



## **Training Center Catalog**

Nursing Education Training Center (NETC-Health™), LLC  
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## **Mission Statement**

The Mission of Nursing Education Training Center (NETC-Health™) is to provide education, support, and empower future health care professionals with knowledge, skill set, and interpersonal relationships within a diverse community. We are committed to support and educate our students with various cultural differences. While maintaining quality of education by promoting, maintaining, and restoring optimum level of care of wellness to our community.

## **Vision**

Where your destiny is your success as we foster diversity in the community.

## **Core Values**

**Individual:** Human beings are in constant interaction with their internal and external environment and to promote well-being of the mind, body, and spirit.

**Health:** Health is the optimal state of health maintained when a human being's internal/external environment is not disruptive. Individuals that adapt to a higher level of wellness physically, socially, psychologically, and spiritually.

**Education:** Students learn to integrate art, science, research, while developing critical thinking, communication, judgment, decision-making, and analysis. Faculty will educate and teach skills to assist the learner with formulating, assimilating, and applying knowledge and skills.

## **Approvals**

2020- Florida Board of Nursing

## **Institutional Affiliation**

The American National Red Cross

American Heart Association

MedCa Certifications

Nexus University

Orange County Fire Department

Lakeside Eye Surgery Center

Orange Park Hospital

Memorial Hospital

Kelly Educational Services (OCPS)

## **Campus**

Nursing Education Training Center (NETC-Health™) is located at:  
401 N Mills Ave., Ste B  
Orlando, FL 32803

## **Institutional Facilities**

The Nursing Education Training Center (NETC) is located Downtown Orlando in Central Florida. There are several health care facilities within 3-5 miles. These private sector hospitals, community hospitals, free standing emergency rooms, and urgent care clinics. There are residential care facilities for short - and long - term care.

NETC is located near Interstate - 408, I-4, and Colonial Drive. The training center is easily accessible to students and the public through public transportation (bus, taxi) as it is near Livingston and Mills Ave. Housing, dining, and shopping facilities are conveniently located near our center.

## **Hours of Operation**

The training center operates Monday through Friday from 8 am-6pm and Saturday from 8am-2pm.

## **Training Center Calendar**

### **Holidays**

New Year's Day (January 1)  
Martin Luther King (3rd Monday in January)  
Memorial Day (last Monday in May)  
4th of July (Independence Day) week  
Labor Day (1st Monday in September)  
Thanksgiving (3rd Thursday in November)  
Day after Thanksgiving  
Christmas Eve (December 24)  
Christmas Day (December 25)

## **Emergencies and Inclement Weather**

In the event of an emergency, the school will notify the student by text or phone call of any class/clinical delays or cancellations. In the event of inclement weather, such as ice, sleet, flooding and any other natural reason, school will close when local school systems are closed or delayed or as the schools President seems fit. When class/clinical is delayed, the time must be made up prior to the completion of the course.

Mrs. Felicia Meyers, MSN-Ed, RN-Director-Instructor

Thomas Edison University

**Board of Directors**

Felicia Meyers, MSN, RN

Kimberlyn Walthour, MSN, RN

NETCHEALTH

## Programs of Study and Course Descriptions

### Programs

**PROGRAM TITLE: RN/LPN Remediation Courses Online/Classroom**

**PROGRAM LENGTH: 15 Weeks**

**Didactics: 80 Hours, Clinical: 96 Hours**

### *Course Description:*

The course will assist students in applying the nursing process and essential skills to clients experiencing alterations in their health status. The focus of the course will be a review of standard curricula of nursing programs, including universal principles of nursing care management, legal and ethical issues. The curriculum plan includes clinical experience and theoretical instructions in medical, surgical, obstetric, pediatric, geriatric, and psychiatric nursing, inclusive of clinical training experience in appropriate settings that include, but are not limited to, acute care, long-term care, and community settings.

Our remediation course is designed to meet the Florida Board of Nursing 464.019 Remediation education program. All requirements for applicants must meet state remediation guidelines, that includes a letter from the Board of Nursing requiring remediation.

**Objective:** Upon successful completion of this course, students will be able to:

1. Apply care to all populations using the nursing process to identify disease, signs and symptoms, diagnostic tests, and treatments.
2. Demonstrate medication administration, dosage calculations, pharmacological actions, therapeutic effects, and adverse effects of the disease/disorder.
3. Apply nutritional needs for clients at various age groups and illnesses.
4. Demonstrate care for clients with different cultural, spiritual, psychological, and developmental stages.
5. Demonstrate care of the patient with cardiac, endocrine, nervous, Intermentary, sensory, reproductive, and musculoskeletal disease/disorders utilizing nursing process..

**Course Requirement:**

This course is designed to help student who:

1. Who have failed the NCLEX three consecutive times. Applicants must obtain a letter from the Board of Nursing.
2. Licensure Endorsement applicants: Applicants who do not hold an active license or have not practiced in the past five years. (Clinical remedial authorization letter is required)
3. Applicants who the Board of Nursing require remediation. (Letter from Board of Nursing is required for clinical authorization).
  - The authorization of completion of the clinical component of the remedial course will be sent upon completion.
  - An authorization letter is not required to begin the theory component of the remedial course.

Even if you do not meet the criteria for the course, voluntary admission is accepted.

The authorization of completion of the clinical component of the remedial course will be sent upon completion. An authorization letter is not required to begin the theory component of the remedial course.

When progressing to the clinical portion of the course, the remedial course provider must request a letter for approval to begin the clinical portion. The request should include the following: *The remedial course provider, professional type, number of complete theoretical hours and location of your clinical site, the name of the remedial program and anticipated date of completion of the clinical component.*

Number of weeks for completion:

15 weeks

**Course Cost**

Registration fee: \$100 (will be deducted from cost of class)

**RN Course:**

RN Online: \$3000.00 (Out of State)

RN Online (In-State): Endorsement/Retest \$ 2800.00

RN Refresher: \$2200.00 (Voluntary)

**PN Course:**

PN Online: \$2700.00 (Out of State)

PN Online: \$2500.00 (In State)

PN Refresher: \$2000.00 (Voluntary)

**Clinical Requirement: The student is responsible for all fees.**

Students are responsible for submitting all documents at the start of the program.

Students will have to complete the following for Castlebranch:

- Drug testing
- Criminal Background Check with no negative findings
- Negative PPD test (TB or chest x-ray)
- Flu Shot (if during season)
- Able to stand for long periods of time
- Able to lift up to 50lbs
- Able to meet the physical demands of the job role
- COVID vaccine proof or weekly testing
- TB/ Chest XRay
- Students will receive one Black Polo and badge for clinical
- Required Black Scrub bottoms

**Classroom/Online Didactics**

All students are expected to attend all classes. The Nursing Education Training Center (NETC) does not distinguish between excused and unexcused absences. Regular attendance is critical to your success as a student. Students are expected to arrive on time to all classes and clinical experiences. Attendance will be taken during all courses, theory, and clinical experiences. It is the student's responsibility to notify the school immediately in the event they are unable to attend. A student who is unable to attend due to extenuating circumstances will have to repeat the theory (a fee will apply). Due to the time allotted for the course students will not be permitted to make up days. Any student who misses an exam or theory due to absenteeism will automatically have to repeat the course.

## **Clinical**

Clinical experiences are a critical component of the learning process. Students are expected to attend all assigned clinical hours for the course. Students are responsible to notify the clinical instructor **at least 2- hours** prior to the clinical start time if they cannot attend. It is professional behavior to contact your instructor as soon as possible to not interrupt the patient care assignments. ***Any student, who does not provide notification prior to the clinical start time, will be considered a no call-no show*** and may be dismissed from the clinical. If a clinical day is missed, students can repeat the course or pay the instructor a fee to take them out to clinical post completion of the course.

Any student, who leaves or is asked to leave by the clinical instructor or facility before the end of the clinical day, will be counted absent for the entire day. Any student who incurs a first clinical absence will be required to makeup by paying a fee. This must be completed within 1 day of the missed clinical day. The Director of Nursing will arrange make-up day(s). All make-up day(s) must be in writing to the Director of Nursing.

The nursing administration and faculty recommend that students do not work between the hours of 11 p.m. – 7 a.m. the night before class. Students absolutely cannot work between the above hours the night before clinical.

If a student becomes ill in the clinical setting, the instructor must be notified immediately. The student should NOT leave the clinical area without the instructor's permission. The instructor will evaluate the situation and take appropriate action.

### **Methods of Instruction:**

- Assigned Readings, Case Studies, and Visuals
- Online/ Live lecture
- Clinicals, Hospitals, and Nursing Home (Long/Short term Care)
- Pass Point

Online out of state students are eligible for 48 hours online clinical

### **Required Textbooks & Resources:**

Laerdal Medical and Wolters Kluwer. (n.d). VSlm for Nursing RN

Rosdahl, Caroline, B. and Mary T. Kowalski. Textbook of Basic Nursing. Wolters Kluwer, (12th Edition). Wolters Kluwer Health, 2022

Wolters Kluwer Health (n.d). NCLEX-PN Pass Point. Powered by PrepU (PREPU-PassPoint ISBN: 978-1-4698-7210-0

**Attendance**

**Classroom/Online**

All students are expected to attend all classes. The Institute does not distinguish between excused and unexcused absences. Regular attendance is critical to your success as a student. Students are expected to arrive on time to all classes. Attendance will be taken during all courses, theory, and clinical experiences. It is the student’s responsibility to notify the school immediately in the event they are unable to attend. A student who is unable to attend due to extenuating circumstances will have to repeat the fee will be applied. Due to the time allotted for course students will not be permitted a make-up day. However, if the student is late 2 times in their didactics/clinical studies they will have to repeat the course. Any student who misses an exam due to absenteeism will have to repeat the course.

Didactics Clinical	No Absence
80 hours 96 hours	No Absence

**PROGRAM TITLE: NCLEX RN/LPN Review**

**PROGRAM LENGTH:** 8 weeks

**Course Description:**

The course will assist students in applying the nursing process and essential skills to clients experiencing alterations in their health status. The focus of the course will be a review of disease processes while learning test taking strategies required to Pass the NCLEX.

**Objective:** Upon successful completion of this course, students will be able to:

1. Provide care to all populations using the nursing process to identify disease, signs and symptoms, diagnostic tests, and treatments.
2. Integrate medication administration, dosage calculations, pharmacological actions, therapeutic effects, and adverse effects of the disease/disorder.
3. Integrate nutritional needs for clients at various age groups and illnesses.
4. Provide care for clients with different cultural, spiritual, psychological, and developmental stages.
5. Give care of the patient with nervous, skin, and sensory disease/disorders utilizing nursing standards.

The course reviews the structure and scoring of the NCLEX as well as suggestions for preparation and test-taking strategies.

The course reviews the structure:

- Medical- Surgical
- Pharmacology
- Maternal-Newborn
- Pediatrics
- Psychiatric
- Preparation and test-taking strategies
- Exams/Practice Exam

**Course Requirement:**

New graduate  
Taken Test less than 3 times.  
Repeat tester.

**Methods of Instruction:**

- Assigned Readings, Case Studies, and Visuals

- Online/ Live lecture
- Pass Point

**Required Textbooks & Resources:**

Wolters Kluwer Health (n.d). NCLEX-PN Pass Point. Powered by PrepU (PREPU-PassPoint  
ISBN: 978-1-4698-7210-0

**Course Cost**

Registration fee: \$100 (will be deducted from cost of class)

RN/PN \$1500.00

1 absence need to be removed from  
program

NETCHEALTH

## ***Program Description: Nursing Assistant PREP***

**PROGRAM LENGTH:** 2 weeks with 4 skill sessions

### **Program Objective:**

**CNA PREP** is designed to prepare you to take the **certification exam administered by Pearson Vue**. CNA's work closely with nurses and medical staff to ensure that a patient is provided basic care. The training you receive includes, but is not limited to, bathing, feeding, dressing patients, observing physical and/or mental changes, and vitals. This course is offered in person or as a blended course. Students will get all their course content, practice tests, informational videos, testing strategies, review questions, and quizzes. All students will receive all the detailed information they will need to pass the State Certified Nursing Assistant exam, but they will also get the instructor's support and 23 hands-on skills. Students are expected to perform skills in the skills lab.

### **Prerequisites**

Students are required to be at least 18 years old with a high school diploma and meet admission criteria.

### **Challenger**

- A challenger of the State exam is a person who has not completed a 120-hour State approved course.
- A Challenger takes the same State exam as the other students who attended longer programs and are issued the same Florida C.N.A. license if they can successfully pass the examination.
- Candidates will be given 3 attempts to pass both portions of the C.N.A. examination before they are required to attend a 120-hour State approved C.N.A. training program.
- You are not required to take any course prior to challenging the exam. However, even if you have experience as a nurse assistant, challenging the exam can be quite difficult.
- You will be assigned to perform 3 of the skills and be observed by a nurse evaluator.
- Successful completion of each skill is required for you to pass.

Upon completion students will be eligible for State Exam administered by Pearson Vue.

A Florida State license is not required prior to employment.

Number of Hours Required:

- 45 online hours (14 days)
- 4 Classroom Skills Session

### **Required Textbooks & Resources:**

Hartman Textbook 5<sup>th</sup> Edition

Lab Hours	1 absence	2 absences
20 hours	Make-up (before completion)	Must meet with School Director

**Course Cost**

Registration fee: \$100 (will be deducted from cost of class)

\$599.99

NETCHEALTH

## **PROGRAM TITLE: Medication Aide (Med Tech)**

**PROGRAM LENGTH: 6 hours**

### **Program Description:**

A Certified Medication Aide is a training course for individuals who will be authorized to administer non-injectable medications. CMAs prepare and administer routine medications to patients; and document the administration and effectiveness of medications, taking note of any adverse side effects. This is a Hybrid Class with hands on skills.

Med Tech can work in Assisted Living Facilities, Group Homes, Detoters, Sober Homes, Private Homecare, and Drug Treatment Centers

### **Certification**

Upon completion of the course, students will be certified as a Med Tech. The Certification is for one year.

### **Course Objectives:**

- Describe the role and responsibilities of the Medication Aide.
- Describe the concepts of patient privacy and confidentiality.
- Assist patients with medication administration.
- Understand prescription Label
- Medication administration for oral including liquid, suspension, scored tablets, and crushed
- Medication administration for topical, ear, eye, nose such as drops, inhaler
- Assist with medication administration finger sticks, insulin, oxygen
- Medication storage of medication and dispose of medication properly
- Documentation for Medication Observation Record (MRO)
- Read and understand medication order, recognize side effects of medication, classification of drugs
- Provide physical and emotional support to patients.
- Take directions from RNs and LPNs to administer medication.
- Make observations & report them according to the facility policies

### **Number of hours required:**

6 hours

2 hours Renewal

2 hours In Classroom Skills

### **Prerequisites:**

- Must be a CNA in good standing on Florida Registry
- Must be a Home Health Aid
- Medical Assistant
- Certified Behavioral Health Technician (BHT/CBHT)
- Patient Care Technician

### **Methods of Instruction:**

Lecture-Discussion

Audio / Visuals  
Instructional Handouts  
Evaluations  
Computer Assisted Learning  
Readings  
Written Assignments

**Course Cost**

Registration fee: \$100 (will be deducted from cost of class)

\$80.00 (Initial)

\$65.00 (Renewal)

NETCHEALTH

**PROGRAM TITLE: Phlebotomy Technician Workshop****PROGRAM LENGTH: 3 Weeks****Program Description:**

This Phlebotomy Technician course prepares students for a career as a phlebotomist. After completion of the course students will be able to successfully collect blood, as well as process blood and body fluids. A phlebotomy technician one can expect to find employment within a laboratory setting, hospital, or other healthcare settings.

**Course Objective:**

- Identify the role of phlebotomy technician.
- List the departments within a clinical laboratory.
- Describe legal implications of phlebotomy.
- Identify basic medical terminology related to phlebotomy
- Define anatomy and physiology of body system as related to basic testing and common pathologic conditions.
- Perform venipunctures on adult patients (a minimum of 30 venipuncture and 10 capillary sticks)
- Demonstrate safe and aseptic technique and identify infection control measures within a laboratory
- Identify different request systems and specimen handling, transporting, and processing needs
- State procedure to ensure patient identification and assurance of quality specimens
- Demonstrate professional appearance and conduct

**Prerequisites**

Students must be at least 18 years old, have a high school equivalency diploma (GED) or High School Diploma and meet the admission requirements of the school.

**Number of hours needed:**

30 hours Online

12 hours lab hours

**Required Textbook and Resources:**

Hartman's Complete Guide for the Phlebotomy Technician

**Methods of Instruction:**

Lecture-Discussion

Audio / Visuals

Evaluations

Computer Assisted Learning

Readings

Hands on skills

**Prerequisites**

- 18 years of age
- High School Diploma or GED
- State Issued ID
- Social Security Card
- Criminal Background Check with no negative finding
- Negative PPD test (TB or chest x-ray)
- Flu Shot (if during season)
- Able to stand for long periods of time

**\*\*Special admission acceptance:** High school seniors can enroll into any program. However, their certificate of completion will not be awarded until they graduate. Please be advised that a student’s age may affect their ability to take a certification test. \*\*

**Clinical Practice**

A Background Check may be required to complete the Externship clock hours or Clinical requirements in some home health care facilities.

A Florida State license is required prior to employment.

Hybrid/Class	No absences	1 absence
30 hours	Make-up (before completion)	Must meet with Instructor

**Course Cost**

Registration fee: \$100 (will be deducted from cost of class)

\$699.99 (Certification test not included)

\$160.00 Certification Test

## **PROGRAM TITLE: EKG Technician Workshop**

**PROGRAM LENGTH: 3 Weeks**

### **Program Description:**

#### **Objectives:**

Upon completion, the student will be able:

1. Understand their role as an EKG Technician.
2. Understand patient care skills.
3. Understand the anatomy and physiology of the human body.
4. Understand the EKG Technology and Applications.
5. Understand Basic EKG Procedures.
6. Understand cardiac conduction system and ECG tracing.
7. Basic ECG Rhythms Review is intended for the health care professional who has had some ECG interpretation training but desires a review of basic dysrhythmia monitoring.

This class offers an opportunity for the student to practice rhythm interpretation in a non-stressful setting. Clinical correlation is emphasized. It is not intended that this class be a thorough treatment of the subject of ECG interpretation.

#### **Course Objectives:**

At the end of this course, the participant will

- be familiar with the basic criteria for most cardiac dysrhythmias.
- be able to discuss the clinical implications of most common dysrhythmias.
- recognize normal rhythms, abnormal rhythms, and potentially dangerous rhythms.
- feel more confident in his or her ability to interpret basic rhythm strips.

#### **Course Outline**

1. Clinical implications of dysrhythmias
2. ECG waveforms
3. The electrical system of the heart and physiologic pacemakers
4. Normal sinus rhythm
5. Tachycardias
  - a. Sinus tachycardia
  - b. Atrial tachycardia / PSVT
  - c. Atrial flutter
  - d. Atrial fibrillation
6. Bradycardias
  - a. Sinus bradycardia
  - b. AV Blocks
  - c. Idioventricular rhythm
  - d. Practice strips
7. Review, questions answered
8. Pacemaker rhythms
9. Practice rhythm strips with clinical

correlation.

10. Ventricular tachycardia

11. Ventricular fibrillation

### **Prerequisites**

Students must be at least 18 years old, have a high school equivalency diploma (GED) or High School Diploma and meet the admission requirements of the school.

### **Number of hours needed:**

30 hours Online

12 hours lab hours

### **Required Textbook and Resources:**

Hartman's Complete Guide for the EKG Technician

### **Methods of Instruction:**

Lecture-Discussion

Audio / Visuals

Evaluations

Computer Assisted Learning

Readings

Written Assignments

Hybrid/Class	No absences	1 absence
30 hours	Make-up (before completion)	Must meet with Instructor

### **Course Cost**

Registration fee: \$100 (will be deducted from cost of class)

\$699.99 (Certification test not included)

\$160.00 Certification Test

**PROGRAM TITLE: IV Certification Workshop**

**PROGRAM LENGTH: 2 weeks**

**Program Description:**

**Online: 24 Hours, In person: 6 Hours skills**

This is a 30-hour blended learning IV Therapy course approved by the Florida CEU Broker. It is designed for LPNs who want to gain knowledge and skills in IV therapy. It consists of 24 hours of online coursework and 6 hours of in person skills training. Students will receive one year of FREE CEUs.

**Course Objective:**

After completing this continuing education course, the participant will be able to meet the following objectives:

- Identify the best peripheral venous access needed for a specific patient scenario
- Demonstrate ways to manage IV infusate compatibility when multiple infusates are needed
- Demonstrate insertion and securing of peripheral IV catheter
- Demonstrate proper aseptic technique for IV insertion
- Demonstrate access, dressing, and care of a VAD: PICC, CVL, and Port

**Prerequisites**

Students must be at least 18 years old, have a high school equivalency diploma (GED) or High School Diploma and meet the admission requirements of the school.

**Number of hours needed:**

24 hours Online

6 hours lab hours

**Required Textbook and Resources:**

Online Resource Provided from CEUFast

**Methods of Instruction:**

Lecture-Discussion

Audio / Visuals

Evaluations

Computer Assisted Learning

Readings

Hybrid/Class	No absences	1 absence
30 hours	Make-up (before completion)	Must meet with Instructor

Registration fee: \$100 (will be deducted from cost of class)

\$299.99 (Course)

Skills session: \$150.00

NETCHEALTH

**PROGRAM TITLE: Medical Assistant Workshop**

**PROGRAM LENGTH: 15 Weeks**

The objective of the medical assisting program is to provide graduates with the skills and knowledge that will enable them to qualify for entry-level positions as medical assistants, phlebotomist, EKG technicians and office manager. The program is designed to prepare the students to assist physicians and nurse practitioners. They are responsible for medical and surgical asepsis, recording vital signs, EKG's, administering medications, laboratory functions, administrative procedures including insurance verification and knowledge of procedure and diagnosis codes for billing, ordering of supplies, scheduling appointments and performs all clinical duties expected of clinical medical assistant. This course may be presented as Hybrid class.

**Course Objectives:**

- To prepare competent entry-level medical assistants in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains
  - Develop the basic skills, ability to perform skills and knowledge necessary to apply the principles or competencies performed in the health care industry
  - Develop attitudes consistent with those expected of an individual working the health care industry
  - Complete the requirements necessary for certification as a Medical Assistant
- To prepare graduates to maintain currency within their field through certification and continuing education

**Prerequisites:**

Students must be at least 18 years old, have a high school equivalency diploma (GED) or High School Diploma and meet the admission requirements of the school.

**Number of Weeks Before Completion:**

**15-week program**

**62 hours of online classwork (For Online Class/Hybrid ONLY)**

**52 hours of lab**

**Required Textbook & Resources**

Hartman's Complete Guide for the Medical Assistant

Registration fee: \$100 (will be deducted from cost of class)

\$899.99 (Certification test not included)

\$160.00 Certification Test

NETCHEALTH

### **Florida Board of Nursing Disclaimer:**

Acceptance into the institution does not imply acceptance into any offered program. Students may not be accepted into a program if your FDLE (level II) background check shows evidence that would prevent you from taking your state exam. The Florida Board of Nursing, in accordance with the Rules and Regulations of the Nurse Practice Act, will determine if a nursing program graduate is eligible for licensure when there is no arrest/conviction record.

**All individuals with a criminal or discipline history should read Chapter 464, Florida Statutes (F.S.) and Chapter 64B9, Florida Administrative Code (F.A.C) as they pertain to the practice of nursing. The Board of Nursing encourages all individuals with a criminal or discipline history to fully understand their requirements. For more information contact the Florida Board of Nursing.**

### **Course Orientation**

Orientation will be required at the beginning of each class. Students will be informed of the registration date prior to enrollment. Orientation must occur **in-person or online** for all classes. During this time students will be acquainted with policies, functions, and personnel of the institution.

### **Important Calendar Dates**

<b>First Day of Class</b>	<b>See class schedule</b>
<b>Last Day to Drop Class</b>	<b>See class schedule</b>
<b>Midterm</b>	<b>See class schedule</b>
<b>Last Day of Class</b>	<b>See class schedule</b>
<b>Graduation Date</b>	<b>TBA</b>

### **CLASS SIZE**

Class size is limited to allow students to receive personal attention from the instructor. If a class is full when a student applies and is accepted for a program, the student will be placed on a waiting list for the class and /or will be notified of the next class start date.

### **ACADEMIC HONESTY**

The faculty expects students to demonstrate integrity in the classroom and clinical setting. Submitting other work as your own, using resources other than knowledge during examinations,

misrepresenting your performance in patient care areas are all examples of dishonest behavior that will not be tolerated. The faculty expects all students to be promoted among those guilty of academic dishonesty to be withdrawn from the Nursing Training Center. In addition, students may be subject to college sanctions. Refer to the Range of Sanctions for Validation of Academic Dishonesty found in the Student's Rights and Responsibilities Handbook.

### **Transfer Credits**

NETC ***does not*** accept any transfer credits from any organization or institution. In addition, we make no claims or guarantees that credit earned will transfer to another institution.

### **Attendance, Absences and Tardiness**

Due to the length and testing nature of the program, students are expected to attend class daily and be on time. Students are only allowed to miss two days of class and one day of clinicals. Clinical attendance is mandatory and only one day of clinical practice may be made up on the day set forth by instructor per discretion of the instructor. Students who miss any scheduled class time will have to attend a makeup day(s), which will be pre-assigned at the start of the class session. All class make up time must be conducted during the hours in which the state has approved the facility to operate.

Online classes must log in for the stated number of hours outlined for the program each week. This is equivalent to attendance

If a student is 15 minutes or later for any class session **OR** leaves 15 minutes or more before the end of class without permission, they will be counted tardy. After an accumulation of three tardies, students will be counseled. Any tardies after counseling will be counted as an absence. (see policy for absences above).

### **Sign in/out sheets**

Students must sign in and out every day. A daily roster will be provided for class, as well as clinicals. For online courses, instructors are able to view the online activity of students. Weekly time sheet must be submitted by Saturday each week.

### **Make-up classes**

All work from missed days of class (up to 2) must be completed. Only one clinical will be allowed to be made up. Make up day for clinical is at the end of the program and must be completed before taking the final exams.

### **Class Preparation**

You must read over your material before and after each class and complete assignments as scheduled. Come to class prepared!

### **Refund Policy**

No refund once payment is received. If the course is not completed there is NO REFUND. If class starts NO REFUND will be given. The Nursing Education Training Center (NETC) will maintain student records permanently, however, for those students who were dismissed or denied entry records will remain on file for one year.

### **Late Payment**

If payment is not paid in full and by the clinical start date, student will not be allowed to take the final exam therefore they will not receive a certificate of completion

### **Late Fees**

Failure to make payment as scheduled will result in the charge of a late fee. A late fee cost of \$5 **per day** will be incurred by the student if payments are not done on time. After 2 weeks of non-payment, students will be dropped from the program without any refund. All late fees must be paid before the start of clinicals. Failure to do so may hinder students from going to clinical or taking the final exam.

### **Withdrawal/Drop/Cancellation**

Our outlined refund policy is designed according to Fair Consumer Practices, should the student drop or become terminated, or canceled for any reason; all refunds will be made according to the following refund schedule.

No refunds will be made according to the school's refund policy for all terminations or cancellation of student as follows:

- If the School cancels a program for any reason, the student is entitled to use the registration fee towards another program for up to one year.
  - No refunds receipt of cancellation/withdrawal/drop notice.

The Nursing Education Training Center will maintain student records permanently, however, for those students who were dismissed or denied entry records will remain on file for at least one year.

### **Readmission**

If students are dismissed or suspended for academic reasons, they will not be able to return to that session. They may apply for acceptance in a future course. No credit will be given for the progress that was already made.

- If student has to leave the program for an emergent medical reason, it is the administrations discretion whether to honor progress that was made in previous attempt of class

### **Withdrawal**

You may withdraw from any course before the official drop date listed in the training center calendar. If you are withdrawing from a nursing course, the clinical instructor should be notified, and a brief withdrawal questionnaire completed. We would like to know why students decided to discontinue their nursing studies (even if it is only temporary). You must also complete a withdrawal card if you wish to receive a "W" rather than an unsatisfactory course grade.

If you withdraw from a nursing lecture course, you must also withdraw from the corresponding clinical course. If you wish to be readmitted to a nursing course, notify the program chairperson, at least one term prior to your desired re-entry date. Every effort will be made to accommodate your desire for re-enrollment. Re-enrollment in clinical courses is on a "space available" basis.

Because the second enrollment is the last time for you to successfully accomplish course objectives, you are encouraged to realistically assess those factors which inhibited your accomplishment during the previous enrollment (financial limitations, family obligations, personal concerns, reading skills, etc.). Only when such an assessment has been made and necessary corrective steps taken, should you attempt a nursing course for the second time.

No student who has a “D”, “F”, “U”, or “W” in any three nursing courses, or who has taken the same nursing course twice without earning a C or above, may continue in the nursing program.

### **HEALTH FORMS (STUDENT HEALTH RECORDS)**

Students are required to provide completed health forms to program staff prior to the beginning of the semester. Students will keep copies of forms, front and back, and copies of all required laboratory, x-rays, immunizations (TB, Hepatitis B, MMR, or Rubella titer, varicella, drug test), which will be presented on the first day of each clinical course. Many health care agencies will keep a copy of your health records for their files. Students are responsible for assuring that all records/documentation will be valid for the entire semester prior to starting the course. Failure to provide these copies will prevent you from participating in the clinical course and may result in you being dropped from the course and/or program.

### **LIABILITY (MALPRACTICE) AND MEDICAL ACCIDENT INSURANCE**

All nursing students enrolled in clinical nursing courses will pay an insurance fee per academic year to cover the cost of malpractice insurance and medical accident insurance. These will limit your costs in the event of an unexpected incident while you are engaged in clinical learning. The medical accident insurance will cover the most of, but is not limited to, treatment for exposure to blood and body fluids. Lastly, workers compensation is included, if or when incidents occur, employees and students will be subject to a drug test. All claims for Medical Accident Insurance must be filed within 90 days of injury. Contact the Administrative assistant at 407-734-5702 after you complete an Incident Report.

### **HEALTH INSURANCE**

You are encouraged to carry additional health insurance to cover your own personal health care.

### **FINANCIAL AID**

Students are responsible for all tuition costs for courses. We have different financial assistance. Please inquiry with the registrar office.

## Financial Information

### Tuition and Fees

Application Fee	\$100
Medication Aide	\$80
Medical Assistant	\$899.99
Nursing Assistant Prep	\$599.99
Basic EKG Course	\$399.99
Phlebotomy Workshop	\$699.90
MedCa Certification	\$160.00
RN Tutoring Service	\$60.00 (Individual) \$55.00 (Group)
PN Tutoring Service	\$50.00 (Individual) \$45.00 (Group)
Pharmacology Dosage Calculation Workshop	\$130.00 (This is a two-hour tutoring)
Pearson Vue Nurse Aide Certification	\$155
Student Liability Insurance	\$50
Student Badge	\$10
Transcript Requests	\$5 each

### **\*\*\*Employment Notification\*\*\***

**Please note the completion of courses does not ensure immediate job placement. Some positions will require a recognized certification in your area of study. Another background check may also be needed.**

### **PATIENT'S SAFETY**

The faculty recognizes that as a nursing student you are learning. However, the physical and emotional safety of a patient cannot be placed in jeopardy. The inability of a student to provide consistent, safe care, or to follow the policies/ procedures of the affiliating agency or school, will require that the student be asked to leave the clinical laboratory and may result in the student being required to withdraw from the program.

### **PROGRAM COMPLETION/GRADUATION REQUIREMENTS**

The requirements for graduation are:

1. Completion of all courses(s) with an overall grade 80% (B) or higher.
2. Completion of the required number of clock/contact hours and passing all required course(s).
3. Achievement of minimum (pass) skill levels in classes where applicable.
4. Attend a minimum of 80% of the classes in the program of study.

5. Completion of clinical externship with an overall grade of satisfaction or dissatisfaction.
6. All financial obligations are paid.

## **STUDENT RECORDS**

When you enter the nursing program, a file is initiated and maintained during your enrollment. This file consists of your academic record, completed health forms, signed policy statements, clinical evaluations and other notations made by the faculty and you. This file belongs to NETC but is available for you to review upon request to the Director of Nursing. You may request the release of this information to others. **Please note: You must grant permission in writing for the release of this information to potential employers or for recommendation from faculty.**

Nursing Education Training Center is in compliance with the Family Educational Rights and Privacy Act of 1974, the purpose of which is to let the student/guardian know what educational records are kept by the school, to give the student/guardian the right to inspect such records and to ask for corrections if necessary, to control the release of such information to those who are not involved in the educational process.

Under the Privacy Act, certain directory information is not made available to anyone who requests it unless the student/guardian asks, in writing, that this not be done. Information that the school considers in this category are as follows: Name, course of study, dates of attendance, transcripts, financials, and diplomas awarded. Grades will not be given out over the telephone to anyone, including the student/guardian. Students that are denied entry, admission or terminated from the school, records will remain on file for at least one year. The school permanently retains all other student records. Student records, including transcript or attendance record, will be sent to a third party only after receiving a written request from the student/ guardian.

## **PROGRESSION THROUGH PROGRAMS**

### **Class Materials**

Each student is responsible for the upkeep of his or her own curriculum, etc. Some books are property of the school and for some classes it is the property of the students. Workbooks if assigned are the students to keep. Each book must be brought to each class session. If you lose your book, you must purchase a new one. Books that are property of the school must be returned in good condition. If not, the student will acquire a damage fee of \$15 - \$25 depending on the

damage. Severe damage (ripped/missing pages, covers, excessive dirtiness) will result in students purchasing a new book. A watch with a second hand is mandatory for clinicals. Students need to have access to a laptop, desktop or Ipad at home to complete assignments. Students also need to bring to class paper, pencil and pens.

**POLICY:** A student must demonstrate required theoretical and clinical nursing competencies on each level before progressing.

**PROCEDURE:**

1. All students must successfully complete a nursing course with a grade of 80% or above.
2. Students must earn a grade of “B” (80%) or “S” in nursing course
3. Nursing theory courses are co-requisites for respective nursing laboratory courses (L).
4. A student can enroll in the same course only two (2) times and can only repeat two nursing courses.
5. A student who earns a “D,” “F,” “U,” or “W” in three (2) nursing courses is ineligible to continue in the program. Must write to the Advisory Committee for re entry.

**UNIT OF CREDIT**

The Nursing Education Training unit of credit is measured in clock hours. A clock hour is 60 minutes of supervised instruction.

**Passing Criteria**

To pass the classroom portion of the course, students must obtain a passing grade of 80% or above on all homework, tests and final exams. The 80% passing rate is determined based on the weight of the following: Homework assignments weigh 25%, test grades weigh 25% and the final exam weighs 50%. Students below 80% or a ‘C’ will receive remediation.

Remediation Courses class portion Discussion 5%, Case Study 25%, and Exams 70%.

**Tests and Final Exams**

Testing is done daily through various means. No test or exam will be given unless the student has completed the required segments of each lesson.

Students must successfully pass a final written and skills exam with the school to graduate. Two hours will be granted to complete the written test. If applicable, the final skills exam will be performed the same day as the final written exam.

Any cheating during a test of any kind will be grounds for dismissal from the school, including but not limited to: talking, discussing or reviewing any items on the exam with anyone else during the exam, consulting books or notes.

### **GRADING SCALE FOR THEORY COURSES:**

**POLICY: The following grading scale will be used to assign a letter grade.**

The instructor has based a student's grade on academic exams and their demonstrated clinical skills. A written exam will be given each week, at the completion of each course, and at the end of the program enrolled. The examinations are graded according to the following schedule:

Letter Grade	Level Obtained	Equivalent Percentage	Quality Points
A	Excellent	93-100%	4.00 Pts
B	Above Average	85-92%	3.00 Pts
C	Average	78-84%	2.00 Pts
D	Below Average	69-77%	1.00 Pts
F	Failure	68% and below	0.00 Pts

Each exam grade is tabulated with final exam grade accounting for 25% of average grade. Each student will be given an alphabetical grade based on his or her accumulated grade as outlined above.

All students will have the ability to access their grades via the internet [nethealth.talentlms.com](http://nethealth.talentlms.com). Your username and password will be given to you by your instructor. This site will also serve as a message board for communication between the student and instructor.

**CLINICAL POLICY:** In the clinical area students will collect patient data, which has been pre-assigned by faculty. If prior collection of patient data is not permitted by the facility, other arrangements will be made to facilitate assignment preparation.

Lab is based on a pass/fail scale and each student must receive 100% proficiency on all skills to graduate from the program.

Clinical is based on a pass/fail scale and each student **must** receive a pass to graduate from the program.

Before starting clinical, students must:

- Pass all skills in the lab
- Submit a PPD test with results and/or any additional requirements of the clinical site.
- Submit proof of flu shot during flu season
- Complete criminal background check
- Pass urine drug screen
- Some facilities may require completion of COVID vaccination\*\*\*

Students are required to arrive at the clinical site 15 minutes before start of shift for a pre-clinical conference. This conference is conducted to inform students of their daily assignment. Tardiness to clinical is **unacceptable** and can result in dismissal from clinical.

**PROCEDURE:** When in the health care agency collecting data, students will wear appropriate attire along with NETC nametag and uniform.

Upon arrival, students and faculty will identify themselves to the nurse in charge and explain their reason for reviewing the chart and patient contact.

Students will be assigned patients to collect data to provide care according to scope of duty.

Students will introduce himself or herself to patients and identify the purpose of care.

Students will adhere to the confidentiality laws that protect patients' identities (Health Information Portability and Accountability Act: HIPAA).

### **Applicants for Continuing Education and Professional Development Course**

The training center offers a variety of self-improvement and professional development courses. Applicants must meet with an admissions representative, complete any required enrollment documents, pay an enrollment fee, and make financial arrangements to cover the cost of the course. The courses do not qualify for Title IV funds and are not recognized by the institution's accrediting body.

Self-improvement and development courses are subject to availability and may not be offered each month. Certificates of attendance will be awarded only to those who attend a minimum of 75%-100% of class sessions. Proficiency or non-proficiency status will be denoted on the certificates of attendance. Students are required to master necessary skills to receive proficiency status. Credit is not awarded for self-improvement and professional development courses. These courses are designed for individuals desiring to enter healthcare or seeking to add a skill set(s) to their current resume. Other courses may be added throughout the year.

### **Policy of Non-discrimination**

The training center is committed to affirmative implementation of equal employment opportunity in education and employment. The training center does not discriminate against individuals based on race, color, religion, gender, national origin, disability, sexual orientation or veteran status in the administration of admissions, policies, educational policies, employment policies or any other programs or activities.

For additional assistance related to civil rights under Title IX, contact:

Office for Civil Rights

U.S. Department of Education

400 Maryland Avenue, SW Washington, DC 20202

1-800-USA-LEARN FAX (202) 401-0689

TDD 1-800-437-0833

E-mail: [CustomerService@inet.ed.gov](mailto:CustomerService@inet.ed.gov)

### **Unlawful Harassment Policy**

It is the policy of the institution that all students shall be provided an environment free of unlawful harassment (including sexual harassment), discrimination and intimidation. All students are expressly prohibited from engaging in any form of harassing, retaliating, discriminating or

intimidating behavior or conduct. Any student who has engaged in prohibited behavior or conduct will be subject to disciplinary action up to and including dismissal.

All students are encouraged to report any act of unlawful harassment, discrimination, retaliation and/or intimidation by:

1. Notifying your Executive Director

OR

2. Calling the HOTLINE: (866) 307-3527

Reports will be treated in an expeditious and confidential manner. The training center will not tolerate retaliation for having filed a good faith harassment and/or discrimination complaint or for having provided information in an investigation.

Any student or associate who retaliates against a complainant or witness in an investigation will be subject to disciplinary action, up to and including dismissal. Any student who knowingly makes a false charge of harassment/discrimination or retaliation, or any student who is untruthful during an investigation, is guilty of misconduct and may be subject to disciplinary action, up to and including dismissal.

### **Accommodation Policy**

Information pertaining to an applicant's disability is voluntary and confidential. The training is committed to providing reasoning accommodations to students with disabilities. For the training center to assist students with disabilities under the provisions of the American with Disabilities Act (ADA), students who request accommodations are required to provide documentation from a medical professional. Such documentation should be dated within the previous five years. No accommodation will be granted retroactively. To be considered for accommodation, a student must notify the training center that will write the request for accommodation and submit all required documentation.

### **Student Information and Services**

#### **Personal Advising**

Students are encouraged to seek assistance from any member of the faculty or staff when problems of a personal nature arise that will have a negative impact on a student's ability to meet his/her educational goals. Information is available on outside agencies that students may contact at their discretion. Neither staff nor faculty members serve as certified or licensed counselors.

## **Academic Advising**

The training center offers academic advising services to all students. The training center encourages students to seek academic advice at any period throughout their program when question(s) arise.

## **Student Professional Responsibilities**

Courteous behavior and professional conduct, appropriate to a professional environment, is always to be displayed. Inappropriate conduct and/or communication will not be tolerated and may be a cause for sanctions or dismissal. Every student is subject to federal and state law and respective county and city of the ordinances. The conviction of a student for any criminal offense which interferes with the orderly operation of the training center or which the administration feels would endanger members of the training community may be subject to disciplinary action, up to and including dismissal.

## **Student Code of Conduct Policy**

Students will be held accountable for any breach of the following code of conduct.

1. All students are expected to abide by the training center honor system, which is based on high standards of academic, personal and ethical conduct.
2. Advocate for the rights of all patients.
3. Take appropriate action to ensure the safety of patients, self and others.
4. Communicate patient care in a truthful, timely and accurate manner.
5. Collaborate in a very reasonable manner with the academic faculty and clinical staff to ensure the highest quality of patient care.
6. Abstain from the use of substances in the academic and clinical setting that impair judgment.
7. Strive to achieve and maintain an optimal level of personal health and well-being. Such conduct extends to language, behavior and over all demeanors inside the facilities, on the campus grounds and in off-campus learning settings, whether professional or academic.
8. Students will take appropriate action to ensure the safety of patients, self and others, treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual belief.

9. They will refrain from performing any technique or procedure for which the student has not been adequately trained.

### **ACADEMIC MISCONDUCT**

Academic misconduct includes, but is not limited to, the following:

1. Knowingly helping or assisting another person to engage in academic misconduct.
2. Any form of cheating including attempted use of unauthorized materials, copying the work of another student, unauthorized access to use of computer files, or representing as one's own an examination, or any other work submitted for a grade taken by another person.
3. Falsification of any information or citation in an examination or any other written or oral work submitted for evaluation and/or a grade.
4. Submitting another's published or unpublished work in whole, in part or in paraphrase, as one's own without fully and properly crediting the author with footnotes, quotation marks, citations, or bibliographical reference.
5. Submitting as one's own original work, material obtained from an individual or agency without reference to the person or agency as the source of the material.
6. Submitting as one's own original work material that has been produced through unacknowledged collaboration with others without release in writing for collaborators.
7. Obtaining teacher editions of textbooks, test banks, or other instructional materials that are only intended to be accessed by officials, administrators, or faculty members of the institute.

### **NON-ACADEMIC**

Academic Misconduct includes, but is not limited to, the following:

1. Disorderly, lewd, or indecent conduct, including public physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic material.
2. Mental or physical abuse of any person (including sex offenses) on institute or institute-sponsored or institute-supervised functions, including verbal or physical actions, which threaten or endanger the health or safety of any such persons.
3. Any act, behavior, or clothing, which is of a sexually suggestive, harassing, offensive, or intimidating nature.

4. Stalking or behavior which in any way interferes with another student's rights or an employee's performance or creates an intimidating, hostile, or offensive environment.
5. Intentional obstruction interruption of teaching, research, administration, disciplinary proceedings, or other institute activities, including public service functions, and other duly authorized activities on institute premises or institute-sponsored activity sites.
6. Failure to comply with direction of training center officials and/or failure to identify oneself to these persons when requested to do so.
7. Theft of, misuse of, or harm to training center property, or theft of or damage to property of the training center community or a campus visitor on the campus premises or at an institute function.
8. Participation in or conducting an unauthorized gathering that threatens or causes injury to person or property or that interferes with free access to institute facilities or that is harmful, obstructive, or disruptive to the educational process or function of the training center.
9. Tampering with any fire safety equipment except with reasonable belief in the need for such alarm or equipment. Obstruction of the free flow of pedestrian or vehicular traffic on training center premises.
10. Gambling or holding a raffle or lottery at the institute without approval.
11. Unauthorized possession, use, sale, or distribution of alcoholic beverages or illegal or controlled substances.
12. Unauthorized use, possession, or storage of any weapon, dangerous chemical, or explosive element.
13. The theft of, misuse of, or harm to training center property. Including the destruction of or harm equipment, software, or data belonging to the institute.
14. Unless otherwise permitted the use of electronic devices in classrooms, labs, and other instructional events, or support facilities.
15. Students are not permitted to bring their children to class. Children cannot be in the building where a student attends class.
16. Disciplinary action up, up to and including expulsion, will be taken toward those who violate these standards.

### **Student Interaction**

Most of the training center's student body is non-traditional and represents a wide range of age groups, cultures, nationalities, and religions. The training center promotes an atmosphere of free and honest inquiry and expression on the part of students in their dealings with each other faculty and staff.

### **Personal Appearance**

All students of the training center are expected to wear full uniforms on campus and at their externship/clinical rotation unless otherwise indicated by the administration. Modesty, cleanliness and well-kept hair, nails, and general appearance are important values that reflect personal dignity and integrity for students entering a professional career. Additional requirements may apply for specific programs.

### **Intellectual Property Protection and Ownership**

The training center respects intellectual property rights and ownership. These policies ensure against unauthorized use of copyrighted material and information technology systems and provide clear guidance as ownership of intellectual property.

### **Copyright Protection**

The training center requires its students to respect the rights of others, including intellectual property rights. The federal Copyright Act (17 U.S.C & 101, et seq.) prohibits the unauthorized making and distribution of copyrighted material. Violations of the Copyright Act, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. These liabilities include, but are not limited to, actions by a copyright owner to recover actual damages, profits, or statutory damages, as well as reasonable attorneys' fees and costs, and federal charges that may result in fines and imprisonment.

### **Use of Training Center Information Technology Resources**

The training center provides its students with access to computer equipment, email accounts, facsimile equipment, copier machines, and the Internet, exclusively for educational activities. The Institution's students are prohibited from using any of the foregoing, or any of the other institution's information technology systems, for the unauthorized copying or distribution of copyrighted materials, including but not limited to unauthorized peer-to-peer file sharing of

copyrighted materials. Downloading, viewing, distributing, or sending pornographic or obscene materials are also prohibited. This prohibited conduct includes bookmarking any pornographic or obscene Web sites or Web sites intended or used for the distribution of unauthorized copies of copyrighted materials, or knowingly opening or forwarding any email, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or knowingly opening or forwarding any email, fax, or voice mail messages containing unauthorized copies of copyrighted materials, or any pornographic or obscene materials. Any violation of these policies may result in disciplinary action, up to and including dismissal for the institution.

Any communications by students via email, instant messenger, voice mail, or fax that may constitute slander or defamation or may be considered abusive, offensive, harassing, vulgar, obscene, or threatening are prohibited. This content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments that would offend someone on the basis of age, race, sex, color, religion, national origin, ancestry, physical challenge, sexual orientation, or veteran status. Any individual with a complaint about such communications should refer to the Policy of Nondiscrimination.

Students should not expect computer files, email, voice mail, or internet bookmarks to be either confidential or private. The institution employs several technology-based and other means to detect and deter unauthorized copying and distribution of copyrighted materials. Students should have no expectation of privacy whatsoever related to their use of the institution's systems. Even when a message or file is erased, it is still possible to recover the message or file, and therefore privacy of messages and computer files cannot be ensured to anyone. Any computer-generated correspondence, the contents of all computer hard drives on the institution's premises, and saved voicemail messages are the sole property of computer hard drives of the institution, may be considered business records, and could be used in administrative, judicial, or other proceedings. The institution licenses software to support its educational processes. Students are not permitted to copy, remove, or install software. By using the computer equipment, software, and communications devices, all students knowingly and voluntarily consent to being monitored and acknowledge the institution's right to conduct such monitoring. The equipment is intended for educational purposes only and any other use by students, including but not limited to any of the prohibited conduct described herein, will be treated under the Conduct section of this catalog and may result in disciplinary action up to and including permanent dismissal from the institution.

## **General Student Complaint Procedure/Grievance Policy**

The training center encourages students to bring all complaints or grievances to the Administration's attention. Many questions or concerns that students may have can be resolved simply through discussion.

All students may present a grievance through the following complaint and dispute resolution procedures. The center will review all complaints or grievances fully and promptly.

Grievances may include misapplication of center policies, rules, regulations, or procedures. Please follow these steps when filing a grievance:

### **STEP 1**

A student should first bring the grievance to the attention of the appropriate instructor or staff member.

### **STEP 2**

The student should next bring the grievance to the attention of his or her Program Director or Director of Nursing, If the complaint is unresolved, or if Step 1 is not possible since the complaint is related to an individual listed above. The Director of Nursing will conduct a review of the grievance and respond to the student within seven days.

### **STEP 3**

The grievance committee will hear the student's complaint and rule within three business days.

### **STEP 4**

The Grievance Committee will notify the student in writing of their decision.

### **STEP 5**

If the student grievance cannot be resolved between the institution and the student directly, the student may contact:

Florida Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Telephone: 888-224-6684

Documentation of all complaints and their resolutions are maintained from the Director of Nursing.

## **Career Services**

The training center is dedicated to the success of its students and graduates; therefore, it provides career assistance from an experienced and enthusiastic career service team. The goal of career services is to successfully assist all graduates to obtain in-field or related field or related field employment. The team is available to assist students throughout their training programs and continues to offer assistance beyond graduation. It should be understood the career services offered are not a guarantee of employment.

## **Student Activities**

The training center does not provide health services for students. In the event of a student medical emergency, an alerted staff member will dial 911 for medical services. Students requiring non-emergency medical care will be given information about medical services and agencies they may contact. Any costs incurred for medical services will be the student's responsibility.

## **Vaccinations**

Documentation of health examinations, pathology tests, and immunizations may be required for certain programs. Information on any required health examinations, pathology tests, and immunizations including when they are due will be provided during the admissions process.

## **Student Housing**

The training center does not have dormitory facilities. It is the student's responsibility to find living accommodations.

## **Studying Habits'**

To achieve optimal study habits is key to success. Should you have trouble adjusting to the curriculum, consult **with your instructor**; in addition, there are learning resources to ask your instructor.

Map out a schedule that includes student time daily. Read assignments, quiz, or case studies by applying yourself. Contact the instructor before it goes too far. This is the only way to assist with your needs. Write questions down when reading for discussion. Repetition facilitates learning.

## **Tutoring**

Students may request tutoring in specific subject matters through their instructors, Program Director during times allotted. There is no additional charge for tutoring services.

## **Reporting Crimes and Other Emergencies**

Any individual who wishes to report a crime or other emergency should contact the Director of Nursing Education or the First Impressions Representative at the time of the incident. In addition, individuals may wish to call 911, the Orange County Sheriff's Office at 407-254-7000. The Nursing Education Training Center encourages the prompt and accurate reporting of all crimes and other incidents to the NETC staff listed above and to the proper authorities as warranted.

The Director of Nursing Education maintains a log of all reported crimes occurring on campus, which is available for review by interested parties with 48 hours' notice. However, information from the log may be withheld if its release would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to evade detection, or result in the destruction of evidence.

## **Timely Warning**

NETC will issue a timely warning to all students and associates of any on-campus crimes that are reported to campus staff and /or police and are considered a threat to students and associates by means of postings on bulletin boards, flyers and announcements in the classroom.

## **Drug and Alcohol Abuse Awareness and Prevention**

In compliance with the Drug-Free training center and Communities Act of 1989, NETC has established the following policy toward promoting a drug-free learning environment.

## **Institute Sanctions**

Sanctions will be imposed on a student in violation of the policy regarding use, possession or being under the influence of controlled substances. For a first infraction, the student and Director of Nursing Education will have an advising session that will be documented and become a part of the student's permanent record. Students will be directed to professional drug counseling. Any student found to be using or under the influence required to re-test within 30 days of the first infraction. Should the re-test result in a positive result the student will be administratively withdrawn from the training center with no opportunity for appeal.

Sanctions will be imposed on a student in violation of the policy regarding the selling or trafficking of controlled substances. Upon the first infraction, the institution will immediately administratively terminate for students, and will refer the matter to the appropriate authorities for prosecution.

### **Voluntary Treatment, Counseling or Rehabilitation**

The training center encourages any student who feels that he or she may have a problem with drugs or alcohol to seek treatment, counseling or rehabilitation. Students are encouraged to meet with the Director of Nursing Education, in strictest confidence, for assistance in locating appropriate sources of help. The training center will make every effort to work with any individual who voluntarily seeks treatment.

### **Educational Programming**

The training center is committed to a drug and alcohol-free environment, and periodically offers an educational program on substance abuse for the entire student body. Students, staff and instructors are strongly encouraged to attend.

### **Family Educational Rights and Privacy Act**

Student records are maintained for a minimum of five years from the student's last day of attendance, with academic transcripts maintained indefinitely. The Family Educational Rights and Privacy Act (FERPA) affords eligible students and their parents certain rights with respect to their education records including:

1. The right to inspect and review the student's education records during normal school hours with an appointment within 45 days of the day the Director of Nursing Education receives a written, dated request for access. The training center does not permit students to inspect or review confidential student guidance notes maintained by the institution, or financial records (including any information those records contain) of their parents or guardians.
2. The right to request amendment of educational records that the student believes are inaccurate, misleading, or a violation of privacy. Students requesting amendment of an education record they want changed, and specify why it is inaccurate, misleading or a violation of privacy. If the training center decides not to amend the record, the institution will notify the student in writing and/or verbally of the decision and of the student's right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the student when he/she is notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without prior consent from the parents or the eligible student, as applicable. The institution may neither record to outside employers, agencies, or individuals without first securing a written release from the parent or eligible student, as applicable, unless permitted by the Act.
- A. One exception to the above student record release policy permits disclosure without consent to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff) or a person or company with whom the institute is affiliated or has contracted (such as an attorney, auditor, or collection agent). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility. Upon request, the institution discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the Institution to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Compliance Office  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, DC 20202-4605

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are eligible students.

### **Directory of Information Public Notice**

Directory Information Public Notice may be enclosed without the specific authorization of the eligible student. Directory information is defined as the student's name, address, telephone number, e-mail, date and place of birth, photographs/videos taken at events, honors and awards, and date of attendance. The campus must notify students annually about their FERPA rights and the definition of Directory Information. This may be done by email, by mail or in the catalog.

## **Personal Property**

The Nursing Education Training Center is not responsible for loss or damage to the property of students.

## **Academic Information**

### **Academic Year**

An academic year consists of a minimum of 36 weeks of instruction in which a full-time student is expected to complete at least 36-quarter credits.

### **Definition of a Clock Hour**

A clock hour is defined as a minimum of 50 minutes of instruction within a 60-minute period.

### **Definition of a Unit of Credit**

NETC awards quarter credit hours to reflect the successful completion of pre-determined course learning objectives and requirements. A quarter-credit hour represents an institutionally established equivalency of work or learning corresponding to intended learning outcomes and verified by evidence of student achievement. One academic quarter credit hour is based on 10 clock hours of lecture, 20 clock hours of lab work, and 30 clock hours of work-based learning

### **Out-of-Class Learning Activities**

NETC has established equivalencies that reasonably approximate expected learning outcomes resulting from the following time commitments:

1. One hour of classroom is direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 2-15 weeks, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internship, practicum, studio work, and other academic work leading to the award of credit hours.

Learning outcomes may vary based upon the instructor's method of delivery, student academic, background, assessable effort of students and classroom size.

Out-of-classwork/online classwork/learning activities may include the following:

1. Reading and writing assignments
2. Projects

3. Clearly defined papers or reports
4. Practice or practical application of theory
5. Other learning experience

Further details are provided per course and will be measured and reflected on each syllabus as a percentage of the overall course grade.

### **Attendance Policy**

Students are expected to attend all classes. Attending class each period is crucial to the success of our students. Students attending class each day have a direct correlation to positive student learning outcomes. The clinical/practicum/externship experience provides the student with the culminating experience of application of theoretical learning to client care. Attendance during the clinical/practicum/externship experiences is crucial to ensuring student preparation for job placement.

Instructors at the campuses must record student attendance on a daily basis and maintain complete and accurate records of attendance and absences for all students.

1. The Nursing Director is responsible for enforcement and management of this policy.
2. At the discretion of the campus, students may make up missed work. Make-up work does not excuse or remove absences for the student's record.
3. The following applies to both in classroom (didactic or lab), clinical, practicum and externship learning experiences.

A. If a student is present in a majority of the class the instructor must mark the student present (P); if the student does not attend class the instructor must mark the student as Absent (A).

#### **B. Involuntary withdrawal**

1. A campus must involuntarily withdraw a student from school if the student misses 14 consecutive calendar days unless it is a scheduled Holiday or break.
2. The Registrar or his/her designee will send to the student, via certified mail to the student's address of record a) Notice of Involuntarily Withdraw to inform the student of his/her involuntary withdrawal.
3. The Registrar will also update the student's contact Administration.

### **Maternity Related Leave Policy**

In accordance with Title IX, the school will permit a student to take a leave from classes due to pregnancy or related conditions, childbirth, false pregnancy, and recovery therefrom for a time period as is deemed medically necessary by the student's physician. Students should notify the Director of Nursing if a leave becomes necessary.

Students who leave for pregnancy must contact the Director of Nursing Education and provide an estimated date of return for planning of academic activities. Students who are out less than 14 days can complete and submit any work missed. Missed attendance in any class participation requirements will negatively impact Students' final grades.

Should students be out longer than 14 days, they will be allowed to return and retake the term at no additional cost. Students will be allowed additional time to complete their programs and continue at the same pace with an extended graduation date. Documentation from their physician showing that the student was on leave due to pregnancy, childbirth, false pregnancy, termination of pregnancy, and recovery therefrom must be provided to the school.

### **Dropping or Adding Classes**

Classes may be added or dropped without penalty within the first three days of each academic term. Students should seek assistance from their Director for special schedules requests and adjustments. A grade of "W" is issued when a student withdraws from a course before midterm. A grade of "W" does not count towards a student's cumulative grade point average but does count toward pace of completion. A grade of "F" is issued when a student withdraws from a course after midterm. A grade of "F" will count toward a student's cumulative grade point average and toward pace of completion. Dropping a class may impact a student's financial aid. Prior to dropping a class, the student should consult the financial aid office.

### **Certification, State Board, and National Board Exams**

Understanding the requirement of certification, state board, or national board of licensing exams is the individual student's responsibility. Such requirements may change during the course of a program. No student is automatically certified in any way upon program completion, and even if a student obtains preparation to take various certification and licensing exams, the institution cannot guarantee students will pass these exams. The institution makes a reasonable attempt to provide accurate information about test dates and fees for exams.

In some cases, field experience may be necessary to be eligible to take or to successfully pass these exams. In addition, a GED or high school diploma may be required for graduates to take their state, national, or certification exams. Further, the state, employers, and various other agencies may require a criminal background check, fingerprinting, and/or drug testing before a student can be placed in an externship or take professional licensing, certification, or registration exams. Students who have prior felony convictions or serious misdemeanors may be denied the opportunity to take professional, licensing, certification, or registration exams. These students may be denied a license or certification to practice in some states, even if the certification or licensing exam is taken and passed.

Students are responsible for inquiring with the appropriate agencies about current requirements prior to enrolling in the program of their choice or, if the student's circumstances change, at the time of making an application for certification or licensure.

### **Graduation Requirements**

A graduate interview will be scheduled for each prospective graduate with the Program Director. Upon completion of the graduate interview, the completion of all necessary paperwork, academic compliance and fulfillment of all financial obligations, the student will be granted graduate status. To become a graduate of the institution, students must meet the following requirements:

1. Meet all academic requirements set forth in this catalog under Satisfactory Academic Progress
2. Obtain an overall cumulative grade of 3.0 or higher
3. Meet all program-specific graduation requirements
4. Complete required externship/practicum or clinical experience successfully
5. Complete all coursework within the maximum program length
6. Satisfy all financial obligations to the institution

Students who satisfy all other requirements for graduation but do not satisfy all financial obligations to the institution will be granted a Graduate Not in Good Standing status. All graduates are strongly encouraged to participate in graduation ceremonies to celebrate their accomplishments.

### **Clinical, Practicum or Externship**

All students enrolled in a program that includes an externship will participate in a practicum or clinical experience. The clinical, practicum, or externship experience provides the student with actual on the job experience in his or her major field of study. The clinical, practicum, or externship is designed to be a continuation of the student's education. Students are placed in settings applicable to their major field of study. Students are not to receive pay while on externship. Each program will have specific externship policies and procedures, to include, but not limited to drug screenings, up-to-date criminal background checks and/or additional immunizations.

NETC cannot guarantee any student a clinical, practicum, externship site during the evening hours in any of our majors. The most common work hours for medical institutions are Monday through Friday from 8:00 am to 6:00pm. In certain situations, students may need to adjust their work schedules to accommodate their clinical, practicum, and externship requirements. Due to requirements contained in some affiliation agreements, a criminal history may exclude a student from being able to participate in a clinical, practicum, or externship. Students are encouraged to report immediately any changes in criminal history, including any pending charges, to their program director.

### **Transcripts**

Current or former students may request one free copy of their official transcript by submitting a written request to the training center including the name and address where the transcript should be mailed. Transcripts sent directly to the student will be marked to indicate they are unofficial copies. A fee will be charged for additional copies and must be paid in advance before they are processed. Official transcripts will not be released for students who have a past-due account with the institution.

### **Academic Standards and Grading System**

The Training Center prepares for entry-level employment and success in the student's chosen career. Grading is administered to correlate the student's progress in terms related to employee proficiency expected by the healthcare field. Grading is based on daily performance in class and in the laboratory and the student's level of achievement on tests, laboratory, exercises and final exams. The Training Center uses a 4.0 grading system. Furthermore, academic progress and

achievement will be evaluated using both Grade Point Average (GPA) and Cumulative Grade Point Average (CGPA).

The Grade Point Average is the weighted average of grade points received per credit hour attempted for a specified term. Cumulative Grade Point Average (CGPA) is the weighted average of grade points received per credit hour attempted for the entire academic period at the institution.

### **UNIFORM DRESS CODE POLICY:**

Students will wear the prescribed uniform during designated clinicals and be neatly groomed. The uniform is worn only when the student is in the hospital or health care agency under the supervision of an instructor.

### **PROCEDURE:**

1. The nursing uniform is a black polo with a school logo and black uniform pants.
2. The uniform consists of clean professional shoes, plain (no patterns). Shoes will be polished and clean. No colored sneakers or backless shoes will be worn.
3. Required equipment includes a watch with a second-hand, bandage scissors, stethoscope and penlight.
4. Hair will be neatly arranged and worn off the collar. No adornments will be worn in the hair.
5. A wedding band and small stud earrings may be worn. Other jewelry is not acceptable when in uniform.
6. Fingernails will not extend beyond the fingertips. Nail polish will be unclipped and a neutral color. No artificial nails can be worn.
7. Polo shirts should fit well, not too tight or too loose and must not drag the floor.
8. Polo tops are to contain the Nursing Education Training Center monogram. Plain, white shirts may be worn under the scrub or a short lab coat for warmth.
9. Name badges must be worn on scrubs. Name badges are supplied by the Nursing Education Training Center.
10. Personal hygiene must be maintained, including daily bath or shower, brushing and flossing of teeth, and use of deodorant.
11. Visible tattoos are unacceptable.

## **External Clinical/Externship**

**Clinical Training: FL BON Rule 64B9-2.008, F.A.C.**

**Observation: 464.019(1)(a), (c), (d), and (e) (3), (4), F.S**

1. Clinical learning experiences shall be an integral part of the total curriculum plan and show relationship to concurrent theory.
2. Clinical experiences based on program objectives may be planned so that the student shall gain clinical experience on all shifts within the twenty-four (24) hour period.
3. The faculty shall select clinical experiences and provide students with effective guidance and supervision in clinical learning.
4. Each student providing direct care to patients/clients in a health care agency shall be under the supervision of a faculty member or preceptor. Faculty shall be responsible for supervising students on no more than two units during one clinical instruction period.
5. No more than twelve students shall be assigned to a faculty member for supervision in providing direct.
6. No more than two students shall be assigned to the preceptor at the facility for supervision.
7. Faculty shall be physically present within the facility while students are engaged in providing direct care to patients/clients.
8. Faculty shall be immediately available by telephone to all students engaged in an observational experience and students assigned to clinical experience in community agencies.
9. Clinical facilities and community-based agencies utilized for clinical training by students of approved programs shall provide evidence satisfactory to the Board that they meet the following requirements:
  - a. Current state licensure/certification
  - b. The director of nurses or person responsible for nursing services is a registered nurse currently licensed in Florida.
  - c. The number and variety of patients are sufficient to meet clinical learning objectives of the nursing program.
  - d. There are nursing personnel, sufficient in number, currently licensed and appropriately qualified, to ensure that patients receive safe and effective care at all times.
  - e. There are written job descriptions for all categories of nursing personnel which are used as a basis for assigning responsibilities.

f. Appropriate references and current practice and procedure manuals are available where students receive clinical experience.

10. Prior approval of the nursing program director is required for any agency/facility utilized for student clinical learning experiences. A completed report of the site survey conducted by the nursing program shall be maintained for board review if requested.

11. It shall be the responsibility of the nursing program to obtain and maintain current contractual agreements with each agency and facility utilized for student clinical training to ensure that the nursing program can provide the appropriate clinical experiences necessary to fulfill the requirements of these rules.

12. When more than one nursing program is using an agency or a facility for student clinical experience, there shall be written documentation of cooperative planning among the programs and the agency or facility.

13. An approved program which includes preceptorships must demonstrate to the Board upon application for approval.

a. Written objectives are specified and given to the preceptorship prior to the experience.

b. The preceptor is approved by the faculty of the program and the facility or agency.

c. The preceptor shall have clinical expertise and competence in the area where serving as a preceptor.

d. The preceptor shall be physically present in the unit and available to the student at all times the student is performing in a nursing capacity with patients and clients.

e. The student's preceptorship experiences shall be evaluated by the faculty, in collaboration with the preceptor.

14. Level one preceptorships included in practical or professional nursing programs must meet the requirement of subsection (13), and the following:

a. The preceptor shall be assigned no more than two (2) students for any preceptor experience, but students may have multiple preceptors.

b. The student shall be enrolled in the course of the program in which the preceptor experience is a part and shall be reimbursed for nursing services for the agency in which the experience is received.

c. Each student shall have a designated program faculty member who supervises the student and is readily available on site to the student during the time the student is performing in a nursing capacity with patients and clients.

d. Faculty shall be responsible for supervising the preceptor experiences for up to twelve students in any one facility.

15. Level Two Preceptorships included in a professional nursing program must meet all the criteria of subsections (13) and the following:

a. The student shall have received clinical and theoretical instruction in all areas of nursing subsection 64B9-2.0006(3), F.A.C., for the practical nursing program prior to beginning any preceptor Level Two experience.

b. Only registered nurses may serve as preceptors or professional nursing students.

c. Each designated preceptor may have one alternate preceptor who meets the requirements of subsection 64B9-2.0008(14), F.A.C. When the designated preceptor is unable to supervise the student due to unforeseen circumstances, the alternate supervisor may supervise the student due to unforeseen circumstances, the alternate supervisor may supervise the student.

d. The student may practice at multiple sites if approved by the faculty and facilities but may not practice unless the designated preceptor or alternate preceptor is available at the site.

e. The preceptor may have two assigned students for any preceptorship.

f. The supervising faculty member must be available to the student and the preceptor and may be reachable by telephone rather than on site.

g. The faculty student ratio may be up to 1:12.

16. Community based learning experience Sections 464.019(e) standards(3) and (4), F.S., may include clinical experiences in a nursing curriculum prior the completion of nursing courses when they meet the following requirements:

a. There shall be outcome criteria which clearly state the purposes(s) for the community-based learning experience selected, within the overall framework for the specific nursing course within the nursing program's curriculum.

b. Clinical experiences in community-based learning shall not be the majority of a curriculum's total clinical hours, and shall be consistent with the terminal objectives of the program.

c. Each student shall have a designated program faculty member who supervises the student. The faculty member supervising and available to the student may be reachable by telephone, or other communication technology rather than being physically on site.

d. The student faculty ratio may be up to 1:12.

e. Students shall have documented skills appropriate to the experiences planned.

- f. Nurse faculty shall retain the responsibility for the selection and guidance of student community-based learning experiences and for the evaluation of student performance in collaboration with the students preceptor(s).
- g. Students may not participate in invasive or complex nursing activities in a community agency without direct supervision of a faculty member or approved RN preceptor.
- h. Only registered nurses may serve as preceptors for professional nursing students.
- i. The preceptor shall be approved by the faculty and the agency.
- j. The preceptor shall be physically present and available at all times the students are engaged in nursing care.
- k. In community-based experiences, appropriately prepared preceptors may assist in teaching students. The preceptor to student ratio shall not exceed 1:8 and shall be based on the student's level of education and experience, the acuity level of the patients and the type of nursing interventions performed.

### **Nursing Education Training Center External Clinical rules and guidelines**

1. All Students are to attend clinicals. Faculty or preceptor will place a red A next to their names on the attendance sheet or on the externship team sheet for absenteeism.
2. All students and Faculty are to have badges on at all times. Facility badges if given are to be worn in addition to the school badge.
3. All students are to have a clinical skills check off for the clinical experience with a minimum of four skills demonstrated to the preceptor of the instructor. Extra sheets are to be taken to the clinical areas by the instructor for those that did not bring one. The forms are to be returned to the instructor/preceptor at the end of the clinical rotations.
4. The clinical evaluation forms are to be completed by the instructor/preceptor and returned to be filed at the end of the clinical rotations.
5. No student is allowed to go to the area of assignment without the instructor. ONLY in externship with an onsite preceptor.
6. All instructors are to introduce themselves to the charge nurse. Instructors are to leave a cell number that they can be reached by the charge nurse in case of an event.
7. Instructor/preceptor will get the person that the student is assigned with and place it on the assignment/sign-in form. Place the charge name and unit at the bottom of the page next to the assigned unit.
8. Students are not to leave the clinical area without the instructor/preceptor being notified. Let students know where the designated area you will be if they need to contact you, i.e breakroom, cafeteria, main lobby, etc.
9. Post conferences are to be given and to make sure everyone is accounted for.
10. Externship will submit clinical experience in writing and be handed to the course instructor.
11. All students are to be dressed in the Black polo top and Black scrub pants.
12. No student will perform an injection of any kind without the Instructor observing.
13. No student will administer medication po or IV without the instructor observing.
14. Students are to participate in the clinical experience, i.e vitals, ADL's, assessments, admissions, discharges, documentation, and review medical records.

15. Students are not to wear any large amounts of jewelry and are limited to small earrings, watch, and wedding bands, if the necklace to be worn inside clothing and no tattoos are to be exposed per the Facility Policy.
16. No use of any electronic devices during clinicals is allowed. For emergency use, the student should inform the instructor/preceptor of the emergency then the student needs to go to a designated area or outside to talk.
17. If a student is in an internship he/she needs to contact the instructor prior to leaving clinical.
18. All personal items are not to be taken into the facilities as the facility will not be responsible for any loss. Students are encouraged to leave them at home or lock them in the trunk of the car.
19. Day student breaks and lunches are to be taken when the preceptor/instructor goes.
20. Evening students will take a break prior to 6:00pm this will allow them to return to listen to the report during shift change.
21. All parking will be directed by the facility coordinator. Students should park in the designated employee parking area.
22. If students are late more than 15 minutes it is considered absent and they will be sent home by the instructor/preceptor.
23. If a student is not dressed in the proper uniform they are considered absent and are to be sent home.
24. Make up of the missed clinicals are to be arranged per training center policy as noted in the catalog.

### **Clinical Policies**

1. No smoking while on premises
2. No cell phone usage while inside clinical site
3. Students must wear a clean wrinkle-free uniform and must wear clean shoes
4. Students must cover tattoos. May wear a long sleeve white or black t-shirt to do so
5. Students must wear their hair pulled back and neatly kept
6. No long nails. No artificial nails. Polish must be a natural/neutral color. No body spray, perfume, or cologne may be worn due to patients'/residents' allergies and asthma
7. Students will wear a name badge
8. Jewelry should be limited to one pair of post earrings and/or a wedding ring
9. Have a second-hand watch and small notebook and pen
10. Maintain safe practice always, apply infection control, and respect resident rights
11. Practice all safety precautions taught for each lab skill. Unsafe behavior may result
12. in termination from the course
13. Report appropriate information such as changes or problems in resident to instructor
14. and/or supervisor.
15. Maintain all residents privacy always according to HIPAA Guidelines; and
16. Respond to emergencies.

17. No personal calls are allowed on the facility phones (incoming or outgoing)

**\* If a student does not adhere to the expectations of clinical, the instructor has the right to dismiss the student. No refund will be given to the student. \***

### **Certification of Completion**

Upon successful completion of a training program and clinical rotation the school will issue the student a training program completion certificate. At this point, the student is a candidate for testing according to the rules that govern that practice. See special acceptance terms.

### **Transcripts**

Transcripts are available upon request. Give 3-4 business days to process. There is an expense of \$5 for each transcript request

### **Code of Conduct**

#### **Attire**

Uniforms with the Healthcare Resources badge/name tag must be worn during clinical rotation. Uniforms must be kept clean and neat. Shoes worn in the clinical must be all sturdy and safe. Shoes and laces must be kept clean. Open toed/open backed shoes **are not** allowed in clinical facilities.

#### **Interactions**

ALL students and staff are expected to treat and talk with each other and residents in a respectful manner. You are to honor the differences of others. Sexual overtones or any form of sexual harassment is not permitted among students, staff or in response to residents. Never discuss your personal, financial, or health issues with fellow students, staff or residents. Avoid giving advice to residents about their personal situations.

#### **Cell Phones**

Cell phones are not to be used during class, lab or clinical. You may make calls/texts on break and away from the clinical floor.

#### **Disruptive Behavior**

Disruptive behavior such as loud arguing, bullying, fighting or profanity will not be tolerated in the program. This applies to the class, lab and clinical setting. Displaying of such behavior will result in immediate termination from the program.

#### **Professionalism**

Students and staff are to maintain a professional demeanor at all times. This includes but is not limited to:

- being approachable and open to constructive feedback

- having a clean and neat appearance at all times
- being reliable and accountable
- being willing to work with others as a team
- being positive
- being honest
- demonstrate self-control

### **Scope of Practice**

Only perform skills that you have been trained for in class. You are expected to know what you have been taught and checked off on.

### **Safety Precautions**

Students are to adhere to all safety precautions that were taught in the skills lab. This is for the safety of you and the resident.

### **Reporting of Information**

Students are to immediately report any information that is considered important in the care or safety of a resident. This includes unsafe or unethical practices, a change in physical or mental status and the concern of abuse or neglect. Such information can be reported to the clinical instructor first and then the nursing home supervisor per nursing home protocol.

### **HIPPA**

Students are to follow HIPPA guidelines at all times. Failure to do so may result in termination from the program and possibly criminal charges.

### **Emergency Response**

Students are to respond to emergencies as trained and as needed.

### **Cheating**

In the event that any student in the program is found guilty of cheating, he/she will be subject to immediate dismissal from the program. In addition to cheating on tests, it is considered cheating to submit another student's graded work as your own or to give out instructional material and homework to others who may enter the program later. This is also subject to disciplinary action.

### **Unauthorized Document or Testing Information**

The removal of unauthorized program and/or testing documents is prohibited and will result in the immediate removal from the program.

### **Money/Gifts**

Students or staff are not to accept any money or gifts from residents, patients or staff in the organization of which clinicals are provided. In lieu of money or gifts, nicely ask the resident,

patient or staff to write a thank you note or letter to Healthcare Resources reflecting on how they enjoyed the care or assistance that was provided.

### **Termination/Withdrawal**

In case of termination by the school for inappropriate behavior, no refund will be issued. Withdrawal from class must be requested in writing and is not official until the administrator receives the letter. Students are still held financially responsible for payment up onto the point of withdrawal. To collect the cost, the school may take legal action. Students will be recorded as 'released from the program' on the date the student has signed the official termination/withdrawal form.

### **Sexual Harassment and Abuse**

Absolutely no sexual harassment will be tolerated and is ground for immediate dismissal. Verbal or physical abuse is not tolerated. Vulgar or suggestive language, reference to racial, sexual, and ethnic, ridiculing or excluding other students, gang attire, and bullying will not be tolerated and will result in dismissal.

### **Smoking/Drugs and Alcohol**

Smoking is only allowed outside the school in designated areas and cigarette butts must be disposed of properly. No smoking is allowed on clinical sites at any time. Healthcare resources have zero tolerance for drug and substance abuse on its premises. These actions will result in immediate termination.

### **Dress Code**

- Beards/Mustaches should be clean, short and trimmed.
- No bonnets, do-rags, bedroom shoes, leggings or short-shorts
- No clothing that allows underwear to be seen
- Students should be clean and neat always
- Limit use of perfume and body sprays during class time (none during clinical)
- Always wear proper undergarments

### **Visitors and Children**

Students are not allowed to have visitors in the classroom while school is in session or during clinicals. We will ask anyone who is not a student to leave the school or clinical area.

### **Housing**

Healthcare Resources does not provide housing for any of its instructor's or students.

### **Employment Assistance**

Healthcare Resources will equip graduates of its programs with tips and information of any possible employment opportunities in local companies. Such information will be made available on HR's social media pages, on its website and/or on the job board at the school.

**Description of Learning Resource System**

Healthcare Resources utilizes Talent Learning Management System (LMS) as a teaching tool and resource. All online classes are displayed using this system.

NETSCHEALTH

## Student Handbook Acknowledgement

I have received, read, and understand the Nursing Program Student Handbook.

By signing, I agree to follow all Nursing Education Training Center policies.

**Student Name (please print):** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Program** \_\_\_\_\_ **(please list one)**

**Date:** \_\_\_\_\_

\_\_\_\_\_  
**Program Director of Nursing Education Training Center Signature**

**Date:** \_\_\_\_\_