



**AMERICA SCHOOL OF NURSING & ALLIED  
HEALTH**

**STUDENT CATALOG/ HANDBOOK**

**Volume VI**

**2023 – 2024**

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## **Welcome!**

Welcome to the America School of Nursing & Allied Health (ASNAH)!!

At ASNAH, we believe in providing you with a quality education. A sound education begins with qualified educators and the industry current resources. Our goal is to make sure you are successful in this nursing program and in the profession of nursing.

To have a smooth transition, the institution has developed a student Catalog to assist you in understanding your role and expectations as a nursing student at ASNAH. It includes academic information for the program, the organizational structure of the school, specific policies and procedures and other important information that you will need as you pursue your education. It is a guide and a resource which is an asset to your time at ASNAH. ASNAH reserves the right to change policies at any time in this catalog and without prior notice. All students in ASNAH are responsible for the information contained in the current student catalog. Also, students are expected to comply with all policies of the institutions with which the school affiliates.

You will have the opportunity to ask questions about the information in the Catalog at your student orientation session.

Once again, on behalf of the ASNAH team, we welcome you to ASNAH! We wish you all the best in your academic program. We believe that you have chosen the best place for your education.

*Best Wishes from ASNAH Staff*

**Practical Nursing Program**

**Nurse Aide Program**

**Medication Aide Program**

**Phlebotomy Technician Program**

**Home Health Aide Program**

**America School of Nursing & Allied Health**  
**14000 Crown Court. Suite 102 Woodbridge VA 22193**  
**Phone: 703-490-8402**  
**Fax: 703-490-8403**  
[www.asnahonline.com](http://www.asnahonline.com)

### **SCHOOL/PROGRAM INFORMATION**

America School of Nursing & Allied Health (ASNAH) academic program offerings is consistent with the institution's stated mission and purpose for being. ASNAH's primary purpose for being and its mission is based on its relative degree of emphasis on academic instruction and public service.

#### **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

#### **Affiliation with National Health Career Association (NHA)**

11161 Overbrook Road  
Leawood, Kansas 66211

#### **Accredited by Accrediting Bureau of Health Education Schools (ABHES)**

7777 Leesburg Pike, Suite 314  
N. Falls Church, VA 22043

## **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 rapidly changing healthcare environment.

## **VISION**

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

## **PHILOSOPHY**

At the America School of Nursing and Allied Health (ASNAH), it is our belief and duty to support active learning, foster knowledge, critical thinking, and life/work skills required for participation in our global society. We work with our community partners to enrich the intellectual, cultural, and economic fabric of our region. We believe that excellence in education must occur in an ethical climate of integrity and respect. We support diversity of persons, opinions, and cultural and religious perspectives. The school affirms the appreciation of diversity which is integral to the attainment of personal and intellectual advancement.

Our health education programs emphasize equity, academic excellence, reflective practice, curriculum integration, and advocacy. Our programs promote meaningful fieldwork in which teachers engage with students, families, and other educators within diverse communities. The faculty, inspired by a passion for teaching, strives to create a student-centered climate which promotes academic challenge, physical well-being, emotional growth, personal responsibility, cooperative learning, and authentic community.

The nursing philosophy ascribes Dorothea Orem’s nursing model of care, signifying that all persons have innate ability to function at their optimum for their well-being in their community. The model provides a foundation for research and education within nursing practice which enables skill-building. According to Dorothea Orem, a competent nurse is required to care for an individual who is incapable or limited in effective self-care to maintain self-worth, autonomy, and independence. The model identifies five areas of strength that guides our education practice: advocating for others; guiding and teaching others; supporting and promoting independence. We nurture these principles in our students to promote personal development and independence to meet future demands and provide competent care to individuals.

Therefore, we at America School of Nursing and Allied Health “ASNAH”, endeavor to build on the foundation of our students’ inherent strengths, guide and assist our students to achieve the skills and excellence needed to be an integral part of their diverse communities and to function effectively in a diverse rapid changing healthcare environment.

## **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 students 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 Esie 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.

Esie Gyenin, the founder who serves as the Program Director is a registered nurse with a Bachelor of Science degree in Nursing (“BSN”) and a Master of Science degree in nursing (“MSN”) from George Mason University with a specialty in nursing education. Ms. Gyenin has over 20 years’ experience in nursing. 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) provides nursing and Allied Health education to students in classroom and clinical settings. Programs that are offered include Nursing Aide Training, Phlebotomy, Medication Aide Program, Home Health Aide Training, Practical Nursing and CPR training. The institution is open 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 from 9:00 a.m. through 3:00 p.m. and evening classes are offered from 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 in residential only. ASNAH is approved by its regulatory bodies and accredited by ABHES. The practical nursing program is not accredited by a nursing accreditation body.

### **SCHOOL FACILITES**

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 nursing 2 skills lab 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. 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 for protecting their own personal items. If a student suspects 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 effect 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.

**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.

## **ADMISSIONS**

### **ADMISSION/ENROLLMENT PROCESS FOR APPLICANTS**

Students will complete application forms and pay a non-refundable application fee at the admissions office.

Application is reviewed within 1 week for completeness by admissions staff.

Students will schedule and complete the entry level pre-assessment test - TEAS (PN program).

Criminal background is checked with certified criminal background company (see policy).

All admission requirements are submitted at the time of admission by the student.

If the student qualifies for admission, the student is then enrolled in the program.

Students will be given an acceptance letter upon admission into the program.

Immunizations, physical, drug testing and CPR are to be completed prior to first clinical attendance.

Students will not be allowed to enroll in a class after the first week from the class start date.

Students must attend mandatory information session (orientation) prior to the first day of class.

Class schedule is given to student on enrollment including start date and end date.

The class schedule is published on learning management system (orbund).

### **ADMISSIONS REQUIREMENTS FOR 6-8 WEEK PROGRAMS**

- Students must be at least 18 years of age or older.
- Admission application and nonrefundable application fee - \$50.00.
- Valid Identification card [driver's license, state ID, Passport].
- Social Security card.
- Criminal Background check (\$50.00).
- Valid CPR (Healthcare provider by American Heart Association) Offered on ASNAH campus.
- TB Test (PPD test/ chest X-ray) or QuantiFERON gold; and
- Hepatitis B (if needed by clinical agency).

### **NURSE AIDE PROGRAM /HOME HEALTH AIDE**

Student must be able to read, write and understand instruction in English.

- Student will demonstrate English proficiency.

### **MEDICATION AIDE**

- Student must be able to read, write and understand instruction in English.
- Student will demonstrate English proficiency.
- Students must complete direct patient care (40 hrs.) or Nurse Aide prior to enrolling in Medication Aide program.

### **PHLEBOTOMY TECHNICIAN**

Student must be able to read, write and understand instruction in English.

The student must supply America School of Nursing and Allied Health with an official copy of a high school transcript (in English or an agency evaluation), attestation, or G.E.D. within 30 days after the student's first class or lesson begins as evidence that the student has graduated from high school or its equivalent.

### **ADMISSIONS REQUIREMENTS FOR PRACTICAL NURSING**

- Students must be at least 18 years of age or older.
- Students will complete an application and pay a non-refundable application fee - \$100.00.
- Valid Identification card [Driver's license, state ID, Passport], Social Security card.
- Valid CPR (by American Heart Association or Red Cross): Also Offered on campus.
- The student must provide a copy of a high school transcript.
- If the student completed high school in a foreign country, the student must provide an evaluated transcript in English (from US evaluation agency), attestation, or G.E.D. within 30 days after the student's first class or lesson begins. Student must have shown evidence that the student has graduated from high school or its equivalent.
- Students must pass a pre-screening entrance TEAS exam with 50% or better. (The TEAS exam covers Mathematics, English, Reading, Science) and English proficiency assessment.
- Students must present three personal references (no family members).

- Student will provide a physical examination record (not more than 6 months from time of entry).
- Student will provide documentation or proof of required immunizations including annual TB Skin Test or Chest X-Ray, MMR, Varicella Titer, Hepatitis B Vaccines, DTAP, Tetanus, COVID - 19 Vaccine, Flu shots (October – March and sign flu shot attestation form).
- Criminal Background check will be completed by ASNAH; and
- Students will be required to do a drug screening at time of admission and whenever it is deemed necessary.

***NOTE: Applicants to the nursing program should be aware that certain criminal convictions such as a felony will deny or restrict the student access to a nursing license in the state of Virginia as well as most other states. It is the responsibility of the interested applicant to consult with the Virginia Board of Nursing for advice.***

#### **RECOGNIZED EQUIVALENTS OF A HIGH SCHOOL DIPLOMA**

GED certificate.

- a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC) the High School Equivalency Test (HiSET), or, in California, the California High School Proficiency Exam) that the state recognizes as the equivalent of a high school diploma (certificates of attendance and/or completion are not included in this qualifying category).
- an associate degree.
- successful completion of at least 60 semester or trimester credit hours or 72 quarter credit hours that does not result in the awarding of an associate degree, but that is acceptable for full credit toward a bachelor’s degree at any institution: or
- enrollment in a bachelor’s degree program where at least 60 semester or trimester credit hours or 72 quarter credit hours have been successfully completed, including credit hours transferred into the bachelor’s degree program.

#### **ENGLISH PROFICIENCY POLICY**

America School of Nursing & Allied Health (“ASNAH”) values proficiency in multiple languages and diverse educational experiences across different cultures and countries. To ensure that students are prepared for our academic curriculum, students whose first language is not English must demonstrate English proficiency. The student is required to take an English proficiency test to prove that he/she demonstrates English proficiency. The following criteria are required to prove English proficiency:

- For 6 – 8-week course programs, the student must earn a minimum of 80% or better on the English proficiency test.
- For the practical nursing program, the student must earn a minimum of 40% or better on the pre-entrance English Teas test.
- Exemptions are granted to applicants who:
  - Graduate from a U.S. high school

- Have earned a “C” or better in a university-level composition course level 101 or higher (ESL courses do not qualify).
- Speak English as a native language. For the purposes of ASNAH, English may be considered your native language if you have been raised in an environment where English is the only official language of your locality, your education and in your home.

### **PRACTICAL NURSING – TEAS ENTRANCE EXAM POLICY**

1. All PN applicants must take an entrance exam upon admission – TEAS Exam. Students may request a Practice exam book from the school to prepare for the exam. The entrance exam is given on Fridays and Saturdays between 9:00 am and 5:00 pm.
2. Applicants must earn a minimum of 50% or better on the pre-entrance Teas test.
3. Applicants must pay an entrance exam fee for each exam attempt.
4. Applicants will be given a total of 3 attempts to take the entrance exam for the cohort admission. Applicants who do not pass the 1<sup>st</sup> entrance exam attempt may take the exam for the 2<sup>nd</sup> time within at least 7 calendar days apart. The applicant must complete a remediation using ATI focus review prior to retaking the exam.
5. If the applicant fails all attempts, the applicant can begin the process after a minimum of 6 months from the last attempt. Passing entrance exam score for PN program is valid for 1 year. In case a student drops from the program and subsequently returns after a 1 year, the re-entering student may be required to retest to meet the current minimum testing requirements or the ability to obtain the previous test results.

### **ESSENTIAL FUNCTIONS AND ABILITIES FOR THE PROGRAM**

There are essential functions necessary for the provision of safe and effective nursing care, therefore it is important for the nursing student to possess the following abilities for program admission, progression, and graduation.

#### **The essential functions include but are not limited to:**

- Critical Thinking - Critical thinking ability sufficient for clinical judgment. (Identify cause-effect relationships in clinical situations, develop nursing care plans.)
- Interpersonal Skills - Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds. (Establish rapport with patients/clients and colleagues.)
- Communication - Communication abilities sufficient for interaction with others in verbal and written form. (Explain treatment procedures, initiate health teaching, document and interpret nursing actions and patient/client responses.)
- Mobility - Physical abilities sufficient to move from room to room and maneuver in small spaces. (Moves around in patient’s room, workspaces, and treatment areas, administer cardio-pulmonary procedures.)
- Motor Skills - Gross and fine motor abilities sufficient to provide safe and effective nursing care. (Calibrate and use equipment; position patients/clients.)

- Hearing - Auditory ability sufficient to monitor and assess health needs. (Hears monitor alarm, emergency signals, auscultatory sounds, cries for help, etc.)
- Visual - Visual ability sufficient for observation and assessment necessary in nursing care. (Observes patient's/client's responses).
- Tactile - Tactile ability sufficient for physical assessment. (Perform palpation, functions of physical examination and/or those related to therapeutic intervention, e.g., insertions of a catheter).

### **CRIMINAL BACKGROUND CHECK ON ALL STUDENTS**

ASNAH will conduct a student's criminal background check. The school reserves the right to rescind an offer of admission or appointment to any educational or training program to any individual whose background investigation reveals a history of criminal conduct that:

- The school reasonably determines the risk of harm to patients or individuals on ASNAH premises.
- Was not accurately disclosed in response to a direct question regarding criminal history on any application for admission or appointment in connection with the program.
- Is inconsistent with the high standard of ethical conduct required by the school or the community.

#### **Procedure**

1. All offers of admission to programs are specifically conditioned upon a criminal background investigation.
2. Background investigations are carried out by the institution.
3. Background investigations consist of name and social security number verification, U.S. address confirmation over the last seven years and disclosure of any felony and/or misdemeanor convictions for the seven-year period immediately prior to the offer of appointment, including sexual offenses. Only convictions will be reported.
4. If the report reveals a discrepancy in name, social security number or addresses or discloses a conviction for a felony and/or misdemeanor or sexual offense in the past seven years, the school will make a copy of the report available to the individual. The individual will be permitted to provide the school with any additional information s/he wishes the school to consider concerning the information disclosed prior to the school making a decision whether to withdraw the offer of admission or appointment.

### **IMPLICATIONS OF CRIMINAL CONVICTIONS AND OTHER MATERIAL CIRCUMSTANCES**

Applicants to the nursing program should be aware that certain criminal convictions may deny or restrict access to obtaining a nursing license in the state of Virginia as well as most other states. Criminal convictions may also pose a barrier to employment.

If a student has any material circumstance that may adversely impact the applicant's ability to complete a program or gain enrollment must be disclosed to the admissions office prior to matriculation, as that student will not be eligible for admission. Any monies paid before matriculation will be refunded. If the material circumstance occurs after matriculation, the student must inform an administrator/program director and a meeting will take place to determine what next is in the student's best interest. Any refunds that will be made after matriculation if the material circumstance is reported will be based on the student's last date of attendance.

### **PRACTICAL NURSING MEDICAL REQUIREMENTS**

All medical requirements are due prior to starting PN 101 (Basic Concepts in Nursing):

- Student will provide a physical examination (not more than 6 months from time of entry); and
  - Student will provide documentation of required immunizations including annual TB Skin Test or QuantiFERON gold or Chest X-Ray, MMR, Varicella Titer, Hepatitis B Vaccine Series, Tetanus, Flu shots (October – March and sign flu shot attestation form).
- **MMR (Measles/Mumps/Rubella)**
- All students born on or after January 1, 1957, must have two doses of the measles immunization or two doses of the MMR immunization. There should be a minimum of 30 days between doses.
  - Students must provide the month, day, and year they received the immunizations on the "School of Nursing Immunization Form;" and
  - Documentation/proof of this immunization is not required. Self-reported dates will be accepted.
  - A student will be deemed exempt from the MMR immunization requirement if:
    - He/she indicates on the "School of Nursing Immunization Form" that religious reasons prevent them from receiving the immunization.
    - He/she is allergic to the immunization; and
    - He/she was born *before* January 1, 1957 (age exemption).
- **Hepatitis B**
- Students must have at least the first dose of the Hepatitis B immunization series before entering clinical. You must get your third dose approximately 6 months after your second dose.
  - The School of Nursing recommends that the three doses are received with minimum spacing of initial, 1 month and 6-month intervals. Intervals greater than these are also acceptable.
  - In addition to filling in the month, day and year each Hepatitis B immunization was received, students must also attach documentation "School of Nursing Immunization Form."
  - A student will be deemed exempt from the Hepatitis B vaccine requirement if:



- He/she indicates on the “School of Nursing Immunization Form” that religious reasons prevent them from receiving the immunization; and
- He/she is allergic to the immunization.

➤ **Tuberculosis (TB)**

- Students must submit documentation/proof (signed by the healthcare provider) for negative TB.
- PPD skin tests are required annually or chest Xray or QuantiFERON gold. Students must submit updated PPD results throughout the nursing program.
- Positive PPD Skin Test Result Guidelines:
  - If a nursing student has a positive PPD result, a clinical evaluation (a review of symptoms for active TB) must be conducted by a healthcare provider.
  - If the review of symptoms indicates *active* TB, the student must submit documentation that he/she has begun an appropriate plan of treatment.
  - If the review of symptoms indicates *inactive* TB, the student must submit documentation from his/her healthcare provider that verifies this determination.
  - A clinical evaluation is required annually for students whose PPD test results are positive but do not have active TB.
  - Nursing students with active TB may not attend clinical experiences.
  - A QuantiFERON-TB Gold Test or chest Xray is acceptable in place of a PPD skin test.

➤ **Tetanus**

- Students are considered compliant if they have received either the Diphtheria/Tetanus or the Tdap (Tetanus/Diphtheria/Pertussis) vaccination within the last 10 years.
- If a student’s tetanus vaccine expires while in the nursing program, he/she must get the vaccination again and submit documentation.
- Documentation/proof of this immunization is not required. Self-reported dates will be accepted.
- A student will be deemed exempt from the Tetanus vaccine requirement if:
  - He/she indicates on the “School of Nursing Immunization Form” that religious reasons prevent them from receiving the immunization; and
  - He/she is allergic to the immunization.

➤ **Varicella (Chickenpox)**

- Students can prove immunity to Varicella by filling in the month, day and year they had the disease -OR- by documenting that they received two doses of the Varicella vaccine (CDC recommendation, June 2007) on the “School of Nursing Immunization Form.”
- Documentation/proof of this immunization is not required. Self-reported dates will be accepted.
- A student will be deemed exempt from the Varicella immunization requirement if:
  - He/she indicates on the “School of Nursing Immunization Form” that religious reasons prevent them from receiving the immunization; and

- He/she is allergic to the immunization.

➤ **Influenza (Flu Shot)**

- Students are required to have a flu shot every year. Documentation/proof must be submitted.
  - Flu shot attestation form will be completed.
- A student will be deemed exempt from the Influenza immunization requirement if:
  - He/she indicates on the “School of Nursing Immunization Form” that religious reasons prevent them from receiving the immunization.
  - He/she is allergic to the immunization.
  - He/she submits a “Declination of Influenza Vaccination” form (available from institution).

**Immunization Documentation Guidelines:**

- On official letterhead or stationery.
- Signed by a healthcare provider; and
- Includes all information required on the “School of Nursing Immunization Form” related to the immunization.

**DRUG TESTING FOR NURSING STUDENTS**

All nursing students may undergo mandatory drug testing whenever necessary. A nursing student who is under the influence of alcohol or drugs that impairs judgment poses a threat to the safety of students and faculty. For these reasons, evidence of use of these substances, documented by positive drug and/or alcohol screening tests, will result in immediate withdrawal of the student from the nursing course or program. All drug/alcohol testing results will be kept confidential, and a refund made from last date of attendances.

• **PRE-CLINICAL DRUG SCREENING**

1. Students will be informed of this process prior to admission to the nursing program and will be required to sign a consent form indicating understanding of the procedure.
2. All nursing and nursing assistant students may be required to submit to an oral or urine drug screening prior to the beginning of clinical laboratory experiences. Test samples will be analyzed by a qualified laboratory selected by the school.
3. Students will be advised of the procedure to follow to complete the urine drug screening prior to the beginning of clinical experiences.
4. Students will pay for this screening.
5. Students cannot begin clinical experiences until the test results are available.
6. Students receiving negative drug screens or positive drug screens due to permissible prescription drugs will be permitted to begin/continue experiences. In the latter case, medical review and documentation will be required.
7. Students testing positive for illegal substances or for non-prescribed legal substances will be dismissed from the nursing program or nursing assistant course.

- **“PERIODIC” TESTING**

1. This procedure refers to the use/misuse of, or being under the influence of alcoholic beverages, illegal drugs or drugs which impair judgment while on duty in any health care facility, school, institution, or other work location as a representative of the ASNAH Nursing Program.
2. The student will be asked to submit to an alcohol and drug screening at a designated facility if the nursing faculty, clinical instructor, or staff at a clinical facility where the student is assigned deems required.
3. If there is reasonable cause to suspect that the student is mentally or physically impaired due to alcohol or substance abuse immediately prior to or during the performance of his/her clinical duties, a test may occur.
4. The odor of alcohol or observes physical signs and/or behavior including, but not limited to, slurred speech, unsteady gait, confusion, or inability to concentrate, a test may occur.
5. Students will have a blood or urine specimen collected per current procedures.
6. The student will be removed from client care assignments, pending results of the test(s).
7. Test results will be sent to the Program Director or designee.
8. The student will pay for all costs associated with the “periodic” drug-screening test. If the student fails to pay for the costs associated with the drug-screening test, these costs will be added to his/her college account and a “hold” will be placed on the account.

- **POSITIVE SCREENING TEST**

1. If the results of the drug screening test is positive and the student provides documentation of a prescription for the substance, the Director of Nursing and/or designee will consider the case in collaboration with the student and his/her health care provider. Each student will be asked to disclose prescription and over-the-counter medications he/she is taking at the time of testing.
2. If the results indicate a positive drug screen for alcohol, illegal substances, or medications not prescribed for that individual, the Program Director and/or designee will withdraw the student from the nursing program or nursing assistant course and asked to seek evaluation.
3. Upon being able to re-enroll, students will meet with the Program Director to discuss re-enrollment.
4. The student will submit documentation of evaluation by an addiction counselor, therapist and letter from treatment program stating that the student would be able to function effectively and provide safe care to clients in a clinical setting.
5. Following re-enrollment to the nursing program, the student will be required to submit to periodic drug screening at the student’s expense.
6. If a student, after being re-enrolled to the nursing program or course, has positive results on an alcohol or drug screening, he/she will be permanently dismissed from the nursing program/nursing assistant course without opportunity for readmission and no refunds made.

## **LIABILTY INSURANCE**

Liability for damages arising from a claim brought by the student against the institution shall be limited to the sum of money the student actually paid the institution for tuition, fees, and books and to any actual cost and disbursement (not including attorney's fees) awarded the student by an arbitrator. Each student contributes to this fee.

## **PROGRAM DESCRIPTIONS & OBJECTIVES**

### **NURSE AIDE PROGRAM - DESCRIPTION**

**Program hours: Theory 90 hrs./Clinical 40 hrs./Lab Hrs. 20 = 150 hours total**

**Program Duration: AM - 7 Weeks /PM – 8 Weeks**

**Program delivery mode - Residential.**

The program prepares the nurse aide student to be able to competently meet the needs of patients across the life span. The course introduces the nurse aide student to concepts of communication skills, infection control, patient rights, safety, personal care skills and basic nursing skills. The program includes hands – on learning experience, laboratory, and clinical experiences to prepare the student for an entry level job. Upon completion, graduates are awarded Nurse Aide certificate of completion and eligible to sit for the National Nurse Aide Assessment (“NNAAP”) Program Certification Examination to become a Certified Nurse Aide. The program is approved by the Virginia Board of Nursing and certified by State Council of Higher Education (“SCHEV”). Graduates will be able to work in hospitals, long-term care facilities, client’s homes, assisted living facilities, physician office. Classes are conducted with 10-15 students admitted in a class.

### **NURSE AIDE PROGRAM OBJECTIVES**

**Upon completion of the Nurse Aide Program, the student should be able to:**

1. Understand roles and responsibilities of the Nurse Aide.
2. Apply knowledge acquired to care for clients safely and competently in a variety of clinical settings – hospitals, long term care facilities etc.
3. Recognize changes in client’s condition intervene and report such changes appropriately to the nurse supervisor.
4. Apply knowledge of infection control measures to safely provide basic nursing care.
5. Demonstrate an understanding of client’s rights, privacy, and confidentiality.
6. Demonstrate knowledge in prevention of client abuse, neglect, and abandonment including the recognition, intervention, and reporting of abuse to the nurse.
7. Demonstrate basic therapeutic communication skills focusing on the client’s needs and interpersonal relationships.
8. Demonstrate the ability to function independently or within a team in providing care to clients in a rapidly changing healthcare environment.
9. Sit for the Nurse Aide Certification examination and practice as an entry level professional Nurse Aide.

## **MEDICATION AIDE PROGRAM DESCRIPTION**

**Program hours: Theory 48 hrs./Clinical 20 hrs. = 68 hours total**

**Program duration: 3.5 weeks**

**Program delivery mode - Residential**

The program prepares the medication aide student to be able to competently administer medications safely in an assisted living facility. The course introduces the student to concepts of safe medication administration, infection control, patient rights, vital signs, and basic nursing skills. The program includes hands – on learning experience, laboratory, and clinical experiences to prepare the student for an entry level job. Upon completion, graduates are awarded Medication Aide certificate of completion and eligible to sit for the Medication Aide Certification to become a Certified Medication Aide. The program is approved by Virginia Board of Nursing and certified by the State Council of Higher education (“SCHEV”). Graduates are qualified to work in assisted living facilities. Classes are conducted with 5-10 students in a class.

## **MEDICATION AIDE PROGRAM OBJECTIVES**

**Upon completion of the Medication Aide Program, the student should be able to:**

1. Understand roles and responsibilities of the Medication Aide, including law and regulations governing the practice.
2. Apply knowledge acquired to care for clients safely and competently in an assisted living facility.
3. Demonstrate knowledge of safe medication administration principles.
4. Apply the concepts, knowledge, and skills to efficiently administer medication safely.
5. Demonstrate an understanding of client’s rights, privacy, and confidentiality.
6. Demonstrate knowledge in infection control measures and medication administration.
7. Recognize changes in client’s condition and report such changes appropriately to the nurse supervisor.
8. Demonstrate professional behaviors as well and understanding the laws regulating Medication Aide practice.
9. Demonstrate the ability to function independently or within a team in providing care to clients in an assisted living facility.
10. Sit for the Medication Aide Certification examination and practice as an entry level Medication Aide.

## **PHLEBOTOMY TECHNICIAN PROGRAM DESCRIPTION**

**Program hours: 80 Hours.**

**Program duration: 8 weeks.**

**Program delivery mode: Residential**

This is a certification education program that prepares the student to be able to confidently and efficiently collect, process blood and other samples for medical laboratory analysis. The program introduces students to medical terminology as well as the biological functions of the human body. The program includes hands – on learning experience and laboratory skills to prepare the student for an entry level job. The program is certified by the State Council of Higher Education (“SCHEV”). Upon completion, graduates are awarded a Phlebotomy Technician certificate of completion and eligible to sit for the National Phlebotomy Certification Examination offered by National Health Association (“NHA”). Graduates are qualified to work in laboratories, hospitals, physician offices and clinics. Classes are conducted with 5-10 students in a class.

## **PHLEBOTOMY TECHNICIAN PROGRAM OBJECTIVES**

Upon completion of the Phlebotomy Technician program, the student should be able to:

1. Understand roles and responsibilities of the Phlebotomy Technician including law and regulations governing the practice.
2. Demonstrate knowledge of infection control principles and safe practices.
3. Demonstrate the importance of timely specimen collection in the delivery of patient care.
4. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
5. Follow standard operating procedures to collect specimens via venipuncture and capillary (dermal) puncture.
6. Demonstrate understanding of requisitioning, specimen transport and specimen processing.
7. Demonstrate understanding of quality assurance and quality control in Phlebotomy.
8. Communicate effectively and appropriately in the workplace.
9. Apply self-management skills, including time management, stress management, and adapting to a rapidly changing healthcare system.
10. Sit for the Phlebotomy Certification examination and practice as an entry level professional Phlebotomy Technician.

## **HOME HEALTH AIDE PROGRAM DESCRIPTION**

**Program Hours: 40 hours**

**Program duration: 2 weeks**

**Program delivery mode: Residential**

The program prepares the home health Aide student to be able to competently meet the needs of patients across the life span in a home care setting. The course introduces the student to concepts of communication skills, infection control, patient rights, safety, personal care skills and basic home care skills. The program includes hands – on learning experience to prepare the student for an entry level job. Upon completion, graduates are awarded Home Health Aide certificate of completion and eligible to work in home care settings caring for the elderly and clients with disability. No certification exams or credentialing required. Classes are conducted with a maximum of 10 students in a class.

## **HOME HEALTH AIDE PROGRAM OBJECTIVES**

Upon completion of the Home Health Aide Program, the student should be able to:

1. Understand roles and responsibilities of the Home Health Aide.
2. Apply acquired knowledge and basic care skills to competently care for clients in a home care setting.
3. Understand the needs of clients and the family of caregivers while giving care in the home.
4. Apply knowledge of infection control measures to safely provide basic nursing care.
5. Demonstrate an understanding of client’s rights, privacy, and confidentiality.
6. Demonstrate knowledge in prevention of client abuse, neglect, and abandonment including the recognition, intervention, and reporting of abuse to the nurse.
7. Communicate (verbally and nonverbally) effectively and appropriately in the workplace.

## **PRACTICAL NURSING PROGRAM DESCRIPTION**

**Program Hours: 1330 Hours**

**Program duration: AM 12-13 months/PM 13-14 months.**

**Program delivery mode: Residential.**

The practical nursing program is comprehensive and intensive. The program is designed to educate and train students to gain knowledge and skills to safely care for patients across the life span. The program introduces students to classroom, lab, and clinical experiences. Course work covers human anatomy & physiology, concepts in nursing, disease processes, pharmacology and the duties, responsibilities, laws, and regulations of a practical nurse. Students will develop the skills needed for an entry level job. Students who graduate from this program will receive a Practical Nursing certificate of completion and are eligible to take the NCLEX- PN Examination offered by the National Council of State Board of Nursing (NCSBN). The program is approved by Virginia Board of Nursing and certified by State Council of Higher education (“SCHEV”). Upon completion, students are qualified to work in health care settings such as long-term care

nursing facilities, clinics, hospitals, physician's office, and home health agencies. Classes are conducted with 10 - 20 students in a class.

### **PRACTICAL NURSING PROGRAM OBJECTIVES**

Upon completion of America School of Nursing and Allied Health PN program, students should be able to:

1. Apply knowledge acquired to care for clients safely and competently with illnesses and conditions across the life span.
2. Utilize critical thinking skills in assessment, planning, intervention, and evaluation of clients.
3. Demonstrate behaviors that reflect personal, professional growth and accountability for nursing practice.
4. Demonstrate knowledge in the implementation of a nursing care plan within the scope of a Practical Nurse.
5. Organize, prioritize, plan, and deliver safe nursing care.
6. Exhibit professional behaviors, including good work ethics in the role of a graduate Practical Nurse.
7. Demonstrate effective communication and interpersonal skills with clients and the health care members.
8. Assume ethical and legal responsibility in nursing care delivery.
9. Sit for the NCLEX-PN examination and practice as an entry level professional Practical Nurse.

### **PRACTICAL NURSING COURSE DESCRIPTIONS**

#### **HSC 100 HEALTH SCIENCES: (ANATOMY AND PHYSIOLOGY)**

Theory Hours: 110    Lab hours: 20

This course is an overview of the normal structure and function of the human body from the cellular level to the body systems. Topics include cell structure and function, the major chemicals required for normal function, levels of organization, medical terminology and anatomy and physiology of organ systems. The course explains the basic anatomy and physiology of individual systems, how each system interacts with other systems to maintain homeostasis. Students will examine and discuss different human anatomy models in a lab setting.

#### **HSC 101 NUTRITION AND DIET**

Theory hours: 24

This course emphasizes the role of nutrition in application to patient-centered care in health and disease. Basic nutrients, diet planning, food selection, age, culture, religion, and socioeconomic conditions will be discussed. Students will be instructed on reading food labels,



healthy meal planning and diet modifications in relation to patient care. Topics include the food pyramid, the impact of culture and development on diet, calories and energy, the role of nutrition in maintaining wellness, planning a healthy diet, the role of exercise and fitness in maintaining health and helping the client to meet nutritional needs.

### **PN 100 NURSING TRENDS**

Theory Hours: 20

This course is an introduction to the basics of nursing. This course discusses the nursing history, legal and ethical issues in nursing, code of ethics, defines the role and responsibilities of the health care team and inter disciplinary functions. It also focuses on the concepts of studying techniques and the basic concepts of becoming a successful nursing student.

### **PN 101 BASIC CONCEPTS IN NURSING**

Theory hours: 130      Lab hours: 20      Simulation: 24      Clinical hours: 56

This course emphasizes the importance of the fundamental needs of humans across the life span and the development of therapeutic nurse-client relationships as well as competence in basic nursing skills as prerequisites to providing comprehensive nursing care. Instruction is based on nursing process and critical thinking principles. The student is introduced to the clinical setting. Concepts covered include: the nursing process, cultural consideration, Infection control, basic human needs, and the healthcare delivery system. Students will perform basic nursing skills including vital signs, specimen collection, focused assessments and infection control measures in the classroom and clinical laboratory. Emphasis throughout the course is placed on understanding the diversity of individuals and the importance of individualizing nursing plan of care.

### **PN 201 PHARMACOLOGY**

Theory hours: 100      Lab hours: 10

This course emphasizes drug classifications, modes of administration and dosage calculations. Principles of drug action, interaction, and therapeutic use in the clinical management of disease is discussed, including nursing responsibilities. Students will be prepared for safe medication administration in a simulated lab setting.

### **PN 202A MEDICAL SURGICAL NURSING I**

Theory hours: 100      Lab hours: 10      Simulation: 14      Clinical Hours: 50

This course covers the basic pathology, signs, symptoms, incidence, methods of diagnosis and treatment of selected adult medical conditions. Topics include anatomy and physiology, pathophysiology, nursing care, nutritional requirements, pharmacological therapies, developmental and cultural considerations, medical terminology, and nursing skills required when caring for clients with alterations in the body systems. The nursing process, implications,

considerations, and nursing care plans including patient education are emphasized on. Classroom theory is integrated with simulated lab skills. This course provides students with clinical learning experiences designed to provide nursing care to adult clients who are experiencing selected medical-surgical health conditions in nursing care facilities.

### **PN 202B MEDICAL SURGICAL NURSING II**

Theory hours: 100      Lab hours: 20      Simulation: 10      Clinical Hours: 36

This course is a continuation of Medical Surgical Nursing I. It covers the basic pathology, signs, symptoms, incidence, methods of diagnosis and treatment of selected adult medical conditions. Topics include anatomy and physiology, pathophysiology, nursing care, nutritional requirements, pharmacological therapies, developmental and cultural considerations, medical terminology, and nursing skills required when caring for clients with alterations in the body systems. The nursing process, implications, considerations, and nursing care plans including patient education are emphasized on. Classroom theory is integrated with simulated lab skills. This course provides students with clinical learning experiences designed to provide nursing care to adult clients who are experiencing medical-surgical health conditions in nursing care facilities. Upon completion of this course the student's knowledge is tested on both Medical surgical I and Medical Surgical II content.

### **PN 203 MATERNAL CHILD NURSING**

Theory hours: 48      Simulation Hours: 4      Clinical Hours: 12

This course emphasizes women's health and obstetrics. Antepartum, intrapartum, postpartum and the care of the newborn are examined. Other topics taught include health promotion in pregnancy, fetal development, the progression of normal pregnancy, common problems during pregnancy, the new mother's role, care of the newborn and the client's psychosocial adaptation to parenting. There is a clinical component for this course where students are exposed to women's health, maternity, mother - baby nursing, and simulated lab experiences.

### **PN 204 PEDIATRIC NURSING**

Theory hours: 50      Simulation Hours: 4      Clinical Hours: 12

This emphasizes nursing care for children of all ages and at various stages of growth and development during the continuum of health/wellness and illness. Acute and chronic health problems of the infant, toddler, pre-school child and the adolescent are covered. Psychological developments throughout the life span are addressed. A clinical experience will expose students to the pediatric population in different settings.

### **PN 301 GERONTOLOGY**

Theory hours: 50      Simulation: 4      Clinical Hours: 40

This course examines the process of aging. Physical, psychological, sociocultural, and spiritual aspects of aging are examined within the context of family and society. Theoretical concepts of aging will be examined using the nursing process. The course will also discuss client's rights, elderly abuse, neglect, and abandonment. Clinical experience will expose students to an aging population and the care of a geriatric client.

### **PN 302 MENTAL HEALTH NURSING**

Theory hours: 48      Simulation Hours: 10      Clinical Hours: 30

This course introduces the student to mental health and disorders manifested throughout the life span. The course focuses on diagnosis, treatment modalities and therapeutic communication skills necessary for caring for clients with mental health illness. Nursing care and psychiatric care from a historical perspective will be discussed. Students will be exposed to a mental health clinical setting, community organizations and resources available.

### **PN 303 MEDICAL SURGICAL NURSING APPLICATIONS III**

Theory hours: 50      Simulation: 30      Clinical Hours: 120

This course provides opportunities for a comprehensive clinical experience and classroom seminar in promoting, maintaining, and restoring health of individuals, families, groups, and communities. Students will participate in a capstone comprehensive review of nursing key concepts, apply critical thinking and the nursing process to learned concepts. There will be additional clinical experience and lab simulations. There is a strong emphasis on strengthening collaboration between theory and practice, to enhance professional competence for students to assume responsibility for their own personal and professional growth. A comprehensive exam will be administered, covering all content areas in the practical nursing program to assess knowledge and readiness for NCLEX - PN licensure examination. See comprehensive exam policy.

### **PN 304 LEADERSHIP & MANAGEMENT**

Theory hours: 10

The course focuses on the concept of leadership within the context of professional health systems. Topics discussed include role management, work ethics, and conflict resolution. Role transitioning from student to a Practical Nurse is explored.

\*\*America School of Nursing & Allied Health will ensure all substantive changes are reported to the board of Nursing within 10 days including change in the program coordinator, primary instructor, program ownership, physical location of the program, or change in licensure status of clinical facilities.

### PRACTICAL NURSING CURRICULUM

COURSE NUMBER	COURSE DESCRIPTION	THEORY HOURS	LAB HOURS	SIMULATION HOURS	CLINICAL HOURS
	<b>MODULE I</b>				
<b>HSC 100</b>	Anatomy & Physiology	110	20	-	-
<b>HSC 101</b>	Nutrition & Diet	24	-	-	-
<b>PN 100</b>	Nursing Trends	20	-	-	-
<b>PN 101</b>	Basic Concepts in Nursing	130	20	20	60
	<b>MODULE II</b>				
<b>PN 201</b>	Pharmacology	100	10	-	-
<b>PN 202A</b>	Medical Surgical Nursing I	100	20	10	40
<b>PN 202B</b>	Medical Surgical Nursing II	100	10	8	40
<b>PN 203</b>	Maternal Child Nursing	48	-	4	12
<b>PN 204</b>	Pediatric Nursing	50	-	4	12
	<b>MODULE III</b>				
<b>PN 301</b>	Gerontology	50	-	-	40
<b>PN 302</b>	Mental Health Nursing	48	-	10	30
<b>PN 303</b>	Medical Surgical Nursing Applications III	50	-	20	100
<b>PN 304</b>	Leadership & Management	10	-	-	-
	<b>PROGRAM TOTAL HOURS</b>	<b>840</b>	<b>80</b>	<b>76</b>	<b>334</b>

**Total Hours - 1330 (Theory – 840 hours, Lab - 80 hours, Clinical/Simulation 410 Hours.**

## BOOKS

### PRACTICAL NURSING REQUIRED BOOKS

1. Rosdahl Bunker Caroline & Kowalski Mary. T, Textbook of Basic Nursing. Wolters Kluwer &Lippincott's (current edition)
2. Rosdahl Bunker Caroline & Kowalski Mary. T, Textbook of Basic Nursing Study Guide. Wolters Kluwer &Lippincott's (current edition)
3. Assessment Technologies Institute (ATI) education and Online resources

### PRACTICAL NURSING RECOMMENDED BOOKS

1. Silvestre Linda Anne, Saunders Comprehensive Review for NCLEX –PN Examination (current edition)
2. Mosby's dictionary of medicine, Nursing & health professions. Mosby (current edition)
3. Colleton &Anderson, Nursing Leadership and Management and Professional Practice for LPN, LVN (current edition)

### NURSE AIDE BOOK

- Fuzzy Jetta, Nursing Assistant care: The Basics. Hartman publishing incorporated (current edition)
- Fuzzy Jetta, Nursing Assistant care: The Basics. Workbook, Hartman publishing incorporated (current edition)

### PHLEBOTOMY TECHNICIAN BOOK

- Hartman's Complete Guide for the Phlebotomy Technician, Hartman publishing incorporated (current edition)

\*\*Medication aide manual - provided by Virginia Board of Nursing

\*\*Home Health Manual - provided by America School of Nursing

**All textbooks, software programs and education materials are carefully selected for appropriateness of courses. All education materials are reviewed each year and updated as needed.**

## **CURRICULUM REVIEW AND PROGRAM ASSESSMENT**

America school of Nursing and Allied Health is committed to providing high-quality education and programs to its students based on a rigorous and coherent curriculum. America School of Nursing & Allied Health program curriculum is reviewed and evaluated on a regular basis to ensure that the program maintains consistency with the mission of the school. Course content and syllabi are reviewed by the academic team to meet educational goals. Program effectiveness is evaluated using data gathered from retention, credentialing, and placement reports. Other measures used for program assessment include feedback from student surveys, feedback from instructors such as exams, textbooks, and student engagement. The curriculum review and program assessment allow America School of Nursing & Allied Health to maintain and provide students with a consistently high-quality education.

## **FINANCIAL RESPONSIBILITY**

Tuition and fees are the responsibility of the student and must be paid in advance. Tuition and fee amounts are clearly outlined and provided to each student upon admission. It is the student's responsibility to pay their tuition and related fees at the scheduled time. Students who attend 6-10-week programs pay tuition in 3 installments. Practical Nursing students pay a down payment and the rest of the tuition in installments monthly. Students must follow payment plans as directed and agreed upon at enrollment.

If you are paying bi-weekly, payment is due by close of business on Mondays. After close of business on Tuesday, a \$25.00 late fee will be applied to your account then \$5.00 each day until tuition is paid in full. If you are paying monthly, tuition must be paid by the 3<sup>rd</sup> of each month. At close of business on the 4<sup>th</sup>, a \$25.00 late fee will be added to your account if payment is not made by the 4<sup>th</sup> of the month. If services are terminated the student may re-enroll upon full payment of the account and acceptable re-registration fees are paid.

If your account becomes one week past due, services may be terminated. If this happens, it may be necessary for ASNAH to take action to bring your account up to date and you will be liable for any necessary expenses that ASNAH incurs.

ASNAH has the right to suspend or withdraw a student from the program if tuition and fees are not made up to date or paid as directed. ASNAH does not participate in Federal Financial Aid Programs; however, we accept MYCCA and WIA programs.

There is no tuition discount given for holidays, school closings, snow closings, vacations, or absences.

### **FORMS OF PAYMENTS**

- Cash, Cashier's check, Money order, Credit and Debit Cards.
- There will be a service fee for using credit and debit cards.
- No personal checks will be accepted.

## FINANCIAL AID

The America School of Nursing and Allied Health is approved for federal grants and student loans and parent loans. The student may discuss these various forms of financial aid with the staff member in the ASNAH Financial Office. ASNAH is not eligible for Title IV funding at this time. ***(Should ASNAH become eligible for Title IV funding, the institution will expand on its description of the Federal Financial Aid programs that the institution is eligible to participate in.)***

### 2023 -2024 PROGRAM TUITION & FEES

#### PRACTICAL NURSING

##### Registration Expenses

- Application fee ..... \$100.00 (non - refundable)
- Criminal Background fee..... \$50.00
- Entrance Examination fee..... \$70.00 (Paid to ATI)

##### Program Cost

- Tuition ..... \$12,000.00
- Professional Liability insurance..... \$120.00
- Education Support Fee ..... \$500.00
- Technology & Equipment Fee.....\$600.00
- Laboratory fees..... \$600.00
- Nursing Pack and Clinical Uniform ..... \$300.00
- Textbooks ..... \$250.00
- **ATI Package ..... \$2,200.00**
- **NCLEX Prep fees..... \$600.00**

##### Additional Related Expenses

- Drug Test Fee ..... \$50.00 (paid by student upon request)
- CPR (AHA/Red cross only) .....\$85.00 (paid by student, optional with valid certification)
- NCLEX Application fees.....\$375.00 (paid to certification board, only upon program completion)
- Graduation Fees ..... \$200.00 (paid only upon program completion)

#### PHLEBOTOMY TECHNICIAN

##### Registration Expenses

- Application fee ..... \$50.00 (non - refundable)
- Criminal Background fee..... \$50.00

##### Program Cost

- Tuition ..... \$2000.00
- Laboratory fees ..... \$100.00
- Professional Liability insurance.....\$50.00
- Technology & Equipment Fee ..... \$50.00
- Textbook (estimated cost) .....\$60.00(purchased by student)
- CPR (AHA/Red cross only) ..... \$85.00(paid by student, optional with valid certification)
- Certification Exam fee..... \$115.00 (paid to certification board, only upon program completion)
- Uniform .....purchased by student.

**☐NURSE AIDE**

**Registration Expenses**

- Application fee .....\$50.00 (non - refundable)
- Criminal Background fee..... \$50.00

**Program Cost**

- Tuition ..... \$850.00
- Textbook & Workbook.....\$80.00
- Laboratory fees .....\$100.00
- Professional Liability insurance..... \$50.00
- Technology & Equipment Fee .....\$50.00
- CPR (AHA/Red cross only) ..... \$85.00(paid by student, optional with valid certification)
- Uniform .....purchased by student.
- Certification Exam fee .....\$140.00 (paid to certification board only upon program completion)

**☐HOME HEALTH AIDE**

**Registration Expenses**

- Application fee ..... \$50.00 (non - refundable)
- Criminal Background fee.....\$50.00

**Program Cost**

- Tuition..... \$300.00
- Laboratory fees .....\$50.00
- Textbook .....\$0.00
- CPR (AHA/Red cross only) .....\$85.00 (paid by student, optional with valid certification)
- Uniform .....purchased by student.

**☐MEDICATION AIDE PROGRAM**

**Registration Expenses**

- Application fee ..... \$50.00 (non - refundable)
- Criminal Background fee.....\$50.00

**Program Cost**

- Tuition..... \$700.00
- Textbook ..... \$50.00
- Technology & Equipment Fee ..... \$50.00
- Professional Liability insurance.....\$50.00
- Uniform .....purchased by student.
- CPR (AHA/Red cross only) .....\$85.00 (paid by student, optional with valid certification)
- Certification Exam fee .....\$125.00 (paid to certification board only upon program completion)

**Note:** Late fees for late tuition payment is applicable to all programs .....\$25.00

Clinical Badge replacement charge.....\$25.00

***Note: ASNAH Reserves the right to make changes to the prices listed above as deemed necessary. When a change in tuition or fee becomes effective all students will be notified and all students will be subject to the change(s) immediately***



## CANCELLATION & REFUND POLICY

### CANCELLATION POLICY:

ASNAH has and uniformly applies a published cancellation and refund policy that complies with all state and federal agency requirements.

1. Rejection of Applicant: If an applicant is rejected for enrollment, a full refund of all monies will be paid to the applicant, excluding the non-refundable registration fee and criminal background fee.
2. Three-Day Cancellation: An applicant who never attended class but provides written or verbal notice of cancellation within three business days, excluding weekends and holidays, of executing the enrollment agreement is entitled to a refund of all monies paid within 45 calendar days excluding the non-refundable registration and criminal background fees.
3. Cancellation Up to 7 Days: An applicant who receives instructional hours and after three or more business days of executing the enrollment agreement, requests a verbal or written notice of cancellation is subject to the refund policy as outlined.
4. Program Cancellation: If ASNAH cancels a program after execution of an enrollment agreement by a student, ASNAH will refund all monies paid by the student.

### REFUND POLICY:

Tuition refunds will be determined as follows:

Refund policy pursuant to 8 VAC 40-31-160 (N) of the Virginia Administrative Code:

<b>Proportion of Program taught by Withdrawal Date</b>	<b>Tuition Refund</b>
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No refund

## **WITHDRAWAL PROCEDURE**

1. A student choosing to withdraw from the school after the start of classes is to provide a written notice to the Program Director. The notice must include the expected last date of attendance and be signed and dated by the student. The written notice may be submitted in person, by mail or by electronic transmission. The withdrawal date will be the student's last date of attendance.
2. If special circumstances arise, a student may request in writing a leave of absence. The student's request should include the dates the student anticipates the leave will begin and expected return date.
3. A student will be determined to be withdrawn from the institution if the student misses 7 consecutive instructional days and all the days are unexcused.
4. All refunds must be submitted within 45 days of the determination of the withdrawal date.
5. Approval of the withdrawal will allow the student to re-register and continue in the program on a date no later than the beginning of the start of the next class.
6. A student granted readmission is subject to the tuition rate and fees at the time of re-entry.
7. A student's last date of attendance is the last day a student had academically related activity, which may include projects, clinical experience, or examinations. The last date of attendance is the date that the institution has determined that a student is no longer in school.

## **ACADEMIC POLICIES STUDENT PROGRESSION AND GRADING**

The scholastic ability of each student is determined by testing, class preparation, lab competence, clinical performance, and conduct. Evaluation of student performance will be conducted in each course and used as criteria for determination of course grades. Students must pass theory and clinical component with 80% (B) or better and achieve a "satisfactory" grade in lab and clinical rotation.

1. Students are informed of the grading system for ASNAH.
2. Grades are assigned according to the letter system and correlated to a numerical percentile as follows:

A	=	90-100
B	=	80-89
C	=	70-79
D	=	60-69
F	=	59-Below
I	=	Incomplete

3. Students earning less than a "B" grade in any course at mid-term will receive written notice and counseling about academic performance from faculty and program director.
4. All students have access to their grades and are informed of their progress throughout the program.

5. Faculty reports students grades three days of course end date.
6. Practical Nursing students have secure access to a personal online portal account with access to grades within three days of the course end date.
7. In all cases of failing grades, faculty are asked to complete a counseling form to document actions taken to assist the student to improve and comment briefly on the causes of failure.
8. Students who receive a grade of D or F in a course may retake the course; both courses and both grades will appear on the transcript and are calculated in the student's GPA and rate of completion. If a student fails, the student is counseled by the faculty member and the program director.

### **Incomplete Grading**

1. An incomplete (I) grade may be given when the faculty, in consultation with the Program Director, determines that there is justifiable cause for the student not to have completed course requirements. Such a cause must be authenticated by official documentation of a major illness, or some other major catastrophe.
2. Incomplete (I) can be changed to an earned grade provided course work is completed before the end of allotted time set by the faculty.
3. If course requirements are not completed during the time allotted, the student will receive a failure (F) for the course. An incomplete in a course must be removed before the student can enroll in any other course.

### **GRADE APPEAL**

The goal of this grade appeal policy is to establish a clear, fair process by which students can contest a course grade that they believe has been awarded in a manner inconsistent with school policies or that has resulted from calculation errors on the part of the instructor. Appeals will not be considered unless based upon one or more of the following factors:

- An error was made in grade computation.
- Standards different from those established in written school policies, if specific policies exist, were used in assigning the grade.
- The instructor departed substantially from his or her previously articulated, written standards, without notifying students, in determining the grade.

Only the final course grade may be appealed. The grade assigned by the instructor is assumed to be correct and the student appealing the grade must justify the need for a change of the grade assigned.

### **GRADE APPEAL PROCEDURES**

1. The student must first address concerns with instructor who assigned the grade for review. Should the instructor detect a discrepancy or errors that may have influenced the students' grade assignment the instructor will initiate a change of grade.

2. If the instructor and student cannot resolve the appeal and the student wishes to pursue the matter further, he or she must present the appeal before the grievance panel comprised of [Program Director, Administrator, and another Instructor].
3. Any appeal must be submitted no later than five business days from the day grades are posted.
4. The grievance panel will review the case and determine a resolution.

### **MAKE-UP POLICY**

Students are expected to be present for all scheduled exams, clinical and laboratory experiences.

Make-up exams are given only for exceptional circumstances such as documented illness, immigration appointments, jury appointments, military appointments, pregnancy emergencies and cases deemed necessary as approved by faculty and program director. Students will present supporting documents (court letter, doctor's note, immigration document etc.). Students must discuss the absence with the instructor and arrange a make-up period for exams or missed course work. Academic work must be completed within the make-up period.

### **CLINICAL MAKE-UP / ABSENCE FOR PRACTICAL NURSING PROGRAM**

1. Students are strongly advised not to be absent in clinical. Clinical experiences are carefully planned, and substitutions/make-up experiences may not be possible.
2. Students are required to make up any missed clinical time.
3. If a student misses 2 days or more in a clinical, the student will be counseled and withdrawn from that clinical and will be asked to make-up clinical, with a change in behavior.
4. Clinical faculty will record student clinical absences on the attendance daily (see Attendance Policy)
5. Clinical make-up will occur by the end of each clinical nursing course.
6. Alternative methods of clinical make-up other than actual clinical experience must meet clinical objectives:
  - i. The faculty will document the planned alternative make-up and the objectives.
  - ii. The faculty will have planned simulated experiences ready in the event of a "0" clinical census.
  - iii. Faculty who has planned simulated experiences will be present with the students during these experiences.
  - iv. Clinical faculty are responsible for notifying the clinical agency regarding any changes to scheduled clinical dates. (See Clinical Attendance)
7. Any situations that arise which prevent clinical make-up from being completed by the end of the clinical nursing course shall be referred to the Program Director.
8. Students missing assigned clinical make-ups must meet with their clinical faculty member, and the Program Director to determine steps needed for course completion.

9. All required clinical laboratory hours must be met for each clinical nursing course BEFORE a final course grade can be given.

### **COURSE REPETITION**

If a student fails a course in a module, the student may seek permission from faculty and program director to repeat the course. The student will receive academic counseling and given another chance to repeat the course and earn a passing grade of 80% or better. The student must pass the course before advancing or progressing in the program. The student will pay the current tuition rate for the repeated course in full amount at the time of repetition. The course repetition will count toward the student's GPA and rate of completion. A student shall take a course no more than once. If the student is not successful during his/her second attempt, he/she shall be removed from the program. (See re-admission policy). The student repeating a course may not graduate with their original cohort.

**6-10 Weeks Program:** If a student fails a test in the program, the student will be given a chance to retake another version (Version B) of the test based on the same content. If the student does not pass the repeated test, the student will be counseled and placed on academic probation. If the student continues to fail, the student will be withdrawn from the program.

### **REMEDIATION PLAN**

The remediation plan is designed to enhance student learning and promote success. It supports students at risk, having difficulty meeting course requirements. Faculty identifies specific areas of weakness based on students' performance. The faculty will collaborate with student in developing a personalized remediation plan tailored to the student's needs. Faculty regularly assesses progress during the remediation process. The remediation plan addresses the following areas:

- Unsatisfactory academic performance (i.e., low quiz/exam scores)
- Lack of clinical competency (i.e., failing a clinical competency or unsafe behavior in the clinical environment), and/or
- Lapses in professional judgment (i.e., tardiness, absenteeism, unprofessional behavior).

The following steps will be taken to address academic areas:

**1. Identification of At-Risk Students:**

- Faculty members identify students who are at risk of failing a course due to low quiz or exam scores, clinical competency issues, or lapses in professional judgment.
- The remediation process is initiated as soon as an at-risk student is identified.

**2. Individualized Remediation Plans:**

- Faculty meet with the student to discuss concerns and develop an individualized remediation plan.
- The plan clearly describes the area(s) of deficiency.
- Specific, measurable goals are set for the student to attain or demonstrate success.

- Remediation activities are tailored to the student's weaknesses and may include practice tests, review materials, skill practice, or other methods suggested by faculty.

### 3. **Time Frame for Completion:**

- A deadline for completion is agreed upon and documented in the remediation plan.
- The student has until the established deadline to meet the remediation outcomes.
- Faculty provide support during this time, but it is the student's responsibility to seek additional assistance if needed.

### 4. **Assessment of Remediation Outcomes:**

- Student progress is assessed at regular intervals, by tracking improvements and adjustment of plan/strategies as necessary.
- After the deadline, faculty assess whether the student has successfully met the remediation outcomes.
- If evidence supports successful attainment, the remediation plan is considered complete. If not, further steps may be taken.

## **ADMINISTRATIVE BREAK**

Students who do not score 80% in a course are required to retake and pass the course to continue in the program. Students are provided with an Administrative Break while waiting for the next available course to begin. The student shall be placed in the next class on a space availability basis. The student must make satisfactory financial arrangements prior to final approval for re-admission. A student failing to return from an Administrative Break within 180 days shall be considered withdrawn from the program.

## **TESTING POLICIES**

All scheduled tests and quizzes are to be taken on the day given by the instructor or designee. All personal items must be stored away from the student in a designated area. **CELL PHONES, SMART WATCHES AND UNAUTHORIZED ELECTRONIC DEVICES ARE NOT ALLOWED IN THE TESTING AREA DURING EXAMS AND WHILE AN EXAM IS BEING REVIEWED BY THE INSTRUCTOR.** All tests given are timed in preparation for taking the NCLEX. All books, bags, materials, water etc. will be removed from the testing area. There is no talking during the test. If a student has a question, he/she will raise their hand for the instructor. Upon completion of the test, the student will submit the test and remain in their seat quietly or leave the testing area until every student completes the test. Cheating is not tolerated. See Academic dishonesty policy.

## **REVIEW OF COMPLETED EXAM**

Reviewing of completed Exam is done at the faculty's own discretion. If exam is reviewed, students will **not** be allowed to take any notes or pictures; The faculty will, review the exam rationale and discuss it with students. If a student takes notes or pictures of exam items, the student will be expelled from the program. Students are not allowed to take testing material out of the classroom. All testing materials are the property of ASNAH.

## **LATE ASSIGNMENTS**

If a student is unable to meet the due date for an assignment it is the responsibility of the student to notify the instructor. Faculty members retain the option of not accepting late papers/assignment/ and may deduct points for late work. Individual faculty maintains final determination in situations related to late assignment.

## **AUDITING A COURSE**

Students may have permission to audit one or more courses per term/semester with no additional charge. Permission is based on the availability of a seat in the class and is at the discretion of the institution. Auditing a course means you enroll in the class and attend it, but you forego receiving a final grade or earning credit. The extent of a student's participation must be arranged and approved by an academic advisor. If the audit is a condition for readmission to the program, the student will be required to complete all assignments and exams in the course. The student should seek to clarify the school's expectations when seeking permission to audit. Any student electing to audit a course must complete a "Petition to Audit Application," obtain the approval signature of an academic advisor prior to starting the course. A Petition to Audit Application can be found on the school's website or picked up from the front desk.

### **EFFECTS OF AUDIT ON GRADES, PROGRESSION, AND STATUS**

1. Audit courses are not used in calculating Grade Point Average requirements of the SAP policy.
2. Audit courses are not used in calculating Percentage of Completion requirements of the SAP policy.
3. The Maximum Time Frame requirement of the SAP policy will be adjusted for each course for which a student audit by:
  - subtracting the total audit credits/hours from the assessment term/semester or the program, and
  - recalculating the Maximum Time Frame
  - Credits for a course being audited are not counted in determining the following:
  - enrollment status (full-time or part-time)
  - calculating semester standing
  - financial aid status
4. Courses Audited will appear on the Official Transcript

### **PRACTICAL NURSING STANDARDIZED EXAMINATION**

1. To demonstrate your knowledge and mastery in nursing content, a standardized exam is administered throughout the program. The test is like the class proctored tests. ASNAH utilizes National League of Nursing (NLN), Assessment Technology Institute (ATI testing) materials, tools, and resources.
2. At the end of each nursing course, students will take a specific course standardized exam (ATI). Students have 2 attempts for the exam. Students must earn a Level 2 score on each proctored exam to pass the course.

3. Standardized comprehensive exams (High stakes Exam) are administered to students at the end of the entire program curriculum to assess the student's knowledge and mastery to pass the NCLEX-PN. The exams assist the student to identify strengths and weaknesses and provide individualized remediation for students to improve on deficient areas. (See practical nursing comprehensive exam policy)

#### **Preparing for success on practical nursing standardized examination:**

- The student has 24-hour access to the resources, tools, and materials (practice test, content review, videos etc.) used in exam preparation.
- After taking each standardized exam, students have access to the detailed results including content areas for remediation and review. Students may review strengths and weaknesses and complete a remediation and focused review plan. It is important that students appropriately use these resources before and after testing to improve areas of weakness.
- Exam reports are not to be shared with other students. They are intended to be used solely by students for remediation. Students may schedule appointments to review their results and reports with faculty on appointment bases.

#### **Use of Assessment Technology Institute (ATI) Assessment**

The comprehensive ATI review program offers the following to students:

- An assessment-driven comprehensive review program designed to enhance student NCLEX® success.
- Multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, and learning styles. Additionally, online tutorials, online practice tests, and proctored tests are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan that can be accessed from "My ATI" tab. **It is highly recommended that students spend time navigating through these orientation materials.**

#### **Review Modules/eBooks.**

ATI provides Review Modules in eBook formats that include written and video materials in key content areas. Students are encouraged to use these modules to supplement course work and reading. Instructors may assign chapter reading either during a given course and/or as part of active learning/remediation following assessments.

**Tutorials** ATI offers unique Tutorials that are designed to teach nursing students how to think like a nurse, how to take a nursing assessment, and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features such as a Hint Button, a Talking Glossary, and



a Critical Thinking Guide are embedded throughout the Learning System tests to help students gain an understanding of the content.

**Assessments:** There are practice assessments available for students as well as standardized proctored assessments that may be scheduled during courses. These assessments will help the student to identify what they know as well as areas requiring remediation called Topics to Review.

### **Focused reviews/Active learning/Remediation**

Active Learning/ remediation is a process of reviewing content areas that were not learned or not fully understood (as determined on an ATI assessment). Remediation tools are intended to help the student review important information to be successful in courses and on the NCLEX. The student's individual assessment report will contain a listing of the Topics to Review. It is highly recommended to remediate using the Focused Review after completion of any practice/proctored tests, which contains links to ATI eBooks, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in assessments, focused reviews, and tutorials by each student. Students can provide documentation that required ATI work was completed using the "My Transcript" feature under "My Results" of the ATI Student Home Page or by submitting written Remediation Templates as required.

## **PN COMPREHENSIVE EXIT EXAM**

### **Prior to taking the Standardized Comprehensive exit exam:**

- The student must complete the program course work, capstone, end of program comprehensive review and practice assessments. Practice assessment is a self-assessment tool which identifies the student's strengths and weakness. Students must complete a focused review and remediate on areas of weakness.
- Students must obtain the pass score on Comprehensive Exit Exam before ASNAH will send the student's attestation documents to the Board of Nursing for the NCLEX - PN.

### **Practical Nursing standardized Comprehensive Exit Examination rules - prior to release for PN-NCLEX examination.**

- At the end of the Practical nursing program curriculum and as part of Medical surgical III course, students must take a final standardized comprehensive exit exam (High Stakes Exam) which covers the entire PN curriculum content areas.
- Students must obtain satisfactory scores on the Standardized Comprehensive exit exams ASNAH will choose the exam randomly from one of the following testing areas, but not limited to: ASNAH Exit Exam – 80% or better, ATI -78% or better, NLN-80% or better, Kaplan-80% or better, HESI -78% or better, U-world-76% or better, Hurst -75% or better.

- Students will have a total of **three attempts or opportunities** to take the Standardized Comprehensive exit exams.
- If the student is unsuccessful with the 1st attempt, the student must take the 2<sup>nd</sup> attempt, no later than 2 weeks after the 1st exam. Students must pay \$100 for each exam retake.
- If the student does not obtain a satisfactory score in the 1st and 2nd attempts, the student will be subjected to take a self-paced 90-day remediation program (ATI) with one-one coaching sessions. The student must pay a remediation fee applicable at the time.
- Upon completion of the 90-day remediation program and receiving completion authorization from the coach, the student will retake the exam for the 3rd time, no later than 2 weeks upon completion of the remediation program.
- After the 3rd unsuccessful attempt, the student may choose to discontinue the program or appeal to retake the exam 2 more times (final) with ASNAH prescribed terms and conditions. The student's academic report will be assessed and will be asked to retake prescribed courses and an additional comprehensive review course to ensure mastery of all the content areas. The student will be responsible for the cost and must pay the standard tuition rate at the time of retake.

### **ADVANCEMENT IN THE PROGRAM**

#### **STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

##### **Definition of Satisfactory Academic Progress**

Satisfactory Academic Progress is defined as the required measurement of student's academic progress towards completing their academic program. Satisfactory Academic Progress (SAP) is evaluated with two standards: qualitative (GPA) and quantitative (Hours Successfully completed). Students must maintain a minimum cumulative grade point average of 3.0 or "B" and successfully complete the hours and required weeks of instructional time (clock-hour programs) to meet the qualitative and quantitative components of SAP. The student must also maintain a steady pace of successful completion of courses throughout the duration of the program to be able to complete the academic program within the established maximum time frame.

A review of the SAP is not completed until both the qualitative and quantitative components measures are reviewed.

If the review shows that a student does not have the required GPA or is not maintaining the required pace, they are placed on Academic Probation or Warning

**Maximum Program Length:** The student must complete the Practical Nursing diploma program in no more than 1995 hours – 150% (1330 program hours x 1.5); the Nurse Aide certificate program in no more than 225 hours – 150% (150 program hours x 1.5); the Medication Aide certification program in no more than 102 hours – 150% (68 program hours x 1.5); the Phlebotomy Technician certificate program in no more than 150 hours – 150% (80 program hours x 1.5) and Home Health Aide certificate program in no more than 60 hours – 150% (40

program hours x 1.5). Failure to complete a program within the time frame specified will result in the student being dismissed by the school.

**Evaluation Points:** The student will be evaluated at pre-determined points of 25%, 50% and 75% in the programs shown in the tables on the following pages.

**Minimum Academic Achievement:** A student must achieve a “B” or 3.0 GPA at the specified evaluation points to remain enrolled as a regular student, as shown in the table on the following page.

**Successful Course Completion:** A student must successfully attend the minimum number of hours and maintain at least a “B” or 3.0 GPA, based upon the maximum time frame to remain enrolled as a regular student, as shown in the table below.

### **Withdrawal Policy**

A grade of “W” is assigned as a grade for those students who request in writing to withdraw from a course prior to completing the mid-term assessment or exam. In addition, a student who withdraws or is withdrawn from the institution prior to the end of the course without completing the mid-term assessment or exam will be assigned a grade of “W” without the request being submitted in writing.

A grade of “W” is not calculated into the GPA but will be considered as credits attempted thus affecting the successful completion percentage.

**Maximum Time Frame for Completion (All Programs) = 150% of program length.**

<b>SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS FOR PRACTICAL NURSING</b>					
	<b>Evaluation Points</b>	<b>Minimum Achievement</b>	<b>Academic</b>	<b>Successful Completion</b>	<b>Course</b>
<b>DIPLOMA</b>					
25% of Maximum Length	499 hours	3.0		499 hours	
50% of Maximum Length	998 hours	3.0		998 hours	
Usual End of Program	1330 hours	3.0		1330 hours	
75% of Maximum Length	1496 hours	3.0		1496 hours	
End of Maximum Length	1995 hours	3.0		1995 hours	
<b>SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS FOR NURSE AIDE</b>					
	<b>Evaluation Points</b>	<b>Minimum Achievement</b>	<b>Academic</b>	<b>Successful Completion</b>	<b>Course</b>
<b>CERTIFICATE</b>					
25% of Maximum Length	50 hours	3.0		50 hours	
50% of Maximum Length	100 hours	3.0		100 hours	
Usual End of Program	150 hours	3.0		150 hours	
75% of Maximum Length	150 hours	3.0		150 hours	
End of Maximum Length	200 hours	3.0		200 hours	

<b>SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS FOR MEDICATION AIDE</b>					
<b>CERTIFICATE</b>	<b>Evaluation Points</b>	<b>Minimum Achievement</b>	<b>Academic</b>	<b>Successful Completion</b>	<b>Course</b>
25% of Maximum Length	26 hours	3.0		26 hours	
50% of Maximum Length	51 hours	3.0		51 hours	
Usual End of Program	68 hours	3.0		68 hours	
75% of Maximum Length	77 hours	3.0		77 hours	
End of Maximum Length	102 hours	3.0		102 hours	

<b>SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS FOR PHLEBOTOMY TECHNICIAN</b>					
<b>CERTIFICATE</b>	<b>Evaluation Points</b>	<b>Minimum Achievement</b>	<b>Academic</b>	<b>Successful Completion</b>	<b>Course</b>
25% of Maximum Length	30 hours	3.0		30 hours	
50% of Maximum Length	60 hours	3.0		60 hours	
Usual End of Program	80 hours	3.0		80 hours	
75% of Maximum Length	90 hours	3.0		90 hours	
End of Maximum Length	120 hours	3.0		120 hours	

SATISFACTORY ACADEMIC PROGRESS EVALUATION POINTS FOR HOME HEALTH AIDE					
CERTIFICATE	Evaluation Points	Minimum Achievement	Academic	Successful Completion	Course
25% of Maximum Length	15 hours	3.0		15 hours	
50% of Maximum Length	30 hours	3.0		30 hours	
Usual End of Program	40 hours	3.0		40 hours	
75% of Maximum Length	45 hours	3.0		45 hours	
End of Maximum Length	60 hours	3.0		60 hours	

**Warning:** As a rule, any student whose GPA is below the minimum GPA at a specified measuring point of 25% will be counseled by the school and documented in the student's file.

**Probation:** As a general rule, any student whose GPA is below the minimum GPA at a specified measuring points of 50% and 75% will be placed on academic probation by the school. The standard period of probation is three months. However, if the student's academic achievement and course completion rate matches or exceeds the minimums described above during the probationary period, the student will be considered to be making satisfactory progress. Any student whose academic achievement or course completion rate is determined to be sub-standard at the end of the probationary period at an evaluation point will be suspended from regular status.

**Extended Enrollment:** If approved by the Program Director, a student may continue as a non-regular student for a period not to exceed one evaluation period in order to re-take courses in which the student was previously unsuccessful. During this period, the student will be charged tuition consistent with normal tuition fees. In no case may a student extend beyond the maximum program length in order to complete the program. A student wishing to extend his/her program must agree to these terms in writing. Credits earned during a period of extended enrollment will count towards the maximum time frame for completion of the program.

**Program Transfer:** An evaluation will be conducted for all students who have not met satisfactory academic progress who transfer to a different program.

**Reinstatement as a Regular Student:** If a student demonstrates, after re-taking courses, that he/she is academically and motivationally prepared to continue with the program, the student may be reinstated as a regular student. The Program Director will make this determination based upon a review of the student's academic transcript and an interview with the student. The reinstatement will be based upon the student meeting the normal satisfactory progress parameters that were in effect at the evaluation point at which the student lost regular status. If reinstated as a regular student, the student will be placed on probation until at least the next evaluation point.

**Course Repetitions, Incomplete and Withdrawals:** A student may repeat a course in which a grade has been earned. However, repeating courses in which a grade of "B" or better has been earned is not recommended. Only the second grade earned in a repeated course will be used in computing the grade point average. Credits for a repeated course are counted only one time in computing the grade point average. Clock hours for both courses will be used in computing the total course completion hours. Both grades remain a permanent part of the student's transcript. However, in no case may a student extend beyond the maximum program length in order to complete the program and receive the original credential.

An "I" is assigned when course work is not completed at the appropriate times due to circumstances beyond the student's control. Any "I" not removed by the student will be automatically converted to the otherwise earned grade, typically an "F". An "I" is not calculated in the GPA but is counted in the course completion percentage.

The school does not currently offer any pass/fail courses and the School does not issue "W" grades.

Students who withdraw during the drop-add period and enroll in another course will receive no grade in the original course. Students may not withdraw from a course after the drop-add period without financial penalty.

**Mitigating Circumstances and Leaves of Absence:** The Program Director may, in his/her discretion, grant leaves of absence or waive interim satisfactory standards for circumstances involving poor health, family crisis, or other significant occurrences outside the student's control. These circumstances must be documented, and the student must demonstrate that they had an adverse impact on the student's satisfactory progress. No waivers will be granted for graduation requirements.

**Application of Standards:** The satisfactory progress standards apply to all students enrolled at the school in a regular status.

**Leaves of Absence:** Time granted for leaves of absence will not be included in the calculation of the student's maximum program length.

### **Grievance Resolution (Appeal)**

Any student who feels that a grade has been erroneously awarded, that an action to place him/her on probation or suspension is improper, or that has any other grievance, may appeal that action to the Program Director. This appeal must be in writing and must be made within five (5) days of the action in question.

The Program Director will investigate the matter and will provide a response within ten (10) days of the appeal. Actions taken by the Program Director may include the following: denial of any change in grade or action, change of grade, removal from probationary status, or reinstatement in the case of suspension. Students wishing to appeal the final determination may contact the State Council of Higher Education for Virginia (SCHEV), 101 N. 14<sup>th</sup> St. 10<sup>th</sup> Floor, James Monroe Building, Richmond, VA 23219; (804) 225-2600.

### **Re-Admission After Suspension for Unsatisfactory Progress**

Suspended students will be eligible for re-admittance after one period of evaluation specific to the course of enrollment. An application for re-admission must be made in writing. Re-admittance will be on a probationary basis, and failure to attain a satisfactory grade "B" or better after one period of evaluation will result in dismissal.

The school reserves the right to suspend or dismiss a student if such an action is considered to be in the best interest of the student or the school, or if it has been found that the student has gained admission through false records or fraud.

## **ATTENDANCE**

Attendance is a vital component of a student's success. Students are expected to participate in courses - lecture, lab, and clinical sessions through regular attendance. It is further expected that every student will be present on time and prepared to participate when scheduled class sessions begin. Students are required to attend all classes, laboratory, clinical and externship experiences. Attendance is monitored for all class and clinical sessions and is recorded as actual time attended.

### **Managing Attendance**

1. Student attendance is recorded daily in the attendance log by the instructor in an electronic system ("Orbund") for all students.



2. Program director monitors student attendance on a regular basis.
3. A student is counseled by the instructor and the program director if identified to have issues with attendance. If the student continues to be absent, the ASNAH student attendance policy is followed.

### **Attendance Procedures**

1. If an absence from a class, clinical, skills lab experience is anticipated, the student should notify the faculty member in the course. Students are responsible for notifying the instructor via email or by calling them.
2. School holidays, breaks and class cancellations (i.e., due to inclement weather) are not included in calculations for class attendance, and are therefore not considered as hours of absence.
3. Excessive absences, including leaving early or arriving late, may result in a faculty member assigning a grade of "failure due to absence". An accumulation of three (3) tardiness will convert into one absence. Arriving 15 minutes after your scheduled class start time is considered tardy (late). Leaving 15 minutes early before your scheduled class end time will be recorded as early departure.
4. If the administration deems a student's absence excused, the students will be allowed to make up scheduled exams.
5. For any absence from class, clinical, skills and lab experiences, it is the student's responsibility to initiate a meeting with the appropriate course faculty, so a plan for meeting the requirements for the course can be reviewed and approved by faculty. The faculty establishes expectations and the deadline for makeup work. All assigned work for each course must be completed to pass the course.
6. For classroom/Theory absence, the student is responsible for getting all missed notes, assignments, or handouts. Classroom make-up time will include, but not limited to essay assignments, special projects, computer lab, seminars, and/or educational in-services. Any fees for required make-up time will be incurred by the student.
7. At least 90% attendance is required for each course. The instructor will take attendance electronically daily. Students may track their attendance on Orbund.
8. Students with absences over 10% of the total hours for each course shall be placed on attendance probation and will have to make up for those absences by attending make-up classes on campus before the end of the course.
9. Any student with absences over 70% of the total hours for any course will be administratively withdrawn from the course. Students incurring more than two attendance probations shall be dismissed from the program.
10. Students dismissed due to poor attendance will be given an opportunity to join the next class only if space is available, upon approval by the program director.
11. ASNAH reserves the right to determine if an absence is excused or unexcused. Excused absences will include but are not limited to death of immediate family (spouse, child, parent and/or sibling) illness of students, childbirth by student or spouse, jury duty, and accidents to the student.

12. Elective surgeries, doctor's appointments and/or treatments DO NOT constitute an emergency.
13. Students must submit to the administration appropriate, supporting document or proof of absences upon return to classes or clinical.
14. Excused absences will count as absences in the calculation of attendance rates and will not increase the maximum number of allowable absences.
15. The student is responsible for communicating with course faculty in the case of any absence. The faculty may request documentation to verify the need for an absence (e.g., court letter, doctor's note, immigration letter, military appointment, etc.). The student is responsible for the consequences of the absence.
16. It is expected that the student will take examinations as scheduled in the syllabus and that assignments will be submitted on the date indicated in the syllabus. It is at the discretion of course faculty members to decide if extraordinary circumstances presented by the student will merit any exceptions to this policy.
17. Upon graduation, students must complete the program with at least 90% attendance rate in each course.

#### **Attendance Procedures for Clinical**

1. If illness or other special circumstances prevent class or clinical attendance, students are responsible for contacting the instructor as soon as possible to determine how to make-up the clinical.
2. If a student misses 2 days or more in a clinical, the student will be counseled and withdrawn from that clinical and will be asked to join another clinical, with a change in behavior.
3. Any student who fails to make up a clinical, laboratory experience will receive an "unsatisfactory" grade. An automatic failing grade for the entire nursing course will ensue.
4. In the event of illness or emergencies—a student MUST notify the school and/or clinical site within 1 hour of expected arrival time. If a student is a "No Call/No Show" for clinical without an acceptable reason that student shall be placed on academic probation.

#### **LEAVE OF ABSENCE**

1. A leave of absence may be granted to the student if requested in writing by the student.
2. A student must submit a written notice in advance to the school explaining the reason they are not able to attend school, including the beginning and the end dates and signed. Unless unforeseen circumstances prevent the student from providing written notice.
3. The leave of absence is limited to 180 calendar days in any 12-month period or one-half the published program length, whichever is shorter. Multiple leaves of absence may be permitted provided the total of the leaves does not exceed this limit.
4. Students wishing to return to classes after a leave of absence must contact the program director. The program director will discuss conditions and determine when it is appropriate for the student to return to school. Upon the student's return from the leave

of absence, the student will be permitted to complete the coursework from where they left prior to the leave of absence.

5. No monetary charges, additional charges or accumulated absences may be applied to the student during a leave of absence.
6. If a student does not resume attendance on, before or at the end of an approved leave of absence, then ASNAH will treat the student as a withdrawal and the date that the leave of absence was approved will be considered the last date of attendance for refund purposes.
7. An approved leave of absence may be extended for an additional period if the extension request meets all the above requirements and the total length of the leave of absence does not exceed the specified limit, as noted in item #3.

#### **RE-ADMISSION TO ASNAH**

- Any student who has dropped out of the program may be readmitted within one year.
- Students must contact the program director to discuss reenrollment, academic issues, dates, and class they will enroll in and resolve all previous financial obligations.
- Program requirements at the time of re-admittance shall be applicable.
- Any student who was terminated for inappropriate behavior may not be readmitted per the program director's discretion.

#### **DISCIPLINARY ACTION/DISMISSAL**

A student who indulges in any of the following actions will be referred to the Program Director & Administrator for appropriate disciplinary action to be taken. The student will be subject to dismissal or other disciplinary action deemed appropriate:

- Failure to observe or follow the policies and procedures of ASNAH and clinical facilities.
- Unable to maintain good academic standing as outlined in this catalog.
- Declared unsafe in the clinical areas or on campus.
- Frequent tardiness or absenteeism in accordance with policy.
- Inappropriate behavior such as verbal or physical abuse, including threats to fellow students, faculty, and staff.
- Dishonesty or not maintaining academic integrity [cheating during examinations – getting/giving information or sharing information/retrieving information from unauthorized sources]. See policy.
- Inappropriate use of school facilities, defacing or removing, misusing materials on school campus without authorization.
- Unprofessional behavior (such as telling lies, being disrespectful to faculty, students, staff, and clinical facility staff members).
- Sexual harassment.
- Theft.
- Alcoholism or drug abuse.
- Failure to pay tuition in accordance with signed enrollment agreement.

- Conducting or participating in a demonstration or behavior to destruct class or the program.

### **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 America 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 made. The student may be suspended, dismissed, or placed elsewhere.

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.

- 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 exhibit poor physical hygiene.
- Frequent lateness (after pre-conference and assignment).
- Violates uniform policy.
- Disruptive behavior or conduct.

## ACADEMIC DISHONESTY

Cheating and plagiarism are dishonest behaviors and **will not be tolerated**. This includes behavior, actions and attitudes that create the appearance or suspicions of cheating or plagiarism. **Cheating** means unauthorized use of assistance, copying someone's work, using authorized materials during examination.

**Plagiarism** is the act of copying an author or producer's work and relabeling or presenting it as personal work (see copyright law). A student will receive a "0" grade if caught in such an act. Students may be dismissed from the program.

### Examples of Academic Dishonesty

- Purposely allowing other students to copy from your test during an exam.
- Copying from another student's work, laboratory report or other report, or computer files, data listings and/or programs.
- Using materials (phones, written information, papers, recorders etc.) during a test that are not authorized by the test administrator.
- Collaborating with another person or persons during an examination or in preparing academic work without authorization.
- Accessing "other" data files or information during exams, quizzes, or other computerized testing programs.
- Giving your homework, term paper, or other academic work to another student to copy or present to instructor.
- Having another person submit work in your name.
- Telling lies for a faculty or school official to change your grade.
- Making changes in submitted work after it has been graded.
- Removing tests from the classroom without the approval of the test administrator.
- Forging signatures and information on school documents.
- Asking others to write your term paper(s) or projects.
- Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or the preparation of academic work to be submitted for academic grade.
- Purchasing or otherwise acquiring and submitting as one's worked any research paper or writing assignment prepared by an individual or firm.
- Knowingly, securing examinations without authorization, using, buying, selling, stealing, soliciting, copying, or possessing, in whole or in part, the contents of an un-administered Exam.

### Instructors are expected to maintain appropriate standards in academics:

- A. To take practical steps to prevent and detect cheating.
- B. To report suspected academic misconduct to the Program Director.
- C. To report evidence of plagiarism, cheating on exams or lab/clinical reports, falsification of records to the Program Director.

**Students are expected to maintain appropriate standards in academics:**

- A. To follow faculty instructions regarding exams and assignments.
- B. To be certain that special rules regarding documentation of papers, examination procedures, use of computer-based information and programs, etc. are clearly understood.
- C. If students believe that practices by the instructor are conducive to cheating, it must be reported to the Program Director.

**Procedures for testing administrator**

- A. If a student is suspected or alleged for cheating, the test administrator will take all testing items from involved student/s including material used in cheating.
- B. The student/s will be dismissed from the examination room and necessary investigations may be done if needed.
- C. Report incident to the program director.

**Consequences for Academic Dishonesty**

Depending on the severity of the infraction, the student may:

- A. Receive a zero “0%” grade on the test, paper, or examination.
- B. Have their course grade lowered and/or possibly fail the course.
- C. Under the standards of student conduct a student will receive one of the following-- Dismissal or Suspension.

**ASNAH reserves the right to dismiss a student from the program if the student’s demonstrates academic dishonesty, unsatisfactory academic achievement, emotional instability, clinical incompetence, or integrity that proves unsatisfactory for safe nursing practice. Such a decision will be given to the student in writing.**

**STUDENT RIGHTS, PRIVILEGES AND RESPONSIBILITIES**

The mission of America School of Nursing & Allied Health (ASNAH) is to provide an enriched nursing education and successful career training to a diverse student body and the community at large. America School of Nursing & Allied Health provides an environment conducive for learning and students enjoy the right to learn, both within and outside of the classroom, in an environment that is free from discrimination based on race, religion, national or ethnic origin, gender, disability, age, sexual orientation or veteran status.

Students are responsible for maintaining principles of fairness, civility and acceptance of diversity and dealings with others. Students who are admitted to the institution are obligated to assume responsibility for their actions, to respect constituted authority, to be truthful and respect the rights of others, as well as to protect personal and public property.

The institution encourages academic, social, and spiritual growth among our students and strives to maintain a campus climate that welcomes civil dialogues on numerous topics and endeavors to provide forums for the exchange of new ideas and opinions. Students are

required to comply with all policies and procedures outlined in the Student Catalog to maintain a safer environment.

### **CONFIDENTIALITY POLICY**

All clinical experiences are guided by federal laws about patient confidentiality which must be upheld by all. The 1996 Health Insurance Portability and Accountability Act (HIPAA) requires that patients have the right to control who will see their protected, identifiable health information. Only the patient and those individuals who the patient has authorized have access to their information. Penalties for violating HIPAA can include civil or criminal penalties, with fines up to \$250,000- and 10-years' imprisonment. All students must comply with HIPAA requirements, whether in course-related or work-related/other settings. This includes social media.

- You will learn about these laws in course work.
- As you are oriented to agencies, you will learn about the enactment of HIPAA.
- You are expected to fulfill the requirements in all ways.
- Students are not permitted to post pictures of patient care on social media.

### **CATALOG/HANDBOOK REVISION**

America School of Nursing and Allied Health Catalog is reviewed and updated annually to reflect changes and accuracy of policies, procedures, and student services. Each student is provided the catalog/handbook electronically and hard copy. The school administration ensures that policies and procedures are implemented. ASNAH may revise the curriculum and all necessary requirements to ensure that the school maintains the highest level of academic integrity. ASNAH reserves the right to make changes to this student handbook/catalog and the curriculum as deemed necessary at any point in the program. When changes are made, information will be delivered verbally, in writing, and posted on the student information board and or website. It is the responsibility of the student to obtain all updated information via internet or from the information board. ASNAH confirms that representations in the catalog, as well as the institutional website, and Information Brochures, are accurate and ethical.

## **GRIEVANCE POLICY**

All problems, conflicts and academic concerns should be resolved at the lowest possible level and should involve all individuals closely aware of and involved in the issue(s) before a request is made for the Program Director or Grievance Panel to become involved. Any request for resolution at the level of the Program Director or Grievance Panel must be made in writing by the party initiating the complaint, no later than three days after the incident. The burden of proof is always on the person(s) making the complaint. The standard of proof will be a preponderance of the evidence. The institution maintains a written record of all formal complaints and their dispositions.

ASNAH Grievance Panel is made up of the Program Director, Administrator, and instructors. It is a body that addresses and investigates grievances pertaining to issues such as exam mistreatment, malpractice, sexual harassment, rumors, fights, and other serious grievances that may not be resolved among involved parties or class advisor. The panel normally discusses the issue at hand and strives to come up with a sound and fair resolution so that students are not subject to unfair action/treatment for initiating a complaint.

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the following bodies. The student should submit written complaints to the following address:

State Council of Higher Education for Virginia Private and Out-of-State Postsecondary Education 101 N. 14 <sup>th</sup> Street, 9 <sup>th</sup> Floor James Monroe Building Richmond, VA 23219	Virginia Board of Nursing 9960 Mayland Dr., #300 Richmond, VA 23233 Phone: (804) 367-4515
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Accredited by Accrediting Bureau of Health Education Schools (ABHES)  
7777 Leesburg Pike, Suite 314  
N. Falls Church, VA 22043

### **GRIEVANCE PROCEDURE - DISCRIMINATION COMPLAINT**

ASNAH has adopted a complaint procedure for the prompt and equitable investigation and resolution of all allegations of discrimination/harassment and/or disparate treatment. This procedure is intended to resolve matters of unlawful discrimination/harassment and/or disparate treatment on the campus in a non-adversarial manner. It may be used by students, faculty, and staff.

#### **Procedures**

1. Parties - Any student, staff member, or faculty member may file a complaint of discrimination with the ASNAH administration against any other member of the school community who is



believed to have violated the policy. Where appropriate, such complaints may be filed informal or formal complaints against persons, departments, or other organizational components of the school.

2. Informal complaints - An informal complaint is a request that the ASNAH administration reach an informal resolution of the complainant's concerns. The procedures for such complaints are designed to be very flexible to enable the ASNAH to be able to address an individual's situation in the most effective and expeditious manner possible. Resolutions of informal complaints are accomplished with the assistance of other offices or administrators on campus in the area relevant to the complaint. In the case of an informal complaint, the accused party normally will not be informed of the complainant's action or identity without the consent of the complainant unless circumstances require. No disciplinary action can be taken against the accused party on the basis of a complaint of which the accused party has not been informed.

3. Formal complaints - A formal complaint of discrimination involves an impartial investigation of the complainant's allegations by the ASNAH administration. The investigation begins when the office provides written notice to the respondent of the filing of the complaint, the identity of the complainant, and the general allegations of the complaint. The respondent is then interviewed regarding the specifics of the allegations and given an opportunity to respond fully to the allegations. The Office may also interview other persons believed to have factual knowledge relevant to the allegations. The purpose of the investigation is to establish whether a reasonable basis exists to believe that the Policy on Human Rights has been violated as alleged. ASNAH administration will issue written findings outlining the basis for its conclusions. The written finding normally will be issued within 60 days of when the complaint was filed. When it is not reasonably possible to issue the finding within that time, the ASNAH administration will notify the alleged victim and the respondent that the finding will be delayed and indicate the reasons for the delay. This report is provided to the administrative official responsible for the area in which the respondent is involved and the chief administrative officer in the unit. Both the complainant and the respondent also receive copies of the finding.

If the ASNAH administration concludes that a complaint of discrimination is founded, the administrative official to whom the finding has been forwarded is responsible for determining whether a sanction is appropriate. Appropriate sanctions may range from verbal reprimand up to and including separation of the respondent from the school, in accordance with established school procedures.

In addition to filing a complaint with the ASNAH, individuals who believe they may have been the subject of discrimination prohibited by state and/or federal law(s) may contact the following agencies for advice, assistance, and explanation of filing deadlines. Equal Employment

### **TRUTH TELLING**

As a student nurse, you have the ethical, legal obligation and professional responsibility to always tell the truth. Nursing students have the obligation and responsibility to own up to what they say and do. When a student launches an investigation about any matter or issue, you will have to provide factual evidence or proof. Depending on the case, if it is investigated and it is not true, the student will face disciplinary actions deemed necessary by the grievance committee and may be dismissed if deemed necessary.

### **COMMUNICATION**

Students will be communicated verbally, through e-mails, other school approved media platforms and telephone. Students are to check their e-mail messages and be updated on institutional information, new policies, and changes in policies.

### **CELL PHONE USE AND ELECTRONIC GADGETS**

ASNAH does not permit students to use phones, electronic play toys in the classroom, computer lab, clinical areas, and hallways while academic works in session. **CELL PHONES AND OTHER ELECTRONIC DEVICES ARE NOT ALLOWED, DURING EXAMS SESSIONS OR WHILE EXAMS IS BEING REVIEWED.** Such devices must be turned off and put away. Students found doing otherwise will face disciplinary action. Cell phone use is permitted at lunch and/or break out of the classroom. Cell phones are not allowed in the clinical setting and nursing units as well. Cell phone use is permitted at lunch and/or break off the clinical floor. Students are not allowed to keep cell phones on vibration or silence for emergencies during clinical. Students must provide the school's telephone number for use in case of emergency only. When the caller states the call is an emergency, the student will immediately be instructed to respond to the call. If the student is in the clinical setting, the clinical instructor will be notified, and the student will be informed. The phone number for the school is (703)-490-8402. Continued violation of the cell phone policy may result in dismissal from the school.

### **RECORDING POLICIES**

#### **Classroom**

Students must first secure the permission of the course instructor before recording the class lecture in either audio or visual format.

#### **Clinical Site**

Students may not record staff, family, patients, or areas at the clinical site, under any circumstances, in any format.

#### **Campus**

- Other than a recording of the class lecture, students may not audio or visual record on campus.
- Students may not make an audio or visual recording in the cafeteria, library, bathroom, or skills lab.
- Students may not audio or visual record when meeting with administrators, faculty, and staff.
- Students may not audio or visual record when meeting with administrators during a fact-finding investigation or other disciplinary proceeding.

#### **PHOTOGRAPHY POLICY**

Students may not photograph a student, staff, or instructor without permission.

#### **RECESS PERIOD/BREAKS**

The school has a student lounge for eating, equipped with a vending machine, refrigerator, and a microwave. Students may choose to bring their own food or buy food from restaurants around the school. There are several eating places around the school. The school does not provide food for students. Regular 30 minutes' lunch break will be provided, and 5-10 minutes' short break intervals are scheduled based on the academic schedule.

#### **STUDENT SOCIAL EVENTS**

If students would like to use ASNAH facility, such as the break room, classroom for small celebrations such as baby shower, last day get-together, or any form of event, the student needs to first notify the school administration. The event must be approved before it can be held. There will be no music, alcohol, or decorations, etc. Students will not be allowed to hold the event without permission from the administrator.

#### **PURCHASES & STUDENT SUPPLIES**

The school has a bookstore for your convenience. All books, uniforms and other accessories purchased are not refundable, except if there is a manufacturing defect in the purchased product. In any circumstance whereby you are compelled to return an item purchased, it must be returned in perfect condition within 3 days of the purchase or else it will not be accepted. Students are required to bring their own supplies, such as stapler, calculator, pencils, pen, sharpeners, whole punchers, etc. ASNAH will not provide any of these supplies to students.

#### **INCLEMENT WEATHER**

Inclement weather will be determined by the program director on clinical and class days. Students will be notified by e-mails, text, website or their class president or instructor of school openings, delays, or closings.

## SCHOOL HOLIDAYS

ASNAH will be closed during holidays and school closings. ASNAH Holidays is as follows:

- New Year's Day
- Martin Luther King Day
- Juneteenth
- Independence Day
- Labor Day
- Memorial Day
- Thanksgiving period
- Christmas and New Year Break (Dec 23 – Jan 1)

## PN-NCLEX PASS RATE

2019 - 86.21%

2020 – 82.35%

2021 -53.6%

2022 – 60%

2023 – 73.9%

## CREDIT GIVEN FOR EXPERIENTIAL LEARNING

America School of Nursing & Allied Health will not give credits for work experience. Students who enroll in all programs must start from the beginning and complete the program.

## TRANSFER OF CREDITS

America School of Nursing and Allied Health (“ASNAH” or “institution”) will give consideration of credit or clock hours earned at another institution accredited by an agency recognized by the United States Department of Education (USDE) or the Council for Higher Education Accreditation (CHEA). However, the institution makes no guarantee that any credits awarded from any other institution would be accepted as transfer credit(s) to any course offered at ASNAH.

## CREDIT GIVEN FOR ADVANCED PLACEMENT

America School of Nursing & Allied Health will not give credits for Advanced Placement courses. Students who enroll in all programs must start from the beginning and complete the program.

## OFFICIAL TRANSCRIPT REQUEST

A student will receive an academic transcript upon graduation. To receive another transcript, a student must complete a transcript request form at the lobby & pay a \$20.00 fee. Official transcript will be ready for pick up or mailed within 5 business days. A student requesting a transcript, or an official document must be in good financial standing with ASNAH prior to any document is being released. Financial obligation must be fulfilled.

## **DISABILITIES**

In accordance with the Americans with Disabilities Act of 1990 (ADA) the ASNAH makes every effort to provide reasonable accommodations for individuals with disability. ASNAH does not discriminate against applicants because of gender, sexual orientation, age, ethnic background, political affiliation, or disability.

Students requesting modifications or accommodation due to a disability should submit the request in writing to the Program Director. The request, along with required documentation, will be reviewed and individuals knowledgeable of disabilities as appropriate. The student will receive written notification of the decision.

### **Physical Disability**

There is a physical requirement necessary to perform nursing duties. The student must have full manual dexterity, visual and auditory acuity. In addition, the student 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. Students must satisfy the essential functions and abilities requirements listed on the page.

### **Learning Disabilities**

Learning disabilities are addressed on an individual basis. Students who have a learning disability will address such disability with the admissions office upon enrollment. Reasonable accommodation may be made to suit the student. Accommodation may result in modifications to the curriculum, but not substantially alter course content or involve waiving requirements essential to the program. Some examples of reasonable accommodation are:

- a) Extended time on exams, quizzes, and assignments.
- b) Use of auxiliary equipment (tape recorders, lap top computers, calculators); and
- c) Modified examination formats and/or oral examination.
- d) Individualized one-on-one tutoring on mutually agreed on times up to five (5) hours per week
- e) Private rooms to reduce distractions during tests and exams.
- f) Use of scratch blank paper during exams. The used/unused scratch paper must be submitted to the instructor at the end of the exam.

## **CHILDREN ON SCHOOL PREMISES**

Children are not allowed in the school's office suite, classrooms, laboratories, and clinical sites. Children are not allowed to be left unattended in the building in which the school is located.

## **STUDENT RECORDS**

ASNAH collects and maintains information on students. The school assures the confidentiality of managing student records. Students will have access to their records. The institution guarantees students' right to access their records and its policy for releasing information about an individual student, in accordance with the Family Education Rights and Privacy Act (FERPA).

Students must make an appointment with the Program Director 24 hours in advance. The program director will grant permission for records access. Faculty who has a legitimate need to use the student records will be allowed access. Records will not be removed from the school premises. Students will have to sign a release to allow an institution or agency from which the student is seeking financial assistance or any other assistance access to and mailing of pertinent records. Data will be furnished to government officials and agencies without permission of the student.

Court orders and subpoenas for records will be honored. The school will make a reasonable effort to notify the student of the release of such information.

### **RECORD RETENTION**

ASNAH will maintain records on all enrolled students up to 5 years from the last time they attended the institution. Students' transcripts will be retained permanently in a hard copy form and on an electronic database with a backup. A record of all students' financial transactions including refunds, payments from students, transcripts and other transactions made with ASNAH on behalf of a student will be properly maintained up to 5 years after the last date of attendance.

### **CHANGE OF NAME**

Students are responsible for notifying the admissions office of changes in their name, address, email and/or telephone number(s). Students may complete the Change of Address form at submit the form to the admissions office with legal documentation (marriage certificate or social security documents) if applicable.

### **OSHA (OCCUPATION SAFETY AND HEALTH ADMINISTRATION) AND INFECTION CONTROL**

OSHA, enforces the Occupational and Safety Health Act of 1970, ensures employers are providing a safe and healthy workplace for workers and comply with OSHA's regulations therefore, ASNAH has the responsibility to protect its faculty and students in patient care areas and clinical settings. ASNAH requires that all students receive instruction in the use of standard precautions before the first clinical or exposure to patient care areas. Documentation of annual training will be maintained in student files.

#### **Standard Precautions and Infection Control Measures**

All students involved in patient care or exposed to blood, body fluids, non-intact skin must observe standard precaution and infection control measures. Standard precautions are infection control practices used to prevent transmission of diseases that can be acquired by contact with blood, body fluids, non-intact skin (including rashes), and mucous membranes. Standard precautions and infection control measures include, but not limited to:

#### **1. Hand Hygiene**

Practicing hand hygiene is a simple yet effective way to prevent infections. Hand hygiene can prevent the spread of germs, including those that are resistant to antibiotics and are becoming difficult, if not impossible, to treat. Hand hygiene must be done:

- Before and after eating
- Before and after having direct contact with a patient's intact skin (taking a pulse or blood pressure, performing physical examinations, lifting the patient in bed)
- After contact with blood, body fluids or excretions, mucous membranes, non-intact skin, or wound dressings
- After contact with inanimate objects (including medical equipment) in the immediate vicinity of the patient
- If hands will be moving from a contaminated-body site to a clean-body site during patient care
- After glove removal and after using a restroom

## 2. Personal Protective Equipment (PPE)

PPE prevents contact with the infectious agent, or body fluid that may contain the infectious agent, by creating a barrier between the provider and the infectious material. Students should use PPE whenever necessary to provide care.

PPE include:

- **Gloves** - protects hands when coming into contact with blood, body fluids or excretions, mucous membranes, non-intact skin. Gloves must be worn by the instructor and/or student when he/she has non-intact skin such as cuts, lesions or chafed hands or dermatitis. The student with weeping dermatitis may not practice in skills lab until lesions are no longer weeping. Gloves should be of appropriate size, material, and quality. When gloves are punctured or torn, it must not be used and must be replaced. Disposable gloves (single use gloves) must not be reused.
- **Gowns/aprons/other protective body wear** – protect skin and/or clothing and shall be worn in occupational exposure situations. The type and characteristics will depend upon the task and degree of exposure anticipated.
- **Mask, goggles, face shields** – protect eyes, face, mouth, nose, and eyes. Masks in combination with eye protection devices, such as goggles or glasses with solid side shields shall be worn whenever splashes spray, spatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can be reasonably anticipated. Students are expected to wear the issued protective eyewear in skills lab for demonstration of procedures. Students are to bring the issued protective eyewear to all skills lab and clinical labs.
- **Surgical Caps, Hoods, Shoe Covers or Boots** -shall be worn in instances when gross contamination can reasonably be anticipated (operating room, delivery room).
- **Uniforms, lab coats and other apparel** soiled with blood or other body fluid must be handled as contaminated laundry. In the clinical facilities, remove it immediately when noticed, if feasible, and have it decontaminated by the clinical facility, if provided. For

instructors and/or students in non- clinical or nontraditional health care settings, apparel must be removed, appropriately bagged, and transported. When removed at home, wash the item as a single item in hot water and bleach solution. Appropriately labeled biohazard bags must be used to contain and transport contaminated apparel.

### **3. Handling and Disposal of Needles and Sharps**

Needles and other sharps will not be bent, recapped, broken, or reused. Scoop method (one hand technique) to cover needle is recommended. Contaminated sharps shall be disposed of immediately after use in an appropriate container. These containers must be puncture resistant, labeled as biohazard, and leak proof on sides and bottom. Containers that are moved from one location to another must have fully sealable caps. Sharp containers must be disposed of when 2/3 full.

### **4. Handling and Disposal of Non-sharp Infectious Waste**

Non-sharp infectious waste is placed in a designated infectious waste container. The container used for this purpose will be labeled or color-coded in accordance with the requirements of the OSHA standard. When utilizing Standard Precautions in the handling of all specimens, the labeling/color coding of specimens is not necessary provided containers are recognizable as containing specimens. If outside contamination of the primary container occurs, the primary container shall be placed within a second container, which prevents leakage during handling, processing, storage, transport, or shipping of the specimen. Any specimens that could puncture a primary container will be placed within a secondary container that is puncture resistant.

### **5. Exposure to blood or other potentially infectious materials**

In patient care areas and clinical settings, students may be exposed to blood, body fluids or other infectious materials that may contain Hepatitis B virus (HBV), Hepatitis C Virus (HCV), HIV. Precautions must be taken to protect both the care provider and the patient to minimize any risk of exposure. Prior to handling or indulging in hands on activities involving any risk of exposure to body secretions, all students are required to participate in OSHA training - Exposure to blood or potentially infectious materials as part of their education. It has been determined that the correct use of standard precautions in care areas is sufficient for disease protection and infection control.

#### **Procedure for reporting exposure to blood or other potentially infectious materials:**

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 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.

### **COVID - 19 POLICY**

As America School of Nursing and Allied Health (ASNAH) phases back into school operations, the health and safety of our students, staff and faculty remain our concern. ASNAH has developed rules to assist in a safe and healthy return to in person learning. We all share the responsibility of protecting the health and safety of each other and must commit to these specific rules. As such, students and staff must conform to COVID-19 policy to reduce the spread of the infection.

- All persons are required to read and sign the COVID-19 screening and consent form upon entry into the building.
- Anyone who has been sick with COVID-19 symptoms, tested positive or have been potentially exposed to someone with COVID-19 or has been exposed to COVID -19 based on screening, should stay home as they will not be permitted to participate in any activities on the premises.
- Daily temperature will be checked upon entering the building. If the temperature is greater than 99.9 the individual will not be permitted to participate in any activities on the premises.
- Everyone must wear a face mask (surgical or cloth mask) on the premises.
- Hand hygiene supplies and stations will be readily available throughout the building.
- Physical distancing guidelines will be maintained, and visible signs will be posted throughout the building.
- Staff will maintain routine cleaning and disinfecting of high touch surfaces and areas.
- All chairs, tables and individuals will be spaced per CDC guidelines. ASNAH website will be frequently updated with current Centers for Disease Control (CDC) and Virginia Department of Health (VDH) COVID -19 guidelines.

### **COVID-19 Vaccine Policy**

Covid -19 vaccination protects and prevent the spread of the virus. The vaccines provide significant protection to individuals and one from getting seriously ill or die from COVID-19. Studies show that COVID-19 vaccines are effective and safe, especially at keeping adults and children from severe illness and death. It is imperative that healthcare workers and student working with patients get vaccinated for protection.

Prior to completing the nursing education program, all students must participate in clinical to meet the clinical requirements and Virginia Board of nursing regulations. Most of the clinical facilities that accept ASNAH students require the COVID-19 vaccine and do not offer exemptions to students. Since most clinical facilities share the same policy regarding the COVID-19 vaccine, the school has adopted the policy of the majority and requires students to be fully vaccinated.

To participate in clinical, all ASNAH students must be fully vaccinated against COVID-19. A student is considered fully vaccinated 2 weeks after receiving the second dose of the Pfizer-BioNTech or Moderna COVID-19 vaccines, or 2 weeks after the single-dose Johnson & Johnson's Janssen or any vaccine authorized by the United States Food and Drug Administration (FDA) or the World Health Organization (WHO) will be accepted. At this time, the vaccine is not required to return to campus for the skills lab or to take course exams. ASNAH is committed to the safety of our faculty, staff, students, and community, so getting vaccinated will ensure that we have a safe environment.

### **Participation at Clinical Facilities**

Students must (1) provide proof of being fully vaccinated and (2) sign the COVID-19 Acknowledgement of Risk Form prior to participation at the clinical facility. In the event a student decides not to get the vaccine, the student will not be allowed access to the clinical facilities, and accordingly, the student will no longer have the opportunity to continue in the program. Students who do not participate in the clinical may not progress in the program because they will not be fulfilling program requirements. This means, that in order to progress in the program, a student must receive the COVID-19 vaccine. An unvaccinated student will be obliged to take a leave of absence or withdraw from ASNAH completing the current course he/she is enrolled in.

### **Religious Exemption**

Students may apply for a religious exemption. A religious exemption represents a sincerely held religious belief that prevents a person from receiving the COVID-19 vaccine. A religious exemption is not granted based on a moral, philosophical, or conscientious objection. As the law requires, the school must make reasonable accommodations for a student's religious beliefs, as long as the accommodation does not impose an "undue hardship" on the school, as that term is defined by applicable law. This means, in the event an accommodation poses a burden on the school in terms of scheduling and logistic matters with the clinical facilities, the exemption may not be granted. Even if an exemption is granted by the school, there is no guarantee the student can be placed at a clinical facility. Placement will depend upon whether the clinical facility is willing to accept the unvaccinated student and space availability. Interested students may apply for religious exemption using the religious exemption form located under forms on [asnahonline.com](http://asnahonline.com).

### **Medical Exemption**

Students may request a medical exemption from the COVID-19 vaccine. Even if an exemption is granted by the school, there is no guarantee the student can be placed at a clinical facility. Placement will depend upon whether the clinical facility is willing to accept the unvaccinated student and space availability. For the school to consider the request, the student must

complete a Medical Exemption Form and submit a note from a medical professional. The doctor's notes must state the reason why it is medically contraindicated for the student to receive the COVID-19 vaccine. The completed form, accompanied by the doctor's note, must be sent to the Program Director for review. Interested students may apply for medical exemption using the medical exemption form located under forms on [asnahonline.com](http://asnahonline.com).

### **Assessment of Religious Exemptions and Medical Exemptions**

The assessment of each request for exemption will be carefully reviewed on a case-by-case basis. After the request has been reviewed, you will be notified in writing if an exemption has been granted or denied. The decision of ASNAH is final and not subject to appeal. Individuals are permitted to reapply if new documentation and information should become available. For medical exemptions, it expires when the medical condition(s) contraindicating COVID-19 vaccination changes in a manner which permits vaccination or upon graduation. The assigned expiration is the sole determination of ASNAH.

Religious exemptions must be requested annually. If approved, the religious exemption will remain in effect for one year.

### **COPYRIGHT LAW AND SOFTWARE 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 right 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. Such act may result in dismissal and criminal charges.

### **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 all information on the computer. The institution will monitor access, users, emails, and websites.

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

1. Users 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.

### **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. 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**

The federal law 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 an 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](http://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.

### **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 the 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 the doors are hot.
- Everyone must exit at the nearest location; move 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, do not 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 on the floor away from doors and windows.
- In the event of a hostile intruder, remain 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 phones.

### **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 a 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.

## **CLINICAL LAB AND SKILLS LAB SAFETY POLICY**

### **Introduction**

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 are 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 the 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. 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**

5. No eating, drinking, smoking in the labs during student use, demonstration or return demonstration.
6. Access to the doorway in the labs will always be evident. Furniture will not be placed to obstruct the exits.
7. All doors and cabinets shall remain closed when not in actual use.

8. The skills lab will not be used as a health center for ill students, staff, or instructors.
9. 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 ASNAH.
10. All students shall practice proper hand washing technique while utilizing skills lab.
11. 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.
12. The lab is not to be used as a social area. Students must handle lab equipment with care.
13. Students should report any misconduct occurring in the Lab. Students may be held responsible if misconduct is discovered and was not reported.
14. Students must report damaged or broken equipment to the instructor.
15. Students must clean the skills lab after each practice session.

### **SKILLS LEARNING LAB SAFETY**

#### Medication/Fluid Administration

1. Students will be instructed to practice, and in return demonstrate only those skills for which they have had prior instruction and gained familiarity with content and proper procedure. Students are expected to come to the lab prepared according to the prior instruction on the procedure.
2. Students should always practice safe techniques while learning in the lab. Standard precautions should always be followed.
3. When breaking ampules for practice, students should protect their fingers by using a gauze covering or an alcohol wipe and should break the ampule in the opposite direction of their face.
4. Needles provided for practice of injections are used in the skills laboratories ONLY when instructors are present for assistance.
4. Students must demonstrate safety precautions while utilizing needles during practice as instructed in class. Any irresponsible use of needles will result in disciplinary action and possible failure to pass that skills lab.
5. Students are to practice injections ONLY on the manikins provided in the skills lab.
6. Students are never to recap needles and must discard used needles in the sharp's disposal container provided in the skills lab.
7. Needles and other sharp objects must not be discarded in the trash or left out openly in the skills lab at any time.
8. Students will return to demonstrate capillary puncture with a partner using sterile technique. Each student will receive sterile equipment and will be directly supervised by a nursing instructor. **STUDENTS WILL NOT BE ALLOWED TO PRACTICE CAPILLARY PUNCTION AND/OR VENAPUNCTURE ON EACH OTHER WITHOUT THE SUPERVISION OF AN INSTRUCTOR.**
9. Any student requesting NOT to participate will receive their grade by demonstration on a manikin.

10. Placebos (candy pieces, commercially prepared practice-med, and water) will be used for simulation of oral/topical medications. Old medicine bottles are labeled to use when simulating preparation of an actual medication order.
11. Fluids with expired dates may be used for practice and demonstration unless obviously contaminated. These fluids are NOT for internal use, but for practice with manikins only. Any IV fluids and tubing which have been used will be discarded at the end of each course.

#### **ELECTRICAL SAFETY**

1. Wet materials may not be used around electrical outlets or equipment.
2. Instructors and students are responsible for reporting to the appropriate instructor/staff any frayed electrical cords, cracked plugs, missing outlet covers, etc., as well as any problems encountered while using electrical equipment.
3. No electrical cords will be left in the pathway of walking traffic. Extension cords will be properly taped to the floor if used over a walkway.
4. Electric hospital beds in the SLL will be inspected as needed for repairs.
5. Electric beds shall be maintained in the lowest position.
6. Only three-prong plugs that contain a ground wire should be used to power equipment in the skills labs.

#### **PHYSICAL SAFETY**

1. Students will be instructed in principles of body mechanics prior to practice and return demonstration of moving, lifting, and transferring skills.
2. Students should use caution when practicing lifting skills and should not lift another student who is too heavy without assistance.
3. Students practicing lifting techniques will not perform these procedures in an unsafe manner. Irresponsible behavior will result in the student's failure to pass that skills lab.
4. Equipment used for body mechanics practice (bed, wheelchairs, stretcher, etc.) will be maintained in good working condition. Any injury will be reported immediately to the Program Director and/or instructors.
5. The wheels of all equipment (wheelchairs, stretchers, and beds) are to be locked during practice and return demonstration.

#### **CLINICAL SITE SAFETY**

1. The policies and procedures of the specific clinical agency/site will be adhered to as well as those policies and procedures of ASNAH by both instructors and students during the clinical experience.
2. Each student will submit evidence of a health examination, required laboratory studies and vaccinations as required by the Nursing Program at time of admission.
3. Evidence of current CPR certifications and PPD, as well as any other requirements indicated by affiliating clinical agencies must be submitted annually.
4. A syllabus will be provided for each clinical nursing course with additional clinical safety guidelines, as appropriate.

## **CLINICAL SITES**

ASNAH will provide clinical experiences in various health care settings. The clinical practicum helps students gain experience that prepares them for entry level positions and real-world experiences. Students may need to travel up to 50 miles distance to fulfill this obligation. Students may be posted to VA, D.C. and Maryland as deemed necessary. Be advised that clinical times may 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 make provisions and get to the setting on time.

### **CLINICAL REQUIREMENTS & EXPECTATION**

1. Students will be on clinical sites 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. 6-10 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. The instructor will be at the clinical site, 30 minutes prior to the 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. Students must submit documentations, immunizations, vaccinations, and current TB/Chest x-ray, etc.
10. A current CPR card for health care providers from the American Heart Association or Red Cross is needed.
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 is the student's responsibility to follow the schedule.
14. Students are expected to participate in pre-and post-conferences.
15. Students will maintain a professional appearance, demeanor, behavior, and attitude while at clinical facility. Students will comply with school uniform policy.
16. Students must arrive at the clinical site on time and check in with an 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 the 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. Students must 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 should 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 sites.

### **DRESS CODE**

Students in clinical settings are ambassadors for their school. They work with the public, patients and among other types of medical and healthcare personnel. It is imperative that students are easily identified by both facility staff as well as patients. Therefore, the students must dress appropriately and present themselves well to the public.

#### **UNIFORM POLICY**

**PN STUDENTS ON CAMPUS:** On campus, students will be required to wear ASNAH customized T-shirts, white nursing scrub top (short or long sleeves), black nursing scrub pants and clean white, black, brown, or navy flat closed shoes. No open toe, no clogs, no heels allowed.

**NURSE AIDE/MEDICATION AIDE:** White scrub top and ceil blue pants, white flat closed shoes, no open toe, no clogs, no heels allowed.

**PHLEBOTOMY:** Ceil blue scrub top and pants. White, black, brown, or navy flat closed shoes, no open toe, no clogs, no heels allowed.

#### **CLINICAL or EXTERNSHIP DRESS CODE**

For clinical sites, the student will be required to wear a standardized ASNAH clinical uniform **AS PRESCRIBED**. No other uniform styles are acceptable. A clean uniform should be worn each day, and it should be wrinkle free. Alterations to the uniforms are only for special cases, such as pregnant students will be permitted. **See dress code policy.**

Students are required to wear **clean white flat closed shoes** with hose or socks, **no open toe, no clogs shoes, no heels are allowed.** Appropriate undergarments such as white polar neck or long sleeves may be worn. A white lab jacket/coat or long sleeve under shirt is optional for cold environments. The student should carry black ballpoint pens, a stethoscope, penlight, and a watch with a second hand.

#### **Identification Badge**

Students are always required to wear an ASNAH student identification badge with uniform in clinical settings (**Badge replacement will cost \$25.00**).

## **Jewelry**

Only flat rings, wedding bands and only one small post earrings can be worn in clinical areas. Dangling or hoop earrings and bracelets are prohibited. Jewelry must be removed from any other visibly pierced location, including the tongue. Either a watch with a second hand or a digital watch that can track seconds is required.

## **Body Piercing and Tattoos**

Students are allowed one piercing in each ear. If other visible piercings exist, no earrings to be worn in them. All other visible body piercings (including tongue piercing) are not permitted. Tattoos must always be covered with long sleeves under shirts.

## **Nails**

Natural nails should be maintained reasonably short. No nail polishes. Fingernails are to be free of ornaments. No artificial nails including acrylic nails, tips, acrylic coating, silk wraps, gel nails, etc. Artificial fingernails or other nail enhancements are not permitted, because of documented outbreaks of infection due to gram negative bacteria associated with artificial nails.

## **Hair**

Hair should be clean, neat, manageable, and professionally groomed. Hair must be worn above the collar or tied back securely with a small clip or band. Hair must be pulled away from the face. Hair accessories should be kept to a minimum, and restricted to black, brown, or unadorned metal. Hair bows, scarves, hoodies, hats are not permitted. Outlandish or extreme hair styles are not acceptable such as cutouts, stripes, crazy dreadlocks, spiky, mohawks, sponge twist or dreads, taper fade & dreads, or unnatural hair colors (blue, pink, green, purple, yellow etc.) For cultural or religious purposes, a solid navy blue, black, or white head-covering may be worn with the uniform scrubs with permission.

## **Face**

Men may have beards and mustaches if trimmed and combed neatly. Beards should be no longer than one inch in length and should be easily contained by a standard surgical mask. Students who shave should be clean shaven each day the uniform is worn. Students who have beards for religious purposes must communicate this exception to the program director prior to clinical activities and be able to contain the beard with no more than two standard surgical masks.

**Makeup** - if worn, must be applied in moderation to enhance the natural features and create a professional image. Glitter, sequins, and false eye lashes, including lash extensions are prohibited. Facial piercing (i.e., eyebrow, nose, lip, tongue, excessive ear, etc.) must be removed.

## **Fragrances**

Good personal hygiene is always mandatory. Students should be clean and free of offensive body odor. Body Odor (including tobacco) can be offensive. For health and comfort reasons, the use of all scented products, such as perfume, cologne, after-shave, hairspray, or lotions, are prohibited as they may have adverse effects on students, staff, patients, visitors.

#### **Use of Tobacco Products whiles in Uniform.**

No student shall engage in tobacco use of any kind while at clinical areas. Patients may be sensitive to scents that may include tobacco odor. Tobacco products, including electric cigarettes, should not be visible or carried in the uniform.

#### **Improper Uniform**

Anyone not appropriately dressed on campus or at the clinical site will be asked to go back home by the faculty or administrative staff and will be marked absent for the day. The lost clinical time cannot be rescheduled.

### **PRACTICAL NURSING PRECEPTORSHIP**

As students advance through the program, student will be asked to work directly under the supervision of a nurse at an assigned facility. Students will be responsible for the following:

- Arrive early enough to be prepared for the clinical day and provide safe and effective care.
- Maintain open communications with the preceptor and faculty.
- Maintain and follow schedule as planned to avoid conflicts.
- Maintain immunization up to date, updated CPR certification, background check and drug screening as needed.
- Attend any required computer training and/or orientation required by the assigned agency.
- Notify faculty and preceptor immediately of any-and-all schedule changes.
- Maintain accountability for own learning activities. Share a clinical checklist and other learning tools with the preceptor at the beginning of the experience.
- Prepare for each clinical experience as needed.
- Be accountable for your own nursing actions while in the clinical setting.
- Arrange for preceptor's supervision when performing procedures, as appropriate.
- Contact faculty by telephone or email if faculty assistance is necessary.
- Respect the confidential nature of all information obtained during clinical experience.
- Adhere to safety principles and legal standards in the performance of nursing care.
- Demonstrate professionalism (attitude, dress code, abides by policies and procedures)

### **GRADUATION REQUIREMENTS**

To be eligible for graduation, a student must:

- Successfully complete the curriculum by earning at least a minimum academic grade of 80% (B) or better in all courses.



- Complete Requirements of curriculum and all school requirements.
- Resolve all financial obligations.
- Maintain required attendance record in all classes.
- Demonstrate professionalism in all classes and areas of the program.
- Obtain a successful score for the end of program comprehensive exit exams.
- Upon passing the end of program comprehensive exit exams, the students' attestation records will be released to the Board of Nursing for the NCLEX testing.

**All required items must be completed prior to being considered for graduation.**

### **APPLICATION PROCESS FOR THE NCLEX-PN EXAM**

The Virginia Board of Nursing shall authorize the administration of examination for practical nurse licensure.

A candidate shall be eligible to take the examination upon receipt by the board of the completed application, fee, and an official transcript/attestation letter from the nursing education program and when a determination has been made that no grounds exist upon which the board may deny licensure pursuant to the Code of Virginia.

To establish eligibility for licensure by examination, an applicant for the licensing examination shall:

- Complete the required application, any necessary documentation and pay a fee no later than 30 days prior to the first day of the month in which the applicant expects to take the examination.
- Arrange for the board to receive an official transcript from the nursing education program which shows either that the degree or diploma has been awarded or that all requirements for awarding the degree or diploma have been met and specify the date of conferral.

### **STUDENT SERVICES**

#### **NEW STUDENT ORIENTATION**

- New Student Orientation provides vital information which assists new students and their families with their transition to ASNAH in the first week. All students are encouraged to attend the mandatory orientation prior to starting classes. During orientation, students receive overview of the program, review students' catalog, policies, and procedures. Students are given opportunity to ask questions and their concerns are addressed. Other information, services and activities are provided to students, including facility tour, library hours of operation, services, and available resources. Students are oriented to the student management systems, the academic enrichment programs available, and the overall academic environment. Students participate in activities necessary to prepare them for nursing school including test-

taking skills, study skills, classroom skills, preparing for clinical experience and steps for ESL successful study.

### **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. Students 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 the course and especially midterm and at the end of each course. Students may schedule advisement through email or through front desk administrative assistant to the Program Director or faculty.

### **ACADEMIC ASSISTANCE AND TUTORING**

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

### **WORK OPPORTUNITIES/JOB PLACEMENT**

A student who completes the programs will be qualified to work in Nursing Homes, Hospitals, Assisted Living Facility, doctors' offices, home health agencies, labs etc. The institution will provide job placement assistance to its graduates. ASNAH does not guarantee employment. Job availability is posted on the school's website, social platform, notice boards and are updated regularly. Other activities for job placement assistance include assistance with resume writing, developing interviewing skills, on site job recruitment and career fairs, providing job references and referrals.

<b>Practical Nursing Faculty</b>	<b>Education / Degree</b>	<b>Full-time/Part-time</b>
Esi Gyenin, MSN, RN	Master of Science of Nursing George Mason University	Program Director/Administrator Full time
Joyce Nkrumah, MSN, RN	Master of Science in Nursing Georgetown University	Faculty Part- time Practical Nursing Program
Charity Nwanevu MPH, BSN, RN	Bachelor of Science in Nursing George Mason University	Faculty Part- time Practical Nursing Program
Ernestina O. Agyakwah, BSN, RN	Bachelor of Science in Nursing Stevenson University	Faculty Part- time Practical Nursing Program
Mercy Sekyere, MSN, RN	Bachelor of Science Nursing Shenandoah University	Faculty Part- time Practical Nursing Program
Gabrielle Sarpong, BSN, RN	Bachelor of Science Nursing Shenandoah University	Faculty Full- time Practical Nursing Program
Lawrenta Okojie, DNP, RN	Doctor of Nurse Practitioner Chamberlain University	Faculty Part- time Practical Nursing Program
Akua Marfo, BSN, RN	Bachelor of Science Nursing University of Florida	Faculty Part- time Practical Nursing Program
Pearl Thrinny, MSN, RN	Master of Science of Nursing Grand Canyon University	Faculty Full- time Practical Nursing Program
Matilda Agyeman, BSN, RN	Bachelor of Science Nursing Capstone Nursing School, Florida	Faculty Full - time Practical Nursing Program
Nana Yaa Gyawu, BSN, RN	Bachelor of Science Nursing Stratford University	Faculty Part- time Practical Nursing Program
Samuel Sarfo, RN, MSN	Master of Science of Nursing George Mason University	Faculty Part- time Practical Nursing Program
Nana Yaa Gyawu, BSN, RN	Bachelor of Science Nursing Stratford University	Faculty - Part time HHA/Nurse Aide/Med-Aide/ Career Services Advisor
Joyce Nkrumah, MSN, RN	Master of Science in Nursing Georgetown University	Faculty Part- time Practical Nursing Program
Wade Sherrif, RN, BSN	Bachelor of Science Nursing Stratford University	Faculty Full- time Practical Nursing Program
<b>6-8 weeks Programs</b>		
Elizabeth Yeboah, LPN	Practical Nursing Diploma America School of Nursing & Allied Health	Faculty - Full time HHA/Nurse Aide/ Career Services Coordinator
Gladys Enjoh, LPN	Practical Nursing Diploma America School of Nursing & Allied Health	Nurse Aide/Med-Aide/ Administrative Services
Helena Asuama, LPN	Practical Nursing Diploma America School of Nursing & Allied Health	Faculty - Part time HHA/Nurse Aide/Med-Aide
Eunice Acheampong	Certified Phlebotomy Technician America School of Nursing & Allied Health	Faculty - Part time Phlebotomy Technician Program
Andrew Appiah	Certified Phlebotomy Technician America School of Nursing & Allied Health	Faculty - Part time Phlebotomy Technician Program
<b>Administrative Staff</b>		
Prince Gyenin	Bachelor of Health Science George Mason University	Director of Operations
Joseph Agyeman	Master of Library in Science Catholic University of America	Librarian
Gertrude Acquah	University of Ghana	Administrative assistant

<b>March 2024 Practical Nursing</b>	<b>September 2024 Practical Nursing</b>	<b>Requirements</b>
<p><b>Morning Class</b>  <b>Expected Start Date: March 04, 2024</b>  Enrollment starts: September 11, 2023  Enrollment ends: February 19, 2024  <b>Orientation: February 23, 2024</b>  Program End Date: April 2025  Program Duration: 12-14 Months  Class Days: Monday -Thursday  Class Hours: 8 a.m. - 2 p.m.</p>	<p><b>Morning Class</b>  <b>Expected Start Date: September 09, 2024</b>  Enrollment starts: April 08, 2024  Enrollment ends: August 19, 2024  <b>Orientation: August 23, 2024</b>  Program End Date: October 2025  Program Duration: 12-14 Months  Class Days: Monday -Thursday  Class Hours: 8 a.m. - 2 p.m.</p>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Pre-admission test</li> <li>• Photo ID/SSN</li> <li>• Criminal Background</li> <li>• CPR (AHA/ Red cross)</li> <li>• GED or HS transcript</li> <li>• Health Records</li> <li>• TB or Chest X-ray or QuantiFERON gold test</li> <li>• COVID 19 vaccine record 2 doses required.</li> <li>• 3 professional Recommendation forms completed or letters</li> </ul> <p>**Call or Schedule an appointment for details on payment plans available***</p>
<p><b>Evening Class</b>  <b>Expected Start Date: March 04, 2024</b>  Enrollment starts: September 11, 2023  Enrollment ends: February 19, 2024  <b>Orientation: February 23, 2024</b>  Program End Date: May 2025  Program Duration: 13-14 Months  Class Days: Monday -Thursday  Class Hours: 5pm - 10 pm.</p>	<p><b>Evening Class</b>  <b>Expected Start Date: September 09, 2024</b>  Enrollment starts: April 08, 2024  Enrollment ends: August 19, 2024  <b>Orientation: August 23, 2024</b>  Program End Date: October 2025  Program Duration: 13-14 Months  Class Days: Monday -Thursday  Class Hours: 5pm - 10 pm.</p>	
<p><b>Weekend Class</b>  <b>Expected Start Date: March 09, 2024</b>  Enrollment starts: September 19, 2023  Enrollment ends: February 19, 2024  <b>Orientation: February 23, 2024</b>  Program End Date: April 2026  Duration: 24 Months  Class Days: Saturday / Sunday  Class Hours: 9am - 4pm</p>	<p><b>Weekend Class</b>  <b>Expected Start Date: September 07, 2024</b>  Enrollment starts: April 13, 2024  Enrollment ends: August 17, 2024  <b>Orientation: August 24, 2024</b>  Program End Date: October 2026  Duration: 24 Months  Class Days: Saturday / Sunday  Class Hours: 9am - 4pm</p>	

## Nurse Aide Program 2024

Schedule	Expected Start Date	Anticipated End Date	Class Days	Class Time	Clinical Days	Requirements
<b>CNA Morning 7 weeks</b>	Jan 8, 2024	Feb 22, 2024	Monday Wednesday Thursday	9a.m. – 3p.m	8 hours/day Clinical site and times to be announced	<ul style="list-style-type: none"> <li>• Application</li> <li>• Photo ID</li> <li>• SSN</li> <li>• CPR (AHA/ Red cross)</li> <li>• Criminal Background</li> <li>• TB Test or</li> <li>• Chest x-ray or QuantiFERON gold test</li> <li>• COVID 19 vaccine record (2 doses required).</li> </ul>
	Feb 12, 2024	Mar 28, 2024				
	Mar 18, 2024	May 2, 2024				
	April 22, 2024	June 6, 2024				
	May 27, 2024	Jul 11, 2024				
	Jul 1, 2024	Aug 15, 2024				
	Aug 5, 2024	Sept 19, 2024				
	Sept 9, 2024	Oct 24, 2024				
	Oct 14, 2024	Dec 2, 2024				
	Nov 18, 2024	Jan 10, 2025				
Jan 6, 2025	Feb 20, 2025					
<b>CNA Evening 7 weeks</b>	Jan 8, 2024	Feb 22, 2024	Monday Wednesday Thursday	5 p.m. – 10pm.	8 hours/day Clinical site and times to be announced	
	Feb 12, 2024	Mar 28, 2024				
	Mar 18, 2024	May 2, 2024				
	April 22, 2024	June 6, 2024				
	May 27, 2024	Jul 11, 2024				
	Jul 1, 2024	Aug 15, 2024				
	Aug 5, 2024	Sept 19, 2024				
	Sept 9, 2024	Oct 24, 2024				
	Oct 14, 2024	Dec 2, 2024				
	Nov 18, 2024	Jan 10, 2025				
Jan 6, 2025	Feb 20, 2025					
<b>CNA 10 weeks Weekend</b>	Jan 06, 2024	Mar 10, 2024	Saturday Sunday	9 a.m. – 3p.m.	8 hours/day Clinical site and times to be announced	
	Mar 3, 2024	May 5, 2024				
	Apr 28, 2024	Jun 30, 2024				
	Jun 22, 2024	Aug 18, 2024				
	Aug 10, 2024	Oct 6, 2024				
	Sept 28, 2024	Nov 24, 2024				
Nov 16, 2024	Jan 19, 2025					

## Medication Aide Program 2024

Schedule	Expected Start Date	Anticipated End Date	Class Days	Class Time	Clinical Days	Requirements
<b>Medication Aide 3½ weeks Morning</b>	Jan 08, 2024 Feb 05, 2024 Mar 04, 2024 April 01, 2024 April 29, 2024 May 27, 2024 Jun 24, 2024 Jul 22, 2024 Aug 19, 2024 Sept 16, 2024 Oct 14, 2024 Nov 11, 2024 Dec 09, 2024	Jan 31, 2024 Feb 29, 2024 Mar 28, 2024 April 24, 2024 May 22, 2024 Jun 20, 2024 July 18, 2024 Aug 15, 2024 Sept 12, 2024 Oct 10, 2024 Nov 7, 2024 Dec 5, 2024 Jan 2, 2025	Monday Wednesday Friday	9a.m. – 2p.m.	8 hours/day Clinical site and times to be announced	<ul style="list-style-type: none"> <li>• Application</li> <li>• Photo ID</li> <li>• SSN</li> <li>• Nurse Aide or</li> <li>• 40 hrs. direct patient care (PCA) certificate</li> <li>• Background check</li> <li>• TB Test or Chest x-ray or QuantiFERON gold test</li> <li>• CPR (AHA/ Red cross)</li> <li>• COVID 19 vaccine record 2 doses required.</li> </ul>
<b>Medication Aide 3 ½ weeks Evening</b>	Jan 08, 2024 Feb 05, 2024 Mar 04, 2024 April 01, 2024 April 29, 2024 May 27, 2024 Jun 24, 2024 Jul 22, 2024 Aug 19, 2024 Sept 16, 2024 Oct 14, 2024 Nov 11, 2024 Dec 09, 2024	Jan 31, 2024 Feb 29, 2024 Mar 28, 2024 April 24, 2024 May 22, 2024 Jun 20, 2024 July 18, 2024 Aug 15, 2024 Sept 12, 2024 Oct 10, 2024 Nov 7, 2024 Dec 5, 2024 Jan 2, 2025	Monday Wednesday Friday	5 p.m. – 10 pm.	8 hours/day Clinical site and times to be announced	
<b>Medication Aide 6 Weekends</b>	Jan 06, 2024 Feb 17, 2024 Mar 23, 2024 Apr 27, 2024 May 1, 2024 Jul 6, 2024 Aug 10, 2024 Sep 14, 2024 Oct 26, 2024 Dec 7, 2024	Feb 11, 2024 Mar 17, 2024 April 21, 2024 May 26, 2024 June 30, 2024 Aug 4, 2024 Set 8, 2024 Oct 20, 2024 Nov 30, 2024 Jan 11, 2025	Saturday Sunday	9 am – 2 pm.	8 hours/day Clinical site and times to be announced	

## Phlebotomy Technician Program 2024

Schedule	Expected Start Date	Anticipated End Date	Days	Class Time	Requirements
<b>Phlebotomy 8 weeks Morning and Evening</b>	Jan 8, 2024 Feb 26, 2024 April 8, 2023 May 20, 2024 Jul 1, 2024 Aug 12, 2024 Sep 23, 2024 Nov 4, 2024 Dec 16,2024	Mar 1, 2024 Apr 19, 2024 May 31, 2024 Jul 12, 2024 Aug 23, 2024 Oct 4, 2024 Nov 15, 2024 Dec 27, 2024 Feb 7, 2025	<b>Monday Friday</b>	Morning Class 9 a.m. – 2 p.m.  Evening Class 5 p.m. – 10 p.m.	<ul style="list-style-type: none"> <li>• Application</li> <li>• Photo ID</li> <li>• SSN</li> <li>• CPR (AHA/ Red cross),</li> <li>• GED/ High school diploma or equivalent</li> <li>• TB test or chest Xray or QuantiFERON gold test</li> <li>• Criminal background</li> <li>• COVID 19 vaccine record 2 doses required.</li> </ul>
<b>Phlebotomy 8 weeks Morning and Evening</b>	Jan 8, 2024 Feb 26, 2024 April 8, 2023 May 20, 2024 Jul 1, 2024 Aug 12, 2024 Sep 23, 2024 Nov 4, 2024 Dec 16,2024	Mar 1, 2024 Apr 19, 2024 May 31, 2024 Jul 12, 2024 Aug 23, 2024 Oct 4, 2024 Nov 15, 2024 Dec 27, 2024 Feb 7, 2025	<b>Tuesday Thursday</b>	Morning Class 9 a.m. – 2 p.m.  Evening Class 5 p.m. – 10 p.m.	
<b>Phlebotomy 8 weeks Weekend</b>	Jan 4, 2024 Feb 15, 2024 Mar 29, 2024 May 10, 2024 Jun 21, 2024 Aug 2, 2024 Sep 13, 2024 Oct 25, 2024 Dec 6, 2024	Feb 23, 2024 Apr 6, 2024 May 18, 2024 Jun 29, 2024 Aug 10,2024 Sep 21, 2024 Nov 2, 2024 Dec 14, 2024 Jan 25, 2025	Saturday Sunday	9 a.m. – 2 p.m.	

## Home Health Aide Program 2024

<b>Start</b>	<b>Days</b>	<b>Requirements</b>
January through December Offered Anytime Call for personalized schedules and payment details	Monday – Friday	<ul style="list-style-type: none"><li>• Application</li><li>• Photo ID</li><li>• SSN</li><li>• CPR (AHA/ Red cross)</li><li>• Criminal Background</li><li>• TB Test or Chest x-ray or QuantiFERON gold test</li><li>• COVID 19 vaccine record 2 doses required</li></ul>



**ACKNOWLEDGMENT OF RECEIPT OF THE STUDENT’S CATALOG**

1. I have received the America School of Nursing & Allied Health Student catalog hard copy or electronically. I attended the orientation session and have had an opportunity to have my questions, addressed and answered. Thus, I have been made aware of the ASNAH policies and procedures and I agree to abide by them while I am attending ASNAH. I also understand that infractions of ASNAH policies and procedures will result in disciplinary actions and/or in removal from the program. \_\_\_\_\_ Student initials
2. I understand that the school may terminate my enrollment if I fail to comply with attendance, academic, and financial requirements or if I fail to abide by established standards of conduct, as outlined in the school catalog. \_\_\_\_\_ Student initials
3. While enrolled in the school, I understand that I must maintain satisfactory academic progress as described in the school catalog and that my financial obligation to the school must be paid in full before a certificate may be awarded. \_\_\_\_\_ Student initials
4. The school reserves the right to terminate a student’s training for unsatisfactory progress, non – payment of tuition or failure to abide by established rules and regulations as outlined in the catalog. \_\_\_\_\_ Student initials
5. I understand that if I do not make my tuition and fees payment as indicated on the payment plan, I will incur late charges (as outlined in the ASNAH policy). \_\_\_\_\_ Student initials
6. Although the school will provide placement assistance, the school does not guarantee job placement to graduates upon program completion or upon graduation. \_\_\_\_\_ Student initials
7. The school reserves the right to reschedule or cancel the program start date whenever the number of students required to start is too small. \_\_\_\_\_ Student initials
8. The school does not guarantee transfer of credit into a college, university, or other institutions. Any decision on the comparison, appropriateness, and application of credit and whether they should be accepted is the sole decision of the receiving institution. \_\_\_\_\_ Student initials
9. I understand that complaints, which cannot be resolved by direct negotiation with the school in accordance with its written grievance policy, may be filed with the State Council of Higher Education for Virginia, 101 N. 14th Street, 9th Floor, James Monroe Building, Richmond, VA 23219. All student complaints must be submitted in writing. \_\_\_\_\_ Student initial

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ASNAH Representative Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date