



# VANGUARD

SCHOOL OF PROFESSIONAL HEALTH

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

## CATALOG

VERSION 8

Effective April 27, 2022

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## **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!

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

Maria A. Rodriguez  
President/Campus Director

# GENERAL INFORMATION

## HISTORY

Vanguard School of Professional Health opened in Lauderhill in September 2016 to offer the hemodialysis technician, patient care technician and home health aide programs. Two of the school owners also own dialysis centers and couple with one of the owners that owned a dialysis training school joint forces and envision a great opportunity in training hemodialysis technicians and providing them with their experience in centers for the hands-on practical experience. The school also offers continuing education classes for those in the allied health field.

## LOCATION

Vanguard School of Professional Health is located at 7100 W. Commercial Blvd., Ste. 101, Lauderhill, FL. 33319-2155.

## MISSION STATEMENT - PURPOSE

The mission of Vanguard School of Professional Health (VSOPH) is to provide instruction to our culturally diversified community, preparing them with the skills required to find employment today's high demand occupations.

## LEGAL OWNERSHIP

Vanguard School of Professional Health, LLC (VSOPH) is an active Florida Limited Liability Company. The legal owners are Rovacon LLC (owned by Maria A. Rodriguez and Reinier Rodriguez), and N'Sync Consulting Corp (owned by Myrlene Barrera and Marcia Santos).

## GOVERNING BOARD

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

Address: 7100 W. Commercial Blvd., Ste. 101, Lauderhill, FL. 33319-2155. Phone: (954) 781-7322

Board of Directors: Maria A. Rodriguez  
Myrelene Barrera  
Marcia Santos

## LICENSURE

Vanguard School of Professional Health is licensed by the Commission for Independent Education, Florida Department of Education, license # 5623. Additional information regarding the institution, may be obtained by contacting the Commission for Independent Education, Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888)224-6684.

## ACCREDITATION

Vanguard School of Professional Health currently is not an accredited institution.

## LANGUAGE

All programs are offered in English.

## CATALOG INFORMATION

Vanguard School of Professional Health is available to prospective students at our main campus upon request.

## **DESCRIPTION OF SCHOOL FACILITIES AND EQUIPMENT**

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.

## **HANDICAP FACILITIES**

Our school complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the clinic.

## **HOURS OF OPERATION**

### Office Hours

Monday through Thursday 9:00am – 5:00pm

Friday 9:00am – 2:00 pm

Saturdays 9:00am- 2:00 pm

### Onsite Classes Enrollment

*Morning Classes Schedule* - Monday through Thursday 9:00 am to 2:00 pm

*Evening Classes Schedule* - Monday through Thursday 5:00 pm to 10:00 pm

### Hybrid Classes Enrollment

*Theory*: 5 hours once a week (students may choose that day 9am to 2pm, or 5pm to 10pm)

*Laboratory*: 5 hours once a week (students may choose that day 9am to 2pm, or 5pm to 10pm)

## **SCHOOL CALENDAR - START DATES**

### Hemodialysis Technician

Start Date	Graduation Date
January 10, 2022,	July 25, 2022
March 7, 2022	September 19, 2022
May 2, 2022	October 03, 2022
August 1, 2022	January 09, 2023
October 3, 2022	May 22, 2023

## **2022 HOLIDAYS**

Martin Luther King Day - Monday January 17, 2022

President's Day - Monday February 21, 2022

Spring Break – March 21, 2022 – March 25, 2022

Memorial Day -Monday May 30, 2022

Independence Day – Monday July 4, 2022

Labor Day - Monday September 5, 2022

Columbus Day-Monday October 10, 2022

Thanksgiving - Thursday November 24 and Friday November 25, 2022

Winter Break - Thursday December 22, 2022, through Monday January 2, 2022

In the event of an emergency, closing due to inclement weather or natural disaster the school will close as determined by the Broward County Public School system. Classes canceled due to weather conditions are made up at the end of the program.

## ADMISSIONS

### ADMISSION REQUIREMENTS

1. The applicant must be 18 years old or older.
2. Present a valid picture ID.
3. Students must have an earned high school diploma, GED or HS Certification.
4. Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative. Students may retake after a week for a maximum of 3 times in a year. ATB testing does not have any cost for the student.
5. All accepted students must complete an Enrollment Agreement.
6. Students enrolling to attend the program through the hybrid modality are required to successfully complete the online Wonderlic Scholastic Level Exam (SLE) administered at the school. Minimum passing score is 10. ATB testing does not have any cost for the student.

Vanguard School of Professional Health will keep records of prospective students denied admission for at least one year. 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 three (3) business days of written request.

### DENIAL OF ADMISSION

Any applicant will be denied admission if he/she does not meet the admissions and eligibility requirements stated in this catalog.

### TRANSFER OF CREDITS

#### Transfer of Credits for Studies in Other Institutions

Our institution gives credit for studies at other institutions that are approved within the United States. We reserve the privilege to grant hours for previous education. Courses for transfer must have been completed with a grade of 2.0 (70%) at a minimum. Please bear in mind our school may accept up to seventy-five percent (75%) of hours from another institution. To transfer hours from another institution, a student must submit an Official Transcript that includes a program description, completed hours and date of completion. All accepted hours will be documented on the student file. We do not accept transfer of experiential learning nor advanced placement.

Registered nurses enrolling to the Hemodialysis Technician program will be granted credit for courses completed while studying their nursing associate degree by presenting an active Florida nursing license.

#### Transferability of Credits Earned at Our Institution to Another Institution

Transferability of hours/courses earned at this institution is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

### SUBMITTING ACADEMIC INFORMATION

Students transferring hours are required to request official transcripts from the educational institutions attended to be sent directly to the institution's Director of Education.

Applicants with credentials from foreign countries must send their credentials to the institution's Director of Education for evaluation along with an official translation (in case original is not in English) and official evaluation by an approved educational evaluator service attesting that the diploma/degree/credits earned at a foreign institution are equivalent to a diploma/degree/credit earned at an accredited institution in United States.

Foreign high school diplomas must be translated and evaluated by a member of the American Translators Association (ATA). For a list of approved translators visit [www.atanet.org](http://www.atanet.org) Foreign diploma transcripts and degree courses must be translated and evaluated by a member of the National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org)

## FEES AND PAYMENT SCHEDULE

All prices for programs are as published in this catalog. 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 for the goods and services.

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.

Note: The total cost of each program 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.

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

- 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 a student's enrollment be terminated or cancelled for any reason after class start, all refunds will be made according to the following refund policy:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
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, results in a refund of all monies paid, except for the registration fee (not to exceed \$150.00).
4. Cancellation after attendance has begun, through 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 more than 40% of the program will result in no refund.
6. Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

7. Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.

## ACADEMIC POLICY AND PROCEDURES

### EVALUATION SYSTEM

The school establishes its evaluations based on the results of the program theoretical and practical examinations.

### GRADING SYSTEM

Students must maintain or earn a grade of 70 % or more to complete a program successfully. This grade will be determined by a practical examination (at each evaluation period), test grades, and labs/projects.

Theory, manual skills, and clinical performance work will be graded according to the following scale:

The following grading scale will be used:

<b>Excellent:</b>	<b>90% -100 %</b>	<b>=</b>	<b>A</b>	<b>4.0</b>
<b>Good:</b>	<b>80%-89 %</b>	<b>=</b>	<b>B</b>	<b>3.0</b>
<b>Average:</b>	<b>70%-79 %</b>	<b>=</b>	<b>C</b>	<b>2.0</b>
<b>Unsatisfactory:</b>	<b>0%- 69 %</b>	<b>=</b>	<b>F</b>	<b>0.0</b>

**P: Pass – 100% - 4.0**

**F: Fail – 0% - 0.0**

**I: Incomplete**

**W: Withdrawal**

**T: Transfer**

### GRADE ASSIGNMENTS

Theory grades are assigned based on the academic scores of exams administered and by the assigned projects related to the corresponding theoretical content. Practice grades are assigned based on the student's ability to apply the theory learned and the work activities in the labs and services.

### GRADUATION REQUIREMENTS

To graduate from a program, a student must achieve a cumulative GPA of 70% within the time framework established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement. Students that successfully complete their program of enrollment receive a diploma.

### PRACTICAL SERVICES

Students are involved in hands on activities to assist them acquire the skills and practice required for their field of employment. When such is the event, students are encouraged to participate and complete the assigned practical activities by their instructor.

### DEFINITIONS

#### Program Duration

Program and courses duration are measured in clock hours.



Clock Hour Definition

One clock hour constitutes 50 minutes of directed, supervised instruction and 10 minutes breaks.

Period of Enrollment

A period of enrollment or payment obligation: the entire program.

**COURSE NUMBERING SYSTEM**

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

**PREFIXES**

- CPR    CPR**
- REK    EKG**
- HED    Hemodialysis**
- RPL    Phlebotomy**

**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” or “F”. 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. 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.

**SATISFACTORY ACADEMIC POLICY (SAP)**

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

**SAP - EVALUATION PERIODS**

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

<i>Program of Enrollment</i>	<i>Program Duration</i>	<i>1<sup>st</sup> SAP Evaluation</i>	<i>2<sup>nd</sup> SAP Evaluation</i>
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Hemodialysis Technician	600 hours	300 hours	600 hours
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Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and, a maximum time frame requirement.

### **SAP - QUANTITATIVE CRITERIA**

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution’s SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in an SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours ( $450 \times 67\% = 302$ ).

### **SAP - QUALITATIVE CRITERIA**

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

### **SAP – EVALUATION AND ACADEMIC PROBATION**

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student’s overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "C" or better in all courses attempted during the corresponding period in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

### **SAP - EVALUATION AND TIME FRAME TO COMPLETE (MTF) POLICY**

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement.

This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond the 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are not required to pay a tuition charge for every extra hour attended.

Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdraw.

Students that have successfully completed the program are allowed to take any of the courses one more time at no charge, as long as there is space in the classroom to accommodate the additional student. In the case there is no space in the classroom at the time the request has been placed, students are provided with the timeframe the course will be offered again and encouraged to confirm space availability within a week of course start.

### **SAP - APPEALS**

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School’s President, who will make the final decision regarding about the student’s appeal within 5 days. If the student’s appeal is granted, the student will be making satisfactory academic progress.

### **ACADEMIC DISMISSAL**

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the

time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses.

### **ACADEMIC HONESTY**

Students must submit work that represents their original words or ideas. Students must make it clear the extent to which external sources were used. Words or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

The School's Director of Education may expel a student for cheating or plagiarism. No credit will be given for homework that is not the original work product of the submitting student. Students will receive credit only for their own original work. Plagiarism is grounds for dismissal from the institution.

### **MAKE-UP WORK AND EXAMS**

In order for a student to make up a class or lab missed prior to finishing and taking the final test, the student shall make arrangements with his/her instructor. The same rule will apply for missed exams and these will be scheduled at the discretion of the Instructor. Make-up exams are a privilege – not a right! Students should be in attendance on examination days.

## **PROCESS OF CORRECTIVE ACTION**

### **WARNING**

In the event of non-compliance with school rules and regulations, academic attendance or professional image, a student will be issued a written warning from his or her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify a corrective action with the student.

### **APPEAL PROCESS**

All students have the right to appeal a decision that can harm his/her interests. Appeals must be received in written form within 10 days of dismissal.

The School's President will confer with the School's Education Director and arrive to a decision. The student will be notified in written of the final determination within 10 days. |

### **READMISSION TO A PROGRAM**

A student who withdraws from their respective program, due to unsatisfactory progress, may need to apply for enrollment again and satisfy all admission requirements. Any courses already passed will be considered as a transfer into the new enrollment, and not charged to the student, as reflected in the new enrollment agreement.

### **SUSPENSION**

The institution reserves the right to suspend any student for lack of lack of payment, and/or breach of the rules and regulations of the school.

## **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**

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. Students are permitted to miss up to 10%, but the school highly recommends making up the hours missed and maintaining the required GPA of 2.0.

Students that do not have attendance within a period of 14 consecutive days will be withdrawn from the school. Students may request a Leave of Absence (LOA) when in need to be out of the school for a period of time due to reasonable circumstances such as family illness, disability, or emergency. Please see the policy on Leave of Absence listed below.

## **LEAVE OF ABSENCE**

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 90 days.

A LOA may be granted for up to 90 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 90 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

## **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 or 2) attending weekend classes which may be conducted for students who have been absent.

## **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.

## **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.

## **DRUG-FREE WORKPLACE**

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)

## **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 VSOPH

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:

*Admonition* An oral statement to a student that he or she is violating or has violated institution rules;

*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;

*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;

*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;

*Restitution* Reimbursement for damage to or misappropriation of property.

*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."*

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

## **STUDENT SERVICES**

### **ACADEMIC AND CAREER COUNSELING**

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

### **CAREER SERVICES**

Students will be coached on how to write resumes and prepare for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Although the school cannot guarantee employment or placement, reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

### **MEDIA SERVICES RESOURCE CENTER**

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, and reference materials. The media services resource center is open during normal business hours.

## **FINANCIAL ADVISING**

The Financial Services Director will assist students to work out any financial problems, discuss financial options or payment plans.

## **STUDENT RECORDS**

The Student Services 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 Student Services Office. The Student Services 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.

## **TRANSCRIPT REQUEST**

Upon graduation our school provides each student with their diploma and corresponding official transcript at no cost. Heritage Educational Services reminds students that in order to graduate, a student must have successfully completed their program of instruction and be up to date with their financial obligations with the institution. Students that are up to date with their financial obligations may request a copy of their transcript from the Student Services Department by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$10 for official transcripts. Official and non-official transcript request may take up to five (5) business days to be process.

## **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. The Fire Department Rescue Service provides emergency first aid care, if needed.

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.

## **STUDENT RIGHTS**

## **ANTI DISCRIMINATION POLICY**

Our institution is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, financial status or disability where a person is otherwise qualified or could be with reasonable accommodation.

## **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

## **GRIEVANCE POLICY**

The school is not perfect. A student, staff or faculty member with a grievance should discuss the grievance with the person with whom the complaint is with. If that doesn't satisfy the parties, an appointment may be made with the Director of the school within 3 business days. A meeting will be held with all parties involved to try to solve the issues in question and come to an agreeable solution. Should an agreement with all parties involved fail, 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 [www.fldoe.org/cie](http://www.fldoe.org/cie)

## **STUDENT RIGHTS**

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* - Student's 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.

## HEMODIALYSIS TECHNICIAN PROGRAM

DURATION: 600 CLOCK HOURS – 30 WEEKS

DELIVERY METHOD:

This program is offered in the following two modalities:

Onsite Enrollment

Theory: 100 % on campus

Lab: 100% on campus

Externship: 100% at designated dialysis center

Onsite Classes Schedule

*Morning Classes Schedule* - Monday through Thursday 9:00 am to 2:00 pm

*Evening Classes Schedule* - Monday through Thursday 5:00 pm to 10:00 pm

Hybrid

Theory: online with one day a week on campus

Lab: 100% on campus

Externship: 100% at designated dialysis center

Hybrid Classes Schedule

*Theory:* 5 hours once a week (students may choose that day 9am to 2pm, or 5pm to 10pm)

*Laboratory:* 5 hours once a week (students may choose that day 9am to 2pm, or 5pm to 10pm)

PROGRAM OBJECTIVE: This program's objective is to prepare students with the knowledge, practical skills, and practical experience necessary for employment as Hemodialysis Technicians.

Graduates of the program will be able to:

- Demonstrate knowledge of the renal system, renal failure, and the impact of renal failure on other systems
- Identify treatment options for renal failure
- Demonstrate knowledge of principles of Hemodialysis and operation of the Hemodialysis machine
- Identify complications of Hemodialysis and appropriate interventions.
- Demonstrate knowledge of professional protocol.

PROGRAM DESCRIPTION:

The program provides 600 hours of training to students in all of the relevant areas of education and practice required for a Hemodialysis Technician. Completers of the program will be able to recognize and utilize about medical terminology; anatomy and physiology; legal and ethical responsibilities; infection control procedures; blood borne diseases, including HIV/AIDS; professional, communication and interpersonal skills specific to the dialysis setting; identify of normal and abnormal anatomic structure and function of body systems in relation to services performed by a Hemodialysis Technician; practice infection control following universal precautions; recognize and demonstrate knowledge of how to utilize equipment and supplies specific to dialysis; demonstrate

skills and knowledge necessary to perform dialysis technician duties; practice accepted procedures of transporting specimens; practice quality assurance and safety; demonstrate emergency planning and response.

This program is offered in two modalities for the convenience of students: onsite and hybrid.

#### ADMISSION REQUIREMENTS:

1. The applicant must be 18 years old or older.
2. Present a valid picture ID.
3. Students must have an earned high school diploma, GED or HS Certification.
4. Prospective students that do not possess a high school diploma or GED must pass a Wonderlic Ability to Benefit Test (ATB) administered by a qualified ATB Official. Minimum passing scores are 200 for Verbal and 210 for Quantitative. Students may retake after a week for a maximum of 3 times in a year. ATB testing does not have any cost for the student.
5. All accepted students must complete an Enrollment Agreement.
6. Students enrolling to attend the program through the hybrid modality are required to successfully complete the online Wonderlic Scholastic Level Exam (SLE) administered at the school. Minimum passing score is 10. Students may retake after a week for a maximum of 3 times in a year. ATB testing does not have any cost for the student.

TIME TO COMPLETE PROGRAM: Students complete the program in 30 weeks. \_

PROGRAM COST: Registration Fee: \$150. Tuition Fee: 4,575.00

OTHER FEES NOT INCLUDED IN PROGRAM: National Certification Exam - \$250. Certification Review- \$250.

#### CURRICULUM OUTLINE

CODES	COURSE TITLE	CLOCK HOURS	LAB	CLINICAL	TOTAL HOURS
<b>Health Science Core</b>					
RPL101	Phlebotomy Skills Review for Hemodialysis Technicians	16	17		
REK101	EKG Skills Review for Hemodialysis Technician	16	17		
		=====	=====		
	Sub-Total	32	34		
<b>Courses</b>					
HED112	Professional Behavior and Communication	16			
HED113	Principles of Hemodialysis	45			
HED114	Components and Mechanics of Dialysis	20	22		
HED115	Normal Renal Anatomy and End Stage Renal Failure	104			
HED116	Systemic Effects	65			
HED117	Nutrition	16			
HED118	Infection Control	16			
HED119	Access for Hemodialysis	20			
HED120	Medications and Effects	16			
HED121	Water Treatment for Dialysis	10	24		
HED122	Patient Assess and Monitoring	20			
HED123	Documentation	20			
HED124	Clinical Preceptor Rotation in a Dialysis Center			120	
		=====	=====	=====	
		378	46	120	
	Sub-total	400	80	120	
	Total Hours (includes lab/clinical hours)				600

DIPLOMA AND CERTIFICATES GRANTED UPON GRADUATION: Upon completion of the program the student will receive a Hemodialysis Technician diploma and transcript.

NATIONAL CERTIFICATIONS

Graduates of this program are eligible to apply for the Certified Clinical Hemodialysis Technician examinations with the following nationally recognized organizations:

Certified Clinical Hemodialysis Technician Exam (CCHT) with The Nephrology Nursing Certification Commission (NNCC). For information on how to apply and eligibility requirements visit their official site at [www.nccexam.org](http://www.nccexam.org)

Certified Hemodialysis Technologist/Technician examination (CHT) with the Board of Nephrology Examiners Nursing Technology (BONENT). For information on how to apply and eligibility requirements visit their official site at [www.bonent.org](http://www.bonent.org)

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

## **HEMODIALYSIS TECHNICIAN PROGRAM – COURSE DESCRIPTIONS**

### **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.

### **HED112 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.

### **HED113 Principles of Hemodialysis: 45 Clock Hours**

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

### **HED114 Components and Mechanics of Dialysis: 68 Clock Hours**

After taking this course, the student will be a thorough understanding of the delivery systems and safety alarms of the hemodialysis machines and the components use for the dialysis procedure.

### **HED115 Normal Renal Anatomy and End Stage Renal Failure: 104 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.

### **HED116 Systemic Effects: 65 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.

### **HED117 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.

### **HED118 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.

### **HED119 Access for Hemodialysis: 20 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.

### **HED120 Medications and Effects: 16 Clock Hours**

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

### **HED121 Water Treatment for Dialysis – 24 Clock Hours**

This course is designed so that the student will be able to test and monitor the quality of water prior to the patient receiving their treatment.

### HED122 Patient Assess and Monitoring: 80 Clock Hours

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

### HED123 Documentation: 20 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.

### HED124 Clinical Rotation 120 Hours

This clinical rotation is designed to allow the student to get hands-on experience with a certified dialysis preceptor in the dialysis unit. The student will learn dialysis technical and clinical procedures. The students are required to have a hands-on experience to sit for the National Certification.

## ONLINE DELIVERY

Vanguard School of Professional Health offers a hybrid Hemodialysis Technician Program, where students attend class once a week, and complete weekly the rest of the work through the online platform.

Next are included policies that apply for students enrolled in our hybrid program.

### **DISTANCE EDUCATION ORIENTATION**

Students wishing to take courses via distance education are required to complete an orientation course where they learn study skills. All distance education students are expected to be computer-literate and familiar with the internet prior to orientation.

Our school uses MATRIX the platform for the delivery of the institution's online programs. The platform also provides learners with tutorials that guide them on the different ways they can interact online. Users will be shown a wide variety of activities they could complete once the course starts.

At the beginning of the program, all distance learning participants are invited to participate in an introductory lecture on how our distance-learning platform works to help learners answer any questions they may have about strategies or approaches professors will use.

### **ATTENDANCE AND PARTICIPATION POLICY**

Students of this program are studying on a hybrid modality. For that reason, in addition to the weekly attendance on campus, attendance is recorded based in student participation in the required assignments on a weekly basis. Assignment submission, discussion board participation, time logged into the Learning Management System and other academic activities are recorded and monitored. Students that do not submit course work as establish in the course syllabus for a period of 14 days will the automatically withdrawn.

Students must submit module assignments on schedule for review and interactive feedback by the instructor as required in the course syllabus. Students are expected to submit their assignments weekly.

Each course includes weekly discussion boards, which require student participation and count toward the final grade in the course. Professors will evaluate student participation based on the rubrics provided. Active participation will provide students with faculty insights into course topics, and professional, peer-to-peer interaction, both of which substantively contribute to learning.

### **STUDENT RECORDS AND TRANSCRIPTS REQUEST**

The Student Services department manages student records from the point of the first enrollment through graduation. Students may request their records directly with the registrar with an email from the student portal or contacting the department within regular office hours of 9am through 5pm, Monday through Friday, in person, via phone or email.

**TECHNICAL SUPPORT**

The primary form of official communication is through the email available in the institution’s education platform. Students with technical issues should contact Technical Support via email for assistance if any login problems occur. Students wishing to update any of their contact information should contact support@vanguardschoolofhealth.com and include:

- Student’s full name (first and last name)
- Student ID

**EQUIPMENT AND SUPPLIES USED/NEEDED (I.E. OPERATING SYSTEM):**

<b>Windows</b>		
<b>1</b>	<b>Processor: 2GHz or faster processor (or above)</b>	<b>Hardware</b>
<b>1</b>	<b>Operating System: Windows 10/8/7</b>	<b>Hardware</b>
<b>1</b>	<b>Memory: 1GB of RAM (or above)</b>	<b>Hardware</b>
<b>1</b>	<b>Screen Resolution: 1024 x 768 (or above)</b>	<b>Hardware</b>
<b>1</b>	<b>Microsoft Internet Explorer 11, Windows Edge, or Mozilla Firefox 47 and 48, Chrome 52 and 53</b>	<b>Software</b>
<b>1</b>	<b>Microsoft Office 2016 or 365 (or higher)</b>	<b>Software</b>
<b>1</b>	<b>Adobe Flash Player 22 and 23 (or higher) and Adobe Acrobat 11 (or higher)</b>	<b>Software</b>
<b>1</b>	<b>Webcam and Headset</b>	<b>Hardware</b>
<b>Mac</b>		
<b>1</b>	<b>Processor: 2GHz or faster processor</b>	<b>Hardware</b>
<b>1</b>	<b>Operating System: OSX 10.6 (or above)</b>	<b>Hardware</b>
<b>1</b>	<b>Memory: 1GB of RAM (or above)</b>	<b>Hardware</b>
<b>1</b>	<b>Screen Resolution: 1024 x 768 (or above)</b>	<b>Hardware</b>
<b>1</b>	<b>Mozilla Firefox 47 or Safari 6.2.8 browser supported for Mac OS X 10.6(or higher)</b>	<b>Software</b>
<b>1</b>	<b>Microsoft Office 2012 or 365 (or higher)</b>	<b>Software</b>
<b>1</b>	<b>Adobe Flash Player 23 (or higher) and Adobe Acrobat 11 (or higher)</b>	<b>Software</b>
<b>1</b>	<b>Webcam and Headset</b>	<b>Hardware</b>

**GROUP STUDY**

Participation in the weekly Discussion Boards is an integral part of the student's learning experience and grade. Studying takes place in small groups or classes of approximately twelve students. These classes study asynchronously, but the peer-to-peer model provides the learning week with "real time" attributes, such as Discussion Boards. In these Discussion Boards, students will discuss the course material with their classmates and instructor. Specific discussion question topics will be assigned each week. The Discussion Board is exclusively for use by students and instructor for the particular class.

## **STUDENT SERVICES**

The Student Services department manages student records from enrollment through graduation. The department assists students with transfer credit evaluation, tuition billing and payment posting as well as career services.

### *Student Services by Administrative Staff*

We are committed to offer its students effective administrative, advising and instructional support. The institution's administrative staff is available Monday through Friday from 9am to 5pm in person, via email, or phone.

Student services are also available through the student portal and include admissions counseling, registrar, career services, academic advising, coping skills, career development, general development, testing, supervision, monitoring of attendance and academic performance, graduate employment assistance. At the student portal students also have access to tutorials, and videos.

### *Academic Advising*

Instructors are assigned the responsibility of the academic advising to the students enrolled in their class. Students and their assigned faculty advisor engage monthly to encourage successful completion of their program. Faculty advisors also are available through email for guidance related to academic issues.

### *Academic Support*

Academic support is provided to students as follows:

- ✓ Forums: All courses have an inquiry discussion to address students' questions about different academic topics.
- ✓ Matrix Chats and Messages: Chatting with faculty and peers provides synchronous interaction. In addition, here students can ask individual questions to faculty and/or tutors regarding some academic or non-academic issues that could be affecting their performance.
- ✓ Tutoring or advising sessions on campus or via the phone.

### *Technical Support*

Technical support on the use of the platform is available at students and faculty throughout LMS platform. Students have access to technical support from Monday to Sunday 24/7. A Technical Support Hotline is available through the student portal.

### *Career Services*

Our school does not guarantee employment to any student upon graduation. We provide all graduates with assistance regarding placement opportunities, resume preparation, job search assistance, and advice concerning job search and job interview techniques.

### *Library Resources and Services*

Our school's Library Resource Center is available to enrolled students and faculty through the Student and Faculty Portal.

In support of our students and their academic pursuits, we have joined the Library and Information Resource Network (LIRN). LIRN enhances our academic programs with a rich and powerful collection of resources: over 60 million journal articles, books, encyclopedias, newspapers, magazines, and audio and video clips. Faculty and active students can use these resources free of charge. Students are also provided recommended open sources including textbooks and course materials.

# TEXTBOOKS

## HEMODIALYSIS PROGRAM TEXTBOOKS

Core Curriculum for Dialysis Technician 6th Edition; Copyright: 2014 Publisher: Medical Education Institute  
Nursing Assistant - Student Workbook; Publisher: First Class Books – Copyright: 2014  
Nursing Assistant - A Basic Study Guide; Publisher: First Class Books – Copyright: 2014  
EKG Book You’ll Ever Need! Author: Malcolm S. Thaler; Pub: Wolters Kluwer, 2015; ISBN: 978-1451193947  
Venipuncture Tutor - Publisher: Center for Phlebotomy Education Inc

# STAFF AND FACULTY

## ADMINISTRATIVE STAFF

President .....	Maria A. Rodriguez
Financial Director .....	Myrelene Barrera, MBA
Executive Director.....	Marcia Santos
Director of Education.....	Betsy Ara-Smith,RN
Admissions Director.....	Reinier Rodriguez
Admissions Representative.....	Gaspar Silva
Financial Services.....	Isis Cordova
Student Services .....	Maria A. Rodriguez, Isis Cordova
Placement Services .....	Maria A. Rodriguez, Isis Cordova
Administrative Support .....	Maria G. Sukornick

## FACULTY

Betsy Ara-Smith, BSN, RN,CNN  
University of Miami, Coral Gables, FL  
Bachelors of Science in Nursing

Maria A. Mederos, MSN, BSN, RN  
Florida Atlantic University, Boca Raton, FL  
Masters of Science in Nursing,  
Advanced Registered Nurse Practitioner  
Honors: Graduated Cum Laude

Suzette Valcin, RN  
Broward Community College  
Associate of Science Degree in Nursing

Henry Leopold  
Certified Hemodialysis Technologist  
BONENT Certified (Board of Nephrology Examiners Technology) BONENT# 2101288

Joan Barnes  
Certified Hemodialysis Technologist  
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