

***“Your Journey to Success Starts Here”***  
**PATHWAYS COLLEGE, LLC**  
Nursing and Health Care Careers



**PATHWAYS COLLEGE**  
**NURSING AND HEALTH CARE CAREERS**  
**GENERAL CATALOG**

***January 1-December 31, 2013***



***“Your Journey to Success Starts Here”***  
**PATHWAYS COLLEGE, LLC**  
Nursing and Health Care Careers

**MISSION STATEMENT**

The mission of Pathways College is to provide quality education, training and skill development to individuals pursuing a career in Nursing Occupations and other Health Care Careers. We are committed to providing the community with caring, competent, and well-trained health care professionals. The educational experience is conducted in an environment that is intellectually challenging and culturally adaptive. It is our belief that learning is a continuous lifelong process guided by the Adult Learning Theory. Students must be actively involved in the learning process to acquire knowledge, clinical proficiency and socialization to health care career roles. Learning experiences are derived to achieve integration and continuity of knowledge and skills as evidenced by acquisition of knowledge, clinical competency, and successful employment in the health care industry.

**EQUAL OPPORTUNITY POLICY**

Pathways College is committed to the philosophy of equal opportunity and equal access in employment, education, training, and all services provided by the College. All persons, who are able to perform satisfactorily the responsibilities and tasks required in an educational and training program, should be provided an opportunity to succeed. We are firmly dedicated to a policy of non-discrimination on the basis of race, color, national origin, ancestry, religion, creed, sex, age, disability, marital status, sexual orientation or veteran status in employment, education, training or other Pathways College services.

**EXECUTIVE BOARD OF DIRECTORS**

Brenda J. Allmond, MSN, BSN, RN.....Chief Executive Officer  
Tracy A. Allmond .....Chief Operating Officer  
Cheri L. Allmond-Williams, MSN, RN.....Chief Academic Officer

**EXECUTIVE ADVISORY BOARD & CONSULTANTS**

John A. Williams Sr., M.D. ....Medical Consultant  
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Nicole Hodge.....Attorney at Law  
Tyrone Gaines.....Marketing Consultant  
Constance G. Schwartzman, BSN, RN.....Nurse Consultant

**Pathways College is a private Institution and is approved to operate until 2013  
by the former Bureau for Private Postsecondary and Vocational Education.  
This institution’s application for re-approval has not been reviewed.**

**All classes are held at the following location:**

Pathways College LLC, Nursing and Health Care Careers  
637 East Albertoni Street, Suite 100, Carson, California 90746  
Telephone Number: (310) 225-2702 Fax Number: (310) 225-2799  
Web Site Address: [www.pathwayscollege.com](http://www.pathwayscollege.com)

As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the "School Performance Fact Sheet" relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement. **Signature Line on "Performance Fact Sheet" and "Enrollment Agreement".**

**Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to:**

**Bureau for Private Postsecondary Education**

**Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

**Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818**

**Telephone Number: (916) 431-6959, Toll Free Number (888) 370-7589**

**Fax Number: (916) 263-1897 Web Site Address: [www.bppe@ca.gov](http://www.bppe@ca.gov)**

Pathways College prepares individuals for today's competitive job market by providing quality educational classes and programs that lead to exciting and challenging career opportunities in the Health Care field. Pathways College faculty prepare students for certification by teaching students to apply knowledge learned in the classroom setting combined with skill acquisition taught in the skills laboratory, and applied in the clinical setting, which prepares students for certification in entry level health care careers such as Nursing Assistant and Home Health Aide. Students are further prepared for certification through classroom lectures, group discussion, demonstration and return demonstration of skills, supervised skill practice, role play and faculty supervision of clinical patient/resident care. Classes are taught by experienced faculty in the field of nursing education and training. Students are prepared for certification examinations by weekly testing and test review, individual and group tutoring, practice examination test questions with review, and patient care scenarios. Pathways College is committed to providing students with highly-focused individualized career counseling, life-coaching and mentoring for those interested in a career in the high demand Health Care field.

Students can begin to work toward accomplishing their career goals by taking the first step on their journey to a successful career in health care.

*PATHWAYS COLLEGE offers the following programs:*

- Nursing Assistant
- Home Health Aide (HHA)
- Continuing Education (CE) for CNA's and CHHA's
- Restorative Nursing Assistant (RNA)
- IV Certification and Blood Withdrawal for Licensed Vocational Nurses (LVN's)

## **PATHWAYS COLLEGE PROGRAMS, FACILITIES, AND EQUIPMENT**

The Nursing Assistant and Home Health Aide Programs include several classes in module format with a clinical component. Pathways College maintains a serene, traditional learning environment that fosters a climate for student success. The learning environment embraces diversity in culture and learning styles to support positive learning outcomes for students. We take pride in maintaining an attractive, efficient, safe, and supportive campus for students, staff, and visitors. The campus contains conventional setting classrooms with moveable tables and chairs, Computer Lab with five (5) student workstations with internet and printer access, Learning Resource Center/Library, Health Sciences Skills Learning Laboratory with life-like patient mannequins, Student Lounge, Administrative and Faculty Offices, and Staff Conference Room. Male and female restrooms are conveniently located in the main hallway of the building corridor.

In today's interconnected and technology driven world, Pathways College Classrooms are equipped with a TV Monitor, Video Projector, DVD and Video Playback equipment, and overhead projector for transparencies. Classes are taught by knowledgeable, experienced faculty who prepare students for certification examinations through a variety of teaching strategies including: lectures, group discussion, classroom discussion with feedback, CD ROMS, VHS videos, power point presentations, overhead transparencies, demonstration with return demonstration, role modeling, role-play, skill performance practice on life-like patient mannequins, case scenarios, and classroom written quizzes and tests, practice test questions, patient care scenarios and written examinations. The Nursing Assistant Course is 160 clock hours and the Home Health Aide Course is 40 clock hours.

Upon successful completion of Pathways programs students will be required to apply for, and successfully pass the state competency examination before receiving state certification. This examination includes successful demonstration of skill performance and a passing score on the written portion of the examination.

Live Scan Fingerprint clearance and background check by the Department of Justice is required. Specific information about the criminal record review involved may be obtained from the Director of Student Services and is located in the Pre-Screening Conviction Requirements section of this catalog.

## **ADMISSION REQUIREMENTS**

Admission requirements to Pathways College include:

- ✓ 16 years of age or older. Less than 18 years of age requires parent or guardian Consent Signature.
- ✓ Passing score of 13 on the Wonderlic Assessment Pre-Entrance Examination.
- ✓ Personal interview with Admissions Counselor includes review of student qualifications, review career fields, Pathways courses, classes and Pathways College information.
- ✓ Completion of Admission Packet

- ✓ Completion of Enrollment Agreement.
- ✓ Two forms of identification (California Driver's License or Identification Card or U.S. or Foreign Passport **And** Social Security Card.
- ✓ Valid CPR card (may be taken in NA course).
- ✓ Completion of financial arrangements.
- ✓ A complete physical examination. The form is in the Admission Packet. The form must be completed and signed, in all places indicated by your physician or certified Nurse Practitioner. A TB skin test (a positive TB skin test requires a clear chest x-ray report) and specified immunizations.
- ✓ Meet the pre-screening requirements listed (include finger print, background check through State mandated Live Scan method):

### **PRE-SCREENING CONVICTION REQUIREMENTS**

Before registering for a Nursing Assistant/Home Health Aide training program, applicants should be aware of the Penal Code Sections that result in automatic denial of their potential certification. Students must undergo criminal screening (background check), as mandated by the State of California, either prior to, or upon enrollment in the Nursing Assistant and Home Health Aide Program. A student may not sit for the State Certification Examination until cleared by the State. Nursing Assistant and Home Health Aide students cannot participate in the mandatory portion of training that requires direct contact with patients/residents in long-term (LTC) facilities until they have submitted an application and fingerprints through Live Scan method to the Aide and Technician Certification Section (ATCS) of the Department of Public Health, Licensing and Certification Program Professional Certification Branch. Because the applications for certification can be denied in the pre-screening process, Pathways College adheres to the ATCS recommendation that every individual applying for Nurse Assistant and Home Health Aide certification understand the health and conviction screening requirements before registering for training or requesting certification through reciprocity from out of state.

### **ENTRANCE EXAMINATION**

The Wonderlic Scholastic Level Examination (SLE) is a national standardized examination recognized by the U.S. Department of Education. This examination measures the student's ability to learn, which is the best single predictor of student academic success. The Wonderlic SLE has been approved by the American Council on Education as a valid predictor of vocational training outcomes and is accepted by accrediting associations. The examination is administered at Pathways College.

To enroll in Pathways College, the pre-entrance assessment examination must be successfully completed with the required passing test score (13) for Nursing Assistant and Home Health Aide programs.

There are study guides available and on-line resources to prepare students to do well on the Wonderlic Assessment Examination.

On the day of test, students are required to bring the following:

- 1) Valid I.D. (California Driver's License or California I.D. **AND** Social Security Card, Birth certificate, U.S. or Foreign Passport)
- 2) Two #2 pencils

The information is reviewed by the Admissions Committee and the applicant is notified of their admission status. Prospective students are required to show proof of completion of high school by providing a diploma, official transcripts, or GED certificate (if required for selected course of study). The Nursing Assistant and Home Health Aide Programs do not require a High School diploma. However, passing score of 13 is required on the Wonderlic SLE Assessment Examination. Health requirements and completion of the Enrollment Agreement (includes financial arrangements) must be done prior to admission to Pathways College courses and programs.

### **HEALTH REQUIREMENTS**

Students enrolled in the NA/HHA program must be free from communicable diseases, infection, psychological disorder, and other conditions that would present a threat to, or negatively impact the well being of faculty, students or consumers, or would prevent the successful performance of the responsibilities and tasks required in the education and training programs of Pathways College. Any condition described above which is developed by the student after admission to the program, may be considered sufficient cause for suspension or termination from the program. The School Director may require a student to be examined by a licensed health care provider and to have laboratory tests, as needed, to determine physical and mental fitness. The School Director is authorized to require that records of any such examination be released to the Director. Such records may be used only to determine fitness for the program, and except for such use, the confidentiality of such records shall be maintained.

Students accepted in the NA/HHA program will be admitted to the clinical component of their program only after all health requirements have been completed and results have been submitted to the college Student Services Office. These requirements are mandated by the affiliating facilities in order to protect patients/residents, students, visitors and staff of the facility. Health requirements are reviewed annually once the student is in the program to assure they are current. If the student fails to maintain health requirements he or she will not be able to participate in the clinical rotation.

A pregnant or postpartum student may continue in, or return to the program at the discretion of the faculty and the student's physician. Periodic written physician's statements of physical fitness may be required for any student who has been recently seriously ill, chronically ill, or hospitalized.

Any student requiring special assistance for physical or other disability when taking the State Competency Certification Examination must contact the School Director or designee of Pathways College and the Department of Public Health, to make his or her needs known in writing prior to completion of the course.

## **Specific Health Requirements**

*Proof of the following:*

1. Applicants must have a physical examination and provide a report prepared by a physician, physician's assistant, or nurse practitioner stating that applicant has no health condition that would create a hazard to her/him, fellow students, employees, patients/residents or visitors. The following report documentation must be received by the College prior to the first clinical day and must describe:
  - The applicants medical history and physical examination, and
  - The result of a purified protein derivative (PPD) intermediate strength Intradermal skin test for tuberculosis (TB), unless medically contraindicated. If a positive reaction is obtained, a chest x-ray shall be taken, unless medically contraindicated. CNA and HHA applicants may not have contact with patients/residents until they obtain a report that confirms there is no health hazard for any positive skin test (with or without a chest x-ray).
  - Current physical examination. Student must bear the costs of the examination and tests which may range from \$40.00 to \$60.00 depending on the provider..
  - Completion of Standard /Universal Precautions TB Bloodborne Pathogen Module (if required by clinical site).
  - Submission of signed copy of Hepatitis Waiver policy form if vaccinations refused or incomplete.

## **AMERICAN DISABILITY ACT (ADA)**

Pathways College is in compliance with the ADA. If a student requires reasonable disability accommodations for an ADA eligible program (Vocational or Academic) a written request stating specific needs should be submitted to the college at least 30 days prior to the beginning of class. Designated parking with easy access to the entrance and restrooms is available. Contact the college office at (310) 225-2702 for additional information.



## **ATTENDANCE**

Successful completion of Pathways College career programs is dependent upon 100% student attendance. Students are expected to attend all theory classes and all clinical sessions for which he or she is enrolled. An absence of more than 2 hours, the first 3 days of the course or clinical orientation time will result in immediate dismissal from the program. Any absence due to illness or emergency requires an explanation by the student to the instructor. A student absent from class for emergency reasons must personally notify the instructor or college at least 2 hours prior to the absence occurring or he or she will be recorded as a **“NO CALL” “NO SHOW”**

Supervised make-up will be provided by the instructor for only one excused absence (up to 8 hours) of a clinical day. Emergency absences may also require additional official documentation. Additional absences will result in being dropped from the program. Absences from class days “theory” cannot be made up during the program session. An incomplete (I) may be taken and made up in the following program session. Students have one year to return and complete the program without incurring additional costs. Students who do not adhere to this policy are subject to dismissal from the class or course.

### ***Dismissal from a class or course may occur according to the following policies:***

1. A student may be dismissed from the class or course for excessive absences. Excessive absence occurs when the hours of class absence equal the number of hours the class or course meets per week regardless of the reason for the absence. For short- term classes in nursing, excessive absence may constitute being absent from more than one meeting. The student is responsible for checking with the Nursing Instructor of the specific class or course in which enrolled he or she is enrolled to obtain information missed during absence.
2. Tardiness is not accepted. Three tardies (late entrances) maybe considered the equivalent of one classroom absence. Students may be dropped from classes or courses if tardiness becomes problematic.
3. The student is responsible for the completion of all work assigned in class, whether or not he or she is present. The Instructor may allow full credit, partial credit, or no credit for work which is completed and turned in late.
4. Students are expected to attend workshops, field trips and seminars related to their nursing education as part of their class requirements at the discretion of the Nursing Faculty. Some facilities may require advanced preparation prior to the student participating in the clinical area.
5. Students may be dismissed from the class for failing to attend any clinical agency mandated class.

## **CLINICAL EXTERNSHIP**

The clinical portion (externship in a Health Care facility) of the Nursing Assistant program begins immediately upon satisfactory completion of all required theory classes and on-campus lab sessions of the course. Students must complete a minimum of 100 hours of clinical externship to complete the program and qualify to apply to take the State Competency Certification Examination. Clinical externships are opportunities for students to demonstrate their clinical skills and demonstrate the attributes of a Nursing Assistant in a health care setting under actual work experience conditions. The clinical externship experience provides students with the training and experience they need to meet industry requirements and pass certifications.

All program and catalog requirements apply during the clinical externship, including dress code, name tags, code of conduct, use of drugs and/or alcohol. Externships are scheduled by Pathways Faculty. During the clinical externship, the student is under the supervision of the Pathways Faculty Instructor, the training facility, in addition to the school. The Instructor to student ratio for the clinical externship is 1 instructor for each 15 students. Any absence that occurs during the clinical externship must be reported to the clinical site and the Pathways Clinical Instructor. Clinical externship times are from 7:00 AM to 3:30 PM on the same day of the week as the completed theory session for day programs and 7:00 AM to 3:30 PM on Saturday and Sunday for the evening program.

Clinical externship must begin immediately following satisfactory completion of all theory and on-campus lab sessions. The following requirements must be met before a student is allowed to participate in the clinical externship:

- All health screening requirements completed, including, physical exam, lab tests, TB skin test, or copy of student's current chest x-ray, vaccinations (submission of signed copy of hepatitis waiver policy if vaccinations incomplete or refused). \*See health requirements section of Catalog.
- Completion and clearance of Pre-Screening conviction requirements including criminal background check and Finger-Printing through Live Scan Method.
- Valid CPR/BLS Card.
- Proof of Malpractice/Liability Insurance.
- Completion of any agency/facility required Self-Learning Modules or test, i.e. Infection Control, HIPPA, Fire & Safety, etc.

**.During clinical externship students must adhere to the following rules and regulations:**

1. Pathways Faculty are responsible for assigning students to clinical externship sites. Students may not refuse a clinical externship. A student cannot be guaranteed a particular clinical site, however, requests may be considered when making assignments.

2. During clinical externship students are expected to work the same hours as the regular employees. Break and lunch/dinner time is not included in your total externship hours.
3. Students are expected to attend every clinical session on time and sign in on the daily attendance Sheet.
4. If a student is going to be late or absent, they must notify the clinical externship Health Care facility, and the Pathways College Nursing Instructor. There will be one (1) clinical externship make-up day, to be arranged by the Pathways College Nursing Instructor.
5. Students are expected to attend the clinical orientation day and all assigned conferences (pre and post) in the clinical externship.
6. Students must immediately notify their Instructor if any problems arise during externship; personality conflicts, illness, etc. **\*Note:** A student should never walk off (abandon) the clinical site for **ANY REASON** without first notifying the Pathways College Instructor.
7. Tuition payments must be current to continue in the program.
8. You must satisfactorily meet the Clinical Objectives on the Student Clinical Performance Evaluation Form. An unsatisfactory evaluation during your clinical externship may require an extension of your clinical externship period or a return to Pathways College for additional training or result in your termination from the program.
9. If a student is terminated from an externship site, the Pathways College School Director will evaluate the circumstances of the termination and a decision will be made regarding the status of the student. A student terminated in the clinical externship may be withdrawn from school at that time. If the student is allowed to continue in the clinical externship and is terminated from another externship site, the student will be withdrawn from school.

### **CRITERIA FOR ASSESSING STUDENT PERFORMANCE DURING CLINICAL EXTERNSHIP**

Students will be assigned clinical externship immediately after the theory and lab portion of the program ends. Students must achieve passing scores in all theory classes, on-campus lab sessions, skills testing, quizzes and examinations prior to receiving a clinical externship assignment. During the clinical externship students must successfully meet the following clinical objectives as listed on the Clinical Performance Evaluation Form:

1. The student demonstrates skill in performing selected nursing procedures required to meet a patient's basic needs.
2. The student demonstrates skill in completing assigned patient care.

3. The student will work effectively with other nursing team members in order to provide optimum patient care.
4. The student is able to report observations and the effects of his/her care given to the assigned patient.
5. The student will demonstrate basic communication skill in establishing rapport with the patient and in obtaining information from the patient.
6. The student will recognize that each patient is a unique individual with varying needs.
7. The student recognizes ethical and legal Implications of administering care.
8. The student assumes responsibility for his/her own professional image.

Students must adhere to the Student's Code of Conduct in the catalog and demonstrate satisfactory work habits. If the student is unable to demonstrate satisfactory skill performance and/or is unsafe in the clinical externship, the student will be required to return to Pathways College campus for additional training in the unsatisfactory areas. During the externship course, the student may be required to return to campus for weekly scheduled meetings with the Instructor to provide continued communication and feedback regarding the clinical externship experience. The clinical externship the clinical Instructor will provide frequent daily ongoing verbal communication and feedback regarding the student's progress in the clinical setting. The formal written Clinical Performance Evaluation occurs twice during the externship period, once at midpoint and again at the end of the externship period.

If a student's work habits are not satisfactory at the first midpoint evaluation, the Instructor will meet with the student and review the areas of weakness and outline a plan for improvement. If work performance is still unsatisfactory at the end of the externship period, the student may be required to serve an additional externship. A student may only repeat the clinical externship once. If the student fails on the second clinical externship the student will be dropped from the program.

The Clinical Performance Evaluation Form will be used as a terminal evaluation of the student at midpoint and upon completion of the clinical externship. The guidelines for assessing the student's performance will be reviewed periodically with the student and appropriate marks are made on the Clinical Performance Evaluation Form grid identifying areas of strength (+) or weakness (-) related to the guidelines. Based on that information each objective will be identified as having been met in a "satisfactory" manner, or "unsatisfactory" manner. Unsatisfactory grades will be accompanied with Instructor documentation evidence. **ALL CLINICAL EXTERNSHIP OBJECTIVES MUST BE MET IN A SATISFACTORY MANNER** for successful completion of the course.

**Note: Specific guidelines for assessing the student's abilities are listed under each objective on the Clinical Performance Evaluation Form.**

## **ABSENCE/MAKE-UP POLICY**

To qualify for State Certification as a Nursing Assistant, the student must attend a minimum of 50 hours of theory (classroom) and 100 hours of supervised clinical training in a nursing facility. A strict mandatory daily attendance record is maintained.

1. Attendance is recorded and maintained daily.
2. Tardiness will be noted on the attendance record.

Students must contact the Nursing Instructor if absent and determine an appropriate plan for possible make-up.

**Theory Objectives:** The determination that theory remediation is necessary shall be based on the student's failure to meet theory objectives and the make-up assignments shall be directed to the objectives missed.

A. **Procedure:**

1. The Student and Instructor will plan a course of remediation of the content area missed. .
2. The Instructor will set a timeline to meet the missed objective.
3. The plan shall be written and signed and dated by the Student and Instructor.

B. **Methods:**

1. The Student and the Instructor will meet, at the discretion of the Instructor, to make-up the content area by utilizing the same teaching strategies and methods missed (includes lecture and any audio-visual aids used with the Instructor present).

**Clinical Objectives:** The determination that clinical remediation is necessary shall be based on the student's failure to meet clinical objectives. The make-up assignments shall be directed to the objectives missed.

A. **Procedure:**

1. The Student and Instructor will plan a course of remediation.
2. The Instructor will set a timeline to meet the missed objective.
3. The plan shall be written and signed and dated by the Student and Instructor.

B. **Methods:**

1. Complete additional time in the clinical area and demonstrate skill competency or procedures missed during the clinical absence.

### **LEAVE OF ABSENCE**

Due to well-defined structured time frames with concentrated theory and clinical components in the NA/HHA programs, Leave of Absence (LOA) is not an option. If an unforeseen emergency situation arises which prevents the student from continuing in an enrolled class or course the student must meet with the Instructor and the School Director to review and evaluate the student's options for being granted an emergency LOA and completing the course at a later date. If a student requires a Leave Of Absence, he or she must request the LOA in writing. This decision is made by the School Director/designee, Instructor, and the Director of Student Services. If a LOA is granted, the student will receive a grade of "L". The student may return to Pathways College (if all the original conditions of enrollment are met) without re-registering within 6 months of the first day of the LOA.

### **DROP- OUT/WITHDRAWAL**

Pathways faculty will make every effort to assist students to achieve their educational and career goals. If circumstances arise that require a student to drop out or withdraw from a class or program, this action is considered discontinuing course work and withdrawal from Pathways College. A student who drops out or withdraws from class work during the first five days will not have that course work on their academic record. If a student drops out or withdraws after the first five days of class work, a letter grade of "W" will be recorded on their academic record. Students may be re-admitted at a later date provided all admission requirements are met. All class work with a letter grade of "W" must be repeated.

### **GRADING STANDARDS**

Pathways College grades quizzes, exams and classes on an "A, B, C, D, and F" system. In the Skills Laboratory setting skill acquisition and simulation scenarios are graded on a Pass/ Fail (P/F) format. Satisfactory/Unsatisfactory is the evaluation method used in the clinical setting. Satisfactory/Unsatisfactory ratings are determined using the criteria outlined on the Weekly Clinical Evaluation Form completed by the student and class instructor. The student must be performing at a satisfactory level in the clinical setting. In each clinical setting there is a midway and a final evaluation of student performance.

**To successfully pass the NA/HHA course students must:**

1. Participate in all class and clinical sessions.
2. Satisfactorily complete required clinical hours and skills.
3. Maintain minimum overall 75% grade in theory.
4. Successfully pass all clinical skills.

The course completion certificate issued by Pathways College allows students to apply for and sit for the State Competency Examination administered by the American Red Cross. Students will be required to apply for and pass the State Competency Examination, before receiving certification upon successful completion of the appropriate examination. After successful completion of the State Examination, the graduate may work as a Certified Nurse Assistant and/or Certified Home Health Aide as defined by State and Federal Law.

**GRADING SCALE**

A is equal to a score of 90-100%

B is equal to score of 81-89%

C is equal to a score of 75-80%

D is equal to a score of 65-74%

F is equal to a score of 0-64%

Students may earn a temporary grade of Incomplete "I" for a grading period for missed tests and/or assignments not turned in to the instructor that were due within the last five (5) days of the end of the grading period.

An Incomplete "I" grade is given when standards for attendance in class (theory) and/or clinical are not met. This situation usually occurs when unforeseeable, emergency, justifiable reasons occur. The condition for removal of the "I" shall be stated by the instructor in the students' academic record file. This record shall contain written conditions for removal of the "I", with a copy given to the student until the "I" is made up or the time limit has passed. An incomplete "I" grade is not calculated in the student's grade point average and no hours are credited.

A letter grade of "W" is given when a student withdraws from class work after the first five days of class work. All class work with a letter grade of "W" must be repeated. Grades of "W" are not calculated in the overall cumulative grade point average.

Grades shall be averaged on the basis of percentage scores.

Students must maintain an overall average of 75% to successfully complete a program.

### **SCHOLASTIC REGULATIONS and STUDENT ACHIEVEMENT**

Students must maintain a 75% average or higher for successful completion of all Pathways College classes and courses. In order to progress through the curriculum, theory test scores must average 75% or higher. Students are required to take all scheduled theory tests and examinations. Make-up exams will be allowed for special conditions with format and scheduling at the discretion of the course instructor. Students will not be allowed to progress to clinical if overall theory grade percentage is less than 75%. Students are expected to act in an ethical manner in taking tests as well as reporting any cheating witnessed by others to the instructor or School Director. Reporting will be kept anonymous at the student's request. Any dishonesty, such as cheating or knowingly furnishing false information is subject to disciplinary action. Students are expected to adhere to any individual instructor's requests before and during test taking including:

- a. No caps or hats to be worn
- b. No eating and no beverages.

### **ACADEMIC PROGRESS**

If an instructor determines that a student is having difficulty with a portion of the course, (i.e. not maintaining overall 75% average, or not maintaining an adequate rate of progress toward successful completion of their course), the instructor may counsel the student to determine the source of the difficulty. The instructor will work with the student in an effort to resolve the difficulty. The instructor will document all counseling sessions with the student on the Student Counseling form (to be signed and dated by instructor and student). The student receives the original form with signatures and a copy is placed in the student academic record.



**TOTAL FEES, CHARGES, AND EXPENSES****NURSING ASSISTANT**

1. Tuition Fee {School}	\$1887.00
2. Registration Fee {School}	\$75.00
3. Textbooks (textbook, skills book, handouts) {Red Cross}	\$110.00
4. Student Tuition Recovery Funds (STRF) fee {BPPE}	\$5.00
5. CPR/BLS (includes book & card) {CPR Instructor}	\$50.00
6. Mal-practice insurance {NSO}	\$20.00
7. Uniforms & Name badge {Uniform Store}	\$100.00
8. Equipment (Blood Pressure Set) {Uniform Store}	\$40.00
9. Nursing Shoes {Uniform Store}	\$35.00
10. Physical Examination {M.D.}	\$60.00
11. State Competency Examination Fee {Red Cross}	\$90.00
Paid to { }	
<b><u>TOTAL FEES, CHARGES, AND EXPENSES:</u></b>	<b><u>\$2472.00</u></b>

**NON-REFUNDABLE FEES:** Registration, physical examination, mal-practice insurance, uniform & name badge, nursing shoes, STRF fee, and State Competency Examination fee. **REFUNDABLE FEES:** Textbooks, and equipment (based on their fair market value and on the condition of the items returned to the school). **PLEASE READ TUITION REFUND TABLE** for tuition refund calculations (page 3 of Enrollment Agreement).

Cash, Cashier's Check or Money Orders are accepted for payment. **Personal checks are not accepted.** Financial assistance in the form of payment plans are available to assist the student. If a payment plan is selected for payment of tuition for courses enrolled in, it is expected that students will make payments as agreed upon in a timely manner. **If the student obtains a loan to pay for their educational program, it is the responsibility of the student for repayment of the full amount of the loan plus interest, less the amount of any refund due (if applicable).**

Schedule of payments are stipulated on the Enrollment Agreement. Failure to meet the financial contractual obligations agreed upon at the time of enrollment will result in collection attempts by Pathway College or its agents to the extent permitted by law. Adverse as well as prompt payment may be reflected on the students credit profile and affect future loans the student may apply for.

Pathways College does not participate in federal and state financial aid programs. Pathways College does not have a pending petition for bankruptcy, is not operating as a debtor in possession, has not filed a petition for bankruptcy nor has had a petition in bankruptcy filed against Pathways College within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. seq.). 94909(a) (12)

## PATHWAYS COLLEGE, LLC

**COURSE TITLE: HOME HEALTH AIDE TOTAL NUMBER OF CLOCK HOURS: 40**

### **TOTAL FEES, CHARGES, AND EXPENSES**

1. Registration Fee {School}
2. Tuition {School}
3. Textbook & Materials {School}
4. Student Tuition Recovery Fund (STRF) Fee {BPPE}  
Paid to { }

### **TOTAL FEES, CHARGES AND EXPENSES**

### **HOME HEALTH AIDE**

\$75.00

\$485.00

\$35.00

\$5.00

**\$600.00**

**NON-REFUNDABLE FEES:** Registration and STRF fee.

**REFUNDABLE FEES:** Text book and material (s) refunds will be based on their fair market value and based on the condition of the items returned to the school. **PLEASE READ TUITION REFUND TABLE** for tuition refund calculations (page 4 of Enrollment Agreement). **TOTAL CHARGES DUE ON ENROLLMENT ARE: \$357.50 (includes \$75.00 non-refundable registration and \$5.00 STRF fee, \$35.00 for textbook & course material (s) and \$ 242.50 for one half of tuition.** The remaining tuition balance is due on the third day of the course. Please note, Certificates of Completion will not be issued if tuition balance is not paid in full prior to the course end date.

Cash, Cashier's Check or Money Orders are accepted for payment. Personal checks are not accepted. Financial assistance in the form of payment plans are available to assist the student. If a payment plan is selected for payment of tuition for courses enrolled in, it is expected that student's will make payments as agreed upon in a timely manner.

If the student obtains a loan to pay for their educational program, it is the responsibility of the student for repayment of the full amount of the loan plus interest, less the amount of any refund due (if applicable).

Schedule of payments are stipulated on the Enrollment Agreement. Failure to meet the financial contractual obligations agreed upon at the time of enrollment will result in collection attempts by Pathways College or its agents to the extent permitted by the law. Adverse as well as prompt payment may be reflected on the students credit profile and affect future loans the student may apply for.

Pathways College does not participate in federal and state financial aid programs. Pathways College does not have a pending petition for bankruptcy nor has had a petition in bankruptcy filed against Pathways College within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et. Seq.). 94909(a) (12)

## **PATHWAYS COLLEGE, LLC**

### **CANCELLATION, WITHDRAWAL, AND REFUND POLICY**

It is recommended that you choose your classes/program carefully in consultation with a Pathways College Advisor. Should the student be terminated or cancel for any reason, all refunds will be made according to the following refund policy:

1. Cancellation must be made in writing, either in person or by mail to the School address. Student's do not have the right to cancel by just telephoning the School or by not coming to class.
2. A Withdrawal may be initiated by the student's written notice, or by the students conduct, including, but not necessarily limited to, a students lack of attendance.
3. Student's have the right to cancel their course of study through attendance at the first class session until the 7<sup>th</sup> business day after the first class attended.
4. Student's may cancel the contract for School without any penalty or obligation by the specified date on the Notice of Cancellation Form.
5. If student's cancel, any payment made and any negotiable instrument signed by the student shall be returned to the student within forty-five (45) days following the School's receipt of your cancellation notice.
6. If the School has given the student any equipment, the student must return the equipment within thirty (45) days of the signed cancellation notice. If the student does not return the equipment within the 45 day period, the school may keep an amount out of what the student paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be stated separately. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and the student may keep the equipment.
6. Tuition/Fees are refunded according to the Refund Table located on page 4 of nursing assistant and home health aide enrollment agreements.
7. Every student enrolled must possess his/her own books. Refunds for textbooks will be based on their fair market value and based on the condition of the textbooks returned to the school.

## **PATHWAYS COLLEGE, LLC**

### **STUDENT TUITION RECOVERY FUND**

“You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:”

1. You are a student in an educational program, who is a California resident or enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

It is important that you keep copies of the Enrollment Agreement, Financial Aid Papers (if applicable) Receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to:

#### **Bureau for Private Postsecondary Education**

**Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

**Mailing Address: P.O. Box 980818, West Sacramento, CA. 95798-0818**

**Phone Number: (916) 431-6959**

**Toll Free: (888) 370-7589**

**Fax Number: (916) 263-1897**

**Web Site Address: [www.bppe@ca.gov](http://www.bppe@ca.gov)**

## **PROGRAM CANCELLATION POLICY**

Pathways College reserves the right to cancel any class or course which the enrollment and attendance is not sufficient to warrant continuation, and to change class hours or days as necessity demands. Students will receive adequate notice prior to any program cancellation.

## **TRANSFERABILITY OF CREDITS-EXPERIENTIAL CREDIT- GRADUATION REQUIREMENTS**

The transferability of credits a student earns at Pathways College is at the complete discretion of the institution to which the student seeks to transfer to. Acceptance of the certificate you earn in the Nursing Assistant or Home Health Aide Program is also at the complete discretion of the institution to which you seek to transfer. If the certificate that you earn at this college is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this college will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Pathways College to determine if your certificate will transfer.

Pathways College does not accept credits, units, degrees or certificates earned at other institutions. Challenge examinations and other achievement tests are not accepted toward courses provided at Pathways College. There are no transfer articulation agreements between Pathways College and any other institution at this time.

Credit for prior experiential learning is not awarded by this institution.

Pathways College does not offer distance education.

Graduation requirements are met when students complete classes or programs with 75% or higher, complete all required assignments and exams, successfully pass all skills and adhere to attendance, tardiness and student conduct standards. In addition, conferring of graduation certificates symbolize a successful attempt by Pathway College Faculty to lead students through patterns of learning experiences designed to provide students with competent knowledge and skills to prepare them for successful health care careers.

## **SEXUAL HARASSMENT**

It is the policy of Pathways College to provide an educational, employment and business environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

Within the educational environment, sexual harassment is prohibited between students, between employees and students, and between non-students and students. Within the work environment, sexual harassment is prohibited between supervisors and employees, between employees, and between non-employees and employees. Students, faculty and staff are urged to immediately report incidents of sexual harassment to the instructor and/or director.

### **ALCOHOL/DRUG FREE POLICY**

In accordance with Section 22 of the Drug-Free Schools and Communities Act of 1989, Pathways College strives to maintain a drug and alcohol free campus for its students and employees. The unlawful manufacture, distribution, dispensation, use of, and possession by students and college employees of illegal, controlled substances or alcohol in all buildings, facilities and service areas of Pathways College is prohibited. Students and employees will be informed of the sanction that will be imposed for policy violations and the availability of drug/alcohol counseling, treatment, and rehabilitation assistance. This policy statement serves as the annual notification as required by law.

### **SMOKING POLICY**

Smoking is not permitted in any classroom or other enclosed facility which any student is required to occupy or which is customarily occupied by non-smoking students. Current policy prohibits the use of tobacco on school property, owned, leased or rented.

### **CLASSROOM COURTESY**

All cell phones and electronic sound-emitting devices shall be turned off at all times during classroom, lab, and clinical hours. Cell phones and pagers put on vibrate are acceptable, headsets are not. Children and guests are not allowed in the classroom, lab, or clinical settings.

### **RECORDING DEVICES**

State law in California prohibits the use of any electronic listening or recording device in the classroom without prior consent of the instructor or Pathways College Administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Director of Academic Affairs for approval.

### **COMPUTER LABORATORY AND LEARNING RESOURCE CENTER/LIBRARY**

The Learning Resource Center/Library maintains a collection of print reference books, access to on-line book resources, software, selected health care magazines and journals, CD's and video cassettes on a variety of basic nursing skills, medical terminology, basic body structure, and patient care scenarios that are available for student use. State-of-the-art computers and tutoring are available to assist students with instructional support and achievement of their educational goals. Audio-visual equipment is available to students for study purposes. Students who are actively enrolled in the college have borrowing privileges. Learning Resource Center/Library materials may be loaned to the student for a maximum of five (5) days. The student is required to present a California picture ID and must sign out the borrowed resources on the Library Resource Log located in the Student Services Department. All materials must be signed in when returned. The Computer Laboratory is adjacent to the Learning Resource Center/Library and is equipped with five (5) student computer workstations, each with internet and printer capability.

### **HEALTH SCIENCES SKILLS LEARNING LABORATORY**

Pathways' well-equipped skills lab includes a wide variety of equipment and medical supplies. The skills lab is a simulated clinical setting which provides a dynamic, safe and non-threatening environment for students to see, learn, practice, and demonstrate basic nursing and other allied health care skills. ***“Expert and Experienced”*** faculty instruct and guide students as they enhance their skill proficiency in the skills lab setting on life-like mannequins before caring for actual patients in the clinical setting.

### **COUNSELING, MENTORING AND LIFE COACHING**

Pathways College faculty advisors help students define their career objectives and develop a plan on how to reach those objectives. Faculty advisors are available to provide counseling, tutorial and remedial services for students who will benefit from these services in order to achieve their educational and career goals.

Students are encouraged to see a faculty advisor periodically to ensure their educational planning continues wisely. Resources are available for tutorial and remediation for students who will benefit from these services in order to achieve their career goals. Mentoring and Life Coaching Skills are an integral part of the Pathways College experience. Students experiencing a personal or life crisis may be referred to community resources for assistance.

It is the philosophy of Pathways College to promote positive physical and life coping skills. Classes, workshops and skill-building seminars are offered throughout the school year to assist students with acquiring these skills.

### **JOB PLACEMENT/CAREER DEVELOPMENT**

Pathways College does not guarantee a job offer after a student completes a course of instruction. However, assistance with job search preparation, activities and assistance with job placement is an integral part of the Pathways College experience. Pathways College in collaboration with surrounding community health care facilities maintains current listings of available jobs for student reference. Pathways College job placement staff allocate a significant ( greater than 50%) amount of time to assist graduates with job placement and career development. Students are encouraged to expand their career options through Pathways Career Development Center. Assistance with career opportunities, online career assessments, resume preparation, interviewing skills, occupational outlook information and job search activities are available. Job placement staff net-work with community facilities to fill job openings in the local labor market area and establish and maintain contacts with employees of local, state and federal employment development agencies. Employment Skills and Career Development workshops are conducted by the Pathways College staff.

## **NOTICE TO EMPLOYERS**

Pathways College can provide you with quality trained skilled applicants to meet your health care job needs for Certified Nurse Assistant and Certified Home Health Aide. Only applicants with up to date skills and training will be referred for your consideration.

Our job placement and career development center would like to post your open positions on the Job Board for student review. Pathways College will cross-reference your current job opening with current job seekers, and individuals who meet your requirements will be referred to you by resume, fax, or in person. Please FAX any information about your current job openings to (310) 225-2799

## **PERSONAL PROPERTY DISCLAIMER**

Pathways College, LLC is not responsible for the loss or damage of personal property. Valuables and large sums of money should not be brought to class or clinical site.

## **STUDENT SERVICES**

The Student Services department at Pathways College provides a comprehensive range of services and resources to assist the student in classes and to achieve their educational, employment, and career goals. The student-focused programs include activities and services that begin with recruitment and enrollment of the students and continues through their course of study, graduation, job placement, career counseling, mentoring, life-coaching, and beyond. Student Services offers the following support services:

- ✓ Academic tutoring through one on one or group sessions
- ✓ Clinical skills assessments
- ✓ Career planning and job search activities
- ✓ Professional Career development to include resume writing and workforce preparation
- ✓ Educational planning to future careers in the Health Care field
- ✓ Outreach to community services
- ✓ Learning resource media center
- ✓ Financial Assistance to those who qualify
- ✓ Graduation Preparation
- ✓ Counseling and Referrals
- ✓ Pathways College does not have dormitory facilities under its control. If a student requires housing assistance, referrals are made to appropriate agencies to assist with emergency housing, which may include area apartments, rooms to rent and/or shelter placement. Cost for housing is dependent on student resources and type of housing obtained, may range monthly; \$1000.00 for apartments, \$500.00 for a room, and no cost for emergency shelter placement.



### **STUDENT SERVICES (CON'T)**

- ✓ Pathways College does not admit students from other countries. All instruction is provided in English. At this time, English language services are not available. Students must be able to read and write English at an eighth (8<sup>th</sup>) grade level to successfully pass the assessment entrance examination.
- ✓ Our institution does not provide VISA services or vouch for student status including any associated charges.

### **STUDENT'S CODE OF CONDUCT**

The Pathways College "Code of Conduct" for students sets forth certain basic rules of conduct. These rules of conduct are an important responsibility for each student. These guidelines are necessary to govern their personal conduct and interpersonal relations as students work together, work with staff in facilities, work with instructors and staff and work to care for patients in the clinical area. These rules listed below provide examples of offenses that may result in some form of disciplinary action including dismissal from the class or course.

1. Insubordination, including, but not limited to, improper conduct toward an instructor. Use of threats, abusive language, or refusal to perform tasks assigned by the instructor.
2. Non-compliance or disregard of any established safety rule.
3. Failure to comply with safety, fire, or sanitary regulations, including failure to immediately report to your instructor an accident involving personal injury or damage to property or damage to property of affiliated facility.
4. Possession of firearms, explosives or other weapons on school or facility property.
5. Possession or use of alcoholic beverages or illegal drugs on school or facility property or coming to class under the influence of alcohol or drugs.
6. Release of confidential information about the affiliating facility, its patients or employees.
7. Cheating, altering, plagiarism or falsifying any class work.
8. Fighting, use of threats, abusive language, harassment, or intimidation while in class or clinic time.
9. Unsatisfactory class performance, including, but not limited to performing your class work in a careless or negligent manner thereby creating a risk to the well-being of others.
10. Theft, unauthorized removal of, destroying or damaging property of the school or hospital, fellow students, patients, employees, visitors or anyone else while on hospital or facility property.

*It is not possible to provide a complete list of all types of unacceptable conduct and performance, the above list provides some examples.*

## **DRESS CODE**

It is the expectation of Pathways College Administration a professional atmosphere is maintained at all times. One aspect of professionalism is the image an individual presents to patients, visitors and the public. Therefore, students should exercise good judgment in their clothing apparel. Students who are inappropriately dressed will be sent home and not allowed to return to the clinical setting until they are properly dressed.

- Hygiene: Personal hygiene is important. Daily bath or shower, use of deodorant and clean clothing are essential for personal success as well as successful completion of this course. Perfumes and colognes may be offensive to patients and families and should not be used. **NO ARTIFICIAL NAILS.** Nails must be clean, trimmed and moderate length. The use of clear or natural nail polish is acceptable.
- Hair should be clean and neatly groomed off the collar. No decorative clips or barrettes (must be plain design). No ribbons, scarves, or bandanas may be worn. Hair may be worn in buns, braids and ponytails that do not touch the collar.
- Beards and moustaches are to be clean, well groomed, and neatly shaved (no more than one half inch {1/2} in length).
- Make-up should be modest and evenly applied. Heavy or harsh application of make-up is not acceptable. Jewelry should be plain wedding band without stones, watch with second hand, and small stud earrings may be worn (one per ear). No large hoops or dangling earrings, nose, tongue or lip piercings are to be worn.  
Tattoos: If you have tattoos that may be considered offensive to the affiliated facility, patient, patient's family, or visitors you may be asked to cover them.
- Uniform: Clinical-White pants and approved student uniform top. All white shoes and socks or stockings. Uniforms are to be kept clean and pressed. Shoes and shoestrings are to be kept clean. Clogs, sandals, and high-top shoes are not acceptable. Classroom-Navy Blue Pathways College Scrubs.
- Appropriate undergarments must be worn at all times and should not be able to be seen through clothing.

### **STUDENTS' RIGHTS and RESPONSIBILITIES**

Prospective students of Pathways College are eligible to enroll in any course or program where he or she meets established criteria. The student is required to meet with a Pathways advisor prior to admission to plan a course of study that meets the students educational and career goals. Once enrolled, students are expected to participate in counseling, attend classes diligently, complete assignments and maintain progress toward their educational or career goal as a Nurse Assistant or Home Health Aide.

### **STUDENT COMPLAINT/GRIEVANCE PROCEDURE**

It is the intention of Pathways College that every student have the right to prompt and equitable redress of any grievance relating to an alleged violation of federal or state laws or regulations of educational programs. Pursuant to California Code of Regulations, Title 5, Section 4600, Pathways College has developed necessary procedures to process a complaint regarding educational services provided by Pathways College. A copy of the "Complaint/Grievance Policy" is available at the college site.

**A student or any member of the public may file a complaint about this institution with:**

**Bureau for Private Postsecondary Education**

**Physical Address: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833**

**Mailing Address: P.O. Box 98018, West Sacramento, CA 95798-0818**

**Phone Number: (916) 431-6959**

**Toll Free: (888) 370-7589**

**Fax Number: (916) 263-897**

**Web Site Address: [www.bppe@ca.gov](http://www.bppe@ca.gov)**

### **WARNING POLICY**

Violations in the following areas may cause a student to receive a written warning notice:

Violation of attendance and tardiness standards.

Unsafe or incompetent clinical practice.

Overall theory grade less than 75%.

Violation of student "Code of Conduct"

The instructor (with School Director/or designee and the Director of Student Services) will counsel the student and he or she will be placed on a warning status in writing, and may be dismissed depending on the nature of the violation (i.e. severe patient safety infractions, violations of student code of conduct) if violations are not corrected.

### **PROBATION-EXCLUSION-DISMISSAL POLICY**

While it is the philosophy of Pathways College to assist and support each student as they strive to succeed in reaching their educational or career path goals, any student who fails to adhere to the policies specified in this catalog is subject to probation, exclusion, suspension or dismissal from the course or program he or she is enrolled in.

Violations in the following areas may be cause for probation, exclusion, suspension or dismissal from Pathways College courses or programs:

1. Health reasons, as defined earlier under the Health Requirements Section; may be cause for probation, exclusion, or dismissal from Pathways College, LLC courses and/or programs. Individual cases will be reviewed on a case-by-case basis by the School Director/designee, and the Director of Student Services and decide on the level of discipline.
2. Safety and Other Similar Reasons i.e., violations of the students code of conduct, if the student's conduct presents a treat to his or her own safety or the safety of other's (patients, fellow students, faculty, or facility staff). The School Director/designee in collaboration with the Director of Student Services may immediately exclude, place on probation or dismiss the student.

The reason for such action as well as, documentation of the incident in writing will be discussed with the student and a written summary of the event placed in the student's academic record.

### **SOCIAL SECURITY NUMBER**

Pathways College maintains a student record system that uses the Social Security number to identify student academic records. If a student wishes not to report their Social Security number, an alternate identification number will be assigned by the college. Students in nursing programs must report their social security number.

## **STUDENT RECORDS**

Pathways College recognizes that student personal identifiable information and records are confidential matters between the student and the college. The student Directory Information includes the student's name, address, telephone number, date and place of birth, certificates, awards, scholarships and course of study. At times public information needs, i.e. recruitment, and fund raising purposes may require the release of Directory Information unless the student states in writing that he or she does not want it released.

The responsibility for carrying out these provisions is charged to the Office of Student Affairs. The accuracy and appropriateness of the student records may be challenged in writing to the School Director. A student has the right to receive one free copy of his or her record. Additional copies are available to the student at a cost not to exceed the cost of reproduction (\$5.00 per copy). Requests for copies should be made directly to the School Director. No student records, other than Directory Information, will be released without the written consent of the student concerned. Directory Information about any student currently attending Pathways College may be released or withheld at the discretion of the School Director or designee. Students may change their Directory Release at any time by completing a Release of Directory Information form.

A printed copy of the student's academic and financial records will be retained by Pathways College at Act of 1989) by contacting the School Director of Pathways College. Students have the right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing 637 East Albertoni Street ,Suite #100, Carson, California 90746. Records will be secured in the office of the School Director or designee in a locked file cabinet for a period of not less than five (5) years from the student's completion of, withdrawal or termination from the course.

A record of persons and organizations requesting or receiving student record information is maintained by the Office of Student Affairs. All student records are open to inspection by the student concerned or any duly authorized individual (i.e. any person authorized by the Private Postsecondary and Vocational Reform Act of 1989) by contacting the School Director of Pathways College. Students have a right to file a complaint with the United States Department of Education concerning alleged violations of Federal and State laws governing student records.

## **COURSE DESCRIPTION- NURSE ASSISTANT and HOME HEALTH AIDE**

This program introduces the student to an entry level career in the nursing field. The program length is 60 hours of theory and 100 hours of clinical training. The Certified Nursing Assistant (CNA) works under the supervision of licensed healthcare professionals performing direct basic nursing care for persons of all ages in acute, ambulatory, home or long term care facility. Skills performed by the CNA include bathing, grooming, feeding, bed making, and assisting patients with movement. Emphasis is placed on safety principles, infection control and the philosophy of nursing. Students are taught methods for meeting the physical, emotional, social, cultural, and spiritual needs of patients. Clinical procedures and nursing skills are practiced in the skills lab before assignment to the actual clinical and home care setting. Upon successful completion of the required theory and clinical rotation, the Nursing Assistant graduate will be required to apply for and pass an examination, before receiving certification upon successful completion of the appropriate examination to become a Certified Nursing Assistant, (CNA) and/or Certified Home Health Aide (CHHA).

### **The Pathways College NA/HHA Program consists of two courses:**

**Nursing Assistant NU 100:** This course prepares the student to be an entry level health care worker. The course consists of theory (lecture) and clinical learning experiences given over a period of 6 weeks for 32 hours per week (day class), and 12 weeks for 16 hours per week (evening class). The course consists of sixty (60) hours of theory and one hundred (100) hours of clinical. Total clock hours of instruction for this course is 160 hours. Upon successful completion of the nursing assistant course, students will be required to apply for and pass the state competency examination given by the American Red Cross before receiving state certification as a nursing assistant (CNA) upon successful completion of the program.

**Home Health Aide NU 101:** Prerequisite for this course is the successful completion of a California Nurse Assistant course and certification as a Certified Nursing Assistant, or concurrent enrollment in a Nurse Assistant course. Twenty (20) hours of theory and twenty (20) hours of clinical skills in working with residents/patients, total clock of instruction for this course are is 40 hours. Upon successful completion of the Home Health Aide course, students will be required to apply for and pass an examination, before receiving certification as a Home Health Aide

## **PRE-REQUISITES**

All students must complete a health history and complete a physical examination performed by a licensed medical physician or nurse practitioner. Results of PPD (tuberculosis test), or chest x-ray within the last six months (negative results are required). Documentation of blood titres of specified vaccines on the Health History Information Form must be provided. Criminal screening which includes finger printing, background check utilizing the Live Scan method, as mandated by the State of California, either prior to, or upon enrollment in the program. A student may not sit for the State Certification Examination until cleared by the State.

## **NURSING ASSISTANT**

### **1. MODULE I- INTRODUCTION**

#### **Theory 2 Hours, Clinical Hours 0**

The purpose of this module is to introduce the student to California Code of Regulations, Division, 5, Title 22, which regulates health care facilities, and to the roles and responsibilities of the CNA, including requirements for CNA certification, professionalism, ethics and confidentiality.

### **2. MODULE II-PATIENT RIGHTS**

#### **Theory 2 Hours, Clinical Hours 1**

This module will introduce the CNA to patient/resident rights. The fundamental principle behind patient/resident rights is that each patient is a member of a family and of society as a whole and must be cared for in a manner that protects their rights and meets the individual, family, psychosocial and spiritual and cultural needs in the home or other health care setting. These rights are protected by federal and state regulations. Prevention, Recognition and Reporting resident abuse.

### **3. MODULE III- COMMUNICATION and INTERPERSONAL SKILLS**

#### **Theory 4 Hours, Clinical Hours 0**

This module will introduce the concepts and skills required for the CNA to communicate effectively and interact appropriately with patients/residents families and guests, and other members of the health care team.

### **4. MODULE IV-PREVENTION & MANAGEMENT OF CATASTROPHE AND UNUSUAL OCCURENCES**

#### **Theory 3 Hours, Clinical Hours 1**

The purpose of this module is to introduce the student to the concepts and procedures related to the patient's safety and environmental emergency issues that are presented.

- The role of the CNA in creating a safe environment for the patient is discussed.

### **5. MODULE V-BODY MECHANICS**

#### **Theory 3 Hours, Clinical Hours 4**

This module will provide students with an understanding of efficient and proper use of the body in performing tasks related to the role of the CNA. Students will understand and demonstrate the principles of positioning, transferring, and transporting patients and will implement these principles when providing care.

**6. MODULE VI-PRINCIPLES OF ASEPSIS**

**Theory 3 Hours, Clinical Hours 8**

The purpose of this module is to present information about asepsis and the prevention and control of infection.

- Procedures and precautions to protect patients, health care providers and others from infection are presented, including universal precautions, transmission- based precautions and bio-hazardous waste management.

**7. MODULE VII-WEIGHTS AND MEASURES**

**Theory 1 Hour, Clinical Hours 1**

This module will introduce a common system of measurement used by the CNA.

**8. MODULE VIII-PATIENT CARE SKILLS**

**Theory 14 Hours, Clinical 44 Hours**

The purpose of this module is to teach the student skills needed to support and/or assist the patient in the areas of personal hygiene and elimination. Personal hygiene is one area of the activities of daily living (ADL). Hygiene is important to the patient's feeling of well-being. Personal hygiene or personal care is generally performed independently.

- The nurse assistant's role is to assist with or perform personal care only when a resident is unable to perform a skill for themselves.
- Other activities included in this class are the use of prosthetic devices, bowel and bladder retraining, and weighing and measuring the patient.

**9. MODULE IX-PATIENT CARE PROCEDURES**

**Theory 9 Hours, Clinical 20 Hours**

The purpose of this module is to provide learning experiences that will prepare the student in the nurse assistant role to safely carry out procedures which support the patient in meeting physical needs that cannot be performed independently.

**10. MODULE X-VITAL SIGNS**

**Theory 3 Hours, Clinical 6 Hours**

The purpose of this module is to prepare the student to how, when, and why vital signs are taken; and how to report and chart these procedures.

- The student will learn the correct procedure for measuring temperature, pulse, respirations and blood pressure.
- They will learn how to recognize and report normal and abnormal findings.

**11. MODULE XI-NUTRITION**

**Theory 2 Hours, Clinical 6 Hours**

The purpose of this module is to examine the body's need for food and the effect of food on the body. This module includes the basic food groups, nutrients, and common therapeutic diets as well as, assisting the patient to meet nutritional and hydration needs.

**12. MODULE XII-EMERGENCY PROCEDURES**

**Theory 2 Hours, Clinical 1 Hours**

The purpose of this module is to introduce the student to the concepts and Procedures related to emergency procedures, signs and symptoms of distress.

- Immediate and temporary interventions to emergency codes and the role of the CNA in Long Term Care (LTC).
- The role of the CNA in preventing and responding to emergency situations.



**12. MODULE XIII-LONG TERM RESIDENT**

**Theory 2 Hours, Clinical 0 Hours**

The purpose of this module is to introduce the student to basic structure Of the body and to review the effect of aging on body structure and Function. Common physical and psychological conditions found in elderly patients with their psychological, recreational, and social needs are presented including:

- Developmental, Mental Disorders, and Mental Retardation
- Alzheimer's Disease and Dementia
- Cerebral Palsy
- Epilepsy
- Mental Illness

**14. MODULE XIV-REHABILITATIVE/RESTORATIVE CARE**

**Theory 3 Hours, Clinical 4 Hours**

The purpose of this module is to introduce the student to rehabilitative, restorative care. Each individual is entitled to reach his/her optimal level of functioning. The nurse assistant assists the resident in achieving maximum independent living skills through use of rehabilitative procedures.

**15. MODULE XV-OBSERVATION AND CHARTING**

**Theory 4 Hours, Clinical 4 Hours**

The purpose of this module is to prepare the student to know how, when, and why to use objective and subjective observation skills.

- Students will report and record observations on appropriate documents using medical terminology and abbreviations.

**16. MODULE XVI- DEATH AND DYING**

**Theory 3 Hours, Clinical 0 Hours**

In this module the student is introduced to the various stages of the grieving process and physical signs of approaching death. This module introduces death as a normal stage of life.

- The student will be presented with physical, psychological and spiritual needs of patients during this period so that he/she might be able to understand and assist in coping and providing support to the patient and family members.

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**\*\*This course includes a Basic Life Support (BLS-CPR) certification course.**

### **HOME HEALTH AIDE-COURSE DESCRIPTION**

This Home Health Aide course is offered for those individuals who have already completed the Nursing Assistant course or who are already Certified Nursing Assistants (CNA). Home Health Aides are prepared to give basic nursing care in the client's home under the supervision of a licensed nurse. The 40 clock hour course includes 20 theory hours and 20 clinical hours and expands upon the Nursing Assistant curriculum. This course includes five (5) modules: (a) Introduction to Aide and Agency Role (b) Interpretation of Medical and Social Needs of Clients (c) Personal Care Services (d) Nutrition and (3) Cleaning and Care Tasks in the home. Upon completion of the theory and clinical requirements for the Home Health Aide Program graduates will be required to apply for and pass the final course examination, before receiving certification. Theory presentations are coordinated with clinical practice in health care facilities so that students develop the skills and knowledge required to provide nursing care in the home.

**Pre-requisite:** Current CNA certificate or concurrent enrollment in a Nursing Assistant Course.

### **RESTORATIVE NURSING ASSISTANT (RNA)**

This 16-hour course is designed to improve the knowledge base and clinical competencies of the nursing assistants and licensed/registered nursing staff. The purpose of the RNA is to interact with the resident and provide skill practice in such activities as walking, and mobility, dressing, and grooming, eating and swallowing, transferring, amputation care, and communication in order to maintain function in physical abilities and ADL's to prevent further impairment. This course is approved by the Quality Care Health Foundation (QCHF). Successfully completion of the course allows the participant to be entered into the statewide registry for Restorative CNA's.

Licensed/registered nursing staff will gain the competencies required to function as a Restorative Nursing Program Coordinator and implement and maintain a successful Restorative Nursing Program.

### **IV CERTIFICATION AND BLOOD WITHDRAWAL FOR LVN's**

This 36-hour course is designed to provide the Licensed Vocational Nurse with the basic knowledge and skills to prepare them to initiate, maintain and monitor basic IV therapies and perform venipuncture for blood withdrawal. This course has 27 hours of theory and 9 hours of supervised clinical experience. This course is approved by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) for 36 continuing education contact hours and meets the BVNPT criteria for continuing education credit for California Licensed Vocational Nurses. This course is in compliance with California Health and Safety Code 2547.3 (a).

## **FACULTY INFORMATION AND QUALIFICATIONS**

The following information represents the qualifications, clinical, and teaching experience of the Pathways College faculty:

1. Registered Nurses with over 30 years experience in the clinical practice setting, nursing education, and nursing administration in acute hospital settings.
2. Prepared at the Bachelor's (BSN) and Master's (MSN) level in nursing.
3. Teaching experience includes: public, private, community college and university level nursing and health care programs including: CNA, HHA, LVN, RN, EMT and Paramedics.
4. Clinical experience includes:
  - Medical/surgical
  - Emergency
  - Trauma
  - Pre-hospital care
  - Ambulatory care
  - Pediatric out-patient
  - Geriatrics
  - Home health
  - Alzheimer's & Dementia
  - Rehabilitation & restorative
  - Neuroscience
  - Critical care
  - Mental health



### 2013 HOLIDAYS OBSERVED

- |   |  |
|---|--|
| 1. JANUARY 2, 2013  | NEW YEAR'S DAY                         |
| 2. JANUARY 21,, 2013  | DR. MARTIN LUTHER KING JR.<br>BIRTHDAY |
| 3. FEBRUARY 18, 2013  | PRESIDENT'S DAY                        |
| 4. MAY 27, 2013   | MEMORIAL DAY                           |
| 5. JULY 4, 2013   | INDEPENDENCE DAY                       |
| 6. SEPTEMBER 2, 2013  | LABOR DAY                              |
| 7. NOVEMBER 28 & 29, 2013                                     | THANKSGIVING                           |
| 8. DECEMBER 23 <sup>rd</sup> - JANUARY 3 <sup>rd</sup> , 2014 | CHRISTMAS VACATION                     |

