



VANGUARD

SCHOOL OF PROFESSIONAL HEALTH

7100 W. COMMERCIAL BLVD., STE. 101
LAUDERHILL, FL. 33319-2155
(954) 781-7322

CATALOG
2015 - 2016

VERSION 1
09/01/2015

Table of Contents

Academic Calendar	31
Admissions Requirements	9
Assessment of Programs	12
Cancellation and Refund Policy	17
Class Starts and End Dates for Enrollment	9
Completion Time Frame	9
Course Descriptions	24
◆ Hemodialysis Technician Program	24
◆ Home Health Aide Program	25
◆ Patient Care Technician Program	25
Course Numbering	22
Course Offerings and Cross References	22
Description of School Facilities/Equipment	30
Drug-Free Work Place	16
Educational Philosophy	7
Entrance Requirements	9
Faculty	8
Family Right and Privacy Act	15
Fees and Payment Schedule	17
Governing Body	7
Graduation Requirements	13
Grievance Procedures	14
Hazing	13
History	7
Holidays	9
Hours of Operation	9
Housing	16
Learning Resources Services	30
Legal Ownership	7

Licensing/Approval Agencies	30
Policy Statement.....	30
Prefix to Prefix Title.....	22
President’s Message	6
Purpose	7
Rules and Regulations	10
◆ Attendance/Class Cuts	10
◆ Audit	10
◆ General Dismissal	10
◆ Grade Appeals.....	11
◆ Grade Point Average (GPA)	11
◆ Grading.....	11
◆ Incomplete “I” Grade.....	11
◆ Leave of Absence.....	10
◆ Make-up Work	10
◆ Program Changes	10
◆ Repeating Courses.....	11
◆ Tardiness	10
◆ Transfer of Credit Policy	10
◆ Unit of Credit	10
Sanctions	14
Staff.....	8
Standards of Academic Progress.....	11
◆ Academic Dismissal/Withdrawal	12
◆ Academic Probation	12
◆ Academic Standards	12
◆ Academic Suspension.....	12
◆ Academic Warning.....	12
Standards of Conduct	13
Student Health Services	16
Student Records.....	15
Student Rights and Responsibilities	16
Student Services	15
◆ Academic Advisement	15
◆ Class Schedule	15
◆ Financial Advisement	15
◆ Job Placement Services.....	15
◆ Registration	15
Tuition, Fees, Programs and Curriculum	18
◆ Hemodialysis Technician.....	19
◆ Home Health Aide	18
◆ Patient Care Technician.....	20

Vision Statement.....7

Page Left Intentionally Blank

PRESIDENT'S MESSAGE

We are delighted that you want to be part of the Vanguard family. Our school of health professions is a place for excellent beginnings and fundamental steps to get you started on a rewarding career.

Vanguard School of Professional Health offers a variety of programs and coursework that provide excellent preparation for careers in the health care field.

Through the use of classroom instruction, laboratory, stimulations, and rotations, students are guided and prepared for practice. Excellent faculty members enrich the learning experience with theoretical and clinical expertise.

Your success starts here at Vanguard School of Professional Health! We are the premier education component of the health system where learners and graduates are among the very best prepared healthcare professionals.

You're in good company. We welcome the opportunity to be part of your success!!

Maria A. Rodriguez
President/Chief Academic Officer

HISTORY

Vanguard School of Professional Health is a Florida Limited Liability Company, created on July 1st, 2015 and was filed on July 9th, 2015.

EDUCATIONAL PHILOSOPHY

Our educational philosophy is to provide quality training to our culturally diversified body of students and to provide the skills necessary to find employment quickly.

PURPOSE

Provide academic programs that have been developed and assessed by educational professionals and faculty that have been approved by the overseeing governing body.

MISSION STATEMENT

Provide a cohesive environment to our students who is conducive to success by furnishing quality education by experienced instructors and supported by our dedicated administrators and staff that will guide our students in accomplishing their professional aspiration. Additionally, by maintaining up-to-date technology along with a strong partnership with the community's industries, we will be the nations' Vanguard in the field of Health Professionals.

VISION STATEMENT

Vanguard School of Professional Health will train effective health professionals by: a) delivering onsite and online comprehensive instruction to strengthen students' academic achievements; b) to stimulate intellectual curiosity, which will spawn creative and critical-thinking c) instill the value of continuous education d) foster an awareness of diversity in culture e) acknowledge the needs of the community f) equip facilities with the resources that will respond to the needs of our constituencies g) implement strategies for students to develop the skills, values, and professional's attitudes that will cultivate success in their careers and in life.

LEGAL OWNERSHIP

Vanguard School of Professional Health (VSOPH) is a Florida Limited Liability Company, created on July 1st, 2015 and was filed on July 9th, 2015. The legal owners are President Maria Rodriguez, CHT, CFO Myrlene Barrera, MBA, and CEO Marcia Santos.

GOVERNING BODY

The name and corporate address of the governing body of Vanguard School of Professional Health, LLC is:

Vanguard School of Professional Health (VSOPH)
7100 W. Commercial Blvd., Ste. 101
Lauderhill, FL. 33319-2155
(954) 781-7322

STAFF

PRESIDENT

Maria Rodriguez, AOD, CHT
Sanford Brown Institute,
Lauderdale Lakes, FL

CEO

Marcia Santos, BS
Universidade Federal Do Rio de Janeiro
Rio de Janeiro, Brasil

CFO

Myrlene Barrera, MBA
University of Phoenix
Miami, FL

FACULTY

(Amendments on Faculty and Staff will be added as an
Addendum to the school catalog as hired).

TBA

HOLIDAYS

Month of January :	New Year's Day Martin Luther King Day
Month of February :	President's Day
Month of March :	-----
Month of April :	Good Friday
Month of May :	Memorial Day
Month of June :	-----
Month of July :	Independence Day
Month of August :	-----
Month of September :	Labor Day
Month of October :	Columbus Day
Month of November :	Veteran's Day Thanksgiving Day & Day After
Month of December :	Christmas Day

CLASS STARTS AND END DATES FOR ENROLLMENT

A student may enter the school at any time. The date of entrance and the frequency of attendance determine the date of completion. Students who wish to complete the program or courses sooner than scheduled may attend additional class sessions with prior notice to the instructor.

COMPLETION TIME FRAME

The maximum completion time of any program is the number of weeks of instructional time times 1.5; for example, if the completion time of a program is 6weeks in length, the maximum completion time is $6 \times 1.5 = 9$ weeks.

HOURS OF OPERATION

Office Hours: Monday through Friday 9:00 am – 8:00 pm
School Hours: Monday Through Friday 9:00am – 10:00pm
Saturday 9:00am – 2:00pm

ENTRANCE REQUIREMENTS

The minimum age requirement for students is 18 years of age or older. A high school diploma, GED, or high school certification is required. Must be able to pass the L-2 Criminal Background check.

ADMISSIONS REQUIREMENTS

1. The applicant must be 18 years old or older.
2. Students must have an earned high school diploma, GED or HS Certification.
3. Student catalogs are available to students one week prior to enrollment.
4. All accepted students must complete an Enrollment Agreement.
5. Vanguard School of Professional Health will keep records of prospective students denied admission for at least one year.
6. Prospective students, who were denied admission and would like to view their file, may submit a written request. Access to view the file will be granted within 24 hours of written request.

RULES AND REGULATIONS

GENERAL DISMISSAL

A student may be dismissed, at the discretion of the Director, for insufficient progress, non-payment of costs, or failure to comply with rules.

ATTENDANCE/CLASS CUTS

Students are expected to attend scheduled class meetings and to arrive on time. If you know ahead of time that you will be missing a class, let your instructor know. It is the responsibility of the student to make up work missed.

MAKE-UP WORK

Students who have been absent from class for **any** reason or tardy are required to make up time missed from classes. A student may make up missed time by attending 1) a class in session 2) or attending weekend classes which may be conducted for students who have been time 3) or extra practice time.

TARDINESS

A student arriving after attendance has been taken is considered late. The instructor will advise the student as to how to make up the time missed.

AUDIT

Vanguard School of Professional Health does not permit auditing of classes.

LEAVE OF ABSENCE

Vanguard School of Professional Health does not offer Leave of Absence to its students.

TRANSFER of CREDIT POLICY

Vanguard School of Professional Health reserves the right to accept or deny the transferring in of clock hours received from another school. The granting of credit for prior learning or exams cannot exceed twenty five percent (25%) of any program. Programs and tuition will be adjusted according to the number of hours accepted by VSOPH.

Any student, who began a program at Vanguard School of Professional Health and wishes to transfer to another program, will receive credit for courses passed and tuition will be adjusted accordingly.

Students who transfer out of Vanguard School of Professional Health to another institution may receive their transcript reflecting their hours and grade, providing that all financial obligation have been met by the student to VSOPH. The acceptance of hours will be determined by the accepting institution enrolling the transfer student.

PROGRAM CHANGES

Vanguard School of Professional Health reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities, with prior notice of scheduled changes. Reasonable accommodations will be made for students impacted by such a change.

UNIT OF CREDIT

Unit of Credit is a clock or classroom hour. A clock or classroom hour is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity in the physical presence of a member of the faculty of the school.

GRADING

Students are graded according to the following Grade Point Average (GPA) system:

Used in GPA computation:

<u>Grade</u>	<u>Interpretation</u>	<u>Point Value</u>
A = 90 – 100	Excellent	4.0
B+ = 85 - 89	Very Good	3.5
B = 80 - 84	Good	3.0
C+ = 75 - 79	Above Average	2.5
C = 70 - 74	Average	2.0
D+ = 65 - 69	Poor	1.5
D = 60 - 64	Very Poor	1.0
F = 59 - 0	Failure	0.0

Not Used in GPA computation: I = Incomplete; W = Withdrew; X = Audit; P = Pass; NP = Not Pass

The grading standards must be conveyed to and understood by the students, and must be applied to all equally and fairly, without prejudice or caprice.

GRADE POINT AVERAGE (GPA)

Each letter grade has a point value. To compute the grade point value for a course, multiply the grade point value by the number of clock hours. For example, a “B” in a 24-hour course is equal to 72 points (clock hours). To calculate a GPA, add the total grade point values for all courses and divide that figure by the total number of clock hours attempted.

REPEATING COURSES

Students may repeat courses taken at VSOPH if they received a “W”, “D”, “F” or NP grade. VSOPH limits the number of repeat attempts to 2 per course. A third and final attempt may be granted based upon documented major extenuating circumstances, such as death in the family, medical problems, etc. However, a student is not permitted to withdraw during the third attempt. Normally, credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student’s transcript. The first attempt will also be shown, but the cumulative GPA will be re-computed to count the last attempt only.

INCOMPLETE “I” GRADE

When a student is unable to complete the requirements of a course by the end of the program, the student may be given an “Incomplete” or “I” grade. The instructor gives the “I” grade if the student has valid reasons for not being able to finish the work. The student and instructor will complete an “Agreement for Grade of Incomplete” form, which stipulates the work to be completed for a grade. Students have 30 days from the end of the program to complete the coursework. If the coursework is not completed by the determined date, a failing grade for the courses will be assigned.

GRADE APPEALS

The responsibility for the academic evaluation and assignment of grades is that of the faculty member teaching the course. A student who believes that he/she has been unfairly graded should first appeal the grade to the faculty member. If satisfaction is not received, the student may make an appointment to see the Education Director and discuss the appeal. If satisfaction is not received, the student may make an appointment with the Education Director to have 1 or 2 impartial instructors to hear the appeal. The student would then need to agree to abide by the decisions of the impartial instructors.

STANDARDS OF ACADEMIC PROGRESS

The “Standards of Academic Progress” establish a formal process through which the administration and faculty of VSOPH can identify and provide assistance to students who experience academic difficulty.

Students who experience academic difficulty are alerted through the standards of any academic weaknesses so that they may be corrected at an early point in the student’s school career.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school’s instructional services. Rather, the standards reflect the commitment of VSOPH faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the standards is to improve performance by students having academic difficulty and to increase public support for Vanguard School of Professional Health efforts to provide sound educational programs of the highest quality.

ACADEMIC STANDARDS

Consequences of sustained poor academic performance are summarized below:

<u>Accumulative GPA</u>	<u>Results</u>
0.0 to 0.99	Academic Suspension
1.0 to 1.49	Academic Probation
1.5 to 1.99	Academic Warning

Student must have a minimum of 2.0 overall GPA to graduate.

These measures are applicable at the midpoint and at the completion of the program. The analysis is conducted at the midpoint and the completion of program.

ACADEMIC WARNING

“Academic Warning” may limit the number of classes a student may take during a term, or include counseling or a combination of both.

ACADEMIC PROBATION

A student on “Academic Probation” will be measured at the end of the program. If the student has not met the minimum GPA required, the student would be withdrawn.

ACADEMIC SUSPENSION

“Academic Suspension” requires a student to discontinue enrollment at VSOPH. A student may request an appeal after 90 days of suspension.

ACADEMIC DISMISSAL/WITHDRAWAL

“Academic Dismissal” represents a separation of students from VSOPH for at least twelve (12) months. “Academic Dismissal” occurs after students fail to meet the minimum requirements during probation after suspension. If, after being readmitted following suspension the student fails to meet minimum standards, which is maintaining a 2.0 GPA, they will be separated from VSOPH.

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws.

Students are eligible to re-apply for enrollment to VSOPH after the dismissal period. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter anytime.

ASSESSMENT OF PROGRAMS

VSOPH academic programs will also be evaluated and reassessed by faculty periodically. These periodic evaluations of programs are done so that VSOPH programs will keep up with the industry’s demands.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma.

1. Meet all financial obligations incurred with the institution.
2. Complete the total number of hours required by the student's program and have an overall GPA of 2.0 or greater.

STANDARDS OF CONDUCT

Students enrolling in VSOPH assume an obligation to conduct themselves in a manner compatible with VSOPH'S function as an educational institution. To fulfill its functions of imparting and gaining knowledge, VSOPH retains the power to maintain order within the school and to exclude those who are disruptive of the educational process.

Generally, prohibited conduct for which a student is subject to discipline is defined as follows:

- Physical or sexual assault of any person on VSOPH's ground, or conduct which threatens the health or safety of any such person or the physical or sexual assault of any VSOPH student, faculty member or employee.
- Substantial damage to VSOPH-owned or leased property or to property of a VSOPH student, employee, faculty member or visitor occurring on VSOPH-owned or leased property or at the residence of any student, faculty member or employee or unauthorized entry into or occupation of VSOPH's facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as **hazing** ("hazing" is defined as: any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of VSOPH).
- *Dishonesty, including but not limited to the following:*
 - **Cheating, plagiarism, or other forms of academic dishonesty.** The term "cheating," includes but is not limited to, copying homework assignments from another student; working together with another individual on a take-home test or homework when specifically prohibited from doing so by the instructor; looking at text, notes or another person's paper during an examination when not permitted to do so. Cheating also includes the giving of work or information to another student to be copied and/or used as his or her own. This includes but is not limited to, giving someone answers to exam questions either when the exam is being given or after having taken an exam; informing another student of specific questions that appear or have appeared on an exam in the same academic term; giving or selling a term paper, report, project or other restricted written materials to another student.
 - The term "plagiarism" includes, but is not limited to, an attempt of an individual to claim the work of another as the product of his or her own thoughts, regardless of whether that work has been published. Plagiarism includes, but is not limited to, quoting improperly or paraphrasing text or other written materials without proper citation on an exam, term paper, homework, or other written material submitted to an instructor as one's own work. Plagiarism also includes handing in a paper to an instructor that was purchased from a term paper service or downloaded from the Internet and presenting another person's academic work as one's own.
 - P-2-P Unlawful Activities- The term P-2-P, peer-to-peer ("P2P") file sharing on university networks of popular P2P software programs and services such as Grokster, SreamCast, eDonkey, Lime Wire, KaZaA, and Morpheus to engage in file sharing that results in extensive infringement of copyrighted works (including music, movies, computer software, video games, and photographs).
 - Infringement of Copyright Laws

SANCTIONS

One or more of the following sanctions for prohibited conduct may be imposed by the Director depending upon the gravity of the offense:

1. *Admonition* An oral statement to a student that he or she is violating or has violated institution rules;
2. *Warning* Notice, in writing, that continuation or repetition of conduct found wrongful, within a period of time stated in the warning, may be cause for more severe disciplinary action;
3. *Reprimand* A written censure for violation of the specified standards of conduct placed in the student's record, including the possibility of more severe disciplinary sanctions should another violation occur within a stated period of time;
4. *Disciplinary probation* Exclusion from participation in privileged or extracurricular activities as set forth in the notice of probation for a period of time not exceeding two academic terms;
5. *Restitution* Reimbursement for damage to or misappropriation of property.
6. *Suspension* Exclusion from classes and other privileges or activities or from VSOPH, as set forth in the notice of suspension, for a definite period of time. Upon the student's request, any student so suspended shall be entitled to preliminary review within 24 hours before the Director or designee. If the student is unavailable, such review may be postponed by the Director until he or she is able to attend, or for other good reason. Any student so suspended who thereafter enters upon those areas of the grounds denied him or her by the terms of the suspension, other than with the permission of or at the request of VSOPH officials for purposes of a hearing, is subject to further discipline and prosecution thereafter by civil authorities. A student so suspended must be given the following warnings by the suspending official:

“You are hereby temporarily suspended and barred from (location—grounds or portion thereof or specified activities). You may not enter (area) without the permission of or upon the request of VSOPH's officials or of an authorized hearing body for purposes of a hearing. You are entitled to a review within 24 hours (or later for good cause) before the Director or his/her designee to determine whether this suspension is with good cause and may continue pending a hearing. It is your responsibility to request such review.”

7. *Expulsion* Termination of student status for any indefinite period. The condition of readmission, if any, shall be stated in the order of expulsion.

GRIEVANCE PROCEDURES

The school is not perfect. A student, staff or faculty member with a grievance should discuss the grievance with the person with whom the grievance is with. If that doesn't satisfy the parties, an appointment may be made with the director of the school. If that still doesn't satisfy the parties involved, the next step would be to notify the following:

The Commission for Independent Education
Department of Education
325 West Gaines Street, Suite 1414
Tallahassee, Florida 32399
Telephone: 1-888-224-6684

STUDENT SERVICES

CLASS SCHEDULE

VSOPH has open enrollment for all programs. Course and class schedules will be given to students at registration.

ACADEMIC ADVISEMENT

The Academic Advisor or Education Director will help students with their decision of academic advising.

FINANCIAL ADVISEMENT

The Business Office will inform students of all options regarding private funding or payment plans.

JOB PLACEMENT SERVICES

Students are assisted with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the bulletin board. The school will assist the student with employment to the best of its ability, but cannot guarantee employment. This service is provided free of charge.

REGISTRATION

Registration is held in a continuous basis. Students may register for courses in person or via the telephone.

STUDENT RECORDS

The Registrar's office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. It provides both official and unofficial copies of student academic records to students or other individuals, institutions or agencies upon request from students.

This office also provides official certifications of student enrollment and academic status to other agencies such as the insurance companies and financial institutions. Hard copy of Final Grade Reports is provided at the student's request from the Registrar's Office. The Registrar's Office is also responsible for processing applications for diplomas and certificates.

The school will retain student records in a fire-proof file cabinet or a duplicate record shall be kept at a separate location and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

FAMILY RIGHT AND PRIVACY ACT

Vanguard School of Professional Health complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without:

- a) Written request/release from the student
- b) A court order, or
- c) Accreditation agency requirements

However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

DRUG-FREE WORK PLACE

Vanguard School of Professional Health is a drug-free workplace for staff, faculty and students.

Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357)
- The Center for Substance Abuse Prevention HELPLINE (1-800-967-5752)
- U.S. Department of Health and Human Services (1-800-WORKPLACE)
- U.S. Department of Education Regional Centers Drug-Free Schools and Communities (1-502-588-0052)

STUDENT HEALTH SERVICES

Vanguard School of Professional Health is not legally or financially responsible for medical care and does not provide the services of a physician at any branch. The Fire Department Rescue Service provides first aid emergency health service.

At the time of enrollment, each student should provide the name of the individual to contact in an emergency on the appropriate line of the application form. Students should carry emergency information at all times, as well as any medical insurance card(s).

HOUSING

VSOPH does not maintain housing for students. A list or booklets of reliable realtors and rental properties in close proximity of the school will be provided to the student that requests housing assistance at the time of enrollment.

STUDENT RIGHTS AND RESPONSIBILITIES

Vanguard School of Professional Health seeks to maintain an environment where students have the following rights:

- *Expression* - Students can freely examine and exchange diverse ideas in an orderly manner inside and outside the classroom;
- *Association* - Students can associate freely with other individuals, groups of individuals and organizations for purposes which do not infringe on the rights of others;
- *Freedom from Discrimination* - Students can expect to participate fully in VSOPH's community without discrimination as defined by federal and state law;
- *Safe Environment* - Students can function in their daily activities without unreasonable concerns for personal safety;
- *Discipline* - Students can expect discipline to be implemented through established procedures containing all elements of due process for the adjudication of charges, and the opportunity for continued school involvement (as appropriate) until the resolution of the charges;
- *Privacy* - Students are free of unreasonable intrusions into personal records and/or matters relevant to identity and well-being;
- *Grievance Process* - Students have access to established procedures for respectfully presenting and addressing their concerns/complaints to VSOPH;
- *Education* - Students have access to excellent faculty, academic technology, classrooms, library, presentations and other resources necessary for the learning process.
- *Personal Growth* - Students study in a setting that fosters personal growth.
- *Prompt Responses from Administration* - Students have the right to expect prompt and courteous responses from VSOPH's academic and administrative departments.
- *Academic and Administrative Policies* - Students can expect academic and administrative policies that support intellectual inquiry, learning, and growth.

FEES AND PAYMENT SCHEDULE

The Registration fee is due at the time of signing the application for admissions. It is suggested the books and materials be purchased prior to attending the first class.

The student has the option of paying the tuition cost 1) in full prior to attending the first class; 2) or paying the balance of the tuition cost in installments as agreed upon with the Business Office. Payments are due on the first class day of each week. In addition to the Registration fee and down payment, a Student Payment Schedule will be given to the student by the Business Office and payments will be as stated in the Student Payment Schedule.

In the event that a student's account is sent to collections, Vanguard School of Professional Health shall be entitled to collection, attorney fees and cost on the account thereof.

Non-refundable Fees:

- Change of Program Fee.....\$150.00
- Collection Fees: In the event that a student's account is sent to collections, Vanguard School of Professional Health shall be entitled to collection, attorney fees and cost on the account thereof.
- Diploma Replacement Fees:\$ 35.00
- Graduation Fee:\$175.00
to be paid prior to graduation. This fee includes printing of degree, casing, transcripts and shipping.
- Registration Fee: \$150.00
- Reinstatement Fee: \$150.00
- Returned Check Fee: \$ 35.00
*In accordance with Florida Statutes Chapter 832.05, a returned check fee of \$35.00 will be assessed. In the event of collection agency or legal action for recovery, the maker or drawer may be **additionally liable for** court costs, collection fees and reasonable attorney's fees as prescribed by law. Vanguard School of Professional Health is not responsible for other collection fees imposed by the bank.*
- Additional Transcript Request Fee.....\$ 10.00

CANCELLATION AND REFUND POLICY

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation must be made in person or by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) Business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the third (3rd) Business day, but before the first class, will result in a refund of all monies paid, with the exception of the Registration fee.
4. Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 40% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes or programs by the institution before or after attendance has begun will result in 100 percent refunds.

TUITION, FEES, PROGRAMS AND CURRICULUM

All prices for programs are printed herein. There are no carrying charges, interest charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services.

(Note: The total cost does not include licensing or any other regulating agency fees, books and materials. Students will be given an optional list of where to purchase books and materials needed for the program in which they are enrolled).

PROGRAM

HOME HEALTH AIDE **75 CLOCK HOURS**

Tuition: \$ 275.00 **Registration Fee:** \$ 150.00 **Total Program Cost:** \$ 425.00

OTHER FEES NOT INCLUDED IN PROGRAM: Estimated Cost of: Books/Materials & Kit: \$125.00; CPR Card and In-Services: \$65.00

PROGRAM OBJECTIVE: To prepare and train students for employment as Home Health Aides.

PROGRAM DESCRIPTION: This program is designed to prepare students for employment as Home Health Aides. The program includes, but is not limited to instruction in those supportive services that are required to provide and maintain bodily and emotional comfort and to assist the patient toward independent living in a safe environment.

The students will have 25 hours of lab/services to practice, demonstrate and perform procedures associated with bedside client care.

CURRICULUM OUTLINE

Full time students will complete this program in 3 weeks. Part-time students will complete this program in 5 weeks.

CODES	COURSE TITLE	CLOCK HOURS
HHA100	Verbal and Written Communication and HHA	6
HHA101	Legal and Ethical Responsibilities and HHA	4
HHA102	Physical Comfort and Safety Functions and HHA	10
HHA103	Principles of Nutrition and HHA	15
HHA104	Principles of Infection Control and HHA	15
HHA105	Home Health-Care Lab/Services	17
MHA101	HIV/AIDS Education	4
CPR101	Cardio-Pulmonary Resuscitation	4
	Total	75

Upon completion of the program the student will receive a diploma, Academic Transcript, HIV and Domestic Violence Certificate.

DISCLOSURE: Students may begin working in their field of training as soon as diploma is received.

PROGRAM

HEMODIALYSIS TECHNICIAN – 600 CLOCK HOURS

Tuition: \$ 4,250.00 **Registration Fee:** \$100.00 **Total Program Cost:** \$ 4,350.00

OTHER FEES NOT INCLUDED IN PROGRAM: Estimated Cost of: Books/Materials & Kit:Included; CPR Card and In-Services Included; CHT Certification Exam - \$225.00

IN-SERVICES: In-Services not included are: OSHA, HIPAA, Infection Control, Alzheimer’s disease, Biohazard Waste, BLS CPR card.

PROGRAM OBJECTIVE: To prepare and train students for employment as Hemodialysis Technicians.

PROGRAM DESCRIPTION: Students will learn to a) demonstrate knowledge of the renal system, renal failure and the impact of renal failure on other systems b) Identify treatment options for renal failure c) Demonstrate knowledge of principles of Hemodialysis and operation of the Hemodialysis machine d) Identify complications of Hemodialysis and appropriate interventions e) demonstrate knowledge of professional protocol.

CURRICULUM OUTLINE

PRE-REQUISITES: Must be able to pass the L-2 Criminal Background Check.

PROGRAM

Full time students will complete this program in 30 weeks. Part-time students will complete this program in 38 weeks.

CODES	COURSE TITLE	CLOCK HOURS	LAB
Health Science Core			
RNA101	Nursing Assistant Skills Review for Hemodialysis Technicians	10	14
RPL101	Phlebotomy Skills Review for Hemodialysis Technicians	16	17
REK101	EKG Skills Review for Hemodialysis Technician	16	17
	Sub-Total	42	48
Courses			
HD112	Professional Behavior and Communication	16	
HD113	Principles of Hemodialysis	36	
HD114	Components and Mechanics of Dialysis	8	72
HD115	Normal Renal Anatomy and End Stage Renal Failure	120	
HD116	Systemic Effects	68	
HD117	Nutrition	16	
HD118	Infection Control	16	
HD119	Access for Hemodialysis	12	48
HD120	Medications and Effects	12	
HD121	Choices	24	
HD122	Patient Assess and Monitoring		32
HD123	Documentation	16	
HD124	Research, Evaluations and Verbal Presentations	14	
	Sub-total	400	200
	Total Hours (includes lab hours)	600	

Upon completion of the program the student will receive a diploma, In-Services which include HIV/Aids & Domestic Violence Certificate. Graduate will be eligible to challenge the Florida Certified Nursing Assistant Exam and Certified Clinical Hemodialysis Technician Exam (CCHT). **DISCLOSURE: Students may begin working in their field of training as soon as the diploma is received.**

PROGRAM

PATIENT CARE TECHNICIAN - 600 CLOCK HOURS

Tuition: \$ 4,250.00 **Registration Fee:** \$ 100.00 **Total Program Cost:** \$ 4,350.00

OTHER FEES NOT INCLUDED IN PROGRAM: Estimated Cost of: Books/Materials & Kit Included; CPR Card and In-Services:Included ; Background Check Fee: \$24.00 CNA Exam: \$140.00

IN-SERVICES: In-Services not included are: OSHA, HIPAA, Infection Control, Alzheimer's disease, Biohazard Waste, BLS CPR card.

PROGRAM OBJECTIVE: To prepare and train students for employment as Patient Care Technicians.

PROGRAM DESCRIPTION: This program is designed to prepare students for employment as advanced cross trained nursing assistants, Patient Care Assistants and Home Health Aides. This program offers a broad foundation of knowledge and skills, expanding the traditional role of the nursing assistant, for both acute and long term care settings.

CURRICULUM OUTLINE

PRE-REQUISITES: Must be able to pass the Level 2 criminal background check.

Part-time Day students will complete this program in 24 weeks. Part-time Evening students will complete this program in 38 weeks.

CODES	COURSE TITLES	CLOCK HOURS	LAB	Clinical
	HEALTH SCIENCE CORE			
HSC101	Health Care Delivery System and Health Occupation	8		
HSC102	How to Communicate and Use Interpersonal Skills Effectively	15		
HSC103	Legal and Ethical Responsibilities	10		
HSC104	Understanding and Applying Wellness and Disease Concepts	8		
HSC105	Safety and Security Procedures	8		
HSC106	Recognizing and Responding to Emergency Situations, including CPR	9		
HSC107	Infection Control Procedures	5		
HSC108	Understanding Uses of Computers in Health Care	3		
HSC109	Employability Skills	10		
MHA101	HIV/AIDS Education	4		
HSC111	Basic Math and Science Skills	10		
	Sub-Total	90		
	Nursing Assistant			
NA101	Basic Anatomy & Physiology	8		
NA102	Communication and Interpersonal Skills including Medical Terminology	20		
NA103	HIV and Infection Control	6		
NA104	Safety/Emergency Procedures	4		
NA105	Promoting Residents' Rights Before and After Contact	4		
NA106	Legal and Ethical Responsibilities	4		
NA107	Patient Care Procedures and Post-Operative Care		30	
NA108	Rehabilitative and Geriatric Care		4	
NA109	Clinical Practice and Internship			40

	Home Health Aide			
HHA100	Verbal and Written Communication and HHA	6		
HHA102	Physical Comfort and Safety Function and HHA	2	8	
HHA103	Principles of Nutrition and HHA	15		
HHA105	Home Health Care Lab/Services	20	17	
	Phlebotomy			

	EKG			
EKG101	Introduction and Terminology to Electrocardiography	12		
EKG102	Understanding the Role as EKG Aide	4		
EKG103	Anatomy and Physiology of the heart including Cardiovascular System	20		
EKG104	Medical Instrumentation Modalities		31	
EKG105	Patient Care Techniques	8		
	Patient Care Technician			
IV101	I.V. Therapy		30	
FA101	A.H.A. First Aid	4		
DOM101	Domestic Violence	2		
OSH101	O.S.H.A	2		
HIP101	H.I.P.A.A	2		
ME101	Medical Errors	2		
ALZ101	Alzheimer's Disease	1		
RM101	Risk Management	2		
AME101	Assistance with Medications	4		
STE101	Sterile Procedures and Techniques		20	
ARP101	Basic Respiratory Procedures	20		
CPS101	Caring for Patients with Special Needs	12		
SA101	Safety Alerts	5		
RI101	Observation and Reporting Guidelines (Internship)			40
EM101	Emergency Procedures (Internship)			75
		=====	====	====
	Sub-total hours	275	170	155
	Total Hours (includes lab & clinical)	600		

Upon completion of the program the student will receive a diploma, academic transcript, HIV & Domestic Violence certificate. **DISCLOSURE: The Patient Care Technician could seek employment upon completion of program.**

COURSE NUMBERING

Because VSOPH is currently a clock hour school, all courses will be considered as first level courses. The prefixes are usually the first letters of the title of the course or program and the numbering system will be 100.

COURSE OFFERINGS AND CROSS REFERENCES

Vanguard School of Professional Health course offerings and their description is in alphabetical order by prefix, then numerically within that prefix.

PREFIX TO PREFIX TITLE

Prefix	Prefix Title	Page
--------	--------------	------

ALZ101	Alzheimer's Disease.....	20,21,28
AME101	Assistance with Medications.....	20,21,28
ARP101	Basic Respiratory Procedures.....	20,21,28
CPR101	Cardio-Pulmonary Resuscitation.....	17,21,24
CPS101	Caring for Patients with Special Needs.....	20,21,28
DOM101	Domestic Violence.....	20,21,27
EKG101	Introduction and Terminology to Electrocardiography.....	20,21,27
EKG102	Understanding the Role as EKG Aide.....	20,21,27
EKG103	Anatomy and Physiology of the heart including Cardiovascular System	20,21,27
EKG104	Medical Instrumentation Modalities.....	20,21,27
EKG105	Patient Care Techniques.....	20,21,27
EM101	Emergency Procedures (Internship).....	20,21,28
FA101	A.H.A. First Aid.....	20,21,27
HD112	Professional Behavior and Communication	18,21,23
HD113	Principles of Hemodialysis.....	18,21,23
HD114	Components and Mechanics of Dialysis.....	18,21,23
HD115	Normal Renal Anatomy and End Stage Renal Failure.....	18,21,23
HD116	Systemic Effects.....	18,21,23
HD117	Nutrition.....	18,21,23
HD118	Infection Control.....	18,21,23
HD119	Access for Hemodialysis.....	18,21,23
HD120	Medications and Effects.....	18,21,23
HD121	Choices.....	18,21,23
HD122	Patient Assess and Monitoring.....	18,21,24
HD123	Documentation.....	18,21,24
HD124	Research, Evaluations and Verbal Presentations.....	18,21,24
HHA100	Verbal and Written Communication and HHA.....	17,20,21,24,26
HHA101	Legal and Ethical Responsibilities and HHA.....	17,21,24
HHA102	Physical Comfort and Safety Functions and HHA.....	17,20,21,24,26
HHA103	Principles of Nutrition and HHA.....	17,20,21,24,26
HHA104	Principles of Infection Control and HHA.....	17,21,24
HHA105	Home Health-Care Lab/Services.....	17,20,21,24,26
HIP101	H.I.P.A.A.....	20,21,28
HSC101	Health Care Delivery System and Health Occupation.....	19,21,24
HSC102	How to Communicate and Use Interpersonal Skills Effectively.....	19,21,25
HSC103	Legal and Ethical Responsibilities.....	19,21,25
HSC104	Understanding and Applying Wellness and Disease Concepts.....	19,21,25
HSC105	Safety and Security Procedures.....	19,21,25
HSC106	Recognizing and Responding to Emergency Situations, including CPR.....	19,21,25
HSC107	Infection Control Procedures.....	19,21,25
HSC108	Understanding Uses of Computers in Health Care.....	19,21,25
HSC109	Employability Skills.....	19,21,25
HSC111	Basic Math and Science Skills.....	19,21,25
IV101	I.V. Therapy.....	20,21,27
ME101	Medical Errors.....	20,21,28
MHA101	HIV/AIDS Education.....	17,19,22,24,25
NA101	Basic Anatomy & Physiology.....	19,22,25
NA102	Communication and Interpersonal Skills including Medical Terminology.....	19,22,25
NA103	HIV and Infection Control.....	19,22,26
NA104	Safety/Emergency Procedures.....	19,22,26
NA105	Promoting Residents' Rights Before and After Contact.....	19,22,26
NA106	Legal and Ethical Responsibilities.....	19,22,26
NA107	Patient Care Procedures and Post-Operative Care.....	19,22,26
NA108	Rehabilitative and Geriatric Care.....	19,22,26
NA109	Clinical Practice and Internship.....	19,22,26
OSH101	O.S.H.A.....	20,22,28
PHL114	Anatomic Structure and Function of Body Systems and Phlebotomy.....	20,22,26
PHL115	Reagents, Supplies, Equipment and Interfering Chemical Substances and Phlebotomy	20,22,27

PHL116	Skills and Knowledge to Perform Phlebotomy.....	20,22,27
PHL118	Procedures of Transporting, Accessioning an Processing Specimens and Phlebotomy	20,22,27
REK101	EKG Skills Review for Hemodialysis Technician.....	18,22,23
RI101	Observation and Reporting Guidelines (Internship).....	20,22,28
RM101	Risk Management.....	20,22,28
RNA101	Nursing Assistant Skills Review for Hemodialysis Technicians.....	18,22,23
RPL101	Phlebotomy Skills Review for Hemodialysis Technicians.....	18,22,23
SA101	Safety Alerts.....	20,22,28
STE101	Sterile Procedures and Techniques.....	20,22,28

COURSE DESCRIPTIONS

□ **Hemodialysis Technician Program – 600 Clock Hours**

RNA101 Nursing Assistant Skills Review for Hemodialysis Technician – 24 Clock Hours

This course is designed for the student studying Hemodialysis. The student will learn the basic Nursing Assistant Skills. At the end of this review the student may challenge the Nursing Assistant exam by the State of Florida.

RPL101 Phlebotomy skills Review for Hemodialysis Technicians – 33 Clock Hours

This course is designed for the Hemodialysis student to learn the basic Phlebotomy skills as it applies to a Hemodialysis Technician.

REK101 EKG Skills Review for the Hemodialysis Technician – 33 Clock Hours

This course is designed for the Hemodialysis student to learn the basic EKG skills as it applies to a Hemodialysis Technician.

HD112 Professional Behavior and Communication: 16 Clock Hours

This course is designed so that the student will have an understanding that professional behavior and communication includes appearance, verbal and non-verbal communication, work practices and maintaining Caregiver/Patient Relationships.

HD113 Principles of Hemodialysis: 36 Clock Hours

This course is designed so that the student will have an understanding how dialysis works, which includes basic terms and principles.

HD114 Components and Mechanics of Dialysis: 80 Clock Hours

After taking this course, the student will have a thorough understanding and be able to discuss the parts and pieces of the dialysis treatment and the components of the dialysis procedure, including water treatment and calculations.

HD115 Normal Renal Anatomy and End Stage Renal Failure: 120 Clock Hours

This course is designed so that the student will have an understanding about the normal functions of the kidney, Acute Renal Failure and Chronic Renal Failure.

HD116 Systemic Effects: 68 Clock Hours

This course is designed so that the student will have an understanding of what happens to the patient when the kidneys stop working.

HD117 Nutrition: 16 Clock Hours

This course is designed so that the student will have a thorough understanding how important nutrition is to the overall care of the patient, including special dietary needs.

HD118 Infection Control: 16 Clock Hours

This course is designed so that the student will be able to define standard and universal precautions, list personal protective equipment required to be worn whenever exposure to blood or body fluids is anticipated, discuss the modes of transmission of Hepatitis B and more.

HD119 Access for Hemodialysis: 60 Clock Hours

This course is designed so that the student will have an understanding about the 2 basic types of vascular access and how access is necessary for sufficient blood supply to be delivered at a high flow rate for adequate dialysis without comprising circulation to the arm or other extremity.

HD120 Medications and Effects: 12 Clock Hours

This course is designed so that the student will understand how medications direct the dialysis treatment.

HD121 Choices: 24 Clock Hours

This course is designed so that the student will be able to name multiple treatment options for patients and understand the advantages and disadvantages of each.

HD122 Patient Assess and Monitoring: 32 Clock Hours

This course will focus on monitoring and assessing patients during the dialysis treatment.

HD123 Documentation: 16 Clock Hours

This course will focus on the importance of documentation and how it is used as an important method of communication among the medical team.

HD124 Research, Evaluation and Verbal Presentations: 14 Clock Hours

The students will be giving a verbal presentation based on their research project. This presentation will be given in front of their classmates and invited contemporaries in the field of Hemodialysis. The students will also be evaluated by their constituents.

- **Home Health Aide Program – 75 Clock Hours**

CPR101 Cardio Pulmonary Resuscitation: This course is designed so that the student will know the meaning of CPR which stands for cardiopulmonary resuscitation and who should receive this procedure. The student will also understand the benefits of giving CPR.

HHA100 Verbal and Written Communication and HHA: This course is designed so that the student will learn to obtain data from patient, family and significant others, The student will also learn to utilize verbal and written information to contribute to the patient's plan of care and recognize cultural differences in family.

HHA101 Legal and Ethical Responsibilities and HHA: This course is designed for students to be able to demonstrate legal and ethical behavior with the role and scope of home health aide responsibilities. Students will also be able to follow policies and procedures affecting the health, safety and well-being of patients in the home setting.

HHA102 Physical Comfort and Safety Functions and HHA: This course is designed so that students will be able to maintain patient units in the home and identify emergency evacuation procedures with adaptations to the home setting.

HHA103 Principles of Nutrition and HHA: This course is designed so that the students will be able to list factors that must be considered when purchasing and storing food. The student will be discussing preparation and serving of food trays in the home.

HHA104 Principles of Infection Control: This course is designed so that the student will be able to provide care for patients with infectious diseases in the home. The student will also learn to follow isolation procedures with food trays, garments and other materials in the home. The student will learn to utilize universal precautions in all home care.

HHA105 Home Health-Care Services: This course is designed so that the student will be able to follow an established work plan with the patient and family; perform patient-related cleaning tasks and laundry; identify methods of medication storage; assist patient with taking self-administered prescribed medication in the home and also demonstrate how to improve specified equipment and supplies in the home.

MHA101 HIV/AIDS Education: Course is designed to cover the different methods of infection, precautions, sanitation, preventative measures, and different types of treatments of AIDS & HIV.

□ **Patient Care Technician Program – 600 Clock Hours**

HSC101 Health Care Delivery System and Health Occupation: 8 Clock Hours

This course is designed so that the student will be able to identify the basic components of the health care delivery system; identify the general roles and responsibilities of the individual members of the health care team; describe the various types of health care providers and the range of services available and explain the importance of maintaining professional competence through continuing education.

HSC102 How to Communicate and Use Interpersonal Skills Effectively: 15 Clock Hours

This course is designed so that the student will be able to develop basic listening and observational skill; identify characteristics of successful and unsuccessful communication including barriers; respond to verbal and non-verbal cues; use appropriate medical terminology and abbreviations; and demonstrate telephone usage including taking messages.

HSC103 Legal and Ethical Responsibilities: 10 Clock Hours

This course is designed so that the student will be able to discuss the legal framework of the health care occupation; explain the medical liabilities and patient's Bill of Rights; describe a Code of Ethics consistent with the health care occupation; recognize the limits of authority and responsibilities of health care workers; discuss the importance of maintaining confidentiality of information, including computer information.

HSC104 Understanding and Applying Wellness and Disease Concepts: 8 Clock Hours

This course is designed so that the student will be able to develop a basic understanding of the structure and function of the body systems and a wellness and stress control plan that can be used in personal and professional life; identify personal health practices and environmental factors which affect optimal function of each of the major body systems and psychological reactions to illness including defense mechanisms; explain the basic concepts of positive self image, wellness and stress including the nutrition pyramid.

HSC105 Safety and Security Procedures: 8 Clock Hours

This course is designed so that the student will be able to demonstrate the safe use of medical equipment, use proper body mechanics, properly identify patients, and proper procedures for the safe transport and transfer of patients. The student will also be able to describe fire safety and evacuation procedures.

HSC106 Recognizing and Responding to Emergency Situations, including CPR: 9 Clock Hours

This course is designed so that the student will be able to monitor and record vital signs; describe legal parameters relating to the administration of emergency care; obtain and maintain CPR skills; demonstrate basic understanding of first aid and emergency care; recognize adverse drug related emergencies and take appropriate fir aid action.

HSC107 Infection Control Procedures: 5 Clock Hours

This course is designed so that the student will be able to demonstrate knowledge of medical asepsis and practice procedures such as hand washing and isolation; demonstrate knowledge of surgical asepsis as utilized in sterilization; describe how to dispose correctly of biohazardous materials, according to appropriate government guidelines such as OSHA.

HSC108 Understanding Uses of Computers in Health Care: 3 Clock Hours

This course is designed so that the student will be able to define basic computer terms and uses of computers in health care.

HSC109 Employability Skills: 10 Clock Hours

This course is designed so that the student will be able to complete a job application; secure information about a job; identify acceptable work habits; learn about personal hygiene; identify and demonstrate appropriate responses to criticisms from employer, supervisor or other persons; write an appropriate resume.

MHA101 HIV/AIDS EDUCATION: 4 Clock Hours

This course is designed so that the student will be able to distinguish between fact and fallacy about the transmission and treatment of diseases caused by blood borne pathogens including Hepatitis B; identify “at risk” behaviors which promote the spread of diseases; and have knowledge of the legal aspects of AIDS, including testing.

HSC111 Basic Math and Science Skills: 10 Clock Hours

This course is designed so that the student will be able to make and use measurements in both traditional and metric units; make estimates and approximations and judge the reasonableness of the result; demonstrate the ability to evaluate and draw conclusions; calculate ratios; measure time, temperature, distance, capacity and mass/weight.

NA101 Basic Anatomy & Physiology: 8 Clock Hours

This course is designed so that the student will have a basic understanding of Anatomy & Physiology and how it relates to Nursing Assistants.

NA102 Communication and Interpersonal Skills including Medical Terminology: 20 Clock Hours

This course is designed so that the student will be able to obtain specified data from patient and family, utilize verbal and written information to assist with the patient’s plan of care. The student will also learn medical terminology as it applies to a Nurse’s Assistant.

NA103 HIV and Infection Control: 6 Clock Hours

The course is designed so that the student will learn to provide care for patients with infectious diseases by applying the principles of “Universal Precautions” utilized with all patients as well as special procedures required, including HIV and AIDS.

NA104 Safety/Emergency Procedures: 4 Clock Hours

This course is designed so that the student will have an understanding, knowledge and be able to perform physical comfort, safety and emergency procedures and functions specific to Nursing Assistants.

NA105 Promoting Residents’ Rights Before and After Contact: 4 Clock Hours

This course is designed so that the students understand that patients have both rights and responsibilities when it comes to their health and the health care services they receive. Students will also learn how to promote those rights before and after care.

NA106 Legal and Ethical Responsibilities: 4 Clock Hours

This course is designed so that the student will be able to demonstrate legal and ethical behavior within the scope of nursing assistant responsibilities.

NA107 Patient Care Procedures and Post-Operative Care: 30 Clock Hours

This course is designed so that the student will be able to demonstrate and/or perform various duties such as measuring and recording vital signs, assist with the transfer and discharge of patient, monitor intake and output, monitor catheter drainage system, etc.

NA108 Rehabilitative and Geriatric Care: 4 Clock Hours

The course is designed so that the student will be able to identify safety principles, describe general characteristics, particular needs and problems of the elderly.

NA109 Clinical Practice and Internship: 40 Clock Hours

This course is designed so that the student will have a combination of practical and real life experiences as a Nursing Assistant.

HHA100 Verbal and Written Communication and HHA: 6 Clock Hours

This course is designed so that the student will learn to obtain data from patient, family and significant others, The student will also learn to utilize verbal and written information to contribute to the patient's plan of care and recognize cultural differences in family.

HHA102 Physical Comfort and Safety Functions and HHA: 10 Clock Hours

This course is designed so that students will be able to maintain patient units in the home and identify emergency evacuation procedures with adaptations to the home setting.

HHA103 Principles of Nutrition and HHA: 15 Clock Hours

This course is designed so that the students will be able to list factors that must be considered when purchasing and storing food. The student will be discussing preparation and serving of food trays in the home.

HHA105 Home Health Care Services: 17 Clock Hours

This course is designed so that the student will be able to follow an established work plan with the patient and family; perform patient-related cleaning tasks and laundry; identify methods of medication storage; assist patient with taking self-administered prescribed medication in the home and also demonstrate how to improve specified equipment and supplies in the home.

PHL114 Anatomic Structure and Function of Body Systems and Phlebotomy: 8 Clock Hours

This course is designed so that the student will be able to describe and define major body systems with emphasis on the circulatory system; list and describe the main superficial veins used in performing venipuncture; describe the function of the following blood components: erythrocytes, thrombocytes, leukocytes, plasma and serum.

PHL115 Reagents, Supplies, Equipment and Interfering Chemical Substances and Phlebotomy: 12 Clock Hours

This course is designed so that the student will be able to identify and discuss proper use of appropriate types of equipment needed to collect various clinical laboratory blood specimens by venipuncture; explain the special precautions and types of equipment needed to collect blood from a neonate; identify and discuss proper use of supplies used in collecting micro specimens; identify and discuss the proper use of the various type of anticoagulants, preservatives and gels used in blood collection and the vacuum tube color-codes for these additives; define and utilize correct medical terminology and metric measurement needed for specimen collection.

PHL116 Skills and Knowledge to Perform Phlebotomy: 20 Clock Hours

This course is designed so that the student will be able to recognize properly completed requisition and apply established protocol for patient and specimen identification; discuss and perform methods for facilitating capillary/venipuncture collection; demonstrate knowledge of established protocol for patient and specimen identification; list appropriate antiseptic agents useful in preparing sites for capillary/venipuncture; and discuss/perform appropriate methods for preparing a site for capillary or venipuncture; perform a capillary puncture using appropriate supplies and techniques for adults, children and

neonates.

PHL118 Procedures of Transporting, Accessioning and Processing Specimens and Phlebotomy: 6 Clock Hours

This course is designed so that the student will be able to describe routine procedures for transporting and processing specimens; describe the significance of time constraints for specimen collection and delivery; demonstrate knowledge of accessioning procedures; aliquot samples for testing; follow protocol for accepting verbal test orders.

EKG101 Introduction and Terminology to Electrocardiography: 12 Clock Hours

This course is designed so that the student has a basic understanding of the importance and responsibility of an EKG Technician. The student will also learn medical terminology, including prefixes and suffixes and anatomical terminology to describe location of parts or areas of the body or to describe the relation of one part to another.

EKG102 Understanding the Role as EKG Aide: 4 Clock Hours

This course is designed so that the student has a more thorough understanding of the role of an EKG Aide and the difference between an Aide and EKG Technician and their responsibilities.

EKG103 Anatomy and Physiology of the Heart including Cardiovascular System: 20 Clock Hours

This course is designed so that the student learns and understands the anatomy and physiology of the heart, locate the heart and surrounding structures, diagram and label the parts of the heart and trace the flow of blood through the cardiopulmonary system.

EKG104 Medical Instrumentation Modalities: 31 Clock Hours

This course is designed so that the student will have knowledge of, apply and use medical instrumentation modalities, such as: calibrating and standardizing the cardiograph instrument demonstrate proper lead placement, perform a 12 lead EKG recognize normal sinus rhythm, etc.

EKG105 Patient Care Techniques: 8 Clock Hours

The course is designed so that the student will be able to describe the physical and mental preparation of the patient, identify the patient and verify the requisition order and prepare the patient for cardiovascular diagnostic testing.

IV101 I.V. Therapy: 30 Clock Hours

This course is designed to have a basic understanding to Intravenous therapy. Please note that **only** LPNs that have had the proper training and RNs can administer IV Therapy.

FA101 A.H.A First Aid: 4 Clock Hours

This course is designed so that the student will learn the provision of limited care for an illness or injury to a sick or injured person until definitive medical treatment can be accessed, or until the illness or injury is dealt with.

DOM101 Domestic Violence: 2 Clock Hours

This course is designed to educate the health care professional about domestic violence.

OSH101 O.S.H.A: 2 Clock Hours

This course is designed to meet the federally mandated requirements for the person who works with blood or other potentially infectious materials. This course exceeds the requirements for O.S.H.A. compliance under the Department of Labor. The Bloodborne Pathogen Law (29 CFR 1910.1030) and the Chemical Hazard Law (29 CFR 1910.1200) are discussed.

HIP101 H.I.P.A.A.: 2 Clock Hours

This course is designed to provide a general discussion on new regulations and privacy requirements for all health related information and record keeping requirements.

ME101 Medical Errors: 2 Clock Hours

This course is designed for students to learn about medical errors and consequences how to minimize/eliminate them.

ALZ101 Alzheimer's disease: 1 Clock Hour

This course is designed so that it will cover such issues as the history and epidemiology of the Alzheimer's disease and it's

Disease process. The classical signs and symptoms as well as the current trends in treatment modalities will be addressed. Community issues and Prevention methods are also discussed.

RM101 Risk Management: 2 Clock Hours

This course is designed to offer an understanding of the Risk Management process. Techniques for Quality Improvement (TQI) are reviewed. The medical legal process is discussed including: Malpractice, Negligence, Torts, Occurrence and Incident reporting requirements. Standards of Practice will also be discussed as well as agency compliance requirements such as HRS, JCAHC, CLIA, OSHA, DPR, and more.

AME101 Assistance with Medications: 4 Clock Hours

This course is designed for the healthcare provider that will assist patients with self-administration of their own medications. The patient should be capable of taking their own medication but sometimes needs some assistance and or monitoring with self-administration of their own medication. **Healthcare providers must take this course prior to assuming the responsibility of assisting the patient with self-medication.**

STE101 Sterile Procedures and Techniques: 20 Clock Hours

This course is designed so that the student will learn about isolation procedures, sterile techniques, and care of contaminated dressing, supplies etc.

ARP101 Basic Respiratory Procedures: 20 Clock Hours

This course is designed to teach the student about basic respiratory care to attend patients with deficiencies or abnormalities in respiration.

CPS101 Caring for Patients with Special Needs: 12 Clock Hours

This course is designed so that the student will learn basic care for patients with special needs.

SA101 Safety Alerts: 5 Clock Hours

This course is designed to teach the student about safety warning signs and how to deal with them.

RI101 Observation and Reporting Guidelines (Internship): 40 Clock Hours

This course is designed so that the student will learn about the legal ramifications of proper documentation and guidelines for charting procedures.

EM101 Emergency Procedures (Internship): 35 Clock Hours

This course is designed so that the student will learn and understand about the health care facilities basic plans stating what to do in an emergency to prevent the loss of life and minimize injury and property damage.

LEARNING RESOURCES SERVICES

Vanguard School of Professional Health has a spacious Learning Resources Center where by students or faculty can go to do research, prepare for classes or homework. A copier is also provided. The Learning Resources Center has reference books, general books, magazines and various other publications, journals and periodicals relating to their field of study. The center is opened to students, faculty, and staff during school hours. Information will also be provided to students regarding public libraries near the school and online resources that provide services free of charge for research.

DESCRIPTION OF SCHOOL FACILITIES/EQUIPMENT

Vanguard School of Professional Health is located at 7100 W. Commercial Blvd., Ste. 101, Lauderhill, FL. 33319-2155. The classrooms and administrative offices occupy approximately 1,753 square feet of a well maintained and air conditioned building. The physical plant is spacious and attractive and there are plenty of parking spaces available for the students.

The facilities consist of 2 lab areas, 5 workstations, 3 classrooms, 2 Rest-Room facilities, and a Learning Resources Center. The building is located close to public transportation.

LICENSING/APPROVAL AGENCIES

Vanguard School of Professional Health is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee Florida 32399. Additional information regarding the institution may be obtained by contacting the Commission at 1-888-224-6684.

POLICY STATEMENT

Vanguard School of Professional Health does not discriminate regarding race, color, creed, gender and/or religion. The training offered by VSOPH is also recommended to handicapped persons who are unable to undertake strenuous vocations or lack the mobility by their occupations.

Academic Calendar 2015 -2016

All Programs

Terms	Start Dates	Midpoint Week	End Dates	Add/Drop Dates
<i>Summer 15-7</i>	<i>7/5/2015</i>	<i>08/02-08/15</i>	<i>9/12/2015</i>	<i>7/12/2015</i>
<i>Summer 15-8</i>	<i>7/12/2015</i>	<i>08/09-15/15</i>	<i>9/19/2015</i>	<i>7/19/2015</i>
<i>Summer 15-9</i>	<i>7/19/2015</i>	<i>08/16-22/15</i>	<i>9/26/2015</i>	<i>7/26/2015</i>
<i>Summer 15-10</i>	<i>7/26/2015</i>	<i>08/23-29/15</i>	<i>10/3/2015</i>	<i>8/2/2015</i>
<i>Summer 15-11</i>	<i>8/2/2015</i>	<i>08/30/15-09/05/15</i>	<i>10/10/2015</i>	<i>8/9/2015</i>
<i>Summer 15-12</i>	<i>8/9/2015</i>	<i>09/06-12/15</i>	<i>10/17/2015</i>	<i>8/16/2015</i>
<i>Summer 15-13</i>	<i>8/16/2015</i>	<i>09/13-19/15</i>	<i>10/24/2015</i>	<i>8/23/2015</i>

<i>Fall 15-1</i>	8/23/2015	09/20-26/15	10/31/2015	8/30/2015
<i>Fall 15-2</i>	8/30/2015	09/27/15-10/03/15	11/7/2015	9/6/2015
<i>Fall 15-3</i>	9/6/2015	10/04-10/15	11/14/2015	9/13/2015
<i>Fall 15-4</i>	9/13/2015	10/11-17/15	11/21/2015	9/20/2015
<i>Fall 15-5</i>	9/20/2015	10/18-24/15	11/28/2015	9/27/2015
<i>Fall 15-6</i>	9/27/2015	10/25-31/15	12/5/2015	10/4/2015
<i>Fall 15-7</i>	10/4/2015	11/01-07/15	12/12/2015	10/11/2015
<i>Fall 15-8</i>	10/11/2015	11/08-14/15	12/19/2015	10/18/2015
<i>Fall 15-9</i>	10/18/2015	11/15-21/15	12/26/2015	10/25/2015
<i>Fall 15-10</i>	10/25/2015	11/22-28/15	1/2/2016	11/1/2015
<i>Fall 15-11</i>	11/1/2015	11/29/15-12/05/15	1/9/2016	11/8/2015
<i>Fall 15-12</i>	11/8/2015	12/6-12/15	1/16/2016	11/15/2015
<i>Fall 15-13</i>	11/15/2015	12/13-19/15	1/23/2016	11/22/2015
<i>Winter 15-8</i>	11/22/2015	12/20-26/15	1/30/2016	11/29/2015
<i>Winter 15-9</i>	11/29/2015	12/27/15-01/2/16	2/6/2016	12/6/2015
<i>winter 15-10</i>	12/6/2015	1/3-9/16	2/13/2016	12/13/2015
<i>Winter 15-11</i>	12/13/2015	1/10-16/16	2/20/2016	12/20/2015
<i>Winter 15-12</i>	12/20/2015	1/17-23/16	2/27/2016	12/27/2015
<i>Winter 15-13</i>	12/27/2015	1/24-30/16	3/5/2016	1/3/2016
<i>Spring 16-1</i>	1/3/2016	1/31/16-2/6/16	3/12/2016	1/10/2016
<i>Spring 16-2</i>	1/10/2016	2/7-13/16	3/19/2016	1/17/2016
<i>Spring 16-3</i>	1/17/2016	2/14-19/16	3/26/2016	1/24/2016
<i>Spring 16-4</i>	1/24/2016	2/21-27/16	4/2/2016	1/31/2016
<i>Spring 16-5</i>	1/31/2016	2/28/16-3/5/16	4/9/2016	2/7/2016
<i>Spring 16-6</i>	2/7/2016	3/6-12/16	4/16/2016	2/14/2016
<i>Spring 16-7</i>	2/14/2016	3/12-19/16	4/23/2016	2/21/2016
<i>Spring 16-8</i>	2/21/2016	3/20-26/16	4/30/2016	2/28/2016
<i>Spring 16-9</i>	2/28/2016	3/27/16-4/2/16	5/7/2016	3/7/2016
<i>Spring 16-10</i>	3/6/2016	4/3-9/16	5/14/2016	3/13/2016
<i>Spring 16-11</i>	3/13/2016	4/10-16/16	5/21/2016	3/20/2016
<i>Spring 16-12</i>	3/20/2016	4/17-23/16	5/28/2016	3/27/2016
<i>Spring 16-13</i>	3/27/2016	4/24-30/16	6/4/2016	4/3/2016
<i>Summer(1) 16-1</i>	4/3/2016	5/1-7/16	6/11/2016	4/10/2016
<i>Summer(1) 16-2</i>	4/10/2016	5/8-14/16	6/18/2016	4/17/2016
<i>Summer(1) 16-3</i>	4/17/2016	5/15-21/16	6/25/2016	4/24/2016
<i>Summer(1) 16-4</i>	4/24/2016	5/22-28/16	7/2/2016	5/1/2016
<i>Summer(1) 16-5</i>	5/1/2016	5/29/16-6/4/16	7/9/2016	5/8/2016
<i>Summer(1) 16-6</i>	5/8/2016	6/5-11/16	7/16/2016	5/15/2016
<i>Summer(1) 16-7</i>	5/15/2016	6/12-18/16	7/23/2016	5/22/2016
<i>Summer(1) 16-8</i>	5/22/2016	6/19-25/16	7/30/2016	5/29/2016
<i>Summer(II) 16-1</i>	5/29/2016	6/26/16-7/2/16	8/6/2016	6/5/2016
<i>Summer(II) 16-2</i>	6/5/2016	7/3-9/16	8/13/2016	6/12/2016
<i>Summer(II) 16-3</i>	6/12/2016	7/10-16/16	8/20/2016	6/19/2016
<i>Summer(II) 16-4</i>	6/19/2016	7/17-23/16	8/27/2016	6/26/2016
<i>Summer(II) 16-5</i>	6/26/2016	7/24-30/16	9/3/2016	7/3/2016