

INTERNATIONAL SCHOOL OF NURSING

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



School Catalog

**Nursing Assistant Training Program
Home Health Aide
Sterile Processing Technician**

January 1, 2014 - December 31, 2014

International School of Nursing

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 train our students to become efficient and effective members of the health care team.

OBJECTIVES

- To develop caring, conscientious knowledgeable caregivers and sterile processing technician through excellent education.
- To train students to become Certified Nurse Assistants and Home Health Aides who provide services to the frail elderly with sincerity and a genuine desire to uphold and maintain high quality care.
- To prepare Sterile Processing Technician students to achieve the necessary level of competency for entry level employment in a health care system
- To employ instructors who support the school's principles, mission and objectives and are equally dedicated to a common goal of excellent service.
- To provide safe, competent nursing care to clients of all ages in a variety of health care settings.
- To communicate effectively with other members of the health care team.
- To demonstrate leadership/supervisory skills under the direction of the R.N in the health care setting.
- To utilize the nursing process to meet the holistic needs of client and family.
- To identify environmental, cultural and social factors that contribute to health and disease.
- To provide Sterile Processing Technician the necessary knowledge and skills in the Sterile Processing area in the Operating Room, Hospital or any other facility performing cleaning, decontamination, packaging and sterilization service
- To apply knowledge of the legal and ethical responsibilities of the nurse when providing nursing care to clients.
- To maintain an optimum level of functioning.

PROGRAM OFFERINGS

Program	Location
Nursing Assistant	Vallejo and Milpitas campus
Home Health Aide	Vallejo and Milpitas campus
Sterile Processing Technician	Vallejo and Milpitas campus

ACCREDITATION, APPROVAL

International School of Nursing is a private institution that it is approved to operate by the Bureau for Private Postsecondary Education, meeting compliance with state standards as set forth in the California Private Postsecondary Act of 2009. Contact information for the Bureau for Private Postsecondary Education is: 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, Telephone Number: (888) 370-7589, (916) 431-6959, Fax (916) 263-1897. www.bppe.ca.gov

The Nursing Assistant Training Program and Home Health Aide Program at International School of Nursing are approved by the California Department of Public Health Services. www.cdph.ca.gov

DESCRIPTION OF THE PHYSICAL FACILITY

International School of Nursing has two campuses: Vallejo (main) and Milpitas (branch). The Vallejo campus occupies 4,603 square feet of the existing building at 1330 Springs Road, Vallejo. The school consists of 9 rooms: 2 classrooms can accommodate 30 students with a bathroom, 2 Skills Labs for Nursing Assistant, Home Health Aide and Sterile Processing Technician students with a bathroom, supply room, lobby, administration office, file room, computer room and library, conference room and lounge room equipped with vending machines and microwave oven for students use during their lunch breaks.

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International School of Nursing Milpitas, California branch campus is located on the first floor of the existing building at 238 S. Hillview Drive, Milpitas. The total space covers 1302.6 square feet. It has 7 rooms: the main classroom (which can accommodate 20 students), skills lab, lounge room with a sink and bathroom, file room, storage room, reception area and the administration office.

CONSUMER PROTECTION

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed 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.**
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- A student or any member of the public may file a complaint about this institution with the **Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free** or by completing a complaint form, which can be obtained on the bureau's internet web site **www.bppe.ca.gov**.
- If a student obtains a loan for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.
- International School of Nursing does not participate in federal and state financial aid programs or any form of financial aid.
- International School of Nursing does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec. 1101 et seq.).
- International School of Nursing does not enter into an articulation or transfer agreement with any other colleges, universities or other schools.
- The fiscal year for International School of Nursing commences on January 1 of each year and ends on December 31 of each year.

International School of Nursing

Nursing Assistant Course

The Nursing Assistant course consists of 180 hours. The theoretical portion has 50 hours of classroom instruction, the clinical portion has 100 hours, the skills lab portion has 30 hours. The training will be conducted from Monday to Friday and accomplished in twenty four (24) days for Day Class and thirty (30) hours for evening class. The instructors will teach the theory content through lectures and demonstrations and exposure of the students to actual nursing procedures and techniques while in the clinical setting. Knowledge validation is evaluated on an on-going basis through tests and quizzes. The book entitled "The New Nursing Assistant by Medcom" will be the official textbook for the course.

ADMISSION REQUIREMENTS

- Must be at least 17 years old
- Must have a high school diploma or GED
- 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
- 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

ADMISSION PROCEDURES

- Receive a school catalog, student enrollment agreement and Nursing Assistant application
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollar (\$155.00)
- Pass the entrance test
- Attend an orientation prior to start date of the program

CREDIT GRANTING POLICY – NURSING ASSISTANT

International School of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests for the Nursing Assistant Training Program. 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.

OBJECTIVES

The educational objective of the Nursing Assistant Training Course is to prepare the Nurse Assistant for state certification and consequently function as an efficient and knowledgeable Certified Nurse Assistant. The course shall be enhanced with the comprehensive training program. All instructions will emphasize the importance of delivering service that will maintain and promote the optimum level of functioning by the patient and carrying out duties in a sensitive and efficient manner. Upon completion of the program, the student is eligible to take the State Board Exam and upon passing, become a Certified Nurse Assistant.

EMPLOYMENT OPPORTUNITIES

There are five industries that employ most Nurse Assistants: nursing and personal care facilities, hospitals, residential care facilities, temporary agencies, and home health care services. Assisted living facilities ties are a growing sector of personal care facilities. Nurse Assistant is the entry-level job in the nursing field. With additional training and schooling, a Nurse Assistant can work in a specialty area such as pediatrics, geriatrics, surgery, medicine, obstetrics, orthopedic, and psychiatry. Nurse Assistant begins the foundational skills and knowledge that could lead to other health care occupations. Nurse Assistants could further their nursing career by enrolling in a Vocational Nursing Program and subsequently in a Registered Nursing program. In addition, per California Labor market Information projections, jobs for Nursing Aides, Orderlies, and Attendants are expected to increase by 21.0 percent, or 22,700 jobs between 2008 and 2018. An average of 2,280 new job openings per year is expected, plus an additional 1,080 job openings due to net replacement needs, resulting in a total of 3,360 job openings.

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GRADUATION REQUIREMENTS

A certificate of completion will be awarded to Nursing Assistant students meeting their program's graduation requirements. Students must successfully complete the 180 hours program consisting of 30 hours of skills laboratory, 50 hours of classroom instruction, and 100 hours of clinical training. Students must score a cumulative average of 80% in all quizzes and written examinations. Clinical skills must be performed with 100% accuracy and complete all make up hours both theory and clinical. Students must satisfy all financial obligations to the school

Theory Classes Nursing Assistant & Home Health Aide held at:

Vallejo Campus

International School of Nursing
1330 Springs Road
Vallejo, CA 94591
Tel. (707) 557-7173

Milpitas Campus

International School of Nursing
238 S. Hillview Drive
Milpitas, CA 95035
Tel. (408) 719-8100

Clinical Site Address:

Orchard Post Acute Care
101 South Orchard St.
Vacaville, CA 95688
Tel. (707) 448-6458

Clinical Site Address

Park Central Care and Rehabilitation Center
2100 Parkside Drive
Fremont, CA 94536
Tel. (510) 797-5300

International School of Nursing

The Home Health Aide Course

This forty (40) hours course prepares the Certified Nursing Assistant to be a Home Health Aide. The thrust of this course is to assist the C.N.A in acquiring skills necessary to provide services to clients in the home setting. The training will enable the C.N.A to identify the needs of clients that are essential in maintaining a good quality of life and to attain the optimum level of functioning. The areas highlighted by the course will also train the C.N.A to make sound decisions with regards to the provision of care in all areas expected of a Home Health Aide.

ADMISSION REQUIREMENTS

- Must have certificate Nursing Assistant Program Approved by the CDPH or current Certified Nursing Assistant Certificate to enroll
- Be at least 17 years or older
- Must have a high school diploma or GED
- Health screening and TB test must be current
- Must have a current CPR certificate
- Must pass the fingerprinting and criminal background screening

ADMISSION PROCEDURE

- Visit the school and receive an application packet, School Catalog and a list of admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollars (\$100.00)
- Complete an enrollment agreement
- Attend an orientation prior to the start date of the program

CREDIT GRANTING POLICY – HOME HEALTH AIDE

International School of Nursing does accept credits earned at other institutions or through challenge examinations and achievement tests for the Home Health Aide Program. 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.

EMPLOYMENT OPPORTUNITIES

Home Health Aides work in patients' homes where other family members live. They also work in hospice settings caring for patients who are dying. They may work full-time, part-time, or on-call, depending on patient needs.

Per labor market information, the job outlook for Home Health Aides is excellent. With more people living longer, more Californians are living with disability and/or illness. Most people needing care would prefer being cared for in their home rather than a nursing home or hospital, leading to more jobs for home health aides. Jobs are expected to increase by 43.6 percent, or 23,700 jobs between 2008 and 2018. In California, an average of 2,370 new job openings per year is expected, plus an additional 540 job openings due to net replacement needs, resulting in a total of 2,910 job openings.

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Sterile Processing Technician

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.

After completion of the Sterile Processing Technician class, the student will receive a Certificate of Completion that will enable the graduate to take the Certification Board for Sterile Processing and Distribution (CBSPD) Exam or International Association of Healthcare Central Service Materiel Management (IAHCSMM) Exam.

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, given by the school.
- 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.
- 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

ADMISSION PROCEDURES

- Receive a school catalog, student enrollment agreement and Sterile Processing Technician application
- Submit all completed documentation as listed on the admission requirements
- Pay a non-refundable application fee of one hundred fifty five dollar (\$155.00)
- Attend an orientation prior to start date of the program

CREDIT GRANTING POLICY – Sterile Processing Technician

International School of Nursing does not accept credits earned at other institutions or through challenge examinations and achievement tests for the Sterile Processing Technician Program. 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.

OBJECTIVES

- To educate students in sterile processing technician through a carefully coordinated program of theory, skills laboratory, counseling and guidance.
- To meet the requirements for certification by the NCAA Accredited Certification Board for Sterile Processing and Distribution (CBSPD) and International Association of Healthcare Central Service Materiel Management (IAHCSMM).
- To function efficiently in an entry level position in a hospital or other health care agency.
- To be capable of self-direction and strive for professional and personal improvement.
- To recognize each patient as a unique individual with specific psychosocial, biophysical and spiritual needs.

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- To communicate effectively with patients, family and other members of the healthcare team.
- To demonstrate ways in which elements of critical thinking can be better demonstrated in the Sterile Processing practice.
- To practice personal integrity and honesty.
- To practice employability skills to enhance their employment opportunities and job satisfaction.

EMPLOYMENT OPPORTUNITIES

This course is designed for employees working in a Sterile Processing area in the Operating Room, Hospital or any other facility performing cleaning, decontamination, packaging and sterilization services; including doctor's and dental offices veterinary hospital, manufacturing factory and out-patient department of the hospital.

Theory Classes Sterile Processing Technician held at:

Vallejo Campus

International School of Nursing
1330 Springs Road
Vallejo, CA 94591
Tel. (707) 557-7173

Milpitas Campus

International School of Nursing
238 S. Hillview Drive
Milpitas, CA 95035
Tel. (408) 719-8100

Clinical Externship

- All Kaiser Permanente Hospitals in the Bay Area
- Veterans Hospital, San Francisco
- Eden Hospital, Castro Valley
- San Leandro Surgery Center, San Leandro
- Mills Peninsula Hospital, San Mateo
- Doctors' Hospital, Modesto

ENROLLMENT APPLICATION

(Nursing Assistant, Home Health Aide and Sterile Processing Technician)

All students must pass the admission requirements and fill up and submit enrollment and application forms and pay the registration fee upon enrollment.

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

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REFUND POLICY

A student has a right to a full refund of all tuition, less the registration fee, cost of the book and uniform, if the student cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. The refund is to be paid within 30 days after the cancellation date.

The student has a right to a full refund of all charges less the amount of \$155.00 for the registration fee if he/she cancels this agreement on the first day of instruction, or the seventh day after enrollment, whichever is later. In addition, a student may withdraw from the course after instruction has begun and receive a pro rata refund for the unused portion of the tuition if the student has completed 60% or less of the course less the registration fee, cost of book(s) and uniform. Refer to the following computations to determine the amount of refund owed to you.

For example: The student in VALLEJO Campus completes 50 hours of a 180 hours **CNA COURSE** and paid \$1,100.00 tuition, the student is entitled to a refund of \$794.44.

$$\begin{array}{rcl}
 \$1,100.00 & \times & 130 \text{ clock hours of instruction} \\
 \text{Amount of tuition} & & \text{amount paid for, but not received} \\
 & & \hline
 & & = \$794.44 \text{ refund amount} \\
 & & 180 \text{ clock hours of instruction} \\
 & & \text{for which the student has paid}
 \end{array}$$

For example: The student in MILPITAS Campus completes 50 hours of a 180 hours **CNA COURSE** and paid \$1,176.00 tuition, the student is entitled to a refund of \$849.30.

$$\begin{array}{rcl}
 \$1,176.00 & \times & 130 \text{ clock hours of instruction} \\
 \text{Amount of tuition} & & \text{amount paid for, but not received} \\
 & & \hline
 & & = \$849.30 \text{ refund amount} \\
 & & 180 \text{ clock hours of instruction} \\
 & & \text{for which the student has paid}
 \end{array}$$

For example, if the student completes 24 hours of a 40 hour **HOME HEALTH AIDE COURSE** and paid \$460.00 the refund will be computed as follows:

$$\begin{array}{rcl}
 \$460.00 & \times & 16 \text{ clock hours paid} \\
 \text{Amount of tuition} & & \frac{\text{amount for, but not received}}{40 \text{ clock hrs. paid for}} \\
 & & \hline
 & & = \$184.00 \text{ refund amount}
 \end{array}$$

For example: The student completes 50 hours of a 120 hour **STERILE PROCESSING TECHNICIAN COURSE** and paid \$2,095.00 tuition, the student is entitled to a refund of \$1222.08.

$$\begin{array}{rcl}
 \$2,095.00 & \times & 70 \text{ clock hours of instruction} \\
 \text{Amount of tuition} & & \text{amount for paid for, but not received} \\
 & & \hline
 & & = \$1222.08 \text{ refund amount} \\
 & & 120 \text{ clock hours of instruction} \\
 & & \text{for which the student has paid}
 \end{array}$$

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NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at International School of Nursing is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Nursing Assistant Training Program and Home Health Aide Program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate 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 will transfer.

NURSING ASSISTANT, HOME HEALTH AIDE and STERILE PROCESSING TECHNICIAN

STUDENT RATIO POLICY

The school can only accept up to 15 students per CNA Pre-certification, Home Health Aide AND Sterile Processing Technician 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.

GRADING 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.

ATTENDANCE POLICY, ABSENTEEISM and MAKE-UP DOCUMENTATION POLICY

Students must attend scheduled classes regularly.

Students are expected to report for both clinical and theoretical classes on the time designated by the Administrator/ Program Director and/or Instructor.

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.

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.

All makeup must be hour for hour with the instructor present. This can be done with another ongoing class like morning class or evening class. If no classes available, this should be done on one on one basis.

Notice must also be given for inability to attend the clinical portion of the training by calling the clinical site an hour prior to the start of the training.

Arrangements must be made with the instructor for makeup time on the day following the absence.

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.

Tuition refund will be based on the Tuition Refund Policy.

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.

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DISMISSAL POLICY (NURSING ASSISTANT/HOME HEALTH AIDE/ STERILE PROCESSING TECHNICIAN)

The following constitute grounds for dismissal from the training:

Repeated tardiness and absence from class without prior notification of Instructor/Administrator/Program director.

Failure to make up for the excused absence.

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.

Theft of property from the school, clinical area, staff or other students.

Failure to report to clinical training in appropriate uniform after receiving prior warning.

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.

DROPOUT/WITHDRAWAL POLICY

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.

LEAVE OF ABSENCE

Students who request leave of absence must fill out leave of absence form. The leave of absence form can be obtained in the school's administration office. The student can request the form from the office clerk. 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.

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.

HEALTH CHECK

International School of Nursing requires each NA and HHA enrollee to submit a certificate from a physician stating the following: Ability to meet the physical and mental requirements of the job and must have a negative result on the Tuberculosis Screening Test or a negative chest x-ray if the Tuberculosis Screening result is positive. 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.

Sterile Processing Technician 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

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LIVE SCAN

All students will have Live Scan fingerprinting upon enrollment or on class orientation. The school shall submit application form CDPH 283B and proof of Live Scan fingerprinting to the Department of Public Health upon completion of the class orientation.

*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).*

CLASSROOM BEHAVIOR

Smoking will be allowed during break time in designated areas only. Students are allowed two (2) – ten (10) minute breaks and thirty (30) minutes for lunch.

Eating and smoking is allowed only during scheduled break time and lunch time.

Students are required to maintain a clean and neat working area at all times by removing their trash and clutter before leaving their work areas in the classroom.

All equipment and educational supplies used during theoretical training must be returned to assigned proper places at the end of the class day.

Students proven to be under the influence of alcohol or prohibited drugs will not be allowed inside the classroom or clinical training site and will be subject to automatic dismissal.

Sleeping during class is not acceptable.

Leaving the classroom during class hours without authorization by the Instructor or Administrator is not allowed and subject to counseling.

Students are required to speak English in the classroom and in the clinical site.

Failure to follow the rules will result in disciplinary actions. The first occurrence carries a two (2) day suspension and the second will result in termination from the program.

DRESS/UNIFORM REGULATIONS

Dress should be: School uniform should be clean and must be worn on the first day of school. White clean flat, non-skid shoes, no open toe footwear, no dangling earrings or heavy bracelets, wristwatch with a second hand. Students not wearing their uniform will be sent home and will be marked absent on their attendance.

UNIFORM REGULATIONS

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

Deodorants and anti-perspirants are to be used daily

Hair must be neat and clean; long hair should be pulled back and/or tied with simple barrettes

Make up should be used sparingly; No strong perfumes or colognes are allowed

Nails are to be maintained at a quarter of an inch or less without nail polish

No textured hosiery is allowed. Plain white nurses' stockings or white solid colored socks are recommended

A black or blue ink pen and small notebook or note pad are integral parts of the uniform

EDUCATIONAL RECORD RETENTION

Educational records shall be maintained by the Custodian of Records. The Custodian of Records will be responsible for ensuring completeness and accuracy of the records prior to storage. 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. This ensures that only authorized individuals have access to specific information requested. The class list of the students will be permanently maintained by the Custodian of Records.

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CELLULAR PHONE/SMART PHONE USE 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.

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.

ELECTRONIC DEVICE POLICY

A. International School of Nursing does not allow the following electronic devices in the classroom or clinical setting: Cell phones, Smart Phones, IPod, iPad and Tablet devices, tape recorders or other recording devices, cameras, personal computers, personal DVD players or other media devices.

1. Student found to be in violation of the ISN Electronic Device Policy will be asked to leave the class lecture or clinical setting.
2. Student who leaves examination due to devices call, ringing or vibrate will be dismissed from the class and grade of 50% will be assigned for that missed examination.
3. Student found to be in violation of the ISN Electronic Device Policy in the nursing facility or hospital will be dealt with appropriate disciplinary action.

B. International School of Nursing does allow these devices in the classroom setting:

1. ISN Computers that are used for learning activities
 - a. School computers are not to be used to check personal e-mails
 - b. Instructors may give students permission to browse the web for the explicit purpose of obtaining information related to any class that is being instructed at the time.
 - c. Students are not to copy any program that is installed on the school computers.

2. Students who do not follow this policy will be subject to the following disciplinary actions:

- 1st Offense: Student will be given a verbal warning by the instructor
- 2nd Offense: Student will be given a written warning by the instructor
- 3rd Offense: The student will be given a three (3) day suspension from the program and the student will have to make-up the lost time before they can graduate from the program.
- 4th Offense: The student will be terminated from the program without any further warnings.

International School of Nursing

NON-DISCRIMINATION POLICY

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the School Director who is assigned the responsibility for assuring that this policy is followed.

SEXUAL HARASSMENT POLICY

This institution is committed to providing a work environment that free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively address this subject and express our strong disapproval of sexual harassment.

No associate within this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at this campus. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

DRUG AND ALCOHOL POLICY

International School of Nursing policy prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Such prohibition specifically includes, without limitation:

- *Possession or use of any controlled substance, including heroin, barbiturates, cocaine, LSD, hallucinogens, and marijuana.
- *The sale of any controlled substance which is in violation of local, state, or federal statutes.
- * Giving alcohol to any person under the age of twenty-one (21) or the use of alcohol on campus.
- * Any other conduct which involves a drug-related violation of local, state, or federal statutes is included in this prohibition.

Violations of this policy will result in disciplinary action or referral for prosecution according to local, state, and federal statutes, or both. This violation constitutes grounds for dismissal from the program.

STUDENT SERVICES

JOB PLACEMENT SERVICES

International School of Nursing does not provide any placement services.

LIBRARY AND STUDENT RESOURCES

International School of Nursing provides library services on the school site. There is a variety of reference books, nursing journals, audio visual aids includes CD's, VHS, DVD and computers. We provide textbooks and other pertinent handouts during the course of study to help meet the student's learning needs. The school shall provide a list of libraries in the area with their telephone numbers.

The students will watch videos during class time. The instructor will show the videos to the students. The instructor will also give handouts to the students during class which will aide in their learning. At the beginning of the course, the students will purchase the applicable text book.

The skills lab is used during class time with the instruction of the instructor. Students are also able to use the skills lab when class hours are over. Students can coordinate with the front office if they want to use the skills lab during non-class hours.

International School of Nursing

COUNSELING POLICY

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.

HOUSING ACCOMMODATION - NO ASSISTANCE IS PROVIDED IN FINDING HOUSING FACILITIES.

International School of Nursing does not assume responsibility for student housing, nor does it have dormitory facilities under its control. According to rentals.com, rental properties in the following cities start at approximately the following rates per month. Vallejo \$800, Benicia \$900, Fairfield \$800, and Napa \$950.

EXPERIENTIAL LEARNING

International School of Nursing does not award credit for prior experiential learning

DISTANCE EDUCATION

International School of Nursing does not offer distance education.

FEES AND CHARGES

NURSE ASSISTANT TRAINING PROGRAM

VALLEJO CAMPUS

Tuition Fee	\$ 1,100.00
Other Charges:	
Registration (non-refundable)	155.00
Book (non-refundable)	45.00
Uniform (1 set) (non-refundable)	29.00
State Board Exam fee	105.00
Total Charges	\$ 1,434.00

MILPITAS CAMPUS

Tuition Fee	\$1176.00
Other Charges	
Registration (non-refundable)	155.00
Book (non-refundable)	45.00
Uniform (1set, non-refundable)	29.00
State Board Exam fee	105.00
Total Charges	\$1510.00

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$1,510.00

TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$1,510.00

TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$155.00

HOME HEALTH AIDE

Tuition Fee	\$ 495.00
Other Charges:	
Registration fee (non-refundable)	100.00
Book (non-refundable)	35.00
Total Charges	\$ 630.00

THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$630.00. TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$630.00.

TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$100.00

International School of Nursing

STERILE PROCESSING TECHNICIAN

Registration (non-refundable)	\$155.00
Tuition	\$2,095.00
Other Charges:	
Book & Work Book	\$ 190.00
Uniform	\$ 30.00
Total Charges	\$ 2,470.00

I THE TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE IS \$ 2,470.00
TOTAL CHARGES OF THE ENTIRE EDUCATIONAL PROGRAM IS \$2,470.00
TOTAL CHARGES TO PAY UPON ENROLLMENT IS \$155.00

STUDENT TUITION RECOVERY FUND POLICY

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

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

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

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

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GRIEVANCE/COMPLAINT POLICY

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

POLICY:

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.

PURPOSE:

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

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 Director.
3. Within one (1) week of referral, the 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 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 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.

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.

The Custodian of Records or Program Director will be responsible for maintaining and keeping the log book of student grievances.

International School of Nursing

Administration and Faculty Staff

Job description: Administrator

The administrator helps to ensure the efficient and cost-effective running of International School of Nursing through a range of secretarial, administrative, supportive and financial tasks. The administrator is responsible to run the school smoothly. The administrator helps the school achieve its mission and related goals and objective and to provide an educational climate that fosters learning as a life-long process.

Responsibilities of the Administrator include:

- recruiting, training and managing staff
- handling correspondence
- Organizing and servicing committee and academic board meetings (producing agendas, taking minutes etc.)
- researching and writing reports
- preparing statistics
- processing invoices
- purchasing equipment/other goods
- liaising with potential students, other institutions, government departments and external organizations
- helping with course approval and evaluation activities
- formulating and implementing regulations/policies timetabling
- administering and coordinating student recruitment, examinations and assessment activities
- Managing the organization efficiently including marketing its services appropriately to maintain a steady flow of enrollees and to inform health care facilities of the availability of the graduates upon successful completion of the course and examination
- Participate in the resolution of complaints and problems which may arise in the institution
- Evaluating the performance of the program directors, instructors, and other staff of the organization and suggest improvements as needed in deficient areas.

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 Assistant 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

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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 a locked room

- 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 a locked room

Job Description: Program Director

The Program Director of the International School of Nursing should be an RN and 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 of 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 a 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.

- Supervise and evaluate both full-time and part-time faculty in the program.

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Assess the professional needs of faculty and make recommendations to fill those needs.

Maintain the primary responsibility for scheduling classes within the program.

Ensure proper completion of the course as stated in the calendar with strict observance of scheduled make-up classes and delinquent students.

Coordinate the annual core curriculum evaluations of the program, assessment of school effectiveness and prepare reports.

Assist and encourage full-time and part-time faculty with their professional development.

Review the School Catalog on an annual basis with regard to program curricula and make appropriate recommendations for changes.

Identify and recruit qualified faculty for the program; review credentials for compliance with CDPH and BPPE; 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

Coordinate textbook orders.

Maintain communication and work cooperatively with clinical instructors of off-campus instructional sites.

Perform other duties as assigned.

Responsibilities of the Program Director must include in addition, but not limited, to the following:

Maintain quality assurance to remain compliant with all required agencies.

Prepare for on-site annual reviews by the accrediting agency.

Recruit clinical sites from numerous facilities.

Prepare clinical contracts and continually meet requirements for state and national regulations.

Obtain qualified preceptors at each clinical facility.

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 and 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, academic advising, serving on various committees, participating in professional activities and organizations. Instructors/ faculty members are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical updating or currency. Responsibilities of the instructor/faculty member include:

Assist in curriculum development and instructional advancement in the field of Nursing, both CNA and HHA.

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 whose work performance does not conform to the School Policies and Procedures.

Assist in the annual core curriculum evaluations of the program, assessment of school effectiveness and preparation of reports.

Assist with the coordination of Continuing Education classes.

Provide each student with a course syllabus that includes course objectives and handouts that are stated in terms of student learning outcomes, learning activities to achieve those objectives, method of evaluation, and an attendance policy that provides for reasonable absences in case of emergencies and illness

Maintain active membership in at least one professional organization in the teaching discipline or otherwise read journals in the teaching field.

Be available to assist students during the course planning or arrange for another faculty member to substitute for you when other school meetings or approved faculty leave may interfere

Respect the work of other staff members of the school who provide support through administration, clerical, maintenance and other services..

Perform other duties as may be assigned by the Program Director or Administrator.

International School of Nursing

ADMINISTRATION

Leticia R. Weber, Administrator

Leticia Weber has owned and managed Solano College of Nursing for the past nineteen (19) 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 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.

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.

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.

Anne Abriam, RN/DSD, MSN, PHN, Instructor

Anne possesses a Master of Science degree in Nursing Education from San Jose State University. Before being in the Nurse Educator program, she was in the Family Nurse Practitioner program, training with physicians and nurse practitioners, diagnosing diseases, performing physical examinations, and prescribing medications. Anne received her Associate degree in Nursing from Excelsior College, New York, and continued her studies at San Jose State University, obtaining board certification in Public Health Nursing, where she assessed cared for families of low income and cases of family abuse in the community. She has a background in Acute/Sub Acute care of Pediatrics and Adults. She also holds a Bachelor of Arts degree in Psychology from San Jose State University.

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.

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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

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.

Catherine Tolentino, LVN/DSD, Instructor

Catherine holds a Bachelor of Science Degree, with an Education major in English Literature from Divine Word College of Vigan in the Philippines. She pursued her Master's Degree and taught English at the University of Northern Philippines in Vigan. She also taught high school English at Francisco Homes Learning Academy in Bulacan, Philippines. She also completed an Associate of Science degree in Licensed Vocational Nursing from Mission College at Santa Clara. She worked in skilled nursing facilities as a charge nurse for eight (8) years. She also worked as Nursing Assistant instructor at South Bay School of Nursing.

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.

International School of Nursing

ORGANIZATIONAL CHART



