continuum depicts optimal health or wellness, whereas the other end shows disease, total disability, or death. We are aware that healthcare has traditionally focused on the illness model. Today disease prevention is evolving as an area of great concern. This change places new demands on the vocational nurse, with a greater emphasis on his/her role in patient education and health promotion through all stages of the life cycle.

The future of nursing promises continual changes and challenges relating to not only technologic and scientific advances, but also ethical and political issues, affecting the healthcare delivery system. We believe the nurse within his/her scope of nursing practice must provide holistic health care to client and family, care for the ill client, maintain and promote health and prevent illness. We further believe the nurse is responsible for client and family education, and serving as a client advocate for health care. We believe the nurse as a role model must be held responsible for his/her nursing actions and decisions.

We believe nursing is an art and a science, combining scientific principles, technical skills and tender loving care.

## CONCEPTUAL FRAMEWORK

The conceptual framework for the development of the curriculum is based on Maslow's (1970) hierarchy of human needs. The humanistic theory of Abraham Maslow focuses on the whole person, including the qualities that make people distinctive and how these qualities develop. He developed a sequential hierarchy of needs beginning with physiological, first level; safety and security, second level; love and belonging, third level; esteem and self-esteem, fourth level; and self-actualization, fifth level. The hierarchy of human needs allows the nurse to explore the client on the health-illness continuum and provides a framework for holistic health care.

Throughout the curriculum, concepts of man and his basic needs will be applied to clients of all ages in a variety of clinical settings, as a means of providing a framework for priority of nursing actions. The curriculum will introduce the student to the body systems, common medical-surgical diseases/disorders, pathophysiology, etiology, diagnostic findings, signs and symptoms, medical treatment and management and nursing care. Emphasis is on the nursing process as a framework to provide holistic health care to the client, family, and community.

# PROSPECTIVE STUDENTS

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.

## ***Catalog***

The Catalog is reviewed and updated annually. The school provides the catalog through the school's website, <https://www.ncnursingacademy.com/programs> and in person when requested by students.

# LEGAL ORGANIZATION

Northern California Nursing Academy is a private institution organized as a Limited Liability Company in the State of California. Northern California Nursing Academy is also called NCNA. All pertinent information relating to the legal organization is contained in its Operating Agreement.

NCNA does NOT have a pending petition in bankruptcy, is NOT operating as a debtor in possession, has NOT filed a petition within the preceding five years, has NOT filed bankruptcy, and has NOT filed petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

# APPROVALS AND AFFILIATIONS

Northern California Nursing Academy is a private institution approved to operate by the ***Bureau for Private Postsecondary Education, which means this school is in compliance with the state standards set forth by the California Private Postsecondary Education Act of 2009.***

Northern California Nursing Academy is approved by the ***California Department of Public Health*** to conduct the following programs:

Nursing Assistant Training Program

Home Health Aide Program

Hemodialysis Technician Training Program

Northern California Nursing Academy is approved by the ***California Board of Vocational Nursing*** to conduct the following program:

Vocational Nursing

Northern California Nursing Academy is not accredited by an accrediting agency recognized by the United States Department of Education. Students who complete the Vocational Nursing, Nursing Assistant, Hemodialysis Technician, Medical Assisting, Medical Office Assisting, are ELIGIBLE to sit for the licensure exams in California and/or in other states.

Northern California Nursing Academy is not eligible for federal financial aid.

## LOCATION

Northern California Nursing Academy is located at 355 Gellert Blvd. Suite #s 101 and 279. All classes are held at this location. Clinical observations are conducted in Long Term Care Facilities and Dialysis Clinics located around the San Francisco Bay Area.

## ADMISSION PROCEDURES

Prospective students should call, email or visit the school to request for an Application for Admission. They will then take the Entrance Assessment Test, which is a brief test of written and verbal English and Mathematics ability.

### ***Requirements Prior to Admission***

The following requirements should be accomplished for admission to the program:

1. Completion of Registration and payment of Registration Fee
2. Must be at least 18 years old (16 years old in the Nurse Assistant Program) at the start of the program
3. Must submit proof of 12<sup>th</sup> grade education or its equivalent: High School Diploma from an accredited school or General Education Diploma (GED). Foreign graduates must have high school diploma or transcript evaluated for 12<sup>th</sup> grade equivalency in the US.
4. Must possess a valid government issued ID
5. Must speak, write and understand English
6. Must possess or in the process of obtaining a Social Security Number or TIN at the time of enrollment
7. Must pass the appropriate validated and standardized screening test for Essential Academic Skills (Math, Science, and English); a cumulative score of 75% is acceptable. \*
8. Must submit proof of good health (for programs with clinical training)
  - TB screening performed within 6 months prior to enrollment
9. Has not been convicted of any of the sections in the Penal Code (***see Appendix A***)

***\*Please see Program Information for additional requirements prior to Admission***

## ***Acceptance of Ability-To-Benefit Students***

If students are not able to submit proof of High School completion or GED, NCNA requires students prior to admission to complete the Wonderlic Basic Skills Test (WBST) with the following minimum scores:

**Verbal forms VS-1 & VS-2,  
Quantitative Forms QS-1 & QS-2      Verbal – 200 Quantitative – 210**

## ***Additional Admission Requirements for the Vocational Nursing Program***

1. Submit two letters of recommendation
2. Submit a physical examination report signed by a physician or nurse practitioner attesting that the applicant is physically fit to function as a vocational nurse prior to the beginning of the course
3. Updated TB skin test or chest X-ray and necessary vaccinations/Immunizations.
4. Current Healthcare Provider CPR certification is required prior to the clinical rotation.
5. Live Scan
6. Have no convictions in any court of law of a crime other than minor traffic violations.

All applicants who meet the minimum requirements for admission will be considered.

Northern California Nursing Academy will convene an Admissions Committee, consisting of the Program Director and at least one Instructor, who will:

1. Verify and document the qualification of each candidate
2. Commence oral interviews
3. Score candidates on the standardized tests
4. Make a final list of selected candidates to be admitted to the program

### **Selection is based on the following:**

1. Score on admission tests
2. Letters of Recommendation
3. Oral interview
4. Previous education
5. Date of application
6. Application status of candidate (placement of previous alternate student)

In case that the two candidates are equally qualified for the last slot in the class, selection will be based upon the score of the admission tests.



## ***Additional Requirements for the Nursing Assistant Program***

Undergo a Live Scan process prior to enrollment

### ***English Proficiency***

Students are required to demonstrate the ability to read and write in Standard English. Evidence of the level of English will be established upon passing the Test of English as a Foreign Language (TOEFL) with the passing total score of 75.

#### ***TOEFL® Score Scales***

<b>Skill</b>	<b>Score Range</b>	<b>Level</b>
Reading	0–30	High (22–30) Intermediate (15–21) Low (0–14)
Listening	0–30	High (22–30) Intermediate (15–21) Low (0–14)
Speaking	0–30 score scale	Good (26–30) Fair (18–25) Limited (10–17) Weak (0–9)
Writing	0–30 score scale	Good (24–30) Fair (17–23) Limited (1–16)
<b>Total Score</b>	<b>0–120</b>	

### ***International Students***

Northern California Nursing Academy does not currently accept International Students. Consequently, NCNA does not provide any VISA services to international applicants.

### ***Students with Disabilities***

Northern California Nursing Academy is committed to the equality of educational opportunities for all qualified students. Students with disabilities (including learning disabilities, hearing or visual impairments, mobility impairments, attention deficit/hyperactivity disorders, psychiatric impairments or chronic health disabilities) who apply to NCNA can choose whether or not to disclose their disability.

NCNA will not require at any point in the admissions process to disclose if students have a disability. NCNA does not, and could not, use information about a disability to deny admission to a student.

There is no separate admissions process for students with disabilities. All students who apply to NCNA, including those who have a diagnosed impairment/disability, are evaluated using the same criteria.

### ***Transfers***

Students who have completed courses in other institutions may request transfer of credits by completing the ***School Transfer Request Form***. Transfer of credits will be determined based on the program being applied for and a proficiency exam that must be passed in order for credit to be given.

## **CREDIT GRANTING POLICY FOR THE VOCATIONAL NURSING PROGRAM**

Credit will be granted for previous education and/or experience in the Health Field completed within five (5) years prior to admission.

The procedure is as follows:

1. Submit a completed credit granting form one month prior to the program admission date.
2. Official transcript of clinical and theory hours and grades sent from the original school or agency to the school for evaluation one month prior to the program admission date.
3. Verification of work experience by the employer, stating specific dates of employment, length, duties performed and if work was satisfactory, one month prior to program admission date.

### **Credit for Previous Education and/or Experience**

- a) Transfer credit shall be granted for related previous education completed within the last five years with a grade of B or higher. This include the following courses:
  - 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.

**A written and/or clinical performance assessment may be given to evaluate students and inform them of a need for remediation.**

- b) Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit determined by written and/or practical examinations.

- Written and/or clinical performance assessment will be required to determine the amount of credit to be granted.
- Any area challenged (clinical or theory) that a student does not meet the objectives of the course, will require that the entire content of the course be repeated.
- A grade of 75% must be received in the written test and satisfactory in the nursing performance assessment.

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

The transferability of credits earned at Northern California Nursing Academy is at the complete discretion of an institution to which students may seek to transfer. Acceptance of the Certificate earned in a specific program is also at the complete discretion of the institution to which student may seek to transfer. If the credits or Certificate that are earned at this institution are not accepted at the institution to which students seek to transfer, students may be required to repeat some or all of the coursework at that institution. For this reason, students should make certain that attendance at this institution will meet your educational goals. This may include contacting an institution to which students may seek to transfer after attending Northern California Nursing Academy to determine if credits or Certificate will transfer.

***Northern California Nursing Academy has not entered into an articulation or transfer agreement with any other college or university.***

## **FACILITIES AND EQUIPMENT**

All theoretical parts of the programs are delivered on campus. Nursing Assistant Programs, Medical Assisting Program and Pharmacy Technician Programs have externship opportunities in facilities and clinics in the San Francisco Bay Area.

Programs are delivered with the use of lectures, discussion, audiovisuals, selected readings, clinical experiences, group and Individual conferences, role plays, and return demonstration. NCNA does not offer distance education. Hospital, facility and lab equipment are used for clinical practice.

Examples of equipment and materials used for instruction in the **Nursing Programs** are the following\*:

<b>Item Name</b>	<b>Quantity</b>
Mannequin	(2x)
Weighing scale	(1x Health o meter 402)
Mask/gloves/gown/socks	(100+)
Hospital bed	(5x Invacare 5301IVC)
Urinal	(2x)
Bedpan	(2x)
Pillow	(6x)

Walker	(1x)
Blood pressure apparatus	(4x)
Gait or transfer belt	(2x)
Cane	(1x)
Stethoscope	(4x)
Sharp disposal	(3x)
Wheelchair	(1x)
Over bed table	(2x)
Bedside commode	(1x)
Privacy curtain	(4x)

Examples of equipment and materials used for instruction in the **Allied Health Programs** are the following\*:

Item Name	Quantity
Hemodialysis Machine	(5x Fresenius 2008K)
EKG Machine	(3x Bionet Cardiacare-2000)
Hemodialysis Gel Recliner	(1x Verin 00216)
Training Arm	(1x)
Face Shield (visor)	(15x)
18 g needle/butterfly	(100x)
Scalpel	(1x)
Iodoform/Xeroform	(30x)
Cotton applicator	(30x)
Laryngeal Mirror	(1x)
Face Mask	(100x)
Isolation Gown	(100x)
Bloodlines Transducer Protector	(100x)
Saline bags	(20x)
Iodine swabs/ solution	(100x)
Normal saline/ Sodium Chloride	(50x)
Tourniquet	(20x)
Incision and drainage sterile kit	(10x)
Kidney basin	(5x)
Lidocaine= 196, 2% or with epi	(30x)
Otoscope	(1x)

\*Make and Model number attached where applicable.

# ACADEMIC POLICIES

---

## ***Attendance Policy***

Excessive absences may result in failure to meet the objectives and the student may be brought before the faculty for consideration. Attendance is expected for the full duration of theory and clinical courses. Northern California Nursing Academy's program schedule makes provisions for a limited number for unavoidable absences, with this in mind; each student will be allowed no more than three (3) unexcused absences in any one semester. The student must call the office or the faculty whenever an absence is incurred, otherwise it will be considered as "unexcused". An "excused absence" may be granted due to illness, death in immediate family, verified accidents, court appearances, and medical emergencies. Any other absences are considered unexcused.

A maximum of three (3) excused absences per term is permissible with written notification addressed to the Program Director and Administrator. In the event that the student incurs more than three (3) excused absences in one term, the student will file a leave of absence to be submitted to the administration office for review.

Students who incur three (3) unexcused absences for the entire term will be placed under attendance probation and will be required to maintain a 100% attendance rate for the remainder of the term or be dropped from the program.

## **Theory Classes**

It is the student's responsibility to be on time for all classes. The student must notify the school if they are going to be tardy or absent. If a student is absent, it is the student's responsibility to obtain all class information and assignments from the instructor.

## **Clinical Experience**

It is the student's responsibility to be on time for all clinical experiences. The student is expected to attend all scheduled clinical days unless other arrangements are made with the clinical instructor.

If absent, the student must first phone the instructor, if unable to contact the instructor by cellular phone, the student will call the assigned unit or agency and leave a message of absence at least one (1) hour prior to the beginning of the clinical experience. Students must obtain the name of the person to whom the message is given. If a student with an "excused absence" has missed a clinical day, an additional day will be granted by the instructor. The student is required to remain on the assigned unit during clinical hours. The students must make up each missed clinical day for the hours missed.

Failure to complete required clinical course objectives will result in a final grade of "unsatisfactory". The student will be given the opportunity to make up for the missed clinical day as soon as the student reports to class. If the student is unable to make up for the missed clinical day or unable to meet clinical objectives after given an opportunity for a make-up, a final grade of "Unsatisfactory" will be given and will necessitate termination of the student from the program.

When a student returns to the school after any absence, he/she must obtain a signed excused slip from the attendance office.

Excessive tardiness and absences in any clinical or theory course may cause a student to fail to complete course objectives.

## ***Make Up Class***

Absence on any clinical or theory day will require the student to complete missed hours as soon as possible after returning to school. It must be made up either in the skills lab with hands-on experience or in the clinical facility performing patient care with the presence of the instructor in both cases.

Theory make-up will entail accomplishing the following tasks to complete the missed objectives, namely:

- a. Prepare reports on a variety of health care topics assigned by the instructor.
- b. Complete chapter assignments (case studies and written examinations).

Students who miss more than three (3) theory or clinical days for each term will be required to make up the lost time at their own expense. The fee to make up the lost time is \$50.00 per hour. This fee will cover the cost of faculty, administration, staff and clinical arrangements (if applicable). This fee will be paid in advance prior to any make-up time.

The school's make-up policy allows time for students to complete unsatisfactory or incomplete objectives.

In some instances, the student may be granted a leave of absence and joins another class later provided that space is available. The student will receive credit for all course work in which a passing grade was obtained. The student must meet with the Program Director.

## ***Tardiness***

In the theory component, tardiness is defined as arriving fifteen minutes after the official start of the class and/or skills lab. Three (3) unexcused tardiness shall be considered one (1) absence.

In the clinical setting, tardiness is defined as arriving 10 minutes after the scheduled start of clinical practice based on the instructor's clock hour. It will result in the student's dismissal for the day.

## ***Leave of Absence***

Requests for leaves of absence shall be in writing. Approval shall be discretionary on the part of the Program Director and Administrator.

Attendance and punctuality are mandated requirements which clearly demonstrate student's dependability, responsibility and maturity as dedicated health care workers.

**Leave of Absence will be considered under the following circumstances:**

1. Illness (Note from the Physician)
2. Death in the immediate family- (Limited to parents, spouses, children, brothers and sisters and grandparents). (Submit proof of death)
3. Court appearance - (Written court order or jury duty letter)
4. Military assignment- (copy of military order showing conflict with class schedule)
5. Natural calamities
6. Activities sponsored by the school
7. Other reasons that the School Management may consider excusable

**All other absences will be considered unexcused**

1. The student must maintain satisfactory attendance in both theory and clinical during the course of training.
2. A student shall be removed from the program should he/she be absent with no valid reason for six (6) consecutive days. (Make-up classes shall be arranged by the student with the administrative office).

Students who drop or take a leave of absence may return only if there is an available slot and the written request to return is accepted.

LOA request is NOT allowed in the following short-term programs:

1. Nursing Assistant
2. Home Health Aide
3. Acute Care Nursing Assistant
4. EKG Technician

***Alternate Student Policy***

As per BVNPT regulations: Article 5, Schools of Vocational Nursing, under Number of Students.

- A school may admit alternate students in each new class to replace students who may drop out.
- The number of alternate students admitted may not exceed 10% of the school's Board-approved number of students per class.
- Prior to admission, alternate students must be informed in writing of their alternate status and that they may be dropped from the program.
- Alternate students may participate in classes until the commencement of scheduled clinical experience at approved clinical facilities.

Alternate students will be allowed to complete all classes prior to the commencement of the clinical experience. If a slot does not become available prior to the commencement of the clinical experience, the alternate student will be accepted into the program for the next start date. An updated application must be submitted.

***Grading Policy***

Students must score a cumulative average of 75% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy. Students will be evaluated by the clinical instructor on the following areas:

- a. Application of theory principles within the clinical setting
- b. Knowledge and proper execution of skills and procedures
- c. Ability to meet all standards set forth by the Department of Health.

***Grades are assigned according to the following:***

A	=	95-100
A -	=	91-94
B+	=	88-90
B	=	85-87
B-	=	82-84
C+	=	79-81
C	=	75-78
D	=	70-74
F	=	Below 70

***Clinical Grade:***

To receive credit in the clinical portion of a program, a student must have a satisfactory grade based on the Skills Checklist and must meet the guidelines for the objectives and the criteria in the Student Clinical Evaluation.

***Graduation Requirements***

The following are the requirements students must achieve in order to graduate from the **Vocational Nursing Program**.

1. Must achieve the required passing grade of 75% or higher in all three levels.
2. Must complete all theory and clinical hours in all three levels.
3. Must complete make-up hours for theory and clinical if the student has any absences
4. Must complete a mandatory ATI NCLEX-PN review and the cost is to be borne by the individual student.
5. Each student must pass Comprehensive Predictor after completion of the ATI review with a predicted chance of passing of 90% or higher.
6. Meet all academic and financial obligations to the school.

The following are the requirements students must achieve in order to graduate from ***all other Programs:***

1. Completion of all required hours of theory, lab and clinical
  - a. (Including externship, if applicable)
2. Achieved a minimum grade of C at the end of the program
3. Submission of all required class assignments, reports and papers
4. Return of all materials borrowed from the school during the term of the program
5. Fulfillment of all financial obligations



## ***Confidentiality***

Northern California Nursing Academy protects the confidentiality of information of all students. Only enrolled students in the programs have the right to view, inquire and respond to information and issues relating to their performance. These include but are not limited to grades, reports, attendance record and skills checklist.

Follow up of financial obligations will only be communicated to students unless an authorized person has been assigned by the student prior to enrollment.

## ***Record Retention Policy***

All student records are maintained at the Northern California Nursing Academy located at 355 Gellert Blvd. Suite # 101 Daly City, CA 94015. All records will be maintained in locked filing cabinets in the “records room” at Suite 101 that is secure and only accessible to the administrator and officers of the school. Records are retained for at least a period of five years. Student transcripts are retained permanently.

Current students’ records are stored in locked filing cabinets at 355 Gellert Blvd. Suite # 101 Daly City, CA. It is accessible to instructors and officers of the school. Academic and Financial Records are retained in separate files.

Records will be available to the students during normal working hours when requested.

All records shall be accessible to the authorized staff during business hours and open for inspection by authorized government or state agencies.

# **CODE OF CONDUCT**

## ***Policy on Student Conduct***

1. Smoking will be allowed during break time in designated areas only. Students are allowed 2 ten minutes breaks and 30-60 minutes for lunch.
2. Eating is allowed only during scheduled break time and lunch time.
3. Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving their work areas in the classroom.
4. All equipment and educational supplies used during theoretical training must be returned to assigned proper places at the end of the class day.
5. 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 subject to automatic dismissal.
6. Sleeping during class is not acceptable. Students will be sent out of the classroom.

7. Leaving the classroom during class hours without authorization by the instructor or administrator is not allowed and subject to counseling.
8. Students are required to speak English in the classroom and in the clinical site. Failure to follow the rules will result in disciplinary actions. The first occurrence is a 2 days suspension and second will be termination from the program.

### ***Electronic Device and Cellular Use Policy***

While cellular phones are permitted on campus the following policy applies:

- Cellular devices are not permitted in the clinical area/facility.
- Cellular devices are to be turned “OFF” while in the classroom.
- Cellular devices are not to be switched to the vibrate mode but must be turned off.

**Failure to adhere to this policy will lead to the following disciplinary action:**

- Students who have a cellular device that rings or vibrates during class lecture or clinical experience will be asked to leave the setting and will not be permitted to return to the class or clinical session.

### ***Electronic Device Policy***

NCNA does not allow the following electronic devices in the classroom or clinical setting: Cell phones, iPod/iPad devices, tape recorders or other recording devices, cameras, personal computers, personal DVD players or other media devices.

Devices used in the classroom setting:

NCNA Computers that are used for learning activities:

- a. School computers are not to be used to check personal emails.
- b. Instructors may give students permission to browse the web for the explicit purpose of obtaining information related to any class that is being instructed at the time.
- c. Students are not to copy any program that is installed on the school computers. Violation may be a ground for dismissal from the program.

### ***Drugs and Alcohol Policy***

The following activities are prohibited in the school campus:

- Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
- The sale of any controlled substance which is in violation of local, state or federal statutes.
- Giving alcohol to any person under the age of twenty-one (21) or the use of

alcohol on campus, unless at a specifically authorized school activity.

- Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. This violation constitutes ground for dismissal from the program.

### ***Student Uniform Guidelines and Dress Code***

Each student has the responsibility for maintaining high standards of grooming, dress and hygiene that comply with health and safety regulations. By maintaining these standards, students will project quality care and demonstrate professional values.

- a. Uniform: Nursing/ Medical scrubs (provided by school)
- b. Shoes: Closed-toe, closed-heel shoes with non-skid soles
- c. Jewelry: Avoid large and dangling earrings or chains. All rings and bracelets will have to be removed when washing hands at the clinical site. Facility policies regarding piercings must be followed.
- d. Hair: Keep hair clean and neatly trimmed. Students who have long hair, must plan to put it up for clinical practice in a ponytail, bun, twist or braids.
- e. Fingernails: Keep trimmed with length of nails in accordance with patient safety needs. Use clear or light-colored nail polish. No nail jewelry or artificial nails.
- f. Hygiene: Maintain good personal hygiene habits. Makeup in moderation. No perfumes or colognes in consideration of and sensitivity of the residents.
- g. Identification: Students should carry an ID at all times in the clinical facility

**Note:** *If students are not in their uniform, they will not be allowed to attend the clinical training or externship at a facility.*

## **DISMISSAL POLICY**

The following constitute grounds for dismissal from the training and no part of the program tuition will be refunded when students are dismissed.

1. Repeated tardiness and absence from class without prior notification of instructor / administrator.
2. Failure to make up for excused absence.
3. Disruptive behavior which includes but is not limited to use of foul language, insubordination to instructors, failure to comply with the rules and regulations of the school and the clinical institution, possession of unprescribed drugs, intoxication and sleeping in class.
4. Theft of property from the school, clinical area, staff or other students.
5. Failure to report to clinical training in appropriate uniform after receiving prior warning.

# STUDENTS' RIGHTS

---

## ***Cancellation Policy***

Students have the right to cancel enrollment in a program of instruction including any equipment such as books, materials and supplies or any other goods related to the instruction offered, through attendance *at the first class session, or the seventh day after enrollment, whichever is later.*

Cancellation shall occur when you give written notice of cancellation at the address of the school. Students can cancel by mail or hand delivery. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid.

If the School has given any equipment, including books or other materials, students shall return it to the School within 5 days following the date of the notice of cancellation. If the student fails to return this equipment, including books, or other materials, in good condition within the 5-day period, the school may deduct its documented cost for the equipment from any refund that may be due. Once the student pays for the equipment, it is for students to keep without further obligation.

Rejection: An applicant rejected by the school is entitled to a refund of all monies paid.

Cancellation: An applicant who provides written notice of cancellation 7 days after enrollment and/or before the first class session is entitled to a full refund, excluding the \$100 non-refundable registration fee (\$200 for Vocational Nursing Program) and \$25 processing fee.

Other Cancellations: An application requesting cancellation more than the allowed time period and after making an initial payment, will be entitled to a refund calculated by the number of hours attended.

## ***Withdrawal Policy***

After the end of the cancellation period, students have the right to drop the program and have the right to receive a pro rata refund according to the portion that has not been completed less the cost of any equipment returned in good condition (good condition does not include equipment that a seal is broken, log-on occurred, or is marked or damaged in any way) and the registration fee. See Appendix B for Refund Calculation.

Withdrawal from a program may occur when the student provides a written notice to the school's address. This can be done by mail, e-mail or by hand delivery. The written notice of withdrawal, if sent by mail, will be effective upon receipt by the administrative office. It is strongly advised to send via registered mail when mailing.

### **Withdrawal Procedure:**

- A. A student choosing to withdraw from the school after the commencement of classes is to provide a written notice to the Administrator of the School. The notice must include the expected last date of attendance and be signed and dated by the student.
- B. If special circumstances arise, a student may request, in writing, a leave of absence, which should include the date the student anticipates the leave beginning and ending. The withdrawal date will be the date the student is scheduled to return to from the leave of absence but fails to do so.
- C. A student will be determined to be withdrawn from the institution if the student misses three (3) consecutive instructional days and all of the days are unexcused.
- D. All refunds must be submitted within 15 days of the determination of the withdrawal date.

### ***See Page # 41 (Appendix B)***

**If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund.**

**If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from the federal financial aid fund.**

### ***Grievance Policy***

Students who have any complaints and/ or grievance will proceed as follows:

- 1. Meet with the instructor to discuss and/or resolve conflict
- 2. If after meeting with the instructor, the conflict remains unresolved, a meeting should be scheduled with the Program Director.
- 3. If issues remain unresolved after meeting with the Director, the student is to submit a "Complaint Form" after which a meeting will be scheduled with the Student Advisory Committee.
- 4. The Student Advisory Committee will review the complaint and all supporting documents prior to rendering a recommendation to the Director.
- 5. The Program Director will meet with the student and render a final decision.
- 6. The student has the right to contact the Board of Vocational Nursing and Psychiatric Technicians or the Bureau for Private Postsecondary Education as listed below:

# STUDENT SERVICES

---

## ***Library and Learning Resources***

Library and Learning resources are available in Suite 101. Access to online materials is provided by instructors during the programs. Students may request any of the resources and services from their instructors and the office.

### **Library**

The school carries numerous resources for all students, staff and faculty. Books, CDs, DVDs, periodicals and handouts are available. These resources are various forms of outside learning material purchased for the institution's use such as third-party magazines, textbooks, and reference material. These may be obtained within the facility at any time outside of class hours and can either be used within the library or checked out to a student to use outside of the academy.

### **Learning and Assessment Services**

All consultations and learning services are provided by our instructors, staff and program directors who coordinate directly with the student. All grades and results are stored online for further reporting and can be provided to the student on request.

### **Learning Support Services**

Among the resources available are tutoring, skill demonstration, and clinical practice workshops with instructors. These services are provided by our instructors and staff on request or through free scheduled workshop events provided by staff and program directors.

## ***Housing***

Northern California Nursing Academy does not assume responsibility to provide or offer housing facilities for students. The school does not have dormitory facilities. ***The school is not responsible for finding or assisting students in finding housing.*** There are various available rental properties surrounding Daly City, CA. According to Zillow, rent costs for a one-bedroom apartment is approximately \$1,800/month

## ***Safety and Privacy***

The school is closely monitored by surveillance cameras. Emergency call numbers are located in the school, and emergency equipment are located along corridors of the building. NCNA encourages all students to report any suspicious activity that occurs in the campus.

## ***Career Services***

Northern California Nursing Academy provides resume and interview preparation services. The school also provides employment assistance through referrals to long term care facilities, hospitals and healthcare agencies. NCNA makes available employment application forms from prospective employers to students. NCNA makes the best effort to assist students in obtaining employment however we do not guarantee job placement/employment.

# FINANCIAL INFORMATION

## ***Costs and Tuition***

Northern California Nursing Academy has the following standard admission fees:

REGISTRATION FEE (NON-REFUNDABLE):	\$ 100.00
	200.00 (for VN program)
ENTRANCE ASSESSMENT FEE (NON-REFUNDABLE):	\$ 25.00

The cost of books, handouts and supplies vary depending on the program.

### ACCEPTED FORMS OF PAYMENT:

1. Personal Check, Cashier's Check or Money Order made payable to:  
***Northern California Nursing Academy***
2. Credit Card: VISA, MasterCard and Discover

**\*\* Please see Appendix D for detailed description of Program Tuition and Fees**

## ***Financial Aid***

Northern California Nursing Academy is not currently eligible to offer Federal and State Loans. NCNA provides various payment plans to accommodate students who need assistance in paying the costs of attending the programs.

# ACADEMIC PROGRAMS

---

## ***Vocational Nursing***

### ***Certificate Programs in Nursing***

Nursing Assistant

Home Health Aide

Acute Care Nursing Assistant

In Home Support Service Provider

NCLEX Review

### ***Certificate Programs in Allied Health***

Medical Assisting with EKG and Venipuncture

Medical Office Assisting

EKG Technician

Hemodialysis Technician

Pharmacy Technician

Anatomy & Physiology

Pharmacology



# Vocational Nursing

---

The Vocational Nursing Program is a 54 week course with 1636 clock hours. The theory portion consists of 682 hours and the clinical portion consists of 954 hours. It is offered by the school on a full-time basis. The school week does not exceed 40 hours per week. The course curriculum shall be taught in a sequence that results in the student's progressive mastery of knowledge, skills and abilities.

The program is based on the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) guidelines. The theory and clinical hours listed are the minimum hours of study required to meet BVNPT's approval.

Upon completion, students receive a ***Certificate of Completion*** and will be directed to take the Licensure Exam. After passing the exam, students will be called Licensed Vocational Nurse (LVN).

Program Length: 1636 hours / 13 months

Class Sessions: Monday, Wednesday, Friday (9am to 3pm)  
Tuesday, Thursday, Saturday (1pm to 7pm)

## Objectives:

- Promote quality of patient care
- Provide knowledge and skill for employment as a vocational nurse
- Provide awareness of opportunities/choices in health care occupations
- Receive a Completion Certificate from Northern California Nursing Academy
- Take the Licensure Exam to become a Licensed Vocational Nurse

## Occupation/ Job title:

Vocational Nurse  
Licensed Vocational Nurse  
LVN / LPN

**Standard Occupational Classification (SOC) Code: 29-2061**

## Required Courses:

### TERM I

Name of Course	
Anatomy and Physiology	End-Of-Life
Nutrition	Nursing Process
Communication	Patient Education
Pharmacology I	Rehabilitation Nursing
Fundamentals of Nursing	Ethics and Unethical Conduct
Communicable Diseases	Critical Thinking
Medical Surgical Nursing I	

**ANATOMY AND PHYSIOLOGY (54 hours)**

1. Define and differentiate among anatomy, physiology, and pathophysiology.
2. Define the terms homeostasis and relate this to the study of anatomy and physiology.  
Identify the basic structural elements of the human cell, describing the functions of each element.
3. Identify the major organs that make up each body system.

**NUTRITION (24 hours)**

1. Discuss the purpose and components of a food pyramid.
2. List seven common hospital diets.
3. Discuss at least three unique aspects of nutrition that apply to older adult.
4. Discuss the importance of knowing cultural influences on food preference and dietary habits.

**COMMUNICATION (6 hours)**

1. Define communication; list the five components of communication.
2. Discuss the three parts of the communication process.
3. Explain rapport and its importance in nursing.
4. Differentiate between verbal and nonverbal communications. Give examples of each.
5. Discuss factors that influence the effectiveness of communication.
6. Apply principles of therapeutic communications when interacting with clients, family and members of the healthcare team.

**PHARMACOLOGY I (45 hours)**

1. Apply principles of Pharmacology including administration of medications, review of mathematics and calculations for dosage computations.
2. Integrate concept of the Nursing Process in drug therapy and administration.
3. Identify drug classifications by body systems.
4. Discuss nursing implications when monitoring drug therapy.
5. Discuss drug administration guidelines, using the different routes.
6. Discuss drug adverse reactions.

**FUNDAMENTALS OF NURSING (Theory = 81 hours, Clinical = 188 hours)**

1. Differentiate the role of the Vocational Nurse in the healthcare team.
2. Apply knowledge of the legal and ethical responsibilities when providing nursing care.
3. Demonstrate competence in the performance of basic nursing skills.
4. Recognize each patient as a unique individual with specific psychosocial, physical and spiritual needs.
5. Identify cultural and social factors that contribute to health and disease.
6. Promotion of health and prevention of disease.
7. Utilize the nursing process as a framework for priority and performance of nursing actions.

**COMMUNICABLE DISEASES (8 hours)**

1. Describe basic procedures of Standard Precautions; state why they are used.
2. Differentiate between endogenous and exogenous organisms.
3. Identify the factors that predispose to nosocomial infections.
4. Describe the elements of medical asepsis.
5. Explain how antimicrobial agents and environmental controls contribute to medical asepsis.
6. State the single most effective nursing measure in preventing spread of disease.

**NURSING PROCESS (2 hours)**

1. State the purpose of the nursing process.
2. Describe the five steps of the nursing process.

3. Define assessment.
4. Discuss the parts of a nursing diagnostic statement.
5. Differentiate the types of nursing diagnoses.

**PATIENT EDUCATION (2 hours)**

1. List six factors to consider before teaching clients.
2. Explain the learning styles of cognitive, affective, and psychomotor learners.
3. Compare informal with formal learning.
4. Discuss three techniques for evaluating learning comprehension.

**REHABILITATION NURSING (2 hours)**

1. Define rehabilitation and explain its goals.
2. Describe stages of adjustment to a disabling illness or injury; compare to Kubler–Ross stages of dying.
3. Identify key members of the rehabilitation team and their roles.
4. Relate rehabilitation to Maslow hierarchy of needs.
5. Differentiate between functional and instrumental activities of daily living (ADLs).
6. Discuss the major elements of a continence program.
7. Briefly describe general rehabilitation for people with disabling musculoskeletal, cardiovascular, or neurologic disorders.

**CRITICAL THINKING (5 hours)**

1. Define critical thinking and its relevance to the nursing process.
2. List characteristics of nurses who use clinical reasoning/critical thinking.
3. Describe concept care mapping as a method to think critically about client care needs.

**ETHICS and UNETHICAL CONDUCT (5 hours)**

1. Define and describe the legal and ethical standards of healthcare and how they relate to nursing.
2. Explain the implications for nurses for the concepts of false imprisonment, abandonment of care, invasion of privacy, and confidentiality.
3. Discuss Informed Consent.
4. Discuss Client Rights.
5. Discuss Legal Responsibilities.
6. Define and discuss the purpose of a Nurse Practice Act. Name the components of a Nurse Practice Act.
7. State three functions of a State Board of Nursing.

**MEDICAL-SURGICAL NURSING I (Theory = 9, Skills = 20, Clinical = 40 hours)**

1. Apply knowledge of the etiology, symptoms, diagnostic procedures, nursing care and management of common medical-surgical disorders, including drug therapy and rehabilitation.

**END of LIFE (4 hours)**

1. Discuss the progression of experiences and general patterns related to death and dying.
2. Identify at least five processes found in the dying client and provide nursing considerations for each.
3. Discuss Kübler-Ross's philosophy of grief, loss, and death.
4. Define each of the following stages: denial, anger, bargaining, depression, and acceptance.
5. Explain two types of advance directives.
6. Define and discuss DNR, DNH, and DNI orders and how they relate to end-of-life care.
7. Briefly discuss pain management in the terminally ill client.
8. Describe postmortem care of the body.

## **TERM II**

Name of Course
Growth & Development
Medical-Surgical Nursing II
Pharmacology III
Psychology
Nursing Process – continued
Patient Education – continued
Culturally Congruent Care

### **GROWTH AND DEVELOPMENT (25 hours)**

1. Apply the concepts of human growth and development to clients with health issues across the lifespan from infancy to late adulthood.
2. Participate in the planning and implementation of nursing intervention for health alterations of the adult.
3. State the principles of growth and development from infancy to older adulthood utilizing various theories.
4. Differentiate characteristics between Functional and Dysfunctional families.

### **MEDICAL-SURGICAL NURSING – II (theory = 134 hours, Clinical = 324 hours)**

1. Describe common medical-surgical disorders.
2. Participate in the development of Nursing Care plans for common medical-surgical disorders.
3. Discuss assessment, planning, implementations, evaluation and teaching for common medical-surgical disorders.
4. Provide safe, effective nursing care for clients with common medical-surgical disorders.
5. Utilize the nursing process to plan care for a client with sexually transmitted disease.

### **PHARMACOLOGY II, cont'd (30 hours)**

1. Explain and discuss the actions, adverse reactions, contraindications, precautions, interactions of drugs used in various disease conditions.
2. Discuss administration of drugs for varying diseases.
3. Describe drug calculations used for oral administration as well as via parenteral routes.

### **NURSING PROCESS, Cont'd (6 hours)**

1. State the purpose of the nursing process.
2. Describe the five steps of the nursing process.
3. Define assessment.
4. Discuss the parts of a nursing diagnostic statement.
5. Differentiate the types of nursing diagnoses.

### **PATIENT EDUCATION, Cont'd (5 hours)**

1. List six factors to consider before teaching clients.
2. Explain the learning styles of cognitive, affective, and psychomotor learners.
3. Compare informal with formal learning.
4. Discuss three techniques for evaluating learning comprehension.

**CULTURALLY CONGRUENT CARE (5 hours)**

1. Define terms related to culture.
2. Differentiate race from ethnicity and culture.
3. Contrast stereotyping and generalization.
4. Describe how cultural background and practices influence actions and behaviors.
5. Discuss religious or spiritual influences on health.
6. Name three views that societies use to explain illness or disease.
7. Describe cultural assessment.
8. List at least five ways to demonstrate culturally competent nursing care.

**PSYCHOLOGY (20 hours)**

1. Define psychology and its goals.
2. Utilize theories and principles of psychology in the care of clients with behavioral issues.
3. Apply ethical principles in psychology to the individual student's practice of nursing.
4. Discuss ethical principles in psychology, to protect the client's rights and dignity.
5. Recognize that communication is inherent in every nurse patient interaction.

**TERM III**

Name of the Course
Medical-Surgical Nursing III
Pharmacology III
Maternal Nursing
Pediatric Nursing
Gerontology
Leadership
Supervision

**MEDICAL-SURGICAL NURSING III (Theory = 95 hours, Clinical = 230 hours)**

1. Incorporate principles of nursing, behavioral and physical sciences in the provision of competent care to clients of different ages with different bio-psychological needs.
2. Provide competent nursing care to clients in the home health setting.
3. Apply knowledge of specific disease conditions in prevention, treatment, and nursing care and rehabilitation clients.
4. Conform to professional standards incorporating legal and ethical responsibilities of the Vocational Nurse.
5. Utilize critical thinking in assessment, planning, intervention and evaluation of client care and in the development and implementation of a teaching plan for a patient at the end of life within the scope of Vocational Nursing Practice.
6. Organize, prioritize and delegate care for a group of clients communicating effectively with members of the healthcare team.
7. Provide competent nursing care to clients in the home health setting.
8. Demonstrate leadership/supervisory skills under the supervision of the Instructor.

**MATERNAL NURSING (Theory = 20 hours, Skills = 8 hours, Clinical = 24 hours)**

1. Apply teaching/learning principles that help in the promotion, maintenance, and restoration of health for the family.
2. Utilize communication and critical thinking skills when evaluating family dynamics related to pregnancy and the changing family role.
3. Apply the nursing process to families in maternal health care settings experiencing actual or potential health problems.
4. Identify available community resources for changing family needs.
5. Demonstrate knowledge of various pharmacological agents used during pregnancy.
6. Implement teaching and nursing care that is specific to the client's term of development.
7. Discuss the impact of current issues related to women's health.

**PEDIATRIC NURSING (Theory = 25 hours, Skills = 8 hours, Clinical = 24 hours)**

1. Understand the importance of competent nursing care to mother, newborn, and family with emphasis on patient education.
2. Give competent nursing care to pediatric patients with emphasis on principles of growth and development in relationship to health and disease processes.
3. Demonstrate knowledge of various pharmacological agents used during pregnancy.
4. Implement teaching and nursing care that is specific to the child's development.

**GERONTOLOGY (16 hours)**

1. Apply knowledge and clinical skills to address the major problems confronted in the care of the older adult.
2. List the care settings for older adults. Note the advantages and disadvantages of each.
3. Identify the nursing measures to assist an older adult to meet nutritional, elimination, and personal hygiene needs.
4. List common mental health problems in older adults. Identify nursing considerations for each concern.
5. Discuss rest and sleep patterns among the elderly.
6. Explain why depression and chemical dependency are important concerns for the older person.

**REHABILITATION NURSING – cont'd (12 hours)**

1. Define rehabilitation and explain its goals.
2. Describe adjustment to a disabling illness or injury and relate these to the stages of dying.
3. Identify key members of the rehabilitation team and their roles.
4. Relate rehabilitation to Maslow's hierarchy of needs.
5. Differentiate between functional and instrumental activities of daily living (ADL).
6. Describe examples of adaptive equipment and home modifications that assist clients to independently perform ADLs.
7. Describe rehabilitation as it relates to mobility.
8. Describe the rehabilitation for people with disabling musculoskeletal, cardiovascular, or neurologic disorders.
9. Discuss the support system for clients with disabling musculoskeletal, cardiovascular, or neurologic disorders.
10. Give examples of community resources for people with physical and mental challenges.

**LEADERSHIP/SUPERVISION (4 hours, 4 hours)**

1. Apply leadership roles available to the LVN/LPN.
2. Apply the good characteristic of a good manager.
3. Observe and demonstrate the duties and responsibilities of the charge nurse /manager in a nursing home during clinical rotation.
4. Motivate other students to perform to the best of their abilities.
5. Prioritize tasks assigned in the clinical setting.

6. Discuss the concepts of management and supervision.

### **PHARMACOLOGY III, Cont'd (34 hours)**

1. Explain and discuss the actions, adverse reactions, contraindications, precautions, interactions of drugs used in various disease conditions.
2. Discuss administration of drugs for varying diseases.
3. Describe drug calculations used for oral administration as well as via parenteral routes.

## **Nursing Assistant**

---

The Nursing Assistant Program prepares students to provide quality care to residents in nursing care facilities and patients in hospital settings. Course instructions are held both in a classroom setting and in clinical facilities. The course requires completion of 160 hours with 17 modules that are focused on various aspects of residents' care, such as Patient Care Skills, Body Mechanics, Medical/Surgical Asepsis and Nutrition.

The program is based on the California Department of Public Health Services (CDPH) guidelines. The theory and clinical hours listed are the minimum hours of study required to meet CDPH's approval.

Upon completion, students receive a ***Certificate of Completion*** and will be directed to take the CA State Certification Exam. After passing the exam, students will be called Certified Nurse Assistants.

**Program Length:** 160 hours / 1 ½ -3 months

**Class Sessions:** Monday to Friday (8:30am to 3:30pm)

Monday to Friday (4:00pm to 10:00pm)

Saturday and Sunday (8:30am to 3:30pm)

### **Objectives:**

- Promote quality of patient care
- Provide entry-level skills for employment as a nurse assistant
- Provide awareness of opportunities/choices in health care occupations
- Implement a program that meets OBRA and California Title 22 Guidelines for safe and quality care in long-term care settings
- Promote consistency in training that responds to practice as reflected in the State Certification Exam
- Receive a Completion Certificate from Northern California Nursing Academy

### **Occupation/ Job title:**

Nursing Assistant

Nursing Aide

CNA

**Standard Occupational Classification (SOC) Code: 31-1131**

### **Required Courses:**

- I. Introduction (2Hrs)

The purpose of this unit is to introduce the student to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to introduce the roles and responsibilities of the Nurse

Assistant, including requirements for Nurse Assistant certification, professionalism, ethics, and confidentiality.

II. Patient Rights (4 Hours)

The purpose of this unit is to introduce the Nurse Assistant to patient/resident rights. The fundamental principle behind resident rights is that each resident is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long-term care setting. These rights are protected by federal and state regulation

III. Interpersonal Skills (2 Hours)

The purpose of this unit is to introduce concepts and skills required for the Nurse Assistant to communicate effectively and interact appropriately with residents, residents' families and guests, and other members of the health care team.

IV. Prevention & Management of Catastrophe & Unusual Occurrences (2 Hours)

The purpose of this unit is to introduce the student to the concepts and procedures related to the resident's safety including environmental emergency issues. The nurse assistant's role in creating a safe environment for the resident is discussed.

V. Body Mechanics (6 Hours)

The purpose of the unit is to provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand the principles of positioning and transporting residents and will implement these principles when providing resident care.

VI. Medical and Surgical Asepsis; Infection Control (10 Hours)

The purpose of this unit is to present information about asepsis and the control of infection. Procedures and precautions to protect residents, health care workers and others from infection are presented, including standard precautions, transmission-based precautions and biohazardous waste management.

VII. Weights and Measures 2 Hours)

The purpose of this unit is to introduce a measuring system for weight, length, and volume used by nursing assistants in the clinical setting.

VIII. Patient Care Skills (54 Hours)

The purpose of this unit is to teach the students skills needed to support and/or assist the resident in the areas of personal hygiene, an area of activities of daily living, and elimination. Personal hygiene or personal care is generally performed independently. The nurse assistant should assist with or perform personal care only when residents are unable to perform a skill for themselves. Other activities included in this module are use of prosthetic devices, bowel and bladder retraining, and weighing and measuring height of the resident.

IX. Patient Care Procedures (27 Hours)

The purpose of this unit is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures that support the resident in meeting physical care needs that cannot be performed independently.

X. Vital Signs (9 Hours)

The purpose of this unit is to prepare students to know how, when and why vital signs are taken and how to report and chart these procedures. Students will learn the correct procedure for measuring temperature, pulse, respirations, and blood pressure. They will learn to recognize and report normal and abnormal findings.

XI. Nutrition 8 Hours)

The purpose of this unit is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets, as well as ways to assist a resident to meet nutrition and hydration needs.



- XII.     Emergency Procedures (3 Hours)
- The purpose of this unit is to introduce the student to the concepts and procedures related to emergency procedures, signs and symptoms of distress, and the role of the nurse assistant in Long Term Care (LTC) in the response to immediate and temporary intervention in emergency situations.
- XIII.    Long Term Care Resident (9 Hours)
- The purpose of this unit is to introduce the student to the basic structure of the body and to review the effect of aging on body structure and function. Common physical and psychological conditions found in elderly patients are presented along with approaches to care. Community resources commonly available to assist elderly patients with their psychological, recreational, and social needs are presented.
- XIV.    Rehabilitative Nursing (6 Hours)
- The purpose of this unit is to introduce the Nurse Assistant to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The Nurse Assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.
- XV.     Observation and Charting (8 Hours)
- The purpose of this unit is to prepare students to know how, when, and why to use objective and subjective observation skills. They will report and record observations on appropriate documents using medical terms and abbreviations.
- XVI.    Death and Dying (2 Hours)
- The Nurse Assistant is introduced to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.
- XVII.   Abuse (6 Hours)
- The purpose of this unit is to introduce the Nurse Assistant to patient/resident abuse. The module will focus on the nurse assistant role in preventing, recognizing, and reporting instances of patient/resident abuse.

## Home Health Aide

---

The Home Health Aide Training Program intends to build upon the knowledge, skills and abilities that individuals possess as nurse assistants. Therefore, this program is designed for educating students who are already Certified Nurse Assistants. This certification allows the home health aide to function as an entry-level worker on a health care team in a home health agency. The curriculum is structured to provide theory and practical application of knowledge and skill needed to function as a home health aide.

This program is designed to be taken after passing the Nurse Assistant Certification Exam. Upon completion, students will receive a ***Certificate of Completion*** and will be called a Certified Home Health Aide.

**Program Length:** 40 hours / 2 – 4 weeks

**Class Sessions:** Monday to Friday (8:30am to 3:30pm)

**Objectives:**

- To prepare CNA's for certification as a home health aide by the State of California
- To promote quality of care in the home care setting
- To provide entry-level skills for employment as a home health aide
- To expand the role of the CNA as paraprofessional

- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

Home Health Aide  
Certified Home Health Aide  
Licensed Caregiver  
Home Care Assistant

**Standard Occupational Classification (SOC) Code: 31-1121**

**Required Courses:**

- I. Introduction to Aide and Agency Role (2 Hours)  
The purpose of this unit is to acquaint the student with the practice of home health care. The topics to be covered include: (a) Federal and State regulations governing home health aides, (b) purpose of home health care and roles of members of the home health care team, (c) the role and responsibility of the home health aides as a member of the team, and (d) communication with clients, families, team members, and community agencies.
- II. Interpretation of Medical and Social Needs of People being serviced (5 Hours)  
The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and a family's physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the HHA in providing a caring and supportive environment are discussed.
- III. Personal Care Services (20 Hours)  
The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it is delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.
- IV. Nutrition (8 Hours)  
The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This module includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices is discussed.
- V. Cleaning and Care tasks at home (5 Hours)  
The purpose of this unit is to provide learning experiences for the HHA that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing household tasks.

## Acute Care Nursing Assistant

---

The Acute Care Nursing Assistant Program is an 80-hour program that prepares Certified Nursing Assistants to function at a competent level in the acute care setting. Courses covered include safe and secure environment care of the surgical patient, gastrointestinal and nutritional care, genitourinary, reproductive, endocrine, cardiovascular, respiratory, orthopedic, neurological care, and death and dying.

Upon completion, students will receive a ***Certificate of Completion*** and will be called Certified Acute Care Nurse Assistant.

**Program Length:** 140 hours / 2-3 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 3 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

- Build upon and expand previously-learned CNA skills, to enable the nurse assistants to function at a competent level in the acute care setting.
- Learn various disease processes one might encounter in the acute care setting.
- Nurse assistants will be able to provide safe, appropriate and efficient care in the acute hospital setting.
- Decrease orientation time for acute care nurse assistants changing work/hospital settings
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

Acute Care Nursing Assistant

Acute Care CNA

Emergency Room CNA

**Standard Occupational Classification (SOC) Code: 31-1131**

**Required Courses:**

- I. Acute Care Nurse Assistant Responsibilities (8 Hours)  
The purpose of this module is to introduce the role and limitations of the nurse assistant in the acute care setting. The responsible performance of the nurse assistant will help assure quality patient care.
- II. Communication – Documentation (8 Hours)  
The purpose of this module is to reinforce the concepts and skills required for nurse assistants to communicate effectively and interact appropriately with individuals from diverse cultures and backgrounds including patients, families, guests and other members of the health care team. This module includes instruction in communication skills, reporting and recording observations on appropriate documents, and using medical terms and abbreviations.
- III. Safe, Secure Environment (8 Hours)  
The purpose of this module is to reinforce the concepts and procedures related to patient safety; review asepsis and infection control; and to examine precautions to protect patients and staff in the acute care setting.
- IV. Care of the Surgical Patient (8 Hours)  
The purpose of this module is to prepare the nurse assistant to care for the perioperative patient in the pre-operative and post-operative phases and in preparation for procedures.
- V. Gastrointestinal, Nutritional Care (8 Hours)  
The purpose of this module is to review concepts and introduce procedures related to patients with altered gastrointestinal function and altered nutritional status.
- VI. Genitourinary, Reproductive, Endocrine Care (8 Hours)

The purpose of this module is to review concepts and introduce procedures related to patients with altered nutritional status.

VII. Cardiovascular Care (8 Hours)

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting needs affecting the renal system.

VIII. Respiratory Care (8 Hours)

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting reproductive care needs that the patient cannot perform independently.

IX. Orthopedic Care (8 Hours)

The purpose of this module is to provide learning experiences that will prepare the nurse assistant to safely carry out procedures which support the patient in meeting the endocrine care needs that the patient cannot perform independently.

X. Neurological Care (4 Hours)

The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the cardiac patient. The student will learn to recognize and report abnormal cardiovascular signs and symptoms to the licensed nurse.

XI. Oncology, Immunosuppression, Death & Dying (4 Hours)

The purpose of this module is to prepare the nursing assistant to perform the skills necessary to care for the patient with respiratory disorders. The student will learn to recognize and report abnormal respiratory signs and symptoms to the licensed nurse.

## In Home Support Service Provider

---

Also known as Caregiver Program, the In Home Support Service Provider program covers key concepts to become effective and efficient caregivers in private homes.

**Program Length:** 60 hours / 3-4 weeks

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

**Objectives:**

- Learn basic caregiving skills, including giving medication and reading and recording vital signs
- Learn how to reduce stress and balance the demands of work and home
- Prepare to handle non-medical situations in residence of clients
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

In Home Support Service Provider  
Caregiver  
Certified Caregiver  
Homecare worker  
Family Caregiver

**Standard Occupational Classification (SOC) Code: 31-1122**

## Required Courses:

- I. Introduction (6 Hours)  
The goal of this course is to introduce trainees to instructors and to each other, familiarize trainees with the training objectives and schedule, to develop norms for training behaviors and provide trainees with an overview of qualities of Service Providers and key concepts of direct care.
- II. Activities of Daily Grooming (6 Hours)  
The goal of this course is to prepare participants, through demonstration and practice, to provide personal care for consumers, including bathing and skin care; and provide an opportunity for participants to practice all the skills taught so far, and to perform return demonstrations.
- III. Nutritional Needs (6 Hours)  
The goal of this course is to assist consumers to make healthy decisions about nutrition and diet, assist consumers to eat, and use the exploring options approach to assist consumers to solve problems.
- IV. Mobility (6 Hours)
- V. The goal of this course is to have participants observe, practice, and demonstrate assisting consumers to use assistive devices for walking, including assisting them to sit at the edge of the bed and stand prior to ambulating, and transferring them from bed to wheelchair.
- VI. Paramedical Services (6 Hours)  
The goal of this course is to have the trainees understand the definition of Paramedical Services, have the trainees know the policy and procedure for administering Paramedical Services, and Identify various Paramedical Services.
- VII. Domestic Services (6 Hours)  
The goal of this course is to introduce the unique characteristics of person-centered care in the home and the skills and knowledge required to meet consumer needs in this environment and practice communication skills in the context of caring for a consumer who is from a different culture or background than the direct-care worker.
- VIII. Safety and Security (6 Hours)  
The goal of this course is to reinforce the concepts and procedures related to patient safety; review asepsis and infection control; and to examine precautions to protect patients and staff in the home care setting.
- IX. Infection Control (6 Hours)  
The goal of this course is to prepare participants to practice infection control effectively and apply the principles of standard precautions appropriately in everything they do with consumers.
- X. Death and Dying (6 Hours)
- XI. The goal of this course is to introduce the learner to the various stages of the grieving process and physical signs of approaching death. This unit introduces death as a normal stage of life. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.
- XII. Alzheimer's and Dementia (6 Hours)  
The goal of this course is to help participants to understand Dementia, how Dementia affects people – workers and family, as well as consumers and how to respond to challenging situations that may arise when working with consumers with Dementia, as well as understand Alzheimer's and how it affects people and how to respond to the difficult scenarios that may arise when working with patients with Alzheimer's

# NCLEX Review

---

This review program prepares students for the National Council Licensure Examination (NCLEX). This is offered to students who have completed Nursing Programs from various institutions.

Northern California Nursing Academy presents a 3-phased approach in the review class, which consists of:

- Phase 1 - Refresher (50 Hours)  
This phase will reintroduce the basics to nursing such as cardiology, neurology, and diseases as well as summarize, review and reaffirm the role of the Nursing Assistant and their role in the workplace environment.
- Phase 2 - Practice Test (25 Hours)  
This section will train and simulate a test environment with hands-on demonstrations and practice examinations in a physical format.
- Phase 3 - Computer Exam Simulation (25 Hours)  
This section will train and simulate a test environment with hands-on demonstrations and practice examinations in a digital format.

Upon completion, students will be prepared to sit on the NCLEX Examination.

**Program Length:** 100 hours / 2-4 months

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

**Objectives:**

- To prepare students to sit on the National Council Licensure Examination (NCLEX)
- To provide intensive review for students to pass the NCLEX

**Standard Occupational Classification (SOC) Code:** N/A

## Medical Assisting w/ EKG and Venipuncture

---

The Medical Assisting program introduces students to the overall operation of the physician's office. Students are trained to assist the physician in the examination room, to perform routine laboratory procedures, and to handle financial records, correspondence, insurance forms, and other administrative functions.

The Program is divided into three components; Core, Administrative and Clinical. The program is grouped around the knowledge and skills required for administrative medical assisting and clinical medical assisting. The program concludes with an externship in a medical facility. The program will prepare the students to sit on the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

**Program Length:** 360 hours/ 7-8 months

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)  
Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

To prepare the student to assist physicians and nurses by performing administrative duties and basic clinical duties in an office or medical center.

- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance, patient preparation and basic laboratory procedures and tests as well as total patient care
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

Medical Assistant  
Clinical Medical Assistant  
Medical Clerk  
Physician's Office Assistant  
Doctor's Office Assistant

**Standard Occupational Classification (SOC) Code: 31-9092**

**Required Courses:**

Component I: Core

- Module A Introduction to Medical Assisting (20 Hours)  
The purpose of this course is to provide the learner with the basic knowledge and broad perspective of the past history and current issues affecting the practice of medicine.
- Module B Terminology, Anatomy & Physiology (20 Hours)  
The purpose of this course is to provide the learner with the basic knowledge to correctly use the language of medicine and basics of human anatomy and physiology
- Module C Safety (20 Hours)  
The purpose of this course is to provide the learner with the basic knowledge and skills necessary for understanding Occupational Safety and Health Administration and its functions.
- Module D Screening and Appointments (20 Hours)  
The purpose of this course is to provide the learner with the basic knowledge of patient screening.
- Module E Computers (20 Hours)  
The purpose of this course is to provide the learner with the basic knowledge and skills necessary to use a computer.

- Module F      Medical Office Emergencies/CPR (20 Hours)  
The purpose of this course is to prepare the learner with basic knowledge and skills to correctly evaluate cardiac arrest and/or abstracted airway, and to safely perform CPR intervention.

#### Component II: Administrative

- Module A      Medical Office Receptionist (20 Hours)  
The purpose of this course is to prepare the learner with the basic role and fundamentals of being a receptionist in a clinical environment.
- Module B      Medical Office Records (20 Hours)  
The purpose of this course is to prepare the learner with the basic role and fundamentals of maintaining and sorting official medical records of patients in a clinical environment.
- Module C      Medical Office Finances (20 Hours)  
The purpose of this course is to prepare the learner with the basic role of controlling and organizing financial information of patients and other criteria within a clinical environment.
- Module D      Medical Office Insurance Billing (20 Hours)  
The purpose of this course is to prepare the learner for the basic role of processing patient data and records related to insurance information including medical finances.

#### Component III: Clinical

- Module A      Exam. Room Procedures (20 Hours)  
The purpose of this course is to teach the medical assistant the basic procedures and fundamentals that take place inside of an examination room.
- Module B      Specialty Procedures (20 Hours)  
The purpose of this course is to teach the medical assistant the advanced techniques and methods used in a healthcare environment.
- Module C      Pharmacology (20 Hours)  
The purpose of this course is to teach the medical assistant the study of drugs and development of modern day medicine as well as its application in academic, industrial, and healthcare environments.
- Module D      Minor Office Surgery (20 Hours)  
The purpose of this course is to teach the medical assistant the routine techniques and methods used during minor office procedures.
- Module E      Laboratory Procedures (20 Hours)  
The purpose of this course is to teach the medical assistant the routine techniques and methods used during basic and advanced laboratory procedures.



# Medical Office Assisting

---

The Medical Office Assisting Program prepares students for the front office role as a receptionist and for scheduling appointments. The program primarily provides office administrative skills such as computer literacy, office procedures, medical terminology, medical abbreviations, medical law and ethics, pharmacology, insurance and exposure control.

Upon completion, students receive a ***Certificate of Completion*** and may take the Certification Exam conducted by the National Center for Competency Testing (NCCT).

**Program Length:** 200 hours/3-5 months

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:**

- To prepare the student to assist physicians and nurses by performing administrative duties
- To meet this objective, instruction addresses subjects encompassing medical practice, medical law and ethics, medical communications, medical records, insurance
- Upon completion of this program graduates will have entry level skills as medical assistants and qualify for positions in a variety of health care facilities
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

Medical Office Assistant

Administrative Medical Assistant

Medical Office Receptionist

Medical Clerk

Medical Office Front Desk

**Standard Occupational Classification (SOC) Code: 31-9092**

**Required Courses:**

Component I: Core

- |            |  |
|------------|--|
| Module A - | Introduction to Medical Assisting (20 Hours)<br>The purpose of this course is to provide the learner with the basic knowledge and broad perspective of the past history and current issues affecting the practice of medicine. |
| Module B - | Terminology, Anatomy & Physiology (20 Hours)<br>The purpose of this course is to provide the learner with the basic knowledge to correctly use the language of medicine and basics of human anatomy and physiology             |
| Module C - | Safety (20 Hours)<br>The purpose of this course is to provide the learner with the basic knowledge and skills necessary for understanding Occupational Safety and Health Administration and its functions.                     |

- Module D - Screening and Appointments (20 Hours)  
The purpose of this course is to provide the learner with the basic knowledge of patient screening.
- Module E - Computers (20 Hours)  
The purpose of this course is to provide the learner with the basic knowledge and skills necessary to use a computer.
- Module F - Medical Office Emergencies/CPR (20 Hours)  
The purpose of this course is to prepare the learner with basic knowledge and skills to correctly evaluate cardiac arrest and/or abstracted airway, and to safely perform CPR intervention.

#### Component II: Administrative

- Module A - Medical Office Receptionist (20 Hours)  
The purpose of this course is to prepare the learner with the basic role and fundamentals of being a receptionist in a clinical environment.
- Module B - Medical Office Records (20 Hours)  
The purpose of this course is to prepare the learner with the basic role and fundamentals of maintaining and sorting official medical records of patients in a clinical environment.
- Module C - Medical Office Finances (20 Hours)  
The purpose of this course is to prepare the learner with the basic role of controlling and organizing financial information of patients and other criteria within a clinical environment.
- Module D - Medical Office Insurance Billing (20 Hours)  
The purpose of this course is to prepare the learner for the basic role of processing patient data and records related to insurance information including medical finances.

## EKG Technician

---

This EKG Technician program will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, and basic ECG interpretation.

Upon completion, students receive a ***Certificate of Completion*** and may take the National Certification Exam conducted by the National Center for Competency Testing (NCCT).

**Program Length:** 60 hours / 3-4 weeks

**Class Sessions:** Schedule 1 - Monday, Wednesday, Friday (5:00pm to 10:00pm)  
Schedule 2 – Saturday and Sunday (8:30am to 3:30pm)

**Objectives:** To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency in Electrocardiography

- To prepare the student to sit on the National Certification Exam
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

EKG Technician

Electrocardiography Assistant

Medical Assistant

**Standard Occupational Classification (SOC) Code: 29-2031**

**Required Courses:**

- I. Basics of Electrocardiography (12 Hours)  
The purpose of this course is to explain what an ECG is and its importance in medicine as well as the history of obtaining and using an ECG, describe career opportunities and identify the skills and knowledge needed to perform an ECG.
- II. Anatomy and Physiology (12 Hours)  
The purpose of this course is to identify the major coronary arteries and describe the structure of the body, examine typical symptoms and instabilities, identify immediate assessment and treatment for the patient and discuss continued treatment.
- III. Rhythm (12 Hours)  
The purpose of this course is to examine ECG rhythms and determine the presence of dysrhythmias as well as identify basic rhythm criteria.
- IV. Basic Interpretations (12 Hours)  
The purpose of this course is to explain the process of evaluating ECG tracings and the basic process of reading and understanding ECG strips, discussing the anatomic views seen on a 12-Lead ECG and the arteries that commonly supply that region of tissue, and also identify bundle branch block, axis deviation and left ventricular hypertrophy.
- V. Advanced EKG Procedures (12 Hours)
- VI. The purpose of this course is to further discuss the standard ECG procedures in-depth and the advanced methods and procedures experts use in the field using in depth scenarios and hand-on training.

## Hemodialysis Technician

---

This Hemodialysis Training Program is geared towards certification as Certified Hemodialysis Technician, Dialysis RN or LVN. The program teaches students how to work with patients and how to use hemodialysis equipment properly. The program focuses on helping students learn to take vital signs, obtain vascular access, take blood samples and work comfortably with patients and their families.

The program is based on the California Department of Public Health Services (CDPH) guidelines. Upon completion, students will receive a ***Certificate of Completion*** and will sit on the certifying examination conducted by the California Dialysis Council (CDC).

**Program Length:** 300 hours/5-7 months

**Class Sessions:** Schedule 1 – Tuesdays and Thursdays (9:00am to 3:30pm)  
Schedule 2 – Saturday and Sunday (9:00am to 3:30pm)

**Objectives:**

- To gain knowledge on handling Renal Failure patient
- To learn dialysis treatment's principles and procedures
- To learn dialysis treatment modalities and devices
- To practice taking vital signs, obtaining vascular access, taking blood samples
- To practice communicating comfortably with patients and their families
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

Hemodialysis Technician  
Patient Care Technician

**Standard Occupational Classification (SOC) Code: 29-2099**

**Required Courses:**

- I. Today's Dialysis Environment: An overview (8 Hours)  
The purpose of this course is to discuss how dialysis therapy is reimbursed in the US, list quality standards for dialysis treatment. Describe ways that dialysis technicians can demonstrate professional behavior when working with patients, and explain the certification process for technicians.
- II. The Person with Kidney Failure (8 Hours)  
The purpose of this course is to label the structures and list the functions of a normal kidney, define uremia and list symptoms of it, list health problems that occur due to kidney failure, describe each of the treatment options for kidney failure, discuss empathy and techniques toward empathetic care, and describe key aspects of rehabilitation for people with kidney failure.
- III. Principles of dialysis (40 Hours)  
The purpose of this course is to define key principles used in dialysis, describe ways to remove wastes during dialysis and how they differ, explain what a safe ultrafiltration rate is, and name forces that affect the flow of fluids.
- IV. Hemodialysis devices (12 Hours)  
The purpose of this course is to describe how dialyzers are made, explain why concentrates are used to make dialysate, list basic functions of the dialysis delivery system, explain how the air detector and blood leak detector work, name parts of the extracorporeal blood circuit, and explain the steps taken to protect patient safety during a hemodialysis treatment.
- V. Vascular access (60 Hours)  
The purpose of this course is to describe the pros and cons of the main types of vascular access. Outline the steps for observing a fistula or graft before a hemodialysis treatment, identify the signs of infection, clotting and stenosis along with how to prevent each problem. This course will also explain how to place needles in a fistula or graft, and the steps necessary for using a hemodialysis catheter.
- VI. Hemodialysis Procedure Procedures and Complications (120 Hours)

The purpose of this course is to describe the pre-dialysis setup of the hemodialysis machine and extracorporeal circuit, explain the start, monitoring and end of a routine treatment, identify vital signs, the basics of infection control, draw up and give intravenous medications, draw blood samples, discuss the importance of documenting patient care, and identify causes signs and symptoms as well as revention.

VII. Dialyzer Reprocessing (20 Hours)

The purpose of this course is to discuss the history of dialyzer reprocessing, list reasons why dialysis centers reprocessed dialyzers, explain the steps involved in dialyzer reprocessing, list the required documentation for reprocessing, and discuss the hazards to patients and staff that can occur with dialyzer reprocessing.

VIII. Water Treatment (12 Hours)

The purpose of this course is to discuss the purpose of water treatment for dialysis, list the components of a dialysis center's water treatment system, discuss the advantages and disadvantages of water softeners, carbon tanks, reverse osmosis, deionization, and ultraviolet irradiation in the treatment of water for dialysis, and describe a typical water treatment monitoring schedule.

## Pharmacy Technician

---

The Pharmacy Technician program is designed to meet the requirements of the State Board of Pharmacy for employment as a Pharmacy Technician. The program gives students a solid foundation of pharmacy fundamentals and terminology. Students of this program will get hands-on practice in multiple pharmacy areas such as hospital, retail, compounding, mail-order, and long-term care. Topics such as professionalism, state and federal law, and ethical issues are covered.

Upon completion, students will receive a ***Certificate of Completion*** and may sit on the certifying examination conducted by the Pharmacy Technician Certification Board. Students may also immediately apply for licensing from the CA State Board of Pharmacy.

**Program Length:** 320 hours / 6-8 months

**Class Sessions:** Schedule 1 – Saturday and Sunday (9:00am to 3:00pm)

Schedule 2 - Monday, Wednesday, Friday (6:00pm to 10:00pm)

**Objectives:**

- To provide the proper training in which a student can acquire satisfactory skills and demonstrate competency being a Pharmacy Technician
- To prepare the student to sit on the State Board Exam
- To gain exposure to job duties that include unit operation and troubleshooting, lead placement, use and understanding of EKG grid paper, recognizing EKG patterns in all 12 leads, plotting the EKG axis, and much more
- Receive a Completion Certificate from Northern California Nursing Academy

**Occupation/ Job title:**

Pharmacy Technician  
Pharmacist Assistant

**Required Courses:**

- I. Introduction to Pharmacy Technician (20 Hours)**  
This section introduces the practice of pharmacy and the most common practice settings, including community and hospital pharmacies, as well as unique settings, such as Nuclear Pharmacy and Veterinary Pharmacy. It contains a chapter on pharmacy law and an introduction to drug information resources, which applies to all pharmacy practice settings.
- II. Drug Identification (40 Hours)**  
This section introduces the basics of identifying the common drug names for each classification, describing the important actions and/or therapeutic uses for the major classes of drugs, describing the most common or most serious adverse effects for the major classes of drugs, and listing special precautions for the major classes of drugs.
- III. Pharmacy Laws and Ethics (40 Hours)**
- IV. This section introduces the knowledge of understanding how the practice of pharmacy is regulated by federal and state laws and regulations and the role of state boards of pharmacy, discussing the laws of controlled substances and requirements for ordering as well as FDA approval processes and prescriptions and substitutions.**
- V. Pharmaceutical Mathematics (40 Hours)**  
This section introduces the explanations of why it is important to follow a standardized approach when using math in pharmacy, conversions and different systems of measurement as well as performing and checking key pharmacy calculations, including the calculations needed to interpret prescriptions and those involving patient specific information.
- VI. Drug Management Procedures (40 Hours)**  
This section introduces the identification of the components of a complete medication order, prioritization of medication orders on the basis of pertinent criteria, descriptions the necessary steps in processing a medication order, listing the information that is typically contained in a patient profile, and identifying the information that is necessary to make a medication label complete.
- VII. Prescription Filling Procedures (40 Hours)**  
This section introduces the identification of the components of a complete prescription prioritization of prescriptions on the basis of pertinent criteria, descriptions the necessary steps in processing a prescription or medication order, listing the information that is typically contained in a patient profile, and identifying the information that is necessary to make a prescription label complete.
- VIII. Professional Relations (40 Hours)**  
This section describes the purpose of various types of communications that occur within pharmacy practice settings, including the role of the pharmacy technician, lists the basic elements of verbal and nonverbal communications, gives specific patient encounter scenarios, as well as compare and contrast effective and ineffective communication skills. Describe how to vary communication techniques to improve success when working with special patient populations. Identify the types of health care professionals with whom a pharmacy technician may communicate, as well as effective strategies for those communications. Describe the types of behaviors that should be demonstrated by pharmacy technicians to promote effective working relationships with other health care team members.
- IX. Insurance Procedures (40 Hours)**  
This section introduces the basic principles of pharmacy billing and reimbursement, defines common pricing benchmarks, and lists various payers of pharm along with descriptions of the differences in

reimbursement processes dependent on pharmaceuticals and pharmacy services. They will also describe the categories of information that are needed to submit a third-party claim for a prescription or medication order. Use knowledge of third-party insurance billing procedures to identify a reason for a rejected claim.

**X. Job Search and Retention (20 Hours)**

This section includes the chapters related to the business end of the practice of pharmacy, including purchasing, inventory, billing and reimbursement of products and services. There is also a chapter on Durable and Nondurable Medical Equipment in this section since many pharmacies offer these products for their patients.

## Anatomy & Physiology

---

This course presents basic knowledge of the human body and its functions. Students will identify and correctly spell points of reference on the major body systems.

**Program Length:** 54 hours

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

**Objectives:**

- Spell and define key terms.
- Identify and correctly spell points of reference on the human body and employ directions used in reference to structure.
- Describe the anatomical positions.
- Describe general body structure.
- Locate and name the body cavities and regions.
- List the major body systems.

**Standard Occupational Classification (SOC) Code:** N/A

## Pharmacology

---

This course presents students with the basic knowledge and skills necessary to carry out his/her role and responsibilities in administering medications to a patient.

**Program Length:** 60 hours

**Class Sessions:** Schedule 1 - Monday to Friday (8:30am to 3:30pm)

Schedule 2 - Monday, Wednesday, Friday (5:00pm to 10:00pm)

**Objectives:**

- Spell and define the key terms.
- Describe the differences between chemical, trade and generic drug names.
- List and identify the categories for controlled substances and give an example of each.
- Describe the sources of drugs.
- Explain how drugs are categorized by action and the effect on the human body.
- List factors that influence dosage and drug action.
- List sources for information on pharmacology.

**Standard Occupational Classification (SOC) Code: N/A**



# LICENSING/CERTIFICATION REQUIREMENTS

---

The following is a list of requirements to attain Certification or Licensure after completion of the Programs:

## **Certified Nursing Assistant**

*Certifying Agency: California Department of Public Health*

1. HS graduation (or equivalent)
2. Completion of a minimum of 160 hours of training at an approved CADPH Training program, where 60 hours is dedicated to theory and 100 hours to clinical.
3. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
4. Undergo a Live Scan Process
5. Submission of an Initial Application
6. Pass a Nursing Assistant Examination conducted by NNAAP

## **Home Health Aide**

*Certifying Agency: California Department of Public Health*

1. HS graduation (or equivalent)
2. Must not have been convicted of any crimes referenced in the Disqualifying Penal Code Sections
3. Submission of an Initial Application
4. Complete forty (40) hours supplemental HHA training consisting of twenty (20) hours classroom and twenty (20) hours supervised clinical training in home health topics. (This course is only for individuals who are already CNAs or enrolling in combined [dual] CNA/HHA training programs.)

## **Medical Assistant with EKG and Venipuncture**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MA program within the last 10 years; OR
3. Two years of qualifying full-time employment (4160 hrs.) or equivalent part-time employment as an MA within the last 10 years

## **EKG Technician**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved ECG program within the last 10 years; OR

One year of qualifying full-time employment (2080 hrs.) or equivalent part-time employment as an ECG Technician within the last 10 years

### **Medical Office Assistant**

*Licensing Body: National Center for Competency Testing (NCCT)*

1. HS graduation (or equivalent)
2. Graduation from an NCCT-approved MOA program within the last 10 years; OR
3. One year of qualifying full-time employment (2080 hrs.) or equivalent part-time employment as an MOA within the last 10 years

### **Hemodialysis Technician**

*Certifying Agency: California Department of Public Health*

1. High school diploma or equivalency (such as a GED or High School Equivalency);  
**OR**
2. Have equivalent experience in lieu of HS diploma or equivalency (such as GED or High School Equivalency) greater than four (4) years of work experience in dialysis as of October 14, 2008.

**AND**

3. Have successfully completed a training program that is approved by the medical director and governing body of a hemodialysis clinic or unit, under the direction of a RN. The training program must be approved by the CDPH prior to implementation; **OR** b. Have successfully completed a community or corporate-based training program, or a training program offered by an educational institution approved by the CDPH; **OR** c. If you are unable to provide documentation of successfully passing a training program approved by the CDPH, you may meet this criterion if you are employed as a hemodialysis technician by a hemodialysis clinic or unit for more than two (2) years as of October 14, 2008.

In addition, you must have passed a *written examination* offered by a hemodialysis clinic or unit, or a community or corporate-based training program that meets California law and a *skills checklist* observed by a RN.

**AND**

4. Have successfully passed a standardized test that is approved by CDPH; **OR** b. Have successfully passed an examination offered by a national commercially available certification program for hemodialysis technicians which is approved for this purpose by the Centers for Medicare and Medicaid Services.

### **Pharmacy Technician**

*Licensing Body: California State Board of Pharmacy*

1. Submit Application Fee

2. Submit Application for a Pharmacy Technician License
3. Completion of Mandatory Education
  - a. You are required to provide a certified copy of one of the following with your application:
  - b. A certified copy of your high school academic record (transcript) in which you graduated.

Or
  - c. A certified copy of an official "Certificate of Proficiency" documenting that you have passed the California High School Proficiency Examination (CHSPE) as required in the California Education Code Section 48412.

Or
  - d. A copy of your foreign secondary school diploma or certificate AND a certified copy of your foreign secondary school diploma or certificate provided in the English language or translated into English.

Or
  - e. A certified copy of an official transcript of your General Educational Development (GED) test results. GED test results will only be accepted as official if they are earned through an official GED Testing Center that is authorized by the State GED Office of the California Department of Education and the GED Testing Service of the American Council on Education.
  - f. QUALIFYING DOCUMENTATION: You are required to include with your application the Affidavit of Completed Coursework or Graduation for Pharmacy Technician, a certified copy or original certificate of your PTCB certification, or a copy of your military training DD214.
4. Submit Practitioner Self-Query Report
5. Undergo Live Scan or Complete fingerprint cards

# ADMINISTRATIVE POLICIES

---

## ***School Property***

No NCNA employee engaged in outside remunerative activities shall use, in connection therewith, the official stationery, supplies, equipment, or personnel services of the school. Further, no employee shall accept pay from private persons or corporations for tests, essay, lab analysis, computer, programming, or other work of a routine character which involves the use of property owned by the school

The school's property, including equipment and furnishings is for the primary use of NCNA community including recognized student, faculty, and staff organizations.

Use of computer, phone and internet of NCNA should be restricted to academic use unless for emergency purposes.

## ***Non-Discrimination***

No student of Northern California Nursing Academy shall, on the grounds of race, color, national origin, religion, sex, age, or disability, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any NCNA program or activity.

If a student feels that he/she has been discriminated against on the basis of any of the conditions listed above, he/she may file a complaint with the Administrator.

## ***Sexual Harassment***

Northern California Nursing Academy is committed to creating and maintaining a community where all persons who participate in the programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, intimidation, or discrimination.

NCNA will respond promptly and effectively to reports of sexual harassment and take appropriate action to prevent, correct, and if necessary, impose discipline for behavior that violates this policy. Retaliation against a person who reports sexual harassment, helps someone with a report of sexual harassment, or takes any part in an investigation or resolution of a sexual harassment report is prohibited.

## ***Gifts and Gratuities***

To avoid the appearance of favoritism, no officer, faculty or employee of NCNA should accept any gift or gratuity from students during the course of the program. Students are limited to give gifts after completion of the program. NCNA does not allow officers and faculty to receive cash. Any item that is valued over \$100 must be reported to the Administrator.

## ***Copyright***

Faculty or staff in charge of a program or project involving copying or exercise of any other copyrights are responsible for assuring, to the best of their ability, that the activities are in compliance with the requirements of federal and state law.

Northern California Nursing Academy reserves the right to receive a free, nonexclusive, worldwide, and irrevocable license to use any copyright-protected material produced by a school employee in connection with his or her employment, whether or not NCNA resources were used for its development.

## ***Privacy of Student Records***

Students' rights of privacy are guaranteed by the California State Constitution, the California Information Practices Act (IPA), the California Public Records Act (PRA), Family Educational Rights and Privacy Act (FERPA) and this policy.

1. Confidential personally identifiable information from student records may not be disclosed without the student's prior consent.
2. Directory information may be released without a student's prior consent unless the student notifies the campus in writing that either his/her address and phone number, or all categories of information about the student, may not be disclosed.
3. Grades may not be posted and graded papers or examinations may not be distributed to third parties or in public locations via methods that disclose confidential information unless the students give prior written consent.

## ***Emergency Policy***

During an emergency, the school's priorities are to save lives, protect property, continue critical business functions necessary to continue its mission until the emergency has abated, and return to normal operations as soon as possible.

All campus resources may be made available for response and recovery actions during a declared emergency.

The Administrator may declare a school-wide state of emergency when the following conditions exist: Emergency conditions on or within the vicinity as a result of a natural or man-made disaster, a civil disorder which poses the threat of serious injury to persons or damage to property, or based on other seriously disruptive events

Notification of a declaration of a state of emergency will be made as soon as possible to the community, including the local, county and other emergency services.

# LIST OF FACULTY

---

**Efren N. Aquino, BSN, RN**

University of the East – Doctor of Medicine

St. Dominic Savior College of Nursing – Bachelor of Science in Nursing

Positions Held: Academic Director, Northern California Nursing Academy  
Registered Nurse, Seton Medical Center  
Physician – Cardiologist, John F Cotton Hospital

Years of Experience: 38 years

Programs Teaching: EKG Technician, NCLEX Review, Acute Care Nursing Assistant, VN Program

**Milagros J. Aquino, BSN, RN**

University of Santo Tomas – Bachelor of Science in Nursing

Position Held: Program Director, Northern California Nursing Academy  
Registered Nurse, 19th Ave. Health Care Center

Years of Experience: 36 years

Programs Teaching: Nursing Assistant, VN Program

**Caroline Lee, PharmD**

University of Southern California - Doctor of Pharmacy

**Positions Held:** Pharmacist

Years of Experience: 12 years

Programs Teaching: VN Program

**Igor Mocerro, RN, DNP**

**University of San Francisco - Doctor of Nursing Practice**

San Francisco State University - Master of Science in Nursing

Position Held: Director of Nursing, Laguna Honda

Years of Experience: 15 years

Programs Teaching: VN Program

**Teodora M. Polglaze, BSN, RN**

Quezon Memorial Hospital – Bachelor of Science in Nursing

Position Held: Registered Nurse, San Francisco Healthcare and Rehabilitation

Years of Experience: 41 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant, VN Program

**Joseph Solomon, BSN, RN**

St. Jude College – Bachelor of Science in Nursing

Position Held: Registered Nurse, Tunnel Health Care Center

Years of Experience: 32 years

Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant, VN Program

**Angelina B. Gonzales, BSN, RN**

St. Jude College – Bachelor of Science in Nursing

Position Held: Registered Nurse, DaVita Dialysis Center

Years of Experience: 31 years  
Programs Teaching: Hemodialysis Technician

**Jordan Castillo, BSN, MA**

Manila Doctors University – Associate in Health Science Education  
University of the State of New York - Bachelor of Science in Nursing  
Position Held: Medical Assisting, Kaiser Permanente Hospital  
Years of Experience: 5 years  
Programs Teaching: Medical Assisting, NCLEX Review

**Pamela Lee, BSN, RN**

Bachelor of Science in Nursing  
University of California SF – School Health Nursing  
Position Held: Registered Nurse, Northern California Nursing Academy  
Years of Experience: 47 years  
Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant, VN Program

**William Tomoro, DDM, MA, MS**

Centro Escolar University - MS in Dental Education, Doctor of Dental Medicine, BS in Psychology  
Manuel Quezon University – MA in Special Education  
Carrington College – Vocational Nursing  
Position Held: Instructor - Heald College, Chief of Clinics – CEU College of Dentistry  
Years of Experience: 38 years  
Programs Teaching: Medical Assisting, Pharmacy Technician, VN Program

**Julius Cervania, CCHT**

DaVita Dialysis Center – Hemodialysis Certificate  
City College of San Francisco – Associate in Science Degree  
Position Held: Certified Hemodialysis Technician, San Francisco general Hospital  
Years of Experience: 25 years  
Programs Teaching: Hemodialysis Technician

**Marie Elena Ybona, LVN**

NCP College of Nursing – Vocational Nursing  
Position Held: Licensed Vocational Nurse, Kaiser Permanente Hospital  
Years of Experience: 15 years  
Programs Teaching: Nursing Assistant, Acute Care Nursing Assistant, VN Program

**Ralph Gerard Garcia, CCHT**

Angeles University – Associate in Science Degree  
Position Held: Certified Hemodialysis Technician, DaVita Dialysis Center  
Years of Experience: 6 years  
Programs Teaching: Hemodialysis Technician

# Appendix A

---

## DISQUALIFYING PENAL CODE SECTIONS

If you have been convicted of any of the penal codes listed, CNA/HHA applicants will be automatically denied certification or ICF/DD, DDH, or DDN applicants will be denied employment.

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

### Section

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



285	Incest
286(c)	Sodomy with person under 14 years against will
286(d)	Voluntarily acting in concert with or aiding and abetting in act of sodomy against will
286(f)	Sodomy with unconscious victim
286(g)	Sodomy with victim with mental disorder or developmental or physical disability
288	Lewd or lascivious acts with child under age of 14
288a(c)	Oral copulation with person under 14 years against will
288(d)	Voluntarily acting in concert with or aiding and abetting
288(f)	Oral copulation with unconscious victim
288(g)	Oral copulation with victim with mental disorder or developmental or physical disability
288.5	Continuous sexual abuse of a child (Includes degree (a))
289	Penetration of genital or anal openings by foreign object (Includes degrees (a)-(j))
289.5	Rape and sodomy (Includes degrees (a) and (b))
368	Elder or dependent adult abuse; theft or embezzlement of property (Includes (b)-(f))
451	Arson (Includes degrees (a)-(e))
459	Burglary (Includes degrees in 460 (a) and (b))
470	Forgery (Includes (a)-(e))
475	Possession or receipt of forged bills, notes, trading stamps, lottery tickets or shares (Includes degrees (a) - (c))
484	Theft
484b	Intent to commit theft by fraud
484d-j	Theft of access card, forgery of access card, unlawful use of access card
487	Grand theft (Includes degrees (a)-(d))
488	Petty theft
496	Receiving stolen property (Includes (a)-(c))
503	Embezzlement
518	Extortion
666	Repeat convictions for petty theft, grand theft, burglary, carjacking, robbery and receipt of stolen property

Certification of applicants with convictions on this list MAY be reconsidered by ATCS only if misdemeanor actions have been dismissed by a court of law or a Certificate of Rehabilitation has been obtained for felony convictions. Any other convictions, other than minor traffic violations, must also be reviewed by ATCS.

I have received, reviewed and understood the Disqualifying Penal Code Sections. Automatic disqualification or denial of issuance of certificate shall occur if a criminal conviction under the Penal Code Section has not been disclosed. In cases where in a criminal record was not under the disqualifying list of Penal codes, the Department of Health still reserves the right to deny issuance of certificate.

# Appendix B

---

## HYPOTHETICAL REFUND EXAMPLE

Assume that a student, upon enrollment in a 400-hour course, pays \$2,000.00 for tuition, \$75.00 for registration and \$150.00, documented cost to school for equipment as specified in the enrollment agreement and withdraws after completing 100 hours without returning the equipment he/she obtained. The pro rata refund to the student would be \$1,500.00 based on the calculation stated below. If the student returns the equipment in good condition within 10 days following his/her withdrawal, the school shall refund the charge for the equipment paid by the student.

$\$2,225 \text{ total paid} - \$75 \text{ registration fee} = \$2,150 \text{ (Amount the school may retain)}$

$\$2,150 - \$150 \text{ (documented cost of unreturned equipment)} = \$2,000 \text{ total refundable amount}$

$\$2,000 \div 400 \text{ hours in the program} = \$5.00 \text{ hourly charge for the program}$

$\$5.00 \times 100 \text{ hours of instruction attended} = \$500 \text{ owed by the student for instruction received}$

$\$2,000 - \$500 = \$1,500 \text{ total refund amount*}$

\*If the student returns the equipment in good condition, allowing for reasonable wear and tear, the actual refund to the student would be \$1650 (\$1500 + \$150)

For the purpose of determining the amount you owe for the time you attended, you shall be deemed to have withdrawn from the course when any of the following occurs:

1. You notify the school of your withdrawal or the actual date of withdrawal.
2. The school terminates your enrollment.
3. You fail to attend classes for a three day period. In this case, the date of withdrawal shall be deemed to be the last date of recorded attendance.

# Appendix C

---

## SCHEDULE OF FEES, CHARGES and EXPENSES

### **VOCATIONAL NURSING PROGRAM (VN)**

REGISTRATION FEE (Non-refundable)	200.00
TUITION FEE	33,430.00
<i>(Includes Student Insurance)</i>	
MATERIALS & SUPPLIES:	1,000.00
MISCELLANEOUS	250.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	16.50
LAPTOP RENTAL FEE (Optional)	<u>80.00</u>
<b>Total Charges for Entire Program</b>	<b>\$34,976.50</b>

### **NURSING ASSISTANT TRAINING PROGRAM (CNA)**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	1,400.00
<i>(Includes Student Insurance)</i>	
CPR/BLS	85.00
MATERIALS & SUPPLIES:	215.00
NNAAP Exam Fee (Certification)	100.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>1.00</u>
<b>Total Charges for Entire Program</b>	<b>\$1,935.00</b>

### **MEDICAL ASSISTING W/ EKG AND VENIPUNCTURE**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	12,000.00
<i>(Includes Student Insurance)</i>	
CPR/BLS	85.00
MATERIALS & SUPPLIES	785.00
STUDENT TUITION RECOVERY REFUND <i>(non-refundable)</i>	<u>0.00</u>
<b>Total Charges for Entire Program</b>	<b>\$12,970.00</b>

**HEMODIALYSIS TRAINING PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	7,800.00
<i>Includes Student Insurance</i>	
CPR/BLS	85.00
MATERIALS & SUPPLIES	720.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>4.00</u>
<b>Total Charges for Entire Program</b>	<b>\$8,709.00</b>

**PHARMACY TECHNICIAN PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	7,000.00
<i>Includes Student Insurance</i>	
MATERIALS & SUPPLIES	300.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>3.50</u>
<b>Total Charges for Entire Program</b>	<b>\$ 7,403.50</b>

**EKG TECHNICIAN PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	1,900.00
<i>Includes Student Insurance</i>	
MATERIALS & SUPPLIES	195.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>1.00</u>
<b>Total Charges for Entire Program</b>	<b>\$2,196.00</b>

**MEDICAL OFFICE ASSISTING PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE	4,000.00
<i>Includes Student Insurance</i>	
MATERIALS & SUPPLIES	315.00
CPR/BLS	85.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>2.00</u>
<b>Total Charges for Entire Program</b>	<b>\$4,502.00</b>

---

**HOME HEALTH AIDE PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE:	600.00
<i>Includes Student Insurance</i>	
MATERIALS & SUPPLIES	195.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>1.00</u>
<b>Total Charges for Entire Program</b>	<b>\$896.00</b>

**ACUTE CARE NURSING ASSISTANT PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE:	840.00
<i>Includes Student Insurance</i>	
MATERIALS & SUPPLIES	195.00
CPR/BLS	85.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>1.00</u>
<b>Total Charges for Entire Program</b>	<b>\$1,221.00</b>

**IN HOME SUPPORT SERVICE PROVIDER PROGRAM**

REGISTRATION FEE (Non-refundable)	100.00
TUITION FEE:	800.00
<i>Includes Student Insurance</i>	
MATERIALS & SUPPLIES	130.00
STUDENT TUITION RECOVERY REFUND ( <i>non-refundable</i> )	<u>1.00</u>
<b>Total Charges for Entire Program</b>	<b>\$1,031.00</b>

**NCLEX REVIEW**

<b>Total Charges for Entire Program</b>	<b>\$700.00</b>
---	-----------------

**ANATOMY & PHYSIOLOGY**

<b><u>PHARMACOLOGY</u></b>	<b>\$900.00 EACH</b>
----------------------------	----------------------

## Appendix D

---

### **STUDENT TUITION RECOVERY FUND**

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

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

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

# Appendix E

---

## EXTERNSHIP POLICY

The Externship Program is an academic program designed to enhance traditional classroom instruction by engaging students in real life experiences in a medical clinic or pharmacy.

Students who wish to earn academic credit through medical assisting externship and pharmacy technician externship programs must agree to the following:

- 1. Students must demonstrate a professional attitude prior to externship.**
- 2. The school will make the best efforts to place students in a clinic / pharmacy that the school is currently affiliated with.**
- 3. It is not guaranteed that students will be placed at a certain time.**
- 4. The school has no discretion over the days and time of externship. We will follow the clinic's given schedule.**
- 5. Attendance will be strictly monitored. Any unexcused absence will be grounds for dismissal.**
- 6. If students relocate during the program, the student is responsible for locating a clinic/pharmacy to complete their externship hours.**
- 7. Students may request to complete their externship in a non-affiliated clinic IF they have PRIOR consent from the Medical Doctor or Human Resources Department of the clinic.**
- 8. Completion of all required clinical hours including externship is a requirement prior to graduation.**



## CONTACTS

---

**Board of Vocational Nursing and Psychiatric Technicians**  
**2535 Capitol Oaks Drive Suite 205**  
**Sacramento, CA 95833**  
**Phone: (916) 263-7800**  
**Email: [bvnpt@dca.ca.gov](mailto:bvnpt@dca.ca.gov)**

**CA Department of Public Health**  
**PO Box 997416 MS 3301**  
**Sacramento, CA 95899 -7416**  
**Fax: (916) 324-0901**

**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 1747 N Market Blvd. Ste 225 Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (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 (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](http://www.bppe.ca.gov).**