Universal Health Careers College

Vocational Nurse Student Handbook

2026

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WELCOME

Dear Student:

Welcome to the Vocational Nursing Program at Universal Health Careers College. Congratulations on your decision to enroll in this program. You have taken a major step towards achieving personal and professional fulfillment and growth.

The Vocational Nursing Program Faculty are here to assist you in achievement of your goals. Our purpose is to make available for each student excellent academic preparation and exciting learning experiences that will lead to your successful completion of the Program. This Program will also avail each passing student with the opportunity for candidacy to sit for the National Council Licensing Examination (NCLEX-VN).

As you transition into becoming a student, our staff and faculty will assist you in your adjustment to the role of student, as well as the new areas of nursing and medicine. We will do everything possible to ensure a seamless transition.

Your instructors' expertise and clinical experience will enhance your learning processes, promote critical thinking, and prepare you to enter the nursing field as a beginning practitioner.

This Student Handbook is designed to provide you with information you will need regarding the Vocational Nursing Program. Do not hesitate to ask for clarification on any issue(s).

We wish you the utmost success in your program of study and your future in the health care industry.

Sincerely,

Vocational Nursing Program Director
Vocational Nursing Faculty
Universal Health Careers College Administration

PREFACE

The purpose of this handbook is to provide the student with information concerning the policies and procedures of the Vocational Nurse Program at Universal Health Careers College. The information contained herein is in addition to the policies and procedures in the school catalog.

It is your responsibility as a student to read and familiarize yourself with all documents related to the Vocational Nursing Program as well as school Policies and Procedures. You will be required to sign the Student Responsibility Statement, indicating you have read and understood all policies and agreements and you will act in accordance with those policies and regulations.

Students will abide by the Vocational Nurse Student Handbook guidelines regarding attendance, code of ethics, academic probation, minimum GPA requirements and remediation.

PROGRAM PHILOSOPHY

The Vocational Nursing Program of Universal Healthcare Careers College and its affiliated facilities enable students to gain knowledge of nursing science in a supportive environment to acquire the necessary skills for eligibility to take the NCLEX-PN examination of the National Council of State Board of Nursing in the State of California.

The philosophy of the Vocational Nursing Program is consistent with the philosophy of Universal Healthcare Careers College as reflected in the College's mission, vision, and values statement:
"Our mission is to prepare students to gain employment in entry level jobs in the healthcare field. Equally important is to prepare students to learn the things necessary to serve themselves, their families, profession and community. We will not be an organization driven by ideas; instead, we will rely on insight to lead us to great ideas. We will not commit to anything until we have answered all the questions. By doing this, we will help our students build their lives."

Students enrolled in the Universal Healthcare Careers College Vocational Nursing program will be prepared to become valuable members of the healthcare team. The faculty of the Vocational Nursing Program will strive to reinforce the college philosophy by "providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals."

The Vocational Nursing Program will support the concept of continued self-growth of the student throughout the nursing program as evidenced by the student having the opportunity of self-evaluation, self-growth, self-assessment, and ability to complete each course of study in the nursing program with a grade of 75% or greater. The ultimate desire of the Vocational Nursing Program is not only to prepare the student for eligibility to take the NCLEX-PN examination. The Vocational Nursing Program of Universal Healthcare Careers College's mission is to educate students in professional development with a strong emphasis on ethics, providing safe and competent nurses ready to enter the workforce and communities of interest.

Furthermore, throughout the course of the program students will receive a well-balanced curriculum, which consists of didactic, skills, and clinical training all taught by qualified faculty who foster excellence in teaching.

The faculty of the Vocational Nursing Program at Universal Health Careers College believes that:

Individual

An Individual is a holistic being of intrinsic value, in constant interaction with others and the environment. The person is influenced by personal values, strengths, and needs as well as the demands, constraints, and rules of society. This interplay between self and environment contributes to the development of a unique, bio-psycho-social-spiritual being.

Health

Health is a sense of wellness, as perceived by the individual and/or society. Health fluctuates with internal and external stressors created by dynamic interactions of holistic factors to maintain harmony between their physiological, psychological, social-cultural and spiritual states. Responsibility for health/illness care is shared mutually by providers and individuals receiving care. Health attainment, maintenance, restoration and quality care are rights of each individual, regardless of race, religious beliefs, nationality, and social or financial status.

Wellness

Wellness is the consequence of an adaptive response, physically, intellectually, psychologically, socio-culturally, and spiritually, to internal and external stimuli in order to maintain equilibrium and comfort. Wellness is a self- perceived matter for each person or group and is the extent to which the client can optimally function in all aspects of living and growing.

Illness

Illness is the absence of an adaptive response to internal or external stressors which results in a lack of equilibrium and/or comfort.

Society

Society has the responsibility to its members, both individually and collectively, to provide an environment that supports health promotion, attainment, maintenance and restoration. Society must strive to achieve optimal care within a legal and ethical framework while managing economic restraints and technological advances in health care. Environment is viewed as an open system within which the individual interacts continuously. It has both internal and external components, which are affected by changes within the physical, emotional, spiritual, economic and cultural state of the individual.

Nursing

Nursing is both an art and science. It is a unique dynamic profession committed to

holistic care of the client through health promotion and the diagnosis and treatment of human response to actual or potential health problems. The vocational nurse uses problem-solving thinking and the nursing process to provide nursing care across the life span with emphasis on meeting the needs of clients who require assistance to maintain or restore optimum health, or to die with dignity. Nurses collaborate with other members of the healthcare team to encourage individuals to participate in their care. The foundation of nursing practice is the nursing process, which the nurse uses to assist individuals and families to attain mutually agreed upon goals. Care is given within a sound legal and ethical framework.

Holism

A way of viewing people as whole individuals, people are complex creatures made up of many parts and each part interacts with others and the sum of the part forms a unified whole. It is comprehensive patient care that considers the physical, emotional, social, economic, and spiritual needs of individuals

Special Care Environments

Settings in which, routine adult health nursing principles must be expanded and/or adapted for the provision of nursing care. These environments may include but are not limited to facilities for labor and delivery, newborn nursery, pediatrics, extended care, and community resources.

Teaching/Learning

The teaching-learning process is a shared responsibility between the faculty and the students. The faculty facilitates the process by defining content, establishing critical criteria, and role modeling, providing opportunities for learning activities, and evaluating performance. The process is further facilitated with a movement from general to specific and simple to complex. The teaching-learning process utilizes critical thinking, problem-solving, research findings, effective interpersonal communication, and a variety of instructional methodologies relevant to a changing society. Learning is a lifelong experiential process, which involves the acquisition and synthesis of knowledge, skills and understanding. The learner must be an active participant to attain success.

Nursing Education

Nursing education is based upon principles derived from the health sciences, humanities, and nursing. Nursing Education utilizes and promotes an interpersonal approach, problem-solving, and the nursing process to facilitate cognitive, affective and

psychomotor learning. Evolving from this foundation, the program of learning is consistent with the conceptual framework into a meaningful pattern of instruction. The program facilitates articulation with other programs of higher learning. Students bring with them a broad range of experiences as well as their ability to respond to and adapt to ongoing collaboration with faculty, facility staff and peer. These collaborations stimulate the students understanding of nursing and it implementation. Moreover, faculty are committed to facilitating this process through their monitoring of the teaching-learning environment to ensure optimum experiences, and evaluating the students and program, to achieve the outcome of safe and effective practitioners of Vocational Nursing.

Moreover, faculty are committed to facilitating this process through their monitoring of the teaching-learning environment to ensure optimum experiences, and evaluating the students and program, to achieve the outcome of safe and effective practitioners of vocational nursing.

Students are unique with individual personalities that should be nurtured to prepare them to contribute to the healthcare profession and become leaders in today's global community. They must be made aware of the effects government, political views and economic situations have on the delivery of health care today.

It is the goal of the Vocational Nursing Program at Universal Health Careers College, through teaching and mentoring, to deliver competent entry-level nurses at the conclusion of the program. These nurses have chosen the profession to provide opportunities to serve the better good of mankind. It is our hope that graduates of our school, in years to come, will look at disparities in healthcare as being unacceptable in the lack of compassion in the treatment of those with mental and emotional disabilities and prejudice, in any form, as unthinkable.

CONCEPTUAL FRAMEWORK

The conceptual framework, an eclectic design, is subscribed to by the Vocational Nursing faculty at Universal Health Careers College it is based on Maslow's Hierarchy of human needs. Using the hierarchical structure and clinical problem solving (nursing process), the vocational nurse has a role on the health care team to collect data and identify and prioritize problems. In collaboration with the registered nurse, the vocational nurse develops nursing interventions to be used while providing care and patient education to patients, individuals, and the community. In addition to these, an adaptation of the Quality and Safety Education for Nurses (QSEN) considering the scope of practice of the vocational nurse is included.

The Vocational Nursing Curriculum provides a foundation of scientific knowledge and skills, which the graduate uses for practice. The problem-solving approach of the

nursing process assists to provide a continuum and consistent plan for the assessment, planning, implementation, and evaluation of patient care and continues to be integrated into classroom and clinical curriculum. The knowledge base requires the use of the Nursing Process, a dynamic system of interrelated and interdependent problem-solving steps. Maslow, in his —Hierarchy of Needs, outlines human physiologic needs, safety needs, needs for love, esteem needs, and self-actualization. Satisfaction with these needs is directly related to physical and mental health according to Maslow. The theory of Maslow's hierarchy of needs utilizes an integrated life cycle concept. This prepares the Vocational Nurse to provide care in all healthcare settings, utilizing nursing knowledge based on caring and support. The vocational nurse working within his/her scope of practice does not practice independently but under the direction of a registered nurse or a physician.

Human beings, regardless of age and setting, are the recipients of nursing care that has as its goals the promotion, maintenance and restoration of well-being, and the care of the individual during illness and/or the dying process. Nursing is the art of applying dynamic, scientific principles of assessing, planning, implementing, and evaluating care of human beings experiencing illness -- physical, emotional, or spiritual. Emphasis is placed on patient wellness as the ultimate goal of nursing.

The overall goal of the Quality and Safety Education for Nurses (QSEN) is to prepare future nurses who will have the knowledge, skills, and attitudes (KSAs) necessary to continuously improve the quality and safety of the healthcare systems within which they work. The Pre-licensure KSASs which will be the threads woven through the program

- Patient-Centered Care
- Teamwork and Collaboration
- Evidence-based Practice (EBP)
- Quality Improvement (QI)
- Safety
- Informatics

FACULTY EXPECTATIONS FOR STUDENT PERFORMANCE

To assist in your success during your enrollment in the Vocational Nurse Program, the following recommendations have been provided as expectations of student behavior. The student is expected to:

1. Adhere to all school and departmental policies/procedures.
2. Be on time for class and clinical sessions.
3. Complete all assignments for all courses according to the date and time scheduled.
4. Take examinations on the day and time scheduled.
5. Attend all scheduled classes, skills labs, and clinical (Direct Patient Care hours.

6. Be prepared to participate in class by preparing assignments and answering objectives prior to the class.
7. Be appropriately respectful to fellow students, faculty, staff, clients, and patients.
8. Maintain a consistent pattern of professional and ethical behavior by:
    a. Completing your own work on tests and written exams.
    b. Not writing assignments for other students.
    c. Consulting with the instructor of record regarding any material in the course that is unclear.

Learning Resource Center

The Learning Resource Center (LRC) offers a variety of academic resources to support students in the Vocational Nursing program. On-site materials include reference texts (for in-center use only) and borrowable resource books. Students are expected to return all physical materials to their designated locations after use.

Students have robust access to digital resources. These include their textbook library via individual student accounts, as well as online platforms used by the college for learning management, testing, practice exercises, simulation scenarios, and supplemental reading materials.
The LRC has computers, with internet access and access to Computer-Aided Instructional Materials, a number of which may be assigned during the course of the program.

RULES OF CONDUCT

Every organization must have rules and regulations if it is to function effectively. Because of the nature of the services given, hospital employees in particular must demonstrate strict adherence to these rules and regulations. The following are some of the violations which will be considered cause for immediate termination or dismissal from clinical affiliations:

1. Abuse or inconsiderate treatment of patients.
2. Violation of client or patient privacy by the unauthorized release of confidential information.
3. Insubordination or refusal to obey any supervisor or other duly constituted authority, or interference with a supervisor's authority.
4. Possessing, drinking, or being under the influence of alcohol or drugs on the hospital premises.
5. Falsifying employment applications, attendance records, or any hospital document.
6. Unauthorized handling, possession, or use of narcotics or drugs.
7. Theft from the hospital, fellow employees, clients, or anyone on hospital property.
8. Immoral or indecent conduct.

9. Any serious misconduct on or off duty that may reflect upon the profession.
10. Accepting monetary tips or gratuities from anyone.
11. Intentionally giving false information in accident or insurance cases.
12. Altering attendance records or intentionally altering another student's records.
13. Absence for three consecutive working days without notice to the program director.
14. Using electronic devices (cell/smart phones, etc.) for personal use including text or voice conversations, web surfing, or "Facebooking," while on the clock.

Vocational Nursing Program Grievance Policy

The Vocational Nursing Program of Universal Health Careers College is an entity of the. The district has a Grievance Policy in place which will be followed by the vocational nursing program.

The vocational nursing program staff and faculty will first make every attempt to resolve student grievances within the program.

A student who has a grievance with an instructor should make an appointment to discuss the issue and try to resolve it informally. In the event that the issue cannot be resolved the Director of the program should be notified and a meeting be arranged between the instructor, student and the director.

In the event that the grievance involves one or more other students the Program director should be notified immediately, and a meeting while be arranged to attempt to resolve the issue.

In the event that the issue cannot be resolved at the program level, the Director of the Adult School will be notified and the grievance policy for the district will be started. (District policy will be provided to any person involved in a grievance action)

Students Right to Contact the Board of Vocational Nursing and Psychiatric Technicians

The BVNPT requires that the following be made available to all students in Vocational Nursing and Psychiatric Technician Schools:

1. General Information
   a. Copies of laws, rules, and regulations governing practice of licensed vocational nurses and psychiatric technicians and preparation of vocational nurse and psychiatric technician students are available at each approved school. The VN Nursing Practice Act can be accessed at http://www.bvnpt.ca.gov/about_us/laws.shtml
   b. The aim of these laws, rules, and regulations is delivery of safe and effective care to patients by licensees and students.

c. The BVNPT approves vocational nurse and psychiatric technician programs.
d. The BVNPT establishes and enforces standards to maintain high quality education for students.
e. The BVNPT licenses vocational nurses and psychiatric technicians.
f. The BVNPT holds bimonthly public meetings; students are welcome to attend.
g. The BVNPT will accept for review and consideration any concerns students may have regarding school matters.
h. The BVNPT expects students to seek resolution of concerns through appropriate school channels before presenting a complaint regarding program concerns to Bureaus office.

2. Student Complaint Procedure
   a. Collect all pertinent facts
   b. Document steps, which have been taken in an attempt to resolve the problem. Include in the documentation the dates of events, placed in chronological sequence.
3. Submit all information to the Executive Secretary. Upon receipt of the complaint, a staff member from the Board of Vocational Nursing and Psychiatric Technicians' office will contact the student to advise action to be taken.
4. Students may contact the **BVNPT at Board of Vocational Nursing and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833, (916) 263-7800.**

IMMUNIZATIONS

Immunizations may be required prior to the start of a clinical assignment or off-campus clinical instruction exercise. Students will be notified in advance if a particular course or clinical assignment will require any specific immunizations. Students will be responsible for obtaining all immunizations. Clinical sites may require immunizations and/or boosters for students entering the facility for clinical practice. Students who do not meet these requirements may not be able to complete all the clinical requirements of the vocational nursing programs. Clinical assignments require face to face contact with patients in community settings for the number of hours and types of experience as approved by the BVNPT.

STUDENT INJURIES

In the event a student is injured when a faculty member is not available (such as at an preceptor experience), the Program Director should be notified immediately.

In the event of a health emergency, the supervising faculty or site supervisor is directed to call 911. For non-emergency care such as minor scratches or bites, the supervising faculty or site supervisor is directed to apply first aid, and then assess the wound to determine if further medical treatment by a physician is warranted. If first aid is sufficient, the student will continue working and complete their shift. In the event that medical attention is needed, the Administrator of the Universal Health Careers College

will be notified, and the instructor will be directed as to the facility, which, the student should be sent.
Students must also follow the direction of their site supervisor implicitly in potentially unsafe situations to minimize the risk of injury to themselves, to their co-workers and to the patients.

DISCIPLINARY ACTION

A student who does not adhere to the *Code of Ethics*, *Rules of Conduct*, or *Clinical Regulations* as outlined in the Vocational Nurse Policies and Procedures Manual may be subject to disciplinary probation, suspension, or expulsion from the program. The program officials will review each specific incident, and the necessary action is decided upon on an individual basis. Further details regarding disciplinary action and dismissal are explained in the school catalog.

Causes for disciplinary action (including suspension and possible termination) include but are not limited to the following:

1. Unjustified absence or tardiness from classes or clinical rotations.

2. Failure to observe clinical work schedules, including rest and lunch periods.

3. Failure to inform the clinical site promptly when unable to report for clinical assignments.

4. Inefficient or careless performance of duties, including failure to maintain proper standards of workmanship, productivity or clinical competencies.

5. Disorderly conduct on clinical premises, such as fighting, practical jokes, horseplay, etc.

6. Wasting time, loafing or sleeping during clinical hours, or loitering on clinical property at any time.

7. Failure to observe safety rules and regulations of the clinical site.

8. Failure to report immediately errors, accidents, or "near" accidents that occur on clinical premises.

9. Use of facility telephones for personal business.

10. Leaving the clinical site or department during working hours without proper permission.

11. Use of personal devices (such as cell phones, smart phones, etc.) to text, call/talk, net surf, Facebook or other social media, or perform other personal tasks during clinical or classroom hours.
12. Falsification of sign-in sheets, modification of sign-in sheets, or forgery of any signature on sign-in sheets (signing in for another student).

DISCIPLINARY PROBATION

A student may be placed on probation if he/she fails to meet the criteria for retention or fails to adhere to the *Code of Ethics*, *Rules of Conduct*, or *Clinical Regulations* outlined in this Policy Manual. The student will be informed of probationary status via a probationary notice and conference with the Program Director.

The probation notice will be specific as to the reason for probation and recommendations made to the student by the Program Director. The Program Director will also document what conditions are necessary to remove the student from probationary status and what circumstances may lead to disqualification. The original probationary notice will be maintained in the student's academic file.

GRADING AND GRADING SYSTEM

Scholastic ratings are determined by the student's performance in the theoretical and clinical components of the curriculum. To maintain satisfactory standing in the Vocational Nursing Education Program, a student must maintain a "C" (75) or higher in each course.

GRADING SCALE

A = 100-91%
B = 90-81%
C = 75-80 %

F = Less than 75 %

THEORY GRADES

Grades for theory courses are derived by averaging scores earned for assignments, quizzes, tests, and final exams.

Subjective assignments: Students will be provided with a grading rubric specific to each project, essay, and research papers. Points/grades given will be based on the rubric. One rubric will be given for group assignments. All members of the group will receive the same number of points.

A score of 75% or greater must be achieved on all Final Exams. If 75% is not achieved remediation and a make-up exam will be given. Failure to achieve 75% on makeup may result in the student being dropped from the program A failure of the final exam results in a failure for the course regardless of other points achieved. The score on the makeup exam will be recorded as 75%. A student who has been dropped from the program for academic failure or unsatisfactory clinical performance can be readmitted a maximum of 2 times.

Absence on Final Exam Day: The student will be given an alternate form of the exam on the day he or she returns to class. 5% will be deducted from the final score. A student who arrives late for a Final Exam will not be admitted to the classroom if the exams have been distributed. The alternate form of the test will be given and 5% will be deducted.

During enrollment in a nursing course, if a student scores 75% or below on a unit exam or any assigned material, the student is expected to make an appointment within one week with the Instructor. During this conference, the Instructor and student will review the exam or graded assignment and attempt to identify factors that may have contributed to the student's poor performance. The Instructor and student will develop a plan to assist the student in passing future exams and/or course assignments. A student who does not demonstrate a proper academic progress may be required to attend weekly or daily tutoring and remediation. The 5 day of the week is for tutoring/remediation. All students are encouraged to take advantage of this program, although students who maintain an 80% in theory and Satisfactory in Clinical are not required to attend.

*When calculating final grades, the instructor will maintain decimals to the tenth place at a minimum and will not round calculations until the final grade, to assure all points are given to the students.

*No grades will be given over the telephone to a student or any other person. All grades will be posted on the learning management platform used by UHCC and available to students 24/7. If, due to technical issues, the grades are temporarily not unavailable on the learning management platform, the instructor will provide grades to students upon request.

CLINICAL GRADES

100 – 90% Exceeds Standards (ES)

90 – 80% Satisfactory (S).

79 – 75% Needs Improvement (NI)

Below 75% Unsatisfactory (U)

A student who does not maintain a Satisfactory clinical grade in two consecutive terms will be dropped from the program and may return if space is available. The student will need to meet with the director and develop a plan of correction prior to returning to the Program.

A student who has been dropped from the program for academic failure or unsatisfactory clinical performance can be readmitted a maximum of 2 times (One time for academic failure and one time for unsatisfactory clinical performance).

Extra Credit
The Vocational Nursing Program does not offer extra credit or extra assignments for theory or clinical courses.

REMEDIATION

It is the goal of the Vocational Nursing Program of Universal Health Careers College that all students will be successful and that each acquires adequate knowledge and skills to obtain a vocational nurse license and to enter the profession as a competent practitioner.

The faculty understands that some concepts and skills may be difficult to grasp, this being said faculty is available to provide 1:1 assistance, tutoring, and remediation.

All students must exceed the minimum requirement for both theory and clinical. (e.g. 75% for all theory courses and a Satisfactory clinical evaluation)

Students should take personal responsibility to seek out help when needed. A minimum of 4 hours per week are available for tutoring, make-up, and remediation. Attendance is voluntary for students who maintain an 80% average in theory and have not been referred by a clinical instructor for skills practice. All other students will be required to attend. Students who have been absent during the week will also be required to attend to make competency covered during the absence.

A student in need of remediation or makeup will be provided with a referral form from his/her theory or clinical instructor. A copy of the form will be forwarded to the Director of Nursing. The student will have one week to complete the required remediation and/or make-up activities. The referral should be brought to remediation or make-up. The instructor providing the remediation will complete a remediation plan with the student. When all the required activities have been completed the plan and the referral form will be signed off and returned to the referring instructor, who will also sign off on it and send it on to the Director of Nursing who will sign and place it in the student's file.

If the remediation was required because the student did not achieve a 75% or grader on a final exam, the exam retake must occur the first - class day following the completion of the remediation.

The maximum grade recorded for a retake exam will be 75%. If a student was required to retake a final exam will be placed on academic probation for the next semester and will be required to attend remediation and tutoring opportunities until such time as the probation is removed.

A Student who receives a “Needs Improvement” or an “Unsatisfactory” on a clinical evaluation will be placed on clinical probation and will be assigned to attend skills lab during the remediation and tutoring opportunities. A student who has “Unsatisfactory” clinical evaluations in two clinical rotations will be dropped from the program.

A student failing to comply with this policy may be removed from the program.

GRADUATION POLICY

The Certificate of Proficiency will be conferred upon students who complete the requirements of the Vocational Nursing Program curriculum with a "C" (75%) or better in each theory course and maintained a satisfactory or better overall for clinical experience. The student also must have completed the approved 1530 hours of instruction and met all other program, and state requirements. Students who have been absent during the program must demonstrate that hours and/or competency have been made-up according to the program attendance and make-up policy.

Following the last term of the program, all students will be enrolled in an NCLEX-PN review course. The course will be a combination of an online and face-to-face meeting with an instructor/mentor. After the course, the students will take the ATI practice exam. The desired benchmark for the practice test is 80%. The practice exam has no bearing on the student's graduation. Students will have the opportunity to remediate with a faculty tutor, and retest. It is strongly recommended for students to participate in the remediation process to ensure that they are fully prepared for the NCLEX exam. When the student has reached the benchmark, they should feel prepared to take the licensing exam. It is highly recommended that all students should take the board exam within six months of graduation. The likelihood of passing exponentially decreases the longer the student delays the exam. When all graduation requirements have been met, the Director of the Vocational Nursing Program will notify the BVNPT of the students’ completion and the students may then apply to take the NCLEX-PN.

The BVNPT and the National Council of State Boards of Nursing have extensive requirements and paperwork that will need to be completed by each graduating student.

The program director or designee will provide the student with the necessary forms, requirements, and the associated costs with the application.

CREDIT FOR PREVIOUS EDUCATION AND EXPERIENCE

Credit for previous education and experience is prescribed in Section 2535 of the Vocational Nursing Rules and Regulations. The vocational nursing program adheres to that policy.

Transfer Credit

Transfer credit shall be given for related previous education completed within the last five years. This includes the following courses:

- Approved vocational or practical nursing courses
- Approved registered nursing courses.
- Approved psychiatric technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other courses the school determines to be equivalent to courses in the program

Competency-based Credit

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Waiver

A student who is eligible for credit for a certified nursing assistant course but wishes to attend any or all portions of the course for which credit was earned, will be asked to sign a waiver form that outlines the student's options.

The Vocational Nursing Program also adheres to the credit-granting policy for Universal Health Careers College. The following policies appear in the Campus Catalogue:

Students who have completed similar training courses at other institutions may apply for a transfer of credit according to the following policy and procedures.

1. Complete and submit a Transfer of Credit Application to the Adult School Director prior to the date of your first class.

2. Provide an official transcript of the prior post-secondary training. Only official transcripts can be used to evaluate credit. Photocopies will not be accepted.
3. Only courses from accredited post-secondary training programs that correspond directly in content, scope and length to BSA - VN courses will be considered for credit.
4. Only training courses with a grade of C or 75% or above will be considered for credit.
5. No more than 35% of the total credits of the program can be accepted from transfer credits.
6. BSA does not charge any fee for evaluating or accepting transfer credits. The approval of transfer credits will reduce one's tuition charge and may affect financial aid eligibility and the length of one's program.

Transferring credits to another school

Universal Health Careers College cannot ensure that credits earned in programs here will be transferable. Units earned at BSA in most cases will probably not be transferable to any other college or career technical education program. In addition, if you earn a diploma here, in most cases it will probably not serve as a basis for obtaining a higher-level degree at another educational institution. The acceptance of credits is entirely up to the receiving institution. A graduate of the Vocational Nursing Program who has successfully completed the licensing examination (NCLEX-PN) may be eligible for advanced placement in a community college associate degree nursing program (AND-RN). Students are advised to contact the community college directly to obtain information about nursing pre-requisites courses and bridge programs.

LEAVES OF ABSENCE

The school does not offer leave of absence. If you must leave for an extended period, you must take a voluntary drop. If you do not drop voluntarily, the school will enforce the school's attendance policy and drop you from the active roster. You will be reinstated upon your return unless there are outstanding issues.

JURY DUTY

Students are encouraged to postpone any jury duty assignments until the program is completed. A lengthy assignment would require the student to withdraw from the program and apply to re-enter at a later date on a space available basis. A letter of support will be written by the Program Director to assist you with your postponement request.

HOLIDAYS OBSERVED

The vocational Nursing Program adheres to the calendar of the UHCC. A calendar of vacations, holidays, and minimum days will be distributed on the first day of each school year. The students and faculty will be informed of any changes as soon as possible. Students are responsible for this information, failure to follow the calendar can adversely affect student attendance.

DRESS CODE POLICY

The Dress Code Policy derives from the principles of asepsis and the protection of the patient and professional appearance. The student is considered a role model in appearance and behavior. Universal Health Careers College expects the students to represent the highest standards of professional nursing.

General Appearance:

1. Only the approved school uniform is to be worn on campus and in the clinical areas, except when a specific clinical site requires a specific dress policy.

2. The school's name is printed on the chest area of each uniform.

3. The uniform must be clean, wrinkle-free, and in good condition each time it is worn. Pants must be the proper length, which is from the waist to the top of the back of the shoe. Tops should cover the torso and fall to the hip area. The uniform must fit properly and must not be excessively tight or loose.

4. Shoes for the nursing program may be either all-white or all-black in color. No stripes or color trim is allowed. Shoes must be clean and in good repair. If shoelaces are used, they must also be clean. Canvas shoes, clogs, or open-toe or high-top shoes are not allowed.

5. The student may wear a short or long sleeve all-white shirt under the scrub top. This shirt must be clean and wrinkle-free.

6. The school-issued identification badge must be worn at all times on campus and in the clinical setting.

7. Students are responsible for maintaining their uniforms and must replace all lost or damaged uniforms, identification badges, equipment, books, nursing kits, and any other materials provided at their own cost.

Personal Hygiene and Grooming:

1. Good personal hygiene is expected. Daily bathing and the use of deodorant is essential. Be aware of your breath.

2. All clinical site “No Smoking” policies must be observed. Students are to reframe from smoking while in school uniform. Smoking, alcohol and illicit drugs are prohibited on school grounds.

3. Hair must be worn off the collar and secured to avoid the possibility of contamination. Ponytails are permitted if the hair does not fall past the collar.

4. Make-up must be subdued.

5. No perfume or cologne is allowed. Scented hairsprays, deodorants, hand lotions, etc. may be offensive to patients.

6. Fingernails should be short and clean. No artificial nails of any kind may be worn. Clear nail polish may be worn. Polish should not be chipped.

7. Beards and/or mustaches that are not excessive and are well-trimmed are permitted. Facial hair must be washed and groomed daily.

Jewelry and Communication Devices:

1. Only one pair of stud earrings is allowed. No loop or multiple earrings are allowed.

2. Facial/tongue piercings must be removed. Any visible tattoos must be covered when attending the clinical site and in the skills laboratory.

3. Only a simple wedding band and/or engagement ring is allowed.

4. Hair ornaments are limited to simple and functional; not decorative. Barrettes, hair clips, or pins may match the uniform color or the hair color. No hair beads are allowed. No hats, caps, hoods, or scarves are allowed.

5. Bracelets or necklaces may not be worn.

6. One watch with a second hand will be worn at all times.

7. Cellular phones should be turned off in the classroom area and turned off or not carried in the clinical area. Students must follow the cell phone policy of the clinical site.

Purpose of the Dress Code Policy:

The purpose of the Dress Code Policy is to enhance the student's professional appearance and self-esteem; maintain the image of the school and comply with universal precautions.

The student is expected to comply with the Dress Code and maintain personal behaviors that are appropriate for a Vocational Nursing student.

Faculty members are responsible for enforcing the Dress Code. Students who report to the classroom or clinical facility in inappropriate attire will be counseled.

Violation

1. If the violation is correctable (e.g., hair, jewelry, make-up, etc.):
   a. The student must correct the violation and will be allowed to remain in the classroom or clinical setting.

2. Violations that are not correctable before the start of theory or clinical (e.g., improper or dirty uniform, improper nails, etc.):
   a. The student, at the discretion of the instructor, will be sent to the program director or executive director.
   b. At the discretion of the school, the student may be sent home and an absence will be recorded.

3. Repeat or flagrant violation(s) of the Dress Code Policy:
   a. This may result in the student's dismissal from the clinical or class settings, in which case an absence will be recorded.
   b. This will result in counseling with the instructor, program director, and or academic dean.
   c. This will result in written advising which will be maintained in the student's permanent record.

SEXUAL HARASSMENT

Sexual harassment of students in the workplace is considered a form of behavior that is unacceptable and not tolerated by the Vocational Nursing Program.

1. All Vocational Nursing Program employees and students, whether management or non-management, are expected to refrain from any behavior or conduct which could be interpreted as sexual harassment toward any other employee, student, patient, or visitor.

2. Management and supervisory personnel take prompt, corrective action whenever they become aware of sexual harassment in the workplace.

3. Corrective action will include discipline, which may include termination of the offending employee(s) or student(s).

4. All incidences of sexual harassment should be reported to the Program Director or Clinical Supervisor immediately. If the program director is not immediately available, please see the school’s executive director.

5. All students should familiarize themselves with the school's policy on Sexual Harassment.

6. In the case of Sexual Harassment, the Vocational Nursing Program will abide and uphold the school's policy.

SUBSTANCE ABUSE

Universal Health Careers College has clear policies regarding substance abuse. The Vocational Nursing Program adheres to the campus policy regarding substance abuse for both students and faculty.

GENERAL CONDUCT

1. Universal Health Careers College and the vocational nursing program maintain a professional environment. Students are required to be courteous and considerate towards instructors, staff, and fellow students.

2. School policies must be observed regarding all aspects of the curriculum, testing, absences and tardiness, behaviors, and performance on campus and in the clinical area.

3. Students are expected to maintain appropriate conduct at all times on campus and at every clinical location.

4. Failure to abide by these general rules may result in termination from the Program. Any verbal or physical assault, threat, or intimidation will not be tolerated.

Student misconduct

A student may be in violation of acceptable standards of behavior for any of the following in the theory and clinical setting:

1. Placing any person or patient in physical jeopardy

2. Placing any person or patient in emotional jeopardy

3. Patient abandonment

4. Failure to demonstrate competence

5. Gross negligence

6. Failure to meet theory or clinical objectives

7. Failure to maintain personal composure

8. Violation of school drug and alcohol policies

9. Performing procedures without the clinical instructor

If a faculty member perceives that a student may be demonstrating inappropriate behavior of any kind, a conference between the instructor and the student will be held. This is the opportunity to assist the student to improve his/her performance and establish guidelines for more appropriate behaviors. A conference with the instructor, the student, and the Director of Nursing may be scheduled to fully clarify the circumstances.

Serious violations may result in withdrawal from the program. Any instance involving misconduct may result in immediate dismissal.

An instructor may, at any time, remove a student from the patient care area

HEPATITIS/HIV PRECAUTIONS

All students as health care and service providers need to know and practice precautions to protect themselves and their patients from exposure to the Hepatitis viruses and the human immunodeficiency virus (HIV) which causes AIDS and AIDS Related Complex (ARC). Blood and body secretions from all individuals are considered potentially infectious. Therefore, preventive measures will be taught throughout the vocational nursing program.

Specific recommendations based on CDC guidelines are:

- Use appropriate barrier precautions routinely to prevent skin and mucous membrane exposure when contact with blood or other body fluids of any patient/client is anticipated. (These substances include vaginal, seminal, pleural, synovial, cerebrospinal, oral secretions, feces, pericardial and amniotic fluid and any body tissue.) Wear latex gloves for touching blood and body fluids, mucous membranes, or non-intact skin of all patients/clients, or for handling items or surfaces soiled with blood or body fluids, including linen that may be soiled with secretions. Gloves should be changed using correct asepsis after contact with each patient/client, and hands washed thoroughly and immediately.

- Wear a mask and protective eyewear during procedures likely to generate droplets of blood or other body fluids to prevent exposure of mucous membranes of the mouth, nose, and eyes. Gowns and protective eyewear should be worn during procedures likely to generate splashes of blood or other body fluids. Wash

hands and other skin surfaces immediately and thoroughly if contaminated with blood or other body fluids.

- Take precautions to prevent injuries caused by needles, scalpels, and other sharp instruments. To prevent needle stick injuries, do not recap needles. Do not purposely bend or break needles by hand, remove them from disposable syringes, or otherwise manipulate by hand. After use, place all sharp instruments in a puncture-resistant container for disposal, located as close as possible to the use area. (If syringes are used for repeated injections, do not recap after use, but rather place the unsheathed needle into a "sterile field" between injections, and dispose of in an appropriate "sharps" container.)

- Although saliva has not been implicated in HIV transmission, to minimize the need for emergency mouth-to-mouth resuscitation, have mouthpieces, resuscitation bags, or other ventilation devices available for use in areas where the need of resuscitation is predictable.

- Although pregnant women are not known to be at greater risk of contracting HIV infection during pregnancy, the infant is at risk of infection resulting from perinatal transmission. Because of this risk, pregnant women should be especially familiar with and adhere strictly to precautions to minimize risks.

- Check your hands for any cuts, abrasions, or breaks in the skin and cover them with a waterproof dressing.

- Refrain from direct patient/client contact if you have an exudative lesion or weeping dermatitis until the condition resolves.

- If accidental contact occurs, an immediate evaluation of the patient/client within legal parameters must be made for AIDS or Hepatitis B. If AIDS is confirmed, AZT treatment should be initiated. HBIG (Hepatitis B immune globulin) is indicated to provide immediate protection from Hepatitis B. Hepatitis B vaccine, Heptavax-B, or Recombivax HB are available to provide active immunity to Hepatitis B infection. Clinical studies have shown that 85 to 96 percent of those vaccinated evidence immunity. Side effects have been minimal in vaccine trials. The most common complaint has been arm soreness; a few individuals have reported rash, nausea, joint pain and low-grade fever. No long-term reactions to the vaccine have been reported.

* Though the CDC does not include nasal secretions, urine, and vomitus (unless contains visible blood), barrier precautions are required whenever working in a dental operatory, diapering young children, or in acute care setting handling these body secretions.

The State of California continues to require face masks to be worn in all healthcare facilities. Students and faculty need to comply with all facility policies related to

COVID-19 immunizations, boosters, testing, and symptom monitoring. Failure to comply will result in the student or faculty not being able to complete clinical hours at that facility. If the clinical experience cannot be obtained at another facility, the student may be unable to meet the requirements for graduation.

CLINICAL FACILITIES LIST

It is the goal of the Vocational Nursing Program to provide students with various clinical experiences to facilitate theory education, provide hands-on practice, and meet required clinical objectives. The following is a list of clinical sites currently offering clinical placements for our students.

Burlington Convalescent Hospital	845 S. Burlington Ave., Los Angeles, CA 90057
Fatima Medical Center	820 S. Alvarado St., Los Angeles, CA 90057
Montrose Spring SNF and Post Acute	2635 Honolulu Ave., Montrose, CA 91020
University Doctors Medical Clinic	111 Maryland Ave., Ste. 201, Glendale, CA 91206
City Medical Group Inc.	1508 Florence Ave., Los Angeles, CA 90001
All for Health, Health for All	2048 Montrose Ave., Montrose, CA 91020
Mid Valley Medical Center	14550 Archwood St., Ste. 106, Van Nuys, CA 91405
Diaz Medical Group	14550 Archwood St., Ste. B, Van Nuys, CA 91405

Clinical site availability is not guaranteed and may be modified at the discretion of the program. Changes may occur without prior notice due to external factors beyond the institution's control.

This handbook is intended as a supplemental resource and does not encompass all policies and procedures of Universal Health Careers College. The official school catalog serves as the authoritative source for institutional guidelines.

Information contained herein is subject to modification at the discretion of the institution and may be updated without prior notification

ACKNOWLEDGEMENT OF RECEIPT OF MATERIAL

I, _____ acknowledge receipt of the Universal Health Careers College Vocational Nursing Student Handbook. It is my responsibility to familiarize myself with the school Policies and Procedures.

Universal Health Careers College administration will be available to assist you any time with any questions and/or clarifications you might have relative to school policies and procedures.

_____

STUDENT NAME (PRINT)

_____

STUDENT SIGNATURE DATE

AGREEMENT TO ABIDE BY POLICIES

This is to certify that I, the undersigned, have read and completely understand all policies described in the Student Policy and Procedures Manual. In signing this document, I agree to abide by the client's and patient's right to confidentiality, hospital/clinic confidentiality as well as all the policies listed and described in the manual. I understand that failure to adhere to the policies can result in disciplinary actions and/or expulsion from the Vocational Nursing Program. I understand that the program undergoes continuous review and self-evaluation. In an effort to improve student outcomes, it may be necessary to periodically modify the curriculum. In addition, policies and/or procedures may be revised or added during the training period. I agree to adhere to these changes as implemented and communicated by the Program Director.

_____

STUDENT NAME (PRINT)

_____ _____

STUDENT SIGNATURE DATE

ACKNOWLEDGE OF STUDENT HANDBOOK

I have read and understood the “Vocational Nursing Program Student Handbook.” In particular, I understand the academic policy, attendance policy, and the policy for absence from major examinations.

_____

STUDENT NAME (PRINT)

_____ _____

STUDENT SIGNATURE DATE

BACKGROUND CHECK DISCLOSURE

This is to certify that I, the undersigned, understand that many clinical externship sites retained by Universal Health Careers College for students of its Vocational Nursing Program may require students to satisfactorily pass a background investigation before a student is allowed to start his/her externship at the site.

I acknowledge and agree that Universal Healthcare Careers College will not be held responsible in the event that my entry to a clinical site is denied based on the results of the background investigation.

I understand that I may be subject to immediate termination from the Vocational Nursing Program based on the background investigation results.

I understand that my eligibility to sit for certification exams in the vocational nursing field may be adversely affected by a past criminal record.

_____

STUDENT NAME (PRINT)

_____

STUDENT SIGNATURE DATE

WAIVER – CREDIT CERTIFIED NURSING ASSISTANT

I _____ have

- Completed a Certified Nursing Assistant course with a grade of “C” or better with the last five years
- Successfully completed an approved certification written and performance examination and have maintained my certification.

I understand that the skills obtained in the nursing assistant program may be repeated in Fundamentals of Nursing. I also understand that nursing is an ever-changing and progressive profession. Thus, I am waiving my rights to be excused from any part of the Fundamentals of Nursing in order to have the most current knowledge and instruction at my disposal.

I understand that this waiver does not affect financial aid monetary credit which will be granted for nursing assistant certification.

This policy in is compliance with BVNPT regulation 2881.1 Credit for previous education. I have read and understood the policy.

_____

Print Student Name

_____

Student Signature Date