TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Title</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Approval and Regulation</td>
<td>4</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>4</td>
</tr>
<tr>
<td>History of the School and Accreditation Status</td>
<td>4</td>
</tr>
<tr>
<td>Facilities and Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Owners</td>
<td>5</td>
</tr>
<tr>
<td>School Director/ Program Director for the VN Program</td>
<td>5</td>
</tr>
<tr>
<td>Clinical Coordinator</td>
<td>5</td>
</tr>
<tr>
<td>Tuition &amp; Fees VN Program</td>
<td>5-6</td>
</tr>
<tr>
<td>Supplies not Included in course fees</td>
<td>6-7</td>
</tr>
<tr>
<td>Program Outline (Course Descriptions)</td>
<td>7-13</td>
</tr>
<tr>
<td>School Calendar/Class Schedule</td>
<td>13-15</td>
</tr>
<tr>
<td>Holidays</td>
<td>14</td>
</tr>
<tr>
<td>Hours of Operation</td>
<td>14</td>
</tr>
<tr>
<td>Emergency Closings</td>
<td>15</td>
</tr>
<tr>
<td>Admissions</td>
<td>15-16</td>
</tr>
<tr>
<td>Scoring Chart for Admissions</td>
<td>17</td>
</tr>
<tr>
<td>Credit for previous education, training, or experience</td>
<td>18</td>
</tr>
<tr>
<td>Equal Opportunity</td>
<td>18</td>
</tr>
<tr>
<td>Cancellation &amp; Refunds</td>
<td>18-20</td>
</tr>
<tr>
<td>Progress Requirements</td>
<td>20</td>
</tr>
<tr>
<td>Attendance</td>
<td>21</td>
</tr>
<tr>
<td>Leave of Absence/Incomplete</td>
<td>22</td>
</tr>
<tr>
<td>Conduct</td>
<td>22-23</td>
</tr>
<tr>
<td>Dress Code</td>
<td>23</td>
</tr>
<tr>
<td>Personal Appearance</td>
<td>23</td>
</tr>
<tr>
<td>Smoking Policy</td>
<td>23</td>
</tr>
<tr>
<td>Grading System</td>
<td>24</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>24-25</td>
</tr>
<tr>
<td>Certificate of Completion</td>
<td>25</td>
</tr>
<tr>
<td>Job Placement</td>
<td>25</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>25</td>
</tr>
<tr>
<td>VN Program Information (enrollment)</td>
<td>25-26</td>
</tr>
<tr>
<td>Students input into development of academic policies, curriculum, procedures</td>
<td>26</td>
</tr>
<tr>
<td>Title</td>
<td>Page Number</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Counseling and Financial Aid Services</td>
<td>26</td>
</tr>
<tr>
<td>Eligibility Issues Regarding Licensure</td>
<td>26</td>
</tr>
<tr>
<td>Makeup work Policy</td>
<td>27</td>
</tr>
<tr>
<td>Attendance Policy</td>
<td>28</td>
</tr>
<tr>
<td>Academic Calendar</td>
<td>29</td>
</tr>
<tr>
<td>How to enroll in the VN Program</td>
<td>30-31</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>32-38</td>
</tr>
<tr>
<td>Student Acknowledgment Form</td>
<td>39</td>
</tr>
<tr>
<td>Seminar Course</td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology I and II The Human Body</td>
<td>40-41</td>
</tr>
<tr>
<td>Tuition and Fees for A and P Course</td>
<td></td>
</tr>
<tr>
<td>Medical Administrative Assistant Program</td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>42-43</td>
</tr>
<tr>
<td>Nurse Aide Program</td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>44-48</td>
</tr>
<tr>
<td>True &amp; Correct Statement</td>
<td>48</td>
</tr>
</tbody>
</table>
SCHOOL APPROVAL & REGULATION & MISSION STATEMENT

The Vocational Nursing Institute, Inc. is a career school as defined by Texas law. The school provides training and licensure preparation for Licensed Vocational Nursing candidates. Students completing the course are prepared to take the National Council of Licensure Examination for Practical Nurses (NCLEX-PN) to become a Licensed Vocational Nurse.

The Vocational Nursing Institute, Inc. holds a Certificate of Approval from the Texas Workforce Commission to operate a career/college school and is approved to provide /conduct a Vocational Nursing/Education Program by the Texas Board of Nursing (TBON). The school is approved by the Department of Education for Pell Grants and Direct Student Loans effective 2-28-15.

MISSION STATEMENT:

Institutional Mission Statement:

The institutional mission of The Vocational Nursing Institute, Inc. is to prepare students for entry level employment and career advancement.

Corporate Mission Statement and Goals:

The Vocational Nursing Institute, Inc. mission is to provide a quality education to its vocational nursing students with a goal of 80% pass rate on the NCLEX-PN licensure exam. In addition, it is the mission of the Vocational Nursing Institute, Inc. to comply with all regulatory body requirements related to a Vocational Nursing school. The Vocational Nursing Institute, Inc. will incorporate the Differentiated Essential Competencies of Graduates of Texas Nursing Programs, Vocational (VN).

The Vocational Nursing Institute, Inc. seeks to provide equal education without regard to sex, age, race, disability, religion, national origin, or any other constitutional or statutory impermissible reason.

Vocational Nursing Program Mission:

Our mission is to prepare competent, vocational nurses that are knowledgeable and safe, with a caring attitude, who are able to provide nursing care and/or coordinate care for clients in a variety of settings. The Vocational Nursing Institute, Inc. is committed to the preparation of individuals who will safely and effectively fill a beginning technical level role as a vocational nurse. Graduate vocational nurses should be prepared to collaborate with other health care professionals in using their skills, knowledge, and understanding for giving safe, quality health care.

HISTORY OF THE SCHOOL & ACCREDITATION STATUS

The Vocational Nursing Institute, Inc. was founded in 2009 by Kimberley A. Kelly MSN, BSN, RN, and LNC. It is Ms. Kelly’s vision to open a Vocational Nursing School to help others in the community to become a Vocational Nurse. The school is fully accredited with The Council on Occupational Education (C.O.E.).
FACILITIES & EQUIPMENT

The Vocational Nursing Institute, Inc. is located at 11201 Steeple Park Drive Houston, Texas 77065. The facility includes the large classroom equipped with desks, whiteboard, television, an overhead projector for computer images, and a computer lab with laptop computers. There is also a clinical skills lab equipped with beds, mannequins and other necessary nursing equipment. The school has a student break area, telephones for student use, and five restrooms.

OWNER

The school is a Non-Profit Entity and is run by a non-profit board. Kimberley Kelly, MSN, BSN, RN, LNC is the President of the Non-Profit Board. There are 8 board members sitting in the seats for the Board of Directors. The board members range from attorneys, nurses, teachers, and business owners. A complete listing is available on the website: www.vocationalnursinginstitute.com

SCHOOL DIRECTOR, INSTRUCTOR

Kimberley Kelly, MSN, BSN, RN

ALTERNATE SCHOOL DIRECTOR, INSTRUCTOR

Denise Garcia MHA, BSN, RN

PROGRAM DIRECTOR FOR THE VOCATIONAL NURSING PROGRAM:

Kimberley Kelly MSN, BSN, RN

PROGRAM COORDINATOR FOR THE VOCATIONAL NURSING PROGRAM:

Kerri Robinson ADN, RN

TUITION & FEES

Tuition and fees are as follows. Course text is included. There is no Registration Fee. If payment falls on a weekend, it is due the class day before.

* Vocational Nurse / Training Course Fee $25, 500.00

Payment Types: Students are encouraged to pay the full tuition upon enrollment. Payment methods accepted are Federal Student Loan, Pell Grants, Workforce Solution grant up to $6000 towards tuition, personal check, cashier’s check, MasterCard, American Express, or Visa. No interest is charged. Workforce money comes after Federal Student Loans. All students must pay a deposit of $2500.00 within 10 business days of acceptance of enrollment into the program.

Monthly Payments: If the student opts to make monthly payments, $2,500.00 is due upon enrollment, and $287.50 is due weekly on Thursdays or the student can pay $1150.00 by the 10th of each month for
20 months. If the student fails to make their payment by the due date they will be terminated from the program. Exceptions will not be made.

2) The school is also a vendor for the Texas Workforce Solutions where financial grant aid is available.

3) The school is approved by the Department of Education for Pell Grants, Campus based funds, and Direct Student Loans subsidized and unsubsidized as qualifiers are met by the student with the Department of Education.

4) For additional financial assistance please talk to a school representative or click on the “financial” tab on our website at www.vocationalnursinginstitute.com.

*INCLUDED IN THE TUITION:
1. Text books ***
2. Companion CD’s
3. CPR training ***
4. Lab fees
5. Clinical Rotation
6. Classroom Instruction
7. All final exams at our testing site
8. 2 day NCLEX review program and preparation for NCLEX exam
9. Mini NCLEX reviews after each course
10. E-books as provided by textbook company (if free)
11. Background Check *** (all students must have a clear criminal background check prior to starting the program. This is done by VNI. Conviction of a crime as outlined by the TBON may prevent admittance to the school. Vocational Nursing students must be fingerprinted for the Board of Nursing in the State of Texas.  **This is at their own cost upon enrollment to the school. The school will provide TBON with the enrollment list by August 5, so students have time to get fingerprinting done and blue card applications completed prior to the start of the cohort!**
12. Remediation
13. Case Studies
14. ATI or other similar NCLEX preparation technology
15. Electronic Health Record Technology program

*** VA does not pay for these items

SUPPLIES NOT INCLUDED IN COURSE FEES

*Required Preadmission /HESI test  $49.99/student
(Note: You must achieve a 80% on this test in order to qualify for admission within the last 3 years.)

*Required Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. White Duty Shoes – no open toe, clogs, or canvas</td>
<td>$29.00</td>
</tr>
<tr>
<td>2. Watch with a second hand</td>
<td>$30.00</td>
</tr>
<tr>
<td>3. White pantyhose or white ankle length socks</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>4. 3-ring 2” or 3” loose leaf notebook</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>5. Notebook paper</td>
<td>$ 3.00</td>
</tr>
<tr>
<td>6. #2 pencil</td>
<td>$ .99</td>
</tr>
<tr>
<td>7. Pens (black only)</td>
<td>$ 1.99</td>
</tr>
</tbody>
</table>
8. Highlighter $2.50
10. Scrubs one set hunter green top and bottom $22.50

Total Estimated Cost:
$135.97 + $49.99 for *HESI test + $25,500 = $25,685.96

Optional Supplies
1. Bandage Scissors
2. Nursing Bag

*Items are subject to cost change.

PROGRAM OUTLINE
Program Title & Description
Vocational Nursing Educational Program - The program of study includes classroom and clinical instruction in the following areas: growth and development, vocational nursing concepts, basic nursing skills, pharmacology, medication administration, clinical practical training, nutrition, geriatrics, medical/surgical nursing, pediatrics, disease control and prevention, maternal/neonatal nursing, mental health nursing, and leadership and professional development. The number of weeks to complete the program is 80 weeks.

Work Setting: The Vocational Nurse can expect to find employment in hospitals, home health agencies, hospice agencies, dialysis centers, and long-term care facilities.

Vocational Nursing Program

Semester I:

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Portion</th>
<th>Subject Title</th>
<th>Lec/Lab/Ext/Semester Credit Hrs</th>
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</thead>
<tbody>
<tr>
<td>VNSG 1100</td>
<td>1</td>
<td>Growth and Development</td>
<td>50/10/00/3.0</td>
</tr>
<tr>
<td>VNSG 1130</td>
<td>2</td>
<td>Vocational Nursing Concepts</td>
<td>45/45/00/4.5</td>
</tr>
<tr>
<td>VNSG 1400</td>
<td>3</td>
<td>Basic Nursing Skills</td>
<td>57/57/00/5.0</td>
</tr>
<tr>
<td>VNSG 1300</td>
<td>4</td>
<td>Pharmacology</td>
<td>60/30/00/5.0</td>
</tr>
<tr>
<td>VNSG 1200</td>
<td>5</td>
<td>Medication Administration</td>
<td>45/45/00/4.5</td>
</tr>
<tr>
<td>VNSG 1320</td>
<td>6</td>
<td>Clinical Practical Training 1</td>
<td>00/00/180/1.5</td>
</tr>
<tr>
<td>VNSG 1150</td>
<td>7</td>
<td>Nutrition</td>
<td>43/41/00/3.5 1st Semester</td>
</tr>
</tbody>
</table>

300/228/180/27.0

Total hours possible Semester I: 708 hours

Semester II

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Portion</th>
<th>Subject Title</th>
<th>Lec/Lab/Ext/Semester Credit Hrs</th>
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<tbody>
<tr>
<td>VNSG 1210</td>
<td></td>
<td>Geriatrics</td>
<td>42/42/00/3.5</td>
</tr>
<tr>
<td>VNSG 1500</td>
<td></td>
<td>Medical Surgical Nursing 1</td>
<td>33/33/00/3.0</td>
</tr>
<tr>
<td>VNSG 1501</td>
<td></td>
<td>Medical Surgical Nursing 2</td>
<td>45/45/00/4.5</td>
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<tr>
<td>VNSG 1220</td>
<td></td>
<td>Pediatrics</td>
<td>30/30/00/3.0</td>
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<tr>
<td>VNSG 1230</td>
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<td>Maternal/Neonatal Nursing</td>
<td>30/30/00/3.0</td>
</tr>
<tr>
<td>VNSG 1240</td>
<td></td>
<td>Disease &amp; Control Prevention</td>
<td>45/45/00/4.5 (included in Med Surg I and II)</td>
</tr>
<tr>
<td>VNSG 1420</td>
<td></td>
<td>Clinical Practical Training 2</td>
<td>00/00/264/2.5 2nd Semester</td>
</tr>
</tbody>
</table>

225/225/264/24.0

The Vocational Nursing Institute, Inc. School Catalog
Total hours possible Semester II: 714 hours

Semester III:

<table>
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<tr>
<th>Subject #</th>
<th>Portion</th>
<th>Subject Title</th>
<th>Lec/Lab/Ext/Semester Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>VNSG 1330</td>
<td></td>
<td>Mental Health Nursing</td>
<td>45/45/00/4.5</td>
</tr>
<tr>
<td>VNSG 1250</td>
<td></td>
<td>Leadership &amp; Professional Development</td>
<td>42/42/00/3.5</td>
</tr>
<tr>
<td>VNSG 1520</td>
<td></td>
<td>Clinical Practical Training 3</td>
<td>00/00/78/2.0 3rd Semester</td>
</tr>
</tbody>
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Total hours for Semester III: 252 hours

Total For Semester I- III 612/530/522/61.0

Required Hours per TBON regulations

Total Hours: 1398
840 Clinical/Lab
558 Classroom

Hours provided by VNI
(SCH= Semester Credit Hours 15/30/45 formula)

Total Hours: 1664
Clinical/Lab: 522 clinical rotation facilities 530 lab
Classroom: 612 hours

Total Semester Credit Hours 61.0 (semester credit hour 15/30/45 formula used as outlined in the Credit Hour policy)

Instructor / Student Ratios

<table>
<thead>
<tr>
<th>Equipment Ratios</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom: 1:30</td>
</tr>
<tr>
<td>Clinical: 1:10</td>
</tr>
</tbody>
</table>

Computer Lab: 10:1
Simulation Lab: 10:1

Course Descriptions VN Program CIP Code: 26.0403

1st Semester

VNSG 1100 Growth and Development – 50/10/00/3.0 SCH This course enables the student to study growth and development in a continuum or smooth transition across the entire lifespan and integrate concepts related to changes that normally occur in each stage of the life cycle. Prerequisite: Pre-nursing prerequisites and admission into the nursing program.
Textbooks: Growth and Development Across the Lifespan (Leifer, Hartston) 2013 2nd Edition

**VNSG 1130 Vocational Nursing Concepts** – 45/45/00/4.5 SCH This course prepares the student for the role of the vocational nurse. Study of health promotion and illness prevention, cultural influences on health and illness, Maslow’s, Stress and Adaptation, legal/ethical issues, nursing process, critical thinking, multi-disciplinary teamwork, and communication are addressed. **Prerequisite:** VNSG 1100.

Textbooks:


& Study Guide

Hill & Howlett: Success in Practical Vocational Nursing, 6th Edition 2009 (Chapters 1-13)

**VNSG 1400 Basic Nursing Skills** – 57/57/00/5.0 SCH This course teaches the student all basic fundamental skills that an LVN needs in current practice. The student will learn information presented from simple to complex, with clarity and conciseness of language, making the fundamental concepts and skills content readily comprehended by beginning nursing students. **Prerequisite:** VNSG 1100, VNSG 1130.


**VNSG 1300 Pharmacology** - 60/30/00/5.0 SCH The course will focus on an introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. In addition, a primary focus in this course is the integration of patient teaching about drug therapy in order to enable the patient to reach therapeutic goals and attain an optimum level of health. **Prerequisite:** VNSG 1100, VNSG 1130, VNSG 1400.


**VNSG 1200 Medication Administration** – 45/45/00/4.5 SCH This course will focus on the roles and responsibilities of the vocational nurse in safe administration of medications. The course will also emphasize the administration of medication with safety and precision while focusing on health promotion through medication monitoring and patient education. **Prerequisite:** VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300.


The Vocational Nursing Institute, Inc. School Catalog

**VNSG 1320 Clinical Training** 1 – 00/00/78/1.5 SCH This beginning level clinical course introduces the student to the basic principles and practices for care of elderly patients. The course will explore the needs of the older population and will address the needs of older patients across the spectrum of living arrangements from the nursing home to institutional care. Students will be given the opportunity to practice and apply the basic nursing skills learned. *Prerequisites: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300, VNSG 1200.*

*Textbooks:*

*Growth and Development Across the Lifespan (Leifer, Hartston) 2013 2nd Edition*


(Chapters 1-15)

*Hill & Howlett: Success in Practical Vocational Nursing, 6th Edition* 2009 (Chapters 1-13)


*Clayton: Basic Pharmacology for Nurses, 16th Edition* 2013 (Chapters 1-5 and 13-50)

**VNSG 1150 Nutrition** – 43/41/00/3.5 SCH This course will introduce basic principles of scientific nutrition and present their applications in person-centered care. In addition, this course will reflect current medical treatment and approaches to nutrition management, with a focus on special areas which includes developments in gastrointestinal disease, heart disease, diabetes mellitus, renal disease, surgery, cancer, and AIDS. *Prerequisites: VNSG 1100, VNSG 1130, VNSG 1400, VNSG 1300, VNSG 1200.*

*Textbooks: Nix: Williams’ Basic Nutrition & Diet Therapy, 14th Edition*

**2nd Semester**

**VNSG 1210 Geriatrics** – 42/42/00/3.5 SCH This course will present theories and concepts of aging, the physiologic and psychosocial changes and problems associated with the process, and the appropriate nursing interventions. In addition, the course will include expanded content on cultural considerations, as well as new content on Alzheimer’s disease, home health care, and the aging Baby Boomer generation. *Prerequisites: Completion of all 1st semester courses.*


*deWit: Fundamental Concepts & Skills for Nursing, 4th Edition* 2014 (Chapters 40 and 41 only)
VNSG 1500 Medical/Surgical Nursing 1 – 33/33/00/3.0 SCH This course will focus on the following subject areas: (a) exploring patient concepts, including the health care system, patient care settings, leadership, the nurse-patient relationship, cultural aspects of nursing care, the nurse and the family, nutrition, developmental processes, the older patient, and the nursing process and critical thinking; (b) first aid and emergency care, shock, general care of the surgical patient and intravenous therapy; (c) comprehensive coverage of four clinical problems which includes falls, incontinence, confusion, and immobility, as well as end-of-life care; (d) nursing care of patients with cancer. Prerequisites: Completion of all 1st semester courses, VNSG 1210.

Textbooks:


VNSG 1501 Medical/Surgical Nursing 2 – 45/45/00/4.5 SCH This course will focus on the following subject areas: (a) A systems approach to medical-surgical disorders. For each system, a thorough nursing assessment, age-related considerations, diagnostic tests and procedures, drug therapy, and common therapeutic measures will be discussed; (b) this course will also address psychosocial responses to illness, psychiatric disorders, and substance abuse. Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500.

Textbooks:


Linton: Introduction to Medical Surgical Nursing 6th Ed 2016 Workbook

VNSG 1220 Pediatrics – 30/30/00/3.0 SCH This course provides comprehensive discussions of family centered care, wellness, health promotion, and the growth and development of the child. The course also provides a systems approach in presenting physiological illness (other than congenital anomalies that are present at birth and communicable diseases of children). Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501.


VNSG 1230 Maternal/Neonatal Nursing – 30/30/00/3.0 SCH This course provides comprehensive discussions of family centered care, wellness, health promotion, women’s health issues, and the growth and development of the child and the parent. Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220.

Textbooks: Leifer: Introduction to Maternity & Pediatric Nursing, 7th Edition Chapters 1-14

VNSG 1240 Disease & Control Prevention – 45/45/00/4.5 SCH This course provides a review of epidemiology, prevention and control of major chronic diseases and their risk factors. Both ©Compliance Review Services, Inc. 2009-2016 no reprints without permission rev6/29/15 10/05/15, 7/25/2016, 11/8/2016 The Vocational Nursing Institute, Inc. School Catalog
adult and childhood chronic diseases will be addressed. Infectious diseases will be examined including HIV/AIDS, HPV, and others. Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220, VNSG 1230. This course is integrated with Med Surg I and II.

Textbooks: included in Med Surg

VNSG 1420 Clinical Training 2 – 00/00/120/2.5 SCH This clinical course is devoted to studying factors affecting the health and development of childbearing clients, newborns and their families, as well as the interpersonal and relational role of the vocational nurse in identifying and meeting the health care needs of this focused population. The nursing process is applied to the design of integrated and individualized plans of care. Learners will apply and synthesize knowledge and skills from prior coursework in nursing courses to further develop their nursing care practices in maternity, neonatal and women’s health care environments. Prerequisites: Completion of all 1st semester courses, VNSG 1210, VNSG 1500, VNSG 1501, VNSG 1220, VNSG 1230, VNSG 1240. This course is scheduled with Med Surg I and II. Clinical is planned for Saturdays for the evening VN program however some clinical sites may require day attendance during the week. This will be shared on the syllabus.

Textbooks:

Leifer: Introduction to Maternity & Pediatric Nursing, 6th Edition
deWit: Medical-Surgical Nursing Concepts & Practice

3rd Semester

VNSG 1330 Mental Health Nursing – 45/45/00/4.5 SCH This course provides a framework for understanding mental health care, as well as focusing on the skills and conditions necessary for working with clients with mental health disorders. Ethical, legal social and cultural issues relating to mental health care will be discussed. Prerequisites: Completion of all 1st and 2nd semester courses.

Textbooks: Morrison-Valfre: Foundations of Mental Health Care, 5th Edition 2013

VNSG 1250 Leadership & Professional Development – 42/42/00/3.5 SCH This course prepares the student for professional practice and leadership as a licensed vocational nurse. Students will explore areas such as assertiveness in nursing, leadership skills, financing issues, and trends in the health care setting, and legal/ethical issues in nursing. In addition, this course focuses on preparing the student to take the NCLEX PN licensure exam. Prerequisites: Completion of all 1st and 2nd semester courses, VNSG 1330.
Textbooks:

*Hill & Howlett: Success in Practical Vocational Nursing, 6th Edition 2009 Chapters 14-23*

**VNSG 1520 Clinical Training** 3 – 00/00/102/2.0 SCH This clinical course will focus on observing care of patients in mental health institutions and on nursing concepts and skills related to the development and application of leadership/management theory as the student experiences professional role immersion in a beginning staff nurse setting. Students will be able to apply leadership and management skills in collaboration with clients, their families, and members of the health care team in clinical settings utilizing a clinical professional. The student will be responsible for all previous coursework in the application of theory and nursing care to client populations. Prerequisites: Completion of all 1st and 2nd semester courses, VNSG 1330, VNSG 1250.


*Note: The publisher may release an updated edition of a textbook during the cohort, the school tries to obtain the most current versions of its textbooks for its students.*

Students who successfully complete both the classroom and clinical portions of the course and meet their financial obligations to the school will received a Certificate of Completion which qualifies them to take the NCLEX-PN exam to become a Licensed Vocational Nurse in the State of Texas. *See page 12 for additional eligibility information.*

**VN PROGRAM SCHOOL CALENDAR**

The academic year begins September and ends September. For specific dates, see the calendar insert. A day of orientation will be scheduled for the first day of class, which will include CPR training and certification. The following course dates are offered:

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE #</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CLASS DAYS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Growth &amp; Development</td>
<td>1100</td>
<td>09/15 or first Monday nearest to 9/15 2017 then every 18 months thereafter</td>
<td></td>
<td>MTWTh</td>
</tr>
<tr>
<td>Vocational Nursing Concepts</td>
<td>1130</td>
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<td></td>
<td>MTWTh</td>
</tr>
<tr>
<td>Basic Nursing Skills</td>
<td>1400</td>
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<td>MTWTh</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>1300</td>
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<td>MTWTh</td>
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<td>Medication Administration</td>
<td>1200</td>
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<td>Clinical Vocational Training 1</td>
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<td></td>
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<td>MTWTh Saturdays</td>
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<td>Nutrition</td>
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<td>MTWTh</td>
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<tr>
<td>Geriatrics</td>
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<td>MTWTh</td>
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<tr>
<td>Medical Surgical Nursing 1</td>
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<td>MTWTh</td>
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<tr>
<td>Medical Surgical Nursing 2</td>
<td>1501</td>
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<td></td>
<td>MTWTh</td>
</tr>
</tbody>
</table>


The Vocational Nursing Institute, Inc. School Catalog
The Vocational Nursing Institute, Inc. School Catalog

Skills Final Check-offs, 2 day NCLEX-PN Live and/or ATI webinar Review Mandatory for graduation. This is mandatory to receive certificate of completion. All hours must be attended.

HOLIDAYS
The following school holidays will be observed:

<table>
<thead>
<tr>
<th>HOLIDAY</th>
<th>See school calendar insert for dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Years Day</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Presidents Day</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Good Friday</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>4th of July</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Labor Day</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Columbus Day</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Thanksgiving Day &amp; Day After</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>See school calendar insert for dates</td>
</tr>
<tr>
<td>New Years Eve</td>
<td>See school calendar insert for dates</td>
</tr>
</tbody>
</table>

Students are not required to report to school on these holidays. In the event a student is scheduled for clinical training in the health care facility during one of the named holidays, see the School Director for clarification.

HOURS OF OPERATION
The school office shall be open Monday through Friday from 8:30 am to 4:30 pm Central Standard Time (CST). The building is open from 8:30 am – 5:00 pm to enable students’ access to the computer lab before and after class as needed. At times the school may open at 7 AM on Tuesday and Thursday for nurse aide testing and close at 9:00 pm due to evening classes.

CLASS SCHEDULE

Classroom Portion

Classes will begin at 5:45 pm and end at 9:00 pm. Students will receive a 15-minute break from 7:15-7:30pm. Classes will be held Monday through Thursday evenings.
Clinical Portion (Long-Term Care Facility and other sites)
Shifts will vary and may begin at 6:45 am, 7 am, 3pm, 11pm or 9:30 am and end at 3 pm, 11 pm, 7 am, or 4:30 pm. Students will receive a 10-minute morning break and a 10-minute afternoon break. Students will receive a 1-hour lunch break. The school will make every effort to have Clinical on Saturdays for the evening VN program but at times clinical might occur during the week due to facility requirements.

Clinical morning break is generally from 10:00 – 10:10 am or 11:00-11:10am. Afternoon break is from 2pm- 2:10 pm. Lunch is generally from 12:30 pm – 1:30 pm.

There is a total of 22.5 (8 hour) days of clinical in Clinical I. There are, 22 (12 hour) clinical days in Clinical II, and 6.5 (12 hour) clinical days in Clinical III. Supplemental observations and experiences will be Included as well. These are set up in three Clinical rotation sessions throughout the curriculum calendar.

*Note: Occasionally the clinical site we are working with may change the time/shift of the rotation or even the day of the rotation to a weekend which may be beyond our control due to the influx of other students from other facilities. We will share the schedule with you for each site as it is available, we do know some sites will be off shift 3-11 and 11-7.

EMERGENCY CLOSINGS
In the event severe weather conditions, such as hurricanes, ice storms or other acts of nature create hazardous conditions and/or extended power outages, administrators may find it necessary to close the school. In this case, students and faculty are advised to listen to local area radio and television stations for announcements and updates. During emergencies, unexpected closings, or school holidays an emergency number will be posted on the outside door.

ADMISSIONS
The school shall require for admission into its program proof of one of the following:

Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or

Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.

Prospective students must also:
1. Be at least 18 years of age;
2. Be able to read, write, and speak English
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease
4. Provide basic physical from the physician, NP, or PA indicating they are in good health and can meet the physical requirements of the Licensed Vocational Nurse Job position. Provide all documentation as outlined in the Health Packet.
5. Provide copy of current immunizations from their physician, NP, or PA.
6. Provide that the student has taken the Hepatitis B series or sign school form of declination of this series.
7. Adhere to and complete successfully the new and accepted student process by the BON
8. Provide a Blue Card issued by the Texas Board of Nursing or an outcome letter within 3 months of enrollment into the program.
9. Have a background check performed per the school and TBON procedures.

The Vocational Nursing Institute, Inc. School Catalog
(Note: if a student had a criminal history done by the TBON since 2006 they do not have to do it again) If a student DOES NOT get the Blue Card or outcome letter they will have to wait until the next enrollment period. Per the TBON (9/1/15) all students must have their clearance prior to the first day of classes!

Prerequisite courses that must have a grade of “C” or better and be no greater than 7 years old prior to application to the VN program includes:

1. Anatomy and Physiology within the past seven years. A total of 54 clock hours or 3 credit hours required. These courses can be taken at any accredited college with a passing grade of a “C”.

*All students must pass the Hesi/preadmission test (within the past three years) with a cumulative score of 80% or better. (Fee for this is $49.99 payable by the student upon registration for the Hesi/preadmission test and subject to change)

*The school uses a scoring calculation to assist the school in determining who to accept for enrollment, see Admission and Enrollment policies and scoring form. Meeting all of the program application guidelines does NOT guarantee admittance to the program.
*All courses accepted into the Vocational Nursing program must be completed with a “C” or better within the past 7 years.

<table>
<thead>
<tr>
<th>Item to be Scored</th>
<th>Possible Points</th>
<th>Official Score</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Physical from MD, DO, PA or NP, turned in with application</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Physical from MD, DO, PA, or NP, turned in within 7 calendar days of application</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2. Immunization records from MD, DO, PA, or NP, turned in with application</td>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>Immunization records from MD, DO, PA, NP, turned in within 7 calendar days of application</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Hepatitis B series documentation (series or declination) turned in with application</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B series documentation (series or declination) turned in within 7 calendar days of application</td>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>4. Hesi Test Total Score 95% or greater</td>
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<td></td>
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<tr>
<td>Hesi Test Total Score 90%-94%</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hesi Test Total Score 80.0%-89%</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Anatomy/Physiology with grade of “A”</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy/Physiology with grade of “B”</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy/Physiology with grade of “C”</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Essay with no typographical errors</td>
<td>4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Essay with typographical errors</td>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Prior work experience verified with letter from previous employer as Nurse Aide or C.N.A. for one year</td>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Total possible points</td>
<td>20</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This score is correct to the best of my evaluation. I HAVE RECEIVED VERBALLY AND IN WRITING THE ELIGIBILITY INFORMATION FOR ENROLLMENT TO THE VOCATIONAL NURSING INSTITUTE, INC.

________________________________________  ____________________
Student Handwritten Name                               Date

________________________________________  ____________________
School Representative Signature Doing Calculation     Date

CREDIT FOR PREVIOUS EDUCATION, TRAINING, OR EXPERIENCE

The Vocational Nursing Institute, Inc. School Catalog
The school will review any previous education, training, or experience submitted with proper documentation and the student may receive credit if the education, training, or experience directly correlates to the course of instruction. In the event, credit is granted, tuition will be adjusted accordingly.

EQUAL OPPORTUNITY

This school provides equal employment, admission and educational opportunities without regard to race, color, religion, handicap, sex, age, or national origin.

CANCELLATION & REFUNDS

CANCELLATION POLICY

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the student’s first three scheduled class days, except that the school may retain not more than $100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

REFUND POLICY

1. Refund computations will be based on scheduled course time of class attendance through the last date of attendance. Leaves of absence, suspensions and school holidays will not be counted as part of the scheduled class attendance.

2. The effective date of termination for refund purposes will be the earliest of the following:

   (a) The last day of attendance, if the student is terminated by the school;

   (b) The date of receipt of written notice from the student; or

   (c) Ten school days following the last date of attendance.

3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hour cancellation privilege the student does not enter school, not more than $100 in any administrative fees charged shall be retained by the school for the entire residence program or synchronous distance education course.
4. If a student enters a residence or synchronous distance education program and withdraws or is otherwise terminated after the cancellation period, the school or college may retain not more than $100 in any administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program for which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination.¹

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student’s academic status after the 75 percent completion mark and requests a grade at the time of withdrawal shall be given a grade of “incomplete” and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

   (a) An enrollee is not accepted by the school;
   (b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or
   (c) If the student’s enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

8. REFUND POLICY FOR STUDENTS CALLED TO ACTIVE MILITARY SERVICE.

A student of the school or college who withdraws from the school or college as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

¹ More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due. Form PS-1040R provides the precise calculation.
(a) If tuition and fees are collected in advance of the withdrawal, a pro rata refund of any tuition, fees, or other charges paid by the student for the program and a cancellation of any unpaid tuition, fees, or other charges owed by the student for the portion of the program the student does not complete following withdrawal;

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program, other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

1. satisfactorily completed at least 90 percent of the required coursework for the program; and

2. demonstrated sufficient mastery of the program material to receive credit for completing the program.

9. The payment of refunds will be totally completed such that the refund instrument has been negotiated or credited into the proper account(s), within 45 days after the effective date of termination. The date of determination is defined as the effective date of termination. Refunds when due are made without the request of the student.

PROGRESS REQUIREMENTS

Progress Evaluation

The school shall record a student's grades at the midpoint and end of each progress evaluation period. A student not making satisfactory progress at the midpoint shall be placed on academic probation for the remainder of the progress evaluation period. If the student does not achieve satisfactory progress by the end of the probationary period, the student's enrollment shall be terminated. Satisfactory progress is identified as achieving a grade of C or higher as outlined in the Grading section of this catalog.

When a student is placed on academic probation, the school shall counsel the student prior to the student returning to class. The date, action taken, and terms of probation shall be clearly indicated in the student's permanent file. Any remedial work undertaken will be noted in the student record.

The school may allow a student whose enrollment was terminated for unsatisfactory progress to reenroll after a minimum of one progress evaluation period. Such reenrollment does not circumvent the approved refund policy.
The school shall place a student who returns after their enrollment was terminated for unsatisfactory progress on academic probation for the next grading period. The school shall advise the student of this action and document the student's file accordingly. If the student does not demonstrate satisfactory progress at the end of this probationary period, that student's enrollment shall be terminated.

**ATTENDANCE**

It is necessary for health care workers to be reliable and dependable employees. The patient’s welfare is dependent on the worker being in the right place at the right time. We believe that is essential within the vocational curriculum to teach employability skills as an integral part of the education program.

*Excused Absence (These count toward the 25% of the total program hours a student misses before they are terminated.)*

1. Illness of the student (medical evidence may be requested)
2. Death in the family
3. Emergency in the family (with documentation to support true emergencies)
4. Religious holiday (as established by calendar/schedule and pre arranged with instructor)
5. Subpoena by any law enforcement agency (copy of such subpoena is required for the student file)
6. Justifiable reasons approved in advance (1:1 scenarios as approved by the School Director)

**All other absences are unexcused.**

**Tardies**

Students are expected to be in class, at their desks, and prepared to work at the beginning of the school day, following breaks, and lunch periods. Students who are not on time will be marked tardy by the instructor who will track tardies and report 3 tardies as an absence.

If you arrive more than 5 minutes after class time begins, this is considered tardy. This school shall terminate the enrollment of a student who accumulates the lesser of the following amounts of absences:

1. More than 10 consecutive school days
2. More than 25% of the total clock hours, if the program or subject is 41-200 clock hours in length
3. Any # days if the student fails to return from an approved leave of absence as scheduled.

This school does not offer an attendance probation policy. It is the policy of this school that any student missing more than 3 scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session.

**Readmission after termination for unsatisfactory attendance**

It is the policy of this school that a student may be granted readmission privileges after termination for unsatisfactory attendance if the following criterion is/are met:
1) The student has rectified the issue causing the attendance problem to begin with. (i.e. not having transportation, illness, etc.)
2) The student commits to arriving on time to classes.
3) The student may not reenter before the start of the next grading period if terminated for violation of the attendance policy.

**INCOMPLETE**

Under The Texas Education Code Section 132.061f a student who is obligated for the full tuition may request a grade of “Incomplete” if the student withdraws for an appropriate reason unrelated to the student’s academic status. The student receiving a grade of incomplete may reenroll in the program during the 12-month period following the date the student withdraws and complete those incomplete subjects without payment of additional tuition.

**LEAVE OF ABSENCE**

Students may be considered for a leave of absence under the following circumstances:

1. Medical or Extended Illness – students will be considered for a leave of absence due to extended illness.
2. Family – a leave of absence for pregnancy, paternity, adoption leave, or parental care will be granted consistent with the family leave act.
3. Military – a leave of absence will be approved for employees/students to perform military service or receive military training.

Leaves of absence for other reasons may be approved on an individual basis. The decision to grant leave will be left solely to the School Director.

**CONDUCT**

It is the policy of this school to require students to use professional, courteous behavior in the classroom and in the field.

1. Students are expected to have the necessary materials and be punctual at all times.
2. When participating in class, only ONE student should talk at a time.
3. The school encourages friendliness, but NEVER familiarity with staff or patients.
4. In the lab, there will be no playing with equipment or lying or sitting on the beds except in mock clinical practicum.
5. Students that harass, threaten, or use inappropriate language with fellow students, staff, or patients shall be terminated from the school immediately.
6. Students who cheat or commit acts of plagiarism, or do not do their own work will be expelled from the school immediately.

7. Students will not chew gum during class or clinical rotations.

8. Students will adhere to all of the policies and procedures of the school. For students who violate the school rules (except for items #5 and 6 above) they will receive one verbal warning, one final written warning, and if further infractions continue after that they will be expelled from the school.

9. If a student is terminated due to conduct they forfeit all rights to be readmitted to the college.

10. If a student has any legal problems, arrests, warrants, etc. THEY MUST disclose this to the school, especially if this occurs after enrollment and before taking the State Boards. Failure to do so, may lead to automatic termination of the student from the vocational nursing program.

11. If a student moves, has a name change, or gets married after acceptance but prior to sitting for the State Boards, they MUST coordinate this information themselves to the Texas State Board of Nursing within 10 calendar days of the change. Failure to do so, may lead to automatic termination of the student from the vocational nursing program.

12. If a student has any legal entanglements, arrests, warrants, after admittance to the school, they must submit a new statement to the Texas Board of Nursing and petition for a declaratory order to enable them to sit for their State Boards. They must notify the School Director immediately if any such activities occur. Failure to do so may result in automatic termination of the student from the vocational nursing program.

13. All students MUST take the jurisprudence exam on the TBON website 90 calendar days before graduation and submit their evidence to the School Program Director for placement into their student file.

14. All graduating students MUST register with Pearson/Vue www.vue.com/nclex within 30 days prior to graduation in order to sit for the TBON NCLEX-PN exam.

**DRESS CODE**

Wearing apparel shall be such that it does not disrupt the classroom atmosphere. Short shorts, halters, or other wearing apparel with suggestive messages are not appropriate. Uniforms will be worn for all clinical rotations and as required by the instructor in the clinical setting. Uniforms will only be worn in school and at the clinical site. Wearing uniforms in public places such as bars is not permitted. A copy of the school dress code will be provided in orientation.

**PERSONAL APPEARANCE**

The well-groomed licensed vocational nursing student should shower/bathe daily, shampoo hair frequently and keep it neat, use deodorant daily, and practice good oral hygiene. The instructor will do regular grooming checks. No artificial nails are allowed during class or clinical.

**SMOKING POLICY**

Smoking will be permitted only in the designated smoking areas at the school’s location and is restricted to lunch and break time. In the clinical area, the facility’s/agency’s rules will apply. Most clinical sites are smoke-free environments.
HEALTH CONDITION CHANGE

If a student suffers from a health condition or a change in their health condition, a physician release maybe required to continue in the nursing program. This is at the discretion of the School Program Director and School Director.

GRADING SYSTEM

*Classroom*

Student work will be graded with the following system:

- 89.5 – 100 = A  OUTSTANDING ACHIEVEMENT
- 79.5 – 89.4 = B  ABOVE SATISFACTORY
- 74.5 – 79.4 = C  SATISFACTORY (The grade that must be achieved to pass / graduate)
- 59.5 – 74.4 = D
- 59.4 – Below = F

**GPA:**

A = 4 points  B = 3 points  C = 2 points  D = 1 point  F = 0 points

*Clinical Evaluation*

A satisfactory level must be attained at the completion of the designated hours in the clinical setting according to the course curriculum and the Licensed Vocational Nursing Student evaluation tool.

*General Basis of Grades*

<table>
<thead>
<tr>
<th>Component</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tests/Quizzes</td>
<td>50%</td>
</tr>
<tr>
<td>Lab assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Homework Assignments</td>
<td>10%</td>
</tr>
<tr>
<td>Final</td>
<td>30%</td>
</tr>
</tbody>
</table>

*Note: Each course will have additional information in the syllabus on the basis of grades.*

VN GRADUATION REQUIREMENTS

*Completion Standards*

The student must have satisfactorily completed a minimum of 1398 hours of training including:

- 558 clock hours of classroom training that doesn't involve direct resident care; and
- 840 clock hours of clinical/lab training

Successful completion and satisfactory level on all skills performance which includes the Differentiated Entry Level Competencies of Graduates of Texas Nursing Programs.

Successful passing grade of “C” or higher in all areas. The student must have a GPA of 2.0 or higher. The intent of the program is to be completed within 80 weeks. The maximum time allowed for a student to complete the VN program is 54 months or 240 due to an incomplete or leave of absence.
Financial Commitments Retired
Students must complete their financial commitments with the school prior to being eligible to graduate.

CERTIFICATE OF COMPLETION

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Licensed Vocational Nursing Program which qualifies them to sit for the NCLEX-PN licensure exam to become a Licensed Vocational Nurse in the State of Texas.

JOB PLACEMENT

It is the policy of this school to provide job placement assistive services to students upon completion of the course and successful completion of the Licensed Vocational Nursing Program. The school, however, will make every effort to encourage clinical sites and other contacts in the community the school has and through community memberships to promote placement of the students. The school has an active placement program and job boards located in the school and on its website at www.vocationalnursinginstitute.com.

GRIEVANCE POLICY

Each student shall receive a copy of the grievance procedure and the school shall maintain proof of the delivery. All complaints will be documented on the Student Grievance Form and are to be forwarded to the school director. The school director will review all completed complaint forms, and follow-up/investigate for resolution. The school will then maintain the complaint report including any associated documentation.

The school will diligently work to resolve all complaints at the local school level.

Unresolved Grievances

Unresolved grievances should be directed to:

Texas Workforce Commission
Career Schools and Colleges Section
101 East 15th Street
Austin, Texas 78778-0001

OR as an avenue of last resort:

Council of Occupational Education
7840 Roswell Road Building 300, Suite 325 Atlanta, Georgia 30350
800-917-2081 or 770-396-3898

PROGRAM INFORMATION

1. Applications along with all required documents may be submitted during the tenth to twelfth week of each semester to the school office staff. Selection for admission to the next enrollment class year will be based upon meeting all of the pre-admission requirements. If more students apply than can be accepted, selection is based upon the student’s preadmission test score and grades in Anatomy, Physiology and Mi-
crobiology. If there are students who have the same scores and grades, then the applicant’s essay and interviews will be the determining factor. A scoring system will be utilized to assist the school in evaluating potential candidates for admission. Admission to the vocational nursing program will be based upon the scores. Students are ranked according to their scores. Students who have high scores will be accepted or placed on an alternate list.

The school will send out acceptance and denial letters. Some students may be chosen as an alternate for admission and will be notified of that when they receive their letter from the school. Applicants who were not accepted into a program can reapply during the next application period.

2. The program admits students once per academic year during the month of August for the upcoming year. Enrollments are accepted during the 6-9th weeks of each semester for the next enrollment period.

**STUDENT INPUT TO ACADEMIC POLICIES, PROCEDURES, AND CURRICULUM PLANNING:**

The school encourages all students to provide feedback via evaluations, comments, and the like to the faculty and School Director. All students are encouraged to share their input to the academic policies, procedures, and curriculum and the planning of the curriculum. Our students are our best evaluators and their input is not only welcome but extremely valuable to us.

**FINANCIAL AID AND COUNSELING SERVICES:**

The school does not provide professional counseling services or financial aid counseling to its students. We may have a career advisor available by appointment. We also have a contract with ComPsych which will provide short term counseling sessions based upon a 3 session model paid for by the school. ComPsych can recommend appropriate resources for students to look into for professional counseling and/or financial aid counseling.

**EVALUATION OF TEACHING EFFECTIVENESS:**

At the end of each course taught, the students will be asked to complete a faculty evaluation and course evaluation tool. These tools are to help the school continually improve its presentations, handouts, organization, courses, and make necessary changes.

**ELIGIBILITY ISSUES REGARDING LICENSURE:**

The Board of Nurse Examiners for the State of Texas requires schools to inform enrolled students (verbally and in writing) about eligibility requirements and to maintain students’ signed receipt of the required information. The Board of Nursing Examiners has identified certain circumstances that may render a potential candidate ineligible for licensure as a licensed vocational nurse (LVN) in the State of Texas. The Board provides individuals the opportunity to petition for a Declaratory Order as to their eligibility in accordance with article 4519 (a) of the Nursing Practice Act. View [www.bne.state.tux.us](http://www.bne.state.tux.us) for further information and forms.
THE VOCATIONAL NURSING INSTITUTE, INC.
Policy and Procedure Manual
Title: MAKE-UP WORK POLICY

REGULATION:

Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules
Subchapter M

PURPOSE:

Establish a make-up work schedule for students attending the school.

POLICY:

It is a requirement of the school that students with excused absences must follow a make-up work policy in order to continue to meet the requirements of the school prior to graduation from the school. Ultimately it is at the discretion of the faculty member as to whether make up work may be submitted or not. This will be outlined in the syllabus for each course. Highest grade possible for make-up or late work is 74.5%.

PROCEDURE:

1. No more that 5% of the total course time hours for a program may be made up.
2. The school shall submit make-up work policies to the TWC for approval.
3. Make-up work shall:
   a. Be supervised by an instructor approved for the class being made up;
   b. Require the student to demonstrate substantially the same level of knowledge or competence expected of a student who attended the scheduled class session;
   c. Be completed within two weeks of the end of the grading period during which the absence occurred;
   d. Be documented by the school as being completed, recording the date, time, duration of the make-up session, and the name of the supervising instructor, and
   e. Be signed and dated by the student to acknowledge the make-up session.
REGULATION:
Title 40, Texas Administrative Code, Chapter 807, Texas Proprietary School Rules
Subchapter M

PURPOSE:
To establish attendance criteria for students of the Licensed Vocational Nursing Program

POLICY:
It is the policy of this school that attendance will be closely monitored for all students.
It is also the policy of this school that any student missing more than 3 scheduled class days will withdraw or must arrange (for an additional fee) to continue classes either through a make-up session with the instructor or during the next scheduled course session.

PROCEDURE:
1. The instructor will document all student attendance each day at the beginning of class and upon return from lunch break.
2. All absences will be documented on the absence form.
3. Instructors will follow the attendance policy and form.
4. Students will complete the attendance form upon enrollment to the school so that they are aware of the school’s policy.
5. The School Director will follow-up on all attendance issues.
6. Attendance records will be maintained for a period of 5 years.

FORMS:
Student’s Attendance Sign-In Sheet
Instructor’s Roll Call
Absence Form
SEE CALENDAR INSERT

INTENTIONALLY LEFT BLANK
How to Enroll in the VN Program:

1. Obtain an academic calendar ([www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com) or call the school).

2. Select course cycle you wish to apply for (i.e. 2017, 2018, 2019). The school offers one cohort of 30 students per 18 months.

3. Gather required documents to apply which includes:
   a. Provide evidence of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or
   b. Provide evidence of successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.
   c. Provide evidence you are at least 18 years of age;
   d. Provide evidence you are able to read, write, and speak English; (High school Diploma and Health and Environmental Sciences Institute (HESI) Test) or other preadmission testing as designated by the school.
   e. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease (Physician Statement and/or Immunizations) and signature on Student Meets Physical Requirements form.
   f. Provide basic physical from the physician indicating you are in good health and can meet the physical requirements of the Licensed Vocational Nurse Job position. Provide all documentation as outlined in the Health Packet. Health Packets are available at the school.
   g. Provide copy of current immunizations.
   h. Provide evidence that the student has taken the Hepatitis B series or sign school form of declination of this series. (See Health Packet for forms)
   i. Complete successfully the new and accepted student process by the Texas Board of Nursing (TBON). Obtain finger printing once accepted by the school for enrollment. All students must comply with the TBON rules and procedures.
   j. Have a background check performed per the school and TBON procedures.

   **If a student had a criminal history done by the TBON since 2006 they do not have to do it again.**

   k. Provide evidence for:

   *Prerequisite courses that must have a grade of “C” or better and be no greater than 7 years old prior to application to the VN program includes:*

   1. Anatomy and Physiology within last 7 years (3 credit hours or 54 clock hours required).

   These courses can be taken at any accredited college with a passing grade of a “C”.

   1. *All students must pass the Hesi/preadmission test with a score of 80% or better. (Fee for this is $49.99 payable by the student upon registration for the Hesi/ preadmission test and subject to change) To register for the HESI/ preadmission test please call the school office.

   *The school uses a scoring calculation to assist the school in determining who to accept for enrollment, see Admission and Enrollment policies and scoring form. Meeting all of the program application guidelines does NOT guarantee admittance to the program.*
4. Complete application to the school office. Attach the essay with the application.

5. Fees are due at time of registration for HESI test.

6. Submit all documents together at one time (items 3-5).

7. The school will notify you of the status of your application in writing. If you need to meet with our career advisor to discuss your academic plans please make an appointment by calling (832) 237-2525.
STUDENT HEALTH POLICIES

POLICY: It is the policy of The Vocational Nursing Institute, Inc. upon admission to the Vocational Nursing (VN) Program that each student provides evidence of immunity and health status. Each student is required to show proof from their primary care physician that they are cleared to work with patients in a nursing student/nursing assistant capacity. All health information is kept confidential per HIPAA regulations. (see HIPAA policy and procedure manual). All health information must be completed and submitted prior to the first day of class including titers. (MMR)

Prior to the first day of class each student must furnish the school with the following documents:

1) VN Annual History and Physical – letter from the physician stating the student passed a physical. If the student is pregnant, or becomes pregnant or ill during the semester, then a release must be obtained from the physician releasing the school of all liability and that the student may attend school including lifting patients and caring for sick patients while pregnant.

2) VN Hepatitis B Series (HBV) (or waived form) – copy of 3 shot series or waived form

3) VN TB test or chest x ray within the past 12 months – Provide proof of TB Testing date. See infection control policies

4) VN Measles, Mumps, and Rubella and/or rubella titer – need proof of positive titer (lab test) for Measles, Mumps, and Rubella initialed by the health care provider for the student.

5) VN Varicella (chicken pox) – titer values initialed by the health care provider are acceptable (lab report) if original evidence of immunity is not available.

6) VN Tetanus and Diphtheria (Td or TdAP) – must present evidence of exact date of vaccination within the last 10 years. If no documentation is available, then it must be done. If a student is allergic then this must be documented on the student file.

The school will offer and include AHA CPR to each student prior to their start date.

The school requires that you take an influenza vaccine including H1N1.

PURPOSE: The nursing students will have learning experiences that involve patient contact. The students will be at risk for both exposure and transmission of communicable diseases and blood borne pathogens. Therefore, the school policy is to decrease the health risks to patients and students alike and to protect the students and patients as much as possible by following the school’s policies relating to infection control, OSHA, and the CDC (Centers for Disease Control).

Note: All clinical sites the school is working with have requirements for health clearance that the school must adhere to. It is mandatory that all health clearance documents be submitted within 5 days of starting the program and prior to the 1st day of clinical learning experiences. If not submitted, the student risks not participating in clinical rotations. All Clinical hours must be completed to graduate course.

If a student becomes ill or is hospitalized during the school year and becomes contagious or unable to perform his/her nursing student duties; an updated health clearance must be submitted from the health care provider.
who was providing treatment to the student prior to the student returning to the clinical environment. The statement from the health care provider must be dated and state the student is able to return to their nursing student responsibilities as well are free from any health impairment which is a potential risk for them or for the patients. Once a student is cleared by the Senior Clinical Instructor, the student must see the School Director to coordinate clinical make-up time. Make up sessions for clinical rotations are very difficult to arrange especially with the hospital systems. The school does not guarantee clinical rotation make up, which can delay graduation.

Some of the clinical sites may require additional information such as background checks, state child abuse registry checks, drug testing, as applicable. We will notify you if this is the case.
Student Health Clearance Checklist

Student Name: ____________________________________________

☐ Proof of Negative TB test or chest x-ray
☐ CPR card
☐ Annual History and Physical Documentation
☐ Vaccination for Measles, Mumps, Rubella Documentation (positive result)
☐ Rubella Titer as applicable (positive result)
☐ Tetanus (Td or TdAP) with exact date in last 10 years Documentation
☐ Varicella Titer Documentation (positive result)
☐ Hepatitis B evidence of 3 shot series or waived form
☐ Pregnancy clearance as applicable
☐ Flu vaccine Documentation (mandatory)
☐ Authorization of student to share records with clinical sites Documentation

Students should submit this information to Kim Kelly MSN, BSN, RN (School Director) or designee no later than the fifth day of class. We encourage you to submit this information as soon as possible after being notified of your acceptance into the program.

______________________________ ____________________________
Completed by (First Name / Last Name) (Title) (date)
IMMUNIZATION DOCUMENTATION FORM

I ____________________________________________ hereby release the following health information
Print First, Middle, Last Name

to The Vocational Nursing Institute, Inc. (VNI). I understand that additional information may be required and authorize VNI to release my health clearance information. All other documents associated maybe required for my participation as a nursing student with clinical experience.

____________________________________________________________________________________
Student Signature Date

PLEASE MAKE SURE ALL LAB REPORTS ARE ATTACHED AND INITIALED BY THE NURSE PRACTITIONER, PHYSICIAN ASSISTANT OR PHYSICIAN.

PRIOR VACCINATION HISTORY MUST BE ATTACHED FOR NEGATIVE TITERS.

<table>
<thead>
<tr>
<th>Type of Immunization</th>
<th>Date Titer Drawn</th>
<th>Numerical Value</th>
<th>Pos. / Neg</th>
<th>Revaccination Date as applicable</th>
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<tbody>
<tr>
<td>Measles</td>
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<td>Rubella</td>
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<tr>
<td>Varicella</td>
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<tr>
<td>Hepatitis B</td>
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<td>Diphtheria/ Tetanus Toxoid (Td or TdAP) in last 10 years</td>
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<tr>
<td>Varicella Titer</td>
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<tr>
<td>Other Titers:</td>
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Signature of Certified Nurse Practitioner/DO/Physician Assistant/Physician Title Date

____________________________________________________________________________________
Print Name Certified NP/PA/DO/Physician

Physician Address:

_____________________________________________________
Number Street City State Zip
STUDENT AUTHORIZATION TO RELEASE MEDICAL RECORDS AND EDUCATION RECORDS TO CLINICAL ROTATION SITES

I understand that copies of my health records, performance records, status in the program, criminal history, competency and skills level(s), initiative and professional behavior, interactions with teachers, students, and patients, may be shared by the faculty of The Vocational Nursing Institute, Inc. and the staff of the rotation sites as applicable.

I ______________________________________________ give The Vocational Nursing Institute, Inc.
Student name (first, middle, last)

program faculty and staff permission to disclose my relevant education and/or health records to
the clinical rotation sites for the year ___________________, only to the extent necessary for
i.e. 2017-2018
my progression in and completion of my program.

________________________________________________________________________________
Student Signature     Printed Name     Date
HEPATITIS B VACCINE CONSENT FORM

Hepatitis B infection is caused by the Hepatitis B virus, which causes death in 1% to 2% of patients. Most people with Hepatitis B recover completely, but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. The healthcare provider is at an increased risk for acquiring this infection. Hepatitis B vaccine (recombinant) is available and requires three injections for adequate response, although some persons may not develop immunity even after three doses. The duration of immunity is unknown at this time. The vaccine has been tested extensively for safety and efficiency in large-scale clinical trials with human subjects.

Engirex-B is a non-infectious recombinant DNA Hepatitis B vaccine. It contains purified surface antigen of the virus obtained by culturing a genetically engineered yeast cell, which carries the surface antigen gene of the Hepatitis B virus. The product contains no more than a 5% yeast protein. The vaccine side effects are very low. Tenderness and redness of the injection site and low-grade fever may occur. Rash, nausea, joint pain and mild fatigue have also been reported. I should not take this vaccine if pregnant or nursing because effects at this time are unknown. I further understand that I should not take this vaccine if active infection is present, an allergy to this compound is known, or if hypersensitive to yeast.

I have read the above statement, and have had the opportunity to ask questions and understand the benefits and risks of Hepatitis B vaccine. I understand I must have three doses of the vaccine to confer immunity, however as with all medical treatment there is no guarantee that I will become immune or that I will not experience side effects from the vaccine.

___________________________________________________________________________________________

PRINTED NAME OF STUDENT  SIGNATURE OF STUDENT

I REALIZE IT IS MY RESPONSIBILITY TO RETURN IN ONE (1) AND SIX (6) MONTHS AFTER MY FIRST DOSE TO COMPLETE MY VACCINATION SERIES.

DATE VACCINATED  LOT #  SITE  INITIALS  NEXT DOSE DUE  SIGNATURE

1. 

2. 

3. 

The Vocational Nursing Institute, Inc. School Catalog
HEPATITIS B VACCINE REFUSAL FORM

Hepatitis B infection is caused by the Hepatitis B virus, which causes death in 1% to 2% of patients. Most people with Hepatitis B recover completely, but approximately 5% to 10% become chronic carriers of the virus. Most of these people have no symptoms, but can continue to transmit the disease to others. The healthcare provider is at an increased risk for acquiring this infection.

Hepatitis B vaccine (recombinant) is available and requires three injections for adequate response, although some persons may not develop immunity even after three doses. The duration of immunity is unknown at this time. The vaccine has been tested extensively for safety and efficiency in large-scale clinical trials with human subjects.

Engirex-B is a non-infectious recombinant DNA Hepatitis B vaccine. It contains purified surface antigen of the virus obtained by culturing a genetically engineered yeast cell, which carries the surface antigen gene of the Hepatitis B virus. The product contains no more than a 5% yeast protein.

The vaccine side effects are very low. Tenderness and redness of the injection site and low-grade fever may occur. Rash, nausea, joint pain and mild fatigue have also been reported. I should not take this vaccine if pregnant or nursing because effects at this time are unknown. I further understand that I should not take this vaccine if active infection is present, an allergy to this compound is known, or if hypersensitive to yeast.

I have had the opportunity to ask questions about the risks and benefits of the vaccine.

I have read the above statement, however; I **decline the Hepatitis vaccination at this time.** I understand that by declining this vaccine I continue to be at increased risk of acquiring Hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or body fluids and I want to be vaccinated with Hepatitis B vaccine, I can receive the vaccination series.

☐ I have previously received a complete series of Hepatitis B vaccine.

DATES: __________________________  __________________________  __________________________

First Dose  Second Dose  Third Dose

____________________________

PRINTED NAME OF STUDENT  SIGNATURE OF STUDENT

___________________________

DATE SIGNED
I acknowledge that I received the following information from The Vocational Nursing Institute, Inc.

- Student Catalog
- Tour of the School
- Copy of the Health Policies
- Declaratory Order instructions and information from the Texas State Board of Nursing
- Petition for Declaratory Order Texas Board of Nursing and Frequently asked questions
- Student Clinical Handbook
- Orientation to Alcohol and Drug Abuse Program and Education
- Orientation to Clery Crime Report
- Orientation to Disaster and Emergency Preparedness & Fire Plan
- Dress Code
- Sleeping in Class Policy
- Orientation package

Proposed Student Name Printed Proposed Student Signature Date

Program Director Signature/Date
Seminar Course

Anatomy & Physiology
This course teaches how the human body works system by system and meets the pre-requisite course requirement for Anatomy/Physiology I and II for application to our VN Program. Please contact the school for the most current class schedule or online at www.vocational-nursinginstitute.com.

Class Schedule: Tues/Thursday evenings 6-8:30pm or mornings 10:00 -12:45 pm

Admission Requirements: 17 years of age, or high school graduate, or GED. Must be able to read, write, and speak English fluently.

Clock Hour Length: 54 clock hours

Objective: Participant will learn basic anatomy and physiology of the human body.

Fees:
Registration: $25.00 (non-refundable)
Tuition: $425.00
Books and Supplies $68.95+ shipping and handling $5.00 = $78.95* text book + $75.00 lab fee
Total Tuition: $598.95

Optional Fees: Study guide to accompany the text book, cost is $45.00*

Students may purchase the book on their own and notify the school upon enrollment otherwise the school will charge for the textbook and expect to provide the textbook with the tuition as outlined above.

Textbook: Herlihy Fifth Edition The Human Body in Health & Illness
ISBN 978-1-4557-7234-6


<table>
<thead>
<tr>
<th>Topic</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Introduction to the structure and function of the body</td>
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<tr>
<td>Chemistry of Life</td>
<td>2.25</td>
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<tr>
<td>Cells and Tissues</td>
<td>2.25</td>
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<tr>
<td>Organ Systems of the body</td>
<td>2.25</td>
</tr>
<tr>
<td>Mechanisms of Disease</td>
<td>2.25</td>
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<tr>
<td>Integumentary System and body membranes</td>
<td>2.25</td>
</tr>
<tr>
<td>Skeletal system</td>
<td>2.25</td>
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<tr>
<td>Muscular system</td>
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<tr>
<td>Nervous system</td>
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<tr>
<td>Senses</td>
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<td>Endocrine system</td>
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<td>Blood</td>
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<tr>
<td>Topic</td>
<td>Hours</td>
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</tr>
<tr>
<td>Heart and heart disease</td>
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<tr>
<td>Circulation of the blood</td>
<td>2.25</td>
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<tr>
<td>Lymphatic system and immunity</td>
<td>2.25</td>
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<tr>
<td>Respiratory system</td>
<td>2.25</td>
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<tr>
<td>Digestive system</td>
<td>2.25</td>
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<tr>
<td>Nutrition and metabolism</td>
<td>2.25</td>
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<tr>
<td>Urinary system</td>
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<tr>
<td>Fluid and electrolyte balance</td>
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<tr>
<td>Acid-base balance</td>
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<tr>
<td>Reproductive system</td>
<td>2.25</td>
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<tr>
<td>Growth and development</td>
<td>2.25</td>
</tr>
<tr>
<td>Genetics and genetic diseases</td>
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<td>Total Clock Hours</td>
<td>54</td>
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</table>

**Medical Administrative Assistant**

This course will review duties of the Medical Administrative Assistant. The American Association of Medical Assistants (AAMA) defines medical assistant as a versatile professional whose duties vary not only from office to office but even within the same office. Each facility designates the duties.

This course covers the practice as the performance of delegated clinical and administrative duties within the supervising physician’s scope of practice consistent with the medical assistant’s education, training, and experience. The medical assistant duties performed do not constitute the practice of medicine. The duties taught in this course include greeting patients, basic registration information, computer entries, electronic medical records, office bookkeeping, insurance training, basic knowledge of procedures, answer telephones, schedule appointments, update medical records, correspondence, coordination of consultations, restocking supplies, height/weight of patients, vital signs, glucometer testing, collection of urine specimens.

Class Schedule: TBD

Admission Requirements:

17 years of age, or high school graduate, or GED.
Must be able to read, write, and speak English fluently.
Clock Hour Length: 100 clock hours / 4.9 credit hours

Pre-requisites: None
Clock Hour Length: 100 clock hours/ 4.9 Semester credit hours

Objectives:

1) The student will learn how to become a successful student
2) The student will incorporate critical thinking and reflection to help make mental connections as they learn material.
3) The student will assess the importance of developing professional behaviors as a member of the allied health team.
4) The student will apply time management techniques to make the most of their learning opportunities.
5) The students will discuss the role of assertiveness in effective communication
6) The student will discuss and explain the roles of the national health organizations, identify the roles for the CDC regulations in healthcare settings.
7) The student will become familiar with the medical specialist, recognized by ABMS.
8) The student will understand both the allied health professions and how they relate to medical assisting.
9) The student will discuss the history of medical assisting as a profession
10) The student will identify and differentiate between administrative and clinical medical assisting duties
11) The student will understand continuing education importance and medical assistant credentialing requirements.
12) The student will discuss the difference between a CMA and RMA.
13) The student will identify professional behavior in the workplace; discuss meaning of insubordination and why it is grounds for dismissal. The student will discuss teamwork strategies, office politics examples, importance of attitude, and how substance abuse can impact the MAA employment.
14) The student will demonstrate appropriate interpersonal skills and human behavior as outlined in chapter 5 objectives of the textbook for medical administrative assistant duties.
15) The student will compare personal, professional, and organizational ethics.
16) The student will list and define four types of ethical problems.
17) The student will discuss the role of cultural, social, and ethnic diversity in ethical performance and MAA

The Payment Types: Students must pay the full tuition upon enrollment. Payment methods accepted are check, cashier’s check, MasterCard, American Express, or Visa.

**FEES:**
Registration: $25.00
Tuition: $1200.00
Books and Supplies $225.00* text book + $75.00 lab fee
Other fees: Blood pressure cuff, scrubs, stethoscope, pen light. $139.00
Total Tuition: $ 1675.88

*INCLUDED IN THE TUITION:

1. Text books
2. Classroom instruction
3. Lab Fee
4. Remediation as needed

SUPPLIES NOT INCLUDED IN COURSE FEES

*Required Supplies

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Cost:</th>
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<tbody>
<tr>
<td>a 3-ring 2” or 3” loose leaf notebook</td>
<td>$ 3.00</td>
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<tr>
<td>b Notebook paper</td>
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<tr>
<td>c #2 pencil</td>
<td>$.99</td>
</tr>
<tr>
<td>d Pens (black only)</td>
<td>$ 1.99</td>
</tr>
<tr>
<td>e Highlighter</td>
<td>$ 2.50</td>
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</table>

Total Estimated Cost:

$ 1664.00 + $11.48 (supplies) = $1675.88

*Items are subject to cost change.

"Any holder of this consumer credit contract is subject to all claims and defenses which the debtor could assert against the seller of goods or services obtained pursuant hereto or with the proceeds hereof. Recovery hereunder by the debtor shall not exceed the amounts paid by the debtor hereunder."

<table>
<thead>
<tr>
<th>Topic</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Becoming a Successful Student</td>
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<tr>
<td>The Healthcare Industry</td>
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<tr>
<td>The Medical Assisting Profession</td>
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<tr>
<td>Professional Behavior in the Workplace</td>
<td>2</td>
</tr>
<tr>
<td>Interpersonal Skills and Human Behavior</td>
<td>2</td>
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<tr>
<td>Medicine and Ethics</td>
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<tr>
<td>Medicine and Law</td>
<td>1.5</td>
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<tr>
<td>Computer Concepts</td>
<td>2</td>
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<td>Telephone Techniques</td>
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<tr>
<td>Scheduling Appointments</td>
<td>2</td>
</tr>
<tr>
<td>Patient Reception and Processing</td>
<td>3</td>
</tr>
<tr>
<td>Office Environment and Daily Operations</td>
<td>2</td>
</tr>
<tr>
<td>Written Communications and Mail Processing</td>
<td>2.5</td>
</tr>
<tr>
<td>The Paper Medical Record</td>
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<tr>
<td>Electronic Medical Record</td>
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<tr>
<td>Health Information Management</td>
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<tr>
<td>Privacy in the Physician Office</td>
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<tr>
<td>Course</td>
<td>Credits</td>
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<td>Basics of Diagnostic coding</td>
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<tr>
<td>Basics of Procedural coding</td>
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</tr>
<tr>
<td>Basics of Health Insurance</td>
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<tr>
<td>Professional Fees, Billing and Collecting</td>
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</tr>
<tr>
<td>Banking Services and Procedures</td>
<td>1.5</td>
</tr>
<tr>
<td>Financial and Practice Management</td>
<td>1.5</td>
</tr>
<tr>
<td>Medical Practice Management and Human Resources</td>
<td>2</td>
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<tr>
<td>Customer Service</td>
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</tr>
<tr>
<td>Emergency Preparedness</td>
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</tr>
<tr>
<td>Career Development and Life Skills</td>
<td>2</td>
</tr>
<tr>
<td>Insurance – types, kinds, in depth look</td>
<td>24</td>
</tr>
<tr>
<td>MAA Certification Review</td>
<td>10</td>
</tr>
</tbody>
</table>

******************************NURSE AIDE PROGRAM INFORMATION ****************************

PROGRAM DIRECTOR FOR THE NURSE AIDE PROGRAM: CIP 51.3902

Kimberley Kelly MSN, BSN, RN

NURSE AIDE PROGRAM TUITION & FEES

Tuition and fees are as follows. Course text is included.

Nurse Aide Training Course Fee $995.00

Students may pay the full tuition upon enrollment or opt for a two-payment option. Those opting for the two-payment option must pay $497.50 at the time of enrollment. The other payment of $497.50 is due one week prior to course completion.

SUPPLIES NOT INCLUDED IN COURSE FEES

*Required Supplies

1. Scrubs – hunter green with no print
2. White Duty Shoes – no open toe, clogs, or canvas
3. Watch with a second hand
4. Flesh-colored hose, or plain white anklets (with pants)
5. 3-ring 2” or 3” loose leaf notebook
6. Notebook paper
7. #2 pencil
8. Pens (black only)
9. Highlighter
10. Blood pressure cuff and stethoscope

Optional Supplies

1. Bandage Scissors
2. Nurse Aide 3 pocket visit bag

*Items are subject to cost change.

NURSE AIDE PROGRAM OUTLINE

Program Title & Description

Nurse Aide Training Course - this course meets State of Texas requirements for a training course for Nurse Aide professionals. The course includes classroom and clinical instruction in the following areas: communication and interpersonal skills, infection control, safety and emergency procedures, including the Heimlich maneuver, promoting residents' independence, respecting residents' rights, personal care skills, basic nursing skills, mental health and social service needs, care of cognitively impaired residents, basic restorative services, and residents' rights.

Subject Titles & Descriptions for Nurse Aide Program

NUA 101 - Nurse Aide Health Care Skills Lecture 60 Lab: 00 Ext: 00
Prepares the student to perform the fundamental skills of the nurse aide. Basic nursing skills, restorative services, personal care skills, safety and emergency care issues are covered in theory and lab. The student will learn skills that address mental health needs as well as patient/resident/client rights. Course length: 8.5 class days. **Prerequisite: High School Diploma or GED.**

NUA 102 - Nurse Aide Clinical Lecture: 00 Lab: 40 Ext: 00
Applies knowledge gained from NUA in a clinical setting. Course length: 3 days. **Prerequisite: Successful completion of NUA 101**

<table>
<thead>
<tr>
<th>Subject #</th>
<th>Subject Title</th>
<th>Clock Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUA 101</td>
<td>Nurse Aide Health Care Skills</td>
<td>60/00/00/60</td>
</tr>
<tr>
<td>NUA 102</td>
<td>Nurse Aide Clinical</td>
<td>00/40/00/40</td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
<td>60/40/00/100</td>
</tr>
</tbody>
</table>

Nurse Aide Program Duration

The full-time Monday – Friday Nurse Aide Training Program is 2 1/2 weeks in length. Students must meet the minimum requirements for graduation within the 2 1/2 week period. The classroom portion of the training is
approximately 60 hours (10 class days) in length and the clinical portion is approximately 40 hours (6.5 days) in length for a total of 100 possible hours. Students must satisfactorily complete a minimum of 60 classroom hours and 40 clinical hours for consideration for graduation.

The school does offer other class schedules such as Mon/Wed 9:30-12:30 pm for classroom and 6 hour days for clinical, please see online calendar or call the school for more information.

Students who successfully complete both the classroom and clinical portions of the course and meet their financial obligations to the school will received a Certificate of Completion which qualifies them to take the state exam to become a Certified Nurse Aide in the State of Texas.

**SCHOOL CALENDAR FOR NURSE AIDE PROGRAM**

The academic year begins January 1 and ends December 31. The following course dates are offered:

<table>
<thead>
<tr>
<th>COURSE NAME</th>
<th>COURSE #</th>
<th>ENROLLMENT PERIOD</th>
<th>START DATE</th>
<th>END DATE</th>
<th>CLASS DAYS</th>
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<tbody>
<tr>
<td>NA Training Course</td>
<td>10104</td>
<td>Upon TWC approval</td>
<td>See online calendar</td>
<td>See online calendar</td>
<td>Mon-Fri TBA</td>
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<td>10204</td>
<td>2 weeks prior to start date</td>
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<td>See online calendar</td>
<td>TBA</td>
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<tr>
<td>NA Training Course</td>
<td>10304</td>
<td>2 weeks prior to start date</td>
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<td>See online calendar</td>
<td>TBA</td>
</tr>
<tr>
<td>NA Training Course</td>
<td>10404</td>
<td>2 weeks prior to start date</td>
<td>See online calendar</td>
<td>See online calendar</td>
<td>TBA</td>
</tr>
<tr>
<td>NA Training Course</td>
<td>10504</td>
<td>2 weeks prior to start date</td>
<td>See online calendar</td>
<td>See online calendar</td>
<td>TBA</td>
</tr>
<tr>
<td>NA Training Course</td>
<td>10604</td>
<td>2 weeks prior to start date</td>
<td>See online calendar</td>
<td>See online calendar</td>
<td>TBA</td>
</tr>
</tbody>
</table>

**ADMISSIONS FOR THE NURSE AIDE PROGRAM**

The school shall require for admission into its programs proof of one of the following:

1. Successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or
2. Successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.

Prospective students must also:

1. Be at least 16 years of age;
2. Be able to read, write, and speak English;
3. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and
4. Not be listed on the Nurse Aide Registry in revoked status;

GRADUATION REQUIREMENTS FOR THE NURSE AIDE PROGRAM

Completion Standards

The student must have satisfactorily completed a minimum of 100 clock hours of training including:

1. 60 clock hours of classroom training that doesn't involve direct resident care; and

2. 40 clock hours of hands-on resident care in a nursing facility or alternative clinical training under the direct supervision of a licensed nurse.

The student must have satisfactorily completed the DADS-established curriculum, including:

At least 16 introductory hours of training in the following areas before direct client contact:

   a. Communication and interpersonal skills;
   b. Infection control;
   c. Safety and emergency procedures, including the Heimlich maneuver;
   d. Promoting residents' independence; and
   e. Respecting residents' rights.
   f. Personal care skills;
   g. Basic nursing skills;
   h. Mental health and social service needs;
   i. Care of cognitively impaired residents;
   j. Basic restorative services; and
   k. Residents' rights.

CERTIFICATE OF COMPLETION

NURSE AIDE PROGRAM

Students meeting the requirements outlined in the graduation requirements section of this catalog will receive a Certificate of Completion of the Nurse Aide Training Program which qualifies them to sit for the Certified Nurse Aide Evaluation exam to become a Certified Nurse Aide in the State of Texas.

HOW TO ENROLL IN THE NURSE AIDE PROGRAM:

1. Obtain a course schedule. ([www.vocationalnursinginstitute.com](http://www.vocationalnursinginstitute.com) or call the school)
2. Select course cycle you wish to apply for.
3. Gather required documents to apply which includes:
   a. Proof of successful completion of public, private, or home schooling at the high school level or obtainment of a recognized high school equivalency credential; or
b. Proof of successful completion of the equivalent of one full-time academic semester (12 academic semester hours) or academic quarter (18 academic quarter hours) at an accredited college, university, or other postsecondary school.
c. Evidence that you are at least 16 years of age;
d. Evidence that you are able to read, write, and speak English; (high school diploma, GED, Interview)
e. Be in good health and able to bend, twist, lift at least 50 pounds, and be free from communicable disease; and (Physician statement required) and signature on Physical Demands Form
f. Not be listed on the Nurse Aide Registry or Misconduct Registry (for the State of Texas) in revoked status; (School will verify this status) *When a student applies to the school they are giving permission for the school to conduct a criminal history check, verification check with the Nurse Aide Registry, and the Misconduct Registry in the State of Texas.
g. Evidence of current CPR card
h. Evidence of current TB test with negative result

4. Complete application to the school either in handwritten format and submit or use the online application. Forms are available at www.vocationalnursinginstitute.com

5. Pay for course when registering at the physical location of the school 11201 Steeple Park Drive Houston Texas 77065

6. Submit all documents together at one time (items 3-5)

The school will notify you that you have been accepted in writing and verbally. If you need to meet with our career advisor to discuss your academic plans please make an appointment by calling 832 237 2525.

TRUE & CORRECT STATEMENT

The information contained in this catalog is true and correct to the best of my knowledge.

Kimberley Kelly MSN, BSN, RN

School Director