



AMERICA SCHOOL OF NURSING & ALLIED HEALTH
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EMPLOYEE HANDBOOK
2020-2021

This Handbook is prepared to provide general information and specific policies and procedures. The information contained in the Handbook is subject to change, modification, interpretation, and elimination at any time as a result of action by federal and/or state governments, by the Board of Directors or school Administration. The information contained in the Handbook does not constitute an express or implied contract of employment with the School.

Welcome Faculty/Staff,

America School of Nursing & Allied Health" ASNAH" is pleased to have you as a member of our team. You are highly valued and respected as a faculty member.

America School of Nursing & Allied Health" ASNAH" is committed to high quality education. Our students come from diverse cultures and backgrounds, with a wealth of knowledge and experiences. They have come to seek education and training to improve the quality of their lives and to better their communities. It is the responsibility and mission of the ASNAH to assist the students to successfully achieve their education goals. I believe that you will be challenged and find satisfaction in training and educating the students. Thank you for being part of our ASNAH team!

Accreditation and Approval

Certified to operate by State Council of Higher Education for Virginia (SCHEV)
101 N. 14TH St., 10TH FL
James Monroe Building
Richmond, VA 23219

Approved by Virginia Board of Nursing (VBON)
Perimeter Center
9960 Mayland Drive, Suite 300
Henrico Virginia 23233-1463

Approved by National Health Career Association (NHA)
11161 Overbrook Road, Leawood, Kansas 66211

Accredited by Accrediting Bureau of Health Education Schools (ABHES)
7777 Leesburg Pike, Falls Church, Virginia 22043

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MISSION STATEMENT

The mission of America School of Nursing & Allied Health (“ASNAH”) is to provide an enriched nursing education and successful career training programs to a diverse student body and the community at large. The school endeavors to produce entry level, quality, competent and compassionate healthcare providers that can function effectively in a diverse rapid changing healthcare environment.

VISION

America School of Nursing and Allied Health will be a leader in developing and delivering innovative quality education and programs that will meet the needs of a diverse student body and the community at large.

VALUES

1. Academic excellence and integrity
2. Diversity and equality
3. Trust and Respect
4. Commitment to student success
5. Professional Development and Scholarship
6. Collaboration and Teamwork

ORGANIZATIONAL GOALS/OBJECTIVES

1. Produce responsible graduates who will competently care for clients in the diverse rapid changing healthcare environment.
2. Promote best practices in education by providing quality instruction and mentoring.
3. Provide a variety of nursing and allied health academic programs to meet the needs of the diverse student and the community at large.
4. Recruit and retain qualified staff as well as promote growth and staff development.
5. Provide industry current facilities to promote learning and growth.
6. Provide an environment that supports innovative technology, research, teaching, practice, and service.
7. Partner with health organizations, educational institutions, and community organizations to support academic programs.
8. Engage in community outreach programs and services to promote health awareness.
9. Develop strategic goals to increase enrollment and admissions.
10. Seek private and public financial assistance programs and scholarships to fund student education.
11. Ensure efficient management of staff and student records.

SCHOOL HISTORY & OWNERSHIP

America School of Nursing & Allied Health (ASNAH) is a private institution owned and operated by Esi Gyenin and Prince Gyenin, located in Woodbridge, Virginia. ASNAH is dedicated to excellence in allied health and nursing education. ASNAH opened its doors to prospective students in March of 2011 and was certified by SCHEV.

Esi Gyenin, the founder who serves as the Program Director is a registered nurse with a Bachelor of Science degree in Nursing (“BSN”) from George Mason University and a Master of Science degree in

nursing (“MSN”) from George Mason University, with a specialty in nursing education. She began her career as a Registered nurse working in a variety of nursing sectors and has held leadership positions in different areas of nursing, as well as educating and mentoring nurses throughout her career. Her passion is to nurture, educate and groom new healthcare professionals and nurses. Through her vision, dedication, and strong support from her husband Prince Gyenin - Co-owner, ASNAH was built.

The institution has a friendly, lively environment and offers an enriched education that produces quality nurses and healthcare providers.

SERVICES

America School of Nursing and Allied Health (ASNAH) provide nursing and Allied Health education to students in classroom and clinical settings. Programs that are offered include the Nursing Aide Training, Phlebotomy, Medication Aide Program, Home Health Aide Training, Practical Nursing and CPR training. The institution opens 6 days a week. Office hours are Monday through Friday, 9:00 a.m. to 6:00 p.m. and on Saturdays, 9:00 a.m. through 2:00 p.m. Classes are offered Monday through Saturday. Day classes are offered 9:00 a.m. through 3:00 p.m. and evening classes are offered 5:00 p.m. through 10:00 p.m. The Practical Nursing Program classes are held in the day and evening. The day class times for the Practical Nursing Program are scheduled Monday through Thursday 8:00 a.m. through 2:00 p.m. and lasting 12-13 months. The evening classes for the Practical Nursing Program are scheduled 5:00 p.m. through 10:00 p.m., lasting 13 - 14 months. All the programs offered at ASNAH are certified by the Virginia State Council of Higher Education (“SCHEV”). Classes are held in small sizes to meet the academic needs of the students. Programs are offered residential only. ASNAH is approved by its regulatory bodies and accredited by ABHES.

SCHOOL FACILITIES

America School of Nursing & Allied Health is in the heart of Woodbridge, Virginia, along a popular street, the Prince William Parkway. The institution has excellent facilities that are conducive for academic and hands-on learning. It has spacious classrooms, administrative offices, a faculty lounge, and 2 skills labs with industry current equipment, a well-organized library, a comfortable student lounge and restrooms. Courses have been designed to incorporate technology and advanced academic teaching methodology.

LIBRARY

The library has a well-organized library and is equipped with current periodicals, nursing journals, current books, computers, software, and other learning resources for students. There is an organized system in place to check out reference books for student’s convenience. The library also has an intensive on-line component that is accessible by every ASNAH student at any time. This system is called the Library and Information Resources Network (“LIRN”). The institution’s Librarian, Mr. Joseph Agyeman, is available to assist students with the medical reference books and journals held in the institution’s on-site library, located in the main Institutional facility right across the from the faculty lounge. Students have access to the reference medical books and journals whenever the institution is open. However, Mr.

Agyeman will have explained to all students at New Student Orientation and throughout the student's coursework the fundamentals of working in the LIRN system, as the LIRN system is available to the students on a 24-hour basis. The institution's library system has an on-site location available to students and has an electronic database, LIRN, available to students and faculty at any time. Other information sites for student resources are available upon request to the librarian.

PARKING AND TRANSPORTATION

ASNAH has free parking for student vehicles on campus. Students may not leave their car overnight without the school's permission. If a car breaks down and a student needs to park overnight, please inform the administrative staff. Students are also advised not to park in front of the facility. Students may park on the side and back of the building. There is also a bus stop located right in front of the building for your convenience. ASNAH is close to Prince William transportation ("PTC") services. Please call your local metro for the bus schedule/route on how to get to ASNAH.

CAMPUS SECURITY AND SAFETY

ASNAH has 24-hour Surveillance Cameras throughout the Campus. These cameras gather information on classroom activities, the campus parking lots, and the front and the back of the building and cameras are periodically reviewed by staff. Students are responsible to protect their own personal items. If student suspect any suspicious activity, the police must be informed. ASNAH works with The Prince William County Police Department to maintain a safe campus environment. The Prince William County Police Department is not far from the campus and patrols the campus on a periodic basis.

ADMINISTRATION OVERSIGHT

Powers and Duties of the Chief Executive Officer (CEO)/Administrator: The Chief Executive Officer/ Administrator employed, or contracted shall be responsible for the overall administrative operations and management of the school and will exercise administrative and fiscal responsibility in the areas of financial management and analysis, human resources management, grant and contract administration, physical facilities. Additionally, this position is responsible to the long term strategic and financial planning of the institution. The Chief Executive Officer/Administrator shall be given the necessary authority to affect this responsibility.

Powers and Duties of the Director of Nursing: The Director of Nursing as delegated by the Chief Executive Officer/ Administrator is responsible for overseeing the implementation of the respective programs, including the nursing program(s). The duties include being actively involved with maintaining program quality, strengthening and improving the curriculum, maintaining a highly qualified faculty and changing the curriculum in response to social, political, environmental and technological development. The Director of Nursing coordinates the planning, implementation and evaluation of academic support programs including recruitment, enrollment, agency relations and learning resources.

Powers and Duties of the Advisory Board (“Board”): the Board is responsible for advising the institution’s Administration on all matters relating to the general welfare of the institution. The Board is scheduled to meet twice in a year. And is made up of healthcare professionals and educators.

Powers and Duties of the Faculty: The primary responsibilities of the faculty are in five academic areas:

- 1) The ongoing development, teaching, quality and relevance of the curriculum;
- 2) Creativity, rigor, progression and excellence in scholarship;
- 3) Service on institution and initiatives and engagement in professional and/or practice initiatives;
- 4) The recruitment, review, selection, progression and continuation of students;
- 5) The recruitment, review, recommendation and development of peers.

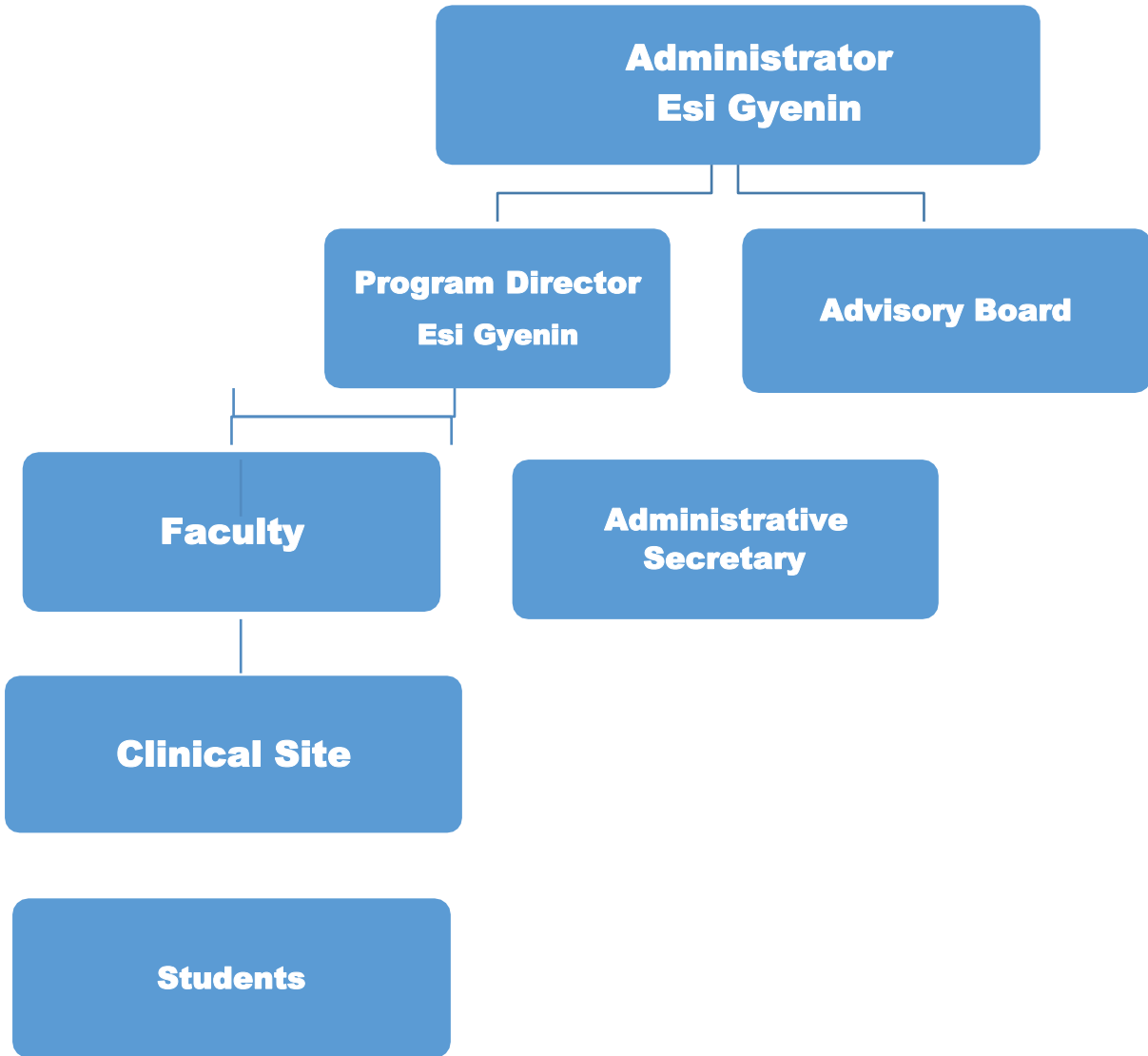
Faculty are also responsible for developing and recommending academic policies and strategies that support students in fulfilling their responsibilities within the framework of the School policies and guidelines. In addition to the collective responsibility of the Faculty, each faculty member is responsible for actively contributing as an individual to the wellbeing of the entire School, communities by serving as positive role model and mentor to others, acting as a constructive citizen and representative and by being a respectful and collaborative partner with staff colleagues.

Librarian: Provides guidance, access and instruction to information, technology and information literacy

Administrative Assistant: Assists with administrative and organizational functions.

Clinical Sites: Organizations and affiliations that promote the learning and enhance the student’s overall education, typically located outside of institution.

ORGANIZATIONAL CHART



EMPLOYMENT

FULL- TIME FACULTY APPOINTMENT

Full-time faculty are hired to meet the administrative needs of the School at the discretion of the program director. Full-time faculty are appointed as needed to fill positions. Full-time is considered engaging in full activities/responsibilities of the school and working 40 hours of per week.

PART-TIME FACULTY APPOINTMENT

All faculty serve to enhance, and complement the teaching, research, and service mission of the School.

Part-time faculty is considered working 20 hours per week

ADJUNCT FACULTY

Adjunct faculty works on as needed basis. Faculty must understand that the number and selection of classes offered by the School changes every session based upon the needs of the students. Class assignments can therefore be cancelled as late as the start of a sessions due to insufficient enrollment or other administrative factors. If a course is cancelled, it in no way creates a financial obligation on the part of the School.

NEW FACULTY

Full-time or Part-time faculty and staff are hired on as needed basis to accommodate needs. Recommendations for appointment may be initiated by nursing faculty or by the Program Director. Interview is done to determine appropriateness for position. Resume of the individual are submitted to the Program Director for review. Faculty must demonstrate teaching skills to other faculty members and Program Director for approval. Constructive feedback is given to new faculty.

- Nursing faculty must have a current unencumbered RN or LPN license, whichever appropriate
- Nursing faculty must have graduated from an approved nursing school or college
- Nursing faculty must have at least 2 years of experience in the area of practice
- Allied Health Faculty must have certification in area of practice
- Allied Health Faculty must have at least 2-year experience in area of practice
- Allied Health faculty with previous teaching experience will be preferred

FACULTY ORIENTATION

Orientation is offered to faculty during the first week of the contractual period prior to the beginning their assigned course. The mandatory orientation is conducted by the Program Director or designee. The orientation program covers such topics as: Faculty resources, faculty governance, policies, procedures, regulations, roles and responsibilities, academic programs, library and technology resources, clinical sites tour, faculty advising mentorship and faculty benefits.

PERSONNEL FILES

The school maintains files for each faculty and staff member. These files are kept in the Administrator's Office and may include the following: Licenses, transcripts, resume, CEU's, performance appraisal, accomplishments, Promotion, certifications etc. Files are kept in strictest confidence in the Office of the Administrator. These files are available only to the Administrator or Dean of Nursing, and the individual faculty member. In addition, the faculty member may, for the cost of duplication, obtain copies of materials in his/her personnel file with at least 48 hours' notice. Any such copies will be made by the Administrator. Further, the school may permit access to and copying from such files pursuant to lawful requests of federal or state agencies relevant to investigations, hearings, or other proceedings pending before such agencies or the courts. Faculty must have documentation of evidence of Hepatitis B on file. As a means of staying in compliance with clinical agency requirements, faculty who participate in clinical are required to remain current with TB test or chest x-rays and any health documents as recommended by the clinical facility.

EMPLOYMENT COMPLIANCE

In accordance with approval bodies, accrediting agencies and ASNAH to offer nursing education within the state of Virginia, all faculty and employees whose professions require licensure within the State of Virginia are always expected to keep such credentialing current. Licensure will be verified at time of hire. Subsequently, on a yearly basis, the school administration will verify the status of the license with the appropriate professional review board and document the verification.

RESUME: It is the responsibility of individual faculty members to update their vitae. This should be done annually and when requested by administration and/or external agencies.

BENEFITS

All employee benefits for faculty and clinical instructors are defined by the School. Consult the Human Resources Division for additional information and questions at Consult the school human resources for other benefits

VACATION

Adjunct and part time faculty and clinical Instructors are not eligible for paid leave other than during the normal semester breaks during the academic year unless approved by the Program Director. For purposes of the ASNAH, the academic session is defined as the period of time from the first day of faculty orientation until the last official day of the term as determined by the School calendar. Full time faculty are eligible for vacation leave, as approved by the Program director. Full time faculty can take up to 10 workdays as vacation each year, from July 1, through June 1. These days do not carry forward from year to year and un-used vacation days are not paid as compensation either during employment or when a faculty appointment ends.

LEAVES OF ABSENCE

It is the employee's responsibility to notify the Administrator or Program director as soon as possible regarding a personal illness, serious illness or other unanticipated absence from the workplace. A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of 2 calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition.

PAYROLL

Faculty are paid based on the teaching service provided. Payroll is done every two weeks. Checks are picked at the school office or mailed. Regardless of whether you are receiving a regular check or a direct deposit, it is important that you always pick up your check or direct deposit stub. Important notices are sometimes distributed in payroll checks. Occasionally changes in benefits cause a variation in the actual net earned. Your check or stub is your record of earnings for the pay cycle. Anyone needing to cancel or change their personal information should contact the school office.

FACULTY RESPONSIBILITIES

HONOR CODE AND STUDENT CONDUCT

Faculty are responsible for upholding the honor code for students and promoting an environment that reflects the highest possible standards for integrity and student citizenship. Faculty are crucial to the creation and maintenance of a culture of honesty and educational excellence. Faculty must support the mission, goals, and core values of the school in the performance of responsibilities. Faculty understand that the provisions contained therein shall govern all matters between you and ASNAH including all matters concerning sexual harassment, intellectual property, academic freedom, and instructors and student relationships. Policies related to these matters can be found in the Student Handbooks.

CONFIDENTIALITY

All faculty members, clinical instructors, staff, and students are expected to be knowledgeable and in compliance with the HIPAA (Health Insurance Portability and Accountability Act) rules and regulations. These regulations relate to privacy for individually identifiable health information and apply to situations in the School as well as those in any clinical agency or other

student-learning placement. Faculty will keep confidential all information pertaining to the ASNAH's operations or business, including its standardized class syllabi entrusted to them during the term of employment. Faculty will not disclose any such confidential or proprietary information to any person, firm or corporation, nor shall you use the same, except as required in the normal class of your employment at ASNAH or except as required by law. This confidentiality requirement shall survive the earlier expiration or termination of this agreement.

DRESS CODE

A faculty member is the professional figure in the classroom. Faculty must dress professionally to class. Faculty will ensure students' follow the dress code at school and clinical settings. If a student does not follow dress code, it's the faculty's responsibility to intervene and handle the situation appropriately as per school policy. Faculty members need to dress professionally and observe the faculty dress code guidelines as follows:

1. Men need to wear suits or slacks (not jeans) and turtleneck or collared shirts; ties are optional. Loafers, dress shoes, or dress boots are acceptable, but not flip-flops; socks are required. Neatly trimmed moustaches are permissible, but other facial hair is not; hair length should not reach the shirt collar, and hair must not cover more than half of the ear.
2. Women faculty members may wear dresses, skirts, blouses, dress slacks, cropped pants (no more than 4" above the ankle), but not gauchos, shorts, skorts, leggings, halter tops, or halter dresses. Clothing should be modest. Dresses/tops with straps must be covered by a blouse or jacket, and midriffs need to be covered while sitting, standing, or reaching. Low-cut clothing or excessive slits are not acceptable.
3. Jeans, shorts, t-shirts, sweatpants or sweatshirts, windjammers, sheer or spandex clothing, hats, athletic jerseys or shoes, and flip-flops are not permissible for faculty members.
4. Jewelry and make up should be appropriate and in keeping with a professional image. Plugs and body piercing are not appropriate, but women may have modest ear piercing. Tattoos must be covered.

Student Dress Code

A student's sense of fashion should be guided by good taste, modesty, and good grooming. ASNAH has on-campus dress code regulations that vary by location, activity, and time. Uniform regulations are in effect from 7:00 am to 10:00 pm Monday through Friday in all classes. In addition, regular attire is required during registration. In winters season student is advised to bring a warm winter coat, boots for cold and wet weather, gloves, and scarves. See student dress code policy in Student Handbook/catalog.

EXPECTATIONS OF FACULTY MEMBERS RELATED TO TEACHING ASSIGNMENTS

Faculty are responsible for continuity of student instructional experience, timely evaluation and feedback and consistent attention to positive student support and problem solving.

1. Faculty will teach the course assigned in discipline and area of specialty by the Program Director, to include any combination of day, evening and weekend hours as required by America School of Nursing and Allied Health.
2. The assigned faculty member is responsible for teaching the course. If that faculty member is unable to teach the course, then the Program Director must be notified, and a plan developed for coverage of teaching responsibilities. Colleague coverage must be approved by the Program Director in a timely manner. Faculty must document the make-up time missed for class and/or clinical.
3. Times and locations of classes and clinical experiences must be adhered to unless there is an academic reason for changing the time or location of instruction. These changes must be approved by the Program Director with adequate notice to students and clinical agencies. Times and location of classes may not be changed to accommodate personal convenience of the Faculty.

PERFORMANCE EVALUATION OF FACULTY

Faculty performance reviews takes place initial 30 days of employment and at the end of the faculty's year term annually. The Program director and faculty work together to utilize this opportunity to assess performance and overall progress, set goals, direction for future development, and identify opportunities for recognition of meritorious work. The Program director works with faculty members to annually establish goals that are congruent with the School priorities and plans.

FACULTY EVALUATION FOR PURPOSES OF DEVELOPMENT

1. SELF EVALUATION

- a) At the end of the initial 30 days and at the end of faculty's year the program director evaluates faculty based on performance.

2. PEER REVIEWS

- Faculty will perform a peer review of each other to:
- Ensure effectiveness in teaching
- Improve on teaching methods and strategies.
- Develop network of mentors and peers
- Create a culture around teaching

3. COURSE/FACULTY EVALUATIONS

- At the end of each course, students fill out Course and Faculty Evaluation Form.
- The purpose for Course and Faculty Evaluation is to furnish information for the individual faculty member to use in assessing their course content and presentation.
- To provide the individual student with an opportunity to offer constructive criticism to his/her instructor.

- To provide the individual faculty member with data that may be used in support of his/her considerations for promotion, tenure, and salary increments
- To provide the student body with a voice in developing and maintaining an effective Faculty and curriculum to provide data that may assist in making curricular decisions.

The students are given the evaluations for completion at the end of each course. The class president submits the completed evaluation forms to the program director. The Program Director and faculty utilize the Course Evaluation forms as a portion of the faculty performance appraisal and as a tool for course development and self-improvement.

STAFF DEVELOPMENT

Faculty trainings, in-services and education sessions are conducted twice annually and whenever necessary to ensure staff /faculty are updated with new education trends, information, equipment's and technology. Faculty is required to attend such trainings. Faculty may receive in-service/education from third party companies such as education CEU websites, conferences and other nursing facilities.

STAFF MEETINGS

Faculty meetings are held physically or virtually on quarterly bases and whenever deemed necessary. Meetings will be documented and shared via emails. Faculty must attend at least (two) two-hour staff meeting per a year as requested by the Program Director. Faculty is required to be present during the accreditation visits by our accreditors.

STUDENT DISCIPLINE

Faculty oversees classroom, clinical order and are responsible for managing the environment. Students have a right to freedom of inquiry. Faculty are responsible for establishing an environment that encourages that freedom of inquiry. However, when students infringe on the rights of others, it is the responsibility of faculty to ensure that the rights of all students are protected. All faculty should cooperate in checking equipment, supplies, and maintaining discipline throughout the school. Any defective equipment or classroom supplies should be reported to the Secretary. Any change or additional needs for classrooms, or meeting rooms should be scheduled with the Secretary.

GRADING AND REPORTING

Course final grades must be completed and posted on orband web system or on grade sheets based on type of program. The Program Director will then review the grades and make the grades official for student access. No grades will be sent to students at the end of a course. Grades should be submitted 48 hours after the course is completed. Final grades will not be made available to students who have financial outstanding accounts. The school grading scale is based on a four-point system. Individual course faculty may determine grade point requirements for the specific course; however, faculty should be careful in weighting of course requirements to ensure that final grades reflect a normal bell curve. In courses where there is a

proctored ATI assessment test, the ATI score must be considered as a part of the overall theory course grade. Final Grades will be expressed in alphabetical terms.

Students will be able to review their grades through the orbund Web system or by grade sheets. No grades will be given out by the faculty over the phone or by e-mail, in accordance with the Family and Educational Right to Privacy Act of 1974.

ATTENDANCE AND TARDINESS

Faculty must be punctual to school. Faculty should be prepared, set up and ready to teach prior to student's arrival to class. In the event of absence due to an emergency or lateness, the faculty will notify the school office and speak to the program Director. See student handbook for attendance policy

OFFICE HOURS AND FACULTY AVAILABILITY

Faculty members should establish adequate office hours distributed throughout the week as to be available to the students. Two hours per week should be scheduled open for student access. Established office hours and/or procedures for appointments must be brought to the attention of the students and a copy filed with the Program Director and Secretary at the beginning of the course. Faculty members shall not be permitted to tutor, for compensation without the approval of the Program Director.

ACADEMIC ASSISTANCE AND TUTORING

The faculty is available during office hours, outside class, before and after class for student academic assistance and tutoring. Student may schedule an appointment to meet faculty for academic assistance. Students may also reach faculty via phone, e-mail for academic assistance. Tutoring sessions may be arranged on individual basis if needed. Any such arrangements will be approved by the Program Director.

COUNSELING & ADVISEMENT

Counseling and advisement address academic, career, and personal goals to promote student growth. Faculty and Program Director advises all students who have academic, personal challenges and are unsuccessful in a program or students who are out of the normal curriculum sequence due to personal reasons. It is the student's responsibility request for academic advisement sessions with the Program Director and/or course faculty as needed. Students may also be referred by faculty for academic advisement/counseling. Student may be referred by course faculty for academic advisement if midterm course grade falls below 80% or less. Students are encouraged to seek academic advisement at any time during of the course and especially midterm and at the end of each course. Student may schedule advisement through email or though front desk administrative assistant to the Program Director or faculty.

COPIES OF STUDENT WORK

Periodically throughout a student's academic career, a faculty member may request to copy the student's paper or academic product. Faculty must obtain written permission of the students. The permission form can be found with the Secretary.

The Buckley Amendment (FERPA) requires that students must provide faculty permission to copy student work. Student work is operationally defined as any project of a student (e.g. thesis, practicum, paper, model, and slide) related to the discipline and completed for academic credit excluding exams. Faculty will request that students provide permission to copy their work.

CURRICULUM REVIEW AND ASSESSMENTS

1. Curriculum and program improvement meeting are held annually and as needed basis.
2. Curriculum is written, revised and evaluated by the academic team
3. Curriculum may be reviewed and evaluated based on the following:
 - a. Faculty request
 - b. Program effectiveness evaluation
 - c. Feedback from student survey, clinical affiliate survey and employer surveys
 - d. Faculty activities (exams result etc.), credential exam pass rates
 - e. Change in program governing body regulations
4. During Curriculum meeting, the committee review the proposed changes.
5. Recommendations are given for the proposed changes. If they are minor changes as deemed by the committee, changes will be implemented as soon as possible
6. Changes such as course content, learning objectives, program hours, new program will be reported to the governing board (Virginia Board of Nursing) for approval.

RECRUITMENT AND RETENTION OF STUDENTS

Faculty plays a major role in student recruitment and retention and therefore are expected to

- a. provide an environment that fosters learning
- b. involves students as valued members of the institution and give students effective advising about programs of study and career goals
- c. provides academic, social, and personal support.

ORBUND WEB SYSTEM

The school uses orbund system for student record management. Faculty use orbund system to access the student enrollment and rosters in courses they teach course, to e-mail students, post grades, upload course materials (e.g., syllabi, power points, Microsoft word documents, excel sheets, and PDF files), inform students of their on-campus office hours, to build a weighted scale of a course grade book, and to submit final grades. orbund system will also allow faculty and students to have a discussion forum and the ability to send attachments for submission of papers. Students will also have access to orbund system and will be able to download course materials, view grades, e-mail faculty, and to post assignments.

COUMMUNICATION

E-mail is considered the official method of communication at America School of Nursing and Allied Health. Faculty and students are issued an e-mail account or given access to the Orbund system upon admission to the school. Students are responsible to read and respond to their e-mail on a frequent and consistent basis to stay current with school related communications. All communications to student, staff and faculty should be through the issued e-mail account or Orbund access. The use of the school's network is a privilege. Information technology resources provided by ASNAH — including hardware, programs, data, computer networks, computer labs, and classrooms — are made available to students, faculty, staff, and approved guests primarily as a tool for enhancing and facilitating teaching, learning, scholarly research, and administrative tasks. The school encourages and promotes the use of its technology resources for these primary activities. The use of information technology resources provided by ASNAH for endeavors not directly related to teaching, learning, scholarly research, or administrative tasks is considered a secondary activity. Should any such secondary activity interfere in any way with the above stated primary activities, the user's account may be terminated immediately. Any inappropriate use of computer accounts or resources will be subject to disciplinary, criminal, and legal action by the school and/or the State of Virginia. Illegitimate use of the ASNAH Network or any other information technology resources to which ASNAH is directly or indirectly connected will be deemed an abuse of school privileges.

UNSAFE PRACTICE POLICY

Definitions: An unsafe practice is defined as an act or behavior of the type which violates:

- The Virginia Nurse Practice Act
- The Code of Ethics for the American Nurses Association
- The physical, emotional, mental or environmental safety of the client, a family member, other student, faculty member or another health provider

The nursing faculty has a legal and ethical responsibility to prepare students who are competent and will protect the public and community from unsafe nursing practice. If a faculty detects a student is not safe and not capable of carrying the nursing task safely as outlined in the above statement, he/she will counsel the student, the student will be referred to the Program director. The student will stop participating in clinical until a decision is being taken.

The student may be suspended, dismissed or placed

The student will not continue in the clinical practicum until the matter is resolved once documentation exists indicating the student's awareness of at least one critical incident of practicing unsafe procedures, the students may be terminated from the program.

Examples of Unsafe practice include:

- Student fails to apply concepts of nursing care
- Failure to communicate serious patient care problems
- Forms personal relationships with the facility personnel, families, and patients
- Vandalism or stealing

- Arguments and fights at the clinical site
- Intoxication or being under the influence of illegal drugs
- Insubordination
- Sleeping at clinical site
- Carelessness or negligent behavior
- Abuses a patient (physical, mentally, sexually)
- Unprepared for patient care
- Physically or emotionally ill
- Unaware of his/her own limitations
- Fails to seek help when he/she recognizes limitations
- Unkempt or exhibits poor physical hygiene
- Frequent lateness (after pre-conference and assignment)
- Violates uniform policy
- Disruptive behavior or conduct

EXPOSURE TO BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIALS

In patient care areas and clinical settings, Faculty/student may be exposed to blood, body fluids or other infectious materials that may contain HBV, HCV, HIV. Precautions must be taken to protect both the care provider and the patient to minimize any risk of exposure. Prior to indulging in hands on activities, all faculty students will be taught standard precautions as part of their education. Faculty will complete OSHA training.

Students must follow the following procedures when exposed to blood, body fluids or other potentially infectious materials:

1. Student must report any occupational exposure to their faculty immediately
 2. Obtain any necessary assistance to clean/flush wound, mucous membranes, or eyes, or otherwise provide necessary palliative measures to the contaminated area at the time of exposure.
 3. Faculty will complete the Blood borne Pathogen Exposure Worksheet
 4. The faculty member will immediately arrange student's transportation to the nearest emergency room for immediate treatment and evaluation
 5. The faculty member initiates follow-up to determine the source patient's HIV, HBV, or HCV status and to evaluate whether the source and/or exposure are considered high risk
 6. The clinical faculty sends a copy of both the Exposure Worksheet to the Program Director
- The school will respect the confidentiality of individuals with blood borne disease so far as the safety of others is not compromised. The school will refer questions and inquiries to the local health department which on a confidential basis provides counseling, consultation and education.

EQUAL OPPORTUNITY/NONDISCRIMINATION

America School of Nursing & Allied Health is an equal opportunity environment; equal opportunity is given to all students and employees who walk into the campus. It is the schools' policy to select the qualified student for the program. Equal opportunity is given to employment, education and training regardless of race, sex, color, religion, age, ethnicity, sexual orientation, disability.

SEXUAL HARASSMENT

ASNAH will not tolerate any form of sexual harassment, assault or any conduct that interferes with an individual's work or academic performance. Sexual Harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Sexual harassment is defined as any unwanted verbal or physical sexual advances, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone in the workplace or on campus, which is offensive or objectionable to the recipient or which causes the recipient discomfort or interferes with the recipient's education or job performance.

Sexual Harassment and Sexual Assault Procedures

ASNAH will respond promptly to any report of sexual harassment or assault that occurs on the Campus. Any sexual harassment of such is considered a violation of ASNAH policies and will be investigated. A sexual harassment should be reported immediately to the Administration staff and local police. A corrective counseling and disciplinary action (such as suspension or dismissal) will be taken, depending on severity of the violation.

Sex Offender Registry and Access to Related Information

Information The federal Campus Sex Crimes Prevention Act of 2000, enacted on October 28, 2000 and effective on October 28, 2002, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. The Virginia State Police website, <http://www.vsp.state.va.us>, provides information about registered sex offenders in the Commonwealth. Once you are on this website, click on Sex Offender Registry.

If a Sexual Assault Occurs/ You should:

1. Get to a safe place as soon as possible.
2. Call 911.
3. Notify the ASNAH authority if the incident occurred on campus. ASNAH faculty and staff members can also assist you in reporting the incident.
4. Note the time and place of each incident, what was said and done, and who witnessed the actions. Also, consider documenting your own work productivity while the incident(s) occurred or after. Nothing is too small or trivial to document.
5. Try to preserve all physical evidence. Do not bathe or change clothes.
6. Contact someone to stay with you and support you.
7. Get medical attention as soon as possible and inform the responders you have been a victim of a sexual assault so appropriate evidentiary safeguards can be exercised.

Medical Care for Sexual Harassment Victim

Victims of sexual assaults (within 72-96 hours) are entitled to go to the emergency room of a local area hospital for a physical exam and the collection of evidence at no cost to the victim. At the hospital, a qualified nurse (called a Sexual Assault Nurse Examiner or "SANE") will examine the victim for sexually transmitted diseases, physical trauma, possible pregnancy, and to collect evidence for possible prosecution. A victim may receive an examination by a SANE whether he or she chooses to make an official police report of the incident at that time. If the victim decides not to go to a hospital, he or she should seek medical attention from a private clinic for a health and safety examination, whether injuries occurred or not.

Resources for Sexual Harassment/Assault/Abuse

Prince William County police - 703-792- 6500

Virginia Sexual and domestic violence Action Alliance - 800-838-8238

Rape, Abuse and Incest National Hotline -1800-656-4673 or 1800-656-HOPE www.rainn.org

ALCOHOL, TOBACCO, SMOKING AND DRUGS POLICY

Alcoholic beverages, smoking unlawfully drugs, or other illegal substances shall not be consumed, carried, used, sold unlawfully on ASNAH campus, or any activity sponsored by the school. ASNAH IS A SMOKE FREE FACILITY. Any student who appears to be intoxicated or under the influence of illegal drugs on school premises or clinical sites will be escorted off the premises. The student may be dismissed from the school upon review of the case by the Program Director.

FIREARMS/DANGEROUS WEAPONS AND MATERIALS POLICY

Faculty, staff, students, and visitors may not possess or carry any weapon anywhere on campus. The only exception applies to duly sworn law enforcement officers. While civilian-attired police officers are authorized to carry firearms, they must keep them concealed so as not to alarm others. Bringing explosives and other dangerous chemicals onto campus is prohibited, without exception. Violation of the firearms and dangerous weapon policy will lead to immediate termination from the program and will be reported to the appropriate authorities.

PHYSICAL DISABILITY

There is physical requirement necessary to perform nursing duties. The Faculty must have full manual dexterity, visual and auditory acuity. In addition, the Faculty must have the ability to bend, squat, lift, move, and push and pull weights up to approximately 200 pounds using proper techniques of body mechanics. The school provides accessibility within its facilities to meet individual needs.

COPYRIGHT LAW & SOFT WARE LICENSE INFRINGEMENT

United States copyright law gives authors and producers of original works (books, poetry, music, videos, software etc.) a limited right to control how their works used by others. These

rights include the rights to reproduce, distribute or display their work. In general, you would need to obtain permission from the author to use (that is, reproduce, distribute or display) a copyrighted work. However, it is not always necessary to obtain permission. You may use the work (or perhaps a portion of it) without permission if the situation meets a statutory exception, including fair use, the classroom exception, or the TEACH Act and education purposes.

America School of Nursing & Allied Health requires faculty, students and staff to abide by copyright laws. ASNAH strives to provide access to varied materials, services and equipment for students, faculty and staff and does not condone practices that constitute an infringement of Federal copyright law. It is prohibited to transmit or download material that you do not have the right to. This violates the patent, trademark, copyright or other proprietary rights.

COMPUTER, INTERNET, WEBSITE USAGE

School resources such as computers, hardware, software, videos, internet, Intranet are reserved for the educational, instructional, research, and administrative needs of the faculty, students, staff, and other individuals authorized by the school. Access to these computing resources is a privilege and, therefore, it is essential that all users exercise responsible professional and ethical behaviors when using these resources. Users are expected to read, understand, and comply with the school's policy.

The school monitors access to these computing resources and reserves the right, without prior notice to users, to access the school's computing resources and to use any and all information on the computer. School will monitor access, users, emails and websites.

The school will not tolerate inappropriate use and abuse of such school property.

1. User shall not share password or access with others
2. Users shall not create, display, transmit, or make accessible threatening, racist, sexist, obscene, offensive, annoying or harassing language, e-mail messages, and/or material, including broadcasting unsolicited messages, sending unwanted e-mail, or impersonating other users
3. All computer software is protected by federal copyright law
4. Users shall not download, reproduce and/or distribute copyrighted or licensed materials without proper authorization from the author or creator.
5. Users shall not engage in activities to damage or disrupt the hardware, software, or any communication
6. Students may not use faculty or employee computers
7. Students may not browse, watch videos, communicate on unauthorized websites that involves pornography, violence, threats, racist, sexist etc.

Failure to follow the Policy and any misuse of the computing resources may result in the suspension or revoking of access accounts and expulsion. Students violating the policy are subject to an immediate grade penalty of "F" and will not be allowed to further participate in the class.

EQUIPMENT AND SUPPLY

The administrator is responsible for day to day running and smoothness of operations in the facility. All equipment's are checked on monthly basis, upgraded and replaced as needed to

ensure proper operation and ready to be used. Skills labs supplies are replenished by program director. School ensures that all equipment is modern to meet up with technology.

INCLEMENT WHETHER

Inclement weather will be determined by the school administration on both clinical and class days. Faculty will be notified via e-mails, text of school openings, delays or closings.

ASNAH HOLIDAYS

- School Closings
- New Year's Day
- Martin Luther King Day
- Independence Day
- Labor Day
- Veterans day
- Thanksgiving
- Christmas/New Year Break (Dec 23 – Jan 1)

CLINICAL LAB AND SKILLS LAB SAFETY POLICY

It is the intent of ASNAH to provide a safe learning experience for all students and provide guidelines for the development, implementation, and maintenance of a comprehensive school safety program. The following guidelines are established to provide instructions in maintaining safety for students, staff, and instructors while using the Skills Learning laboratory and clinical agencies. These guidelines shall be adhered to by all students.

In addition to the safety guidelines, an Exposure Control Plan has been developed in accordance with the Occupational Health and Safety Administration (OSHA) Blood borne Pathogens Standard, 29 CFR 1910. 1030. Students and instructors must follow the Exposure Control Plan of each clinical site. The purposes of the exposure control portion of this handbook is to assist in eliminating or minimizing occupational exposure of instructors, staff, and students to blood and/or certain other body fluids and to discuss protocols for reporting, treating, and following-up of an exposure.

General Guidelines

1. All instructors, staff, and students must always know and practice the safety guidelines while using the skills labs and while in the clinical setting. Failure to adhere to general guidelines can result in disciplinary action. This manual will be available in the labs and students will be instructed to review the information upon admission to the clinical component of the curriculum.
2. Students are expected to come to lab prepared, read the scheduled lab objectives and assignments prior to the start of the lab period. Students will be oriented to the lab and proper use of equipment prior to using it in the laboratory.

3. Students should report pregnancies, physical handicaps, recent injuries, illnesses, surgeries, or communicable diseases to their instructors as soon as possible so that necessary precautions may be taken. A medical clearance from a physician is required before a student with physical injuries, illness, surgery, pregnancy, or who has a reported communicable disease will be allowed to practice or return demonstrates in clinical or skills lab.
4. It is the right of the instructor and/or clinical agency to determine whether a student in any of the situations above is capable of safely performing the necessary skills and providing care for patients.

SKILLS LEARNING LAB GUIDELINES

Faculty will ensure the following rules are adhered to:

1. No eating, drinking or smoking in the labs during student use, demonstration or return demonstration.
2. Access to the doorway in the labs will always be evident. Furniture will not be placed to obstruct the exits.
3. All doors and cabinets shall remain closed when not in actual use.
4. The skills lab will not be used as a health center for ill students, staff, or instructors.
5. Children or unauthorized personnel are not allowed in the labs at any time. Injury to unauthorized personnel in the lab will not be considered the responsibility of Standard College.
6. All students shall practice proper hand washing technique while utilizing skills lab.
6. Gloves are worn by students and faculty during any contact with body fluids. Gloves are utilized for practice and demonstration of skills. Gloves are utilized for personnel using harsh disinfectants to clean the lab. ASNAH will provide sterile and non-sterile gloves. Avoid using petroleum-based hand creams. These can interfere with glove integrity.
7. The lab is not to be used as a social area. Student must handle lab equipment with care.
8. Faculty and Students should report any misconduct occurring in the Lab.
9. Students may be held responsible if misconduct is discovered and was not reported.
10. Students must report damaged or broken equipment to instructor.
11. Faculty must ensure students clean the skills lab after each practice session.

CLINICAL

The faculty is the ASNAH figure head at the clinical site and will always be responsible for students learning. The faculty is responsible to manage the student's assignments. The faculty must always be present at the clinical sites with students.

ASNAH provides clinical experiences in the various health care settings. Clinical sites are spread out Washington Metro Area. The faculty and students may need to travel to fulfill this obligation. Student may be posted in VA, D.C and Maryland as deemed necessary. Clinical times sometimes differ from class times or may be off shift times such as Night shift. There may be

varying shifts including morning, evening, weekend and 12-hour shifts. It is the student's responsibility to get to the setting on time.

Faculty Dress code: Faculty will wear white lab coat over clothing and ASNAH identification badge. See Student handbook for student dress code policy.

CLINICAL REQUIREMENTS & EXPECTATION

1. Students will be on clinical site under the direct supervision of an instructor or preceptor
2. A clinical instructor will not supervise more than 10 students at a clinical site.
3. A preceptor will not supervise more than 2 students at a clinical site
4. 6-8 weeks programs attend clinical after the theory portion of the program is complete
5. Nursing Students will attend clinical within each course. The student will complete both theory and clinical at the same time.
6. Instructor will be at the clinical site, 30 minutes prior to student's arrival on site.
7. Students are expected to conform to instructor's rules and rules and regulations of the facility
8. Prior to clinical attendance, the students must submit a physical examination within the last six months
9. Submit documentations, immunizations, vaccinations and current TB/Chest x-ray
10. A current CPR card for health care providers from the American Heart Association or red cross
11. If these items are not in the student's file, the student will not be allowed to participate in clinical.
12. Students are required to provide their own transportation to and from the clinical site.
13. Student clinical assignments and clinical schedules shall be prepared prior to each rotation and given to students in advance. It's the student responsibility to follow the schedule
14. Students are expected to participate in pre-and post-conferences.
15. Students will maintain professional appearance, demeanor, behavior and attitude while at clinical facility. Comply with school uniform policy.
16. Students must arrive at clinical site on time and check in with instructor or preceptor.
17. Lateness and absences will not be tolerated (Instructor has the right to send a student home for lateness)
18. If a student misses a clinical day, the student must arrange a make-up day with clinical coordinator. However, if a student misses 2 days from a clinical rotation due to any circumstances, the student must withdraw from that clinical rotation. This will lead to an incomplete or unsatisfactory clinical grade.
19. Maintain confidentiality of patients during patient care
20. Students will not receive or make phone calls from the unit phone, except in case of legitimate emergency authorized by instructor. No use of Cell phones on nursing units.
21. During the clinical rotations, students be advised not to work night shift due to safety concerns (Students who need a letter for their employers can ask and one will be provided)
22. Students who do not take instructions or do not follow rules will be dismissed from clinical site

PRACTICAL NURSING PRECEPTORSHIP

A preceptor will be used for specialized learning experiences in clinical settings. The preceptor will be used as a resource and a role model to support the growth and development of students in a specialty area. The student will work under the direct supervision of a preceptor.

Preceptorship Requirements:

1. Provide clinical experience for quality and safety the specialty area they supervise
2. Shall be hold a current unencumbered licensure as an R.N. or L.P.N with comparable or greater educational preparation
3. Have at least 1 year of experience nursing
4. A preceptor will not supervise more than two students at a given time at a clinical setting.
5. A written agreement will be established among the cooperating agency, the preceptor, and the nursing education program, and shall delineate the functions and responsibilities of the parties involved in the preceptorship
6. Medication administration and invasive nursing procedures and care may be supervised by the preceptor after the student has satisfactorily completed initial instruction and clinical practice with faculty member supervision.
7. An appropriate orientation to the setting for the preceptorship experience will be provided by the facility for the student.
8. A faculty member shall be responsible for coordinating preceptorships. Orientation of faculty responsibilities as provided by the nursing program shall be documented in the faculty files.
9. A faculty member may supervise up to 15 students in preceptorship
10. The faculty member shall provide each preceptor with an orientation to the role of the preceptor and shall be responsible for evaluating the effectiveness of the preceptor in the role.
11. The designated faculty member shall be responsible for students' learning experiences and shall meet regularly with the preceptor and student to review clinical objectives, monitor and evaluate learning experiences. Although the preceptor may provide input regarding the student's performance, the faculty member retains responsibility for evaluation of the student's achievement of the clinical objectives.
12. The designated faculty member shall be readily available when students are under the supervision of a clinical preceptor. The designated faculty member should be available to provide assistance or supervision of the student at the clinical site, should a problem arise.

Prior to beginning preceptorship, the following will be executed:

The Faculty will:

1. Communicate with the clinical site and request clinical placements for a designated number of students for the upcoming rotation Faculty is responsible for selection of clinical sites and preceptors.
2. When indicated, send a verification letter to the preceptor and clinical site with names of the student and contact faculty member and the dates in which the student will be completing a rotation at the clinical site.

3. Provide a copy of the course syllabi which includes the course objectives and the appropriate evaluation form to the preceptor and clinical site.
4. Ensure that a current contract/letter of agreement exists between the clinical agency and the School of Nursing.
5. The preceptor will meet student and faculty to discuss policy, procedures, clinical objectives and expectations.
6. The preceptor, student and faculty will review skills checklist
7. The preceptor, student and faculty will review evaluation methods
8. The faculty will discuss clinical schedule including dates and times

Role and Responsibilities of the Preceptor

1. Assume the responsibility of precepting the student under direct supervision.
2. Acts as a role model and resource for student
3. Conduct oneself in a professional and ethical manner.
4. Has at least 1 year of experience nursing
5. Never consider the preceptee as a substitute employee or to represent him/her as being licensed personnel.
6. Assure that the preceptee's assignments most aspects of the skills checklist
7. Provides feedback to student and faculty regarding student's performance
8. Evaluate the preceptee's performance and verify the preceptee's attendance log.
9. Collaborate with the student and faculty to formulate a clinical schedule.
10. Contact the faculty with concerns with student performance or any other concerns

Role and Responsibilities of the student

1. Shares skills checklist with preceptor at the beginning of experience
2. Demonstrate professionalism at all times
3. Abides with policies and procedures of the clinical site
4. Exhibit comfort in the clinical setting
5. Respect the confidential nature of all information obtained during clinical experience.
6. Adhere to safety principles and legal standards in the performance of nursing care.
7. Demonstrate critical thinking in care of patients and in skills performance
8. Takes responsibility for own action at the clinical site (makes sure skills are checked off, log is signed)
9. Participates in evaluation and feedback
10. Comply with all requirements of direct supervision.

Faculty Roles and Responsibilities

1. Ensures that students have all the required health documentation for the assigned healthcare agency.
2. Ensures (in cooperation with the clinical site) that students have knowledge of the safety requirements for the assigned healthcare agency.
3. Establishes communication and maintains availability with the clinical preceptor and the student.

4. Meets with the student, supervising clinical faculty, and preceptor as needed to discuss the student's progress and exchange ideas and/or counseling/suggestions to better achieve outcomes. These meetings may occur in person, by phone, or by e-mail.

EMERGENCY PREPAREDNESS PLAN

America School of Nursing & Allied Health (ASNAH) is committed to the safety and well-being of its staff, faculty and students. Upholding this commitment requires planning and practice. This plan exists to satisfy those needs and to outline the steps to be taken to prepare for and respond to an emergency affecting the school. It is the responsibility of staff, faculty and students to prepare for emergencies or unexpected happenings.

Suspicious behavior

- If an individual is displaying suspicious or aggressive behavior, perform the following actions:
- Do not physically confront the person exhibiting the behavior
- Do not let anyone displaying these behaviors into a locked room/building
- Do not block a person's access to an exit
- Call the emergency phone number 911 to report the behavior to authorities
- Notify your immediate, faculty or administrative member immediately

Violent Incident

- Immediately seek protection/shelter in place.
- Stay behind solid objects away from door.
- Call 9-1-1.
- Minimize noise that may draw attention to your location: turn off lights, computers, and radios and put cell phones on vibrate.
- Follow all directions of authorities and law enforcement.
- When reporting an incident, indicate your location.

Hostile intruder/Active shooter

In the event of an active shooting situation, perform the following actions immediately:

- If possible exit the building immediately
- call the emergency phone number 911 to report that an active shooter is in your area to authorities
- If you cannot exit: Clear the hallway immediately and/or remain behind closed doors in a locked or barricaded room, if possible and stay away from all windows.
- All occupants should remain calm and silent and quietly call the emergency phone number 911 to report that an active shooter is in your area
- Evacuate the room only when authorities have arrived and instructed you to do so
- DO NOT: Leave or unlock the door to "see what is happening"
- DO NOT: Attempt to confront or apprehend the shooter, unless you are forced to do this as a last resort

- DO NOT: Assume someone else has called police or emergency personnel; call the authorities yourself

Fire

- Call 9-1-1 if possible.
- Knock on doors and yell “fire” as you exit the building.
- Make sure all doors are closed
- Evacuate all persons from the building if able to do so safely.
- Feel closed doors with the back of your hand. Do not open if doors are hot.
- Everyone must exit at the nearest location; move well away from the building when evacuating; and assemble in the parking lot.
- Instructors must conduct a roll call to ensure that everyone is present and not left in the building.
- Do not re-enter the building until authorized by emergency personnel.

Building Evacuation

You should familiarize yourself with the evacuation routes posted on campus. If an evacuation order is issued, or if it were necessary to evacuate due to an emergency,

- Take only keys, wallets and essential belongings with you
- Leave the building immediately
- Do not investigate the source of the emergency
- Walk, don’t run, to the nearest exit
- Use stairs, not elevators
- Assist people with special needs
- If there is no immediate danger, persons with disability/mobility limitations should shelter in place and call 911 to report location and number of people needing assistance
- If there is imminent danger and evacuation cannot be delayed, the person with a disability should be carried or helped from the building in the best and fastest manner (the person with the disability is the best authority as to how to be moved out of the building)
- As you make your way out, encourage those you encounter to exit as well
- Follow instructions of the Department of Safety and Security or other identified emergency personnel
- Wait for instructions before returning to your building after an evacuation

Shelter-in-place

Purpose: To shelter occupants inside the building in the event of a hazardous/biological material or other emergency incident outside the building:

- As notified, go inside the building
- Close all windows and lock doors
- Select interior room(s) above the ground floor with the fewest windows and vents. The room(s) should be large enough for everyone to sit comfortably and quietly. Use multiple rooms if necessary.

- Stay away from windows and doors.
- Barricade the locked doors and all occupants should gather together on the floor away from doors and windows
- In the event of a hostile intruder, remain absolutely quiet and follow steps outlined in the “Hostile Intruder/Active Shooter” section.
- Remain calm and await further instructions.

Suspicious package

If a suspicious package or other item is discovered, take the following precautionary measures:

- Do not touch or disturb the object or package
- Isolate the package and evacuate the immediate area
- Call the emergency phone number 911 to report the package to authorities
- Notify your immediate supervisor, faculty or administrative member immediately

Characteristics of Suspicious Packages

- Special deliveries, foreign mail, or air mail.
- Restrictive markings such as “Confidential” or “Personal.”
- Excessive postage.
- Handwritten or poorly typed addresses.
- Incorrect titles.
- Misspelled words.
- Stains or discoloration on the package.
- Excessive weight.
- Rigid, lopsided, or uneven envelopes.
- Protruding wires or aluminum foil.
- Excessive tape or string.
- Visual distractions such as illustrations.
- No return addresses.

Bomb threat

If a bomb threat is discovered or made by phone, text, on paper or in person, the following actions should take place:

- Remain Calm
- Get as much information as possible from the threatening caller
- Call the emergency phone number 911 to report the bomb threat to authorities
- Follow the instructions from emergency personnel
- Do not use cell phone

Power Outage

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.

- If asked to evacuate the building by emergency personnel, exit as calmly and carefully as possible. Take your personal belongings with you.
- Do not re-enter the building until authorized by authorities. Listen for information regarding building/campus closings.

Severe Weather/Tornado Safety

- Prepare to shelter in place if ordered.
- Remain calm and alert.
- Remain clear of glass windows or doors.
- Use an interior hallway on the lowest floor possible.
- If you are outside and unable to get to a building for protection, move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression (i.e., ditch or ravine).

Medical Emergency

If student, visitor, or staff becomes sick, has a health emergency, or an accident occurs an RN or LPN on staff shall take charge.

- A call to 911 is made immediately
- ALWAYS stay on the phone until the person answering the call ends the conversation.
- REMAIN CALM and CALL FOR HELP.
- Stay with the injured person. Pay close attention to the injured person
- If bleeding, use appropriate PPE to cover the wound, and apply pressure to control blood loss
- Every effort shall be made to keep the injured person as calm as possible.
- Do not attempt any significant medical procedures.
- Wait for paramedics to arrive

Notify the Director immediately. He / She will assume responsibility to inform the Institution's insurance carrier.

Faculty	Education / Degree	Full-time/Part-time
Esi Gyenin, RN, MSN	Master of Science of Nursing George Mason University	Program Director/Administrator Full time
Alexander Oduro, RN, BSN	Bachelor of Science in Nursing Marymount university	Faculty Part- time Practical Nursing Program
Ernestina O. Agyakwah, RN, BSN	Bachelor of Science in Nursing Stevenson University	Faculty Part- time Practical Nursing Program
Sara Aninakwah, RN, BSN	Bachelor of Science in Nursing Agogo Nursing Training College	Faculty Part- time Practical Nursing Program
Joyce Nkrumah, RN, MSN	Master of Science in Nursing Georgetown University	Faculty Part- time Practical Nursing Program
Charity Nwanevu RN, BSN, MPH	Bachelor of Science in Nursing George Mason University	Faculty Part- time Practical Nursing Program
Mercy Golo, RN BSN	Bachelor of Science Nursing Shenandoah University	Faculty Part- time Practical Nursing Program
Anita Herrera, RN, BSN	Bachelor of Science Nursing Shenandoah University	Faculty Part- time Practical Nursing Program
Akua Marfo, RN, BSN	Bachelor of Science Nursing University of Florida	Faculty Part- time Practical Nursing Program
Lawrenta Okojie, RN, MSN, DNP	Chamberlain University Doctor of Nurse Practitioner	Faculty Part- time Practical Nursing Program
Gabrielle Sarpong, RN, BSN	Bachelor of Science Nursing Shenandoah University	Faculty Part- time Practical Nursing Program
Pearl Thrinny, RN, MSN	Master of Science of Nursing Grand Canyon University	Faculty Part- time Practical Nursing Program
Bernard Appiah	Bachelor of Health Science University of Ghana	Faculty Part- time Practical Nursing Program
Matilda Agyeman, RN	Associate of Science in Nursing Capscare Academy for Healthcare Education	Faculty Part- time Nurse Aide/Med-Aide/HHA Program
Elizabeth Yeboah, LPN	Practical Nursing Diploma America School of Nursing & Allied Health	Faculty - Full time Nurse Aide/Med-Aide/ Career Services Advisor
Georgina Farmer, LPN	Practical Nursing Diploma A& D Nursing School	Faculty Part- time Nurse Aide/Med-Aide/HHA Program
Margaret Yiadom, LPN	Practical Nursing Diploma America School of Nursing & Allied Health	Faculty - Part time Nurse Aide/Med-Aide/HHA Program
Andrews Appiah	Certified Phlebotomy Technician America School of Nursing & Allied Health	Faculty - Part time Phlebotomy Technician Program
Administrative Staff		
Prince Gyenin	Bachelor of Health Science George Mason University	Director of Operations
Joseph Agyeman	Master of Library in Science Catholic University of America	Librarian
Alfreda Bediako	America School of Nursing & Allied Health	Administrative Personnel

Advisory Board List

Esi Gyenin, RN, MSN

Prince Gyenin

Esther Benn Smith, LPN

Seth Wireko, LPN

Mercy Amevor, RN, MSN

Mina Aggrey, RN, MSN

Ann Marie Morin RN, BSN

Nina Oduro, Education Specialist

Albert Acquah, Financial advisor