

INTERNATIONAL SCHOOL OF NURSING

POLICIES AND PROCEDURES



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238 S. Hillview Drive, Milpitas CA 95035 Tel. (408) 719-8100 Fax (408) 719-8730
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www.intlsch-nursing.org

January 1, 2017 - December 31, 2017

School Policies and Procedures

International School of Nursing is a private institution, licensed by the California Department of Public Health and approved to operate by California Bureau for Private Postsecondary Education. International School of Nursing offers program of study leading to certificates in Nursing Assistant, Home Health Aide, and Sterile Processing Technician. The programs emphasize the development of competent and skilled health care workers. Following the program completion, students are prepared to sit for certification exams.

MISSION STATEMENT

International School of Nursing believes that education is the heart of success. It paves the way to accomplish the endeavor that has no measure. It enhances the talents and skills of individuals who want to achieve their goals. It is dedicated in preparing and training our students to become efficient and effective members of the health care team.

GOALS, OBJECTIVES and PHILOSOPHY

Goals and objectives of International School of Nursing are built upon the belief that the program develops a competent and skilled health care worker. Program, units, classroom, skills and clinical training for each course adhere to the requirements of the governing agencies and are systematically developed from the program objectives with the purpose of providing the students with the necessary education and training to meet each objective in a timely manner and for the graduates to demonstrate their roles and objectives as health care workers.

PROGRAM OFFERINGS:

Program	Location
Nursing Assistant (Day and Evening Class)	Vallejo Campus
Nursing Assistant (Day, Evening and Weekend Class)	Milpitas Campus
Home Health Aide	Vallejo and Milpitas campus
Sterile Processing Technician	Vallejo and Milpitas campus

LOCATION

International School of Nursing Vallejo Campus is located at 1330 Springs Road, Vallejo CA 94591
Telephone Number: (707) 5557-7173, Fax Number: (707) 664-3441, Website: www.intsch-nursing.org
Email: internationalschool13@yahoo.com
Milpitas Campus is located at 238 S. Hillview Drive, Milpitas CA 95035
Telephone Number: (408) 719-8100, Fax Number: (408) 719-8730, Website: www.intsch-nursing.org
Email: internationalschool13@yahoo.com

HOURS OF OPERATION (Vallejo and Milpitas)

Office Hours:
9:00 AM - 5:00 PM.....Monday through Friday
School Hours:
7:00 AM - 8:00 PM.....Monday through Friday
7:00 AM - 3:30 PM...(Milpitas, Weekend Class).....Saturday and Sunday

Section I

Administrative Affairs

Policy Title: Policy Development

International School of Nursing Policy #: 101

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To establish the procedure and line of authority through which policies are established and to promote consistency in the development, modification and presentation of school policies and procedures.

Scope:

Applies to all institutional policies, the governing principles that mandate actions with broad application throughout the school community

Responsible Party:

Administrator, Administration and Academic staff

POLICY

I. General

All school policies fall within a greater hierarchy of laws, statutes and rules. School policies are subject to compliance with laws and regulations instituted by higher governing authorities as follows:

- a. Federal laws and regulations
- b. State laws and administrative rules
- c. California Department of Public Health
- d. California Bureau for Private Postsecondary Education

II. Policy Development or Amendment

- a. A person or group with a new policy amendment concept or proposal shall work with the Program Director or Assistant Administrator having responsibility within the subject area of the proposed policy to draft the policy proposal
- b. All proposed new policies and amendments, other than minor amendments, are provided to appropriate Program Director or Assistant Administrator for review dependent on subject matter and impact. In the interest of shared governance, review bodies may include, but are not limited to, the Faculty Staff, the administration staff, students or concerned persons.
- c. A final draft of the policy proposal shall be forwarded by the originator to the administrator, who will determine whether broad review has been completed, if the proposed policy is in proper format, and if the proposed change is a minor amendment.
- d. Final proposals are reviewed by the administrative staff and faculty staff, and then to administrator for approval and signature.
- e. Minor amendments are approved by the appropriate Program Director, dependent upon subject matter.
- f. Notwithstanding the above requirements, the administrator reserves the right to adopt, amend or suspend a policy without prior notice and comment, or upon abbreviated comment, as is deemed necessary.

PROCEDURE

- a. The Custodian of Records maintains all official school policies. Persons or groups wishing to propose or amend school policies must initiate the process through the custodian of records office by obtaining an official copy of the current policy or, in the case of a new policy, notifying the office of the intent to pursue.
- b. Once final action is taken on a policy, the results are reviewed by all the staff, program director and administrator.
- c. School Policies and Procedure is reviewed and/or revised by the administrator, Program Directors, academic staff and administrative staff annually before the end of the fiscal year.

Administration and Faculty Staff

ADMINISTRATION

Leticia Weber- Administrator
Charles Weber, Assistant Administrator
Jesselyn L. Detosil, Accounting & Finance
Medwin A. Mercado, Custodian of Records
Beth Cid, Office Clerk
Sheva Redic, Office Clerk (Milpitas)

FACULTY, NURSING ASSISTANT

Vallejo Campus:
Lorena Mercado, RN/DSD Program Director
Julieta T. Mercado, RN/DSD, Instructor
Christine Reyes, LVN/DSD, Instructor
Gerald Romero, RN/DSD, Instructor

Milpitas Campus:

Lois Noyd, RN/DSD Program Director
Kathleen Dorsey, RN/ DSD, Instructor
Gerald Romero, RN/DSD, Instructor

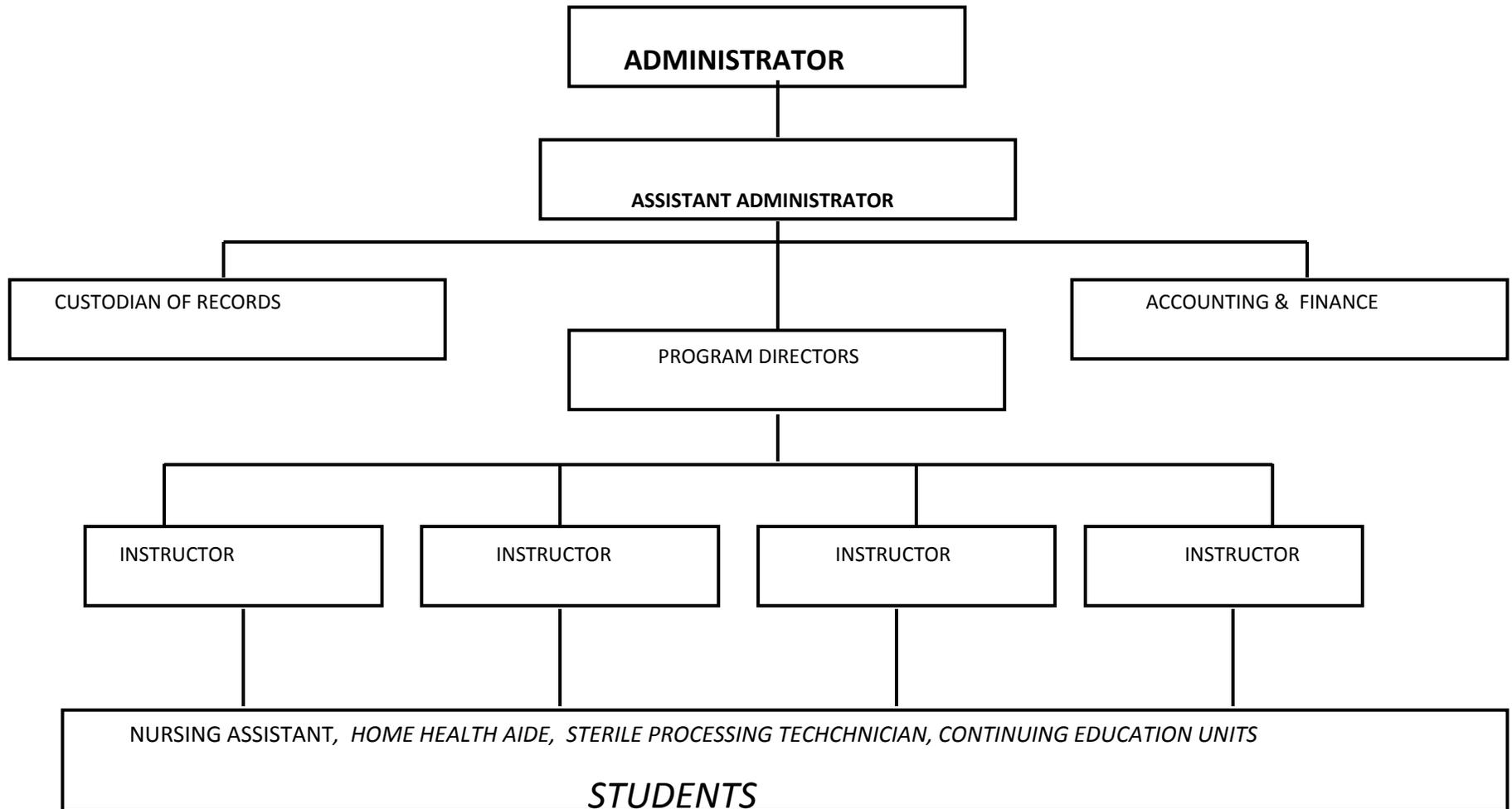
FACULTY STERILE PROCESSING TECHNICIAN

Vallejo & Milpitas Campus
Al Ritchon, SPT Program Director
Charles Weber, SPT Instructor
Gerald Romero, RN/DSD, Instructor

FACULTY, HOME HEALTH AIDE

Vallejo & Milpitas Campus (Instructors)
Wayne C. Williams, PhD, MSN, CNS, RN
Kathleen Dorsey, RN, DSD

ORGANIZATIONAL CHART



ADMINISTRATION

Leticia R. Weber, Administrator

Leticia Weber has owned and managed Solano College of Nursing (former name of International School of Nursing) for the past twenty three (23) years. The school has two school sites: Vallejo and Milpitas. Leticia manages both schools and is actively involved in the daily operation of the business. She attended Harvard College in the Philippines and completed her Bachelor of Science in Management and Administration. She has also worked very closely with Skilled Nursing Facilities in the counties of Marin, Solano and Contra Costa, assisting them with their staffing needs and helping certified Nursing Assistants, Licensed Vocational Nurses and Registered Nurses find suitable employment within the Long Term Care industry. The success of Leticia's endeavors is attributed to meeting and maintaining high standards in the delivery of education to its students.

Charles Weber, Assistant Administrator

Charles has been working at Solano College of Nursing since 1996. He actively participates in the daily business management operations at the Milpitas and Vallejo locations. He is currently taking management and administration classes at Solano Community College, while working at the school.

Jesselyn L. Detosil , Accounting & Finance

Jesselyn holds a Bachelor of Science Degree in Commerce, with a major in Accounting from University of St. La Salle in the Philippines. She worked in the Presidential Anti-Organized Crime Commission in Malacanang as a Staff Accountant. She has a diverse background in accounting for over 12 years in various companies in the Philippines.

Medwin A. Mercado, Custodian of Record

Medwin is a retired physician from the Philippines. He also worked as assistant administrator of St. Joseph School before he came to the US. He enjoys working in the school to share his knowledge and skills.

Beth Cid, Office Clerk

Beth attended obtained Certificate in Medical Assistant at Bryman School in San Francisco, California. She has worked for more than 30 years at various mortgage companies as a Processor/underwriter.

Sheva Redic, Office Clerk

Sheva is a certified nursing assistant graduated from International School of Nursing. She works office clerk part time in Milpitas Campus.

FACULTY MEMBERS

Lois Noyd, RN, Assistant Program Director

As Assistant Program Director, Ms. Noyd's responsibilities include curriculum development, implementation and evaluation of the International School of Nursing Vocational Nursing Program. Ms. Noyd has extensive administrative experiences in the field of nursing both in a capacity of nurse educator and evaluator of nursing curriculum. Previous employers include Bay Area schools such as We Care School of Nursing, Boston Reed College, Around the Clock, and Center Point Learning Institution.

Lorena B. Mercado RN, BSN, DSD, Program Director

Lorena is a Registered Nurse who obtained her Bachelor of Science in Nursing in 1978 at the University of Northeast, Philippines. Lorena is a dedicated Nurse with strong experience in clinical areas and more than 28 years supervisory experience as charge nurse in long term care and acute care, ten years' experience in coordinating with the deputy, lieutenants and captains in the jail facility; 28 years' experience in making a monthly schedule for staff, both RN's and LVN's, 28 years' experience in evaluating staff. Lorena was also Director of patient care services. She loves to teach train and give in-services to both staff and nursing students for how to become an excellent, caring and responsible employee and above all on to be able to provide the highest quality of care to the patients.

Wayne Williams, Phd, MSN, CNS, RN-Program Director, Instructor Wayne is a Registered Nurse who obtained his degree at the University of Lethbridge, Canada. He also attended San Jose State University for a Master of Science in Nursing, the Concordia College & University in New York, where he earned his Doctorate of Philosophy in Nursing. Wayne has an extensive nursing background, having served in a variety of positions that includes: Director of Nursing, Officer in Medical Corps, Nurse Practitioner, Nursing Professor and Program Director. Among all of the responsibilities he assumed, being an instructor is what

he enjoys most. His goal is to train nursing students to become excellent nurses, to uphold the highest standards in patient care and by so doing, be instrumental in alleviating the staffing shortage in the healthcare industry.

Julieta T. Mercado, RN/DSD, Instructor

Julieta is a Registered Nurse who obtained her degree at the University of Santo Tomas College of Nursing in the Philippines. She holds a PhD in Educational Management at Philippine Normal University in the Philippines. Julieta has an extensive background having served as Clinical Instructor and Clinical Coordinator in San Pablo College, College of Nursing, San Pablo City, Philippines. She also worked as a Reviewer and Professor at San Pablo College of Nursing in the Philippines. When she came to the U.S., she worked as a Charge Nurse, in Admissions, as a Treatment Nurse, and Relief Supervisor at different facilities (Cedar Crest, Los Altos Sub-Acute & Evergreen Health Care). Among all of the responsibilities she has assumed, she enjoys being an educator.

Christine Reyes, LVN/DSD, Instructor

Christine graduated from Solano College of Nursing Vocational Nursing Program and Nursing Assistant Course. She has been working at International School of Nursing formerly Solano College of Nursing for the past seven (7) years. She also works as LVN Charge Nurse at Washington Care and Rehabilitation Center.

Kathleen Dorsey, RN, DSD, Instructor

Kathleen holds a Bachelor of Science Degree in Nursing from University of Colorado, Denver. She has held various positions in the field of nursing for the past 15 years. Her most recent work history includes employment as Charge Nurse at Santa Clara Valley Medical Center where she worked in their Rehabilitation Department and Charge Nurse at San Jose Hospital and Long Term Care Facilities in San Jose and Santa Clara.

Gerald Romero RN, DSD, Instructor

Gerald holds a Bachelor Science in Nursing from St. Joseph College, Cavite City, Philippines. He worked in many hospitals around Orange County, CA. As registered nurse in medical/surgical wards, emergency room, operating room, telemetry department. He was a program director for Nursing Assistant Program for 2 years and Sterile.

Debo Fashokun, M.A.,B.A., LVN

Debo has over 17 years of experience in acute care, rehabilitation, post acute care, skilled nursing, transitional care, home healthcare and hospice. She obtained her LVN certificate at Austin community College, Austin, Texas and she holds Master of Arts degree in Philosophy from The University of Lagos, Nigeria. As LVN, Debo served as a preceptor in orienting, educating, and training less experienced LPNs/LVNs and CNAs/PCTs related to support duties for complex and specialized test and procedures.

Al Ritchon

Al is a certified surgical tech and a certified sterile processing tech/instructor. He has been manager of sterile processing department of Kaiser Permanente Hospital, Oakland, CA and manager of sterile processing department of Veterans Hospital, Palo alto, CA. He received his degree from University of Connecticut and operating room training from the US Navy. He worked in various naval hospitals and various hospitals throughout the country.

Charles Weber

Charles is a certified sterile processing technician/instructor. He is also a certified nursing assistant and emergency medical technician. He has been working with the School since 1996.

Policy Title: Job Description

International School of Nursing Policy #: 102

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To provide an overview of all components of a job description and more detailed information about

- Job Duties and Responsibilities
- Position Summary
- Experience and Education Requirements
- Job Title

Scope:

Applies to all office and faculty staff

Responsible Party:

Administrator, Program Director

POLICY

A job description is a written document that summarizes:

- a. Major duties and responsibilities of the position
- b. Nature
- c. Purpose
- d. Level of work
- e. Job specifications required to perform the job o Knowledge
- f. Skills
- g. Abilities
- h. Behaviors required to perform the job
- i. Working conditions.

PROCEDURE

Job Description: Program Director

The RN Program Director of the International School of Nursing must be an RN who at minimum meets the requirements per Title 22 and must be approved by the California Department of Public Health. The RN Program Director is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives, and ensuring program compliance with the California Department of Public Health (CDPH) standards as well as maintaining full accreditation through the Bureau for Private Postsecondary Education (BPPE). These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing, training and supervision of both full-time and part-time faculty; evaluating program faculty and student performance; motivating and advising students; developing and maintaining the program budget and generating program reports as needed. The individual that serves as an RN Program Director is a faculty member who serves as a liaison with the administration of the School, while also performing administrative functions.

Responsibilities of the Program Director include:

- General supervision of NATP curriculum.
- Lead the full-time faculty in the division in curriculum development and instructional advancement in the field of health care (nursing)
- Assess the instructional needs of students in the program and coordinate the development of a plan to address these needs.
- Have a discussion with the instructors at least 2 times per class, once in the theory setting and once in the clinical setting to assess the professional needs of faculty and students and make recommendations to fill those needs.
- Maintain the primary responsibility for scheduling classes within the program following the California Department of Public Health approved Training schedule (CDPH 276 B).

- Ensure that each student has completed all the requirements of the Nurse Assistant Training Program set forth by the California Department of Public Health prior to signing the CDPH 283B form. This indicates that the student meets all the requirements to take the competency evaluation exam.
- Review the School's Policies and Procedures on an annual or as needed basis with regard to the regulations of the California Department of Public Health. As well as making appropriate recommendations for changes.
- Identify and recruit qualified faculty for the program; review credentials for compliance with California Department of Public Health and confirm hiring decisions with the Administrator.
- Co-counsel students who violate the policies and procedures of the school and to implement appropriate resolutions to any violations
- Maintain quality assurance to remain compliant with all required agencies.
- Prepare for on-site annual reviews by the accrediting agency.
- Prepare clinical contracts and continually meet requirements for state and national regulations.
- Recruit clinical sites from numerous facilities.
- Plan and implement programs to meet the continuing education needs of nursing Professionals

Job description: Instructor/ Faculty Member

The instructor/faculty member should be an LVN or RN who at a minimum meets requirements stated in Title 22 and is approved by the California Department of Public Health. The Instructor is responsible for the coordination, planning, preparation, presentation, and evaluation of classroom instruction, clinical training and related activities. The instructor/faculty member is expected to practice excellence in teaching and instruction. At a minimum, the related activities include instruction, instructional counseling, and clinical training, and academic advising. The Instructor must be approved by the California Department of Public Health prior to teaching any class Nurse Assistant Training Program and Home Health Aide Program.

Responsibilities of the instructor/faculty member include:

- Assist in curriculum development and instructional advancement in the field of Nursing, both Nursing Assistant Training Program and Home Health Aide Training Program.
- Assess the instructional needs of students in the program and help coordinate the development of a plan to address these needs.
- Plan, conduct and supervise classroom and clinical activities including practical and return demonstration of procedures in accordance with approved program.
- Ensure that classes are scheduled timely.
- Identify student's need for education and instruction together with the Program Director.
- Maintain current record of attendance for each student.
- Prepare quizzes and test for the students
- Report to the Program Director students whose work performance does not conform to the School Policies and Procedures.
- Review the School Policies and Procedures on an annual basis or as needed with regard to program curricula and make appropriate recommendations for changes.
- Respect the work of other staff members of the school who provide support through administration, clerical, maintenance and other services, especially in planning requests for services or in responding in a timely manner for requests for information or services from you.
- Perform other duties as may be assigned by the Program Director or Administrator.

Job Description: Administrator/Owner

The Administrator/Owner will be responsible for the overall operation of the school. They are responsible to make sure that the school is in compliance with any and all regulations as set by the state and federal regulatory Nursing Assistant Training Program requirements. The Administrator/Owner is responsible to select a Registered Nurse who meets all of the requirements as set forth by the California Department of Public Health to become the RN Program Director for the Nursing Assistant Training program. In addition the Administrator/Owner is responsible to select a Registered Nurse who meets the requirements to teach in the Home Health Aide Program.

Responsibilities of the Administrator/Owner:

- Recruiting training and managing staff
- Handling correspondence
- Organizing and servicing committee and academic Board meetings
- Processing invoices

- Purchasing equipment or other goods
- Liaising with potential students, other institutions, government departments and external organizations helping with course approval and evaluation activities
- Administering student recruitment
- Marketing and advertising for the school
- Participate in the resolution of complaints and problems which may arise in the institution.
- Evaluating the performance of the RN Program Director and other staff through monthly meetings.

Job Description: Assistant Administrator

The Assistant Administrator provides assistance and support to the administrator, administrative team and faculty staff to assure the effective and efficient operation of International School of Nursing. The Assistant Administrator is responsible for the processing and maintenance of confidential and non-confidential correspondence of the Administrator. The Assistant Administrator assists the finance manager and the custodian of record with the maintenance of records and filing of reports and ensures absolute confidentiality of information, files and records.

Responsibilities of the job include:

- Provide general administrative and clerical support including mailing, scanning, faxing and copying to management
- Maintain electronic and hard copy filing system
- Open, sort and distribute incoming correspondence
- Perform data entry and scan documents
- Manage calendar for the Administrator
- Assist in resolving any administrative problems
- Run school's errands to post office and office supply store
- Answer calls from customers regarding their inquiries
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for the administrator and other staff
- Maintain office supplies for the school

Job Description: Custodian of Records

The custodian of records ensures that all documents, bookkeeping and school records of International School of Nursing are organized and available in an accurate records system in the event they are needed by a government agency or by the students. The custodian of records provides student records management and administrative assistance to the school administration. The custodian of records is primarily responsible for the management of student records including, but not limited to student attendance records, student academic records, state reporting of student data, and other such responsibilities as assigned.

Responsibilities of the job include:

- Answer questions about records or files.
- Keep records within the training program and all the students' records for five (5) years and destroy students' file after five (5) years. Class lists of the students will be kept permanently in locked file cabinets in the administration office.
- Keep all Master Records of all the training programs for future references.
- Add new material to file records or create new records as necessary.
- Eliminate outdated or unnecessary materials, destroying them or transferring them to inactive storage, according to file maintenance guidelines or legal requirements.
- Find and retrieve information from files in response to requests from authorized users.
- Sort or classify information according to guidelines, such as content, purpose, user criteria, or chronological, alphabetical, or numerical order.
- Keep records of materials filed or removed, using logbooks or computers.
- Perform periodic inspections of materials or files to ensure correct placement, legibility, or proper condition.
- Assign and record or stamp identification numbers or codes to index materials for filing.
- Gather materials to be filed from departments or employees.
- Track materials removed from files to ensure that borrowed files are returned.
- Modify or improve filing systems or implement new filing systems.
- Scan or read incoming materials to determine how and where they should be classified or filed.
- Enter document identification codes into systems in order to determine locations of documents to be retrieved.
- Keep records in locked file cabinets in administration office.

Job Description: Office Clerk

The Office Clerk works in the front desk, of the Administration office. The Office Clerk answers telephone calls, assist inquiries and registers students. They assist the instructors on preparing handouts for students by Xeroxing. Office Clerk is also responsible for collecting student tuition payments.

Job Description: Accounting and Finance

Accounting and Finance are responsible for the accounting of the school. They are responsible for generating the payroll of the employees, generating payments for vendors of the school. Making sure that all correspondence regarding payments for services of the school are carried out. The Accounting and Finance are responsible for auditing students payments and record keeping regarding tuition payments. Accounts receivable and payable.

Policy Title: Employee Evaluation

International School of Nursing Policy #103

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

The purpose is to measure job performance and to determine whether an employee's knowledge and skill set is appropriately matched to the employee's job.

Scope:

This procedure applies to all faculty staff and employees

Responsible Party:

Administrator

POLICY

To establish work behavior of the program directors, instructors and other employees and to identify their strengths and those areas that need improvement to make them more effective and efficient in their job.

PROCEDURE

- The Administrator will evaluate the RN Program Director and other employees twice a year.
- All Faculty members are required to submit current Continuing Education Units (CEU) Certificate to ensure that Faculty renewed their license as required by the Certification Board.
- The administrator will use the proper evaluation forms as a guide for the evaluation. (*Appendix 3*)
- The Administrator and RN Program Director will have a monthly meeting to discuss the operation of the program.
- There will be quarterly meeting of all employees, instructors and program directors presided by the administrator.

Policy: MEETINGS and MINUTES POLICY

International School of Nursing Policy # 104

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

This policy is established by International School of Nursing to inform, consult, solve problems and make decisions for the School management and administration in consultation with the school officials and to enable members to report and discuss progress and work in hand, to deliberate current and future planning.

Scope:

This Policy applies to all school employees, teaching staff, students, contractors, vendors, customer, or visitor to the School

Responsible Party:

Administrator and Custodian of Record

POLICY

The School shall document the meetings held or written actions undertaken during the year and each committee commissioned by the administrator or a designated person. The administrator is one that has the authorization to make and implement decisions affecting School.

PROCEDURE

- General staff meeting is held quarterly and committee meeting as necessary. Emergency meeting may be held anytime.
- Minutes will be taken and retained for all meetings including committee meetings – both standing and ad hoc.
- If a conflict of interest is identified during a committee meeting, the School's Conflict of Interest Policy shall be followed explicitly, and the issue and any action taken must be noted in the minutes.
- Minutes will begin with basic information, including the name of the meeting or committee, date, time and location of the meeting, and a roster of members in attendance and those who were absent, and any guests that were in attendance.
- Minutes should record actions taken during the meeting, including motions made, who proposed and seconded them, and if they passed, failed or were tabled and the margin for each vote. It is not required to record any discussion or how each member of the committee voted.
- Approval of the minutes should be included as the first item on the agenda of the next meeting.
- The Custodian of Records will ensure that a copy of the approved minutes is kept on file for a period of three years or for the duration specified in the policy on Records Retention, whichever is longer.
- Board and committee minutes may be made available for public review upon request for a reasonable purpose at a reasonable time.

Policy Title: Quality Assurance

International School of Nursing Policy # 105

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To maintain quality assurance to remain compliant with all required agencies.

Scope:

This Policy applies to Administrator, Program Directors, Instructors

Responsible Party:

Administrators, Program Directors, Instructors

POLICY:

To plan and develop the necessary course of action, the administrator and program directors must take to ensure the School remains compliant with all required agencies, so that the school remains open and runs at optimal performance.

PROCEDURE:

1. The Agencies: The California Department of Public Health and the Bureau for Private Postsecondary Education.
2. The Program Director must know where to find the requirements to remain compliant with the California Department of Public Health. Website: www.cdph.ca.gov/services/training/pages/reviewunit.aspx
3. State and Federal Training: Program requirements – Certified Nurse Assistant training regulations California Code of Regulations, Title 22, Division 5, Chapter 2.5, Article 1-5
4. Certified Nurse Assistant Training Federal Regulations – Title 42 code of Federal Regulations 483.75 & 483 Subpart D
5. The Program Director shall be aware that the Nurse Assistant Training Program shall be renewed before the program’s expiration date set forth by the California Department of Public Health which can be found on the CDPH280B form. The Program Director will take the necessary steps to ensure that the school will submit all required documents to the Department of Public Health in order to renew our Programs.
6. The Program Director must know the requirements for the school to remain compliant with the Bureau for Private Postsecondary Education. www.bppe.ca.gov/lawsregs/index.shtml
7. California Private Postsecondary Education Act of 2009, AB 2296 Notice to Licensees, AB Bill 2296, Title 5. Division 7.5 California Code of Regulations, Disciplinary Guidelines,
8. The Program Director will ensure that the school will maintain all of the following as per the regulation of the Bureau for Private Postsecondary Education
9. The school catalog, the School Performance Fact Sheet, Student Brochures offered by the school, the school’s annual report and enrollment agreement.
10. A link to the Bureau’s website must be given to each student which is found on the school catalog and enrollment agreement. (www.bppe.ca.gov) along with the Bureau’s contact information all can be found on the school’s catalog and enrollment agreement.

Policy Title: Training Schedule

International School of Nursing Policy # 106

Effective Date: January 1, 2017

Revised: December 19, 2016

Purpose:

To outline the progressive training development, the time frame for achieving the competencies and when and where the student needs to go to receive the structured component of the training.

Scope:

This Policy applies to all students, Program Director, Instructors

Responsible Party:

Program Director, Instructors

POLICY:

The nursing assistant training program will follow the California Department of Public Health approved Training Schedule (CDPH276-B) with the components of modules per CDPH 276 C and the clinical hours as listed on CDPH 276 A. The Home Health aide and Sterile Processing Technician training programs will follow the approved training schedules. The Training Program Schedule must be approved prior to being used.

PROCEDURE:

1. The program directors and instructors are required to follow the approved training schedules.
2. The Nursing Assistant Program consists of 150 hours; the theoretical portion has 50 hours of classroom instruction, the clinical portion has 100 hours and the skills lab portion. The training will be conducted 7:00 AM to 3:00 PM from Monday to Friday and accomplished in twenty three (23) days for Day and Weekend Class, thirty five (35) days for Evening Class and twenty eight (28) days 7:00AM to 2:00PM Monday to Friday for 6½ hours Day class . The instructors will teach the theory content through lectures and skills demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting.
3. Home Health Aide course is a forty (40) hours prepares the Nursing Assistant to be a Home Health Aide. The thrust of this course is to assist the Nursing Assistant in acquiring skills necessary to provide services to clients in the home setting. Twenty (20) hours of theory and twenty (20) hours of clinical skills in working with residents/patients.
4. The Sterile Processing Technician program consists of 86 hours theory, 34 hours of skills lab and 200 hours of clinical externship. The curriculum is designed to provide qualified individuals an opportunity to acquire the knowledge, attitudes and skills which will enable them to become proficient and competent Sterile Processing Technician. The theoretical portion has 120 hours of didactic and skills lab, where the students' knowledge and skills are developed in the following areas medical terminology, anatomy & physiology, microbiology, infection control & prevention, government regulations & standards, instrument identification, decontamination & cleaning, sterilization, packaging & storage, inventory management, quality assurance, and safety. In the clinical externship that consists of a minimum of 200 hours in a hospital, ambulatory surgery or other health care facility the students can perfect the skills.

Policy Title: Program Cancellation Policy

International School of Nursing Policy # 107

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To establish the policy of cancellation of any course, program or classes as a result of insufficient enrollment and attendance.

Scope:

This Policy applies to all students

Responsible Party:

Administrator, Program Director, Instructors

POLICY

International School of Nursing reserves the right to cancel any course/classes for which the enrollment and attendance is not sufficient to warrant continuation, and to change class hours or days as necessity demands.

PROCEDURE

If a class is cancelled, the student shall be entitled to either: (1) a guaranteed reservation in the next scheduled class for that program or (2) cancellation of enrollment for that class with a full refund. (3) Students will receive adequate notice prior to any program cancellation.

Policy Title: Non-Discrimination and Anti-Harassment Policy

International School of Nursing Policy #108

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

This Policy describes the School's commitment to provide a working and learning environment that is free of unlawful discrimination and harassment and how the School will address such allegations.

Scope:

This Policy applies to all school employees, students, contractors, vendors, customer, or visitor to the School and anyone participating in a School sponsored activity

Responsible Party:

Administrator, Program Director

POLICY

International School of Nursing is committed to maintaining a working and learning environment that is free of unlawful discrimination and harassment and in which every employee, student, contractor, vendor, customer, and visitor is treated with dignity and respect. The School prohibits to the extent permitted by applicable law, discrimination and harassment against an individual on the basis of that person's race, color, religion, gender, age, sexual orientation, national origin, physical or mental disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law.

I. Definitions

- A. **Protected Class:** is a characteristic of a person which cannot be targeted for discrimination. The following characteristics are considered "Protected Classes" by Federal law: race, color, religion, gender, age, sexual orientation, national origin, physical or mental disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law .
- B. **Discrimination:** is treatment or consideration of, or making a distinction in favor of or against, a person or thing based on the group, class, or category to which that person or thing is perceived to belong to rather than on individual merit.

- C. **Harassment:** the act of systematic and/or continued unwanted and annoying actions of one party or a group, including threats and demands. The purposes may vary, including racial prejudice, personal malice, an attempt to force someone to quit a job or grant sexual favors, apply illegal pressure to collect a bill, or merely gain sadistic pleasure from making someone fearful or anxious. Harassing conduct may be verbal, written, visual or physical in nature.
- D. **Sexual Harassment:** Sexual Harassment is bullying or coercion of a sexual nature, or the unwelcome or inappropriate promise of rewards in exchange for sexual favors. Sexual harassment is unwelcome sexual advances or behavior which affects employment decisions, makes the job or academic environment offensive or hostile, or unreasonably interferes with work performance or participation in a School program or activity.

II. Reporting Responsibilities

A. Management Responsibilities

Members of the School Community who (a) supervise other employees or students, contractors or vendors; (b) teach or advise students; or (c) have management authority related to a School sponsored program or activity must:

- 1) Engage in appropriate measures to prevent violations of this Policy; and
- 2) Promptly notify the Administrator after being informed of or having a reasonable basis to suspect that there has been discrimination against, harassment of, or retaliation against a member of the School community; or
- 3) Promptly notify the Program Director or instructor, if the alleged policy violator or the person who is the subject of the conduct is a student.

B. Individual Responsibilities

1. All members of the School Community are responsible for participating in creating a campus environment free from prohibited discrimination and harassment and for following this policy.
2. All Members of the School Community are expected to treat each other with courtesy, consideration and professionalism
3. Individuals who observe or are otherwise aware of discrimination, harassment or other inappropriate conduct that could be in violation of this Policy should report such conduct in accordance with this Policy.
4. Members of the School Community are expected to cooperate with the School in any investigation of allegations under this Policy.
5. Individuals who engage in personal social networking or other off duty activities could violate this Policy if such conduct creates or contributes to an intimidating, hostile or offensive work or campus environment.

PROCEDURE

A. Investigating a Complaint

1. Complaints of discrimination or harassment should be brought to Administrator, Program Director or Instructor and this will initiate an investigation for all complaints of discrimination and harassment, in a manner it deems appropriate, based on the information available. Once an allegation is brought to the School's attention, the School will evaluate the need to investigate and take action, even if the complainant may not want to commence an investigation.

2. During an investigation, the School will take appropriate measures to ensure that any alleged discrimination or harassment does not reoccur.
3. The Administrator has the discretion to engage an outside investigator to conduct the investigation, depending on the circumstances giving rise to the investigation.
4. The parties to the complaint will each have an opportunity to be heard during the investigation, and to provide witnesses and other evidence to the investigator. The parties to the complaint will also be informed of the status of the investigation as deemed appropriate.
5. The School will use its best efforts to complete the investigation within fifteen (15) days of the report of discrimination or harassment. Depending on the circumstances and nature of the complaint, extensions of time may be necessary to complete a thorough investigation. If additional time is needed, the School will notify the parties to the complaint of the extension.

B. Investigation Findings

1. The findings of the investigation will be communicated to the parties to the complaint.
2. If based on the investigation the School determines that a violation of the Policy has occurred, the School will take action commensurate with the conduct to ensure that any discrimination, harassment or inappropriate behavior (if any) does not reoccur. The nature of the action and its implementation will depend upon the particular facts and circumstances. Corrective action may include a range of disciplinary measures up to and including immediate termination.
3. If corrective action involves disciplinary action, appropriate disciplinary procedures will be followed. Sanctions imposed may be appealed through the appropriate appeals process depending on the status of the alleged policy violator.

Policy Title: Smoking Policy

International School of Nursing Policy # 109

Effective Date: January 1, 2017

Revised: December 19, 2016

Purpose:

The purpose of the Smoking Policy is to limit the potential exposure of faculty, staff, students and visitors to the effects of second hand smoke and reduce the risk of fire on campus

Scope:

This Policy applies to all students and employees

Responsible Party:

Administrator , Program Director, Instructors, Office staff

POLICY

This policy helps International School of Nursing create and maintain 100% tobacco-free campuses. This Initiative takes an important step toward raising awareness about secondhand smoke and reinforcing messages of tobacco prevention.

PROCEDURE

- Prohibition against tobacco and e-cigarette use at all times by students, all school staff, parents, and visitors on school property, in school vehicles, and at school sponsored functions on or away from school property.
- Prohibition against tobacco and e-cigarette advertising in school buildings, at school functions, and in school publications. This includes clothing worn to school or at sponsored activities.
- Procedure for enforcing policy. There must be a written procedure for the steps to be taken when policy violations occur. Procedure should outline steps to be followed for students, staff, and visitors, along with the procedure for first-time offense, second-time offense, and multiple offenses.
- Written procedure for communicating the policy to students, all school staff, parents and families, visitors, and the community (A good communication plan that is widely disseminated supports compliance to the policy.)

Policy Title: Alcohol/ Drug Free Policy

International School of Nursing Policy # 110

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

Substances that can impair function and compromise the safety of students and staff must not be allowed on school property or at school-sponsored events. It is prohibited for students to purchase, possess, and utilize such substances.

Scope:

This Policy applies to all students and Faculty staff and employees

Responsible Party:

Administrator, Program Director, Instructors

POLICY

The School prohibits the unlawful manufacture, distribution, dispensation, sale, possession or use of any drug or alcohol by any of its students, employees in its workplace, on its premises or as part of any of its activities. The misuse of alcohol and other drugs by students or staff is a behavior that compromises health and well-being, safe and positive learning environments, and academic achievement.

PROCEDURE

International School of Nursing 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 school employees of illegal, controlled substances or alcohol in all buildings, facilities and service areas of the School 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. This violation constitutes grounds for dismissal from the program.

Policy: Advertisement Policy

International School of Nursing Policy # 111

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

This policy is established by International School of Nursing to manage regulate advertising on its website and other print media. This also includes School's acceptance of advertisements and how advertisements are displayed on and removed from School sites.

Scope:

This Policy applies to all school employees, students, contractors, vendors, customer, or visitor to the School and Advertising company.

Responsible Party:

Administrator and Program Directors

POLICY

To promote the greatest consistency of image for the School, avoid false or misleading claims or advertisements regarding training provided, courses, programs etc. , and provide safeguard for advertising using the school's name.

PROCEDURE

Advertisements are reviewed to meet the requirement of the California Department of Public Health and Bureau of Private Post Secondary Education

The Program Director and Administrator approve the advertisement before publication.

SECTION II

ACADEMIC AFFAIRS

Policy Title: Admission Policy

International School of Nursing Policy #200

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

This Policy describes the School's requirements and procedures for the students eligible to enroll in any course or program where he or she meets established criteria.

Scope:

Applies to all students.

Responsible Party:

Administrator, Program Director, Instructors, office clerks and students

POLICY

To establish the policy of the eligibility and requirements of the perspective students to enroll in any course or program where he or she meets established criteria.

PROCEDURE

1. The student is required to meet with the School Administrator or Program Director prior to admission to plan a course of study that meets the students educational and career goals.
2. Interview with an admission representative.
3. Have documentation verifying they are a high school graduate or equivalent. An international high school diploma or other international degree (if applicable) must be evaluated by an educational evaluation agency approved by the Department of Education. International School of Nursing accepts ability-to-benefit students.

The following are the approved US Department of Education ATB exams which are accepted and the passing score needed to be accepted into International School of Nursing:

- Wonderlic Basic Skills Test (WBST) Verbal Forms VS-1 & VS-2; Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492
Passing Scores Verbal 200, Quantitative 210
- Spanish Wonderlic Basic Skills Test (Spanish WBST) Verbal Forms VS-1 & VS-2 Quantitative Forms QS-1 & QS-2 (Online & Paper and Pencil Versions) Publisher: Wonderlic, Inc., 400 Lakeview Parkway, Suite 200 Vernon Hills, IL 60061 Tel. (847) 247-2544 Fax (847) 680-9492
Passing scores: Verbal 200, Quantitative 210
- Combined English Language Skills Assessment (CELSA) Forms 1 and 2 Publisher: Association of Classroom Teacher Testers (ACTT) 1187 Coast Village Road, Suite 1 #378, Montecito, CA 93108 Tel. (805) 965-5704 Fax (805) 965-5807
Passing Scores: Form 1 – 97, Form 2 – 97

- ACCUPLACER (Reading Comprehension, Sentence Skills, and Arithmetic) Publisher: The College Board, 250 Vesey Street, New York, New York 10281 Tel. (800) 607-5223 Fax (212) 253-4061
Passing Scores: Reading Comprehension – 55, Sentence Skills – 60, Arithmetic – 34.

At International School of Nursing, the ATB exam is independently administered by an approved tester through the Association of Classroom Teacher Testers (ACTT) (3rd bullet above)

4. Receive an application packet, School Catalog and a list of admission requirements, CDPH 283-B for Nursing Assistant and Home Health Aide
5. Submit all completed documentation as listed on the admission requirements
6. Pay non-refundable registration fee
7. Attend orientation prior to the start of program
8. Once enrolled, students are expected to participate in classes diligently, complete assignments and maintain progress toward their career goal as a Nurse Assistant, Home Health Aide or Sterile Processing Technician.

ADMISSION REQUIREMENTS

- Must be at least 17 years old
- Must have a high school diploma or GED, if none, must pass ATB (Ability To Benefit) test, before enrolment.
- Must pass a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Must be able to read and understand English
- Must possess a valid ID and Social Security Number
- Must pass the fingerprinting and criminal background screening.

Additional Entrance Requirements for Nurse Assistant Program

In order to be accepted to the Nurse Assistant Program, applicant must:

- Meet the health requirement- a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Pass entrance exam
- Attend an orientation course.

Additional Entrance Requirements for Home Health Aide Program

- Must have completed a 150 Hour Nurse Aide Training Program and already possess CDPH Nursing Assistant Certificate to enroll.
- Students with Nursing Assistant Certificate of Completion may enroll but they will not be issued a Home Health Aide Certificate from the State until they have been issued a CNA Certificate from the Registry.
- Meet the health requirement- a physical exam performed by your physician including PPD result. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical

Additional Entrance Requirements for Sterile Processing Technician Program

- Must pass a physical exam performed by your physician including PPD result, immunizations for MMR and Hepatitis B. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Students without or inactive immunizations must be given MMR and Hepatitis B vaccines. Physical exam, PPD and chest x-ray must be no longer than 60 days prior to attending clinical
- Pass entrance exam
- Attend an orientation course.

Policy Title: Live Scan

International School of Nursing Policy # 201

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

Securing a criminal background check prior to enrollment, licensure, or certification provides the School an important resource, which aids in the evaluation of the applicant.

Scope:

This applies to all students

Responsible Party:

The office clerk is responsible for collecting the application and Live Scan fingerprinting form from the student upon enrollment.

POLICY:

All students must fill out the registration form and Live Scan fingerprinting upon enrollment. The school shall submit students' CDPH 283-B, Transmittal 283i and Livescan (Form BCII 8016) to the California Department of Public Health upon completion of the class orientation.

Before registering for a Nursing Assistant/Home Health Aide training program, students should be aware of the Disqualifying Penal Code Sections (ATC-98-4) that result in automatic denial of their potential certification

PROCEDURE:

1. When a student enrolls in the school, the office clerk is the person who enrolls them. The office clerk must make sure that the student fills out the CDPH 283-B form in its entirety and the enrollment agreement form. The Office clerk will also make sure that the student turns in a completed Live Scan fingerprinting form or the student may also turn in the Live Scan fingerprinting form at the orientation which takes place the day before the start of the class.
2. Students should be aware of the Disqualifying Penal Code Sections (ATC-98-4) which is given to the students upon enrollment.
3. The school shall then submit the CDPH 283B, CDPH 283I form (Transmittal form) and proof of Live Scan fingerprinting of the students to the Department of Public Health, Licensing and Certification Program upon completion of the class orientation.
4. Students who have been convicted by any court of a crime, other than a minor traffic violation, must supply the following information to International School of Nursing:
 - a. Date and nature of the incident, conduct or crime
 - b. Disposition of the case (provide court papers)
 - c. Current status
 - d. Any rehabilitation evidence, including character references
 - e. Letters of Recommendation (if applicable)
5. California Department of Public Health will evaluate CNA applicants with criminal convictions for **any offence** and either grants or denies criminal record clearance by reviewing evidence of good character and rehabilitation provided by applicants or information gathered by CDPH in relation to criteria outlined in Health and Safety Code Section 1337.9(c).
6. 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/clinical nursing facilities until CDPH 283B and fingerprints through Live Scan method have been submitted to the Department of Public Health, Licensing and Certification Program.
7. Because the applications for certification can be denied in the pre-screening process, International School of Nursing adheres to the Department of Public Health 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.

Policy Title: Health Check Policy

International School of Nursing Policy # 202

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To determine the general health status of all students and to evaluate other health concerns of the students that would create a hazard to themselves or others.

Scope:

This Policy applies to all school students

Responsible Party:

Program Director, Instructors, Office Clerks

POLICY

Students enrolled in all programs must be free from communicable diseases, psychological disorder, and other conditions that would present a threat to, or negatively impact the well being of faculty, students or patients, or would prevent the successful performance of the responsibilities and tasks required in the education and training programs of International School of Nursing. 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.

PROCEDURE

1. International School of Nursing requires each enrollee to submit a medical certificate from a physician or nurse practitioner stating the following: (a) Ability to meet the physical and mental requirements of the job and (b) must have a negative result on the Tuberculosis Screening Test or a negative chest x-ray if the Tuberculosis Screening result is positive
2. The student must also fill out the Physical Examination Form and Student Health Questionnaire honestly. Physical Examination including TB Test and Chest X-ray should be current and only valid within 60 days before attending clinical training.
3. Sterile Processing Technician must pass a physical exam performed by a physician or nurse practitioner including PPD result, immunizations for MMR and Hepatitis B. Students with positive PPD should submit a copy of a chest x-ray result to the school indicating that the student does not have active tuberculosis. Students without or inactive immunizations must be given MMR and Hepatitis B vaccines
4. Students accepted in the NA/HHA/SPT 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 School. These requirements are mandated by the affiliating facilities in order to protect patients/residents, students, visitors and staff of the facility.
5. A pregnant or postpartum student may continue in, or return to the program at the discretion of the program director 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.
6. Any student requiring special assistance for physical or other disability when taking the State Certification Examination must contact the School Administrator of International School of Nursing and the Department of Public Health, to make his or her needs known in writing prior to completion of the course.

Policy Title: Student Ratio Policy

International School of Nursing Policy # 203

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose

To provide the benefit of individual attention of the students from the instructors and to comply with the California Department of Public Health Regulation.

Scope:

This procedure applies to all students

Responsible Party:

Faculty Members and members of the office staff

POLICY

To establish limit of students ratio per class to comply with the California Department of Public Health Regulation of students.

PROCEDURE

The school can only accept up to fifteen (15) students per CNA Pre-certification and Home Health Aide class. While the classroom (theoretical) portion can exceed this maximum, the school will comply with State regulations in maintaining the student to instructor ratio for the clinical training.

Policy Title: Attendance and Absenteeism

International School of Nursing Policy # 204

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose: To describe the steps Instructors must make in order to ensure that all Attendance is accounted for. All missed days are made up according to the California Department of Health regulations.

Scope: This procedure applies to all students

Responsible Party:

1. The Instructor is responsible for documenting the students attendance and ensuring students will make up missed time. The Instructor is responsible for scheduling with the student to do the makeup time according to the California Department of Public Health regulations.(APPENDIX 5)
 2. Successful completion of International School of Nursing 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. Students who are unable to attend the theoretical portion of the training must notify the school of their absence an hour before the start of the class by calling the Administrator at (707) 557-7173.
-

POLICY

Regular school attendance is a necessary part of the learning process and the means to graduation with a good education. Absenteeism, especially tardiness, is a behavior that is highly associated with dropping out of school. Regular attendance is essential for success in school

PROCEDURE

- 1 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 school at least one hour prior to the absence occurring or he or she will be recorded as **"ABSENT"**
- 2 Absence of more than one classroom day and one clinical day may require the student to repeat the entire course if the student fails to make arrangements for make-up with the Instructor.
- 3 Supervised make-up will be provided by the instructor for only one excused absence (up to 8 hours) of a theory and clinical day. Emergency absences may also require additional official documentation. Additional absences will result in being dropped from the program.
- 4 More than 2 day of 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.
- 5 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.
- 6 The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the Instructor and/or Administrator will be implemented after a second occurrence, at which time, a decision shall be made by the Instructor to either retain or dismiss the student from the program. The decision will be made based on overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal

Policy Title: Make-up Policy

International School of Nursing Policy # 205

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To allow students to attend a missed lesson at a later date.

Scope:

This applies to the students who are unable to attend the class due to a reasonable excuse.

Responsible Party:

The Instructor is responsible for documenting the students attendance during the make-up lesson.

POLICY

- 1 Students who are unable to attend the theoretical portion of the training must notify the school of their absence an hour before the start of the class by calling the instructor or the administrator at (707) 557-7173.
- 2 Arrangements must be made with the Instructor for make-up time on the day following the absence. The topics being covered in class on the day of absence will be identified and delivered on the make-up day and the instructor will document that on the Make-Up Documentation Form (*Appendix 4*)
- 3 All makeup (theory and clinical) must be hour for hour with the instructor present. This can be done with another ongoing class like morning, evening or weekend class. If no classes available, this should be done on one on one basis.
- 4 Notice must also be given for inability to attend the clinical portion of the training by calling the clinical instructor an hour prior to the start of the training. Arrangements must be made with the instructor for makeup time on the day following the clinical absence
- 5 Arrangements must be made with the instructor for makeup time on the day following the absence.

PROCEDURE

1. Instructors are responsible for documenting students attendance. The Instructor will document students attendance on the proper attendance form. One for the theory portion of the class and one for the clinical portion.
2. If students are Tardy or Absent , instructors will schedule time to be made up
All makeup must be hour for hour with the instructor present. Topics covered during the absence must be covered during the makeup day. With the approval from the RN Program Director, the instructor will set aside 1 day prior to going to the clinical portion of the class. This day would be for makeup class for a student who missed a theory day which included topics required to meet the regulations in Title 22 before going to the clinical portion of the class. If the student missed two (2) or more days of theory, the student will need to wait for the next class to make up those topics missed and will have to finish out the program including clinical portion with the next class.
3. If students are absent in the clinical setting, they must makeup hours in the clinical setting with instructor present. This can be done with another ongoing class like the morning class or the evening class. If there are not any ongoing classes, the instructor will do the makeup on a one on one basis.
4. Make up procedure for students who are absent also applies to students who are suspended.

Policy Title: Leave of absence

International School of Nursing Policy # 206

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To list the steps students would need to take in order to take a leave of absence.

Scope:

Students must complete the required form for requesting a Leave of Absence

Responsible Party:

Program Directors, Instructors, Custodian of Records

POLICY

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.

PROCEDURE

1. the student must meet with the instructor and the program 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 and fill out leave of absence form. The leave of absence form can be obtained in the school's administration office. (*APPENIX 6*)
2. The student must indicate the reason for the leave of absence, the date starting the leave of absence and acknowledging the student must return within 6 months. The student must sign the form as well as a school official. A school official can be the Administrator, Program Director, Instructor or office clerk.
3. The decision is made by the school administrator/designee, Instructor, and the Program Director. If a LOA is granted, the student will receive a grade of "L". The student may return to the School (if all the original conditions of enrollment are met) without re-registering within 6 months of the first day of the LOA.
4. The student can return to school after a leave of absence as long as it is within 6 months. The student will join the current class where the student left off their previous class.

To list the steps the office clerk will take to ensure students will submit the proper documentation upon enrollment. To list the steps the office clerk will take to ensure that an application cdph283b will be submitted to the California Department of Public Health.

Policy Title: Drop Out and Withdrawal Policy

International School of Nursing Policy # 207

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To emphasize the importance of a Program Certification and to encourage students to take the Board Certification Examination.

Scope:

This Policy applies to all students

Responsible Party:

Administrator, Program Director, Instructors

POLICY

International School of Nursing 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 the School. 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.

PROCEDURE

- 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. Grades of "W" are not calculated in the overall cumulative grade point average.
- In order to qualify for a pro-rated tuition refund, a student must officially submit a written notification of their intention to withdraw/drop-out from the instruction/training. The letter shall be mailed or hand

delivered to the Administrator at the following addresses: International School of Nursing 1330 Springs Road Vallejo, CA 94591.

- A student has a right to a full refund of the tuition fee if the student cancels on or before the first day of instruction, or the seventh day after enrollment, whichever is later. The student may be eligible for a pro-rated refund after instruction has begun if the student has completed 60% or less of the course less the registration fee, cost of the book(s) and uniform. The refund is to be paid within 30 days after the drop-out date.
- A withdrawal by the student may be effectuated by the student's written notice or by the student's conduct, including, but not limited to, a student's lack of attendance.

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement for a course of instruction, without any penalty or obligations, **through attendance at the first class session, or the seventh day after enrollment, whichever is later.** A student may not cancel by telephoning the school or by not attending the class. After the end of the cancellation period, the student also has the right to stop school at any time; and has the right to receive a pro rata refund if the student has completed 60 percent or less of the program, less the registration fee, cost of the book and uniform. The refund is to be paid within 30 days after the cancellation date. Cancellation must be made in writing, addressed to the Administrator and delivered via U.S. Postal Service or hand delivered to the following address:

International School of Nursing
1330 Springs Road, Vallejo, CA 94591

POLICY TITLE: ACADEMIC PROBATION AND DISMISSAL

International School of Nursing Policy # 208

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose

To establish criteria by which a student may be placed on a academic probation or may be dismissed from the School

Scope:

Applies to all students enrolled at the School

Responsible Party:

Administrator, Program Director, Instructor, Custodian of Records

POLICY

The following constitute grounds for dismissal from the training:

1. An absence for the first (two) 2 days of the Nursing Assistant course will result in immediate dismissal from the program.
2. 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. Failure to make up for the excused absence.
4. Repeated tardiness and absence from class without prior notification of Instructor, Administrator or Program director.
5. Disruptive behavior which includes, but is not limited to, use of foul language, insubordination to instructors, failure to comply with the rules and regulations of the school and the clinical site, possession of unprescribed drugs, intoxication and sleeping in class.
6. Failure to report to clinical training in appropriate uniform after receiving prior warning.

7. 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 Home Health Aide, 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.
8. The first occurrence of absenteeism or tardiness will be noted in the student's file. Formal counseling by the Instructor and/or Administrator will be implemented after a second occurrence, at which time, a decision shall be made by the Instructor to either retain or dismiss the student from the program. The decision will be made based on overall performance in the class, and reason for absence/tardiness. A third occurrence will automatically result in dismissal.

PROCEDURE

1. The first occurrence of absenteeism or tardiness will be noted in the student's file.
2. Formal counseling by the Instructor and/or Administrator will be implemented after a second occurrence, at which time, a decision shall be made by the Instructor to either retain or dismiss the student from the program.
3. The decision will be made based on overall performance in the class, and reason for absence/tardiness.
4. A third occurrence will automatically result in dismissal.

A student has a right to a full refund of the tuition fee if he/she is dismissed before the first day of instruction, or the seventh day after enrollment, whichever is later. If a student is dismissed for cause after instruction has started, the student will receive a refund, prorated from the last date of attendance, if the student has attended 60% or less of the program, less registration fee, cost of the book(s) and uniform. The refund is to be paid within 30 days after the dismissal date.

POLICY TITLE: GRADING POLICY

International School of Nursing Policy # 209

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

The purpose of our grading system is to appropriately and consistently measure and communicate an individual student's level of mastery of defined learning objectives.

Scope:

This Policy applies to all students

Responsible Party:

Program Director, Instructors

POLICY

Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy. Students will be evaluated by the clinical instructor on the following areas: Application of theory principles within the clinical setting, knowledge and proper execution of skills and procedures, ability to meet all standards set forth by the Department of Health.

PROCEDURE

- Students are expected to complete and submit work on time
- All students must participate in all class and clinical sessions.

- Maintain minimum overall 80% grade in theory. Students will not be allowed to progress to clinical if overall theory grade percentage is less than 80%.
- Students are required to take all scheduled theory tests and quizzes. Make-up exams will be allowed for special conditions with format and scheduling at the discretion of the course instructor.
- 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.
- Satisfactorily complete required clinical hours and skills and successfully pass all clinical skills.
- Nursing Assistant students must score a cumulative average of 80% in all quizzes and written examinations outlined in sixteen (16) modules of the Nurse Assistant Certification Training Program Individual Student Record (CDPH 276-C). 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, using the criteria outlined in the Nurse Assistant Training Program Skills Checklist (CDPH 276-A). The student must be performing at a satisfactory level in the clinical setting.
- Home Health Aide and Sterile Processing Technician students must score a cumulative average of 80% in all quizzes and written examinations and must perform satisfactory level in all clinical settings.
- 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.
- If, at any point, the International School of Nursing staff determines that it is mathematically impossible for the student to meet the minimum requirements, the student will be dismissed from the School. The institution reserves the right to place students on or remove them from academic monitoring based on their academic performance.
- Notification of academic dismissal is made in writing. The Student Code of Conduct policy section describes other circumstances that could lead to student dismissal for non-academic reasons. Satisfactory Academic Progress is reviewed at the end of each course or module. A dismissed student may receive a tuition refund in accordance with the School's refund policy.

Policy Title: Clinical Training and Externship Policy

International School of Nursing Policy # 210

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

The purpose of clinical training or externship is to enhance and add relevance to theoretical knowledge through which students develop the essential core competencies of critical thinking, communication, assessment, and

technical skills and deliver and manage comprehensive, outcomes-based patient care along the health-illness continuum in collaboration with other health professionals.

Scope:

This Policy applies to all students

Responsible Party:

Program Director, Instructors

POLICY

Students may be required to take practical training courses in the form of clinical or externship depending on the course in which they are enrolled. This training is accomplished at off-campus locations. For available clinical and externships, refer to each individual program section of this catalog. Students are responsible for transportation to and from any clinical or externship site.

PROCEDURE

- All students must maintain satisfactory academic progress in order to be eligible to proceed into clinical or externship coursework.
- A student on warning or probation status at the time of completion of on campus academics will be required to obtain approval from the program director prior to proceeding to the clinical/externship course. The request for approval must be made in writing and include a detailed explanation of the extenuating circumstances that resulted in the satisfactory academic progress violation. The request must also contain the steps the student has taken to resolve the conflicts that were interfering with the pursuit of his/her educational goals. Finally, the request must include the proposed clinical/ externship site location the student is pursuing.
- Agencies and institutions that accept International School of Nursing students for clinical or externship placements, as well as potential employers, may conduct a criminal and/or personal background check. Students with criminal records that include felonies or misdemeanors (including those that are drug-related) or personal background issues such as bankruptcy might not be accepted by these agencies for externship or employment placement following completion of the program. If a facility refuses to accept a student in a clinical rotation it may be grounds for dismissal if an alternative facility offering the required experience is unavailable. Some agencies and employers may require candidates to submit to a drug test.
- Hours for clinical/externships vary according to the schedule of the preceptor. Students are not guaranteed a location or shift. All placements are subject to availability of facilities and preceptors. Students must accept the first offer of placement to them by the School. Student's refusal of clinical/externship placement shall understand that the School has met their obligation. The School will attempt to find another placement for the students in extenuating circumstances, but does not guarantee a second clinical/externship or the timeliness of a second placement. Student refusal will ultimately cause a delay in on-time graduation which could lead to dismissal from the program.

Policy Title: Student Records Policy

International School of Nursing Policy # 211

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To establish the duty of the instructors for completion of the Student's record in order to maintain current information on past and present students and to help the staff manage schools as well as produce necessary reports.

Scope:

This Policy applies to all students

Responsible Party:

Program Director, Instructors, Custodian of Records

POLICY

Student Record is an official document that lists all the approved courses or programs, a student has been enrolled in with the marks the student has received, and the credits that were earned. Student Records are frequently requested by graduates or current students who are applying for Colleges, Universities, scholarships and some jobs.

PROCEDURE

Instructors are responsible to record and complete Quizzes, Examinations, Attendance of all the students.

1. Nursing Assistant Instructors are responsible for completing the following student's records:
 - a. Student Theory Attendance
 - b. Student Skills Lab Attendance
 - c. Student Clinical Attendance
 - d. State Theory Checklist (CDPH276C)
 - e. State Skills Checklist (CDPH276A)
 - f. Skills Lab Evaluation
 - g. Student Skills Orientation Checklist
2. Home Health Aide Instructors are responsible to completing the following student's records:
 - a. Theory Evaluation
 - b. Basic Competency skills Evaluation
 - c. Clinical Evaluation
3. Sterile Processing Technician Instructors are responsible to completing the following student's records:
 - a. Quizzes and Exams
 - b. Clinical Training Record
4. Student Records are kept in the Administration office of the school in locked cabinets. The instructor may keep the Attendance sheets with them during class but should turn them into the office clerk once that particular part of the program is finished. The office clerk should then file them into the student's files.
5. The Theory Checklist (CDPH276-C), State Skills Checklist(CDPH276-A) and CNA/HHA Continuing Education (CDPH 283-A) should be kept in the student's files locked in the file cabinet in the Administration office of the school at all times. The instructor shall keep their notation of the student's progress so that they can transfer that information onto the proper forms (CDPH276-C and CDPH276-A) on a weekly basis. Skills Orientation Checklist form is to be signed by the student and instructor upon orientation to the facility.
6. Student Records are kept for 5 years from the date of enrollment. Master Records of each class are saved.

Policy Title: Transcript of Records

International School of Nursing Policy # 212

Effective Date: January 1, 2017

Revised: December 19, 2016

Purpose:

To establish a policy for an official list of all the courses that students have completed, including information about the number of credits and the grades.

Scope:

This Policy applies to all students

Responsible Party:

Program Director, Instructors, Custodian of Records

POLICY

At International School of Nursing, a transcript is a copy of a student's permanent academic record, which usually means all courses taken, all grades received, all honors received and certificate conferred to a student from the first day of school to the current school year

PROCEDURE

- Educational records shall be maintained by the Custodian of Records.
- The files shall be stored in locked filing cabinets and a locked room in the school site.
- Student records will be maintained by the school for five (5) years from the student's date of completion or withdrawal
- Request for release of information by the student or from outside agencies must be made in writing with the student's signature
- The transcript of records of students will be kept permanently.

Policy Title: Credit and Transferability of Credits Policy

International School of Nursing Policy # 213

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To establish a policy for the credits earned from other institution and the transferability of credits earned at International School of Nursing.

Scope:

This Policy applies to all students

Responsible Party:

Program Director, Instructors

POLICY

International School of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests. The transferability of credits earned at International School of Nursing is at the complete discretion of an institution to which the student may seek to transfer.

PROCEDURE

- The school does not have any agreements between the institution and any other colleges, universities and other schools that provide for transfer of credits earned in the program of instruction.
- Acceptance of the certificate in Nursing Assistant, Home Health Aide and Sterile Processing Technician you earn in the International School of Nursing Program is also at the complete discretion of the institution to which the student may seek to transfer.
- If the certificate in Nursing Assistant, Home Health Aide and Sterile Processing Technician that you earn at this institution 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 institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending International School of Nursing to determine if your certificate in Nursing Assistant, Home Health Aide and Sterile Processing Technician will transfer.

SECTION III **STUDENTS AFFAIRS**

Policy Title: Non-Discrimination and Anti-Harassment Policy

International School of Nursing Policy #301

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

This Policy describes the School's commitment to provide a working and learning environment that is free of unlawful discrimination and harassment and how the School will address such allegations.

Scope:

This Policy applies to all school employees, students, contractors, vendors, customer, or visitor to the School and anyone participating in a School sponsored activity

Responsible Party:

Administrator, Program Director

POLICY

International School of Nursing is committed to maintaining a working and learning environment that is free of unlawful discrimination and harassment and in which every employee, student, contractor, vendor, customer, and visitor is treated with dignity and respect. The School prohibits to the extent permitted by applicable law, discrimination and harassment against an individual on the basis of that person's race, color, religion, gender, age, sexual orientation, national origin, physical or mental disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law.

I. Definitions

- A. **Protected Class:** The following characteristics are considered "Protected Classes" and, to the extent permitted by applicable law, individuals cannot be discriminated against based on these characteristics: race, color, religion, gender, age, sexual orientation, national origin, physical or mental disability, veteran status, genetic information, or any other status protected under applicable federal, state, or local law .
- B. **Discrimination:** Discrimination occurs when an individual or group of individuals is treated adversely based on the individual's or group's protected class.
- C. **Harassment:** Harassment is a form of discrimination. Harassment consists of unwelcome behavior that is based upon a person's protected class. Harassment includes conduct that demeans or shows hostility or aversion toward an individual because of his or her

protected class and is sufficiently severe or pervasive to create an intimidating, hostile or offensive environment for academic pursuits, employment, or participation in School sponsored activities. Harassing conduct may be verbal, written, visual or physical in nature.

- D. **Sexual Harassment:** Sexual Harassment is a form of sex discrimination. Sexual harassment is unwelcome sexual advances or behavior which affects employment decisions, makes the job or academic environment offensive or hostile, or unreasonably interferes with work performance or participation in a School program or activity.

II. Reporting Responsibilities

A. Management Responsibilities

Members of the School Community who (a) supervise other employees or students, contractors or vendors; (b) teach or advise students; or (c) have management authority related to a School sponsored program or activity must:

- 1) Engage in appropriate measures to prevent violations of this Policy; and
- 2) Promptly notify the Administrator after being informed of or having a reasonable basis to suspect that there has been discrimination against, harassment of, or retaliation against a member of the School community; or
- 3) Promptly notify the Program Director or instructor, if the alleged policy violator or the person who is the subject of the conduct is a student.

B. Individual Responsibilities

1. All members of the School Community are responsible for participating in creating a campus environment free from prohibited discrimination and harassment and for following this policy.
2. All Members of the School Community are expected to treat each other with courtesy, consideration and professionalism
3. Individuals who observe or are otherwise aware of discrimination, harassment or other inappropriate conduct that could be in violation of this Policy should report such conduct in accordance with this Policy.
4. Members of the School Community are expected to cooperate with the University in any investigation of allegations under this Policy.
5. Individuals who engage in personal social networking or other off duty activities could violate this Policy if such conduct creates or contributes to an intimidating, hostile or offensive work or campus environment.

PROCEDURE

A. Investigating a Complaint

1. Complaints of discrimination or harassment should be brought to Administrator, Program Director or Instructor and this will initiate an investigation for all complaints of discrimination and harassment, in a manner it deems appropriate, based on the information available. Once an allegation is brought to the School's attention, the School will evaluate the need to investigate and take action, even if the complainant may not want to commence an investigation.
2. During an investigation, the School will take appropriate measures to ensure that any alleged discrimination or harassment does not reoccur.
3. The Administrator has the discretion to engage an outside investigator to conduct the investigation, depending on the circumstances giving rise to the investigation.
4. The parties to the complaint will each have an opportunity to be heard during the investigation, and to provide witnesses and other evidence to the investigator. The

parties to the complaint will also be informed of the status of the investigation as deemed appropriate.

5. The School will use its best efforts to complete the investigation within fifteen (15) days of the report of discrimination or harassment. Depending on the circumstances and nature of the complaint, extensions of time may be necessary to complete a thorough investigation. If additional time is needed, the School will notify the parties to the complaint of the extension.

B. Investigation Findings

1. The findings of the investigation will be communicated to the parties to the complaint.
2. If based on the investigation the School determines that a violation of the Policy has occurred, the University will take action commensurate with the conduct to ensure that any discrimination, harassment or inappropriate behavior (if any) does not reoccur. The nature of the action and its implementation will depend upon the particular facts and circumstances. Corrective action may include a range of disciplinary measures up to and including immediate termination.
3. If corrective action involves disciplinary action, appropriate disciplinary procedures will be followed. Sanctions imposed may be appealed through the appropriate appeals process depending on the status of the alleged policy violator.

Policy Title: Cellular/Smart Phone Policy

International School of Nursing Policy # 302

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

From an educational perspective, cell phone use during classes or training and in other areas of the school can easily present a disruption to the educational environment on a day-to-day basis.

Scope:

This Policy applies to all students

Responsible Party:

Administrator, Program Director, Instructors

POLICY

International School of Nursing policy allows the possession of telecommunications devices by students on campus during the regular school day. ISN policy also states that the telecommunications device may not be kept on the student's person. This means that the device must be kept in a purse, book bag, etc.; it cannot be kept in the pocket of pants, coats, etc. This policy also applies to iPods, iPads, MP3 players, personal laptop computers, etc.

PROCEDURE

- During the school day (defined as being from the time a student arrives on campus, nursing facility or hospital until class is dismissed for the day), these devices also must be *turned OFF and may NOT* be used by students.

- Cell phones, smart phone, iPods, iPads, Android Tablets, MP3 players, etc. must not be carried in a visible manner or on the student's person, and should be kept out of sight in a purse, book bag, pocketbook, etc. Not only are these devices a potential distraction to the classroom learning environment, but the technology available makes it possible for students to photograph test questions and persons, documents, equipments, etc. in the nursing facility and hospital, text message answers to test questions to other students, browse the world wide web and otherwise compromise the integrity of our teachers' assessments, grading of student learning and the confidentiality and privacy in the nursing facility and hospital.
- There is no reason that a student should need to use a cell phone, smart phone, iPods, iPads, Android Tablets, MP3 players, etc. during the regular school day. In any instance requiring an emergency communication with a student, our school will immediately assist the student, a parent, or other responsible adult with that situation by using a school telephone or instructor's cell phone

Policy Title: Dress Code and Uniform Policy

International School of Nursing Policy # 303

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

This policy is established to adhere to standards of dress and appearance that are compatible with an effective learning environment. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another.

Scope:

This Policy applies to all students

Responsible Party:

Administrator, Program Director, Instructors

POLICY:

It is the expectation of the International School of Nursing 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.

PROCEDURE:

DRESS CODE

- 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.. Nails must be clean, trimmed and moderate length. The use of clear or natural nail polish is acceptable. No artificial nails.
- Hair should be clean and neatly groomed off the collar. No decorative clips, no ribbons, scarves, or bandanas may be worn. Long hair should be pulled back and/or tied with simple barrettes
- 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 REGULATION

Only approved uniform is allowed

- 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.
- Appropriate undergarments must be worn at all times and should not be able to be seen through clothing.
- Name badges are part of the uniform and are to be worn on the left side of the attire
- No jewelry is to be worn with the exception of wedding bands and non-dangling earrings
- White, non-skid shoes and laces are to be kept clean and in good repair at all times
- No gum chewing is allowed while in uniform
- A black or blue ink pen and small notebook or note pad are integral parts of the uniform.

Policy Title: Counseling Policy

International School of Nursing Policy # 304

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To provide a proficient and confidential setting for the psychological, emotional, and developmental support of students as they pursue academic goals and explore personal growth.

Scope:

This Policy applies to all students

Responsible Party:

Administrator, Program Director, Instructors

POLICY:

The policy is intended to enhance the quality of students' experience at the School as to give them the likelihood to achieve academic and personal success.

PROCEDURE:

When problems at International School of Nursing, home or work interfere with academic performance, the student is encouraged to ask for a private conference with his or her Program Director. A student whose problems are beyond the scope of the School will be referred to outside counseling agencies. The school shall provide a list of available community counseling services in the area with their telephone numbers.

Policy Title: Student Grievance and Complaint Policy

International School of Nursing Policy # 305

Effective Date: January 1, 2017

Revised: December 4, 2015

Purpose:

To promote a fair and reasonable resolution of academic and disciplinary issues in the management of the program.

Scope:

This Policy applies to all school students

Responsible Party:

Administrator, Program Directors, Instructors, Custodian of Records

POLICY:

It is the intention of International School of Nursing 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.

A student who has a grievance related to the implementation of any International School of Nursing policy may appeal the decision and ask for an acceptable resolution.

The Grievance/Complaint policy complies with CCR 71810 (b)(14).

PROCEDURE:

1. The aggrieved student must first request a conference with the faculty or staff member concerned. If the student is not satisfied with the outcome of the conference, the student must write a Letter of Grievance. The letter must clearly state the grievance and why the student feels the outcome is not satisfactory.
2. The Instructor must within one (1) week of receipt of the letter of grievance, notify the student of the change in the outcome or refer the grievance to the Program Director.
3. Within one (1) week of referral, the Program Director will notify the student and the faculty or staff member concerned of the time and the place of the conference to explore the situation.
4. The Program Director must make a decision and shall respond to the student in writing within one (1) week following the conference.
5. The student may appeal the Program Director's decision within one (1) week to the Administrator, whose decision will be final.
6. The student can refer complaints, grievance, and questions that cannot be resolved at the school level to: The Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
7. The Custodian of Records or Program Director will be responsible for maintaining and keeping the log book of student grievances.

STUDENT'S WAIVER OF RIGHTS IS VOID

The student's participation in the grievance procedure and the disposition of a student's grievance shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling *Toll-free telephone #: (888) 370-7589* or by completing a complaint form, which can be obtained on the bureau's internet *Web site Address: www.bppe.ca.gov*

24. Please comment on the instructor's strengths.

25. Please describe how the instructor could improve clinical teaching effectiveness.

Evaluated by:

Program Director

Appendix 2

Instructor Evaluation by the Students

Instructor's Name: _____

Date of Evaluation: _____

On a scale of 1 – 5, with 1 being the lowest and 5 being the highest, please rate the following:

1. The instructor displayed knowledge and mastery of the subject
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
2. The instructor was well-prepared.
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
3. The instructor's presentation was organized and clear.
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
4. The instructor stimulated student interest and thought.
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
5. The instructor was responsive to and respectful of students' ideas and questions.
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
6. The instructor did a thorough job in evaluating my work:
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
7. The instructor's presentation was organized and clear.
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
8. The clinical training in the nursing facility improved my competency.
Strongly Disagree 1 2 3 4 5 **Strongly Agree**
9. The workload (reading, course work, exams) for this course was:
Too Heavy 1 **Too Light** 2 **About Right** 3
10. Considering both the limitations and the possibilities of the subject matter and the course,
How would you rate the overall teaching effectiveness of this instructor?
Not At All Effective 1 2 3 4 5 **Extremely Effective**

*The instructors may make use of this feedback in course design and revision.
Thank you.*

Course Evaluation

Student's Name: _____ Date of Evaluation: _____

Course Name: _____ Instructor's Name: _____

1. What is your all evaluation of this course?
 Outstanding Good Fair Poor
2. How would you rate the length of the course?
 Too Long Just About Right Too Short
3. How would you rate the course material?
 Too Difficult About The Right Level Too Easy
4. What did you especially like about the course?

5. What did you dislike about the course?

6. Any other issues (e.g., adherence to regular class schedule, use of class time, etc.).

7. How helpful was the course in preparing you to apply the Six Principles of Care in your work as Certified Nursing Assistant?

	VERY HELPFUL	SOMEWHAT HELPFUL	NOT HELPFUL
Infection Control			
Safety			
Communication			
Privacy			
Dignity			
Independence			

8. How helpful was the course in preparing you to assist residents with the following procedures?

	VERY HELPFUL	SOMEWHAT HELPFUL	NOT HELPFUL
Personal Care			
Vital Signs			
Measurements			
Isolation			
Positioning			
Transfers			
Restorative Care			
Bed Making			

9. After Completing the course, rate your level of confidence in caring for patient
Very Confident 1 2 3 4 5 **Not Confident**

Student's Signature: _____

APPENDIX 3

JOB PERFORMANCE EVALUATION FORM

Name: _____

Evaluation Period: _____

Title: _____ Date: _____

PERFORMANCE PLANNING AND RESULTS

Performance Review

- Use a current job description (job descriptions are available on the Policies and Procedures of International School of Nursing).
- Review the Continuing Education Units (CEU's) of the Faculty members to ensure that the faculty renewed their license as required by the Certification Board.
- Rate the person's level of performance, using the definitions below.
- Review with employee each performance factor used to evaluate his/her work performance.
- Give an overall rating in the space provided, using the definitions below as a guide.

Performance Rating Definitions

The following ratings must be used to ensure commonality of language and consistency on overall ratings: (There should be supporting comments to justify ratings of "Outstanding" "Below Expectations, and "Unsatisfactory")

Outstanding	Performance is consistently superior
Exceeds Expectations	Performance is routinely above job requirements
Meets Expectations	Performance is regularly competent and dependable
Below Expectations	Performance fails to meet job requirements on a frequent basis
Unsatisfactory	Performance is consistently unacceptable

A. PERFORMANCE FACTORS (use job description as basis of this evaluation).

Administration - Measures effectiveness in planning, organizing and efficiently handling activities and eliminating unnecessary activities	Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA
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Knowledge of Work - Consider employee's skill level, knowledge and understanding of all phases of the job and those requiring improved skills and/or experience.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Communication - Measures effectiveness in listening to others, expressing ideas, both orally and in writing and providing relevant and timely information to management, co-workers, subordinates and customers.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Teamwork - Measures how well this individual gets along with fellow employees, respects the rights of other employees and shows a cooperative spirit.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Decision Making/Problem Solving - Measures effectiveness in understanding problems and making timely, practical decisions.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Expense Management - Measures effectiveness in establishing appropriate reporting and control procedures; operating efficiently at lowest cost; staying within established budgets.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Human Resource Management - Measures effectiveness in selecting qualified people; evaluating subordinates' performance; strengths and development needs; providing constructive feedback, and taking appropriate and timely action with marginal or unsatisfactory performers. Also considers efforts to further the university goal of equal employment opportunity.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
Independent Action - Measures effectiveness in time management; initiative and independent action within prescribed limits.	Outstanding	
	Exceeds Expectations	
	Meets Expectations	
	Below Expectations	
	Unsatisfactory	
	NA	

<p>Job Knowledge - Measures effectiveness in keeping knowledgeable of methods, techniques and skills required in own job and related functions; remaining current on new developments affecting S and its work activities.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	
<p>Leadership - Measures effectiveness in accomplishing work assignments through subordinates; establishing challenging goals; delegating and coordinating effectively; promoting innovation and team effort.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	
<p>Managing Change and Improvement - Measures effectiveness in initiating changes, adapting to necessary changes from old methods when they are no longer practical, identifying new methods and generating improvement in facility's performance.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	
<p>Customer Responsiveness - Measures responsiveness and courtesy in dealing with internal staff, external customers and vendors; employee projects a courteous manner.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	
<p>Personal Appearance - Measures neatness and personal hygiene appropriate to position.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	
<p>Dependability - Measures how well employee complies with instructions and performs under unusual circumstances; consider record of attendance and punctuality.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	
<p>Safety - Measures individual's work habits and attitudes as they apply to working safely. Consider their contribution to accident prevention, safety awareness, ability to care for SPSU property and keep workspace safe and tidy.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	
<p>Employee's Responsiveness - Measures responsiveness in completing job tasks in a timely manner.</p>	<p style="text-align: center;"> Outstanding Exceeds Expectations Meets Expectations Below Expectations Unsatisfactory NA </p>	

B. EMPLOYEE STRENGTHS AND ACCOMPLISHMENTS: Include those which are relevant during this evaluation period. This should be related to performance or behavioral aspects you appreciated in their performance.

C. PERFORMANCE AREAS WHICH NEED IMPROVEMENT:

D. PLAN OF ACTION TOWARD IMPROVED PERFORMANCE:

E. EMPLOYEE COMMENTS:

F. JOB DESCRIPTION REVIEW SECTION: (Please check the appropriate box.)

Employee job description has been reviewed during this evaluation and no changes have been made to the job description at this time.

Employee job description has been reviewed during this evaluation and modifications have been proposed to the job description. The modified job description is attached to this evaluation.

G. SIGNATURES:

Employee _____ Date _____
(Signature does not necessarily denote agreement with official review and means only that the employee was given the opportunity to discuss the official review with the administrator.)

Evaluated by _____ Date _____

APPENDIX 5
INTERNATIONAL SCHOOL OF NURSING
Absenteeism/Tardiness Log Sheet

STUDENT NAME: _____ DATE: _____

COURSE: _____ CLASS #: _____

START DATE: _____ END DATE: _____

DAY: _____ EVE.: _____ WEEKEND: _____

TIME CALLED IN: _____ DATE OF ABSENCE _____

TIME ARRIVED IN CLASS: _____ NUMBER OF HRS/MINUTES LATE: _____

REASON FOR ABSENT/TARDINESS:

INSTRUCTOR/DIRECTOR COMMENTS/MEMO:

PROGRAM DIRECTOR NAME: _____ DATE: _____

INSTRUCTOR NAME: _____ DATE: _____

PERSONNEL OFFICE USE ONLY:

PERSON- RECEIVED CALL:

NAME: _____

TITLE: _____

SIGNATURE: _____

**APPENDIX 6
INTERNATIONAL SCHOOL OF NURSING**

Leave of Absence form

STUDENT NAME: _____ DATE: _____

COURSE: _____ CLASS #: _____

START DATE: _____ END DATE: _____

DAY: _____ EVE: _____ WEEKEND: _____

Days/Hours Completed: _____

I am currently enrolled: _____ (Course)

I am requesting a Leave of Absence for the _____ (Date)

Reason for Leave of Absence:

When do you anticipate returning to International School of Nursing? _____

The student can return to school after a leave of absence as long as it is within 6 months. The student will join the current class where the student left off their previous class.

INSTRUCTOR/PROGRAM DIRECTOR COMMENTS/MEMO:

The decision is made by the school administrator/designee, Instructor, and the Program Director. If a LOA is granted, the student will receive a grade of "L". The student may return to the School (if all the original conditions of enrollment are met) without re-registering within 6 months of the first day of the LOA.

INSTRUCTOR SIGNATURE: _____

DATE: _____

PROGRAM DIRECTOR SIGNATURE: _____

DATE _____