

META POLYTECHNIC - STUDENT CATALOG



META POLYTECHNIC

School of Nursing  
VN Student Catalog

[www.MetaPolytechnic.com](http://www.MetaPolytechnic.com)  
(619) 679-2893

## NOTATIONS

The contents of this catalog may be subject to change throughout the program. Please be advised that Meta Polytechnic Student Catalog contains policies and procedures that apply to all students and are the primary source of reference. If there are any discrepancies or differences in policies or procedures that are contained in Meta Polytechnic Student Catalog with those contained in the VN Student Catalog, Meta Polytechnic Student Catalog will be followed. Course syllabi have the most current course requirements, and will be followed should the syllabus differ from Meta Polytechnic Catalog or VN Student Catalog.

All core nursing courses in the pre-licensure programs must be completed with a minimum grade of a “C” or 75%. A final course grade of 74.5% will be rounded to 75%.

THIS INSTITUTION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AND RELIGION, NATIONAL OR ETHNIC ORIGIN, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR STATUS, MARITAL, PARENTAL, FAMILIAL, VETERAN OR MILITARY SERVICE STATUS, AGE, OR DISABILITY

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## **MISSION STATEMENT**

At Meta Polytechnic, we are committed to prepare students to become technically competent, culturally sensitive, and compassionate healthcare professionals within a culture of personal accountability and integrity. We continuously pursue more effective and innovative ways in our curriculum to equip the graduate with the knowledge, skills, and attitudes to function safely within the scope of the nursing practice as set forth by the State of California's Department of Consumer Affairs, specifically, the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) that will enhance the quality of life in the communities we serve.

## **PURPOSE OF THE VOCATIONAL NURSING PROGRAM**

The Vocational Nursing Program at Meta Polytechnic will teach students essential nursing knowledge and skills that prepare them for a career in healthcare. Once students have met all program goals, they are eligible to take the NCLEX-VN to become a Licensed Vocational Nurse (LVN).

## **OBJECTIVES:**

Upon completion of the Vocational Nursing Program at Meta Polytechnic the student will:

1. Successfully prepare to pass the NCLEX-VN.
2. Function with accountability as defined in the statutes of the Vocational Nurse Practice Act.
3. Provide safe, caring and compassionate nursing care to diverse patients across the lifespan in various healthcare settings.
4. Exhibit sensitivity when dealing with clients based on cultural diversity.
5. Effectively communicate and collaborate with patients, families and members of the health care team verbally and through accurate and complete documentation of client status and nursing interventions.
6. Provide leadership to the unlicensed assistive personnel members of the healthcare team.
7. Recognize the Licensed Vocational Nurses' various roles within the healthcare delivery system, such as a client advocate and catalyst to promote positive change.

## **PROGRAM PHILOSOPHY**

Meta Polytechnic nursing faculty believe that:

**Nursing Education:** The purpose of vocational nursing education is to prepare students for licensure and entry-level vocational nursing practice. Nursing courses and clinical experiences are sequenced across the curriculum in increasing complexity. The nursing curriculum has been designed specifically to provide an instructional framework that is consistent with the educational needs of the vocational nursing student. The faculty endeavors throughout the program to guide and encourage students in the appropriate use of existing and emerging technologies in order to provide safe, culturally-sensitive, patient-centered care supported by current evidence. The faculty further believes in emphasizing lifelong learning and actively promotes their graduates to the appropriate education needed to provide safe and effective nursing care.

**Teaching:** Teaching is an active process wherein one individual shares information with another to facilitate learning and thereby promote learning. The teacher is the facilitator of learning who uses a variety of goal-directed activities to the transfer of knowledge by assisting the learner to absorb new information. The receiver of new information, the student, is responsible for accepting and integrating the information.

**Learning:** Learning is the act or process of acquiring knowledge or skills in a particular subject. Learning is continuous. This is especially true in the field of nursing.

## **CONCEPTUAL FRAMEWORK**

Meta Polytechnic Vocational Nursing Conceptual Framework reflects concepts as defined in Dorothea Orem's self-care nursing model and Maslow's Hierarchy of Needs. This theory focuses on the performance or practice of activities that individuals initiate and perform on their own behalf to maintain life, health, and well-being. Throughout the curriculum, the use of the nursing process emphasizes health promotion, maintenance, and restoration, with the patient as the central focus. Our framework is designed to illustrate that vocational nursing can provide care intended to increase client independence and maximize self-care needs.

Self-Care Requisites can be summarized as actions directed toward the provision of self-care and is presented in three categories:

1. Universal Self-Care Requisites - Universal self-care requisites are associated with life processes and the maintenance of the human structure and functioning integrity.
2. Developmental Self-Care Requisites - Developmental self-care requisites are associated with developmental processes. They are generally derived from a condition or associated with an event.
3. Health Deviation Self-Care Requisites - Health deviation self-care is required in conditions of illness, injury, or disease.

#### CONTENT COMPONENTS DEFINED

**Person:** Person incorporates the concepts of learner, self, individuals, families, groups, and communities. Human beings are unique individuals who have worth, rights, and inherent dignity. People have biological, psychological, social, spiritual, and cultural traits that influence their development. All people share similar hierarchical human needs from basic survival to self actualization. Throughout the lifespan, individuals exist within a cultural and social milieu and encounter phenomena that have an impact on optimal health and development.

**Environment:** Environment is the sum total of all internal and external phenomena and processes that have an impact on people. Environment includes physical, psychological, social, spiritual, and cultural elements as well as historical, political, and economic conditions. Nursing is a resource in the environment that can influence the health of a person.

**Health:** Health represents a dynamic state of being resulting from interaction of person and environment. Health is actualized through competent personal care, goal directed behavior, and satisfying relationships with others. Adjustments are made as needed to maintain stability and structural integrity. A person's state of health can vary from optimum wellness to illness, disease, and dysfunction and changes throughout an individuals' lifespan.

Health Promotion: Relates to the actions taken to assist the patient to reach optimum level of health.

Health Maintenance: Relates to maintenance of the patient's optimum level of health.

Health Restoration: Relates to the nursing actions taken to restore a patient to an optimum level of health.

Nursing: Nursing is a science and an art with the ultimate goal of providing safe, competent health care. The vocational nurse is an essential member of the interdisciplinary healthcare team. The practice of nursing includes health promotion across the life-span by using nursing interventions to assist individuals, families, and groups to retain, restore, or maintain a maximum level of wellness. Nursing is practiced in an ever-changing variety of settings that includes, but is not limited to, acute care, rehabilitative care, ambulatory care, and the home, as well as other community-based sites. Nursing is an increasingly essential resource in improving the health of our community and nation.

Patient Centered Care: The vocational nurse provides evidence based nursing interventions as the core of nursing practice. Nursing interventions are those direct or indirect interactions that occur between a nurse and client in response to actual or potential health problems. Nursing interventions have cultural and ethnic relevance for the client and are carried out within the scope of the Vocational Nurse Practice Act. In clinical practice, nurses use the nursing process to interact with clients in achieving mutual goals. Nurses acquire and maintain current knowledge and are willing to participate in peer review and other activities that ensure quality of care. Nurses also communicate effectively with clients, families, and healthcare providers to promote a safe and effective quality care environment.

## **INSTITUTIONAL APPROVAL**

Meta Polytechnic is a private institution that has been granted approval to operate by the Bureau for Private Postsecondary Education (BPPE). Meta Polytechnic approval to operate as a private postsecondary institution in the state of California is based on the provisions of the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) located at 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833. BVNPT Phone: (916)263-7800.



The institution is a private institution that is approved to operate by the bureau, and that approval to operate means compliance with state standards as set forth in the CEC and bureau, and that approval to operate means compliance with state 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.

## **VOCATIONAL NURSING PROGRAM MONITORING**

### **Administrative Policies and Procedures**

Meta Polytechnic will develop and implement written administrative and management policies to govern the administrative and management of the Vocational Nursing Program, the Director, and Instructors. Such policies shall be reviewed annually and revised as often as the institution determines necessary. A copy of the written policies shall be made available upon request to the BVNPT and BPPE.

Policies shall include but not be limited to:

1. Job descriptions detailing qualifications, duties, responsibilities, and limitations for the licensed nurse Program Director (RN) and the instructors.
2. An organizational chart showing the person in charge of the program, the lines of authority, responsibility, communication, staff assignments, and schedules.
3. The method of monitoring Instructors by the individual responsible for the training program.
4. The ratio of students to Instructor(s) for the clinical training, not to exceed a ratio of 15 students to 1 Instructor.
5. How student absenteeism and makeup classes will be handled.

## **REQUIREMENTS FOR ELIGIBILITY FOR LICENSURE (CEC 94909(a)(6))**

### **THE NCLEX-PN EXAM**

The National Council Licensure Examination for Practical Nurses (Vocational Nurse in California) is administered by individual State Boards of Nursing. The NCLEX-PN is often referred to as "The Boards" or "State Boards." The NCLEX-PN has only one purpose: To determine if it is safe for you to begin practice as an entry-level practical/vocational nurse.

These boards have a mandate to protect the public from unsafe and ineffective nursing care, and each is responsible for regulating the practice of nursing in its respective state.

## FRAMEWORK

The NCLEX-PN exam is organized according to the framework, "Meeting Client Needs." There are four major categories integrated:

1. Safe and Effective Care Environment
2. Health Promotion and Maintenance
3. Psychological Integrity
4. Physiological Integrity

## NUMBER OF QUESTIONS ON THE NCLEX-PN EXAM

Everyone answers a minimum of 85 questions to a maximum of 205 questions. Regardless of how many you answer, you will be given 25 experimental questions that do not count for or against you. The exam administrators use them to test for future questions on the exam. The exam is graded as "pass" / "fail".

## NCLEX-PN TIME LIMIT

There is no time limit for each individual question. You'll have a maximum of 5 hours to complete the exam, which includes a tutorial in the beginning. There are no mandatory breaks. However, there's an optional break after 2 hours of testing, and another optional break after an additional 90 minutes of testing.

## WHEN DOES THE NCLEX-PN EXAM END?

The NCLEX-PN exam ends when one of the following occurs:

1. You have demonstrated minimum competency and answered the minimum number of questions (85).
2. You have demonstrated a lack of minimum competency and answered the minimum number of questions (85).
3. You have answered the maximum number of questions (205).
4. You have used the maximum time allowed (5 hours).

## HOW TO REGISTER FOR THE NCLEX-PN

During Term 5 of the Vocational Nursing Program, the student will receive two applications: An application for licensure and an application for the NCLEX-PN Exam. On a predetermined date, the student will be required to submit the completed forms and the licensure fees to Meta Polytechnic.

### NCLEX-VN EXAM AND LICENSURE FEES

The cost to take the NCLEX-VN exam is \$300. Additional licensure fees are determined by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT). Send your completed test application and fee to NCS Pearson. You can register by phone by calling: 866-49-NCLEX or online at [vue.com/nclex](http://vue.com/nclex).

### SCHEDULING YOUR NCLEX-VN EXAM

You'll receive a postcard acknowledging receipt of registration. You will not be able to schedule an appointment to take the exam until NCS Pearson sends you a document entitled "Authorization to Test" (ATT). On the ATT, you'll find your candidate number, the testing expiration date, as well as a list of test centers. At that point, just schedule your date at [www.vue.com/nclex](http://www.vue.com/nclex).

### NCLEX-VN BACKGROUND CHECK

Applicants for licensure are required to be fingerprinted for purposes of conducting a criminal history record check. The fingerprints remain on file with the California Department of Justice, and that agency provides reports to the Board of any future convictions on an ongoing basis. (Authority: Section 144, Business and Professions Code) Two methods are available: 1. Live Scan

### LIVE SCAN PROCESS

If you are residing in or near California, you may obtain the triplicate form for Live Scan service from the Board of Vocational Nursing and Psychiatric Technicians and take it to a Live Scan site along with your fee for processing. At the Live Scan site they will scan your fingerprints electronically and transmit them immediately for processing. After you have had your fingerprints scanned, be sure to attach the second copy of your Live Scan form to your licensing application packet when you mail it to the Board.

Visit <https://oag.ca.gov/fingerprints/locations> to locate Live Scan sites. Most local law enforcement agencies in California have Live Scan equipment. Hours of operation and fees vary, so please contact the Live Scan site directly for information.

Using Live Scan can help speed your licensure because the Board receives fingerprint results much quicker than through the manual card process. On average, Live Scan results take 1-2 weeks, while a manual fingerprint card can take 1-2 months. (Processing time at DOJ and FBI can vary.)

Print a copy of the completed Live Scan form and take the 3 requests to the Live Scan site with your fee. After your fingerprints are scanned:

1. 1st copy of form is kept by the Live Scan Operator

2. Retain a 2nd copy of the form for your records.
3. Attach 3rd copy of form to your licensing application packet and mail to the Board of Vocational Nursing and Psychiatric Technicians.

#### MANUAL FINGERPRINT PROCESS

To submit a manual fingerprint card, obtain the 8" x 8" fingerprint card from the Board of Vocational Nursing and Psychiatric Technicians. Refer to your application instructions for detailed information on how to complete the card, get your fingerprints rolled, and mail them to the Board, along with your fingerprint fees. Please keep in mind that results from the manual card process take 1-2 months on average. (Processing times at the DOJ and FBI can vary.)

### **GOVERNING BOARD (5 C.C.R. §71150)**

Gerald Guihama, RN MSN

Chief Operating Officer, Chief Operating Officer & Director of Nursing

As an entrepreneur who is passionate about nursing education, with a Masters of Science in Nursing Leadership and Management led Gerald Guihama, RN MSN, Founder and CEO of Meta Polytechnic, to create a nursing school of his own. In addition to CEO, he serves as the Director of Nursing for the Vocational Nursing Program with a primary goal of delivering a successful program at scale that improves the overall health in the communities served.

Stephanie O'Shea Guihama, RN, MSN, Ed, CNOR

Chief Academic Officer & Instructor

With a master's in nursing education, Stephanie O'Shea Guihama is an adjunct faculty for the Vocational Nursing Program specializing in perioperative care. Her passion for nursing education emphasizes development of staff, program, curriculum and finding new ways to mentor and engage students.

Michelle Lankford, RN MSN, Ed, CNOR

Instructor

A seasoned Nurse Educator at Kaiser Permanente San Diego Medical Center with master's in nursing education has led Michelle to serve as a member of the board and an adjunct vocational nursing instructor with Meta Polytechnic to consult with the nursing department instructors to support their professional growth as educators by arranging team-building exercises and educational seminars.

Ian McCracken, RN BSN  
Instructor

A Bachelor of Science in nursing graduate of National University and former United States Marine led Ian to a board position with Meta Polytechnic to facilitate veteran student success in the nursing program while improving employment opportunities for veterans, and providing support services.

## **RESOURCES**

### LOCATION & CONTACT INFORMATION

Program: Vocational Nursing (VN)

Campus Location: Meta Polytechnic – 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915 Phone: (619) 679-2893

Website: [www.MetaPolytechnic.com](http://www.MetaPolytechnic.com)

Class/ theory sessions will be held at 2086 Otay Lakes Rd. Suite 201, Chula Vista, CA 91915.

The Chula Vista campus is approximately 2,000 sq ft and is equipped with a classroom and skills laboratory including hospital beds and simulated patient units.

### CAMPUS

Meta Polytechnic is located at 2086 Otay Lakes Rd. Suite 201 in the city of Chula Vista, of southern San Diego, California. Our Chula Vista campus is located in the South Bay about halfway (7.5 miles) between downtown San Diego and the United States/ Mexican Border, and is a cultural center that provides opportunities for adult learners of all ages, groups, genders, socioeconomic classes, demographics and will place a focus on individuals who are interested in a streamlined approach to education, with curricula

emphasizing developing a particular skill set to prepare its graduates to begin a healthcare career in a region known to be an industry leader. The school has developed an excellent relationship with our clinical sites located but not limited to the city of Chula Vista, National City, La Mesa, El Cajon, Clairemont Mesa, and La Jolla. A sample of hospitals available to serve the county of San Diego include Paradise Valley Hospital, Sharp Healthcare, Scripps Health, Rady's Children's Hospital, Kaiser Permanente, and UCSD Medical Center.

## **ADMISSIONS**

### **ADMISSION REQUIREMENTS**

Program: Vocational Nursing (VN)

Total Clock Hours (Theory/ Lab/ Clinical): 1,658 (5 Term Curriculum)

Total Instructional Weeks: 53

Credential Earned: Diploma

Campus Location: Meta Polytechnic – 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915

The admissions requirements, including minimum levels of prior education, preparation, or training;

- Applicants may be admitted provided that they are high school graduates, have a high school or equivalency diploma (GED). Applicants must submit copies of high school transcripts (With a minimum GPA of 2.5), proof of high school graduation, or proof of receipt of a GED prior to starting.
- Prospective students may be conditionally accepted contingent upon satisfaction of all admissions requirements and receipt of supporting documentation. Applicants under the age of 18 may be admitted provided that they will be 18 years old by the scheduled start date of their externship/clinical. A parent, legal guardian, or spouse of legal age is required to cosign the Enrollment Agreement.

1. Personal Interview - Meta Polytechnic requires a personal, on-campus interview with each applicant prior to acceptance into the Vocational Nursing Program. The Academy encourages parents or spouses to tour the school. This gives applicants and their families the opportunity to see the campus's facilities and equipment and to ask specific questions relating to the school, the curriculum, and the career training being considered. The personal interview will be conducted with the candidate only. This gives the school the opportunity to meet prospective students and evaluate their qualifications and aptitude.

2. Criminal Background Check - It is Meta Polytechnic's policy to ensure that enrolling students are aware

of the potential effect and consequences of past criminal behaviors. Externship/ clinical sites, employers or state licensing agencies have requirements that could prevent a student from completing the program or finding employment as a Vocational Nurse. Consent to perform a criminal background check must be completed and received as part of the admissions process. Results will be evaluated immediately upon receipt, but no later than the add/drop period. Convictions, guilty pleas or non contendere pleas for certain drug-related, fraud based, or other serious crimes will disqualify a prospective student from remaining actively enrolled: they will be unregistered from all courses and the school without incurring academic or financial penalty. Many states, employers, and agencies impose restrictions on the employment, registration, licensure, or certification of workers with certain criminal convictions. Facilities and institutions that accept Meta Polytechnic's students for clinical rotation and or externships, as well as potential employers, may require an additional criminal background check and may reject a student based on criteria different from those applied to the student during the enrollment process. Some employers and agencies may require candidates to submit to a drug screening test. Students with criminal records that include misdemeanors or felonies or personal background issues such as bankruptcy might not be accepted by these agencies for externships, clinical assignments, or employment following completion of the program. Employment and externship decisions are outside the control of Meta Polytechnic. All background checks are evaluated on a case by case basis at the discretion of the Director of Nursing.

3. Health Education Systems, Inc. Admission Assessment (HESI A2) - The Health Education Systems, Inc. Admission Assessment (HESI A2) is a required admission component for Meta Polytechnic Vocational Nursing Program. Applicants must complete the exam and score a 70 or above as part of the application process. HESI A2 scores taken within the last 12 months will be accepted.

- A health screening performed by a Physician (Physician or Nurse Practitioner), Immunization records, and the results of certain tests are required prior to starting the Licensed Vocational Nursing Program.
- Applicants must be able to read, speak, and write English. All applicants must complete financial arrangements prior to starting class. All applicants must successfully complete the applicable entrance assessment(s).
- Meta Polytechnic will admit a LIMITED number of students per cohort and will utilize a Multiple Criteria Selection (MCS) process for admission into the Vocational Nursing Program. The MCS process is a point-based system. The points earned from the criteria determine the candidates ranking in the selection process. Once the candidates are selected for admission, prospective students not selected will be required to reapply for the next available cohort.

If applicable, information regarding the ability-to-benefit examination as required by section 94904 of the Code.

- All Ability-to-Benefit (ATB) students are those who do not possess a high school diploma or GED may NOT apply for enrollment in the Vocational Nursing Program.

The types and amount of general education required.

- Applicants may be admitted provided that they are high school graduates, have a high school or equivalency diploma (GED). Applicants must submit copies of high school transcripts, proof of high school graduation, or proof of receipt of a GED prior to starting.

Statement of Nondiscrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

## **EQUIPMENT USED FOR INSTRUCTION**

- Drive Medical Hospital Bed (4)
- Drive Medical Overbed Table (4)
- Low-Fidelity Teaching Mannequin (4)
- Prestan Professional Adult CPR Training Manikin (4)
- Prestan Professional Infant CPR Training Manikin (3)
- WNL Products AED Defibrillator Practi-Trainer (4)
- 48”x36” Dry Erase Board
- Detecto Weight Beam Eye-Level Physician Scale (1)
- Medication Cart
- Kendall Wall Cabinet 5Qt/ Sharps (1)
- Alpine Industries Hand Sanitizer Dispenser (1)
- Drive Medical Wheelchair (1)
- Drive Medical IV Pole (2)
- Kendall Kangaroo Enteral Feeding Pump (1)
- Alaris SE Volumetric Pump 7130 (2)
- Sequential Compression Device (1)
- Dual Head Stethoscope (10)



- Manual Sphygmomanometers (6)
- Temporal Thermometer (3)
- Digital Oximeter Fingertip (2)
- Glucoscan (3)
- Simple Face Mask
- Non rebreather face mask
- Nasal Cannula
- Catheters
- Nasogastric tubes
- 3cc, 5cc, 10cc syringes
- Injecti-pad (3)
- Elastic Stockings (4)
- Plastic Leg (1)
- Wash Cloths (17)
- Patient Gown (6)
- Basin (3)
- Emesis Basin (3)
- Toothbrush (3)
- Tooth paste (2)
- Dentures (1)
- Denture Container (1)
- PPE Gowns
- Feeding Tray (cup, food warmer, Bowl, Utensils)
- Alcohol wipes
- Gloves (small, medium, large, X-large)

## **Instructional Equipment**

- Anatomy Charts
- Glucometers
- Medication Carts
- Procedure Kits
- Skeleton

- Stethoscopes
- Wheelchair / Walker
- Anatomical Models
- Hospital Beds with Overbed and Side Tables
- Procedural Anatomical Mannequins
- Scale
- Sphygmomanometers
- Thermometers/Electronic/Tympanic

## **LIBRARY/ LEARNING RESOURCE CENTER**

The Learning Resource Center (LRC), will provide a quiet area where students may refer to various publications, journals, technical manuals, and reference books. Students are allowed to check out books from the LRC for purposes of research, review, or report preparation. Books may be checked out with the library supervisor. Students are also able to complete homework assignments with the use of two online computers.

Students will be held responsible and accountable for books and other items belonging to the LRC. Once a book, or other item, is borrowed from the LRC by a student, it becomes the responsibility of the receiver (student) to maintain the integrity/ condition of the book and return the item within three business days (excluding Saturdays, Sundays, and holidays). Students who have checked out a book from the LRC will have three business days to use the item in its educational capacity. If the book is needed for longer than the three-day checkout, it may be rechecked out. If the book is then not returned within the three-day period, a charge of \$.50 per day will be assessed. If the student loses the book, the student will be responsible for paying the original list price for the lost book. If the student damages the book, the student can be charged a minimum of \$10, up to full, original list price, depending on the damage and ability to reuse the book. Students are placed on Records Hold until all LRC materials are either returned or the replacement cost of any damaged or lost materials is paid.

### VN Program Student Catalog

|                 |          |     |
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| Library         |          |     |
| Item / Textbook | Quantity | Use |

|  |   |                                  |
|--|---|----------------------------------|
| Success in practical/vocational nursing: From student to leader (10th ed.). Saunders. Carroll, L., & Collier, J. L. (2023) | 1 | Nursing Fundamentals             |
| Foundations and Adult Health Nursing (9th ed.). St. Louis, MO: Elsevier. Cooper, K., & Gosnell, K. (2022)                  | 1 | Nursing Fundamentals             |
| Study guide for foundations of nursing (9th ed.). St. Louis, MO: Elsevier. Cooper, K., & Gosnell, K. (2022)                | 1 | Nursing Fundamentals Study Guide |
| The human body in health and illness (7th ed.). Elsevier - Health Sciences Division. Herlihy, B. (2021)                    | 1 | Anatomy and Physiology           |
| Growth and development across the lifespan: A health promotion focus (3rd ed.). Saunders. Leifer, G., & Fleck, E. (2021)   | 1 | Human Growth and Development     |
| Pharmacology And The Nursing Process (10th ed.) St. Louis, MO: Elsevier. Lilley, L.L., Collins & S, Snyder, J.(2022)       | 1 | Pharmacology for Nurses          |
| Williams' basic nutrition & diet therapy (16th ed.). Elsevier - Health Sciences Division. Nix, S. (2021)                   | 1 | Nutrition                        |
| Calculation of drug dosages: A worktext (12th ed.). St. Louis, MO: Elsevier. Ogden, S. J., & Fluharty, L. K. (2022)        | 1 | Dosage Calculation               |

## ENTRANCE ASSESSMENT

Prospective students applying for admission must meet the assessment scores as follows:

|                    |      |
|--------------------|------|
| Program            | HESI |
| Vocational Nursing | 70   |

Applicants may attempt the HESI entrance assessment two times. If the minimum score is not met, the applicant must wait six (6) months before retesting.

A United States government issued photo identification card is required for all entrance assessments.

Meta Polytechnic students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. English language proficiency is documented by the admission interview and receipt of prior education documentation or the successfully completion of the Health Education Systems, Inc. Admission Assessment (HESI A2) as stated in the admission process. (5, CCR §71810(b)(4))

All instruction is conducted in English Language. (5, CCR §71810(b)(5))

#### Statement of Nondiscrimination

No person shall be excluded from participation, denied any benefits, or subjected to any form of discrimination based on race, sex, religion, color, national origin, age, disability, or any other factor protected by law.

## **ACCEPTANCE BY THE SCHOOL**

The Vocational Nursing Program seats are filled on a first-come-first served basis once all requirements have been fulfilled.

## **ALTERNATES**

Depending on the circumstances, students may be conditionally accepted into the Vocational Nursing Program as an alternate student. Alternates are chosen based on their rank, enrollment date, and time.

#### Alternate Students:

A. Vocational Nursing program applicants are admitted as “Alternate Students” once enrollment capacity

- has been met. The number of alternate students admitted may not exceed 10% of the school's Boards-approved number of students per class.
- B. Prior to beginning the program, alternate students will be informed in writing of their alternate status and must sign and acknowledge the policy.
- C. An applicant can enter and remain in the program as an alternate until the clinical experience begins in the first term.
- D. If no students drop before the beginning of clinical experience, the alternate will not be allowed to remain in that class. The alternate's enrollment will be canceled, and all monies will be refunded. Alternates will be offered a guaranteed seat in the next available class.
- E. If the alternate student accepts a guaranteed seat in the next class, all term 1 coursework would need to be repeated.

Vocational nurses are projected to grow 6 percent from 2021 to 2031, about as fast as the average for all occupations. About 58,800 openings for licensed practical and licensed vocational nurses are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire. ([Bls.gov](https://www.bls.gov))

U.S. Bureau of Labor Statistics. (2022, September 8). *Licensed practical and Licensed Vocational Nurses : Occupational Outlook Handbook*. U.S. Bureau of Labor Statistics. Retrieved October 18, 2022, from <https://www.bls.gov/ooh/healthcare/licensed-practical-and-licensed-vocational-nurses.htm#tab-6>

Meta Polytechnic plans to enroll 24 students per BVNPT § 2526(14) Number of Students approval granted on March 22, 2022. Once a BVNPT board representative completes an inspection or review prior to graduation of the initial class with board approval, Meta Polytechnic ends to enroll 60 students in 2024 and 90 students in 2025.

## **SOCIAL SECURITY NUMBER**

A social security number is required to obtain licensure in California. In preparation for application for Board of Nursing licensure. Applications to take the NCLEX-VN Examination for Vocational Nurse licensure are downloaded from the Board of Nursing website and submitted prior to expected graduation. Students are responsible for the application fee and assisted with this process in their final course in the program by the campus Testing Coordinator.

## **DRUG SCREEN**

ALL vocational nursing students will be required to complete a urine drug screen. THIS IS A HOSPITAL/HEALTH CARE AGENCY REQUIREMENT. Students will be given the information to obtain these requirements upon admission to the program. The Background Check is completed through American Data Bank (ADB). DO NOT COMPLETE THIS REQUIREMENT UNTIL YOU RECEIVE AN INVITATION TO START THE PROGRAM.

DO NOT DRINK MORE THAN 8 OUNCES OF LIQUIDS WITHIN 8 HOURS OF YOUR URINE DRUG SCREEN.

The day of your urine drug test, DO NOT drink more than 8 oz. of any liquid . If you drink an excessive amount of liquid prior to conducting your urine drug screen, the results will be diluted and/or altered and therefore incomplete. If your drug screen results do come back dilute, you will not be able to be placed in clinical settings therefore, you will be ineligible to enter the vocational nursing program.

Important: Any prior conviction of a misdemeanor or felony may influence eligibility for licensure as a Vocational Nurse. A flagged background check or drug screen may also prohibit participation in the nursing program due to the requirement for clinical experience. All flagged background checks and drug screens are reviewed by the clinical facility the student may be assigned to. The clinical facility makes the decision on whether or not to accept the student for clinical placement. A denial of clinical placement due to a flagged background check or drug screen can occur at any point in the vocational nursing program.

## **READMISSION**

Meta Polytechnic's policy to encourage previously enrolled students to return to school to complete their education. Students must meet all entrance requirements in place at the time of readmission. The reentry process requires review and approval of the student's financial status, financial eligibility (when applicable), completion of Enrollment Agreement, collection and review of official transcripts, as well as prior academic performance and any other documentation required by the program the student is reentering. Students may be required to demonstrate skill competency in order to reenter the program. Readmission is contingent upon availability of space and requires final approval of the Director of Nursing. Reentering students will be enrolled into the program curriculum in place at the time of reentry.

## CREDIT FOR PREVIOUS TRAINING

### Policy of Acceptance of Transfer Students and Credits

Acceptance of transfer students and credits is in compliance with the California Vocational Nursing Practice Act with Rules and Regulations (section 2535). Meta Polytechnic does not grant credits, but grants completed hours for theory and clinical instruction as required by the [BVNPT](#). Credit hours may be transferred from other programs. The Vocational Nursing program will accept transfer students and allow credit hours either at the beginning of the program or, if space allows mid-program under the following general guidelines:

### General Guidelines

1. Credit hours will be granted only for previous education or experience completed within five years prior to admission into the Vocational Nursing program.
2. All students must meet all admission requirements for the Vocational Nursing program.
3. Forms for references and physical examinations may be obtained in the school office.
4. It is the applicant's responsibility to see that verification of past experience and duties performed are on file before any credit hours can be granted.
5. It is the applicant's responsibility to have official transcripts, showing content of courses and hours satisfactorily completed, submitted before credit hours can be granted.
6. All transcripts and forms, including the physical, must be completed at least one month before the student's entry date.
7. Copies of all tests and evaluations are retained in the applicant's file.
8. Transfer of academic credit for related units of study, may be granted if students are admitted to the program and will be determined by evaluation by the Director of Nursing.
9. If the course(s) is similar in character and objectives to the course(s) offered at Meta Polytechnic, the student will receive credit for the course(s). Students may transfer clock or credit hours from another postsecondary school necessary to fulfill the requirements for graduation and will be determined by evaluation by the Director of Nursing.

### Specific Courses and Experiences

1. Accredited Vocational Nursing or Practical Nursing Courses: Credit hours based on evaluation of transcripts by the faculty will be granted transfer students from other vocational nursing programs having similar courses of study. The applicant must have received passing scores and satisfactory clinical evaluations at the school where they previously attended.

2. Accredited Registered Nursing Courses: Credit hours for nursing education and clinical experience, based on evaluation of transcripts by the Director of Nursing, will be granted to students seeking transfer from this type of program. The applicant must have received passing scores and a satisfactory evaluation in the clinical area in the school where they previously attended.
3. Accredited Psychiatric Technician Courses: Credit hours for nursing education and clinical experience will be granted based on evaluation of transcripts by the Director of Nursing. Applicants must have received passing scores and satisfactory clinical evaluations from this type of program.
4. Armed Service Nursing Courses: Credit hours may be granted to an applicant showing evidence of satisfactory completion of a basic or advanced course in nursing offered by any branch of the Armed Forces. The applicant must have received passing scores and a satisfactory evaluation in the clinical area.
5. Nurse Assistant Training Program- A monetary credit of \$200.00 dollars may be granted to an applicant showing evidence of satisfactory completion of an accredited Nurse Assistant Training Program. A monetary credit of \$1,000.00 dollars may be granted to an applicant with satisfactory completion of the Nurse Assistant Training Program at the Meta Polytechnic.
6. Previous Education/ Experience- Transfer credit will be granted upon passing the challenge examination to those applicants who have successfully completed courses at an accredited school, and which are comparable to the courses taught at Meta Polytechnic's Vocational Nurse program. The challenge examination for theory courses will be instructor-developed tests. The tests will be similar in content and length to the final examination given to students enrolled in the course being challenged. Challenge examinations must be requested by the student six (6) weeks prior to the start of the semester in which the course is scheduled to be taught. The challenge examinations for laboratory proficiency will vary with the area being challenged. They will be designed to validate:
  - 1) A working understanding of the performance objectives for the subject matter being challenged;
  - 2) Ability to assess client needs based on the diagnosis and other pertinent information;
  - 3) ability to provide the diagnosis and other pertinent information;
  - 3) Ability to provide appropriate client teaching given a pre-selected care-plan;
  - 4) ability to perform selected procedures in a simulated client care setting.Grading for challenge examinations will be exactly the same as for exams given to students enrolled in the program. The score of 75% is required for a "C" grade and will be the minimum score required for passing. Grades for challenges exams in nursing are recorded only if the student is successful. This is to insure that, if an individual is not successful with the challenge, there is no penalty incurred. The unsuccessful student then may enroll in the course for credit and receive the grade earned. If the student is successful "credit by examination" rather than a grade is recorded on the College transcripts. Challenge examinations for both theory and laboratory/ clinical will be given one at a



time according to curriculum sequence. The courses challenged for credit must have been completed within the past five (5) years.

## TRANSFERABILITY DISCLOSURE

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

The transferability of credits you earn at Meta Polytechnic is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Meta Polytechnic is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 Meta Polytechnic to determine if your credits or diploma will transfer.”

(CEC §94909(a)(15))

Meta Polytechnic is not approved by the U.S. Immigration and Customs Enforcement (I.C.E.) to participate in Student and Exchange Visitor Program (SEVP) and is not authorized to issue I-20 visa, therefore this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student status. (5, CCR §71810(b)(3))

## 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. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office or via email. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915. attention Admissions & Student Services Director or by email to [admin@metapolytechnic.com](mailto:admin@metapolytechnic.com). If the student has received federal student financial aid funds, the student is

entitled to a refund of moneys not paid from federal student financial aid program funds.

## **WITHDRAWAL POLICY**

A withdrawal is defined as terminating enrollment in the program after the cancellation period has expired. A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. Withdrawals via written notice will be effective as of the date received by the institution and sent to the school administrative office at 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915. attention Admissions & Student Services Director or by email to [admin@metapolytechnic.com](mailto:admin@metapolytechnic.com); withdrawals due to student's conduct, including lack of attendance, will be effective as of the last recorded date of attendance by the student.

## **REFUND POLICY**

The institution shall issue a refund for unearned institutional charges if the student withdraws from the program during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows: 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 student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund

the money to the student within 45 days of the student's withdrawal or cancellation. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Meta Polytechnic will refund all monies paid to it in any of the following circumstances:

1. The school did not provide the prospective student with a copy of the student's valid enrollment agreement and a current catalog or bulletin:
2. The school cancels or discontinues the course of instruction in which the student has enrolled.

The Withdrawal Date for refund computation will be one of the following:

1. The date Withdrawal/Cancellation Form signed by Student.
2. The date of withdrawal for unsatisfactory progress.
3. The date of withdrawal for excessive absences will be the last date of attendance.

The refund shall be calculated as follows:

- Deduct a non-refundable registration fee not to exceed \$250 from the total tuition charge. • Divide this figure by the number of hours in the program.
- The quotient is the hourly charge for the program.
- The amount owed by the student for the purposes of calculating a refund is derived by multiplying the total hours attended by the hourly charge for instruction plus the amount of the non-refundable registration fee specified.

## **FINANCIAL AID**

Meta Polytechnic is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations (CEC §94909(a)(2) and CEC §94897(1)(1)(2).

Meta Polytechnic is not accredited by an agency recognized by the United States Department of Education (USDE), and this Institution's students are therefore not eligible for federal financial aid programs.

Meta Polytechnic is not approved to participate in the Federal or State Student Aid programs. (5, CCR §71810(b)(6))

Meta Polytechnic does not participate in federal or state financial aid programs (CEC §94909(a)(10)).

#### STUDENT LOAN DISCLOSURE

If a student obtains a loan to pay for an educational program, the student will have the responsibility 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 program funds.

IF the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. (CEC §94911(g)(1)(2))

#### NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF THE EDUCATIONAL PROGRAM ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS INSTITUTION, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

## **GUIDELINES AND POLICIES FOR ENROLLMENT IN CLINICAL AND THEORY DESCRIPTION OF EDUCATIONAL PROGRAM**

Meta Polytechnic Vocational Nursing Program

Campus Location: Meta Polytechnic – 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915 Total Clock Hours (Theory/ Lab/ Clinical): 1,658 (5 Term Curriculum)

Total Instructional Weeks: 53

Credential Earned: Diploma

The objective of the Vocational Nursing Program is to prepare the student with sufficient theoretical knowledge and specialized practical skills to qualify for an entry-level position as a member of the nursing staff in a variety of health care settings, including hospitals, skilled nursing facilities, physicians' offices, clinics, correctional facilities and home health care agencies.

(CEC §71810(b)(8))

Below is the list of the employment positions determined to be within the filed for which a student received education and training at the Detailed Occupation (six-digit) level. (5, CCR §74112 (d)(3))

Licensed Practical/Vocational Nurse Training - 51.3901

**Term 1**

|                         |   |
|-------------------------|---|
| Course Code: VN 100     |   |
|                         | Course Title: Fundamentals of Nursing   |
| 1. Length of Course:    | Clock Hours: 258  |
| 2. Method of Teaching:  | Theory: 126 Hours<br>Clinical: 132 hours  |
| 3. Teaching Strategies: | Lecture, discussion, small group participation; audio-visual; interactive learning.                           |
| 4. Faculty:             | Faculty: M. Raziel Quillope RN BSN<br>Faculty Qualifications:<br>• Current Active California Registered Nurse |

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|                          | <p>Clinical Adjunct: S. Guihama, RN MSN, Ed.</p> <p>Faculty Qualifications:</p> <ul style="list-style-type: none"> <li>• Current Active California Registered Nurse</li> <li>• Master’s of Science in Nursing – Western Governors University</li> </ul>   |
| 5. Office Locations:     | 2086 Otay Lakes Rd. Suite 201, Chula Vista, CA 91915  |
| 6. Office Hours:         | <p>Monday- 1:00PM- 4:00PM</p> <p>Tuesday – Friday – 4:00PM – 6:00PM</p>   |
| 7. Phone Numbers:        | (619) 679-2893  |
| 8. Course Prerequisites: | Admission to Vocational Nursing Program   |
| 9. Course Description:   | <p>This course covers orientation, Introduction to Vocational Nursing and Nursing Fundamentals, pharmacology, and healthcare-related mathematical concepts. The nursing profession including history, standards of practice, legal and ethical issues, role of the vocational nurse, mental health, therapeutic communication, cultural sensitivity, spiritual diversity, safety, and the nursing process is emphasized. Nursing Skills Lab and clinical practice provides the student with the opportunity to learn and practice basic nursing principles related to meeting the daily needs of clients.</p> |

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| <p>10. Course Objectives:</p> | <p>Upon completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Distinguish fundamental concepts of nursing practice integral to the provision of safe, effective, individualized patient care to those with predictable healthcare needs through supervised and directed scope of practice.</li> <li>2. Discuss how the practical/vocational nurse utilizes the physical and mental status, needs and preferences of culturally, ethnically and socially diverse patients and their families to assist in the development of individual care plans.</li> <li>3. Assist in the implementation of teaching plans for patients and their families with well-defined health promotion needs across the lifespan.</li> <li>4. Discuss how to communicate effectively with patients, their family members, and members of the interdisciplinary healthcare team to assist in the planning, delivery, and coordination of patient-centered care to assigned patients in a timely manner.</li> </ol> |
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|  | <p>5. Describe the nursing process, evidenced based practices, advocacy, and therapeutic communication in caring for patients across the lifespan. 6. Identify the fundamentals of pharmacology, and medication dosages in relation to the nursing process.</p> <p>7. Provide client care using universal precautions.</p> <p>8. Use the recommendations for standard precautions from the Center for Disease Control, when providing care to clients.</p> <p>9. Use aseptic techniques when providing care to clients.</p> <p>10. Apply safety precautions in all client care and the clinical setting. 11. Demonstrate accurate assessment and documentation of vital signs. 12. Use the nursing process (gather data, refer to nursing diagnosis, plan, implement and evaluate) in all basic client care.</p> <p>13. Demonstrate competence in procedures for basic client care.</p> <p>14. Demonstrate the use and safety precautions of various restraints. 15. Demonstrate appropriate documentation with pertinent information. 16. Observe confidentiality in all areas of client care.</p> <p>17. Provide pertinent client information and instructions relating to health promotion, care, and maintenance.</p> <p>18. Apply computer skills in the health care setting.</p> <p>19. Perform competently in cardiopulmonary resuscitation.</p> <p>20. Identify activities that promote the development and practice of the practical/vocational nurse.</p> <p>21. Discuss the practical/vocational nurses' responsibility and accountability for the quality of individualized client-centered care.</p> <p>22. State the purpose of the Nurse Practice Act and State Board of Nursing and identify how the practical/vocational nurse functions within the legal scope of practice in various settings.</p> <p>23. Discuss knowledge of the Nursing Practice Act as well as any other rules or regulations from any federal, state or local accreditation organization that emphasizes safety standards</p> |
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|   | <p>24. Distinguish aspects of the plan of care for assigned patients within the legal, ethical, and regulatory parameters and in consideration of client factors.</p> <p>25. Discuss the history and trends of nursing, quality improvement processes, and the scope of practice of multidisciplinary team members in relation to the practical/vocational nurse.</p> |
| 11. Required Texts/<br>Supplemental Reading | •See Library Details Above.   |

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| 12. Course Requirements:                     | Students are expected to attend each class to maximize learning and to take written examinations at scheduled times. Students will participate in class through discussion and group projects.                         |        |
| 13. Academic Integrity:                      | Dishonesty, plagiarism, copying and any other behavior that is contrary to school standards of behavior will not be tolerated. Any student found guilty of such offenses will be given an “F” as a final course grade. |        |
| 14. Evaluation Methods/<br>Grading<br>Policy | Paper, pencil testing and/or presentations and written assignments:  | POINTS |
|  | Quiz (3)   | 15%    |
|  | Exam (2)   | 15%    |
|  | Midterm (1):   | 25%    |
|  | Final (1):   | 30%    |
|  | TOTAL POINTS:  | 100%   |

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|  | <p>Grading Scale:<br/>A = 90-100%<br/>B = 80-89%<br/>C = 75-79% (75% is a passing grade for the course)</p> <p>Nursing Skills Lab and Clinical Practice I is evaluated based on skill competency and assessment skills on a PASS or FAIL basis.</p> <p>*All students must pass the Dosage Calculation Quizzes/ Medication Math in order to establish competency. Competency will be measured by obtaining a minimum 90%. Students will be given two opportunities to take the quiz/exam with a minimum of 3 days between testing and evidence of remediation must be provided before the 2nd attempt. Failure of the medication math exam the third time constitutes a failure in the clinical course for that term. In this case, the student must withdraw (W) from the corresponding theory course, as theory and clinical must be taken concurrently. The student may not progress in the program until the clinical course is successfully passed.</p> <p>Missed Exam Policy</p> <ul style="list-style-type: none"><li>• An absence categorized as excused absence only allows the student to make up an exam if the excused absence occurred on a day where an exam was administered.</li></ul> |
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|                          | <ul style="list-style-type: none"> <li>• Exam(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum exam grade allowed will be 75%.</li> <li>• Exam(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> <p>Missed Quiz Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up a quiz if the excused absence occurred on a day where a quiz was administered.</li> <li>• A missed quiz due to an excused absence must be made up on the first day of the return to school. The maximum quiz grade allowed will be 75%.</li> <li>• A missed quiz due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> |
| 15.<br>Attendance Policy | Refer to the Student Expectations List for the VN attendance policy. Notify the Instructor of any absence or tardiness before class time if possible.  |

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| <p>16. Course<br/>Outline</p> | <p>Week 1<br/>Theory – 20 Hours<br/>Skills Lab – 4 Hours</p> | <p>Foundations of Nursing<br/>- CH. 1 The Evolution of Nursing<br/>- CH. 2 Legal and Ethical Aspects of Nursing - CH. 3 Documentation<br/>- CH. 4 Communication<br/>- CH. 5 Nursing Process and Critical Thinking<br/>- CH. 6 Cultural and Ethnic Considerations - CH. 7 Asepsis and Infection Control Calculation of Drug Doses<br/>- Dosage Calculation and Medication Administration<br/>- Metric and Household Measurements<br/>Skills Laboratory<br/>- Skill 7-1 Performing Hand Hygiene With Soap and Water<br/>- Skill 7-2 Gloving<br/>- Skill 7-3 Gowning for Isolation<br/>- Skill 7-4 Donning a Mask<br/>- Skill 7-5 Isolation Precautions<br/>- Skill 7-6 Surgical Hand Hygiene<br/>- Skill 7-7 Preparing a Sterile Field<br/>- Skill 7-8 Donning a Sterile Gown<br/>- Skill 7-9 Performing Open Sterile Gloving</p> |
|                               |  | <p>- Skill 7-10 Preparing for Disinfection and Sterilization</p>  |

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|  | <p>Week 2<br/>Theory – 20 Hours<br/>Skills Lab – 8 Hours</p> <p>Quiz # 1<br/>Foundations of<br/>Nursing CH. 1-6</p> | <p>Foundations of Nursing</p> <ul style="list-style-type: none"> <li>- CH. 8 Body Mechanics and Patient Mobility</li> <li>- CH. 9 Hygiene and Care of the Patient’s Environment</li> <li>- CH. 10 Safety</li> <li>- CH.11 Admission, Transfer, and Discharge Dosage Calculation</li> <li>- CH 7. Calculations Used in Patient Assessments</li> <li>- CH. 8 Safety in Medication Administration - CH. 9 Interpretation of the Licensed Prescriber’s Orders</li> <li>- CH. 10 Reading Medication Labels</li> </ul> <p>Skills Laboratory</p> <ul style="list-style-type: none"> <li>- Skill 8-1 Positioning Patients</li> <li>- Skill 8-2 Performing Range-of-Motion Exercises</li> <li>- Skill 8-3 Moving the Patient</li> <li>- Skill 8-4 Using Lifts for Moving Patients - Skill 9-1 Bathing the Patient and Administering a Back Rub</li> <li>- Skill 9-2 Applying a Hot, Moist Compress to an Open Wound</li> <li>- Skill 9-3 Administering Oral Hygiene - Skill 9-4 Care of the hair, Nails, and feet</li> <li>- Skill 9-5 Perineal Care: Male and Female and the Catheterized Patient</li> <li>- Skill 9-6 Bed Making</li> <li>- Skill 9-7 Positioning the Bedpan</li> <li>- Skill 10-1 Applying Safety Reminder Devices</li> </ul> |
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|  |   | <ul style="list-style-type: none"> <li>- Skill 11-1 Admitting a Patient</li> <li>- Skill 11-2 Transferring a Patient</li> <li>- Skill 11-3 Discharging a Patient</li> <li>- Skill 18-1 Measuring Intake and Output</li> <li>- Skill 19-3 Assisting Patients with Eating</li> </ul>   |
|  | <p>Week 3<br/>Theory – 8 Hours<br/>Skills Lab - 16<br/>Hours</p>  | <p>Foundations of Nursing</p> <ul style="list-style-type: none"> <li>- CH. 12 Vital Signs</li> <li>- CH. 13 Physical Assessment</li> </ul> <p>Skills Laboratory</p> <ul style="list-style-type: none"> <li>- Skill 12-1 Measuring Body Temperature</li> </ul>  |
|  | <p>Exam #1<br/>Foundations of<br/>Nursing CH. 1-11</p>  | <ul style="list-style-type: none"> <li>- Skill 12-2 Obtaining a Pulse Rate</li> <li>- Skill 12-3 Obtaining an Apical Pulse Rate</li> <li>- Skill 12-4 Obtaining a Respiratory Rate</li> <li>- Skill 12-5 Obtaining a Blood Pressure Reading</li> <li>- Skill 12-6 Measuring Height and Weight</li> </ul>   |
|  | <p>Week 4<br/>Theory – 16 Hours<br/>Skills Lab – 8 Hours</p> <p>Quiz #2<br/>Dosage Calculation<br/>CH. 7-10</p> | <p>Foundations of Nursing</p> <ul style="list-style-type: none"> <li>- CH. 14 Oxygenation</li> <li>- CH. 15 Elimination and Gastric Intubation Dosage Calculation</li> </ul> <p>Skills Laboratory</p> <ul style="list-style-type: none"> <li>- CH. 11 Oral Dosages</li> <li>- CH. 12 Parenteral Dosages</li> <li>- Skill 14-1 Oxygen Administration</li> <li>- Skill 14-2 Tracheostomy Suctioning and Care</li> <li>- Skill 14-3 Care of a Cuffed</li> </ul> |

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|  |   | Tracheostomy Tube<br>- Skill 14-4 Care of the Patient with a T-Tube or Tracheostomy Collar<br>- Skill 14-5 Clearing the Airway  |
|  | Week 5<br>Theory – 16 Hours<br>Skills Lab – 8 Hours<br><br>MIDTERM<br>Foundations of<br>Nursing CH. 12-15 | Foundations of Nursing<br>- CH. 16 Care of Patients Experiencing Urgent Alterations in Health<br>Dosage Calculation<br>- CH. 13 Dosages Measured in Units<br>- CH. 14 Reconstitution of Medications -<br>CH. 15.1 Intravenous Flow Rates<br>- CH. 15.2 Milliliters per Hour<br>- CH. 16 Intravenous Flow Rates for Dosages Measured in Units<br>Skills Laboratory<br>- Skill 16-1 Applying a Tourniquet<br>- Skill 16-2 Applying an Arm Sling with a Triangular (Sling and Swathe) Bandage - Skill 16-3 Moving the Victim with a Suspected Spinal Cord Injury<br>- Skill 22-8 Applying a Bandage<br>- Skill 22-9 Applying a Binder, Arm Sling, and T-Binder |
|  | Week 6<br>Theory – 16 Hours<br>Skills Lab – 8 Hours   | Dosage Calculation<br>- CH.13 Dosages Measured in Units<br>- CH. 14 Reconstitution of Medications   |

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|  | <p>Quiz #3<br/>         Dosage Calculation<br/>         CH.11-12</p> | <ul style="list-style-type: none"> <li>- CH. 15.1 Intravenous Flow Rates</li> <li>- CH.15.2 Milliliters per Hour</li> <li>- CH.16.1 Intravenous Flow Rates for Dosages Measured in Units</li> <li>Pharmacology and the Nursing Process</li> <li>- CH.1 The Nursing Process and Drug Therapy</li> <li>- CH. 2 Pharmacologic Principles</li> <li>- CH. 3 Lifespan Considerations</li> <li>- CH. 4 Cultural, Legal, and Ethical Considerations</li> <li>Skills Laboratory</li> <li>- Performance Checklist 17-1 Administering Tablets, Pills, and Capsules</li> <li>- Performance Checklist 17-2 Administering Liquid Medications</li> <li>- Performance Checklist 17-3 Administering Medications Through Nasogastric Tubing - Performance Checklist 17-4 Administering Rectal Suppositories</li> <li>- Skill 17-5 Performing a Vaginal Irrigation or Douche</li> <li>- Performance Checklist 17-6 Applying Topical Agents</li> <li>- Performance Checklist 17-7 Administering Eyedrops and Eye Ointments</li> <li>- Performance Checklist 17-8 Administering Eardrops</li> <li>- Performance Checklist 17-9 Administering Nose Drops</li> </ul> |
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|  |  | <ul style="list-style-type: none"> <li>- Performance Checklist 17-10 Administering Nasal Sprays</li> <li>- Skill 17-11 Eye Irrigation</li> <li>- Skill 17-14 Performing a Nasal Irrigation - Performance Checklist 17-15 Administering Metered-Dose Inhaler</li> <li>- Performance Checklist 17-16 Administering Sublingual Medications</li> <li>- Performance Checklist 17-17 Administering Buccal Medications</li> </ul>  |
|  | <p>Week 7<br/>Theory – 20 Hours<br/>Clinical – 8 Hours</p> | <p>Pharmacology and the Nursing Process</p> <ul style="list-style-type: none"> <li>- CH. 5 Medication Errors: Preventing and Responding</li> <li>- CH. 6 Patient Education and Drug Therapy</li> </ul>  |
|  | <p>VN 102 FINAL<br/>4 Hours</p>                            | <ul style="list-style-type: none"> <li>- CH. 7 Over-the-Counter Drugs and Herbal and Dietary Supplements</li> <li>- CH.8 Basic Principles of Genetic Inheritance</li> <li>- CH. 9 Photo Atlas of Drug Administration Skills Laboratory</li> <li>- Skill 17-18 Preparing Parenteral Medications</li> <li>- Performance Checklist 17-19 Giving an Intramuscular Injection</li> <li>- Performance Checklist 17-20 Giving a Z Track Injection</li> <li>- Performance Checklist 17-21 Giving an Intradermal Injection</li> <li>- Performance Checklist 17-22 Giving a</li> </ul> |

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|  |   | Subcutaneous Injection  |
|  | <p>Week 8</p> <p>Exam # 3</p> <p>Dosage Calculation</p> <p>CH.13-16</p> <p>Pharmacology</p> <p>CH. 1-11</p> | <p>Foundations of Nursing</p> <ul style="list-style-type: none"> <li>- CH. 16 Care of Patients Experiencing Urgent Alterations in Health</li> </ul> <p>Skills Laboratory – 8 Hours</p> <ul style="list-style-type: none"> <li>- CH. 16 Care of Patients Experiencing Urgent Alterations in Health</li> </ul> <p>Clinical – 16 Hours: Site TBD</p>   |
|  | <p>Week 9</p>   | <p>Pharmacology and the Nursing Process</p> <ul style="list-style-type: none"> <li>- CH. 10 Analgesic Drugs</li> <li>- CH. 11 General and Local Anesthetics</li> </ul> <p>Skills Laboratory</p> <p>Skills Competency Check Off – 8 Hours</p> <ul style="list-style-type: none"> <li>- Skill 7-1 Performing Hand Hygiene With Soap and Water</li> <li>- Skill 7-2 Gloving</li> <li>- Skill 7-3 Gowning for Isolation</li> <li>- Skill 7-4 Donning a Mask</li> <li>- Skill 7-5 Isolation Precautions</li> <li>- Skill 7-6 Surgical Hand Hygiene</li> <li>- Skill 7-7 Preparing a Sterile Field</li> <li>- Skill 7-8 Donning a Sterile Gown</li> <li>- Skill 7-9 Performing Open Sterile Gloving</li> <li>- Skill 7-10 Preparing for Disinfection and Sterilization</li> <li>- Skill 8-1 Positioning Patients</li> </ul> |

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|  |  | <ul style="list-style-type: none"> <li>- Skill 8-2 Performing Range-of-Motion Exercises</li> <li>- Skill 8-3 Moving the Patient Skills Competency Check Off – 8 Hours</li> <li>- Skill 14-1 Oxygen Administration</li> <li>- Skill 15 – 2 Performing Routine Catheter Care</li> <li>- <u>Skill 15-6 Nasogastric Tube Irrigation</u> - <u>Skill 15-10 Administering an Enema</u> - Performance Checklist</li> <li>17-1 Administering Tablets, Pills, and Capsules</li> <li>- Performance Checklist 17-2 Administering Liquid Medications</li> <li>- Performance Checklist 17-3 Administering Medications Through Nasogastric Tubing - Performance Checklist 17-4 Administering Rectal Suppositories</li> <li>Clinical – 8 Hours: Site TBD</li> </ul> |
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|  | <p>Week 10</p> <p>VN 100 FINAL<br/>CUMULATIVE</p> | <p>Skills Laboratory</p> <p>Skills Competency Check Off – 8<br/>Hours - Performance Checklist 17-6</p> <p>Applying Topical Agents</p> <ul style="list-style-type: none"> <li>- Performance Checklist 17-7</li> </ul> <p>Administering Eyedrops and Eye<br/>Ointments</p> <ul style="list-style-type: none"> <li>- Performance Checklist 17-8</li> </ul> <p>Administering Eardrops</p> <ul style="list-style-type: none"> <li>- Performance Checklist 17-9</li> </ul> <p>Administering Nose Drops</p> <ul style="list-style-type: none"> <li>- Performance Checklist 17-10</li> </ul> <p>Administering Nasal Sprays</p> <ul style="list-style-type: none"> <li>- Skill 17-18 Preparing Parenteral<br/>Medications</li> <li>- Performance Checklist 17-19</li> </ul> <p>Giving an Intramuscular Injection</p> <ul style="list-style-type: none"> <li>- Performance Checklist 17-20</li> </ul> <p>Giving a Z Track Injection</p> <ul style="list-style-type: none"> <li>- Performance Checklist 17-21</li> </ul> <p>Giving an Intradermal Injection</p> <ul style="list-style-type: none"> <li>- Performance Checklist 17-22</li> </ul> <p>Giving a Subcutaneous Injection</p> <p>Clinical – 16 Hours: Site TBD</p> |
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| Course Code: VN 102  |   |
|                      | Course Title: Fundamentals of<br>Anatomy & Physiology |
| 1. Length of Course: | Clock Hours: 52                                       |

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| 2. Method of Teaching:   | Theory: 52 hours  |
| 3. Teaching Strategies:  | Lecture, discussion, small group participation; audio-visual; interactive learning.   |
| 4. Faculty:              | Faculty: I. McCracken, RN BSN<br>Faculty Qualifications:<br>• Current Active California Registered Nurse<br>• Bachelor's of Science in Nursing – National University  |
| 5. Office Locations:     | 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915  |
| 6. Office Hours:         | Monday- 1:00PM- 4:00PM<br>Tuesday – Friday – 4:00PM – 6:00PM  |
| 7. Phone Numbers:        | (619) 679-2893  |
| 8. Course Prerequisites: | Admission to Practical Nursing Program  |
| 9. Course Description:   | This course introduces the student to the structure and function of the body. Directions, geometric planes and cavities of the body are presented. Cells, tissues, organs and systems are discussed. The major organs of each system and how they relate to the overall status of the |

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|   | body are covered.  |
| 10. Course Objectives:                      | <p>Upon completion of this course, the student will be able to:</p> <ul style="list-style-type: none"> <li>• Distinguish between anatomy and physiology.</li> <li>• List the major parts of a cell.</li> <li>• Describe types of tissues and membranes.</li> <li>• Identify the structural units of the human body.</li> <li>• Identify location, direction, planes, and cavities of the human body.</li> <li>• Describe the structure and normal function of the systems of the body: Integumentary, Respiratory, Cardiovascular, Musculoskeletal, Neurosensory, Endocrine, Gastrointestinal, Genito-Urinary and Reproductive.</li> </ul> |
| 11. Required Texts/<br>Supplemental Reading | <ul style="list-style-type: none"> <li>• Cohen, B. J. (2018). Memmler's the human body in health and disease (14<sup>th</sup> ed.) Philadelphia, PA: Lippincott, Williams &amp; Wilkins.</li> </ul>  |

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|            | <ul style="list-style-type: none"> <li>• Hull, K. L. &amp; Cohen, B. J. (2018). Study guide for Memmler's the human body in health and disease (14<sup>th</sup> ed.) Philadelphia, PA: Lippincott, Williams &amp; Wilkins.</li> </ul> |
| 12. Course | Students are expected to attend each class to maximize learning and   |

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| Requirements:                                | to take written examinations at scheduled times. Students will participate in class through discussion and group projects.   |        |
| 13. Academic Integrity:                      | Dishonesty, plagiarism, copying and any other behavior that is contrary to school standards of behavior will not be tolerated. Any student found guilty of such offenses will be given an “F” as a final course grade. |        |
| 14. Evaluation Methods/<br>Grading<br>Policy | Paper, pencil testing and/or presentations and written assignments:  | POINTS |
|  | Quizzes (3):   | 30%    |
|  | Exams (2):   | 30%    |
|  | Final:   | 40%    |
|  | TOTAL POINTS:  | 100%   |

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|  | <p>Grading Scale:<br/> A = 90-100%<br/> B = 80-89%<br/> C = 75-79% (75% is a passing grade for the course)</p> <p>Missed Exam Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up an exam if the excused absence occurred on a day where an exam was administered.</li> <li>• Exam(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum exam grade allowed will be 75%.</li> <li>• Exam(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> <p>Missed Quiz Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up a quiz if the excused absence occurred on a day where a quiz was administered.</li> <li>• A missed quiz due to an excused absence must be made up on the first day of the return to school. The maximum quiz grade allowed will be 75%.</li> <li>• A missed quiz due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> |
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| 15. Attendance Policy | Notify the Instructor of any absence or tardiness before class time if possible. |  |
| 16. Course Outline    | Week 1<br>Hours - 8  | CH. 1 - Introduction to The Human Body<br>CH. 2 - Basic Chemistry<br>CH. 3 - Cells |



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|  |  | CH. 4 - Cell Metabolism<br>CH. 5 - Microbiology Basics<br>CH. 6 - Tissues & Membranes   |
|  | Week 2<br>Hours - 8<br><br>Quiz #1<br>CH. 1-6  | CH. 7 - Integumentary System and Body Temperature<br>CH. 8 - Skeletal System<br>CH. 9 - Muscular System<br>CH. 10 - Nervous System: Nervous Tissue and Brain<br>CH. 11 - Nervous System: Spinal Cord and Peripheral Nerves<br>CH. 12 - Autonomic Nervous System<br>CH. 13 - Sensory System<br>CH. 14 - Endocrine System |
|  | Week 3<br>Hours - 8<br><br>Exam #1<br>CH. 1-14 | CH. 15 - Functions and Composition of Blood<br>CH. 16 - Anatomy of the Heart<br>CH. 17 - Function of the Heart<br>CH. 18 - Anatomy of the Blood vessels and Special Circulations<br>CH. 19 - Functions of the Blood Vessels   |
|  | Week 4<br>Hours - 8<br><br>Quiz #2             | CH. 20 - Lymphatic Systems<br>CH. 21 - Immune System  |

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|  | CH.15-19  |   |
|  | Week 5<br>Hours – 8<br><br>Exam #2<br>CH. 15-21 | CH. 22 - Respiratory System<br>CH. 23 - Digestive System<br>CH. 24 - Urinary System |
|  | Week 6<br>Hours - 8                             | CH. 25 - Water, Electrolyte,<br>and Acid-Base Balance                               |

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|  | Quiz #3<br>CH. 22-24                                       | CH. 26 - Reproductive<br>Systems<br>CH. 27 - Human Development<br>and Heredity |
|  | Week 7<br>Hours – 4<br><br>Final Examination<br>Cumulative |  |

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| Course Code: VN 200     |   |
|                         | Course Title: Medical Surgical Nursing II                     |
| 1. Length of Course:    | Clock Hours: 314  |
| 2. Method of Teaching:  | Theory: 130 Hours<br>Clinical: 184 hours                      |
| 3. Teaching Strategies: | Lecture, discussion, small group participation; audio-visual; |

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|                          | interactive learning.  |
| 4. Faculty:              | <p>Faculty: Mariah Raizel Quillope, RN</p> <p>Faculty Qualifications:</p> <ul style="list-style-type: none"> <li>• Current Active California Registered Nurse</li> </ul> <p>Clinical Adjunct: S. Guihama, RN MSN, Ed.</p> <p>Faculty Qualifications:</p> <ul style="list-style-type: none"> <li>• Current Active California Registered Nurse</li> <li>• Master’s of Science in Nursing – Western Governors University</li> </ul>   |
| 5. Office Locations:     | 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915   |
| 6. Office Hours:         | <p>Monday- 1:00PM- 4:00PM</p> <p>Tuesday – Friday – 4:00PM – 6:00PM</p>  |
| 7. Phone Numbers:        | (619) 679-2893   |
| 8. Course Prerequisites: | Admission to Practical Nursing Program   |
| 9. Course Description:   | <p>This course emphasizes the common disease processes, treatments, and pharmacological agents used for disorders of the blood, lymphatic, cardiovascular, and respiratory system. Lifespan development and mental health care of adults is also discussed. Using the nursing process, components of the head-to-toe data collection will be used to formulate plans of care. The student will apply knowledge learned in the classroom, the skills laboratory and in clinical settings with related client assignments. Clinical learning experiences provide opportunity to apply theoretical concepts, promote client centered health</p> |

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|                        | and wellness, and implement safe care to clients in a variety of settings across the lifespan.  |
| 10. Course Objectives: | <p>Upon completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Analyze the components of the head-to-toe data-gathering process, to assist in the formulation of goals and outcomes to reduce patient risk.</li> <li>2. Describe an impaired nurse and programs for impaired nurses, as well as mandatory reporting requirements of the Nurse Practice Act.</li> <li>3. Establish psychosocial, physiological integrity and nutritional concepts necessary in providing multidisciplinary, client centered care.</li> <li>4. Discuss strategies that provide a safe, culturally sensitive, and client centered care environment for the promotion, education and maintenance of wellness across the lifespan.</li> <li>5. Identify pathophysiology, common diagnostic procedures, treatments, client family teaching for all integumentary disorders.</li> <li>6. Discuss the basic principles of growth &amp; development, Healthy People 2020, and mental health disorders.</li> <li>7. Identify activities that promote the development and practice of the practical/vocational nurse.</li> <li>8. Discuss the practical/vocational nurses' responsibility and accountability for the quality of individualized client-centered care.</li> <li>9. State the purpose of the Nurse Practice Act and State Board of Nursing and identify how the practical/vocational nurse functions within the legal scope of practice in various settings.</li> <li>10. Discuss knowledge of the Nursing Practice Act as well as any other rules or regulations from any federal, state or local accreditation organization that emphasizes safety standards</li> <li>11. Distinguish aspects of the plan of care for assigned patients within the legal, ethical, and regulatory parameters and in consideration of client factors.</li> <li>12. Discuss the history and trends of nursing, quality improvement processes, and the scope of practice of multidisciplinary team</li> </ol> |

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|   | <p>members in relation to the practical/vocational nurse.</p> <p>13. Distinguish aspects of the plan of care for assigned patients within the legal, ethical, and regulatory parameters and in consideration of client factors.</p> <p>14. Discuss the history and trends of nursing, quality improvement processes, and the scope of practice of multidisciplinary team members in relation to the vocational nurse.</p>   |
| 11. Required Texts/<br>Supplemental Reading | <ul style="list-style-type: none"> <li>• Cooper, K., &amp; Gosnell, K. (2019). Adult health nursing (8th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Study guide for Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> </ul>  |
|   | <ul style="list-style-type: none"> <li>• Leifer, G., &amp; Fleck E. (2013). Growth and development across the lifespan (3rd ed.). St. Louis, MO: Elsevier. ]</li> <li>• Lilley, L.L., Collins &amp; S, Snyder, J. (2020). Pharmacology And The Nursing Process (9<sup>th</sup> ed.) St. Louis, MO: Elsevier.</li> <li>• Nix, S. (2017). Williams' basic nutrition &amp; diet therapy (15th ed.). St. Louis, MO: Elsevier.</li> <li>• Ogden, S. J., &amp; Fluharity, L. K. (2019). Calculation of drug dosages: A worktext (12th ed.). St. Louis, MO: Elsevier.</li> </ul> |
| 12. Course Requirements:                    | Students are expected to attend each class to maximize learning and to take written examinations at scheduled times. Students will participate in class through discussion and group projects.  |
| 13. Academic Integrity:                     | Dishonesty, plagiarism, copying and any other behavior that is contrary to school standards of behavior will not be tolerated. Any student found guilty of such offenses will be given an “F” as a final course grade.  |

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| 14. Evaluation Methods/<br>Grading<br>Policy   | Paper, pencil testing and/or presentations and written assignments: | POINTS |
|  | Quiz (3):   | 15%    |
|  | Exam (2):   | 15%    |
|  | Midterm (1):  | 25%    |
|  | Final (1):  | 30%    |
|  | TOTAL POINTS:   | 100%   |
| <p>Grading Scale:<br/> A = 90-100%<br/> B = 80-89%<br/> C = 75-79% (75% is a passing grade for the course)</p> <p>Nursing Skills Lab and Clinical Practice I is evaluated based on skill competency and assessment skills on a PASS or FAIL basis.</p> <p>*All students must pass the Dosage Calculation Quizzes/ Medication Math in order to establish competency. Competency will be measured by obtaining a minimum 90%. Students will be given two opportunities to take the quiz/exam with a minimum of 3 days between testing and evidence of remediation must be provided before the 2nd attempt. Failure of the medication math exam the third time constitutes a failure in the clinical course for that term. In this case, the student must withdraw (W) from the corresponding theory course, as theory and clinical must be taken concurrently. The student may not progress in the program until the clinical course is successfully passed.</p> |   |        |

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|                       | <p>Missed Exam Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up an exam if the excused absence occurred on a day where an exam was administered.</li> <li>• Exam(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum exam grade allowed will be 75%.</li> <li>• Exam(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> <p>Missed Quiz Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up a quiz if the excused absence occurred on a day where a quiz was administered.</li> <li>• A missed quiz due to an excused absence must be made up on the first day of the return to school. The maximum quiz grade allowed will be 75%.</li> <li>• A missed quiz due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> |  |
| 15. Attendance Policy | Refer to the Student Handbook for the VN attendance policy. Notify the Instructor of any absence or tardiness before class time if possible.  |  |
| 16. Course Objectives | <p>Week 1</p> <p>Dosage Calculation Quiz</p>  | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 47 Care of the Patient With a Blood or Lymphatic Disorder</li> <li>- CH. 48 Care of the Patient with a Cardiovascular or a Peripheral Vascular Disorder</li> </ul> <p>Pharmacology</p> <ul style="list-style-type: none"> <li>- CH. 54 Anemia Drugs</li> <li>- CH. 26 Coagulation Modifier Drugs</li> <li>- CH. 27 Antilipemic Drugs</li> </ul> |

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|  |        | Clinical – 16 Hours: Site TBD  |
|  | Week 2 | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 48 Care of the Patient With a Cardiovascular or a Peripheral Vascular Disorder</li> </ul> <p>Pharmacology</p> <ul style="list-style-type: none"> <li>- CH. 23 Antianginal Drugs</li> <li>- CH. 24 Heart Failure Drugs</li> <li>- CH. 25 Antidysrhythmic Drugs</li> <li>- CH. 28 Diuretic Drugs</li> </ul> |

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|  |  | Clinical – 16 Hours: Site TBD   |
|  | <p>Week 3</p> <p>Quiz # 1</p> <p>Medical Surgical Nursing CH. 47</p> <p>Pharmacology CH. 54, 26,27</p> | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 48 Care of the Patient With a Cardiovascular or a Peripheral Vascular Disorder</li> <li>- CH. 49 Care of the Patient With a Respiratory Disorder</li> </ul> <p>Pharmacology</p> <ul style="list-style-type: none"> <li>- CH. 22 Antihypertensive Drugs</li> <li>- CH. 36 Antihistamines, Decongestants, Antitussives, and Expectorants</li> </ul> <p>Clinical – 16 Hours: Site TBD</p> |



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|  | <p>Week 4</p> <p>Exam # 1</p> <p>Medical Surgical Nursing CH. 47-48</p> <p>Pharmacology CH. 22-28, 36, 54</p> | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 49 Care of the Patient With a Respiratory Disorder</li> </ul> <p>Pharmacology</p> <ul style="list-style-type: none"> <li>- CH. 41 Antitubercular Drugs</li> </ul> <p>Skills Laboratory</p> <ul style="list-style-type: none"> <li>- Skill 14-1 Oxygen Administration</li> <li>- Skill 14-2 Tracheostomy Suctioning and Care -</li> <li>- Skill 14-3 Care of a Cuffed Tracheostomy Tube</li> <li>- Skill 14-4 Care of the Patient with a T-Tube or Tracheostomy Collar</li> <li>- Skill 14-5 Clearing the Airway</li> </ul> <p>Clinical – 16 Hours: Site TBD</p>                                |
|  | <p>Week 5</p> <p>Quiz # 2</p> <p>Pharmacology CH. 41</p>  | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 49 Care of the Patient with a Respiratory Disorder</li> </ul> <p>Pharmacology</p> <ul style="list-style-type: none"> <li>- CH. 37 Respiratory Drugs</li> </ul> <p>Skills Laboratory</p> <p>Skills Competency Checkoff</p> <ul style="list-style-type: none"> <li>- Skill 14-1 Oxygen Administration</li> <li>- Skill 14-2 Tracheostomy Suctioning and Care -</li> <li>- Skill 14-3 Care of a Cuffed Tracheostomy Tube</li> <li>- Skill 14-4 Care of the Patient with a T-Tube or Tracheostomy Collar</li> <li>- Skill 14-5 Clearing the Airway</li> </ul> <p>Clinical – 16 Hours: Site TBD</p> |
|  | <p>Week 6</p>   | <p>Medical Surgical Nursing</p>   |

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| Midterm<br>Medical Surgical Nursing CH. 49<br>Pharmacology<br>CH. 37 & 41               | - CH. 24 Lifespan Development<br>- CH. 25 Loss, Grief, Dying, and Death Clinical –<br>16 Hours: Site TBD   |
| Week 7<br><br>Quiz # 3<br>Medical Surgical Nursing CH.<br>24-25                         | Medical Surgical Nursing<br>- CH. 33 Health Promotion and Care of the Older<br>Adult<br>Mental Health Nursing<br>- CH. 34 Concepts of Mental Health<br>Clinical – 16 Hours: Site TBD   |
| Week 8<br><br>Exam #2<br>Medical Surgical Nursing CH.33<br>Mental Health Nursing CH. 34 | Mental Health Nursing<br>- CH. 35 Care of the Patient With a Psychiatric<br>Disorder<br>Pharmacology<br>- CH.16 Psychotherapeutic Drugs<br>Clinical – 16 Hours: Site TBD   |
| Week 9  | Mental Health Nursing<br>- CH. 36 Care of the Patient with an Addictive<br>Personality<br>Pharmacology<br>- CH. 12 Central Nervous System Depressants<br>and Muscle Relaxants<br>- CH. 13 Central Nervous System Stimulants and<br>Related Drugs<br>- CH. 17 Substance Use Disorder<br>Clinical – 16 Hours: Site TBD |
| Week 10<br>VN 200 FINAL<br>CUMULATIVE   | Clinical – 24 Hours: Site TBD  |

Term 3

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| Course Code: VN 300     |   |
|                         | Course Title: Medical Surgical Nursing III  |
| 1. Length of Course:    | Clock Hours: 340  |
| 2. Method of Teaching:  | Theory: 132 Hours<br>Clinical: 208 Hours  |
| 3. Teaching Strategies: | Lecture, discussion, small group participation;<br>audio-visual; interactive learning.  |
| 4. Faculty:             | <p>Faculty: I. McCracken, RN BSN<br/>Faculty Qualifications:<br/>• Current Active California Registered Nurse<br/>• Bachelor’s of Science in Nursing – National University</p> <p>Clinical Adjunct: S. Guihama, RN MSN, Ed.<br/>Faculty Qualifications:<br/>• Current Active California Registered Nurse<br/>• Master’s of Science in Nursing – Western Governors University</p> <p>Clinical Adjunct: M. Lankford, RN MSN, Ed.<br/>Faculty Qualifications:<br/>• Current Active California Registered Nurse<br/>• Master’s of Science in Nursing – Western Governors University</p> |
| 5. Office Locations:    | 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915  |

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| 6. Office Hours:         | Monday- 1:00PM- 4:00PM<br>Tuesday – Friday – 4:00PM – 6:00PM  |
| 7. Phone Numbers:        | (619) 679-2893  |
| 8. Course Prerequisites: | Admission to Practical Nursing Program  |
| 9. Course Description:   | This course emphasizes the common disease processes, treatments, and pharmacological agents used for disorders of the integumentary, genitourinary, and musculoskeletal systems. Nutritional concepts, and care of the surgical patient is also discussed. Using the nursing process, components of the head-to toe data collection will be used to formulate plans of care. The student will apply knowledge learned in the classroom, the skills laboratory and in clinical settings with related client assignments. Clinical learning experiences provide opportunity |

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|  | to apply theoretical concepts, promote client centered health and wellness, and implement safe care to clients in a variety of settings across the lifespan. |
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| <p>10. Course Objectives:</p> | <p>Upon completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the data gathering that is benchmarks of the integumentary, genitourinary, and musculoskeletal systems along with the nutrition deficient and surgical patient.</li> <li>2. Describe basic pathophysiology of dysrhythmias.</li> <li>3. Discuss the common diagnostic procedures used in determining deficits of the integumentary, genitourinary, and musculoskeletal systems along with the nutrition deficient and surgical patient.</li> <li>4. List the cardinal signs and symptoms of the integumentary, genitourinary, and musculoskeletal systems along with the nutrition deficient and surgical patient.</li> <li>5. Identify the drugs commonly used in the integumentary, genitourinary, and musculoskeletal systems along with the nutrition deficient and surgical patient.</li> <li>6. Discuss the dietary considerations in the management of the client with a deficit of the integumentary, genitourinary, and musculoskeletal systems along with the nutrition deficient and surgical patient.</li> <li>7. Describe the components of the nursing process used in the nursing management of a client with a integumentary, genitourinary, and musculoskeletal system deficit along with the nutrition deficient and surgical patient.</li> <li>8. Provide the client and/or family with pertinent information regarding the care of the client with a integumentary, genitourinary, and musculoskeletal systems along with the nutrition deficient and surgical patient.</li> </ol> |
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| <p>11. Required Texts/<br/>Supplemental Reading</p> | <ul style="list-style-type: none"> <li>• Cooper, K., &amp; Gosnell, K. (2019). Adult health nursing (8th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Study guide for Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> <li>• Leifer, G., &amp; Fleck E. (2013). Growth and development across the lifespan (3rd ed.). St. Louis, MO: Elsevier. ]</li> <li>• Lilley, L.L., Collins &amp; S, Snyder, J. (2020). Pharmacology And The Nursing Process (9<sup>th</sup> ed.) St. Louis, MO: Elsevier.</li> <li>• Nix, S. (2017). Williams' basic nutrition &amp; diet therapy (15th ed.). St. Louis, MO: Elsevier.</li> <li>• Ogden, S. J., &amp; Fluharity, L. K. (2019). Calculation of drug dosages: A worktext (12th ed.). St. Louis, MO: Elsevier.</li> </ul> |
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| <p>12. Course Requirements:</p>                       | <p>Students are expected to attend each class to maximize learning and to take written examinations at scheduled times. Students will participate in class through discussion and group projects.</p>                         |               |
| <p>13. Academic Integrity:</p>                        | <p>Dishonesty, plagiarism, copying and any other behavior that is contrary to school standards of behavior will not be tolerated. Any student found guilty of such offenses will be given an “F” as a final course grade.</p> |               |
| <p>14. Evaluation Methods/<br/>Grading<br/>Policy</p> | <p>Paper, pencil testing and/or presentations and written assignments:</p>  | <p>POINTS</p> |

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|  | Quiz (3):  | 15%             |
|  | Exams (2):   | 15%             |
|  | Midterm (1):   | 25%             |
|  | Final:<br>NCLEX-PN<br>Review<br>Exam   | 30% (Pass/Fail) |
|  | TOTAL<br>POINTS:   | 100%            |
|  | <p>Grading Scale:<br/> A = 90-100%<br/> B = 80-89%<br/> C = 75-79% (75% is a passing grade for the course)</p> <p>Nursing Skills Lab and Clinical Practice I is evaluated based on skill competency and assessment skills on a PASS or FAIL basis.</p> <p>*All students must pass the Dosage Calculation Quizzes/ Medication Math in order to establish competency. Competency will be measured by obtaining a minimum 90%. Students will be given two opportunities to take the quiz/exam with a minimum of 3 days between testing and evidence of remediation must be provided before the 2nd attempt. Failure of the medication math exam the third time constitutes a failure in the clinical course for that term. In this case, the student must withdraw (W) from the corresponding theory course, as theory and clinical must be taken concurrently. The student may not progress in the</p> |                 |

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|                                  | <p>program until the clinical course is successfully passed.</p> <p>Missed Exam Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up an exam if the excused absence occurred on a day where an exam was administered.</li> <li>• Exam(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum exam grade allowed will be 75%.</li> </ul>   |
|                                  | <ul style="list-style-type: none"> <li>• Exam(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> <p>Missed Quiz Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up a quiz if the excused absence occurred on a day where a quiz was administered.</li> <li>• A missed quiz due to an excused absence must be made up on the first day of the return to school. The maximum quiz grade allowed will be 75%.</li> <li>• A missed quiz due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> |
| <p>15.<br/>Attendance Policy</p> | <p>Refer to the Student Handbook for the VN attendance policy. Notify the Instructor of any absence or tardiness before class time if possible.</p>  |



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| 16. Course<br>Outline | <p>Week 1</p> <p>Theory – 16 Hours</p> <p>Clinical – 16 Hours</p> <p>Dosage Calculation Quiz</p>                             | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 23 Specimen Collection and Diagnostic Testing</li> <li>- CH. 15 Elimination and Gastric Intubation - CH. 42 Care of the Surgical Patient</li> </ul> <p>Pharmacology</p> <ul style="list-style-type: none"> <li>- CH. 38 Antibiotics Part 1</li> </ul> <p>Skills Laboratory – 8 Hours</p> <ul style="list-style-type: none"> <li>- Skill 15-1 Catheterization: Male and Female Patients</li> <li>- Skill 15-3 Catheter Irrigation</li> <li>- Skill 15-4 Removing an Indwelling Catheter Clinical – 8 Hours: Site TBD</li> </ul> |
|                       | <p>Week 2</p> <p>Theory – 16 Hours</p> <p>Clinical – 16 Hours</p> <p>Quiz # 1</p> <p>Medical Surgical Nursing CH. 23, 42</p> | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 42 Care of the Surgical Patient</li> <li>- CH. 22 Surgical Wound Care</li> </ul> <p>Pharmacology</p> <ul style="list-style-type: none"> <li>- CH. 15 Elimination and Gastric Intubation</li> <li>- CH. 39 Antibiotics Part 2</li> </ul> <p>Clinical – 16 Hours: Site TBD</p>   |
|                       | <p>Week 3</p> <p>Theory – 16 Hours</p> <p>Clinical – 16 Hours</p>  | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 43 Care of the Patient with an Integumentary Disorder</li> </ul> <p>Pharmacology</p>   |

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|  | <p>Exam # 1<br/>         Medical Surgical<br/>         Nursing CH.<br/>         23,42,22,15<br/>         Pharmacology<br/>         CH.39</p>   | <p>- CH. 56 Dermatologic Drugs<br/>         Clinical – 16 Hours: Site TBD</p>  |
|  | <p>Week 4<br/>         Theory – 16 Hours<br/>         Clinical – 16 Hours<br/> <br/>         Quiz # 2<br/>         Pharmacology<br/>         CH. 38</p>  | <p>Medical Surgical Nursing<br/>         - CH. 43 Care of the Patient With an<br/>         Integumentary Disorder<br/>         - CH. 19 Nutritional Concepts and<br/>         Related Therapies<br/>         Pharmacology<br/>         - CH. 53 Vitamins and Minerals<br/>         Clinical – 16 Hours: Site TBD</p> |
|  | <p>Week 5<br/>         Theory – 16 Hours<br/>         Clinical – 16 Hours<br/> <br/>         Midterm<br/>         Medical Surgical<br/>         Nursing CH. 43, 19<br/>         Pharmacology<br/>         CH. 56, 53</p> | <p>Medical Surgical Nursing<br/>         - CH. 18 Fluids and Electrolytes<br/>         Pharmacology<br/>         - CH. 29 Fluids and Electrolytes<br/>         Clinical – 16 Hours: Site TBD</p>   |
|  | <p>Week 6<br/>         Theory – 12 Hours<br/>         Clinical – 16 Hours<br/> <br/>         Quiz # 3<br/>         Medical Surgical<br/>         Nursing CH. 18</p>  | <p>Medical Surgical Nursing<br/>         - CH. 50 Care of the Patient With a<br/>         Urinary Disorder<br/>         Clinical – 16 Hours: Site TBD</p>  |

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|  | Pharmacology<br>CH. 29                             |   |
|  | Week 7<br>Theory – 14 Hours<br>Clinical – 16 Hours | Medical Surgical Nursing<br>- CH. 50 Care of the Patient with a Urinary Disorder<br>- CH. 44 Care of the Patient with a Musculoskeletal Disorder<br>Clinical – 16 Hours: Site TBD |
|  | Week 8<br>Theory – 14 Hours                        | Medical Surgical Nursing  |

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|  | Clinical – 16 Hours  | - CH. 44 Care of the Patient with a Musculoskeletal Disorder<br>Pharmacology<br>- CH. 44 Anti-inflammatory and Anticancer Drugs<br>Clinical – 24 Hours: Site TBD |
|  | Week 9<br>Theory – 8 Hours<br>Clinical – 24 Hours<br><br>Exam #3<br>Medical Surgical Nursing CH. 50, 44<br>Pharmacology CH. 44 | Medical Surgical Nursing<br>- CH. 38 Long-Term Care<br>- CH. 39 Rehabilitation Nursing<br>Clinical – 24 Hours: Site TBD  |

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|  | Week 10<br>Clinical – 32 Hours   | Skills Laboratory<br>Skills Competency Checkoff – 8 Hours - Skill 15-1 Catheterization: Male and Female Patients<br>- Skill 15-3 Catheter Irrigation<br>- Skill 15-4 Removing an Indwelling Catheter Clinical – 24 Hours: Site TBD |
|  | Week 11<br>Theory – 2 Hours<br>Clinical – 24 Hours<br><br>VN 300 Final<br>Cumulative 2 Hours | Clinical – 24 Hours: Site TBD  |

Term 4

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| Course Code: VN 400     |  |
|                         | Course Title: Medical Surgical Nursing IV  |
| 1. Length of Course:    | Clock Hours: 346   |
| 2. Method of Teaching:  | Theory: 106 Hours<br>Clinical: 240 Hours   |
| 3. Teaching Strategies: | Lecture, discussion, small group participation; audio-visual; interactive learning.                            |
| 4. Faculty:             | Faculty: Mariah Raizel Quillope, RN<br>Faculty Qualifications:<br>• Current Active California Registered Nurse |

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| 5. Office Locations:     | 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915   |
| 6. Office Hours:         | Monday- 1:00PM- 4:00PM<br>Tuesday – Friday – 4:00PM – 6:00PM   |
| 7. Phone Numbers:        | (619) 679-2893   |
| 8. Course Prerequisites: | Admission to Practical Nursing Program   |
| 9. Course Description:   | This course emphasizes the common disease processes, treatments, and pharmacological agents used for disorders of the gastrointestinal, endocrine, and reproductive systems. Maternal health and pediatric care is also discussed. Using the nursing process, components of the head-to-toe data collection will be used to formulate plans of care. The student will apply knowledge learned in the classroom, the skills laboratory and in clinical settings with related client assignments. Clinical learning experiences provide opportunity to apply |
|                          | theoretical concepts, promote client centered health and wellness, and implement safe care to clients in a variety of settings across the lifespan.  |

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| <p>10. Course Objectives:</p> | <p>Upon completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the data gathering that is benchmarks of the gastrointestinal, endocrine, reproductive systems and the labor and delivery, and pediatric client.</li> <li>2. Discuss the common diagnostic procedures used in determining deficits of the gastrointestinal, endocrine, reproductive systems and the labor and delivery, and pediatric client.</li> <li>3. List the cardinal signs and symptoms of gastrointestinal, endocrine, reproductive systems and the labor and delivery, and pediatric client.</li> <li>4. Identify the drugs commonly used in the gastrointestinal, endocrine, reproductive systems and the labor and delivery, and pediatric client.</li> <li>5. Discuss the dietary considerations in the management of the client with a deficit of the gastrointestinal, endocrine, reproductive systems and the labor and delivery, and pediatric client.</li> <li>6. Describe the components of the nursing process used in the nursing management of a client with a gastrointestinal, endocrine, reproductive systems and the labor and delivery, and pediatric client.</li> <li>7. Provide the client and/or family with pertinent information regarding the care of the client with a gastrointestinal, endocrine, reproductive systems and the labor and delivery, and pediatric client deficit.</li> <li>8. List the common sexually transmitted diseases (STD's).</li> <li>9. Describe currently used methods of prevention of STD's.</li> <li>10. Identify the impact of cultural diversities in maternal and infant care on current nursing practice.</li> <li>11. Discuss the physiological and psychological changes that occur during pregnancy.</li> <li>12. Identify the diagnostic tests used to identify female reproductive disorders and normal vs. high-risk pregnancies.</li> <li>13. Utilize the nursing process in the data gathering and management of the neonate.</li> </ol> |
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|  | <p>14. Provide the client and/or the family with pertinent information regarding postpartum care and care of the neonate.</p> <p>15. Identify common deficits of the pediatric client.</p> <p>16. List the drugs used for common illnesses of the pediatric client.</p> <p>17. Discuss dietary requirements for all stages of the pediatric client in health and disease.</p> <p>18. Describe common diagnostic tests used to identify deficits in the pediatric patient.</p> <p>19. Discuss strategies that provide a safe, culturally sensitive, and client centered care environment for the promotion, education and maintenance of wellness in the pediatric client.</p> <p>20. Discuss the basic principles of growth &amp; development for the pediatric client.</p> |
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| <p>11. Required Texts/<br/>Supplemental Reading</p> | <ul style="list-style-type: none"> <li>• Cooper, K., &amp; Gosnell, K. (2019). Adult health nursing (8th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Study guide for Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> <li>• Leifer, G., &amp; Fleck E. (2013). Growth and development across the lifespan (3rd ed.). St. Louis, MO: Elsevier. ]</li> <li>• Lilley, L.L., Collins &amp; S, Snyder, J. (2020). Pharmacology And The Nursing Process (9<sup>th</sup> ed.) St. Louis, MO: Elsevier.</li> <li>• Nix, S. (2017). Williams' basic nutrition &amp; diet therapy (15th ed.). St. Louis, MO: Elsevier.</li> <li>• Ogden, S. J., &amp; Fluharity, L. K. (2019). Calculation of drug dosages: A worktext (12th ed.). St. Louis, MO: Elsevier.</li> </ul> |
| <p>12. Course Requirements:</p>                     | <p>Students are expected to attend each class to maximize learning and to take written examinations at scheduled times. Students will participate in class through discussion and group projects.</p>   |

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| 13. Academic Integrity:   | Dishonesty, plagiarism, copying and any other behavior that is contrary to school standards of behavior will not be tolerated. Any student found guilty of such offenses will be given an “F” as a final course grade. |        |
| 14. Evaluation Methods/<br>Grading Policy   | Paper, pencil testing and/or presentations and written assignments:  | POINTS |
|   | Quiz (3):  | 5%     |
|   | Exam (2):  | 15%    |
|   | Midterm (1):   | 25%    |
|   | Final:   | 30%    |
|   | TOTAL POINTS:  | 100%   |
| <p>Grading Scale:<br/> A = 90-100%<br/> B = 80-89%<br/> C = 75-79% (75% is a passing grade for the course)</p> <p>Nursing Skills Lab and Clinical Practice I is evaluated based on skill competency and assessment skills on a PASS or FAIL basis.</p> <p>*All students must pass the Dosage Calculation Quizzes/ Medication Math in order to establish competency. Competency will be measured by obtaining a minimum 90%. Students will be given two opportunities to take the quiz/exam with a minimum of 3 days between testing and evidence of remediation must be</p> |  |        |



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|                          | <p>provided before the 2nd attempt. Failure of the medication math exam the third time constitutes a failure in the clinical course for that term. In this case, the student must withdraw (W) from the corresponding theory course, as theory and clinical must be taken concurrently. The student may not progress in the program until the clinical course is successfully passed.</p> <p>Missed Exam Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up an exam if the excused absence occurred on a day where an exam was administered.</li> <li>• Exam(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum exam grade allowed will be 75%.</li> <li>• Exam(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> <p>Missed Quiz Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up a quiz if the excused absence occurred on a day where a quiz was administered.</li> <li>• A missed quiz due to an excused absence must be made up on the first day of the return to school. The maximum quiz grade allowed will be 75%.</li> <li>• A missed quiz due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> |
| 15.<br>Attendance Policy | Notify the Instructor of any absence or tardiness before class time if possible.  |

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| <p>16. Course Outline</p> | <p>Week 1<br/>Theory – 16<br/>Clinical – 16<br/><br/>Dosage Calculation<br/>Quiz</p> | <p>Medical Surgical Nursing<br/>- CH. 45 Care of the Patient With a Gastrointestinal Disorder<br/>Pharmacology<br/>- CH. 50 Acid-Controlling Drugs<br/>- CH. 51 Bowel Disorder Drugs<br/>- CH. 52 Antiemetic and Antinausea Drugs Skills<br/>Laboratory – 8 Hours<br/>- <u>Skill 15-5 Inserting a Nasogastric Tube</u> - <u>Skill 15-6 Nasogastric Tube Irrigation</u><br/>- <u>Skill 15-7 Care of Gastric and Intestinal Suctioning</u><br/>- <u>Skill 15-8 Nasogastric Tube Removal</u><br/>- Skill 15-9 Inserting a Rectal Tube<br/>- Skill 15-10 Administering an Enema</p> |
|                           |  | <p>- Skill 15-11 Performing Colostomy, ileostomy. And Urostomy Care<br/>- Skill 15-12 Performing Colostomy Irrigation -<br/>Skill 19-1 Administering Nasogastric Tube Feedings<br/>- Skill 19-2 Administering Enteral Feedings via Gastrostomy or Jejunostomy Tube<br/>Clinical – 8 Hours: Site TBD</p>   |

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|  | <p>Week 2<br/>Clinical – 32</p>   | <p>Skills Laboratory – 8 Hours<br/>Performance Checkoff<br/>- <u>Skill 15-5 Inserting a Nasogastric Tube</u> - <u>Skill 15-6 Nasogastric Tube Irrigation</u><br/>- <u>Skill 15-7 Care of Gastric and Intestinal Suctioning</u><br/>- <u>Skill 15-8 Nasogastric Tube Removal</u><br/>- Skill 15-9 Inserting a Rectal Tube<br/>- Skill 15-10 Administering an Enema<br/>- Skill 15-11 Performing Colostomy, ileostomy. And Urostomy Care<br/>- Skill 15-12 Performing Colostomy Irrigation - Skill 19-1 Administering Nasogastric Tube Feedings<br/>- Skill 19-2 Administering Enteral Feedings via Gastrostomy or Jejunostomy Tube<br/>Clinical – 24 Hours: Site TBD</p> |
|  | <p>Week 3<br/>Theory – 8<br/>Clinical – 24<br/><br/>Quiz #1<br/>Medical Surgical Nursing<br/>CH.45<br/>Pharmacology<br/>CH. 51-52</p> | <p>Medical Surgical Nursing<br/>- CH. 51 Care of the Patient with an Endocrine Disorder<br/>Pharmacology<br/>- CH.30 Pituitary Drugs<br/>- CH. 31 Thyroid and Antithyroid Drugs<br/>Clinical – 24 Hours: Site TBD</p>   |
|  | <p>Week 4<br/>Theory – 8<br/>Clinical – 24</p>  | <p>Medical Surgical Nursing<br/>- CH. 51 Care of the Patient with an Endocrine Disorder<br/>Pharmacology</p>  |

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|  |  | - CH.32 Antidiabetic Drugs   |
|  |  | - CH.33 Adrenal Drugs<br>Clinical – 24 Hours: Site TBD   |
|  | <p>Week 5<br/>Theory – 16<br/>Clinical – 16</p> <p>Exam #1<br/>Medical Surgical<br/>Nursing<br/>CH. 45, 51<br/>Pharmacology<br/>CH. 30-33, 50-52</p> | <p>Medical Surgical Nursing</p> <p>- CH. 52 Care of the Patient with a Reproductive Disorder<br/>Pharmacology</p> <p>- CH. 34 Women’s Health Drugs<br/>- CH. 35 Men’s Health Drugs<br/>Clinical – 16 Hours: Site TBD</p> |
|  | <p>Week 6<br/>Theory – 16<br/>Clinical – 16</p> <p>Quiz #2<br/>Medical Surgical<br/>Nursing<br/>CH. 52<br/>Pharmacology<br/>CH.34-35</p>             | <p>Maternal Health Nursing</p> <p>- CH. 26 Health Promotion and Pregnancy - CH. 27 Labor and Delivery<br/>Skills Laboratory</p> <p>- Maternal Health Nursing Skills<br/>Clinical – 16 Hours: Skills Lab</p>              |

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|  | <p>Week 7</p> <p>Theory – 16</p> <p>Clinical – 16</p> <p>Midterm</p> <p>Medical Surgical Nursing</p> <p>CH.52, 26-27</p> <p>Pharmacology</p> <p>CH.34-35</p> | <p>Maternal Health Nursing</p> <p>- CH. 28 Care of the Mother and Newborn - CH. 29 Care of the High-Risk Mother, Newborn, and Family With Special Needs</p> <p>Clinical – 16 Hours: Site TBD</p>  |
|  | <p>Week 8</p> <p>Theory – 2</p> <p>Clinical – 16</p> <p>Quiz #3</p>  | <p>Pediatric Nursing</p> <p>- CH. 30 Health Promotion for the Infant, Child, and Adolescent</p> <p>- CH. 31 Basic Pediatric Nursing Care</p> <p>Pharmacology</p> <p>- CH.18 Pediatric Dosages</p> |

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|  | <p>Medical Surgical Nursing</p> <p>CH. 28,29</p>  | <p>Clinical – 16 Hours: Site TBD</p>  |
|  | <p>Week 9</p> <p>Theory – 8</p> <p>Clinical – 24</p> <p>Exam # 3</p> <p>Medical Surgical Nursing</p> <p>CH. 30-31</p> | <p>Pediatric Nursing</p> <p>- CH.32 Care of the Child with a Physical and Mental or Cognitive Disorder</p> <p>Clinical – 24 Hours: Site TBD</p> |

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|  | Week 10<br>Theory – 2<br>Clinical – 24<br><br>VN 400 Final<br>Cumulative | Clinical – 24 Hours: Site TBD |
|  | Week 11<br>Clinical – 32   | Clinical – 32 Hours: Site TBD |

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| Course Code: VN 500     |  |
|                         | Course Title: Medical Surgical Nursing V   |
| 1. Length of Course:    | Clock Hours: 342   |
| 2. Method of Teaching:  | Theory: 110 Hours<br>Clinical: 240 Hours   |
| 3. Teaching Strategies: | Lecture, discussion, small group participation;<br>audio-visual; interactive learning. |
| 4. Faculty:             |  |

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| 5. Office Locations: | 2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915         |
| 6. Office Hours:     | Monday- 1:00PM- 4:00PM<br>Tuesday – Friday – 4:00PM – 6:00PM |
| 7. Phone Numbers:    | (619) 679-2893   |

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| 8. Course<br>Prerequisites: | Admission to Practical Nursing Program  |
| 9. Course<br>Description:   | <p>This course emphasizes the common disease processes, treatments, and pharmacological agents used for disorders of the neurological, and immunological/ oncological systems. Using the nursing process, components of the head-to-toe data collection will be used to formulate plans of care. The student will apply knowledge learned in the classroom, the skills laboratory and in clinical settings with related client assignments. Clinical learning experiences provide opportunity to apply theoretical concepts, promote client centered health and wellness, and implement safe care to clients in a variety of settings across the lifespan. This course also utilizes the VN Comprehensive Predictor Assessment results to help students focus on areas requiring review before NCLEX.</p> |
| 10. Course<br>Objectives:   | <p>Upon completion of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the data gathering that is benchmarks of the patient with a neurological and immune system disorder.</li> <li>2. Identify the data gathering that is benchmarks of the patient with an oncology disorder.</li> <li>3. Discuss the common diagnostic procedures used in determining deficits of the neurological, and immunological systems.</li> <li>4. Discuss the common diagnostic procedures used in determining deficits of the oncology patient.</li> </ol>  |

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|  | <p>5. List the cardinal signs and symptoms of the neurological, and immunological/ oncological problems.</p> <p>6. Identify the drugs commonly used in the neurological, and immunological/ oncological disease process</p> <p>7. Discuss the dietary considerations in the management of the client with a deficit of the neurological, and immunological/ oncological areas.</p> <p>8. Describe the components of the nursing process used in the nursing management of a client with a neurological, and immunological/ oncological deficit.</p> <p>9. Provide the client and/or family with pertinent information regarding the care of the client with a neurological, and immunological/ oncological system deficit.</p> <p>10. Prepare a nursing care plan for a client with a neurological, and immunological/ oncological disorder.</p> <p>11. Define leadership.</p> <p>12. Define management.</p> <p>13. List qualities of effective leaders and managers.</p> <p>14. Summarize the five rights of delegation.</p> <p>15. Discuss the role of the charge nurse.</p> <p>16. Describe different types of team nursing.</p> <p>17. Summarize the duties of a nurse team leader.</p> <p>18. Summarize qualities of effective leaders and managers.</p> <p>19. Discuss delegation of duties to unlicensed personnel based on the nurse practice act.</p> <p>20. Understand the role of the Practical nurse in delegation guided by the state's Nurse Practice Act.</p> <p>21. Demonstrate managing communication with co-workers, supervisors, visitors, and physicians.</p> |
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|   | <p>22. Use effective management techniques in communication with co workers, supervisors, clients, physicians, and visitors.</p> <p>23. Discuss a comprehensive and personal study plan for NCLEX-PN. 24. Describe test taking strategies for answering questions on the NCLEX-PN.</p>  |
| <p>11. Required Texts/<br/>Supplemental Reading</p> | <ul style="list-style-type: none"> <li>• Cooper, K., &amp; Gosnell, K. (2019). Adult health nursing (8th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> <li>• Cooper, K., &amp; Gosnell, K. (2019). Study guide for Foundations of Nursing (9th ed.). St. Louis, MO: Elsevier.</li> <li>• Hill, Signe S, &amp; Howlett, S. (2020). Success in Practical/ Vocational Nursing (9th ed). St. Louis, MO: Elsevier.</li> <li>• Leifer, G., &amp; Fleck E. (2013). Growth and development across the lifespan (3rd ed.). St. Louis, MO: Elsevier. ]</li> <li>• Lilley, L.L., Collins &amp; S, Snyder, J. (2020). Pharmacology And The Nursing Process (9<sup>th</sup> ed.) St. Louis, MO: Elsevier.</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>• Nix, S. (2017). Williams' basic nutrition &amp; diet therapy (15th ed.). St. Louis, MO: Elsevier.</li> <li>• Ogden, S. J., &amp; Fluharity, L. K. (2019). Calculation of drug dosages: A worktext (12th ed.). St. Louis, MO: Elsevier.</li> </ul> |
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| 12. Course Requirements:                     | Students are expected to attend each class to maximize learning and to take written examinations at scheduled times. Students will participate in class through discussion and group projects.                         |        |
| 13. Academic Integrity:                      | Dishonesty, plagiarism, copying and any other behavior that is contrary to school standards of behavior will not be tolerated. Any student found guilty of such offenses will be given an “F” as a final course grade. |        |
| 14. Evaluation Methods/<br>Grading<br>Policy | Paper, pencil testing and/or presentations and written assignments:  | POINTS |
|  | Quizzes (2):   | 10%    |
|  | Exam (2):  | 30%    |
|  | Midterm (1)  | 20%    |
|  | Final:   | 40%    |
|  | TOTAL POINTS:  | 100%   |

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|  | <p>Grading Scale:<br/> A = 90-100%<br/> B = 80-89%<br/> C = 75-79% (75% is a passing grade for the course)</p> <p>Nursing Skills Lab and Clinical Practice I is evaluated based on skill competency and assessment skills on a PASS or FAIL basis.</p> <p>*All students must pass the Dosage Calculation Quizzes/ Medication Math in order to establish competency. Competency will be measured by obtaining a minimum 90%. Students will be given two opportunities to take the quiz/exam with a minimum of 3 days between testing and evidence of remediation must be provided before the 2nd attempt. Failure of the medication math exam the third time constitutes a failure in the clinical course for that term. In this case, the student must withdraw (W) from the corresponding theory course, as theory and clinical must be taken concurrently. The student may not progress in the program until the clinical course is successfully passed.</p> <p>**A Proctored Comprehensive Predictor Assessment will be administered in term 5 of this program. Students must achieve a score indicating an adjusted individual score of 70 in order to be successful on this exam. If a student does not reach the adjusted individual score of 70 on the first attempt, they will be given a second</p> |
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|                          | <p>attempt to achieve the required score. Students will have a maximum of two attempts to complete this assessment. Scores below adjusted individual score of 70 will receive an F grade (50%) on the exam. Scores at or above the adjusted individual score of 70 will receive the individual score as the exam grade.</p> <p>For example, a student who achieves an individual score of 95 – will earn a 95% exam score. A student who achieves an individual score of 68 will earn a 50% exam score. These scores are not rounded up or down.</p> <p>Missed Exam Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up an exam if the excused absence occurred on a day where an exam was administered.</li> <li>• Exam(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum exam grade allowed will be 75%.</li> <li>• Exam(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> <p>Missed Quiz Policy</p> <ul style="list-style-type: none"> <li>• An absence categorized as excused absence only allows the student to make up a quiz if the excused absence occurred on a day where a quiz was administered.</li> <li>• A missed quiz due to an excused absence must be made up on the first day of the return to school. The maximum quiz grade allowed will be 75%.</li> <li>• A missed quiz due to an unexcused absence will result in a zero. No make-ups allowed.</li> </ul> |
| 15.<br>Attendance Policy | Refer to the Student Handbook for the VN attendance policy. Notify the Instructor of any absence or tardiness before class time if possible.   |

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| 16. Course Outline | Week 1<br>Theory – 8<br>Clinical – 24<br><br>Dosage Calculation Quiz | Medical Surgical Nursing<br>- CH. 54 Care of the Patient With a Neurologic Disorder<br>Pharmacology<br>- CH. 57 Ophthalmic Drugs<br>- CH. 58 Otic Drugs<br>Clinical – 24 Hours: Site TBD |
|                    | Week 2<br>Theory – 8<br>Clinical – 24                                | Medical Surgical Nursing<br>- CH. 54 Care of the Patient With a Neurologic Disorder<br>Pharmacology  |

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| Quiz # 1<br>Medical Surgical Nursing<br>CH. 54<br>Pharmacology<br>CH. 57, 14  | - CH. 14 Antiepileptic Drugs<br><br>Clinical – 24 Hours: Site TBD  |
| Week 3<br>Theory – 16<br>Clinical – 16<br><br>Exam # 1<br>Medical Surgical Nursing<br>CH. 54<br>Pharmacology<br>CH. 57, 58, 14, | Medical Surgical Nursing<br>- CH. 54 Care of the Patient With a Neurologic Disorder<br>- CH. 55 Care of the Patient with an Immune Disorder<br>Pharmacology<br>- CH. 15 Anti-Parkinson Drugs<br>- CH. 48 Immunosuppressant Drugs<br>- CH. 49 Immunizing Drugs<br>Clinical – 16 Hours: Site TBD |

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|  | <p>Week 4<br/>Theory – 16<br/>Clinical – 16</p> <p>Quiz # 2</p> <p>Medical<br/>Surgical<br/>Nursing<br/>CH. 55<br/>Pharmacology<br/>CH. 48</p>           | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 56 Care of the Patient with HIV</li> <li>- CH .57 Care of the Patient with Cancer Pharmacology</li> <li>- CH.40 Antiviral Drugs</li> <li>- CH.45 Antineoplastic Drugs Part 1: Cancer Overview and Cell Cycle–Specific Drugs</li> <li>- CH.46 Cell-Cycle–Nonspecific and Miscellaneous Drugs</li> </ul> <p>Clinical – 16 Hours: Site TBD</p> |
|  | <p>Week 5<br/>Theory – 8<br/>Clinical – 24</p> <p>Midterm</p> <p>Medical<br/>Surgical<br/>Nursing<br/>CH. 55,56,57<br/>Pharmacology<br/>CH. 40,45-46</p> | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH. 58 Professional Roles and Leadership Clinical – 24 Hours: Site TBD</li> </ul>   |
|  | <p>Week 6</p>  | <p>Medical Surgical Nursing</p> <ul style="list-style-type: none"> <li>- CH.37 Home Health Nursing</li> </ul>  |

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|  | Theory – 8<br>Clinical – 24   | Clinical – 24 Hours: Site TBD  |
|  | Week 7<br>Theory – 8<br>Clinical – 24   | Medical Surgical Nursing<br>- CH.40 Hospice Care<br><br>Clinical – 24 Hours: Site TBD              |
|  | Week 8<br>Theory – 8<br>Clinical – 24<br><br>Exam # 2<br>Medical<br>Surgical<br>Nursing<br>CH. 37, 40 | NCLEX-PN Review<br>Chapter 23: The NCLEX-PN® Examination<br>Clinical – 24 Hours: Site<br><br>TBD   |
|  | Week 9<br>Theory – 8<br>Clinical – 24   | NCLEX-PN Review<br>Chapter 23: The NCLEX-PN® Examination<br>Clinical – 24 Hours: Site<br><br>TBD   |
|  | Week 10<br>Theory – 16<br>Clinical – 24   | NCLEX-PN Review<br>- Chapter 23: The NCLEX-PN® Examination<br>Clinical – 24 Hours: Site<br><br>TBD |

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| Week 11<br>Theory – 12<br>Clinical – 16 | NCLEX-PN Review<br>- Chapter 23: The NCLEX-PN® Examination<br>Clinical – 16 Hours: Site<br>TBD |
| Final<br>Examination<br>4 Hours         | Proctored Comprehensive Predictor Assessment – 4 Hours   |

## ELIGIBILITY FOR LICENSURE

• All core nursing courses in the pre-licensure programs must be completed with a minimum grade of a “C” or 75%. A final course grade of 74.5% will be rounded to 75%. • School to Submit a Record of Nursing Program Form

1. California Board of Vocational Nursing and Psychiatric Technicians

1. Minimum Age - 17 Years.

2. Completion of the 12th Grade of schooling or its equivalent (furnish proof). 3. Complete and sign the "Application for Vocational Nurse Licensure".

Persons who desire to qualify for licensure under Section 2873 of the Code must meet the requirements of one of the following:

(a) Completion of a course in vocational or practical nursing in a school approved by another state, provided that the course completed is substantially equivalent to that prescribed by Section 2533 of this Chapter; or

(b) Completion of the following experience and pharmacology course:(1) Completion within the 10 years prior to the date of application of not less than 51 months of paid general duty inpatient bedside nursing experience in a clinical facility, at least half of which shall have been within five years prior to the date of application. Paid general duty inpatient bedside nursing experience is the performance of direct patient care functions provided throughout the patient's stay that encompass the breadth and depth of experience equivalent to that performed by the licensed vocational nurse.

(A) Such experience shall be verified by the employer showing specific dates of employment.

(B) The 51 months experience prescribed above shall include a minimum of each of the following: 48 months medical-surgical nursing; 6 weeks maternity or genitourinary nursing; 6 weeks pediatric nursing.

(C) Experience in any one or combination of the following areas may be substituted for a maximum of 8 months of medical-surgical experience:



1. Communicable Disease Nursing
2. Public Health Nursing
3. Occupational Health Nursing
4. Office Nursing (M.D.)
5. Psychiatric Nursing
6. Operating Room Nursing
7. Private Duty Nursing (performed in acute care facilities only)
8. Emergency Room Nursing
9. Out-Patient Clinic
10. Post Anesthesia Recovery Nursing
11. Hemodialysis Nursing
12. Rehabilitation Nursing
13. Gerontological Nursing
14. Emergency Medical Technician service

(D) Applicants with formal nursing education may submit official transcripts for evaluation of possible credit in lieu of paid inpatient bedside nursing experience.

(E) Applicants reapplying on the basis of experience acquired subsequent to the date of the original application shall show that the qualifying experience has been completed within 10 years prior to the date of reapplication and that at least half of such experience has been within five years prior to the date of reapplication.

(2) The applicant must submit proof of completion of a course of at least 54 theory hours of pharmacology. The course shall include but not be limited to:

- (A) Knowledge of commonly used drugs and their action
- (B) Computation of dosages
- (C) Preparation of medications
- (D) Principles of administration

(3) Verification of work experience shall include certification from the R.N. director or supervisor that the applicant has satisfactorily demonstrated the following knowledge and skills: (A) Basic Bedside Nursing Ambulation techniques Bedmaking Urinary Catheter care Collection of specimens Diabetic testing Administration of a cleansing enema Feeding patient Hot and cold applications Intake and Output Personal hygiene and comfort measures Positioning and transfer Range of motion Skin care Vital signs Communication skills, both verbal and written, including communication with patients who have psychological disorders (B) Infection control procedures (may be demonstrated in classroom, lab, and/or

patient  
care settings.)

1. Asepsis
2. Techniques for strict, contact, respiratory, enteric, tuberculosis, drainage, universal and immunosuppressed patient isolation.

## **ATTENDANCE POLICY (CEC §94909(a)(8)(D))**

### **Theory Attendance**

A maximum of no more than two (2) absences per term may be permitted. All missed time must be made up in order to complete the required clock hours. This will involve the student making up the hours on campus on days of the week other than scheduled classes. Absences must be made up within two weeks of the absence and within the term in which they occur. The Director of Nursing will review attendance weekly. Students **MUST** make up all missed coursework, clinical time/ and or skills laboratory time. Students must notify their instructor, at least one hour prior to the class start, if they will be absent. Texting is not permitted.

### **Theory Make-Up**

Arrangements for make-up hours and/or assignments must be given by the instructor so that the learning objectives for the time absent are completed.

- All theory make-ups **MUST** be assigned by the instructor. Make-up assignments are in the appropriate course objectives of the time missed and documented on a make-up form.
- Make-Up work will be assigned covering specific objectives for the time missed in the form of case studies, independent study, written examination, attendance at seminars or workshops, auto-tutorial laboratory, and research reports.
- Make-up work must be completed within two weeks of the absence or before the end of the term whichever comes first.
- All Make-up forms with objectives and assignments are to be approved by the instructor.

- All students are responsible for turning in approved make up form and assignment to the Director of Nursing or designee for review.

#### Clinical/ Skills Lab Attendance

A maximum of no more than two (2) absences per term may be permitted. Students are expected to attend all clinical days in order to meet the objectives of the Vocational Nursing Program and legal requirements for licensure. If the student is unable to attend clinical due to a documented emergency, such as an illness, accident, or death in the immediate family, the student will be responsible for notifying the instructor at least one hour prior to the beginning of the clinical assignment. Failure to call the instructor of an absence constitutes a no call, no show. Attendance of partial clinical rotations will not be allowed; the full clinical rotation must be repeated if the student is unable to attend all the assigned clinical practicum days. All clinical hours missed shall be made up by meeting the clinical objectives assigned by the instructor. All hours must be made up prior to the completion of the term.

Makeup clinical will be assigned by the instructor to ensure objectives and hours are completed. The student will

#### Clinical/ Skills Lab Make-up

- Make-up time for missed clinical nursing experiences will be determined by the Director of Nursing and clinical facilities/ Skills lab availability.
- Make-up Clinical work will be assigned covering course objectives for the time missed in the form of a performance evaluation in skills laboratory or additional time in the clinical area with clients/patients.
- Make-up work must be completed within two weeks of the absence or before the end of the term whichever comes first.
- Failure to complete make-up clinical may result in course failure.
- All excused/unexcused absences MUST be made up.
- Students must contact the Director of Nursing or designee within 24 hours to schedule the make up.
- The program will require withdrawal of any student who has missed sufficient clinical to prevent completion of clinical objectives.

#### Clinical/ Skills Lab Expectations

- Clinical Orientation is MANDATORY. Absence will result in withdrawal from the Vocational Nursing

### Program.

- It is expected that students of Meta Polytechnic will be consistently on time and prepared for all clinical/ skills lab assignments.
- Students are expected to attend all clinical activities, including simulation, lab, and extrinsic sites.
- Any student reporting unprepared, or inappropriately dressed prior to clinical or any other non-professional behavior will be sent home and marked absent.
  - o 1st Offense = student will receive a warning and receive a written counseling statement.
  - o 2nd Offense = student will be sent home with Clinical Day Failure and receive a written counseling statement.
  - o 3rd Offense = student will be sent home and receive a Clinical Day Failure. Student will be dropped from the program.

### Tardiness

- Theory Tardiness - Students are required to arrive on time for class sessions. Two (2) tardies or early departures will equal one (1) absence. In Theory class, a tardy is defined as fifteen minutes late and leaving early is defined as any time before the didactic class is dismissed. Not signing your name, time in or out, is also defined as tardy.
- Lab/Clinical Tardiness - No tardiness is allowed in any clinical/ skills lab class. Any student reporting to clinical or the lab late after the scheduled time (as scheduled weekly) is subject to penalties and consequences associated with professionalism and accountability.
  - o 1st offense = student will receive a verbal warning with a written counseling statement.
  - o 2nd offense = student will be sent home and receive a Clinical Day Failure with a written counseling statement.
  - o 3rd offense = student will be sent home and receive a Clinical Day Failure which will constitute a course failure.

### Documentation accepted for an absence:

- Family emergency.
- Student's illness or injury verified by a Physician, Physician's Assistant, or Nurse Practitioner.
- Significant illness or injury of a dependent verified by a Physician, Physician's Assistant, or Nurse Practitioner.

- Death of an immediate family member. Immediate family members include spouse or domestic partner, parent, child, sibling or grandparent.
- Mandated court appearance.
- Circumstances preapproved by the Director of Nursing.
- Military duty.

#### No Call, No Show

- A student who is a no call, no show will be placed on absence probation as this is an example of unprofessional conduct.
- A No call, no show may also result in a safety infraction on the student's evaluation. • A second occurrence of a no call, no show will result in a warning of failing the course. • Two unacceptable reasons for missing a clinical experience will result in a course failure. • Regardless of the reason, a student must be counted as absent or tardy if any class time is missed.

#### Missed Exam Policy

- An absence categorized as excused absence only allows the student to make up an exam if the excused absence occurred on a day where an exam was administered. • Exam(s) missed due to an excused absence must be made up on the first day of the return to school. The maximum exam grade allowed will be 75%.
- Exam(s) missed due to an unexcused absence will result in a zero. No make-ups allowed.

#### Missed Quiz Policy

- An absence categorized as excused absence only allows the student to make up a quiz if the excused absence occurred on a day where a quiz was administered.
- A missed quiz due to an excused absence must be made up on the first day of the return to school. The maximum quiz grade allowed will be 75%.
- A missed quiz due to an unexcused absence will result in a zero. No make-ups allowed.

#### Canceled Class Policy

When a scheduled class is canceled for unforeseen reasons (e.g., inclement weather etc.), the class will be made up before the end of the term in which the cancellation occurred. If students are unable to attend the

rescheduled class, they will be marked absent, and the Student Attendance Policy will apply.

## **LEAVE OF ABSENCE (CEC §94909(a)(8)(E))**

A leave of absence may be granted to students who require one for medical or extreme hardships/ legal reasons or military orders.

Leaves of Absence are granted on an individual bases and must be requested via email ([admin@MetaPolytechnic.com](mailto:admin@MetaPolytechnic.com)) by the student to the Director of Nursing.

The total cumulative length of time that student may take for a Leave of Absence must not exceed 180 days or ½ the program length, whichever is shorter. An approved Leave of Absence will be granted only if the student has completed at least one course of instruction and Meta Polytechnic can reasonably expect the student to return to school and resume their program at or prior to the point in time that they left off. Students who take a Leave of Absence will be required to return to the training program at the point where they left off. All students requesting a Leave of Absence are required to meet with the Director of Nursing (2086 Otay Lakes rd. Suite 201, Chula Vista, CA 91915). Failure to return from a Leave of Absence on the scheduled return date will result in termination from the vocational nursing program. No additional charges will be assessed to a student's account during the Leave of Absence. Student will be readmitted at the end of a Leave of Absence on a "space available" basis only. If space is not available at the scheduled return date, the student will be terminated and will have to reapply for admission at a later date. Students are encouraged not to take a Leave of Absence since knowledge and skills may decline without continuous use. However, if one is required, please see the Director of Nursing.

Students are required to follow the following procedures:

- The student must sign and date the leave of absence request and specify a reason for the leave. The reason must be specified for Meta Polytechnic to have a reasonable expectation of the student's return within the timeframe of the Leave of Absence as requested.
- The student must attest to understanding the procedures and implications for returning or failing to return to the vocational nursing program.
- Meta Polytechnic will document its approval request in accordance with its published policy and will not assess the student any additional charges as a result of the Leave of Absence.

## **ACADEMIC PROBATION & DISMISSAL POLICY §94909(a)(8)(c)**

Specific Terms of The Academic Probation Contract

1. CGPA required to be in Good Academic Standing: 2.0
2. If your end term CGPA falls below a 2.0, you will be academically withdrawn.
3. If your end term CGPA is 2.0, you will continue probation.
4. While on academic probation, you are required to meet with the Director of Nursing a minimum of three times during the semester. It is your responsibility to schedule these appointments.

The student will sign the Academic Probation Contract and this will be stored in the student's file. If the student does not progress during probation, the student will be terminated for non-compliance with our attendance policy. Please see the Attendance Policy section in this catalog.

#### TERMINATION

A maximum of no more than two (2) absences per term may be permitted. All missed time must be made up to complete the required clock hours. Make-up work must be completed within two weeks of the absence or before the end of the term whichever comes first. If a student fails to make-up the missed time, the student will be terminated. The Date of Determination will be the 14<sup>th</sup> day after the last date of attendance recorded.

## EDUCATIONAL COST

### VOCATIONAL NURSING PROGRAM FEES

|  | Cost             |
|--|------------------|
| 1. Tuition<br>- Tuition Charges Per Hour - \$18.09             | \$38,000.00      |
| 2. Registration Fee (Non-Refundable)<br>-*HESI A2 Included     | \$250.00         |
| 3. Assessment Fees for transfer of credits<br>(Non-Refundable) | \$200.00         |
| 4. Fees to transfer credits (Non-Refundable)                   | \$250.00/ Course |
| 5. Challenge Exam – For Previous Credit                        | \$250.00/ Course |

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| Transfer (Non-Refundable)   |          |
| 6.Student Tuition Recovery Fund fee (Non-Refundable)  | \$82.50  |
| 7.Textbooks   | \$669.00 |
| Carroll, L., & Collier, J. L. (2023). Success in practical/vocational nursing: From student to leader (10th ed.). Saunders. | \$63.99  |
| Cooper, K., & Gosnell, K. (2022). Foundations and Adult Health Nursing (9th ed.). St. Louis, MO: Elsevier.                  | \$164.99 |
| Herlihy, B. (2021). The human body in health and illness (7th ed.). Elsevier - Health Sciences Division.                    | \$77.99  |
| Leifer, G., & Fleck, E. (2021). Growth and development across the lifespan: A health promotion focus (3rd ed.). Saunders.   | \$52.99  |
| Lilley, L.L., Collins & S, Snyder, J.(2022). Pharmacology And The Nursing Process (10th ed.) St. Louis, MO: Elsevier.       | \$125.99 |
| Nix, S. (2021). Williams' basic nutrition & diet therapy (16th ed.). Elsevier - Health Sciences Division.                   | \$71.24  |
| Ogden, S. J., & Fluharity, L. K. (2022). Calculation of drug dosages: A worktext (12th ed.). St. Louis, MO: Elsevier.       | \$94.99  |



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| 9. Uniforms (Non-Refundable)<br>• Scrubs (4)<br>(any extra scrubs are available for purchase for a fee) | \$80.00 |
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**TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE**

• Term 1 \$5,984.18

• Term 2 \$6,056.54

• Term 3 \$6,490.80

• Term 4 \$6,635.55

• Term 5 \$6,6707.93

**ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$33,632.50**

**THE TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT**

**\$1,757.50**

The Application Form in this packet plus the Application Fee must be submitted prior to submitting the Enrollment Agreement. All required documents must be submitted before attending class. Tuition and related fees are due in full according to your payment schedule agreed upon at the time of registration and acceptance of the Enrollment Agreement.

| <b>ANNUAL PERCENT AGE RATE</b> | <b>FINANCE CHARGE</b> | <b>AMOUNT FINANCED</b><br>The dollar amount of the credit provided to you or on your behalf. | <b>TOTAL OF PAYMENT</b><br>The amount you will have paid after you have made all payments as scheduled. | <b>TOTAL SALES PRICE</b><br>The total cost of your purchase on credit including your down payment. |
|--------------------------------|-----------------------|--|---|--|
|--------------------------------|-----------------------|--|---|--|

|                                       |    |    |    |    |
|---------------------------------------|----|----|----|----|
|                                       | \$ | \$ | \$ | \$ |
| <b>YOUR PAYMENT SCHEDULE WILL BE:</b> |    |    |    |    |

| <b>NUMBER OF PAYMENTS</b> | <b>*AMOUNT OF EACH PAYMENT</b> | <b>WHEN PAYMENTS ARE DUE</b>   |
|---------------------------|--------------------------------|--|
|                           |                                | <b>Beginning on ____ / ____ / ____ and on the same day each month.</b> |

\*Minimum monthly payment exceptions are made if student is fully funded by a third-party agency.

**METHOD OF PAYMENT:**

Option 1: Payment may be made by credit card or debit card. Meta Polytechnic accepts VISA, MasterCard, Discover and American Express.

Option 2: Payment may be made by check or money order. No cash is accepted. There is a \$40 fee for checks returned for any reason.

**STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE**

(CEC §94909(a)(14), 5, CCR §76215(a), and §76215(b))

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

information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a

taxpayer identification number.”

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

Meta Polytechnic is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations (CEC §94909(a)(2) and CEC §94897(l)(1)(2)).

Meta Polytechnic is not accredited by an agency recognized by the United States Department of Education (USDE), and this Institution’s students are therefore not eligible for federal financial aid programs.

Meta Polytechnic is not approved to participate in the Federal or State Student Aid programs. (5, CCR §71810(b)(6))

Meta Polytechnic does not participate in federal or state financial aid programs (CEC §94909(a)(10)).

#### STUDENT LOAN DISCLOSURE

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. (CEC §94909(a)(11))

IF the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
2. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid (CEC §94911(g)(1)(2))

### **STUDENT SERVICES (5, CCR 71819(b)(12))**

#### JOB PLACEMENT ASSISTANCE

Meta Polytechnic does participate with job placement by providing job leads. All job opportunities are shared with all students both in lecture and posted on bulletin boards at the Chula Vista Campus (2086 Otay

Lakes rd. Suite 201, Chula Vista, CA 91915). However Meta Polytechnic does not guarantee job placement. (CEC §94909(a)(13))

#### STUDENT COUNSELING

Our current students and alumni our provided services to pick up their Diploma, Official transcripts, and commencement applications. Our mission is to offer students the support and guidance necessary to successfully complete the Vocational Nursing Program.

#### STUDENT HOUSING

Meta Polytechnic does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities. (5, CCR §71810 (b)(13)(A))

Meta Polytechnic has no responsibility to find or assist a student to find housing. (5, CCR §71810 (b)(13)(C))80

## STUDENT STANDARDS OF CONDUCT

### Standards of Conduct

Meta Polytechnic endeavors to maintain a positive work environment. Each student plays a role in fostering this environment. Accordingly, we all must abide by certain rules of conduct, based on honesty, common sense, and fair play.

Because everyone may not have the same idea about proper workplace conduct, it is helpful to adopt and enforce rules all can follow. Unacceptable conduct may subject the offender to disciplinary action, up to and including separation, in Meta Polytechnic's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

- Stealing, removing, or defacing The Company property or a co-worker's property, and/or disclosure of confidential information.
- Stealing, removing, or defacing the school property, and/or disclosure of confidential information.
- Willful or careless destruction or damage to Company assets or to the equipment or possessions of another.
- Fighting, threatening, or disrupting the work of others or other violations.
- Insubordination and or failure to follow lawful instructions of an instructor.
- Violation of the Punctuality and Attendance policy, including but not limited to irregular attendance, habitual lateness, or unexcused absences.
- Gambling on Company property.
- Wasting materials.
- Performing work of a personal nature during class time.
- Any other violation of Company policy.

## DRESS CODE

The dress code is Meta Polytechnic - Black Nursing scrubs with school logo:

- **ID Badge** must be worn at all times.
- **Analog watch** must be worn at all times.
- **Tattoos** must not be visible.
- **Jewelry:** May not be worn with the uniform, except for one pair of small stud earrings, one ring, and

a watch.

- Dangling earrings, hoop earrings, or multiple earrings will not be permitted.
- **Hygiene:**
  - **Hair:** Must be neatly combed, clean, and pulled away from the face. No head covers, including beads or jewels interwoven into the hair are to be worn.
  - **Fingernails:** Must be kept short, clean, and neatly manicured. Only clear polish will be permitted. No acrylic nails, overlays, or any synthetic enhancements to the natural nails.
  - **Cologne and perfume** should not be worn, due to patients with fragrance sensitivity or allergies.
- **Shoes:** Must protect from hazards and cover the entire foot. Closed-toe shoes with good support and cushioning are required to help stay comfortable during long standing hours.
  - **White Slip-resistant shoes** (leather or vinyl) are required in clinicals to reduce the high risks of slips, trips, and falls.
- Any other violation of Company policy.

Obviously, not every type of misconduct can be listed. Note that all students are employed at-will, and Meta Polytechnic reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. Meta Polytechnic will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

The observance of these rules will help to ensure that our workplace remains a safe and desirable place to work.

## **USE OF INTERNET**

Meta Polytechnic may review Internet usage to ensure that such use with Meta Polytechnic property, or communications sent via the Internet with Company property, is appropriate. The reasons for which Meta Polytechnic may review students' use of the Internet with Company property include, but are not limited to maintaining the system; preventing or investigating allegations of system abuse or misuse; assuring compliance with software copyright laws; complying with legal and regulatory requests for information, and ensuring that Company operations continue appropriately during the student's absence.

Meta Polytechnic may store electronic communications for a period of time after the communication is created. From time to time, copies of communications may be deleted.

Meta Polytechnic's policies prohibiting harassment, in their entirety, apply to the use of Meta Polytechnic's communication and computer systems. No one may use any communication or computer system in a manner that may be construed by others as harassing or offensive based on race, national origin, sex, sexual orientation, age, disability, religious beliefs, or any other characteristic protected by federal, state or local law.

Further, since Meta Polytechnic's communication and computer systems are intended for business use, all students, upon request, must inform management of any private access codes or passwords.

Unauthorized duplication of copyrighted computer software violates the law and is strictly prohibited.

No student may access, or attempt to obtain access to, another student's computer systems without appropriate authorization.

Violators of this policy may be subject to disciplinary action, up to and including separation.

## **USE OF SOCIAL MEDIA**

All students are prohibited from logging-on, accessing, and/or using social networking or other electronic media sites (for example, Instagram, Snapchat, TikTok, Facebook, LinkedIn, MySpace, Twitter, Yelp, personal blogs or websites, podcasts, etc.) during school hours or on Meta Polytechnic-owned equipment, unless it is on breaks, pre-approved, or is a part of the student's duties.

Any activities performed on Meta Polytechnic-owned or Meta Polytechnic-sponsored social networking or other electronic media sites, pages, or postings, including all content, images, postings, comments, blogs, or otherwise, and all contacts, connections, followers, friends, or other similar designations are and shall remain, the sole and exclusive property of Meta Polytechnic.

All students are required to adhere to the following guidelines regarding their use of such sites, regardless of whether or not during working hours, on their own personal time, or with their own equipment:

Do not represent or hold yourself out as a spokesperson for Meta Polytechnic without prior written approval. Do not post or reveal any information that is private, confidential, or proprietary to, or a trade secret of, Meta



Polytechnic or its owners, managers, students, guests, vendors, suppliers, or competitors, or that may be valuable to a competitor of Meta Polytechnic (which may include recipes, marketing plans, customer lists, contact information, intellectual property, etc.). Confidential information does not include information as to student wages, benefits, or working conditions.

Do not use Meta Polytechnic logos, slogans, trademarks, images of Meta Polytechnic (that is, its premises or its students while working, etc.), or other similar information without prior written approval. This provision should not be construed to limit a student's non-commercial use of logos, slogans, trademarks, or images of Meta Polytechnic to identify Meta Polytechnic in the course of protected concerted activity.

Be respectful of and truthful regarding Meta Polytechnic students, customers, vendors, suppliers, and competitors, and as such, do not post anything that can be construed as vulgar, obscene, threatening, intimidating, harassing, or which violates any of Meta Polytechnic policies against discrimination, harassment, or hostility on account of any protected classification or characteristic.

Do not engage any customers about their experiences with Meta Polytechnic without prior written approval.

## **USE OF PERSONAL ELECTRONICS**

All students are not authorized to use their personal cell phone, computer, tablet, or otherwise to conduct personal business that affects the performance of their school functions, unless prior authorization is received.

Although students may have individual access to school-related mobile applications on their personal cell phone, computer, tablet, or otherwise, students are not required to download business-related mobile applications.

## **AUDIO AND VIDEO MONITORING**

Due to various operational and security concerns, Meta Polytechnic does conduct video monitoring of its premises, which monitoring may include both its students, guests, and others on its premises. Video monitoring and recording equipment may also have audio recording capabilities. Students consent to such monitoring and have no expectation of privacy with regard to the same. However, no audio or video monitoring will take place in any private areas, such as restrooms, changing rooms, or similar areas.

## **DISCRIMINATION, HARASSMENT, AND RETALIATION PREVENTION**

The Company does not tolerate and prohibits discrimination, harassment or retaliation of or against students, contractors, interns, volunteers, instructors, vendor, or any third party on the basis of race, religious creed, color, age, sex, sexual orientation, gender, gender identity, gender expression, national origin, ancestry, marital status, medical condition as defined by state law (cancer or genetic characteristics), disability, military and veteran status, pregnancy, childbirth, and related medical conditions, or any other characteristic protected by applicable federal, state or local laws and ordinances. The Company is committed to a workplace free of discrimination, harassment, and retaliation.

### **Discrimination Defined**

Discrimination under this policy means treating differently or denying or granting a benefit to an individual because of the individual's protected characteristics.

### **Harassment Defined**

Harassment is defined in this policy as unwelcome verbal, visual, or physical conduct creating an intimidating, offensive, or hostile work environment that interferes with work performance. Harassment can be verbal (including slurs, jokes, insults, epithets, gestures or teasing), graphic (including offensive posters, symbols, cartoons, drawings, computer displays or emails) or physical conduct (including physically threatening another, blocking someone's way, etc.) that denigrates or shows hostility or aversion towards an individual because of any protected characteristic. Such conduct violates this policy, even if it is not unlawful. Because it is difficult to define unlawful harassment, students are expected to behave at all times in a professional and respectful manner.

### **Sexual Harassment Defined**

Sexual harassment can include all of the above actions, as well as other unwelcome conduct, such as unwelcome or unsolicited sexual advances, requests for sexual favors, conversations regarding sexual activities, and other verbal or physical conduct of a sexual nature.

Examples of conduct that violates this policy include:

Unwelcome sexual advances, flirtations, advances, leering, whistling, touching, pinching, assault, blocking normal movement;

Requests for sexual favors or demands for sexual favors in exchange for favorable treatment;

Obscene or vulgar gestures, posters or comments;

Sexual jokes or comments about a person's body, sexual prowess or sexual deficiencies;  
Propositions or suggestive or insulting comments of a sexual nature;  
Derogatory cartoons, posters, and drawings;  
Sexually-explicit emails or voicemails;  
Uninvited touching of a sexual nature;  
Unwelcome sexually-related comments;

### **Retaliation Defined**

Retaliation means adverse conduct taken because an individual reported an actual or perceived violation of this policy, opposed practices prohibited by this policy or participated in the reporting and investigation process described below. "Adverse conduct" includes but is not limited to:

Shunning and avoiding an individual who reports harassment, discrimination or retaliation;  
Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination or retaliation; and  
Denying benefits because a student reported harassment, discrimination, or retaliation or participated in the reporting and investigation process described below.

All discrimination, harassment, and retaliation are unacceptable in the workplace and in any work-related settings such as business trips and business-related social functions, regardless of whether the conduct is engaged in by a supervisor, co-worker, client, customer, vendor or other third parties.

### **Reporting Procedures**

The following steps have been put into place to ensure the work environment is respectful, professional, and free of discrimination, harassment, and retaliation. If the student believes someone has violated this policy or the Equal Employment Opportunity Policy, the student should promptly bring the matter to the immediate attention of the student's Instructor. (Phone numbers are available through the Company Directory.) If this individual is the person toward whom the complaint is directed the student should contact Human Resources in the reporting chain. If the student makes a complaint under this policy and has not received a satisfactory response within five (5) business days, the Human Resources department should be contacted immediately. (Phone numbers are available through the Company Directory.)

Every supervisor who learns of any student's concern about conduct in violation of this policy, whether in a formal complaint or informally must immediately report the issues raised to the General Manager and Human Resources Department.

### **Investigation Procedures**

Upon receiving a complaint, the Company will promptly conduct a fair and thorough investigation into the facts and circumstances of any claim of a violation of this policy or the Equal Employment Opportunity policy. To the extent possible, the Company will endeavor to keep the reporting student's concerns

confidential. However, complete confidentiality may not be possible in all circumstances.

During the investigation, the Company generally will interview the complainant and the accused, conduct further interviews as necessary, and review any relevant documents or other information. Upon completion of the investigation, the Company shall determine whether this policy has been violated based upon its reasonable evaluation of the information gathered during the investigation. The Company will inform the complainant and the accused of the results of the investigation.

The Company will take corrective measures against any person who it finds to have engaged in conduct in violation of this policy if the Company determines such measures are necessary. These measures may include but are not limited to, counseling, suspension, or immediate separation. Anyone regardless of position or title, whom the Company determines has engaged in conduct that violates this policy will be subject to discipline, up to and including separation.

In addition to being a violation of this policy, harassment, discrimination, or retaliation can also be against the law. Students who engage in conduct that rises to the level of a violation of the law can be held personally liable for such conduct.

Remember, the Company cannot remedy claimed discrimination, harassment, or retaliation unless students bring these claims to the attention of management. Students should not hesitate to report any conduct which they believe violates this policy.

I, \_\_\_\_\_, hereby acknowledge that I have received the Student Catalog. I understand that I MUST complete ALL assigned activities during my accelerated program as a student at Meta Polytechnic in order to graduate.

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Student Signature

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Date