



VANGUARD

SCHOOL OF PROFESSIONAL HEALTH

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

CATALOG

VERSION 11

Effective June 2, 2025

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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 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

Morning Classes Schedule (Full Time)

Monday through Friday 9:00 am to 2:00 pm

Evening Classes Schedule (Part-Time)

Monday through Thursday 5:00 pm to 10:00 pm

SCHOOL CALENDAR - START DATES

Hemodialysis Technician & Patient Care Technician Programs

Start Date	Graduation Date
January 06, 2025	July 25, 2025
March 03, 2025	September 2, 2025
June 02, 2025	January 02, 2026
August 04, 2025	March 06, 2026
October 06, 2025	May 08, 2026

Home Health Aide Program

Start Date	Graduation Date
January 06, 2025	February 03, 2025
February 24, 2025	March 21, 2025
March 17, 2025	April 11, 2025

April 21, 2025	May 16, 2025
June 02, 2025	June 27, 2025
July 07, 2025	August 1, 2025
August 04, 2025	August 29, 2025
September 02, 2025	September 26, 2025
October 06, 2025	October 31, 2025
November 03, 2025	November 28, 2025

2024 HOLIDAYS

Martin Luther King Day - Monday January 20, 2025
 President's Day - Monday February 17, 2025
 Spring Break – Monday 24, 2025-March 28, 2025

Good Friday- April 18, 2025
 Memorial Day -Monday May 26, 2025
 Independence Day – Friday July 4, 2025
 Labor Day - Monday September 1, 2025
 Columbus Day-Monday October 13, 2025
 Thanksgiving - Thursday November 27 and Friday November 28, 2025
 Winter Break – Tuesday December 23, 2025, through Monday January 5, 2026

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 an Attestation Form of High School Completion.
4. All accepted students must complete an Enrollment Agreement.
5. Students enrolling to attend the program through the hybrid modality are required to successfully complete the 101 Online Learning Orientation Course before starting classes in order to confirm they have the ability to learn through our online distance education program.

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 Between Programs within the Institution

Our institution gives credits for studies at a previous program within the institution. Such credits are accounted and considered if classes previously taken are part of the new program of study.

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 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

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. Cancellations 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, with the exception of 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 80 % 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:

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

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

In order 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 held, 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 academic discipline. The numbers identify the course.

PREFIXES

CPR	CPR
HED	Hemodialysis
HHA	Home Health Aide
HSC	Health Science
MHA	HIV/AIDS

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>1st SAP Evaluation</i>	<i>2nd SAP Evaluation</i>
Hemodialysis Technician	600 hours	300 hours	600 hours
Home Health Aide	75 hours	38 hours	75 hours
Patient Care Technician	600 hours	300 hours	600 hours

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 in 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 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 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 designer 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 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

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* - 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.

HEMODIALYSIS TECHNICIAN PROGRAM

DURATION: 600 CLOCK HOURS – 30 WEEKS

DELIVERY METHOD:

This program is offered in the following two modalities:

Onsite

Theory: 100 % on campus

Lab: 100% on campus

Externship: 100% at designated dialysis center

Hybrid

Theory: online with one day a week on campus

Lab: 100% on campus

Externship: 100% at designated dialysis center

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.

ADMISSION REQUIREMENTS.

6. The applicant must be 18 years old or older.
7. Present a valid picture ID.
8. Students must have an earned high school diploma, GED or Attestation Form of High School Completion.
9. 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.
10. Students enrolling to attend the program through the hybrid modality are required to successfully complete the 101 Online Learning Orientation Course before starting classes in order to confirm they have the ability to learn through our online distance education program.

TIME TO COMPLETE PROGRAM: Full time morning students will complete this program in 30 weeks. Full-time evening students will complete in 30 weeks.

PROGRAM COST: Registration Fee: \$150. Tuition Fee: \$4,360.00 BLS/CPR Card: \$65. Books/Supplies: \$300. 1 set of Uniform: \$50. Total Program Cost: \$4,925.00

OTHER FEES NOT INCLUDED IN PROGRAM: National Certification Exam - \$225 Certification Review- \$600.00

CURRICULUM OUTLINE

CODES	COURSE TITLE	CLOCK HOURS	LAB	CLINICAL	TOTAL HOURS
HED112	Professional Behavior and Communication	15			
HED113	Principles of Hemodialysis	65			
HED114	Components and Mechanics of Dialysis	20	50		
HED115	Normal Renal Anatomy and End Stage Renal Failure	80			
HED116	Systemic Effects	35			
HED117	Nutrition	15			
HED118	Infection Control	20			
HED119	Access for Hemodialysis	20			
HED120	Medications and Effects	20			
HED121	Water Treatment for Dialysis	20	40		
HED122	Patient Assess and Monitoring	20	40		
HED123	Documentation	20			
HED124	Clinical Practical Rotation at a Dialysis Center			120	
		=====	=====	=====	
	Sub-total	350	130	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.nnceexam.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

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

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 can 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 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 from 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):

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

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 instructors 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.

HOME HEALTH AIDE PROGRAM

DURATION: 75 CLOCK HOURS – 3 WEEKS

DELIVERY METHOD: On campus

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.

TIME TO COMPLETE PROGRAM: Full time day students complete this program in 3 weeks. Part-time evening students will complete this program in 6 weeks.

PROGRAM COST: Registration Fee: \$150. Tuition: \$ 270. In-Services & BLS CPR Card: \$125. Books: \$80. 1 set of Uniforms: \$50. Total Program Cost: \$ 675.00

CURRICULUM OUTLINE

CODES	COURSE TITLE	CLOCK HOURS	LAB HOURS	TOTAL HOURS
MHA101	HIV/AIDS Education	4		
HHA100	Verbal and Written Communication and HHA	6		
HHA101	Legal and Ethical Responsibilities and HHA	4		
HHA102	Physical Comfort and Safety Functions and HHA	2	8	
HHA103	Principles of Nutrition and HHA	15		
HHA104	Principles of Infection Control and HHA	15		
HHA105	Home Health-Care Lab/Services		17	
CPR101	Cardio-Pulmonary Resuscitation	4		
		=====	=====	
	Sub-	50	25	=====
	Total			75

OTHER FEES NOT INCLUDED IN PROGRAM: Background Check Fees.

DIPLOMA AND CERTIFICATES GRANTED UPON GRADUATION: Upon completion of the program the student will receive a Home Health Aide diploma and transcript, as well as In-Services including HIV and Domestic Violence certificates.

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

PATIENT CARE TECHNICIAN PROGRAM

DURATION: 600 CLOCK HOURS – 30 WEEKS

DELIVERY METHOD: On campus

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.

PRE-REQUISITE: Must pass the Level 2 criminal background check.

TIME TO COMPLETE PROGRAM: Full-time day students will complete this program in 30 weeks. Part-time evening students will be completed in 45 weeks.

PROGRAM COST: Registration Fee: \$150. Tuition Fee: \$5,200. Student ID: \$ 20. In-Services & First Aide Card: \$125. BLS/CPR Card: \$65. Books/Supplies: \$375. 2 set of Uniform: \$75. Total Program Cost: \$ 6,010.

CURRICULUM OUTLINE

CODES	COURSE TITLES	CLOCK HOURS	LAB	Clinical	TOTAL HOURS
	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				
NUA101	Basic Anatomy & Physiology	8			
NUA102	Communication and Interpersonal Skills including Medical Terminology	20			
NUA103	HIV and Infection Control	6			
NUA104	Safety/Emergency Procedures	4			
NUA105	Promoting Residents' Rights Before and After Contact	4			
NUA106	Legal and Ethical Responsibilities	4			
NUA107	Patient Care Procedures and Post-Operative Care		30		
NUA108	Rehabilitative and Geriatric Care		4		
NUA109	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		17		
	Phlebotomy				
PHL114	Anatomic Structure and Function of Body Systems and Phlebotomy	8			
PHL115	Reagents, Supplies, Equipment and Interfering Chemical Substances and Phlebotomy		12		
PHL116	Skills and Knowledge to Perform Phlebotomy		20		
PHL118	Procedures of Transporting, Accessioning and Processing Specimens and Phlebotomy		6		

	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			
RII101	Observation and Reporting Guidelines (Internship)			40	
EM101	Emergency Procedures (Internship)			75	
		=====	====	====	
		177	178	155	
	Sub-total hours	267	178	155	
	Total Hours (includes lab & clinical)				600

OTHER FEES NOT INCLUDED IN PROGRAM: Background Check Fee: \$24.00 CNA Exam: \$140.00 National Certification Exam: \$225.

DIPLOMA AND CERTIFICATES GRANTED UPON GRADUATION: Upon completion of the program the student will receive a Patient Care Technician diploma and academic transcript, as well as In-services including HIV & Domestic Violence certificates.

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

COURSE DESCRIPTIONS

HEMODIALYSIS TECHNICIAN PROGRAM – COURSE DESCRIPTION

HED112 Professional Behavior and Communication: 15 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: 65 Clock Hours

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

HED114 Components and Mechanics of Dialysis: 20 Clock Hours, 50 Clock Lab 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.

HED115 Normal Renal Anatomy and End Stage Renal Failure: 80 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: 35 Clock Hours

This course is designed so that the student will understand what happens to the patient when the kidneys stop working.

HED117 Nutrition: 15 Clock Hours

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

HED118 Infection Control: 20 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: 20 Clock Hours

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

HED121 Water Treatment for Dialysis – 20 Clock Hours, 40 Clock Lab 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: 20 Clock Hours, 40 Clock Lab 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 Practical Rotation at a Dialysis Center: 120 Clock 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 technical and clinical procedures. The students are required to have hands-on experience to sit for the National Certification.

HOME HEALTH AIDE PROGRAM – COURSE DESCRIPTION

CPR101 Cardiopulmonary 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 – COURSE DESCRIPTION

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 first 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.

NUA103 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.

NUA104 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.

NUA105 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.

NUA106 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.

NUA107 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.

NUA108 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.

NUA109 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 patients, 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 the 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 and 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 its 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 to 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.

TEXTBOOKS

HEMODIALYSIS PROGRAM TEXTBOOKS

Core Curriculum for Dialysis Technician 6th Edition; Copyright: 2014 Publisher: Medical Education Institute
ISBN 9780134131436

HOME HEALTH AIDE PROGRAM TEXTBOOKS

Nursing Assistant - Student Workbook; Publisher: First Class Books – Copyright: 2014
Nursing Assistant - A Basic Study Guide; Publisher: First Class Books – Copyright: 2014

PATIENT CARE TECHNICIAN PROGRAM TEXTBOOKS

Patient Care Technician Textbook: Theory & Clinical Approach; Pub: McGill Education, 2015; Authors: S. Khan, et.al.;
ISBN; 978-1495107993

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

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