

# Integrity College of Health

## Orientation

### **MISSION**

The Mission of Integrity College of Health is to provide personal and focused educational training to students that would choose to have careers in healthcare. Our Mission is to provide multicultural sensitive education to all students that attend our college. These careers include Nursing and the many areas to experience in nursing. Our Mission is to also promote the importance of empathetic care and wellness in a multicultural environment, and continue to promote nursing in the community.

The main objective of Integrity College of Health is to offer programs in the health care field that increase knowledge and promote upward mobility in the health care profession.

We would also strive to promote the diverse opportunities in healthcare.

### **SCHOOL HISTORY**

Integrity College of Health was founded in 2007 by Bea Martin and Vella Dennis.

The management and staff of Integrity College of Health are strongly committed to maintaining high standards of quality and integrity in all aspects of operating an educational institution. The educational philosophy incorporates a variety of teaching strategies including but not limited to training in the following environments: classroom, lecture, field, lab, and site.

Integrity College of Health continually seeks to provide training programs that will best serve the changing demands of students, business, industry and the community at large.

### **APPROVALS AND MEMBERSHIPS**

Integrity College of Health is a private institution for Continuing Education. The continuing education classes are excluded from institutional accreditation by ABHES.

Integrity College of Health is approved to operate by the Bureau of Private Postsecondary Education and the Bureau for Vocational Nursing and Psychiatric Technicians. Approval to operate includes a compliance with minimum state standards and does not imply any endorsement or recommendation by the state or superintendent. The college is accredited by the Accrediting Bureau of Health Education Schools (ABHES), and approved by the Veterans Administration to accept Veterans.

School approvals and memberships are displayed in the lobby for public viewing. The school director will furnish

additional information upon request.

Accrediting Bureau of Health Education Schools (ABHES) 7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043

Phone (703) 917-9503

Bureau for Private Postsecondary Education - BPPE

Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95798-0818

Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959 Fax: (916) 263-1897 Toll Free: (888) 370-7589

BVNPT

2535 Capitol Oaks Dr. Suite 205. Sacramento CA 95833-2945. Phone: (916) 263-7800

[www.bvnpt.ca.gov](http://www.bvnpt.ca.gov)

## **Integrity College of Health**

### **OWNERSHIP**

Integrity College of Health is a subsidiary of Advanced Health Services, LLC. It is a for-profit membership company formed by nurses.

Bea Martin - CEO - owns 70%

Haik Antonyan - Associate Director Of Administration - owns 30%

### **FACULTY:**

#### **Bea Martin, RN, MSN, FNP School Director, Director of Nursing (FT)**

Pasadena City College AA, RN - 1969

California State University Dominguez Hills BSN - 1990

California State University Dominguez Hills MSN - 1995

Western University FNP - 2001

#### **Barbara Jennings, RN, Clinical Instructor (PT)**

Glendale Career College - 2008

#### **Generoso Flores Jr., RN, BSN Instructor (PT)**

Dr. Carlos S. Lanting College, Manila – 2003

Glendale Career College - 2006

#### **Tony Prudencio, RN, BSN Instructor (PT)**

#### **Jocelyn Tan, RN, BSN Instructor (PT)**

#### **Romulo Albino, LVN Instructor (PT)**

#### **Sharon Henry, LVN Instructor (PT)**

#### **Brenda Castile, LVN Instructor (PT)**

### **FACILITIES AND EQUIPMENT**

Integrity College of Health is located at 1460 N. Lake Ave. Pasadena, CA 91104, over 3,500 square feet in Suites 102,

102A and 110. The building is located close to the 210 freeway. The two largest streets are Lake Ave and Washington St.

Integrity College of Health facilities are conveniently located on the first floor of the two story building.

Class sizes range from 10 to 30 students. Classes are scheduled with a view toward classroom availability and size.

The affiliates the school uses for clinical facilities are located in Los Angeles, Baldwin Park, and Rosemead. Integrity

College of Health is constantly adding and making changes to the current list of affiliates in order to best suit the needs of students, employers and community.

Situated to provide basic bedside nursing care to learn skills from fundamental skills including bed making to insertion of catheters for urine and feeding.

Equipment used includes medical mannequins, stethoscopes, blood pressure cuffs, and blood withdrawal paraphernalia.

## **Integrity College of Health**

### **APPROVED PROGRAMS**

<b>Name of Program</b>	<b>Cert/Diploma</b>	<b>No. of Hours</b>
Vocational Nursing	Certificate/ BVNPT 1,560	1560
Nurse Assistant	Certificate	151
Home Health Aide	Certificate	40

**Integrity College Of Health also offers Continuing Education Units for the following courses:**

Restorative Nurse Assistant	Certificate	24
Intravenous and Blood Draw	Certificate	36
Director of Staff Development	Certificate	24

**The Continuing Education courses are excluded from accreditation by the Accrediting Bureau of Health Education Schools (ABHES).**

### **BUSINESS OFFICE HOURS**

Monday thru Friday 9:00 a.m. to 5:30 p.m.  
Saturday 7:30 a.m. to 4:00 p.m.  
Phone: (626) 808-0215

### **HOLIDAYS**

New Years Day  
Easter Sunday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

**Each holiday must be made up during the week according to Integrity College Of Health policy.**

### **PROGRAM START DATES**

(WITH MINIMUM ENROLLMENT)

June 4, 2014 Theory 6:00 p.m. to 10:00 p.m. (Wed & Fri)  
Clinic 2:00 p.m. to 11:00 p.m. (Sat & Sun)  
October 16, 2014 Theory 8:00 a.m. to 4:00 p.m. (Thurs)  
Clinic 7:00 a.m. to 4:00 p.m. (Sat & Sun)

## **Integrity College of Health**

### **Admission Requirements**

#### **To qualify for enrollment:**

1. The applicant must be at least 18 years old.
2. The applicant must be a high school graduate or GED equivalent.
3. The applicant must get any foreign transcripts formally evaluated and results must be on file.
4. The applicant must be able to meet financial requirements.
5. The applicant must complete an oral interview.
6. The applicant must have had a physical within the last year, with no evidence of a communicable disease, and a yearly tuberculosis test or chest x-ray.
7. The applicant must pass the Wonderlic Scholastic Level Exam at a 10<sup>th</sup> grade level.
8. The applicant must have a CLEAR with Background checks.
9. Effective Oct 1, 2013 it is encouraged to be a CNA, or Medical Assistant

### **FINANCIAL AID**

Effective Oct 13,2013, Integrity College of Health does offer Financial Aid for qualifying students. We do participate in Federal Financial Aid programs. After successful completion of entrance exam, the financial officer is available by appointment to discuss finances

### **CATALOG OR FACT SHEET**

Prior to Signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing this agreement.

### **PAYMENT METHOD**

Financial arrangements must be made with the Director, and the Business Office, and a schedule of fees to be made must be followed, accordingly. At a minimum, arrangements include \$2000 deposit, then monthly payments will begin the second month and thereafter for 13 months. A 10% late fee is charged on any outstanding amount over 30 days. If a cancellation is made before class begins, 100% of the deposit will be refunded, however the \$75 registration fee is nonrefundable. If a loan is obtained for payment of the program, you are responsible for that amount. If you get a loan, you are responsible for repaying the loan amount plus any interest.

### **INCLUDED with TUITION AND FEES**

Background Check  
Blood Pressure Cuff  
Stethoscope  
Scrub Uniform  
Watch with second hand  
Malpractice Insurance  
Books: Textbook, workbook and ATI resource book

STRF Assessment Student is assessed at \$.50 per \$1,000 of tuition paid (except third party tuition)

## **Integrity College of Health**

### **TRAINING DESCRIPTION**

Training and instruction takes place at the School's facility and or designated training facility. Classroom and field training may take place in separate locations, as deemed necessary to accommodate local resources and conditions. For example, classroom and/or lecture training may take place in a classroom/lecture environment and/or a field/lab environment. The number of students per class range from 15 students to 30 lecture students and up to 10 laboratory students. Generally, classes will receive orientation training as a single group; however, the School may deem appropriate to divide the class size into smaller units. Training may take place in a variety of academic environments including but not limited to: lecture, hands-on, field, site, and lab. Faculty are experienced and qualified in each of their respective areas of study. Faculty are encouraged to utilize teaching techniques to meet course objectives; i.e., cognitive and motor skills. Teaching strategies may vary with each instructor. Field training is structured where students are organized in groups. Variations in training schedules may occur due to major holidays, weather conditions or other unforeseen circumstances.

### **HOMEWORK**

Students should consider homework as an integral part of their training program. Students are expected to be prepared for upcoming course material and review previously learned information on a regular basis. Homework may be assigned by individual instructors on an as-needed basis. Students should be prepared for homework assignments and allow time day for homework.

### **PROGRESSION**

1. In order to continue in the program students must:

**a.** Earn a final grade of "C" or better in theory courses. If a test grade is below 75% the student will be referred to remediation.

The Grading Criteria for Theory classes are:

A= 100%-93%

B= 92%-84%

C= 83%-75%

Below 75%=F

**b.** Earn a final grade of CR (credit) in clinical laboratory portions of nursing courses. If assigned a No Credit (NCR), the student will be referred to remediation. If the student is assigned a minimal pass (MP), the student will be referred to remediation for clinical, if theory grade is passing.

**c.** Earn a grade of "C" or better in all required courses.

**d.** Students who are assigned minimal pass must remediate in order to progress to the next class. Students who receive two consecutive minimal passes in clinical will not be allowed to progress.

Students are expected to complete their program within 150% of the allotted time (e.g., in a 12 month program the allotted time would be 18 months; in an 18-month program the allotted time would be 27 months.) Student enrollment will be considered terminated after 150% allotted time and/or incompleteness of exit exam unless permission of director has been granted.

**CLINICAL EVALUATION**

1. The instructor evaluates the achievement level of the student and determines if the student has satisfactorily completed course objectives. This evaluation is based on behavioral objectives described in vocational nursing courses with a clinical rotation. The behavioral objectives for each course and evaluation rating scale define the standards for a CR (credit) grade for the clinical portion of the Vocational Nursing Courses. Rating scale and evaluation criteria are distributed to students in writing at the beginning of the semester. The rating scales are:

CR= Credit

MCR= Minimal Credit. Referred to Remediation

NCR= No Credit. Student is dropped from program.

2. The determination of the student grade shall be final, in the absence of mistake, fraud, bad faith or in competency.

3. Questions or concerns regarding instructors evaluations of students should be addressed first to the instructor. The appeals procedures are designed for implementation only after reasonable efforts have been expended by the student to resolve his/her problem with the instructor.

4. A student may be dropped at any point during the program courses for any of the following reasons.

A. Failure to meet acceptable standards of skill performance.

B. Failure to perform in the clinical setting at the level of competency of the preceding nursing course.

C. Evaluated by the clinical instructor to be unsafe in practice.

D. Placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.

(NOTE: If a student places a patient in jeopardy by his/her actions, the student will be counseled, relieved of the clinical assignment and/or reassigned with close supervision. The course instructor will document the incident and inform student of the necessity for a meeting of the faculty to determine the students' continuation in the program.)

E. Failure to meet clinical objectives stated in writing at the beginning of the course thereby placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.

F. Failure to effectively report about a patients' status during a clinical assignment, thereby placing patient, or patients, in physical or emotional jeopardy. One written warning will be issued.

G. Failure to show appropriate preparation for completion of skill performance thereby placing a patient or patients in physical or emotional jeopardy. One written warning will be issued.

5. Failure of student to adhere to uniform standards and program/facilities policies. One written warning will be issued.

## Integrity College of Health

### GRADING SYSTEM

Integrity College of Health adopts a strict, rigorous evaluation system in the pursuit of excellence. Grades are based on attendance, tardiness, and the quality of class participation, projects, exercises, any written assignments and exams. A "Fail" is the equivalent of 74 % or less on a numerical scale, or an 'F' on a letter scale.

The following scale is the grading system:

#### *Percent Letter Grade Description Grade Point*

100% to 93% A Excellent 4.0

92% to 84% B Very Good 3.0

83% to 75% C Expected Progress 2.0

Below 75% F Fail 1.0

#### **Late Penalty**

A test which is not taken at the time or date scheduled will be penalized 10% when taken.

### ATTENDANCE

Students are expected to attend each scheduled class meeting, laboratory session, and clinical or hospital assignment printed in the official schedule of classes and/or assigned by the instructor during the course of the term. The student is expected to report on time for all classes and laboratory assignments, including those scheduled in off-campus facilities.

Students are expected to attend clinical or hospital assignments in compliance with Integrity College of Health's Vocational Nursing Program Uniform Policy. Students who do not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such purposes will apply to absence time. Instructors in Pediatrics Nursing course will advise students of appropriate attire for alternate clinical assignments. Tardiness time and time lost by leaving lecture and laboratory early are cumulative and will be applied to absence time. A student may petition for re-admission because of excess absences only once during the entire program. Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled hospital assignment, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation." A second occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the course. Because of the unique requirements of some nursing courses, instructors may assign additional attendance requirements (i.e. field trips to other clinical sites). Students will be advised of such requirements early in the course, and are required to complete these attendance requirements.

Attendance requirements at an assigned clinical facility may be changed due to the sudden and unexpected inability of a clinical facility to fulfill its commitment to the program.

#### **Absences**

Students are expected to attend all classes including clinical. The student is to give at least 30 minute notice to school or instructor of the reason he or she will be absent, as well as any documentation pertaining to the nature of the absence. **Attendance is a vital component of the curriculum. Students are allowed only two excused clinical absences and two theory absences in each semester (which must be made up with assignments). Any additional absences will be considered excessive and may result in the student having to repeat the semester.**

## **Integrity College of Health**

### **GRADUATION REQUIREMENTS**

A student is eligible to graduate from the program when all classroom, practical, laboratory, and clinical hours are completed with a combined grade of a "C" (75%) grade or higher. All students must pass Exit Exam with 80% or above. The student must have no outstanding Incompletes in the school records and must have satisfied all financial obligations to the school.

Upon program completion the student will receive school certification attesting to successful completion of their respective certificate program. Students completing the program will be required to pay additional fees to the Board of Vocational Nurse and Psychiatric Technician. These fees are regulated by the Board, and subject to change. The following fees are assessed: fee for licensure application; Exam application fee; Department of Justice Fingerprints; FBI Fingerprints fee. A schedule of current fees such as for license application, fee for fingerprinting, etc., will be given to each student at the beginning of the program.

### **GRIEVANCE PROCEDURE**

1. Students who have been temporarily disqualified or permanently disqualified have the right to grieve within ten school days following the disqualification.
2. The disqualified student may submit to the Vocational Nursing Program Director a written request for grievance. The request must be delivered to the Advisement Center during the hours of 8:00 a.m. - 4:00 p.m., no later than 4:00 p.m. on the third school day, after receipt of the notification of the disqualification. Failure by the student to submit the request in the prescribed manner and within the prescribed time lines waives his/her right to grieve under the procedure.
3. When a grievance is requested, the Vocational Nursing Program Director will hear the case and render a decision. In instances where the Vocational Nursing Program Director feels that he/she is not able to hear the case with sufficient objectivity, the Vocational Nursing Program Director will appoint an appropriate alternate.
  - A. If the student feels the decision has not been handled fairly, the student may apply to the Administrator of the College for a final decision.
  - B. For any further concerns about the procedure or the program, the student may contact the Board of Vocational Nursing and Psychiatric Technicians, at the address below.
4. The Vocational Nursing Program Director will notify, in writing, the following people regarding the decision of the hearing.
  1. Advisement Center
  2. Instructor
  3. StudentA copy of the decision of the hearing will also be placed in the student Vocational Nursing Program file.
5. Procedures for disciplinary and grievance/appeal hearing may be secured from the Vocational Nursing Program Director or in the Advisement Center Office. Student disciplinary policy and procedures, and student grievance policy and procedures handbook are available in the Advisement Center.
6. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling or completing a complaint form, which can be found at: [www.bppe.ca.gov/forms\\_pubs/complaint.pdf](http://www.bppe.ca.gov/forms_pubs/complaint.pdf)



## **Integrity College of Health**

Bureau for Private Postsecondary Education Physical Address: 2535 Capitol Oaks Dr. Suite 400, Sacramento, CA 95798-0818 Mailing Address: PO Box 980818 West Sacramento, CA 95798-0818

Telephone: (916) 431-6959 Fax: (916) 263-1897 Toll Free: (888) 370-7589

### **STUDENT SERVICES**

#### **Academic Advising**

Students experiencing academic or any other kind of distress are encouraged to seek advising from assigned staff, faculty and the director of the nursing program is equipped to provide guidance. Should the student prefer, these staff and faculty can provide referrals to other programs or organizations that are better suited to be of assistance.

#### **Tutorial Programs**

Tutoring is made available to any student on an as-needed basis. Specific tutorial services for class material are provided by the student's regular instructor. Should there be a conflict; arrangements may be made for another instructor to assume tutorial duties. Whenever possible, tutoring will be provided at the student's scheduled class time, usually during one of the break times. Otherwise, the student and the instructor are responsible for scheduling a time when there is no conflict. The amount of tutoring will depend on the need of the student as determined by the instructor.

#### **Library**

Integrity College of Health maintains a wide variety of reference materials and publications to aid in furthering comprehension of coursework. The library houses books, journals, magazines, as well as audio and video instructional aides. The library is located in Suite 110, in the Skills Lab adjacent to the Instructor's Office. The nearest public library can be found at 600 E. Mariposa, Altadena, CA 91001 approximately 2.5 miles from the

### **JOB PLACEMENT ASSISTANCE**

Integrity College of Health emphasizes job placement and retention in all of its programs. In the pursuit of maintaining high employment standards, Integrity College of Health employs a method of intensive career advising including resume assistance services, and job skills workshops conducted a month before graduation. The school does provide free job placement assistance, but **there is no guarantee of employment or income level.**

### **STUDENT CONDUCT**

Students are expected to attend all clinical or hospital assignments in compliance with Integrity College of Health's Vocational Nursing Program Uniform Policy. Students who do not conform to the Uniform Policy will be asked to leave the clinical area until such time that he/she can comply with the policy. Time missed for such purposes will apply to absence time. Instructors in Pediatrics Nursing course will advise students of appropriate attire for alternate clinical assignments. Failure to notify the clinical instructor thirty minutes in advance of an absence from a scheduled hospital assignment, so that patient assignments may be adjusted, will result in the issuance of a "Warning Probation." A second occurrence of failure to notify the clinical instructor in a timely manner will result in the student being dropped from the course.

## **Integrity College of Health**

An instructor may temporarily suspend a student from class or the clinical area if, in the professional judgment of the instructor, the student poses a danger to the physical safety of the student, the client, or to others.

Students are not allowed to be disrespectful to faculty, clinical staff, patients, and fellow students. No loud talking or cursing in classrooms or at clinical site. One verbal warning will be given.

Students are not allowed to use cell phones while on the clinical floor. One verbal warning will be given. After second occurrence of cell phone use on the floor, the cell phone will be confiscated, to be returned at the end of the class.

### **TEST REMEDIATION PROCEDURE**

Students are given three chances to satisfactorily pass regular class tests.

If the student receives a grade of below 70% on the initial test they are required to retake the test. If the student

receives a score that falls between 70-75% they have the option of retaking the test, but are not required to do

so.

If they do not pass the retake test, they are required to take a third and final test. If they do not pass the third test

(i.e. the remediation test), then their highest grade from amongst the three tests is recorded.

Note: For both the retake and remediation tests, the score is capped at 75%. That is, regardless of the actual grade, nothing above a 75% can be obtained.

**ON LINE ORIENTATION CERTIFICATION**

Print Name: \_\_\_\_\_

Date \_\_\_\_\_

As a potential student for the Vocational Nursing Program of Integrity College of Health, I do affirm that I have read the "On Line Orientation" provided. I also have access to print out the College Catalog on line which includes the "Fact Sheet" with rates of retention, placement, and credentialing or NCLEX –PN pass rates.

I understand that any questions that I may have can be answered by the College when I am on campus.

Signature: \_\_\_\_\_

(sign and turn in to College with Enrollment)