

# **INTERNATIONAL SCHOOL OF NURSING**

## ***School Catalog***



**Nursing Assistant  
Home Health Aide  
Sterile Processing Technician**

**1330 Springs Road Vallejo, CA 94591 Tel. (707) 557-7173 Fax (707) 644-3441**

**Email: [INTERNATIONALSCHOOL13@YAHOO.COM](mailto:INTERNATIONALSCHOOL13@YAHOO.COM)**

**Website: [www.intlsch-nursing.org](http://www.intlsch-nursing.org)**

**January 1, 2020 - December 31, 2020**

**(Revised 04/10/2020)**

***(This Catalog is reviewed and revised annually by the School Officials)***

International School of Nursing formerly Solano College of Nursing began with nursing assistant program in 1993. Home Health Aide, Licensed Vocational Nursing and Sterile Processing Technician were added as it grew and branched out to other counties in Northern California. Today its main location is in Vallejo. Many of our graduates are successfully employed and some have advanced their study in nursing program.

International School of Nursing is a private institution, licensed by the California Department of Public Health and approved to operate by Bureau for Private Postsecondary Education.

International School of Nursing offers program of study leading to certificates in Nursing Assistant, Home Health Aide, Sterile Processing Technician. The programs emphasize the development of competent and skilled health care support worker. Following the program completion, students are prepared to sit for national certification exams.

### **MISSION STATEMENT**

International School of Nursing believes that education is the heart of success. It paves the way to accomplish the endeavor that has no measure. It enhances the talents and skills of individuals who want to achieve their goals. It is dedicated in preparing and trains our students to become efficient and effective members of the health care team.

### **GOALS, OBJECTIVES and PHILOSOPHY**

Goals and objectives of International School of Nursing are built upon the belief that the program develops a competent and skilled health care support worker. Course, units, classroom, skills and clinical training for each course are systematically developed from the program objectives and provide the students with the necessary education and training to meet each objective in a timely manner and for the graduates to demonstrate their roles and objectives as health care support workers.

### **PROGRAM OFFERINGS:**

#### **Program**

Nursing Assistant (Day, Evening and Weekend Class)

Home Health Aide

Sterile Processing Technician

#### **Location**

Vallejo campus

Vallejo campus

Vallejo campus

### **LOCATION**

International School of Nursing Vallejo Campus is located at 1330 Springs Road, Vallejo CA 94591

Telephone Number: (707) 5557-7173, Fax Number: (707) 664-3441, Website: [www.intsch-nursing.org](http://www.intsch-nursing.org)

Email: [internationalschool13@yahoo.com](mailto:internationalschool13@yahoo.com)

### **HOURS OF OPERATION**

Office:

9:00 AM - 5:00 PM.....Monday through Friday

School:

7:00 AM - 2:00 PM...(Day Class).....Monday through Friday

3:00 PM - 8:00 PM...(Evening Class).....Monday through Friday

7:00 AM - 3:30 PM...(Weekend Class).....Saturday and Sunday

### **ACCREDITATION, APPROVAL**

International School of Nursing is a private institution that it is approved to operate by the Bureau for Private Postsecondary Education and that approval to operate means compliance with standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs, or that Bureau approval means the institution exceeds minimum state standards.

Contact information for the Bureau for Private Postsecondary Education is: 1747 N. Market Blvd. Ste 225

Sacramento, CA 95834, P.O. box 980818 West Sacramento, CA 95798-0818 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900, or fax (916) 263-1897.

The Nursing Assistant Training Program and Home Health Aide Program at International School of Nursing are approved by the California Department of Public Health Services. [www.cdph.ca.gov](http://www.cdph.ca.gov)

## CONSUMER PROTECTION

- a) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA 95798-0818 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900, or fax (916) 263-1897**
- b) This catalog is available to prospective students or to the general public when requested
- c) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- d) A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free** or by completing a complaint form, which can be obtained on the bureau's internet web site **[www.bppe.ca.gov](http://www.bppe.ca.gov)**.
- e) If a student obtains a loan for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.
- f) International School of Nursing does not participate in federal financial aid programs but does participate in state financial aid programs from the Workforce Investment Board and Department of Rehabilitation.
- g) International School of Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).
- h) International School of Nursing does not enter into an articulation or transfer agreement with any other colleges, universities or other schools
- i) International School of Nursing does not admit students from other countries.
- j) Students at International School of Nursing must be able to read and understand English and must have documentation verifying they are a high school graduate or equivalent. A high school diploma from other countries or other international degree (if applicable) must be evaluated by an educational evaluation agency approved by the Department of Education. Applicant who is not a high school graduate or the equivalent must pass Ability-To-Benefit (ATB) test to be accepted. ATB testing is administered by a certified independent test administrator and is scored by the test publisher and it costs \$25.00.
- k) Instructions at International School of Nursing are all in English language.
- l) The fiscal year for International School of Nursing commences on January 1 of each year and ends on December 31 of each year.

## NOTICE TO STUDENTS

(A) International School of Nursing shall provide the school catalog to a prospective student or any interested person.

(B) As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."

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

(D) This catalog is the official publication of the programs, policies and requirements of International School of Nursing. Students enrolling in International School of Nursing are subject to these provisions and should read this catalog carefully. Students are responsible for knowing the rules, regulations, and policies of International School of Nursing. Enrollment at International School of Nursing constitutes an agreement to abide by its rules and regulations and failure to read this catalog does not excuse students from such rules and regulations.

(E) Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the **Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900, or fax (916) 263-1897**

### **RIGHTS OF THE SCHOOL**

International School of Nursing reserves the right to make changes at any time to any terms of this catalog including but not limited to policies, procedures, academic programs and courses, faculty and administrative staff, the academic calendar and the amount of tuition and fees. The information in this catalog is intended for information purposes only and does not constitute a legal contract between International School of Nursing and any person or entity. The School reserves the right to make changes in equipment and instructional materials, to modify curriculum or to cancel classes and to change, discontinue, or add academic requirements, courses, and programs of study as long as such changes meet accreditation standards. Such changes may be made without notice, although every effort will be made to provide timely notice to students.

### **STUDENT'S RIGHTS AND RESPONSIBILITIES**

The School recognizes that as a faculty member, students have rights. These rights are grounded in federal and local statutes as well as in the philosophy of education and learning. Student's welfare and the condition under which they study must be safeguarded. School policies and procedures seek to guarantee these rights.

The student can contact the Bureau at any time to refer complaints, grievance, and questions to:  
The Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900, or fax (916) 263-1897.

## **Administration and Faculty Staff**

### **ADMINISTRATION**

Leticia Weber- Administrator  
Charles Weber, Assistant Administrator  
Christine Reyes, Accounting & Finance  
Medwin A. Mercado, Custodian of Record  
Beth Cid, Office Clerk

### **FACULTY, NURSING ASSISTANT**

Lois Noyd, RN, Program Director  
Julieta T. Mercado, RN/DSD, Instructor  
Christine Reyes, LVN/DSD, Instructor  
Michael Marges, LVN/DSD, Instructor  
Bernadine Maurer, LVN/DSD, Instructor

### **FACULTY, HOME HEALTH AIDE**

Wayne C. Williams, PhD, MSN, CNS, RN  
Program Director  
Julieta T. Mercado, RN, DSD, Instructor  
Kathleen Dorsey, RN, DSD, Instructor

## FACULTY, STERILE PROCESSING TECHNICIAN

Al Ritchon, SPT, Program Director  
Charles Weber, SPT, Instructor

### Nursing Assistant Course

The Nursing Assistant course prepares the student to be an entry health worker. The course consists of 160 hours; the theoretical portion has 60 hours of classroom instruction, the clinical portion has 100 hours and the skills lab portion has 20 hours (not required by the state and not credited). The training will be conducted from Monday to Friday for Day Class and Evening Class and Saturday and Sunday for the Weekend Class. Day class is from 7:00 AM -2:00 PM takes 30 days to complete, the Evening class from 3:00 PM - 8:00 PM takes 37 days and the Weekend class from 7:00 AM – 3:30 PM is 25 days. The instructors will teach the theory content (60 hours) through lectures and skills demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting (100 hours). Knowledge validation is evaluated on an on-going basis through tests, quizzes and clinical evaluation. The textbook **Skills and Techniques for the New Nursing Assistant Training** 8th Edition written by Barbara Gillogly, Ph.D. Ed and revised and edited by Molly Conley, R.N., M.S.N." Upon successful completion of the nursing assistant course, graduates will be eligible to sit for the state competency examination administered by the American Red Cross. And once the graduate passes the state competency exam, the state will issue the graduate certification showing the graduate is a new Certified Nurse Assistant pending criminal screening.

#### ADMISSION REQUIREMENTS

- Must be at least 17 years old
- Must have a high school diploma or GED, if none, must pass ATB (Ability To Benefit).  
The following are the approved US Department of Education ATB exams which are accepted by the school and the passing score needed to be accepted into the programs at International School of Nursing:
  1. Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492  
Passing Scores Verbal 200, Quantitative 210
  2. Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492  
Passing scores: Verbal 200, Quantitative 210
  3. Combined English Language Skills Assessment (CELSA) Forms 1 and 2 Publisher: Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #378, Montecito, CA 93108 Tel. (805) 965-5704 Fax (805) 965-5807  
Passing Scores: Form 1 – 97, Form 2 – 97
  4. ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) Publisher: The College Board, 250 Vesey Street, New York, New York 10281 Tel. (800) 607-5223 Fax (212) 253-4061  
Passing Scores: Reading Comprehension – 55, Sentence Skills – 60, Arithmetic – 34.

At International School of Nursing, the ATB exam is independently administered by an approved tester through the Association of Classroom Teacher Testers (ACTT) (#3 above)

- Must pass a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Must be able to read and understand English
- Must possess a valid ID and Social Security Number
- Must pass the fingerprinting and criminal background screening.

## **ADMISSION PROCEDURES**

- Receive a school catalog, fill out student enrollment agreement and initial application (CDPH 283-B)
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollar (\$195.00)
- Pass the entrance test
- Attend an orientation prior to start date of the program

## **OBJECTIVES**

- To develop caring, conscientious knowledgeable Nursing Assistant through excellent education.
- To train students to become Certified Nurse Assistants who provide services to the skilled nursing facility residents or hospital patients with sincerity and a genuine desire to uphold and maintain high quality care.
- To employ instructors who support the school's principles, mission and objectives and are equally dedicated to a common goal of excellent service.
- To provide safe, competent nursing care to clients of all ages in a variety of health care settings.
- To communicate effectively with other members of the health care team.
- To demonstrate leadership/supervisory skills under the direction of the R.N in the health care setting.
- To utilize the nursing process to meet the holistic needs of client and family.
- To identify environmental, cultural and social factors that contribute to health and disease.
- To apply knowledge of the legal and ethical responsibilities of the nurse when providing nursing care to clients.

## **MODULE DESCRIPTIONS FOR NURSE ASSISTANT PROGRAM**

This program is divided into 17 learning units called modules. Each module is designed to be taken as part of the program in consecutive order. The modules vary in length depending on the amount of instruction to be provided. Each module is divided between theory and skills laboratory/ clinical instruction. The program's modules are specifically designed to prepare students for situations they will encounter on the California Certification Examination for Certified Nurse Assistants and in their future careers.

### **Module 1: Introduction**

**Theory 2 Hrs. Clinical 0 Hr.**

This module is designed to introduce and prepare students to California Code of Regulations, Division 5, Title 22, which regulates health care facilities, and to the role and responsibilities of the nursing assistant, including requirements for nursing assistant certification, professionalism, ethics, and confidentiality.

### **Module 2: Patients' Rights**

**Theory 3 Hrs. Clinical 1 Hr.**

This module introduces the student to the fundamental principle behind resident rights as a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual family, psychosocial and spiritual needs in a long term care setting. Residents have the right to be free of interference, coercion, discrimination, or reprisal from the facility in exercising their rights. These rights are protected by federal and state regulations.

### **Module 13: Long-Term Care Patient**

**Theory 4 Hrs. Skills Lab 2 Hrs. Clinical 4 Hr.**

This module introduces the student to the basic structure of the body and reviews the effect of aging on body structure and function. Common physical and psychological conditions found in elderly residents are presented along with approaches to care and special needs of persons with developmental and mental disorders, including Intellectual disability, Alzheimer's disease, Cerebral palsy, epilepsy, Dementia, Parkinson's disease, and mental illness. Community resources commonly available to assist elderly residents with their psychological, recreational, and social needs are presented.

**Module 14: Rehabilitative Nursing****Theory 2 Hrs., Skills lab 2 Hrs. Clinical 4 hrs.**

The module introduces the student to restorative care. Each individual is entitled to reach his/her optimal level of functioning. The nursing assistant assists the resident in achieving maximum independent living skills through use of rehabilitative or restorative procedures.

**Module 15: Observation and Charting****Theory 4 Hrs. Skills Lab 1 Hr., Clinical 4 Hrs.**

This module provides instruction and training in assessing and documenting the condition of residents. The student learns to report and record observations on appropriate documents using medical terms and abbreviations.

**Module 16: Death and Dying****Theory 2 Hrs. Clinical 0 Hr.**

This module introduces the student to the various stages of the grieving process and physical signs of approaching death. The health care provider must recognize the physical, psychological, and spiritual needs of the resident during this period to understand coping mechanisms and provide support to the resident and family members.

**Module 17: Abuse****Theory 6 Hrs. Clinical 0 Hr.**

This module prepares the student to recognize and report and prevent residents' rights violations. The student learns health and safety code of people who are most at risk for being victims of abuse or domestic violence, including information about safety and maltreatment prevention.

Curriculum Outline by Modules Nursing Assistant Training Program	HOURS			Total Hours
	Theory	Skills Lab	Clinical	
1. Introduction	2	0	0	2
2. Patient's Rights	3	0	1	4
3. Communications /Interpersonal Skills	2	0	0	2
4. Prevention Management of Catastrophe and Unusual Occurrence	1	0	1	2
5. Body Mechanics	2	2	4	10
6. Medical and Surgical Asepsis	2	2	8	12
7. Weights and Measure	1	1	1	3
8. Patient Care Skills	14	4	40	58
9. Patient Care Procedures	7	4	20	31
10. Vital Signs	3	1	6	10
11. Nutrition	2	0	6	8
12. Emergency Procedures	2	2	1	5
13. Long Term Care Resident	5	2	4	11
14. Rehabilitative Nursing	2	1	4	7
15. Observation and Charting	4	1	4	9
16. Death and Dying	2	0	0	2
17. Abuse	6	0	0	6
<b>Total Clock Hours</b>	<b>60</b>	<b>20</b>	<b>100</b>	<b>180</b>

**\*Note: The 20 hours skills lab is not required by the California Department of Public Health.**

**FEES AND CHARGES: NURSE ASSISTANT TRAINING PROGRAM**

Tuition Fee	\$ 1,300.00
Other Charges:	
Registration (non-refundable)	195.00
Book (non-refundable)	50.00
Livescan	52.00
Uniform (1 set) (non-refundable)	30.00
State Board Exam fee	108.00
STRF fee (non-refundable)	0.00
<b>Total Charges</b>	<b>\$1,735.00</b>

**Fees are payable in four installments:**

\$195.00 upon registration  
\$487.00 the 1st day of class  
\$351.00 the 10<sup>th</sup> day of class  
\$351.00 the 15th day of class  
\$351.00 the last day of class  
(Cash or credit card)

**Vallejo Campus:**

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$ 1,735.00

ESTIMATED TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$ 1,735.00

TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$195.00

**REFUND POLICY**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is the later but not including the registration fee of \$195.00, book fee \$50, live scan \$52.00 uniform fee \$30.00, however State board exam \$108.00 is refunded, if the student has already paid for it. A student may not cancel by telephoning the school or not attending the class. After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the student has completed 60 percent or less of the program less the registration fee, cost of book(s) and uniform. The refund is to be paid within 45 days after the cancellation date. Cancellation must be made in writing and the date the notice to withdraw is considered effective on the date received by International School of Nursing. Cancellation letter must be delivered via U.S Postal Service or hand delivered to the following address:

Leticia R. Weber, Administrator  
International School of Nursing  
1330 Springs Road, Vallejo CA 94591

If the student drops or withdraws from the program after the period stated above, the Nursing Assistant student may receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee, cost of book(s), live scan, uniform and full refund of State board exam \$108.00 if the student has already paid for it.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdraw.

**Class sessions are held at:**

International School of Nursing  
1330 Springs Road  
Vallejo, CA 94591  
Tel. (707) 557-7173

**Clinical training sites are held at:**

Orchard Post Acute Care  
101 South Orchard St.  
Vacaville, CA 95688  
Tel. (707) 448-6458

Martinez Convalescent Hospital  
4110 Alhambra Way  
Martinez, CA 94553  
Tel. (925) 839-2360



## **EMPLOYMENT OPPORTUNITIES**

There are five industries that employ most Nurse Assistants: nursing and personal care facilities, hospitals, residential care facilities, temporary agencies, and home health care services. Assisted living facilities are a growing sector of personal care facilities. Nurse Assistant is the entry-level job in the nursing field. With additional training and schooling, a Nurse Assistant can work in a specialty area such as pediatrics, geriatrics, surgery, medicine, obstetrics, orthopedic, and psychiatry. Nurse Assistant begins the foundational skills and knowledge that could lead to other health care occupations. Nurse Assistants could further their nursing career by enrolling in a Vocational Nursing Program and subsequently in a Registered Nursing program. The United States Department of Labor's Standard Occupational Classification codes of Nursing Assistant Program, 1 month (SOC Code: 31-1014). In addition, per California Labor market Information projections, jobs for Nursing Aides, Orderlies, and Attendants are expected to increase by 21.0 percent, or 22,700 jobs between 2008 and 2018. An average of 2,280 new job openings per year is expected, plus an additional 1,080 job openings due to net replacement needs, resulting in a total of 3,360 job openings.

## **The Home Health Aide Course**

This forty (40) hours course prepares the Nursing Assistant to be a Home Health Aide. The thrust of this course is to assist the Nursing Assistant in acquiring skills necessary to provide services to clients in the home setting. Twenty (20) hours of theory and twenty (20) hours of clinical skills in working with residents/patients. The training will enable the Nursing Assistant to identify the needs of clients that are essential in maintaining a good quality of life and to attain the optimum level of functioning. The areas highlighted by the course will also train the Nursing Assistant to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide. Upon successful completion of the Home Health Aide course, students will be required to pass an examination given by the school, before receiving certification as a Home Health Aide

## **ADMISSION REQUIREMENTS**

- Must have completed a 160 Hour Nursing Assistant Training Program and already possess CDPH Nursing Assistant Certificate to enroll.
- Students with Nursing Assistant Certificate of Completion may enroll but they will not be issued a Home Health Aide Certificate from the State until they have been issued a CNA Certificate from the Registry.
- Be at least 17 years or older
- Must pass a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Must be able to read and understand English
- Must possess a valid ID and Social Security Number
- Must pass the fingerprinting and criminal background screening.

## **ADMISSION PROCEDURE**

- Visit the school and receive an application packet, School Catalog and a list of admission requirements
- Fill out student enrollment agreement and initial application (CDPH 283-B)
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollars (\$100.00)
- Attend an orientation prior to the start date of the program

## **OBJECTIVES**

- To develop caring, conscientious knowledgeable caregivers through excellent education.
- To train students to become Home Health Aides who provide services to the frail elderly with sincerity and a genuine desire to uphold and maintain high quality care.

- To employ instructors who support the school's principles, mission and objectives and are equally dedicated to a common goal of excellent service.
- To provide safe, competent nursing care to clients of all ages in a variety of health care settings.
- To communicate effectively with other members of the health care team.
- To demonstrate leadership/supervisory skills under the direction of the R.N in the health care setting.
- To utilize the nursing process to meet the holistic needs of client and family.
- To identify environmental, cultural and social factors that contribute to health and disease.
- To apply knowledge of the legal and ethical responsibilities of the nurse when providing nursing care to clients.
- To maintain an optimum level of functioning

## **Course Description for Home Health Aide Program**

This course is designed to be added to or combines with the long term care Nurse Assistant curriculum or as a stand-alone course for the student who already possesses a Nurse Assistant Certificate.

Home Health Aide curriculum hours in addition to Long Term Care Nurse Assistant curriculum hours is forty ( 40) hours. The intent of this curriculum is to build upon the knowledge, skills and abilities that individuals possess as nurse assistants. Therefore, this curriculum is designed to be combined with nurse assistant courses or for educating students that are already certified as nurse assistants.

### **Unit 1: Introduction to Aide and Agency Role**

**Theory 2 Hrs.**

The purpose of this unit is to acquaint the student with the practice of home health aide. The topics to be covered include: a) Federal and State regulations governing home health aides; b) purpose of home health care and roles of members of the home health care team; c) the role and responsibility of the home health aides as a member of the team; and d) communication with clients, families, team members, and community agencies.

### **Unit 2: Interpretation of medical and Social Needs of Clients**

**Theory 5 Hrs.**

The purpose of this unit is to examine physical changes, developmental needs, and common disease processes found in the home health care client. The impact of illness on the client's and family's physical, emotional and psychological health is also examined. The importance of client and family rights and privacy are emphasized. Effects of terminal illness on the family unit and the role of the home health aide in providing a caring and supportive environment are discussed.

### **Unit 3: Personal Care Services**

**Theory 5 Hrs., Clinical 15 Hrs.**

The purpose of this unit is to provide the CNA with expanded knowledge of safety and personal care as it delivered in the home. Personal care skills, body mechanics, safety and emergency procedures are reviewed, and methods to improvise and adapt these procedures for the home care client are presented.

### **Unit 4: Nutrition**

**Theory 5 Hrs., Clinical 3 Hrs.**

The purpose of this unit is to examine the dietary requirements of the client, respecting budgetary, environmental, and personal resources. This includes the food pyramid and common therapeutic diets as planned and prepared in the home setting. Recognition of personal preferences, cultural and religious dietary practices as discussed.

### **Unit 5: Cleaning and Care Tasks in the Home**

**Theory 3 Hrs., Clinical 2 hrs.**

The purpose of this unit is to provide learning experiences for the home health aide that will enable them to maintain a clean, safe, and healthy environment for the home care client. Consideration for the client, the client's home, and family is emphasized. This unit presents information on environmental safety as well as procedures and guidelines for completing households tasks.

<b>Curriculum Outline Home Health Aide</b>	<b>Theory Hours</b>	<b>Clinical Hours</b>	<b>Total Hours</b>
1. Introduction to Aide and Agency Role	2		2
2. Interpretation of Medical and Social Needs of Clients	5		5
3. Personal Care Services	5	15	20
4. Nutrition	5	3	8
5. Cleaning and Care Tasks in the Home	3	2	5
<b>Total Clock Hours</b>	<b>20</b>	<b>20</b>	<b>40</b>

## **FEES AND CHARGES**

### **HOME HEALTH AIDE**

Tuition Fee	\$ 600.00
Other Charges:	
Registration fee (non-refundable)	100.00
Book (non-refundable)	50.00
STRF fee (non-refundable)	0.00
<b>Total Charges</b>	<b>\$ 750.00</b>

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$ 750.00

ESTIMATED TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$ 750.00

TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$100.00

### **REFUND POLICY**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is the later but not including the registration fee of \$100.00 and book fee \$50. A student may not cancel by telephoning the school or not attending the class. After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the student has completed 60 percent or less of the program less the registration fee, cost of book(s) and uniform. The refund is to be paid within 45 days after the cancellation date.

Cancellation must be made in writing and the date the notice to withdraw is considered effective on the date received by International School of Nursing. Cancellation letter must be delivered via U.S Postal Service or hand delivered to the following address:

Leticia R. Weber, Administrator  
International School of Nursing  
1330 Springs Road, Vallejo CA 94591

If the student drops or withdraws from the program after the period stated above, the Nursing Assistant student may receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee and cost of book.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdraw.

**Class sessions are held at:**

International School of Nursing  
1330 Springs Road  
Vallejo, CA 94591  
Tel. (707) 557-7173

**Clinical training sites are held at:**

Orchard Post Acute Care  
101 South Orchard St.  
Vacaville, CA 95688  
Tel. (707) 448-6458

Martinez Convalescent Hospital  
4110 Alhambra Way  
Martinez, CA 94553  
Tel. (925) 839-2360

## **EMPLOYMENT OPPORTUNITIES**

Home Health Aides work in patients' homes where other family members live. They also work in hospice settings caring for patients who are dying. They may work full-time, part-time, or on-call, depending on patient needs. Per labor market information, the job outlook for Home Health Aides is excellent. With more people living longer, more Californians are living with disability and/or illness. Most people needing care would prefer being cared for in their home rather than a nursing home or hospital, leading to more jobs for home health aides. The United States Department of Labor's Standard Occupational Classification codes of Home Health Aide, 40 Hours (SOC Code: 31-1011.00).

Jobs are expected to increase by 43.6 percent, or 23,700 jobs between 2008 and 2018. In California, an average of 2,370 new job openings per year is expected, plus an additional 540 job openings due to net replacement needs, resulting in a total of 2,910 job openings.

## **Sterile Processing Technician**

The Sterile Processing Technician program consists of 86 hours theory, 34 hours of skills lab and 200 hours of clinical externship. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills which will enable them to become proficient and competent Sterile Processing Technician. The theoretical portion has 120 hours of didactic and skills lab, where the students' knowledge and skills are developed in the following areas medical terminology, anatomy & physiology, microbiology, infection control & prevention, government regulations & standards, instrument identification, decontamination & cleaning, sterilization, packaging & storage, inventory management, quality assurance, and safety. In the clinical externship that consists of a minimum of 200 hours in a hospital, ambulatory surgery or other health care facility the students can perfect the skills. After completion of the Sterile Processing Technician class and the 200 hours of clinical externship, the student will receive a Certificate of Completion that will enable the graduate to take the Certification Board for Sterile Processing and Distribution (CBSPD) Exam or International Association of Healthcare Central Service Materiel Management (IAHCSMM) Exam.

## ADMISSION REQUIREMENTS

- Must be at least 17 years old
- Must have a high school diploma or GED, if none, must pass ATB (Ability To Benefit).  
The following are the approved US Department of Education ATB exams which are accepted and the passing score needed to be accepted into International School of Nursing:
  5. Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492  
Passing Scores Verbal 200, Quantitative 210
  6. Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492  
Passing scores: Verbal 200, Quantitative 210
  7. Combined English Language Skills Assessment (CELSA) Forms 1 and 2 Publisher: Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #378, Montecito, CA 93108 Tel. (805) 965-5704 Fax (805) 965-5807  
Passing Scores: Form 1 – 97, Form 2 – 97
  8. ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) Publisher: The College Board, 250 Vesey Street, New York, New York 10281 Tel. (800) 607-5223 Fax (212) 253-4061  
Passing Scores: Reading Comprehension – 55, Sentence Skills – 60, Arithmetic – 34.  
*At International School of Nursing, the ATB exam is independently administered by an approved test through the Association of Classroom Teacher Testers (ACTT) (#3 above)*
- Must pass a physical exam performed by your physician including PPD result, immunizations for MMR and Hepatitis B. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Students without or inactive immunizations must be given MMR and Hepatitis B vaccines. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Must be able to read and understand English and pass the Entrance Exam.
- Must possess a valid ID and Social Security Number
- Must pass the fingerprinting and criminal background screening

## ADMISSION PROCEDURES

- Receive a school catalog, student enrollment agreement and Sterile Processing Technician application
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollar (\$155.00)
- Attend an orientation prior to start date of the program

## OBJECTIVES

- To educate students in sterile processing technician through a carefully coordinated program of theory, skills laboratory, counseling and guidance.
- To meet the requirements for certification by the NCAA Accredited Certification Board for Sterile Processing and Distribution (CBSPD) and International Association of Healthcare Central Service Materiel Management (IAHCSPM).
- To function efficiently in an entry level position in a hospital or other health care agency.
- To be capable of self-direction and strive for professional and personal improvement.
- To recognize each patient as a unique individual with specific psychosocial, biophysical and spiritual needs.
- To communicate effectively with patients, family and other members of the healthcare team.
- To demonstrate ways in which elements of critical thinking can be better demonstrated in the Sterile Processing practice.
- To practice personal integrity and honesty.
- To practice employability skills to enhance their employment opportunities and job satisfaction

**SYLLABUS: Sterile Processing Technician Program**

The curriculum focuses on content that will enable the student to successfully complete the program and receive a certificate of completion that will enable the graduate to sit for certification by the NCAA Accredited Certification Board for Sterile Processing and Distribution (CBSPD) exam or International Association of Healthcare Central Service Materiel Management (IAHCSMM) Exam. The Sterile Processing Technician is responsible for sorting, cleaning, sterilizing, assembling, tracking, and storage of equipment needed within an ambulatory surgery center, hospital, or other healthcare facility.

Textbook: By the International Association of Healthcare Central Service Materiel Management, (2007) is used in the program.

<b>WEEK 1</b>	<b>THEORY OBJECTIVES</b>	<b>Skill objectives</b>
<i>Chapter 1</i> Introduction to IAHCSMM  Introduction to Central Service	<ol style="list-style-type: none"><li>1. Explain the importance of the Central Service Department with an emphasis on the service provided, and its role in quality patient care.</li><li>2. Review the work flow process in an effectively organized Central Service Department.</li><li>3. Define job responsibilities of Central Service Technicians.</li><li>4. Discuss basic concerns of Central Service personal.</li></ol>	<i>Introduction to minor tray set</i>
<i>Chapter 2</i> Medical terminology	<ol style="list-style-type: none"><li>1. Define the word elements “prefix,” “root,” and “suffix.”</li><li>2. Analyze medical terms by their word elements.</li><li>3. Recognize suffixes, roots, and prefixes that relate to medical and surgical terms.</li><li>4. Identify common abbreviations used in surgery.</li></ol>	
Chapter 3 Anatomy & physiology	<ol style="list-style-type: none"><li>1. Review the structure, function, activities, and role of cells, tissues, and organs in the body.</li><li>2. Identify and describe the structure and roles of each major body system, and indicate common surgical procedures that involve each system</li></ol>	
Chapter 4 Microbiology	<ol style="list-style-type: none"><li>1. Define the term “microbiology,” and tell why Central Service Technicians must know about it</li><li>2. Restate basic facts about micro-organisms</li><li>3. Identify common ways to identify and classify micro-organisms</li><li>4. Explain environmental conditions necessary for bacterial growth and survival</li><li>5. Provide basic information about non-bacterial organisms</li><li>6. Describe how micro-organisms are transmitted between persons and places</li><li>7. Review basic procedures to control and kill micro-organisms</li></ol>	
<b>WEEK 2</b>	<b>THEORY OBJECTIVES</b>	<b>Skill objectives</b>
Chapter 5 Regulations & standards	<ol style="list-style-type: none"><li>1. Tell the difference between regulations and voluntary and regulatory standards.</li><li>2. Provide basic information about the U.S. Food and Drug Administration (FDA), and review its regulations applicable to:</li><li>3. Explain the roles and responsibilities of other federal governmental agencies that impact Central Service, and discuss important aspects of the regulations and standards they administer</li><li>4. Discuss the assistance provided by professional associations that develop regulations and standards affecting Central Service</li></ol>	<i>Introduction to minor tray set</i>
Chapter 6 Infection prevention & control	<ol style="list-style-type: none"><li>1. Explain the role of Central Service Technicians in healthcare facility’s infection prevention and control efforts</li><li>2. Discuss personal hygiene and personal protective equipment precautions that enable Central Service Technicians to protect patients and themselves</li><li>3. Define the term, Standard Precautions, and review its role in preventing the transmission of infectious organisms.</li><li>4. List key elements in the Bloodborne Pathogene Standard published by Occupational Safety and Health Administration (OSHA).</li><li>5. Describe basic environmental concerns as Central Service work areas are designed.</li><li>6. Review environmental aspects of Central Service work procedures that impact infection control:</li></ol>	

	7. Define the terms, “asepsis,” and “aseptic technique,” and review the five basic principles of asepsis.	
Chapter 7 Tools for cleaning	<ol style="list-style-type: none"> <li>1. Explain the importance of using purified water in the cleaning process, and review procedures to test for water purity</li> <li>2. Discuss factors that impact water purity</li> <li>3. Provide an overview of components and products that are important in water purification systems.</li> <li>4. Explain the basics of distillation, deionization, and reverse osmosis water purification systems</li> <li>5. Identify common cleaning chemicals, and review basic protocols for their use.</li> <li>6. Note the importance of brushes, cloths, and sponges in an effective cleaning process</li> </ol>	
Chapter 8 Decontamination	<ol style="list-style-type: none"> <li>1. Review the three priority goals of soiled item transport</li> <li>2. Identify the sources of contaminated items</li> <li>3. Explain point of use preparation procedures</li> <li>4. Review basic procedures to transport soiled items from user areas to the Central Service decontamination area</li> <li>5. Discuss safety guidelines for transporting soiled items to the Central Service decontamination area</li> <li>6. Provide basic sources for education and training information applicable to the transport of contaminated items</li> </ol>	<i>Instrumentation identification</i>
<b>WEEK 3</b>	<b>THEORY OBJECTIVES</b>	<b>Skill objectives</b>
Chapter 9 Cleaning & decontamination	<ol style="list-style-type: none"> <li>1. Discuss basic factors that impact cleaning and decontamination</li> <li>2. Describe important selection and usage concerns for cleaning agents ( water, detergents, enzymes, and enzymatic detergents) and for lubricants.</li> <li>3. Explain details about cleaning and decontamination, and review manual procedures and mechanical methods to complete both processes</li> <li>4. Discuss procedures to clean basic types of instruments</li> <li>5. Review procedures to manage infections waste</li> </ol>	
Chapter 10 disinfection	<ol style="list-style-type: none"> <li>1. Define the term, “disinfection,” and explain how disinfection differs from sterilization.</li> <li>2. Review factors that impact the effectiveness of a disinfectant</li> <li>3. Discuss the relationship between the risk level (intended use) of the device to be disinfected and the selection of a disinfectant</li> <li>4. Explain disinfectant activity levels as they relate to the resistance of micro-organisms to germicidal agents</li> <li>5. Review factors which affect the chemical action of and other important selection considerations for disinfections</li> <li>6. Provide basic information about the types of disinfectants commonly used in health care facilities</li> <li>7. Review safety requirements that should be followed when using chemical disinfectants.</li> <li>8. Define the term. “thermal disinfection,” and note key points to ensure that it is occurring.</li> </ol>	
Chapter 11 Surgical instruments	<ol style="list-style-type: none"> <li>1. Review the process by which surgical instruments are manufactured</li> <li>2. Define basic categories of surgical instruments based upon their functions, and identify the points of inspection, anatomy (features) of, and procedures to measure the following types of instruments:</li> <li>3. Identify solutions that can damage stainless steel instruments</li> <li>4. Explain procedures to test instruments for sharpness, and to identify (mark) them.</li> <li>5. Emphasize the importance of instrument lubrication, and review tray assembly safeguards</li> </ol>	
Chapter 12 Complex surgical instruments& storage	<ol style="list-style-type: none"> <li>1. Provide an overview of and discuss procedures to care for and effectively process powered surgical instruments</li> <li>2. Explain basic concerns important when handling and processing endoscopic instruments</li> </ol>	

	<ol style="list-style-type: none"> <li>3. Explain basic concerns important when handling and processing endoscopic instruments</li> <li>4. Discuss detailed information about flexible endoscopes</li> <li>5. Review general processing and inspection requirements for rigid and semi – rigid endoscopes and laparoscopic instruments</li> <li>6. Identify basic protocols important at each step in the loaner instrumentation process</li> <li>7. Loaner Instrumentation</li> </ol>	
<b>WEEK 4</b>	<b>THEORY OBJECTIVES</b>	<b>Skill objectives</b>
Chapter 13 Sterile packaging	<ol style="list-style-type: none"> <li>1. Explain the basic objectives of the packaging process, and review basic selection factors for materials to be used with specific sterilization methods</li> <li>2. Provide an overview of reusable packaging materials</li> <li>3. Provide an overview of disposable packaging materials</li> <li>4. Discuss basic package closure methods</li> <li>5. Review basic procedures to prepare pack contents for packaging</li> <li>6. Explain basic packaging procedures for peel pouches and flat wrapping materials</li> <li>7. Review general packaging concepts</li> <li>8. Provide basic information about sterile packaging, storage, and transport</li> </ol>	
Chapter 14 Point of use processing	<ol style="list-style-type: none"> <li>1. Define the term, “flash sterilization,” and review industry standards for the process</li> <li>2. Explain the need for and basic procedures to perform flash sterilization</li> <li>3. Describe quality control monitoring procedures for flash sterilizers</li> <li>4. Review concerns about point-of-use processing of heat-sensitive medical devices</li> <li>5. Discuss the use of oxidative agents for low-temperature point of use processing</li> </ol>	Instrumentation identification
Chapter 15 High temperature sterilization	<ol style="list-style-type: none"> <li>1. Quality Control Concerns</li> <li>2. Special High Temperature Sterilization Concerns</li> <li>3. Discuss factors that impact the effectiveness of sterilization and the methods of heat transfer associated with high temperature sterilization</li> <li>4. Discuss the advantages of steam sterilization</li> <li>5. Explain the anatomy of a steam sterilizer and identify the function of each major component</li> <li>6. Provide basic information about the types of steam sterilizers</li> <li>7. Provide basic information about the phases in a steam sterilizer cycle:</li> <li>8. Describe the conditions necessary for an effective steam sterilization process:</li> <li>9. Explain basic work practices for steam sterilization</li> <li>10. Explain the basics of dry heat sterilization</li> </ol>	Instruments-minor set
Chapter 16 Low temperature sterilization	<ol style="list-style-type: none"> <li>1. Discuss basic requirements important for any type of low-temperature sterilization system</li> <li>2. Explain specific requirements for the three low temperature sterilization methods: Ethylene oxide, hydrogen peroxide (gas plasma), and ozone.</li> <li>3. Review (compare) important parameters of the three low temperature sterilization methods commonly used by health care facilities</li> </ol>	
<b>WEEK 5</b>	<b>THEORY OBJECTIVES</b>	<b>Skills Objective</b>
Chapter 17 Inventory management	<ol style="list-style-type: none"> <li>1. Review the importance of effective inventory management, and explain basic inventory management concepts.</li> <li>2. Explain common inventory replenishment systems:</li> <li>3. Review the use of bar</li> <li>4. codes and radio frequency identification to track inventories</li> <li>5. Describe procedures for effectively distributing supplies to clinical units and the operating room</li> <li>6. Review important inventory management concepts.</li> </ol>	
Chapter 18	<ol style="list-style-type: none"> <li>1. Discuss the responsibilities of Central Service Technicians for managing patient care equipment</li> </ol>	



Management of patient care equipment	<ol style="list-style-type: none"> <li>2. Identify the purposes of commonly-used patient care equipment</li> <li>3. Identify handling requirements and concerns for common patient care equipment</li> <li>4. Describe the differences and explain advantages and disadvantages of purchase, lease, rent, and loan options for patient care equipment.</li> </ol> <p>Review other basic patient care equipment concerns maintenance and repair and outsourcing</p>	
Chapter 19 Tracking system	<ol style="list-style-type: none"> <li>1. List the primary reasons for tracking equipment, instruments, and supplies</li> <li>2. Discuss the use of computers and information systems to support applications within the facility and Central Service department</li> <li>3. Recognize that tracking systems enhance Central Service operations</li> <li>4. Explain that tracking systems must address the specific needs of the healthcare facility and Central Service department</li> <li>5. Review the features of available instrument and equipment tracking systems</li> </ol>	
Chapter 20 Quality assurance	<ol style="list-style-type: none"> <li>1. Define “quality” in the context of Central Service operations, and tell how to identify it.</li> <li>2. Describe components in a quality Central Service program</li> <li>3. Discuss quality control indicators</li> <li>4. Explain the basics of Failure Mode and Effects Analysis and Root Cause Analysis</li> <li>5. Discuss common quality programs</li> <li>6. Review quality procedures in the Central Service Department</li> </ol>	
<b>Week 6</b>	<b>THEORY OBJECTIVES</b>	<b>Skills Objective</b>
Chapter 21 Safety	<ol style="list-style-type: none"> <li>1. Discuss common safety hazards applicable to Central Service functions and work areas, and explain how employee injuries can be prevented</li> <li>2. Describe special safety precautions for handling Ethylene Oxide</li> <li>3. Review procedures to report employee accidents and injuries</li> <li>4. Explain the importance of ergonomics and health awareness for Central Service Technicians</li> <li>5. Discuss procedures to prevent patient accidents and injuries and to report them if they occur</li> <li>6. Explain basic procedures which address three occupational hazards: fire hazardous substances; and blood borne pathogens.</li> <li>7. Discuss the basics of internal and external disaster plans for a healthcare facility</li> </ol>	
Chapter 22 Communication & human relation skills	<ol style="list-style-type: none"> <li>1. Explain the need for Central Service Technicians to utilize effective communication and human relations skills.</li> <li>2. Define the term, “professionalism,” list traits of professional Central Service Technicians, and describe their fundamental beliefs and behaviors.</li> <li>3. Use basic tactics of effective communication in the workplace</li> <li>4. Practice procedures to enhance and maintain effective working relationships</li> <li>5. Discuss tactics to improve teamwork</li> <li>6. Define the term,” diversity,” explain why it is important, and review how Central Service Technicians can develop a “diversity mind-set.”</li> <li>7. Practice basic customer service skills, and utilize tactics to appropriately handle customer complaints.</li> <li>8. Review concerns applicable to handling promotions, relating experience to job success, setting priorities, and committing to patient care during disasters</li> </ol>	
Chapter 23 Sterile processing for ASC & other practices	<ol style="list-style-type: none"> <li>1. Review basic similarities and some differences between sterile processing in hospitals and other healthcare facilities</li> <li>2. Explain basic standards and practices used for sterile processing in ambulatory surgical centers:</li> <li>3. Explain basic standards and practices used for sterile processing in dental facilities:</li> </ol> <p>Provide an overview of Veterans Administration (VA) facilities, and list sterile processing differences between VA and other healthcare facilities</p>	



## **REFUND POLICY**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is the later but not including the registration fee, cost of book(s), tools, live scan and physical exam however graduation fee and national exam fee are refunded, if the student has already paid for them. A student may not cancel by telephoning the school or not attending the class.

After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the student has completed 60 percent or less of the program less the registration fee, cost of book(s) and uniform. The refund is to be paid within 45 days after the cancellation date.

Cancellation must be made in writing and the date the notice to withdraw is considered effective on the date received by International School of Nursing. Cancellation letter must be delivered via U.S Postal Service or hand delivered to the following address:

Leticia R. Weber, Administrator  
International School of Nursing  
1330 Springs Road, Vallejo CA 94591

If the student drops or withdraws from the program after the period stated above, the student may receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee, cost of book(s) and uniform.

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days the student attended, or was scheduled to attend, prior to withdraw.

## **Theory Classes and Clinical Training for Sterile Processing Technician held at:**

### **Class session are held at:**

International School of Nursing  
1330 Springs Road  
Vallejo, CA 94591  
Tel. (707) 557-7173

### **Clinical externship is held at:**

San Francisco VA Medical Center  
4150 Clement Street  
San Francisco, CA 94121  
Tel. (415) 221-4810

## **EMPLOYMENT OPPORTUNITIES**

This course is designed for employees working in a Sterile Processing area in the Operating Room, Hospital or any other facility performing cleaning, decontamination, packaging and sterilization services; including doctor's and dental offices, veterinary hospital, manufacturing factory and out-patient department of the hospital. Sterile Processing Technicians could further their career by enrolling in a Surgical Technician Program working as a scrub tech, surgical technician or operating room technician as a part of the team delivering surgical care. The United States Department of Labor's Standard Occupational Classification codes of Sterile Processing Technician, 3 months (SOC Code: 31-9093.00).

In California, the number of Medical Equipment Preparers is expected to grow faster than average growth rate for all occupations. Jobs for Medical Equipment Preparers are expected to increase by 21.2 percent, or 1,400 jobs between 2012 and 2022. Medical Equipment Preparers should find employment opportunities as the aging population continues to turn to medical facilities for help with their health care needs.

### **CNA RENEWALS**

CNA certificates must be renewed every two (2) years. You may renew your certificate any time within two (2) years after the expiration date of your certificate, if by the time your certificate expires you will have completed the following:

- a. You have previously received and maintained criminal record clearance for CNA, HHA, Intermediate Care Facility- Developmentally Disabled (ICF-DD), DD Habilitative, or DD Nursing and a criminal clearance is granted;
- b. You have provided nursing or nursing-related services in a facility to residents for compensation (under the supervision of a licensed health professional) within your most recent certification period

- c. You have successfully obtained and submitted documentation of forty-eight (48) hours of In-Service Training/CEUs within your most recent certification period. A minimum of twelve (12) of the forty-eight (48) hours shall be completed in each year of the two (2) year certification period. A maximum of twenty-four (24) of the forty-eight (48) hours may be obtained only through a CDPH-approved online computer training program listed on CDPH website. Please visit [www.cdph.ca.gov](http://www.cdph.ca.gov) for a complete listing of CDPH-approved online computer training programs.
- d. If the HHA Training Program (40-hour program) was completed during the certification period, twenty-six (26) of the forty (40-hour) training program may count towards CEUs.
- e. Credit of two (2) CEUs for BLS CPR course taken during the two (2) years license period
- f. CNAs and HHAs that obtain CEUs from approved CEU providers must attach a copy of each individual CEU course certificate for renewal validation to CDPH 283A form.

## **HHH RENEWALS**

HHH certificates must be renewed every two (2) years. You may renew your certificate any time within four (4) years after the expiration date of your certificate, if by the time your certificate expires you will have completed the following:

- a. You have successfully obtained twenty-four (24) hours of In-Service Training/CEUs within your most recent certification period. A minimum of twelve (12) of the twenty-four (24) hours shall be completed in each year of the two (2) year certification period.
- b. If you have an active CNA certificate, you may renew at the same time as your HHH. Renewing the CNA and HHH certificates together requires the completion and submission of forty eight (48) hours on In-service Training/CEUs.
- c. HHH may not take online CEUs.
- d. Credit of two (2) CEUs for BLS CPR course taken during the two (2) years license period

## **CNA REACTIVATION**

If you are unable to meet renewal requirements and your certificate has not been expired for more than two (2) years, you may reactivate the certificate by taking the Competency Evaluation. To reactivate the CNA certificate, please submit this completed Renewal Application (CDPH 283 C), making sure to check the “yes” box for question number six (6) in the “Reactivation” section. If approved, a Competency Evaluation approval letter will be sent to you, along with information needed to schedule the examination. You must complete the examination within two (2) years from your certificates expiration date. Once you have successfully passed the examination, maintained criminal record clearance, and the results from the testing vendor have been received, CDPH will issue a current CNA certificate.

## **SPT RENEWALS**

**CBSPD** Recertification (Certification Board for Sterile Processing and Distribution) is 100 CEU hours every 5 years. Your initial certification is good for five years. Recertification qualification works on a point system. You receive points for things like full-time employment and continuing education courses. A fee is charged for recertification. **IAHCSMM** Recertification (International Association of Healthcare Central Service Materiel Management) is 12 CEU hours every 2 years. This requires taking continuing education courses and paying an annual fee. The School does not offer SPT recertification or continuing education. SPT continuing education is available online.

# School Policies

The purpose of the School Policies and procedures is to establish the procedure and line of authority through which policies are established and to promote consistency in the development, modification and presentation of School policies and procedures.

All School policies fall within a greater hierarchy of laws, statutes and rules. School policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:

- a. Federal laws and regulations
- b. State laws and administrative rules
- c. California Department of Public Health
- d. California Bureau for Private Postsecondary Education, Department of Consumer Affairs

## **Section I - ACADEMIC AFFAIRS:**

### **STUDENTS' RIGHTS and RESPONSIBILITIES**

Prospective students of International School of Nursing are eligible to enroll in any course or program where he or she meets established criteria. The student is required to meet with the School Administrator or Program Director prior to admission to plan a course of study that meets the students educational and career goals. Once enrolled, students are expected to participate in classes diligently, complete assignments and maintain progress toward their career goal as a Nurse Assistant, Home Health Aide or Sterile Processing Technician.

The student can contact the Bureau at any time to refer complaints, grievance, and questions to:

The Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900, or fax (916) 263-1897.

### **ADMISSION REQUIREMENTS:**

International School of Nursing requires that applicant:

1. Be 17 years or older.
2. Have documentation verifying they are a high school graduate or equivalent. An international high school diploma or other international degree (if applicable) must be evaluated by an educational evaluation agency approved by the Department of Education. International School of Nursing accepts ability-to-benefit students.

The following are the approved US Department of Education ATB exams which are accepted and the passing score needed to be accepted into International School of Nursing:

- Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492  
Passing Scores Verbal 200, Quantitative 210
- Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492  
Passing scores: Verbal 200, Quantitative 210
- Combined English Language Skills Assessment (CELSA) Forms 1 and 2 Publisher: Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #378, Montecito, CA 93108 Tel. (805) 965-5704 Fax (805) 965-5807  
Passing Scores: Form 1 – 97, Form 2 – 97

- ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) Publisher: The College Board, 250 Vesey Street, New York, New York 10281 Tel. (800) 607-5223 Fax (212) 253-4061  
Passing Scores: Reading Comprehension – 55, Sentence Skills – 60, Arithmetic – 34.

At International School of Nursing, the ATB exam is independently administered by an approved tester through the Association of Classroom Teacher Testers (ACTT) (3<sup>rd</sup> bullet above)

3. Must be able to read and understand English
4. Must pass fingerprinting and criminal background screening. This may also be required by the clinical training facility.
5. Satisfactorily complete prerequisites, if required.
6. Provide proof of identification in the form of a Social Security card and valid state ID.
7. The School does not admit students from other countries.
8. All instruction is provided in English. Students must be able to read and write English at an eighth (8th) grade level to successfully pass the entrance examination

#### **Additional Entrance Requirements for Nurse Assistant Program**

In order to be accepted to the Nurse Assistant Program, applicant must:

- Meet the health requirement- a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Pass entrance exam
- Attend an orientation course.

#### **Additional Entrance Requirements for Home Health Aide Program**

- Must be Certified Assistant Nursing approved by the CDPH or Nursing Assistant Certificate of Completion to enroll
- Meet the health requirement- a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical

#### **Additional Entrance Requirements for Sterile Processing Technician Program**

- Must pass a physical exam performed by your physician including PPD result, immunizations for MMR and Hepatitis B. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Students without or inactive immunizations must be given MMR and Hepatitis B vaccines. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Pass entrance exam
- Attend an orientation course.

#### **ADMISSION PROCEDURE**

- Interview with an admission representative.
- Receive an application packet, School Catalog and a list of admission requirements
- Submit all completed documentation as listed on the admission requirements
- Pay non-refundable application fee
- Attend orientation prior to the start of program.

#### **PRE-SCREENING CONVICTION REQUIREMENTS (LIVESCAN)**

Before registering for a Nursing Assistant/Home Health Aide training program, students should be aware of the Disqualifying Penal Code Sections (ATC-98-4) that result in automatic denial of their potential certification. All students must undergo Live Scan fingerprinting upon enrollment or on class orientation. The school shall then

submit the CDPH 283B and proof of Live Scan fingerprinting of the students to the Department of Public Health, Licensing and Certification Program upon completion of the class orientation.

*California Department of Public Health will evaluate CNA applicants with criminal convictions for **any offence** and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.9(c).*

A student may not sit for the State Certification Examination until cleared by the State. Nursing Assistant and Home Health Aide students cannot participate in the mandatory portion of training that requires direct contact with patients/clinical nursing facilities until CDPH 283B and fingerprints through Live Scan method have been submitted to the Department of Public Health, Licensing and Certification Program. Because the applications for certification can be denied in the pre-screening process, International School of Nursing adheres to the Department of Public Health recommendation that every individual applying for Nurse Assistant and Home Health Aide certification understand the health and conviction screening requirements before registering for training or requesting certification.

## **HEALTH REQUIREMENTS**

Students enrolled in all programs must be free from communicable diseases, psychological disorder, and other conditions that would present a threat to, or negatively impact the wellbeing of faculty, students or patients, or would prevent the successful performance of the responsibilities and tasks required in the education and training programs of International School of Nursing. Any condition described above which is developed by the student after admission to the program, may be considered sufficient cause for suspension or termination from the program. International School of Nursing requires each enrollee to submit a medical certificate from a physician or nurse practitioner stating the following: (a) Ability to meet the physical and mental requirements of the job and (b) must have a negative result on the Tuberculosis Screening Test or a negative chest x-ray if the Tuberculosis Screening result is positive. The student must also fill out the Physical Examination Form and Student Health Questionnaire honestly. Physical Examination including TB Test and Chest X-ray should be current and only valid within 60 days before attending clinical training.

Sterile Processing Technician must pass a physical exam performed by a physician or nurse practitioner including PPD result, immunizations for MMR and Hepatitis B. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Students without or inactive immunizations must be given MMR and Hepatitis B vaccines

Students accepted in the NA/HHA/SPT program will be admitted to the clinical component of their program only after all health requirements have been completed and results have been submitted to the School. These requirements are mandated by the affiliating facilities in order to protect patients/residents, students, visitors and staff of the facility.

A pregnant or postpartum student may continue in, or return to the program at the discretion of the program director and the student's physician. Periodic written physician's statements of physical fitness may be required for any student who has been recently seriously ill, chronically ill, or hospitalized.

Any student requiring special assistance for physical or other disability when taking the State Certification Examination must contact the School Administrator of International School of Nursing and the Department of Public Health, to make his or her needs known in writing prior to completion of the course.

## **ORIENTATION**

Accepted applicants are scheduled to attend an orientation and to begin classes on the date assigned. The required orientation for new students provides an opportunity for students to both familiarize themselves with the facilities, guidelines, and policies of the School as well as meet with faculty, staff, and other students.

## **CLASS SCHEDULE**

At International School of Nursing, education is a full-time commitment. Classes at International School of Nursing are typically scheduled Monday through Friday for day and evening sessions, Weekend classes are scheduled on Saturday and Sundays.

Students who need additional academic support may be assigned to instructor-guided remediation and tutoring and required to attend after regularly scheduled class time as a condition of continued enrollment.

## **HOLIDAYS**

International School of Nursing is closed on the following holidays:

New Year's Day

Independence Day

Thanksgiving Day

Memorial Day

Labor Day

Veterans Day

Christmas Day

Specific scheduled breaks will be announced in class

### **STUDENT RATIO POLICY**

The school can only accept up to 15 students per Nursing Assistant, Home Health Aide and Sterile Processing Technician class. While the classroom (theoretical) portion can exceed this maximum, the school will comply with State regulations in maintaining the student to instructor ratio for the clinical training.

### **ATTENDANCE/ABSENTISM/TARDINESS**

Successful completion of International School of Nursing career programs is dependent upon 100% student attendance. Students are expected to attend all theory classes and all clinical sessions for which he or she is enrolled. Students who are unable to attend the theoretical portion of the training must notify the school of their absence an hour before the start of the class by calling the Administrator at (707) 557-7173.

- Any absence due to illness or emergency requires an explanation by the student to the instructor. A student absent from class for emergency reasons must personally notify the instructor or school at least one hour prior to the absence occurring or he or she will be recorded as **"ABSENT"**
- Absence of more than one classroom day and one clinical day may require the student to repeat the entire course if the student fails to make arrangements for make-up with the Instructor.
- Supervised make-up will be provided by the instructor for only one excused absence (up to 8 hours) of a theory and clinical day. Emergency absences may also require additional official documentation. Additional absences will result in being dropped from the program.
- More than 2 day of absences from class days "theory" cannot be made up during the program session. An incomplete (I) may be taken and made up in the following program session. Students have one year to return and complete the program without incurring additional costs.
- Tardiness is not accepted. Three tardies (late entrances) maybe considered the equivalent of one classroom absence. Students may be dropped from classes or courses if tardiness becomes problematic.
- The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the Instructor and/or Administrator will be implemented after a second occurrence, at which time, a decision shall be made by the Instructor to either retain or dismiss the student from the program. The decision will be made based on overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal

### **MAKE-UP**

- Students who are unable to attend the theoretical portion of the training must notify the school of their absence an hour before the start of the class by calling the instructor or the administrator at (707) 557-7173.
- Arrangements must be made with the Instructor for make-up time on the day following the absence. The topics being covered in class on the day of absence will be identified and delivered on the make-up day and the instructor will document that on the Make-Up Documentation Form.
- All makeup (theory and clinical) must be hour for hour with the instructor present. This can be done with another ongoing class like morning, evening or weekend class. If no classes available, this should be done on one on one basis.
- Notice must also be given for inability to attend the clinical portion of the training by calling the clinical instructor an hour prior to the start of the training. Arrangements must be made with the instructor for makeup time on the day following the clinical absence
- Arrangements must be made with the instructor for makeup time on the day following the absence.

### **LEAVE OF ABSENCE**

Due to well-defined structured time frames with concentrated theory and clinical components in the NA/HHA programs, Leave of Absence (LOA) is not an option. If an unforeseen emergency situation arises which prevents the student from continuing in an enrolled class or course, the student must meet with the instructor and the program director to review and evaluate the student's options for being a granted an emergency LOA and completing the course at a later date. If a student requires a Leave of Absence, he or she must request the LOA in writing and fill



out leave of absence form. The leave of absence form can be obtained in the school's administration office. The student must indicate the reason for the leave of absence, the date starting the leave of absence and acknowledging the student must return within 6 months. The student must sign the form as well as a school official. A school official can be the Administrator, Program Director, Instructor or office clerk.

The decision is made by the school administrator/designee, Instructor, and the Program Director. If a LOA is granted, the student will receive a grade of "L". The student may return to the School (if all the original conditions of enrollment are met) without re-registering within 6 months of the first day of the LOA.

The student can return to school after a leave of absence as long as it is within 6 months. The student will join the current class where the student left off their previous class.

### **CANCELLATION**

The student has the rights to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later, but not including the registration fee, book fee and uniform fee. A student may not cancel by telephoning the school or not attending the class. After the end of cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the student has completed 60 percent or less of the program less the registration fee, cost of book(s) and uniform. The refund is to be paid within 45 days after the cancellation date.

Cancellation must be made in writing and the date the notice to withdraw is considered effective on the date received by International School of Nursing. Cancellation letter must be delivered via U.S Postal Service or hand delivered to the following address:

Leticia R. Weber, Administrator  
International School of Nursing  
1330 Springs Road, Vallejo CA 94591

### **WITHDRAWAL**

International School of Nursing faculty will make every effort to assist students to achieve their educational and career goals. If circumstances arise that require a student to withdraw from a class or program, this action is considered discontinuing course work and withdrawal from the School. If a student drops out or withdraws after the first class session, or the seventh day after enrollment, whichever is later, a letter grade of "W" or "Dropped" will be recorded on their academic record. Students may be re-admitted at a later date provided all admission requirements are met. All class work with a letter grade of "W" or "Dropped" must be repeated. Grades of "W" or "Dropped" are not calculated in the overall cumulative grade point average.

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later but not including the registration fee of \$195.00, book fee \$50, uniform fee \$30 for the Nursing Assistant Program; \$100 registration fee, \$50 book fee for the Home Health Aide Program; \$195 registration fee, book fee \$250, Tools \$50 for the Sterile Processing Technician Program. If the student drops or withdraws from the program after the period stated previously, the student may receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee, cost of book(s) and uniform.

In order to qualify for a pro-rated tuition refund, a student must officially submit a written notification of their intention to withdraw/drop-out from the instruction/training. The letter shall be mailed or hand delivered to the Administrator at the following addresses: International School of Nursing 1330 Springs Road Vallejo, CA 94591. The refund is to be paid within 45 days after the drop-out date. A withdrawal by the student may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance.

### **PROBATION AND DISMISSAL**

The following constitute grounds for dismissal from the training:

1. An absence for the first 2 days of the Nursing Assistant course will result in immediate dismissal from the program.
2. Three tardies (late entrances) maybe considered the equivalent of one classroom absence. Students may be dropped from classes or courses if tardiness becomes problematic.
3. Failure to make up for the excused absence.
4. Repeated tardiness and absence from class without prior notification of Instructor/Administrator/Program director.
5. Disruptive behavior which includes, but is not limited to, use of foul language, insubordination to instructors, failure to comply with the rules and regulations of the school and the clinical site, possession of un-prescribed drugs, intoxication and sleeping in class.
6. Theft of property from the school, clinical area, staff or other students.

7. Failure to report to clinical training in appropriate uniform after receiving prior warning.
8. A student may be dismissed from the class or course for excessive absences. Excessive absence occurs when the hours of class absence equal the number of hours the class or course meets per week regardless of the reason for the absence. For short- term classes in Home Health Aide, excessive absence may constitute being absent from more than one meeting. The student is responsible for checking with the Nursing Instructor of the specific class or course in which enrolled he or she is enrolled to obtain information missed during absence.
9. The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the Instructor and/or Administrator will be implemented after a second occurrence, at which time, a decision shall be made by the Instructor to either retain or dismiss the student from the program. The decision will be made based on overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal.

The student has the right to cancel the enrollment agreement after being dismissed from the program and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later but not including the registration fee of \$195.00, book fee \$50, uniform fee \$30 for the Nursing Assistant Program; \$100 registration fee, \$50 book fee for the Home Health Aide Program; \$155 registration fee, book fee \$190, uniform \$30 for the Sterile Processing Technician Program.

If the student is dismissed from the program after the period stated above, the Nursing Assistant student may receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee, cost of book(s) and uniform. The school shall pay or credit refunds within 45 days of a student's cancellation or withdrawal or dismissal.

### **GRADING POLICY**

Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy. Students will be evaluated by the clinical instructor on the following areas: Application of theory principles within the clinical setting, knowledge and proper execution of skills and procedures, ability to meet all standards set forth by the Department of Health.

Nursing Assistant students must score a cumulative average of 80% in all quizzes and written examinations outlined in sixteen (16) modules of the Nurse Assistant Certification Training Program Individual Student Record (CDPH 276-C). In the Skills Laboratory setting skill acquisition and simulation scenarios are graded on a Pass/ Fail (P/F) format. Satisfactory/Unsatisfactory is the evaluation method used in the clinical setting, using the criteria outlined in the Nurse Assistant Training Program Skills Checklist (CDPH 276-A). The student must be performing at a satisfactory level in the clinical setting.

Home Health Aide and Sterile Processing Technician students must score a cumulative average of 80% in all quizzes and written examinations and must perform satisfactory level in all clinical settings.

**To successfully pass the NA, HHA and SPT course, students must:**

1. Participate in all class and clinical sessions.
2. Maintain minimum overall 80% grade in theory
3. Satisfactorily complete required clinical hours and skills.
4. Successfully pass all clinical skills.

### **INCOMPLETE GRADE**

Students may earn a temporary grade of Incomplete "I" for a grading period for missed tests and/or assignments not turned in to the instructor that were due within the last five (5) days of the end of the grading period.

An Incomplete "I" grade is given when standards for attendance in class (theory) and/or clinical are not met. This situation usually occurs when unforeseeable, emergency, justifiable reasons occur. The condition for removal of the "I" shall be stated by the instructor in the students' academic record file. This record shall contain written conditions for removal of the "I", with a copy given to the student until the "I" is made up or the time limit has passed. An incomplete "I" grade is not calculated in the student's grade point average and no hours are credited.

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later but not including the registration fee of \$195.00, \$50 book fee, \$30 uniform fee for the Nursing Assistant Training Program; \$100 registration fee, \$50 book fee for the Home Health Aide Program; \$155 registration fee for the Sterile Processing Technician Program. A student may not cancel by telephoning the school or by not attending the class. After the end of the cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the

student has completed 60 percent or less of the program, less the registration fee, cost of the book and uniform. The refund is to be paid within 45 days after the cancellation date. Cancellation must be made in writing, addressed to the Administrator and delivered via U.S. Postal Service or hand delivered to the following address:

International School of Nursing, 1330 Springs Road, Vallejo, CA 94591

### **ACADEMIC REGULATIONS**

Students must maintain 80% average or higher for successful completion of all International School of Nursing courses. In order to progress through the curriculum, theory test scores must average 80% or higher. Students are required to take all scheduled theory tests and quizzes. Make-up exams will be allowed for special conditions with format and scheduling at the discretion of the course instructor. Students will not be allowed to progress to clinical if overall theory grade percentage is less than 80%. Students are expected to act in an ethical manner in taking tests as well as reporting any cheating witnessed by others to the instructor or School Administrator. Reporting will be kept anonymous at the student's request. Any dishonesty, such as cheating or knowingly furnishing false information is subject to disciplinary action.

### **ACADEMIC PROGRESS**

If, at any point, the International School of Nursing staff determines that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the School. The institution reserves the right to place students on or remove them from academic monitoring based on their academic performance. Notification of academic dismissal is made in writing. The conduct policy section in the catalog describes other circumstances that could lead to student dismissal for non-academic reasons. Satisfactory Academic Progress is reviewed at the end of each course or module. A dismissed student may receive a tuition refund in accordance with the School's refund policy.

### **CLINICAL TRAINING OR EXTERNSHIP**

Students may be required to take practical training courses in the form of clinical or externship depending on the course in which they are enrolled. This training is accomplished at off-campus locations. For available clinical and externships, refer to each individual program section of this catalog. Students are responsible for transportation to and from any clinical or externship site.

All students must maintain satisfactory academic progress in order to be eligible to proceed into clinical or externship coursework. A student on warning or probation status at the time of completion of on campus academics will be required to obtain approval from the program director prior to proceeding to the clinical/externship course. The request for approval must be made in writing and include a detailed explanation of the extenuating circumstances that resulted in the satisfactory academic progress violation. The request must also contain the steps the student has taken to resolve the conflicts that were interfering with the pursuit of his/her educational goals. Finally, the request must include the proposed clinical/ externship site location the student is pursuing. Agencies and institutions that accept International School of Nursing students for clinical or externship placements, as well as potential employers, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for externship or employment placement following completion of the program. If a facility refuses to accept a student in a clinical rotation it may be grounds for dismissal if an alternative facility offering the required experience is unavailable. Some agencies and employers may require candidates to submit to a drug test. Hours for clinical/externships vary according to the schedule of the preceptor. Students are not guaranteed a location or shift. All placements are subject to availability of facilities and preceptors. Students must accept the first offer of placement to them by the School. Student's refusal of clinical/externship placement shall understand that the School has met their obligation. The School will attempt to find another placement for the students in extenuating circumstances, but does not guarantee a second clinical/externship or the timeliness of a second placement. Student refusal will ultimately cause a delay in on-time graduation which could lead to dismissal from the program.

### **GRADUATION & ELIGIBILITY REQUIREMENTS for LICENSURE**

A certificate of completion will be awarded to students meeting their program's graduation requirements.

- **Nursing Assistant students** must successfully complete the 160 hours program consisting of 60 hours of classroom instruction and 100 hours of clinical training and 20 hours of skills lab (not required by the state and not given credit for). Students must score a cumulative average of 80% in all quizzes and written examinations.
- **Home Health Aide students** must successfully complete the 40 hours program consisting of 24 hours of theory, and 16 hours of clinical skills training.

- **Sterile Processing Technician** students must successfully complete the 120 hours program consisting of 86 hours of theory, and 34 hours of skill labs and clinical externship of 200 hours minimum. Students must score a cumulative average of 80% in all quizzes and written examinations.
- Clinical skills must be performed with 100% accuracy and complete all make up hours both theory and clinical.
- Students must satisfy all financial obligations to the school.

The requirements for the **Nursing Assistant** to sit for the State Competency Exam are: to have completed the Nursing Assistant Training Program which is approved by the California Department of Public Health, consisting of a minimum of 160 hours (60 hours theory and 100 hours clinical), pass the competency evaluation exam, pass criminal screening which is done by the Department of Justice. The International School of Nursing exceeds the minimum amount of hours needed for the Nursing Assistant Training Program (60 hours theory, 100 hours clinical) with an additional 24 hours of skills lab, which is not required by the California Department of Public Health.

After successful completion of the State Competency Examination, the graduate may work as a Certified Nurse Assistant as defined by State and Federal Law once they have also obtained criminal clearance.

Certification of Completion is issued by International School of Nursing to the **Home health Aide Student** upon completion of 20 hours of theory and 20 hours of clinical skills training. No State Board exam is needed and Home Health Aide license is issued by the California Department of Public Health. In addition, all students from International School of Nursing must have paid all of their tuition to the school before given the release to sit for all licensure evaluation. After successful completion of the Home Health Aide Training Program and pass the evaluation of California Department of Public Health, the graduate may work as a Certified Home Health as defined by State and Federal Law once they have also obtained criminal clearance.

The requirements for the **Sterile Processing Technician** student to sit for the Certification Board of Sterile Processing and Distribution (CBSPD) Exam are: Student must complete the Sterile Processing Technician Program which consists of 86 hours of theory and 34 hours skills lab and the 200 hours of clinical externship. They must receive a grade of 80% or higher in theory, achieve satisfactory grade in the skills lab and complete the 200 hours of externship training. After successful completion of the CBSPD exam, the graduate may work as certified SPT. The requirements to sit for the International Association of Healthcare Central Service Materiel Management (IAHCSCMM) Exam: Must have a valid Social Security and I.D. After successful completion of the IAHCSCMM exam, the applicant will have a probation period of 6 months to complete 400 hours of externship. For this reason most of our students sit for the CBSPD exam.

## **POLICY ON FINANCIAL AID**

International School of Nursing **only** accepts financial aids from Cal Grant, Department of Rehabilitation, WorkForce Investment Board. Most financial aid is provided directly to the school and is most commonly provided on the basis of financial need.

1. International School of Nursing does not provide direct financial aid to the students.
2. Students who need financial aid are referred to Cal Grant, Department of Rehabilitation and Work Force Investment Board.
3. Applying for financial aid does not guarantee that student will be eligible for financial aid nor does being eligible guarantee that there will be financial aid available.
4. Upon approval by the financial services company, the student is given a voucher which allows the students to use the funds to pay for some or all of their school tuition and miscellaneous fees.
5. School may request additional documents to verify the information on the voucher.
6. Payment plans are typically coordinated between a financial services company and the school.

## **UNITED STATES DEPARTMENT OF EDUCATION**

International School of Nursing does not offer a degree program and is not accredited by an accrediting agency recognized by the United States Department of Education.

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

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

## **CREDIT GRANTING POLICY**

International School of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests. The school does not have any agreements between the institution and any other colleges, universities and other schools that provide for transfer of credits earned in the program of instruction.

## **DESCRIPTION OF THE PHYSICAL FACILITY**

International School of Nursing one campus: Vallejo. The Vallejo campus occupies 4,603 square feet of the existing building at 1330 Springs Road, Vallejo. The school consists of 9 rooms: 2 classrooms can accommodate 30 students with a bathroom, 2 Skills Labs for Nursing Assistant, Home Health Aide and Sterile Processing Technician students with a bathroom, supply room, lobby, administration office, file room, computer room and library, conference room and lounge room equipped with vending machines and microwave oven for students use during their lunch breaks.

The classroom is equipped with a television with DVD player, and power point presentation hook up, dry erase board. It also has a bathroom in the classroom.

International School of Nursing's facilities, including heating and cooling, ventilation, lighting, classrooms, laboratories, and campus environs, are well-maintained. The institution maintains all valid permits required by any public agencies relating to the health and safety of the institution's facilities and equipment on file.

## **EQUIPMENTS USED – NURSING ASSISTANT**

QUANTITIES OF ITEMS ARE BASED ON 15 STUDENTS PER CLASS

**All equipment both disposable and non-disposable are owned solely by International School of Nursing**

### **Equipment and Material List**

3 x 5 index cards (200)  
4 x 6 index cards (100)  
Adhesive name tags (25)  
Dry marking pens  
Dry marking board  
Clothing (3 large sets)  
Felt tip markers  
Food model  
Food wheel  
Hand-held battery operated light  
Masking tape (3 rolls)  
Pencils (15)  
Pens (15)  
Videos  
Watch with second hand  
Dentures (1 set)  
Lip lubricant  
Linen protectors (3-4)  
Mouthwash  
Shaving cream  
Toothpaste  
Linen hamper

Regular bedpans (1)  
Unit soaps (liquid soap)  
Urinal (2)  
Wash basins  
Waste basket with lid

### **Other Supplies**

Red bags for laundry isolation (3)  
Dual headed stethoscope (3)  
External Catheter  
Leg bags  
Nail Equipment  
Gait Belts (3)  
Nasogastric tube  
Safety Jackets or Vest (3)  
Sphygmomanometers and adult cuffs  
Stethoscopes (8)  
Hand sanitizer  
Dental floss  
Clothing protector

Hand rolls

Gloves (s-m-l-xl)

### **ONE RESIDENT ROOM**

Bed with siderails  
Overbed table  
Nightstand  
Chair  
Denture cups  
Emesis basin (1)  
Fracture pan (1)  
Hand held mirrors (1)

#### **Linens**

Bath blankets (3)  
Bedspreads (3)  
Blankets (3)  
Cloth isolation gowns (3)  
Draw sheet (1)  
Hand towels (1 for every student)  
Hospital gowns (3)  
Pillow cases (6)  
Fitted Sheets (6)  
Towels (8)

### **Medical Equipment**

Adaptive eating equipment  
Bedside commode (1)  
Cane  
Fire extinguisher  
Upright scale (ht/wt)  
Walker (1)  
Wheelchair

### **Disposable equipment (medical equipment)**

4 x 4 clean sponges  
Adult briefs (3)  
Alcohol wipes (45)  
Bed protectors (waterproof and disposable) 3  
Clean catch kit (3)  
Cotton balls (1 large box)

### **Forms (each student will have one of the following**

#### **Forms used in the long term facility)**

ADL flow sheet  
Decubitus assessment sheet  
Height and weight forms  
Incident report (patient and employee)  
Intake and output worksheet  
Inventory of personal belongings (Clothing sheet)  
All types of isolation door signs  
Facility specific nurse assignment sheet  
Transfer sheet

### **Reusable Equipments**

Lotion  
Powder  
Toothbrush  
Alcohol wipes  
Paper towel  
Non-skid slippers  
Disposable razor  
Lemon- glycerin swabs  
Sharp container

#### **Dietary Supplies**

Soup bowl (4oz)  
Diet trays with dishes & condiments  
(sugar, salt, pepper, artificial sweetener)  
Ice cream cup (3 oz)  
Medicine cup (30 cc)  
Paper cups (5 oz)  
Pitcher (780 cc)  
Pitcher top (200 cc)  
Glass (4 oz)  
Glass (6 oz)  
Coffee cups ( 6 oz)  
Coffee pot ( 270 oz)  
Dietary tray card & dots (sample of cards)

## **EQUIPMENT USED – HOME HEALTH AIDE**

### **EQUIPMENT VITAL SIGNS**

Thermometer  
Blood pressure cuff  
Stethoscope  
Sphygmomanometer

### **PERSONAL CARE**

Dentures  
Denture cup  
Lip lubricant  
Linen protectors  
Mouthwash  
Shaving cream  
Toothpaste  
Emesis basin  
Fracture  
Bed pan  
Soap  
Urinal  
Wash basin  
Nail clippers  
Emery board

### **MOBILITY**

Gait Belt  
Wheel chair  
Cane  
Non-skid socks

### **OTHER**

Bed  
Blanket  
Fitted Sheet  
Flat Sheet  
Draw sheet  
Pillows  
Pillow case  
Dishes  
Pots  
Pans  
Kitchen Stove

## **STERILE PROCESSING TECHNICIAN PROGRAM SUPPLIES AND MATERIALS**

T.V. – Power Point  
Surgical supplies (consumable & single use devices)  
Chemical indicators  
Biological indicators  
Bowie dick test  
Autoclave tape  
Biohazard sharps container  
Reusable instrument holders  
Peel pouches  
Disposable instrument tray wraps  
Surgical instruments, Indicator tape  
Surgical scissors  
Rongeurs  
PPCA (pump patient controlled Analgesic)  
Instrument Count Sheets (minor tray)  
Steam – gas-sterad (low temperature)  
Rigid container (sterilization and filters)  
P.P.E. (personal protection equipment)

I.V. pump  
Cleaning sponges  
Cleaning brushes  
Basins  
Repair Tags  
Tip Protectors  
Orthopedic equip  
Surgical Wraps  
Minor Tray  
I.V. Pole  
PT Care equipment  
Forceps  
Cannulas  
Needle holders  
Rib spreaders  
Suction devices  
Retractor

## **SECTION II - STUDENT AFFAIRS**

### **NON-DISCRIMINATION POLICY**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Administrator who is assigned the responsibility for assuring that this policy is followed.

### **SEXUAL HARASSMENT**

It is the policy of International School of Nursing to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes. Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non-employees and employees. Students, faculty and staff are urged to immediately report incidents of sexual harassment to the instructor and/or director. No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **SMOKING POLICY**

Smoking is not permitted in any classroom, on school property, and at school sponsored functions or in all clinical training facilities or institution. Prohibition against tobacco use applies at all times to all students, all school staff, parents, and visitors in order to limit the potential exposure of faculty, staff, students and visitors to the effects of second hand smoke and reduce the risk of fire on campus.

### **ALCOHOL/DRUG FREE POLICY**

International School of Nursing strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use of, and possession by students and school employees of illegal, controlled substances or alcohol in all buildings, facilities and service areas of the School is prohibited. Students and employees will be informed of the sanction that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment, and rehabilitation assistance. This policy statement serves as the annual notification as required by law. This violation constitutes grounds for dismissal from the program.

### **CLASSROOM COURTESY**

All cell phones and electronic sound-emitting devices shall be turned off at all times during classroom, skills lab, and clinical training hours. Cell phones and pagers put on vibrate are acceptable, headsets are not. Children and guests are not allowed in the classroom, skills lab, or clinical settings.

### **RECORDING DEVICES**

State law in California prohibits the use of any electronic listening or recording device in the classroom without prior consent of the instructor or School Administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the School Administrator for approval.

### **CELLULAR PHONE/SMART PHONE USE POLICY**

International School of Nursing policy allows the possession of telecommunications devices by students on campus during the regular school day. ISN policy also states that the telecommunications device may not be kept on the student's person. This means that the device must be kept in a purse, book bag, etc.; it cannot be kept in the pocket of pants, coats, etc.

During the school day (defined as being from the time a student arrives on campus, nursing facility or hospital until class is dismissed for the day), these devices also must be *turned OFF and may NOT* be used by students. Cell



phones, smart phone, iPods, iPads, Android Tablets, MP3 players, etc. must not be carried in a visible manner or on the student's person, and should be kept out of sight in a purse, book bag, pocketbook, etc. Not only are these devices a potential distraction to the classroom learning environment, but the technology available makes it possible for students to photograph test questions and persons, documents, equipments, etc. in the nursing facility and hospital, text message answers to test questions to other students, browse the world wide web and otherwise compromise the integrity of our teachers' assessments, grading of student learning and the confidentiality and privacy in the nursing facility and hospital.

There is no reason that a student should need to use a cell phone, smart phone, iPods, iPads, Android Tablets, MP3 players, etc. during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone or instructor's cell phone.

## **CLASSROOM BEHAVIOR**

All students are expected to conduct themselves in a manner worthy of your ambition and goal.

- Students are allowed two (2) to ten (10) minute breaks and thirty (30) minutes for lunch.
- Eating and smoking is allowed only during scheduled break time and lunch time.
- Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving their work areas in the classroom.
- All equipment and educational supplies used during theoretical training must be returned to assigned proper places at the end of the class day.
- Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subject to automatic dismissal.
- Sleeping during class is not acceptable.
- Leaving the classroom during class hours without authorization by the Instructor or Administrator is not allowed and subject to counseling.
- Students are required to speak English in the classroom and in the clinical site.

*Failure to follow the rules will result in disciplinary actions. The first occurrence carries a two (2) day suspension and the second will result in termination from the program*

## **DRESS/UNIFORM REGULATIONS**

School uniform should be clean and must be worn on the first day of school and at all times while in the school or clinical training. White clean flat, non-skid shoes, no open toe footwear, no dangling earrings or heavy bracelets, only wristwatch with a second hand. Students not wearing their uniform will be sent home and will be marked absent on their attendance.

## **DRESS CODE**

It is the expectation of the International School of Nursing a professional atmosphere is maintained at all times. One aspect of professionalism is the image an individual presents to patients, visitors and the public. Therefore, students should exercise good judgment in their clothing apparel. Students who are inappropriately dressed will be sent home and not allowed to return to the clinical setting until they are properly dressed.

- Hygiene: Personal hygiene is important. Daily bath or shower, use of deodorant and clean clothing are essential for personal success as well as successful completion of this course. Perfumes and colognes may be offensive to patients and families and should not be used.. Nails must be clean, trimmed and moderate length. The use of clear or natural nail polish is acceptable. No artificial nails.
- Hair should be clean and neatly groomed off the collar. No decorative clips, no ribbons, scarves, or bandanas may be worn. Long hair should be pulled back and/or tied with simple barrettes
- Beards and moustaches are to be clean, well groomed, and neatly shaved (no more than one half inch {1/2} in length).
- Make-up should be modest and evenly applied. Heavy or harsh application of make-up is not acceptable.
- Jewelry should be plain wedding band without stones, watch with second hand, and small stud earrings may be worn (one per ear). No large hoops or dangling earrings, nose, tongue or lip piercings are to be worn.
- Tattoos: If you have tattoos that may be considered offensive to the affiliated facility, patient, patient's family, or visitors you may be asked to cover them.

## UNIFORM REGULATION

Only approved uniform is allowed

- Uniforms are to be kept clean and pressed.
- Shoes and shoestrings are to be kept clean. Clogs, sandals, and high-top shoes are not acceptable.
- Appropriate undergarments must be worn at all times and should not be able to be seen through clothing.
- Name badges are part of the uniform and are to be worn on the left side of the attire
- No jewelry is to be worn with the exception of wedding bands and non-dangling earrings
- White, non-skid shoes and laces are to be kept clean and in good repair at all times
- No gum chewing is allowed while in uniform
- A black or blue ink pen and small notebook or note pad are integral parts of the uniform

## STUDENT'S CODE OF CONDUCT

International School of Nursing Code of Conduct is a guide for all students to the expectations regarding conduct within the school. The Student code holds the students to the consideration and respect for individuals of the institution in support of the mission of the School.

### Conduct Rules and Regulations

Students are required to engage in responsible social conduct that reflects caring health care workers and to model good citizenship in any community. Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary actions:

1. Acts of dishonesty, including but not limited to the following:
  - Furnishing false information to any School official, faculty member, or office.
  - Forgery, alteration, or misuse of any School document, record, or instrument of identification.
  - Cheating, altering, plagiarism or falsifying any class work.
2. Conduct which threatens or endangers the health or safety of any person.
  - Physical abuse, threats, intimidation, and/or coercion.
  - Verbal abuse, intimidation, and/or coercion.
  - Written communication, whether hard copy or electronic means (including but not limited to texts, emails, other social media), that includes threats, intimidation, and/or coercion.
3. Attempted or actual theft of and/or damage to property of the School, or property of a member of the School community, or other personal or public property, on or off campus.
4. Failure to comply with directions of School officials, Public Safety officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
5. Unauthorized possession, duplication or use of keys to any School premises or unauthorized entry to or use of school premises.
6. Use or possession of marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Misuse of prescription medication. The use of synthetic substances or other items ingested for intoxication effect. Manufacturing or distribution of marijuana, heroin, narcotics, prescription medication, or other controlled substances.
7. Use, possession, manufacturing, or distribution of alcoholic beverages or public intoxication. Alcoholic beverages may not, in any circumstance, be used, possessed by, or distributed to any person under twenty-one (21) years of age.
8. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on School premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others.
9. Release of confidential information about the affiliating facility, its patients or employees.
10. Fighting, use of threats, abusive language, harassment, or intimidation while in class or clinic time.
11. Unsatisfactory class performance, including, but not limited to performing your class work in a careless or negligent manner thereby creating a risk to the well-being of others.
12. Theft, unauthorized removal of, destroying or damaging property of the school or hospital, fellow students, patients, employees, visitors or anyone else while on hospital or facility property.
13. Exposing others to conduct that is disorderly, lewd, or indecent.
14. Violation of the Policy Against Discrimination and Harassment.

15. Any unauthorized use of electronic or other devices to make an audio or video record of any person while on School premises or Clinical Training Facility without his/her prior knowledge, or without his/her knowing and willing consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person or creating social media communication or profiles using the name or likeness of another. In general, filming of audio or video on the School premises, whether for academic or other purposes, must be approved in advance by the School Administration.

It is not possible to provide a complete list of all types of unacceptable conduct and performance, the above list provides some examples

### **SECTION III - ADMINISTRATIVE AFFAIRS**

#### **STUDENT SERVICES**

The Student Services of International School of Nursing provides a comprehensive range of services and resources to assist the student in classes and to achieve their educational and career goals. The student-focused programs include activities and services that begin with recruitment and enrollment of the students and continues through their course of study, graduation and beyond. Student Services offers the following support services:

- Academic coaching through one on one or group sessions (Arrangements must be made with the Instructor)
- Clinical skills assessments
- Job search activities
- Outreach to community services
- Learning resource media center
- Graduation Preparation
- Certifying Exam Review
- Counseling and Referrals

#### **ADMISSION POLICY**

##### **PURPOSE:**

This Policy describes the School's requirements and procedures for the students eligible to enroll in any course or program where he or she meets established criteria.

##### **POLICY**

To establish the policy of the eligibility and requirements of the perspective students to enroll in any course or program where he or she meets established criteria.

##### **PROCEDURE**

1. The student is required to meet with the School Administrator or Program Director prior to admission to plan a course of study that meets the students educational and career goals.
2. Interview with an admission representative.
3. Have documentation verifying they are a high school graduate or equivalent. An international high school diploma or other international degree (if applicable) must be evaluated by an educational evaluation agency approved by the Department of Education. International School of Nursing accepts ability-to-benefit students.

The following are the approved US Department of Education ATB exams which are accepted and the passing score needed to be accepted into International School of Nursing:

- Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544

Fax (847) 680-9492

Passing Scores Verbal 200, Quantitative 210

- Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492 Passing scores: Verbal 200, Quantitative 210
- Combined English Language Skills Assessment (CELSA) Forms 1 and 2 Publisher: Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #378, Montecito, CA 93108 Tel. (805) 965-5704 Fax (805) 965-5807 Passing Scores: Form 1 – 97, Form 2 – 97
- ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) Publisher: The College Board, 250 Vesey Street, New York, New York 10281 Tel. (800) 607-5223 Fax (212) 253-4061 Passing Scores: Reading Comprehension – 55, Sentence Skills – 60, Arithmetic – 34.

At International School of Nursing, the ATB exam is independently administered by an approved tester through the Association of Classroom Teacher Testers (ACTT) (3<sup>rd</sup> bullet above)

4. Receive an application packet, School Catalog and a list of admission requirements, CDPH 283-B for Nursing Assistant and Home Health Aide
5. Submit all completed documentation as listed on the admission requirements
6. Pay non-refundable registration fee
7. Attend orientation prior to the start of program
8. Once enrolled, students are expected to participate in classes diligently, complete assignments and maintain progress toward their career goal as a Nurse Assistant, Home Health Aide or Sterile Processing Technician.
9. International School of Nursing has not entered into an articulation or transfer agreement with any other college or university.

#### **ADMISSION REQUIREMENTS**

- Must be at least 17 years old
- *Must have a high school diploma or GED, if none, must pass ATB (Ability To Benefit) test, before enrolment.*
- Must pass a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Must be able to read and understand English
- Must possess a valid ID and Social Security Number
- Must pass the fingerprinting and criminal background screening.

#### ***Additional Entrance Requirements for Nurse Assistant Program***

In order to be accepted to the Nurse Assistant Program, applicant must:

- Meet the health requirement- a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Pass entrance exam
- Attend an orientation course.

#### ***Additional Entrance Requirements for Home Health Aide Program***

- Must have completed a 150 Hour Nurse Aide Training Program and already possess CDPH Nursing Assistant Certificate to enroll.
- Students with Nursing Assistant Certificate of Completion may enroll but they will not be issued a Home Health Aide Certificate from the State until they have been issued a CNA Certificate from the Registry.
- Meet the health requirement- a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinic

### ***Additional Entrance Requirements for Sterile Processing Technician Program***

- Must pass a physical exam performed by your physician including PPD result, immunizations for MMR and Hepatitis B. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Students without or inactive immunizations must be given MMR and Hepatitis B vaccines. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Pass entrance exam
- Attend an orientation course.

### **STUDENT RECORDS**

International School of Nursing recognizes that student personal identifiable information and records are confidential matters between the student and the school. The student Directory Information includes the student's name, address, telephone number, date and place of birth, certificates and course of study.

The responsibility for carrying out these provisions is charged to the Custodian of Records. The accuracy and appropriateness of the student records may be challenged in writing to the School Director. A student has the right to receive one free copy of his or her record. Requests for copy should be made directly to the School Administrator. No student records, other than Directory Information, will be released without the written consent of the student concerned. Directory Information about any student currently attending International School of Nursing may be released or withheld at the discretion of the School Administrator or designee. Students may change their Directory Release at any time by informing the Custodian of Records.

All student records are open to inspection by the student concerned or any duly authorized individual by contacting the School Administrator.

### **EDUCATIONAL RECORD RETENTION**

Educational records shall be maintained by the Custodian of Records. The Custodian of Records will be responsible for ensuring completeness and accuracy of the records prior to storage. The files shall be stored in locked filing cabinets and a locked room in the school site. The transcripts of records of students will be kept permanently. Student records will be maintained by the school for five (5) years from the student's date of completion or withdrawal. The school shall Request for release of information by the student or from outside agencies must be made in writing with the student's signature. This ensures that only authorized individuals have access to specific information requested. The class list of the students will be permanently kept by the School.

### **PROGRAM CANCELLATION POLICY**

International School of Nursing reserves the right to cancel any course/classes for which the enrollment and attendance is not sufficient to warrant continuation, and to change class hours or days as necessity demands. If a class is cancelled, the student shall be entitled to either: (1) a guaranteed reservation in the next scheduled class for that program or (2) cancellation of enrollment for that class with a full refund. Students will receive adequate notice prior to any program cancellation.

### **CLOSURE OF A PROGRAM**

In the unfortunate event that International School of Nursing must close a program. Every effort will be made to teach students through a teach-out agreement with another institution offering similar program(s). Students also will have the option to transfer to another course or program, or to accept a mutually agreed upon arrangement between the students and the college, not excluding refund.

### **LIBRARY AND STUDENT RESOURCES**

International School of Nursing makes provisions for the library and other learning resources needed to support each educational program it offers. There is a variety of reference books, nursing journals, print reference books, computers, access to on-line book resources, software, selected health care magazines and journals, CD's and video cassettes on a variety of basic nursing skills, medical terminology, basic body structure, and patient care scenarios that are available for student use. We provide textbooks and other pertinent handouts during the course of study to help meet the student's learning needs. Students may access the library and resources during office hours of 9:00am

– 4:00pm Monday – Friday. Students will need to check in with the main office at school. The school shall provide a list of libraries in the area with their telephone numbers. Digital libraries are ways to expand the materials available to students and to help them hone their research skills. Quick trolls through Google or Safari are encouraged to explore digital libraries.

Students will watch videos during class time. The instructor will show the videos to the students. The instructor will also give handouts to the students during class which will aide in their learning. At the beginning of the course, the students will purchase the applicable text book.

### **SKILLS LEARNING LABORATORY**

International School of Nursing has a well-equipped skills lab which includes a wide variety of equipment and medical supplies. The skills lab is a simulated clinical setting which provides a dynamic, safe and non-threatening environment for students to see, learn, practice, and demonstrate basic nursing and other allied health care skills.

The faculty instructs and guides students as they enhance their skill proficiency in the skills lab setting on life-like mannequins before caring for actual patients in the clinical setting.

The skills lab is used during class time with the instruction of the instructor. Students are also able to use the skills lab when class hours are over. Students can coordinate with the front office if they want to use the skills lab during non-class hours.

### **AMERICAN DISABILITY ACT (ADA)**

International School of Nursing is in compliance with the ADA. If a student requires reasonable disability accommodations for an ADA eligible program, a written request stating specific needs should be submitted to the school prior to the beginning of class. Designated parking with easy access to the entrance and restrooms is available.

### **JOB PLACEMENT SERVICES**

International School of Nursing does not provide any placement services. International School of Nursing does not guarantee a job offer after a student completes a course of instruction. However, assistance with job search preparation, activities and assistance with job placement is an integral part of the International School of Nursing experience. The School in collaboration with surrounding community health care facilities maintains current listings of available jobs for student reference.

### **NOTICE TO EMPLOYERS**

International School of Nursing can provide you with quality trained skilled applicants to meet your health care job needs for Certified Nurse Assistant and Certified Home Health Aide. Only applicants with up to date skills and training will be referred for your consideration.

Our staff would like to post your open positions on the Job Board for student review. The School will cross-reference your current job opening with current job seekers, and individuals who meet your requirements will be referred to you in person. Please call any information about your current job openings to (707) 557-7173

### **PERSONAL PROPERTY DISCLAIMER**

International School of Nursing is not responsible for the loss or damage of personal property. Valuables and large sums of money should not be brought to class or clinical site.

### **WARNING POLICY**

Violations in the following areas may cause a student to receive a written warning notice:

- Violation of attendance and tardiness standards.
- Unsafe or incompetent clinical practice.
- Overall theory grade less than 80%.
- Violation of student “Code of Conduct”
- The instructor (with School Administrator/or designee and the Program director) will counsel the student and he or she will be placed on a warning status in writing, and may be dismissed depending on the nature of the violation (i.e. severe patient safety infractions, violations of student code of conduct) if violations are not corrected.

### **COUNSELING POLICY**

When problems at International School of Nursing, home or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her Program Director. A student whose problems are beyond the scope of the School will be referred to outside counseling agencies. The school shall provide a list of available community counseling services in the area with their telephone numbers.

### **HOUSING ACCOMMODATION**

International School of Nursing is a "non-residential" program and does not assume responsibility for student housing, nor does it have dormitory facilities under its control. If a student requires housing assistance, referrals are made to appropriate agencies to assist with emergency housing, which may include area apartments, rooms to rent and/or shelter placement. According to [rentals.com](http://rentals.com), rental properties in the following cities start at approximately the following rates per month. Vallejo \$800, Benicia \$900, Fairfield \$800, and Napa \$950.

### **EXPERIENTIAL LEARNING**

International School of Nursing does not award credit for prior experiential learning.

### **DISTANCE EDUCATION**

International School of Nursing does not offer distance education.

### **FEDERAL AND STATE FINANCIAL AID**

International School of Nursing does not participate in federal financial aid programs but does participate in state financial aid programs.

### **FINANCIAL AID POLICY**

International School of Nursing is approved for financial aid from Workforce Investment Board and Department of Rehabilitation as the third party resource. The third party resource will be responsible for paying all of tuition and fees of the student. All applicants who apply for financial aid will be evaluated and processed by the third party and if approved voucher is given to the school for the student to register. Students approved for financial aid must complete the program to benefit otherwise they may be denied for further financial aid.

### **BANKRUPTCY**

International School of Nursing has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had petition in bankruptcy filed against it within the preceding five years that resulted in reorganization.

### **STUDENT GRIEVANCE/COMPLAINT POLICY and PROCEDURE**

It is the intention of International School of Nursing that every student have the right to prompt and equitable redress of any grievance relating to an alleged violation of federal or state laws or regulations of educational programs. The Grievance/Complaint policy complies with CCR 71810 (b)(14).

#### **POLICY:**

A student who has a grievance related to the implementation of any International School of Nursing policy may appeal the decision and ask for an acceptable resolution.

#### **PURPOSE:**

To promote a fair and reasonable resolution of academic and disciplinary issues in the management of the program.

#### **PROCEDURE:**

1. The aggrieved student must first request a conference with the faculty or staff member concerned. If the student is not satisfied with the outcome of the conference, the student must write a Letter of Grievance. The letter must clearly state the grievance and why the student feels the outcome is not satisfactory.
2. The Instructor must within one (1) week of receipt of the letter of grievance, notify the student of the change in the outcome or refer the grievance to the Program Director.
3. Within one (1) week of referral, the Program Director will notify the student and the faculty or staff member concerned of the time and the place of the conference to explore the situation.

4. The Program Director must make a decision and shall respond to the student in writing within one (1) week following the conference.
5. The student may appeal the Program Director's decision within one (1) week to the Administrator, whose decision will be final.
6. The student can contact the Bureau at any time to refer complaints, grievance, and questions to:  
The Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900, or fax (916) 263-1897.

## **STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES**

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

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



It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, P.O. Box 980818 West Sacramento, CA 95798-0818. Website: [www.bppe.ca.gov](http://www.bppe.ca.gov), telephone number (888) 370-7589 or by fax (916) 263-1897, (916) 574-8900, or fax (916) 263-1897**

## **STUDENT'S WAIVER OF RIGHTS IS VOID**

The student's participation in the grievance procedure and the disposition of a student's grievance shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

The Custodian of Records or Program Director will be responsible for maintaining and keeping the log book of student grievances.

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

## **Administration and Faculty Staff**

### **ADMINISTRATION**

Leticia Weber- Administrator  
Charles Weber, Assistant Administrator  
Christine Reyes, Accounting & Finance  
Medwin A. Mercado, Custodian of Record  
Beth Cid, Office Clerk

### **FACULTY, NURSING ASSISTANT**

Lois Noyd, RN, Program Director  
Julieta T. Mercado, RN/DSD, Instructor  
Christine Reyes, LVN/DSD, Instructor  
Michael Marges, LVN/DSD, Instructor  
Bernadine Maurer, LVN/DSD, Instructor

### **FACULTY, HOME HEALTH AIDE**

Wayne C. Williams, PhD, MSN, CNS, RN  
Program Director  
Julieta T. Mercado, RN, DSD, Instructor  
Kathleen Dorsey, RN, DSD, Instructor

### **FACULTY, STERILE PROCESSING TECHNICIAN**

Al Ritchon, SPT, Program Director  
Charles Weber, SPT, Instructor

## **ADMINISTRATION**

### **Leticia R. Weber, Administrator**

Leticia Weber has owned and managed Solano College of Nursing (former name of International School of Nursing) for the past nineteen (19) years. The school has two school sites: Vallejo and Milpitas. Leticia manages both schools and is actively involved in the daily operation of the business. She attended Harvadian College in the Philippines and completed her Bachelor of Science in Management and Administration. She has also worked very closely with Skilled Nursing Facilities in the counties of Marin, Solano and Contra Costa, assisting them with their staffing needs and helping certified Nursing Assistants, Licensed Vocational Nurses and Registered Nurses find suitable employment within the Long Term Care industry. The success of Leticia's endeavors is attributed to meeting and maintaining high standards in the delivery of education to its students.

### **Charles Weber, Assistant Administrator**

Charles has been working at Solano College of Nursing since 1996. He actively participates in the daily business management operations at the Milpitas and Vallejo locations. He is currently taking management and administration classes at Solano Community College, while working at the school.

### **Christine Reyes, Accounting and Finance**

Christine graduated from Solano College of Nursing Vocational Nursing Program and Nursing Assistant Course. She has been working at International School of Nursing formerly Solano College of Nursing for the past fourteen (14) years. She also works as LVN Charge Nurse at Springs Road Health Care.

### **Medwin A. Mercado, Custodian of Record**

Medwin is a retired physician from the Philippines. He also worked as assistant administrator of St. Joseph School, board member of various corporations before he came to the US. He enjoys working in the school to share his knowledge and skills.

### **Beth Cid, Office Clerk**

Beth Attended Certificate in Medical Assistant at Bryman School in San Francisco, California. She has worked for more than 30 years at various mortgage companies as a Processor/underwriter.

## **FACULTY MEMBERS**

### **Lois Noyd, RN, Assistant Program Director**

As Assistant Program Director, Ms. Noyd's responsibilities include curriculum development, implementation and evaluation of the International School of Nursing Vocational Nursing Program. Ms. Noyd has extensive administrative experiences in the field of nursing both in a capacity of nurse educator and evaluator of nursing curriculum. Previous employers include Bay Area schools such as We Care School of Nursing, Boston Reed College, Around the Clock, and Center Point Learning Institution.

### **Wayne Williams, PhD, MSN, CNS, RN, Program Director**

Wayne is a Registered Nurse who obtained his degree at the University of Lethbridge, Canada. He also attended San Jose State University for a Master of Science in Nursing, the Concordia College & University in New York, where he earned his Doctorate of Philosophy in Nursing. Wayne has an extensive nursing background, having served in a variety of positions that includes: Director of Nursing, Officer in Medical Corps, Nurse Practitioner, Nursing Professor and Program Director. Among all of the responsibilities he assumed, being an instructor is what he enjoys most. His goal is to train nursing students to become excellent nurses, to uphold the highest standards in patient care and by so doing, be instrumental in alleviating the staffing shortage in the healthcare industry.

**Julieta T. Mercado, BSN, RN/DSD, PhD Instructor**

Julieta is a Registered Nurse who obtained her Bachelor of Science in Nursing at the University of Santo Tomas College of Nursing in the Philippines. She holds a PhD in Educational Management at Philippine Normal University in the Philippines. Julieta has an extensive background having served as Clinical Instructor and Clinical Coordinator in San Pablo College, College of Nursing, San Pablo City, Philippines. She also worked as a Reviewer and Professor at San Pablo College of Nursing in the Philippines. When she came to the U.S., she worked as a Charge Nurse, in Admissions, as a Treatment Nurse, and Relief Supervisor at different facilities (Cedar Crest, Los Altos Sub-Acute, Evergreen Health Care, Springs Road Healthcare). Among all of the responsibilities she has assumed, she enjoys being an educator.

**Christine Reyes, LVN/DSD, Instructor**

Christine graduated from Solano College of Nursing Vocational Nursing Program and Nursing Assistant Course. She has been working at International School of Nursing formerly Solano College of Nursing for the past fourteen (14) years. She also works as LVN Charge Nurse at Springs Road Health Care.

**Kathleen Dorsey, RN, DSD, Instructor**

Kathleen holds a Bachelor of Science Degree in Nursing from University of Colorado, Denver. She has held various positions in the field of nursing for the past 15 years. Her most recent work history includes employment as Charge Nurse at Santa Clara Valley Medical Center where she worked in their Rehabilitation Department and Charge Nurse at San Jose Hospital and Long Term Care Facilities in San Jose and Santa Clara.

**Al Ritchon, Instructor**

Al is a certified surgical tech and a certified sterile processing tech/instructor. He has been manager of sterile processing department of Kaiser Permanente Hospital, Oakland, CA and manager of sterile processing department of Veterans Hospital, Palo Alto, CA. He received his degree from University of Connecticut and operating room training from the US Navy. He worked in various naval hospitals and various hospitals throughout the country.

**Charles Weber, Instructor**

Charles is a certified sterile processing technician/instructor. He is also a certified nursing assistant and emergency medical technician. He has been working with the School since 1996.

**INTERNATIONAL SCHOOL OF NURSING  
ORGANIZATIONAL CHART**

