School Catalog
2022 - 2023

**320 Crown Oak Centre Drive**

**Longwood, Florida, 32750**

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# A Message from the Campus Director

 Congratulations on your decision to pursue a career for which you have a passion. While many people attend an Institute, few have the vision to pursue their creative passion in a way that makes it into a career. Aceso Institute of Health Professions is pleased to help you gain the knowledge and skills that can lead you to success.

 We take your education very seriously. We strive to stay attuned to your personal academic and career goals as we help you pursue studies geared toward realizing your full potential. Our own goal is to provide you with the many advantages at our disposal. You will study with professionals using industry-driven credentials, curriculum, software, and equipment. We encourage you to jump into your passion from the moment you engage in our classes. Expect to find project-oriented classes in your major from week one.

We recognize that hands-on learning experience is critical in your field. That’s why we are centered around giving each student opportunities to gain skills by working on relevant, industry-related projects while earning a diploma or degree.

 On behalf of the entire faculty and staff, welcome to our Institute. We recognize your drive and applaud your commitment to developing your talents and your future. It is our privilege to provide you with the means to help you begin your career.

**Sincerely,**
Debora Nelson, MSN, RN
**Campus Director**

# GENERAL INFORMATION

## Purpose

Aceso Institute of Health Professions (Aceso) is dedicated to empowering students and faculty to achieve academic excellence and personal growth with an emphasis on compassion, advocacy, accountability, stewardship, and service.

## Mission

Aceso is an institution of higher learning with a focus on nursing and allied health professions. The mission of Aceso Institute of Health Professions is to provide quality education and training that inspires students to exceed expectations and prepares them for employment in the healthcare field.
Aceso Institute of Health Professions is dedicated to empowering students and faculty to achieve academic excellence and personal growth with an emphasis on compassion, advocacy, accountability, stewardship, and service.

## Vision

The vision of Aceso Institute of Health Professions is to meet the needs of our communities by providing innovative, rigorous curriculum and educating students to serve as culturally competent healthcare professionals.

## Location

Aceso Institute of Health Professions is located at **320 Crown Oak Centre Drive, Longwood, Florida, 32750.**

## Licensure

**Aceso Institute of Health Professions** is licensed by the **Commission for Independent Education, Florida Department of Education, ID #7630**. Additional information regarding this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888)224-6684 [www.fldoe.org/cie](http://www.fldoe.org/cie)

Aceso Institute of Health Professions is approved by the Florida Board of Nursing. Florida Department of Health Board of Nursing, 4052 Bald Cypress Way, Bin C-02, Tallahassee, Florida 32399-3256. Toll free number (850) 488-0595, Fax number: (850) 617-6460.

## Institutional Ownership

Aceso Institute of Health Professions is a D.B.A. under Aceso College of Health Professions, LLC which is a Limited Liability Corporation formed under the laws of the State of Florida.

## Catalog Information and Availability

The catalog is provided to students at the time of their enrollment. Each student receives access to an electronic version of the catalog upon enrollment.

## Campus Facility

Aceso Institute of Health Professions is located on State Road 434 with close proximity to I-4. This institution is housed in a 2500 sq. ft. facility which includes classrooms, lab, administrative offices, testing station, and library station.

## Hours of Operation

The Institution administration is available Monday through Friday from 8:00 AM to 4:00 PM by phone or appointment. Additionally, the email server is on duty 24/7 and questions may be addressed from students during the off hours by e-mail. Faculty members are available for students following their schedules posted on their syllabus.

## Class Schedules

Aceso Institute of Health Professions has the right to change its schedule in the interest of the student education. Students will be notified of any schedule change.

Practical Nursing:

**Clinical** – Full time enrollment - Monday through Friday, 6:30 am to 3:30 pm or 6:30 pm (varies by course)
**Classes** – Full time enrollment - Monday through Friday, 8:00 am to 4:00 pm

RN-BSN:

**Clinical** – Full time enrollment – Independent study
**Classes** – Full time enrollment – Varies by course

## School Calendar

|  |
| --- |
| ***Practical Nursing Program***Starts twice a year for full time enrollment.*There are 2 sessions per year for the Practical Nursing Program. Below is the academic calendar for 2022 – 2023* |
| ***2022*** | ***2023*** |
|  | **Session 1:** January 2023 to November 2023 |

|  |
| --- |
| RN-BSNStarts twice a year for full time enrollment.*There are 2 sessions per year for the RN-BSN Program. Below is the academic calendar for 2022 – 2023* |
| ***2022*** | ***2023*** |
|  | **Session 1:** January 2023 to May 2024 |

## Holidays

The school will remain closed during the following holidays:

**Holidays 2022/23**

|  |  |
| --- | --- |
| Martin Luther King Day, January 16, 2022/January 17, 2023 | Independence Day, July 4, 2022/23 |
|  | Labor Day, September 5, 2022/September 4, 2023 |
| Memorial Day, May 30, 2022/May 29, 2022 | Thanksgiving, November 21-25, 2022/November 20-24, 2023 |
| Winter Break, December 23-January 6, 2022/December 22- January 5, 2023 |
| *Classes canceled due to weather conditions are made up at the end of the program. The student will be advised as soon as possible on the day of the schedule change.* |

# POLICIES & PROCEDURES

**Disclaimer**: All students have the responsibility to become acquainted with the content of this catalog. This will assure that the student is informed and in compliance with current academic requirements and policies at Aceso Institute of Health Professions.

## Admission requirements for Practical Nursing ProgrAM

**An applicant requesting admission must:**

* Be at least 18 years old
* Provide a valid United States government-issued picture identification
* Be a United States citizen, permanent resident, or resident with a school permit
* Agree to participate in lab, clinical, and theoretical components of the course
* Show proof of high school graduation or GED and pass TABE Test with an 11 or higher, or proof

of higher education approved by Aceso.

* Submit 3 Professional Recommendation Letters *(PN Program Only)*
* Submit complete Enrollment Agreement
* A $150.00 Application fee must be paid upon enrollment
* Complete a lab partner participation form\*

\*Students must participate in lab, which may require students to serve as mock patients for lab

 skills and checkoffs.

**Although not required for general admission to the program, prior to attending the required clinical**

**rotation, students must submit the following by the established deadline (provided by the program**

**director):**

* Submit proof of malpractice insurance
* Provide a health clearance from a qualified HealthCare Provider
* Submit proof of required immunizations
* Complete a clear background check *(Estimated fee $ 50.00 to $60.00)\**
* Complete and clear a drug test *(Estimated Fee $50.00 to $90.00)*

*\** A background check that is not clear may prevent student access to clinical sites which are a

requirement for completion of core nursing courses.

**Students who fail to submit the required clinical documents by the deadline provided by the program**

**director will not attend clinical rotation, which will result in failure to complete the program.**

**Please note that specific details of these clinical requirements may be found in the student handbook and**

**may vary by clinical facility.**

## Admission requirements for RN-BSN Program

**An applicant requesting admission must:**

* Be at least 18 years old
* Provide a valid United States government-issued picture identification
* Be a United States citizen, permanent resident, or resident with a school permit
* Agree to participate in lab, clinical, and theoretical components of the program
* Submit complete Enrollment Agreement
* A $150.00 Application fee must be paid upon enrollment
* Submit a current resume or curriculum vitae
* Have a valid, unrestricted, and unencumbered RN license from the state in which the applicant

is practicing, to be kept current throughout the duration of the course of study

* Provide a valid government-issued picture identification.
* Earned an Associate Degree or Diploma in Nursing from an institution accredited by an agency

 recognized by either the Council for Higher Education Accreditation (CHEA), the U.S. Department

 of Education, or the Florida Department of Education.

* Have a cumulative grade point average (CGPA) of at least 2.5 on a 4.0 scale
* The general education courses listed below must be successfully completed with a grade of C or

above and transferred in before matriculating in courses that begin with “NUR” course codes

 ✓ GEC 201 College Writing II

 ✓ GEC 202 Introduction to Statistics

 ✓ HSC 201 Nutrition

 ✓ GEC 203 Introduction to Public Speaking

* Submit a completed enrollment packet
* Have a valid, unexpired, Basic Life Support (BLS) certification from the American Heart

Association or the American Red Cross.

* Complete a clear background check *(Estimated fee $ 50.00 to $60.00)* \*

\*Information on how to obtain this clearance will be given to the applicant during the admissions

process.

## Credit Transfer Policy

**Transfer Out:** The transfer of credits or contact hours earned at Aceso Institute of Health Professions is at the discretion of the accepting institution.

**Transfer In:** Aceso Institute of Health Professions does not accept credits from another institution or accept credit by prior examination.

## Academic Honesty

Aceso Institute of Health Professions can best function and accomplish its objectives in an atmosphere of high ethical standards. It expects and encourages all students, faculty, and staff to contribute to such an atmosphere in every way possible and especially by observing all accepted principles of academic honesty.

## Academic Regulations

Class Attendance**:** Properly enrolled students are required to attend the first day of class. Failure to attend may result in the student being dropped. Aceso Institute of Health Professions expects students to attend class at least 95% of the time. If a student reaches 4% absenteeism, they will be warned in writing by the Director of Education and consequently counseled. Additionally, if during the beginning of the course, the student is consecutively absent for more than 7 class sessions, they will be removed from the class and must wait for an available course and restart the program.

Students whose absences reach 6% of total class time will be given an **Incomplete (I**) and dropped from the course. A student receiving an **incomplete (I)** will have the option to attend the class again within 12 months and the application fee and program tuition will be waived. However, to qualify for the waived tuition and application fee, they must have paid the course in full prior to having been dropped.

In the event the student fails to complete the missed work, it will result in an **unsatisfactory (U) final grade**. The student will have the option to attend the class again within **12 months** with the application fee and program tuition waived. However, to qualify for the waived tuition and application fee, they must have paid the failed course in full. The student will be referred to the Director of Education for academic counseling prior to starting the course again. If after starting the course a second time, the student fails again, and the **12 months** have passed, they will not be allowed to retake the course. The student will be referred to the Director of Education for academic counseling. However, if the student chooses not to attend the class again, the **unsatisfactory (U) final grade** will become a permanent grade.

Emergency absences due to illness or family matters should be reported to the instructor and Director of Education immediately. Students are expected to be in the classroom 10 minutes before the start of each class in order to be on-time, 3 counts of Tardiness equal 1 absence.

Conduct: Unruly or disruptive behavior in the classroom will not be allowed. An instructor can dismiss a student from class, lab, or clinical for any conduct that creates an environment where learning cannot continue at a high level of quality. All issues will be reviewed prior to the next class and determined if the student can continue in the program or should be withdrawn. The standard refund policy will apply to forced withdraws.

Enrollment: Properly enrolled students are defined as students who have completed the enrollment form and process, paid the application fee of $150.00 and received an email confirmation of enrollment.

Examinations: Course examinations shall be given during the scheduled time and day of the class as designated in the class outline provided by the instructor. Any exception to this policy must be approved by the Student and Aceso Institute of Health Professions. All classroom examinations are subject to this policy; however, pop quizzes are at the discretion of the instructor.

**Grades for Practical Nursing Program:** Students will receive a grade based on the class requirements. A Diploma is awarded for completing the required class hours and materials and when receiving an average course grade of 80% or higher.

|  |  |  |
| --- | --- | --- |
| A | Satisfactory | 90 - 100% Course Average Grade |
| B | Satisfactory | 80% - 89% Course Average Grade |
| C | Unsatisfactory | 75% - 79% Course Average Grade |
| D | Unsatisfactory | 70% - 74% Course Average Grade |
| F | Unsatisfactory | 0% - 69% Course Average Grade |
| Reporting | Progress | Students are given Midterm and Final academic reports |

**Grades: for RN-BSN Program:** Students will receive a grade based on the class requirements. A degree of RN-BSN is awarded for completing the required class hours and materials and when receiving an average course grade of 80% or higher.

|  |  |  |
| --- | --- | --- |
| A | Satisfactory | 90 - 100% Course Average Grade |
| B | Satisfactory | 80% - 89% Course Average Grade |
| C | Unsatisfactory | 75% - 79% Course Average Grade |
| D | Unsatisfactory | 70% - 74% Course Average Grade |
| F | Unsatisfactory | 0% - 69% Course Average Grade |
| Reporting | Progress | Students are given Midterm and Final academic reports |

Career Services: Aceso Institute of Health Professions does not make any guarantees of employment or salary upon graduation. The school will provide placement assistance which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities. Students will be advised on how to write résumés and prepare for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them.

Procedure to Inspect Education Records: A student has the right to inspect his or her educational records and to challenge the contents. To review records, a student must make a request in writing to 320 Crown Oak Centre Drive, Longwood, Florida 32750. The written request must identify as precisely as possible the record or records he or she wishes to inspect. An appointment to review the records with the student will then be scheduled.

### **Confidentiality:**

**Student Records:** Family Educational Rights and Privacy Act Notice of Student's Rights

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are as follows:

1. Students have the right to inspect and review their education records within 72-hours of the day the School receives the request.
2. Students have the right to request amendment of their education records that they believe are inaccurate or misleading. If the School denies a student requested amendment, the student has the right to a hearing regarding the requested amendment to his/her education record.
3. Students have the right to consent to disclosures of personally identifiable information in their education records, except to the extent that FERPA authorizes disclosure without consent.
4. The school will exhaust every attempt to resolve student complaints to their satisfaction as per the grievance policies in this catalog; however, the students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. Such complaints may be sent to the:

**Family Compliance Office - U.S. Department of Education**

**400 Maryland Avenue, S.W. - Washington, D.C. 20202- 4605**

Students at Aceso Institute of Health Profession agree to be photographed and video-taped for educational and promotional purposes. In addition, Aceso Institute of Health Profession will maintain a student registry available to all students. Students must submit in writing to the program director any decision to opt out of photographs, videos, and/or the registry. The request is not retroactive and will only cover future photographs, videos, and editions of the registry.

### CANCELLATION REFUND POLICY

Should student’s enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

1. Cancellation can be made in person, by electronic mail, by Certified Mail or by termination.
2. All monies will be refunded if the school does not accept applicant or if the student cancels within (3) business days after signing the enrollment agreement and making initial payment.
3. Cancellation after the (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the application fee (Not to exceed $150.00).
4. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% of the program will result in no refund.
6. Termination Date: In calculating a refund due to a student, the last date of actual attendance is used in the calculation unless earlier written notice is received.
7. Refunds will be made within 30 days of termination of students’ enrollment or receipt of Cancellation Notice from student.

### GROUNDS FOR TERMINATION

Students are expected to comply with the rules and policies of this institution. Aceso Institute of Health Professions will reserve the right to terminate this contract and enrollment at any time for violation of its rules and policies as outlined in the catalog.

### GRADUATION REQUIREMENTS

In order to graduate from our programs, the student must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examinations with a minimum of 80% average and satisfy all financial obligations to the school.

### ANTI-DISCRIMINATION POLICY

Aceso Institute of Health Professions is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and to demonstrate by example that all members of the community are entitled to respect.

Harassment of a student by another student or by a teacher or other staff member is a violation of school policy. This includes (but is not limited to) harassment based on race, national origin, marital status, sex, sexual orientation, gender identity, religion, financial status, or disability.

### DENIAL OF ADMISSION

Any applicant will be denied admission if he/she does not meet the admissions and eligibility requirements stated in this catalog.

### IMPORTANT NOTIFICATION

Effective July 1, 2012, Section 456.0635, Florida Statutes (F.S.), provides that health care boards or the department shall refuse to issue a license, certificate or registration and shall refuse to admit a candidate for examination if the applicant:

1. Has been convicted of, or entered a plea of guilty or nolo contendere to, regardless of adjudication, a felony under Chapter 409, F.S., (relating to social and economic assistance), Chapter 817, F.S., (relating to fraudulent practices), Chapter 893, F.S., (relating to drug abuse prevention and control) or a similar felony offense(s) in another state or jurisdiction unless the candidate or applicant has successfully completed a drug court program for that felony and provides proof that the plea has been withdrawn or the charges have been dismissed. Any such conviction or plea shall exclude the applicant or candidate from licensure, examination, certification, or registration, unless the sentence and any subsequent period of probation for such conviction or plea ended
2. Has been terminated for cause from the Florida Medicaid program pursuant to section 409.913, F.S., unless the candidate or applicant has been in good standing with the Florida Medicaid program for the most recent five years.

## Student Financial Assistance

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start‐date of a student’s course(s), unless the student has arranged for monthly payments. A complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

* Full payment at time of signing enrollment agreement.
* Application fee at the time of signing enrollment agreement with balance paid prior to starting date.
* Application fee at time of signing enrollment agreement with balance paid prior to graduation following an agreed payment plan.
* Major credit cards are also accepted.

## Definitions

### Program Duration

Program and courses duration are measured in clock hours or credits {Varies by program).

### Clock Hour Definition

One clock hour constitutes 50 minutes of directed, supervised instruction and 10-minute breaks.

### Credit Hour Definition

One credit hour constitutes 50 minutes of directed, supervised instruction and 10-minute breaks, and two additional hours student work per week.

## Course Numbering System

Course numbers are based on course codes established by the institution and do not relate to state common course numbering systems. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies the academic discipline. The numbers identify the course.

## STUDENT SERVICES

Student will receive advisement and or counseling with the following topics: Academic Planning which includes academic advising, inquiry about additional online course offerings, registration for courses, completion of administrative forms, the purchase of textbooks and library access.

Student services also include Financial Advisement and Personal Academic issues. In addition, the student will also receive career services assistance, which will consist of identifying opportunities and advising the student on appropriate means of attempting to realize those opportunities.

## Satisfactory Academic Policy (SAP)

Satisfactory progress is defined by the average attendance and academic progress maintained by the student.

The institution requires that all students enrolled be evaluated academically and attendance-wise in evaluation periods as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Program of Enrollment | Program Duration | 1st SAP Evaluation | 2nd SAP Evaluation |
| Practical Nursing  | 120 Hours | 60 Hours | 120 Hours |
| Program of Enrollment | Program Duration | 1st SAP Evaluation | 2nd SAP Evaluation |
| RN-BSN | 150 Weeks | 105 | 145 |

Students are required to meet the standards of academic progress that are outlined in the sections below to determine that the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum time frame requirement.

### SAP - Quantitative Criteria

Students must complete at least 67% of the attempted clock hours of the corresponding evaluation period in order to remain compliance with the institution’s SAP Policy. Clock hour progression will be based on a cumulative total of attempted hours to earned hours. For example, a student that is in an SAP evaluation period of 450 clock hours is required to successfully complete a minimum of 302 clock hours (450 x 67% = 302).

### SAP - Qualitative Criteria

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 at the end of the SAP evaluation period been considered.

### SAP – Evaluation and Academic Probation

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student’s overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student completes the appropriate percentage of coursework and earns a "B" or better in all courses attempted during the corresponding period in which he or she is on academic probation and earns a cumulative GPA of 2.0 or higher.

### SAP - Evaluation and Timeframe to Complete (MTF) Policy

The maximum allowable timeframe for students to remain active in a program of enrollment is equal to 150% of the total length of the program.

### SAP - Appeals

Any student who has been placed on academic probation but who feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School’s Campus Director, who will make the final decision regarding the student’s appeal within 5 days. If the student’s appeal is granted, the student will be making satisfactory academic progress.

## ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, satisfy any outstanding financial obligations to the institution, and retake any failed classes before proceeding to other courses. *The application fee is waived; however, students will have to repay the course tuition to retake any courses.*

## Probation

The institution reserves the right to place on probation a student due to unprofessional or disorderly conduct that reflects negatively on Aceso Institute of Health Professions, affects other students, or is a potential safety issue.

## Personal Property

Students are responsible to identify and protect their personal belongings, materials, and equipment always. The school will not take any responsibility for lost, misplaced, or stolen personal property.

Cell phones are not permitted at clinical sites.

## Using and Caring for the Equipment

Students are responsible for their materials and equipment. The equipment and implements of the school should be used gracefully in a suitable and professional manner. After use of equipment and materials, students are responsible for cleaning the equipment and area. Students are expected to restock supplies for the next group. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

## Breaks and Lunches

The instructors shall schedule breaks and lunches. Students are responsible for returning to classes on time. Food and drinks are only permitted in the school’s designated break/lunch area or outside the school.

## Alcohol and Drugs

The use of alcohol or drugs (except medication prescribed by a physician) is strictly prohibited. Alcoholic beverages in a public building are illegal. The use or possession of drugs and/or drug paraphernalia is also illegal. The use of alcohol or drugs in any form at clinical sites, on school premises, on school grounds, or at any school related activity will result in immediate termination.

## Cheating and Stealing

If a student is caught cheating and/or stealing, he/she will be subject to termination from the program.

## Tardiness

Tardiness is defined as showing up late for the beginning of the class. Having three separate incidents of tardiness will be considered as one unexcused absence. Students arriving late may, at the instructor’s discretion, join class at the next break; however, makeup work will be assigned.

## Equality of Opportunities

Aceso Institute of Health Professions does not discriminates based on race, ethnic or national origin, sex, age, disability, religious believes, or social origins and does not exclude any applicants for any of these reasons.

## Information Disclosure

In order to disclose student’s personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

## Maintenance of Student Records

Official academic records are maintained the by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student’s academic progress and status.

## Student Records

The student may request a copy of his/her record in person or through a representative authorized by them in a written consent, provided that all financial obligations have been meet. Transcript files are maintained and available to students and regulatory agencies indefinitely. Financial records are held indefinitely.

One copy of the official academic transcript is provided to each student upon program completion and satisfaction of all financial obligations to the school. Students may request, in writing, additional copies of transcripts for a fee.

Students may request a transcript from the Student Services Department by completing and delivering a transcript request form. Transcript requests may be made in person or by email. There is a charge of $25 for official transcripts, and $5 for non-official transcripts. Official and non-official transcript request may take between five (5) to ten (10) business days to process.

## Leave of Absence

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school’s Campus Director and may not exceed 60 days.

A LOA may be granted for up to 60 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes.

One LOA shall be granted in a 12-month period. The institution may grant a student multiple leaves of absence as long as the total number of days for all leaves does not exceed 60 days within a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student’s leave request.

When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the Institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

## Grievance Policy

The administration, faculty, and staff of Aceso Institute of Health Professions maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Aceso Institute of Health Professions.

Aceso Institute of Health Professions grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the **Campus Director within a week.** The Campus Director will evaluate the grievance and gather information. The student will be kept informed by the School President as to the status of the grievance, as well as the resolution of the problem. The Campus Director has **one (1) week** to get back to the student.

When writing your grievance statements please include the following:

* Your name, address, and contact number
* Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of any witnesses
* Supporting evidence for your complaint
* Describe any steps taken informally to resolve the matter
* Include a reasonable solution for your complaint
* Sign and date your statement
1. In cases where the grievance is not settled at the institutional level, the student may also contact the **Commission for Independent Education, Florida Department of Education** that regulates the institution:

**Commission for Independent Education, Florida Department of Education**
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200, Toll free: (888) 224-6684
[www.fldoe.org/cie](http://www.fldoe.org/cie)

## Financial Advisement

The Financial Services Director will assist students to work out any financial problems, discuss financial options or payment plans.

## INSTITUTIONAL POLICY REGARDING MODIFICATIONS

Aceso Institute of Nursing reserves the right to modify academic policies, regulations, courses, fees, and other matters of policy and rule when deemed necessary. Students will be notified of changes.

## CLINICAL EXTERNSHIP POLICIES

Clinical externships are designed to be instructional in nature by providing students with hands-on experience. Clinical training is a cooperative effort between the school, student, and externship facilities. Students who successfully complete programs courses, and receive instructor approval in those programs, which so require, will be placed on clinical externship at local medical/hospital facilities. Students must maintain professional malpractice insurance throughout the entirety of the program. Students are responsible for providing their own mode of transportation. For clinical facilities that are **over 50 miles from the school location**, students are responsible for transportation and any other related costs.

PRACTICAL NURSING PROGRAM

1350 CLOCK HOURS – 10/12 MONTHS - FULL TIME

## Program Objective

Upon successful completion of the Practical Nursing program, the graduate will have the theoretical knowledge and skills required for the computerized Adaptive Testing for the National Council for Licensing and Examination. Upon successful passing of the exam, the individual will be able to seek employment in the field of nursing.

## Program Description

The program consists of 1350 instructor clock hours designed to prepare students for employment as a Practical Nurse. The curriculum is developed to meet state and industry standards and a syllabus is made available to each student one week prior to enrollment. Students must successfully complete classroom theory, lab, and clinical skills components of each course component prior to advancing to the next course or component. A student can be dismissed, at the discretion of the director, for insufficient progress, non-payment of costs, or failure to comply with rules. Successful completers of this program are eligible to take the National Council of Licensure Examination (NCLEX) for Practical Nurse.

## Diploma

Upon successful completion of the program students receive a diploma.

## Delivery Method

This program is offered on campus.

## Duration

|  |  |
| --- | --- |
| Theory Hours  | ***607*** |
| Lab Hours  | ***68*** |
| Clinical Hours  | ***675*** |
|  Total Hours  | ***1350*** |

## Program Cost

|  |  |
| --- | --- |
| Tuition  | **$ 6,545.00** |
| Application Fees  | $ 150.00 |
| Books & Supplies  | $ 1,900.00 |
| Total Program Cost | **$ 8,595.00** |

## Program Outline & Course description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number | Course Title & Description | Clock Hours | Lab Hours | Clinical Hours |
| BLS101 | **Basic Life Support for Healthcare Providers**This course is offered as part of the program as well as a continuing education credit/class. Completers receive a BLS card through the American Heart Association. This course is graded on a Pass or Fail basis. Duration: 6 clock hours (Laboratory). ***Prerequisite****: None* | - | 6 | - |
| ABP101 | **HIV/AIDS, Blood Pathogens and OSHA**This course is offered as part of the program as well as a continuing education credit/class. In this course students review the theory of HIV/AIDS, prevention, and treatment, as well as Blood Borne Pathogens while in an OSHA compliance health care setting. A completion of hours certificate is awarded at the end of the course. Duration: 6 clock hours (3 hours Lecture, 3 hours Laboratory). ***Pre-requisite****: None* | 3 | 3 | - |
| AHE101 | **Introduction to Health Care Environment**Health Core introduces students to the major concepts of wellness and disease while laying the foundation for development of the essential knowledge base for healthcare workers. Included in this course is an overview of the healthcare delivery system and health occupations, communication and interpersonal skills, legal and ethical responsibilities safety and security and emergency procedures, computer literacy, employability skills, basic math and science skills, infection control procedures, blood borne diseases including AIDS.Duration: 40 clock hours (Lecture). ***Pre-requisite****: None* | 40 | - | - |
| AHB201 | **Introduction to the Human Body**This course provides a solid foundation of the human body's basic elements, organs, and organizational structure. Students will learn the structure and function of the human body as well as cells, tissues, organs, and special senses.Duration: 40 clock hours (Lecture). ***Co-requisite****: AHB201-L* | 40 | - | - |
| AHB201-L | **Introduction to the Human Body- Lab**Laboratory exercises include study of anatomical models, experimentation as well hands on skills practice.Duration: 18 clock hours (Laboratory). ***Co-requisite****: AHB201*  | - | 18 | - |
| ABS202 | **Introduction to the Human Body: Body Systems**The following topics are discussed: The integumentary system, the muscular system, the nervous system, the skeletal system the circulatory system, the digestive system, the respiratory system, the urinary system, reproductive system, and fluids and electrolytes.Duration: 40 clock hours (Lecture). ***Pre-requisite****: AHB201, AHB201-L* ***Co-requisite*** *ABS202, ABS202-L****Prerequisite****: AHB201 and AHB201 L* | 40 | - | - |
| ABS202-L | **Introduction to the Human Body: Body Systems- Lab**Laboratory experiments including study of anatomical models, experimentation, as well hands on skills practice**.**Duration: 18 clock hours (Laboratory). ***Pre-requisite****: AHB201, AHB201-L****Co-requisite*** *ABS202* | - | 18 | - |
| ANU103 | **Nutrition**This course discusses the basic principles of nutrition including therapeutic diets. The course enables students to assess and plan healthy diets and encourage food selections that meet the nutritional needs of their clients.Duration: 40 clock hours (Lecture). ***Pre-requisite****: None* | 40 | - | - |
| ANF201 | **Nursing Fundamentals I**In this course students are introduced to the theory of nursing. A focus of this course is assessment of physical and psychological adaptation to health and illness across the adult life span, including legal aspects of nursing practice, documentation and communication techniques, asepsis, and the role of the nurse as a member of the health care team.Duration: 37 clock hours (Lecture). ***Pre-requisite****: BLS101, ABP101, AHE101, AHB201, AHB201-L, ABS202, ABS202-L****Co-requisite:*** *ANF201-L, ANF201-C* | 37 | - | - |
| ANF201-L | **Nursing Fundamentals I-Lab**Students are provided hands on skill practice in the school lab as well as in selected healthcare settings.Duration: 18 clock hours (Laboratory). ***Pre-requisite****: BLS101, ABP101, AHE101, AHB201, AHB201-L, ABS202, ABS202-L****Co-requisite****: ANF201, ANF201-C* | - | 18 | - |
| ANF201-C | **Nursing Fundamentals I Clinical** Students are provided clinical skills that are practiced in a variety of health care settings.Duration: 85 clock hours (Clinical). ***Pre-requisite****: BLS101, ABP101, AHE101, AHB201, AHB201-L, ABS202, ABS202-L****Co-requisite****: ANF201, ANF201-L* | - | - | 85 |
| ANF202 | **Nursing Fundamentals II**This course is built on the concepts developed in Nursing Fundamentals I. It provides a continuation of technical clinical skills competencies. Duration: 37 clock hours (Lecture). ***Pre-requisite****: ANF201, ANF201-L, ANF201-C****Co-requisite:*** *ANF202-C* | 37 | - | - |
| ANF202-C | **Nursing Fundamentals II Clinical** Clinical skills are practiced in a variety of health care settings.Duration: 85 clock hours (Clinical). ***Pre-requisite****: ANF201, ANF201-L, ANF201-C****Co-requisite****: ANF202* | - | - | 85 |
| APH155 | **Pharmacology**This course provides basic concepts relating to the administration of medication and basic role and history of regulatory agencies such as the FDA are discussed. Students are introduced to calculations performed in the preparation of medications and how to administer medication to the client.Duration: 60 clock hours (55 hours Lecture, 5 hours lab). ***Pre-requisite****: None.*  | 55 | 5 | - |
| AMS101 | **Medical Surgical Nursing I**This course builds on the concepts and practices learned in Nursing Fundamentals I & II, introducing the study of nursing and the practical nurse in the delivery of health care in a variety of settings. Emphasis will be placed on circumstances related the adult client. Concepts such as the legal and ethical considerations, therapeutic communication, body systems dysfunction, diet therapy, medication and nursing documentation will be presented. Acute and chronic disorders, terminal illness and death will be explored.Duration: 40 clock hours (Lecture). ***Pre-requisite****: APH155, ANF202, ANF202-L, ANF202-C****Co-requisite****: AMS 101 C* | 40 | - | - |
| AMS101-C | **Medical Surgical Nursing I Clinical** This course is a continuation of Medical Surgical Nursing I. Nursing process provides the student with the fundamentals of nursing including nursing process, assessment, legalities, hygiene, basic skills, and an understanding of the needs of medical surgical patients. This course contains health teaching, skills, surgical asepsis, and preoperative and post-operative care.Duration: 85 clock hours (Clinical). ***Pre-requisite****: APH155, ANF202, ANF202-L, ANF202-C****Co-requisite****: AMS101* | - | - | 85 |
| AMS102 | **Medical Surgical Nursing II**This course is a continuation of Medical Surgical Nursing I. Theory objectives continue to identify physical pathology in the body systems. Discussions of terminal illness, rehabilitation services, pain management, hospice care and death are continued.Duration: 40 clock hours (Lecture). ***Pre-requisite****: AMS101, AMS101-C****Co-requisite:*** *AMS102-C* | 40 | - | - |
| AMS102-C | **Medical Surgical Nursing II Clinical** This course is a continuation of Medical Surgical Nursing I & II. Students are placed in a variety of health care agencies for clinical practice objectives. Students are providing care of one the three clients under the direction of a license registered nurse.Duration: 90 clock hours (Clinical). ***Pre-requisite****: AMS101, AMS101-C****Co-requisite:*** *AMS102* | - | - | 90 |
| AGC110 | **Geriatric Concepts**This course provides a theoretical overview of concepts related to the aging adult. It introduces the impact of aging on society and the health care industry overall. This course investigates the demographics in aging in America, legislative issues affecting older adults as well as the common theories of aging. Body systems, aging, and related nursing interventions complete the course objectives.Duration: 35 clock hours (Lecture). ***Pre-requisite****: APH155, ANF202, ANF202-L, ANF202-C****Co-requisite:*** *AGC110-C* | 35 | - | - |
| AGC110-C | **Geriatric Concepts Clinical**This course is a continuation of Geriatric Concepts in the clinical setting with exposure to more complex nursing situations in which more than one patient may be assigned.Duration: 60 clock hours (Clinical). ***Co-requisite****: AGC110* | - | - | 60 |
| AWM301 | **Nursing Care of Women/Maternity Nursing**This course is designed to provide students with information relating to the care of the client with reproductive diseases and disorders, normal and high-risk pregnancy, labor, delivery and newborn. Management needs and nursing care of the mother and newborn throughout the maternity cycle is emphasized. Skills taught in this course include selected therapeutic procedures relating to the care of the client with reproductive issues and the care of the obstetrical patient and newborn.Duration: 40 clock hours (Lecture). ***Pre-requisite****: APH155, ANF202, ANF202-L ANF202-C* ***Co-requisite:*** *AWM301- C* | 40 | - | - |
| AWM301- C | **Nursing Care of Women/Maternity Nursing Clinical** Health Care of Women is a clinical course designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/ newborn during intrapartum and postpartum periods. Consideration is given to the multiple factors which complicate the normal physiological or psychological process of the childbearing period.Duration: 60 clock hours (Clinical). ***Pre-requisite****:**APH155, ANF202, ANF202-L ANF202-C****Co-requisite:*** *AWM301* | - | - | 60 |
| APN302 | **Pediatric Nursing**This course is designed to provide the students with an understanding of growth and development though the different stages of childhood and the application of the nursing process to these stages.Duration: 40 clock hours (Lecture). ***Pre-requisite****: APH155, ANF202, ANF202-L ANF202-C****Co-requisite****: APN302-C* | 40 | - | - |
| APN302-C | **Pediatric Nursing Clinical** This course provides selected experiences in pediatric settings helping the student to integrate content from the classroom with the care of children, focusing on the implementation of the holistic nursing process with technical skills sets for children with common health limitations.Duration: 60 clock hours (Clinical). ***Pre-requisite****: APH155, ANF202, ANF202-L, ANF202-C****Co-requisite****: ACPN302* | - | - | 60 |
| AMH401 | **Mental Health Nursing**This course provides the student with definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions.Duration: 40 clock hours (Lecture). ***Pre-requisite****: APH155, ANF202, ANF202-L ANF202-C****Co-requisite:*** *AMH401-C* | 40 | - | - |
| AMH401-C | **Mental Health Nursing Clinical** This clinical course provides selected experiences in psychiatric settings integrating classroom content with practical experiences in a clinical setting.Duration: 60 clock hours (Clinical). ***Co-requisite****: AMH401* | - | - | 60 |
| ACN113 | **Community Nursing**This course provides the student with knowledge of the health of individuals, families and the community as well as the nursing implications of health maintenance.Duration: 40 clock hours (Lecture). ***Pre-requisite****: APH155, ANF202, ANF202-L ANF202-C****Co-requisite****: ACN113* | 40 | - | - |
| ACN113-C | **Community Nursing Clinical** Students will study the varied aspects of Community Nursing in the hospital and outpatient setting as well as conducting in depth community and family health assessments employing basic epidemiological principles and data collection strategies. Nursing skills and tasks are learned, and clinical examples are used to understand the complexities of this specialty. Community resources for patients will be highlighted.Duration: 90 clock hours (Clinical). ***Pre-requisite****: APH155, ANF202, ANF202-L ANF202-C****Co-requisite****: ACN113* | - | - | 40 |
| APR115-C | **Nursing Preceptorship**This is the culminating clinical practice course. Students apply concepts of management, application of the nursing process, leadership, delegation, and supervision in caring for patients through in-depth learning experiences in selected clinical site placements with a preceptor nurse. The caregiver role of nurses with patients and their families is emphasized. Faculty members guide the student in caring for patients in an acute care or long-term practice setting.Duration: 40 clock hours (Lecture) 50 hours clinical setting***Pre-requisite****: Completion of all core nursing courses.*  | 40 | - | 50 |
| **Total** | **1350** |

## Textbooks and Resources

**RN-BSN**

|  |
| --- |
| Please note that required textbooks and resources are subject to change. An updated resource list is available prior to enrollment. |

**120 CREDIT HOURS – 150 WEEKS - FULL TIME**

## Program Objective

The educational objective of the RN-BSN program is to assist the individual nursing professional to advance within the nursing profession. Graduates of the program may:

➢ Have an expanded understanding of the nursing profession.

➢ Convey their expanded understanding of the nursing profession to their practice of nursing.

➢ Assume some leadership and management roles.

## Program Description

The RN-BSN program is designed to build upon the student’s associate degree program by expanding their critical thinking skills and enhancing their ability to solve complex problems thereby preparing them for advanced roles in nursing practice or management. Graduates will be able to understand and navigate changes within the health care system and community, apply research methods to solve problems, communicate more effectively, and develop a greater identification as an enhanced nurse caregiver.

## D**EGREE**

Upon successful completion of the program, students are awarded an RN-BSN degree.

## Delivery Method

This program is delivered on campus, via online or Hybrid format.

## Duration

|  |  |
| --- | --- |
| Credit Hours  | 120 |
| Total Hours  | **120** |

## Program Cost

|  |  |
| --- | --- |
| Tuition  | *$9504.00* |
| Application Fees  | *$150.00* |
| Books & Supplies  | *$3026.00* |
| Technology Fee | *$1715.00* |
| Total Program Cost  | ***$14,395.00*** |

## Program Outline & Course description

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Course Number | Course Title & Description | Credit Hours | Lab Hours(If Applicable) | Clock Hours(If Applicable) |
| Transfer In | Transfer credit via an earned associate degree in nursing | 60 | \_ | \_ |
| GEC 201 | **COLLEGE WRITING II** Students will write several analytical essays in conjunction with classroom study from at least three genres of literature, such as drama, poetry, and short fiction. After sequenced instruction in research techniques, students will write an argumentative and scholarly research paper. ***Pre-requisites****: GEC 101*  | 3 | \_ | \_ |
| GEC 202 | **INTRODUCTION TO STATISTICS** this course, students will collect data and apply statistical methods to make informed decisions in the face of uncertainty. The purpose of this class is to apply critical thinking regarding the collection and analysis of data to address inquiries. Topical areas covered include basic statistics, the display of data (graphs and tables), normal distribution, probability, simple regression, correlation, review of measures, hypothesis testing, t-tests, analysis of variance, analysis of co-variance, and repeated measures. Emphasis will be placed on the application of theory and concepts, and the interpretation of results.***Pre-requisites****: GEC 102*  | 3 | \_ | \_ |
| HSC 201 | **NUTRITION** This course will explore the science and fundamentals of human nutrition. Topics covered include individual and family nutritional requirements, healthy vs. un-healthy choices, food safety, prevention of chronic disease, and the relation of nutrition from a public health perception in the United States and the world.***Pre-requisites****: HSC 103* | 3 | \_ | \_ |
| GEC 203  | **INTRODUCTION TO PUBLIC SPEAKING** This course prepares the student to deliver speeches within a group or public setting. Emphasis is placed on research, preparation, delivery by informative and persuasive special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussions with appropriate audiovisual support. Students should demonstrate the interpersonal skills necessary to be effective communicators in academic settings, the workplace, and the community.***Pre-requisites****: GEC 101*  | 3 | ­\_ | \_ |
| NUR 3000 | **NURSING THEORY AND THEORISTS**This course will explore the foundational knowledge of nursing theories and the contributions of nurse theorists for the advancement of continuous quality improvement in patient care. Topics include historical, international, and emerging trends in nursing theory. Emphasis is placed on the adoption and application of nursing philosophy in bridging the gap between theory and practice. The student will study the application of nursing theories through case studies and other exercises in the pursuit of health and wellness.***Pre-requisites****: All General Education Courses*  | 3 | \_ | \_ |
| NUR 3050 | **LEGAL AND ETHICAL ISSUES IN NURSING**The course is designed to provide the student with a working knowledge of the current and emerging influences of the law, legal issues, and ethical issues in nursing practice. It addresses the expanding autonomous roles of nurses at all levels of education and licensure in all settings. A study of innovative health care delivery models, new federal and state laws, including the ACA is included. Emphasis is placed on legal and ethical accountability within the nursing scope of practice. The student will gain a deeper reflection on connections between law and ethics through an examination of case scenarios, historical, and current laws.***Pre-requisites****: NUR 3000* | 3 | ­\_ | \_ |
| NUR 3060 | **ADVANCED PATHOPHYSIOLOGY**This course explores pathophysiological conditions encountered in clinical practice across the life span of people. Emphasis is placed on regulatory and compensatory mechanisms as they relate to commonly occurring diseases. Upon course completion, students will have a greater understanding of the human body and deviations from normal.***Pre-requisites****: NUR 3050* | 3 | ­\_ | \_ |
| NUR 3100 | **TRANSCULTURAL NURSING** The course is a comprehensive study of theories, models, and assessments used to foster transcultural nursing. Discussion includes Leininger's Theory of Culture, Care, Diversity, and Universality and Purnell's Model for Cultural Competence, and others. Emphasis will be on the utilization of various models for conducting a transcultural assessment, implementation strategies, evaluations of evidence-based practice, life span issues, and ethical implications. The student will learn the knowledge and skills to be transculturally competent in the nursing processes.***Pre-requisites****: NUR 3060* | 3 | ­\_ | \_ |
| NUR 3150 | **EVIDENCE-BASED PRACTICE AND RESEARCH**The course is designed to develop the theory and implementation of evidence-based practice (EBP). Discussions about annotated bibliographies, referencing, and the use of citations within scientific journals. Outcomes will be evaluated with different models including the ACE Star Model of Knowledge, Transformation, PICO, and others to assess for effective change. Emphasis will be placed on the implementation of research driven, evidence-based care for the continuous improvement of quality and safety of nursing practice.***Pre-requisites****: NUR 3100*  | 3 | \_ | \_ |
| NUR 3200 | **ADVANCED HEALTH ASSESSMENT**This course is designed to develop essential concepts to improve the quality and safety of nursing practice in the individual and community. The concepts of Quality and Safety Education in Nursing (QSEN) are incorporated to provide the student with the knowledge; skills; and attitudes to plan for, assess, and manage patient care individually, in the community and global settings. Emphasis is placed on nursing concepts to improve the quality of care and enhance the safety of individuals, families, and communities, as well concepts of performing advanced health assessment skills on those populations. Topics include disaster management, population health, pregnant teens, the homeless, mental health, immigrants, violence, abuse, addictions, and the impact of these issues on health. ***Pre-requisites****: NUR 3150* | 3 | ­\_ | \_ |
| NUR 3250 | **COMMUNITY AND GLOBAL NURSING** The course is designed to develop essential concepts to improve the quality and safety within the community/global health nursing practice. The concepts of Quality and Safety Education in Nursing (QSEN) are incorporated to provide the student with the knowledge, skills, and attitudes for planning and managing patient care in the community and global health settings, and to understand the impact on the world. Emphasis is placed on nursing concepts and interventions for improving the quality of care and safety of individuals, families, and communities. The Healthy People 2020 initiatives will be addressed throughout the course. Topics include disaster management and population health issues such as, pregnant teens, the homeless, mental health, immigrants, violence, abuse, and addictions. The course will develop an understanding of community and global health practice within the context of evidence-based nursing practice and how it is best applied. Nursing goals such as prevention, access to care, health information, and screening are applicable to the study.***Pre-requisites****: NUR 3200* | 3 | \_ | \_ |
| NUR 3300 | **INTRODUCTION TO NURSING INFORMATICS** Nursing Informatics is an introductory course to examine the history of healthcare informatics, current issues, basic informatics concepts, and health information management applications. Emphasis is placed on introductory topics, data mining, bioinformatics, and system development.***Pre-requisites****: NUR 3250* | 3 | \_ | \_ |
| NUR 4000 | **ADVANCED PHARMACOLOGY**This course is designed to expand the student’s knowledge of pharmacotherapeutics. Broad categories of pharmacologic agents are explored. Skills to assess, diagnose, and manage common health problems of a patient in a safe, high quality, and cost-effective manner are emphasized. The student will have an advanced understanding of strategies to improve quality of care and patient safety by effective handling of pharmacotherapies. ***Pre-requisites****: NUR 3300* | 3 | \_ | \_ |
| NUR 4050 | **HEALTH CARE POLICY, FINANCE, AND REGULATIONS**This course will introduce the student to health care finance, economics, and policy that impact nursing practice from the early 1900s through today. The course provides a foundation to compare and contrast the economics of health care with classic free markets. The student will learn to utilize economic principles to improve organizations and influence public policy.***Pre-requisites****: NUR 4000*  | 3 | \_ | \_ |
| NUR 4100 | **EFFECTIVE COMMUNICATION** This course is designed for the learner to promote mindfulness as a method for enhancing patient-provider communication and as a powerful strategy for cultivating inter-professional team understanding and respect. Case scenarios are used to demonstrate various circumstances when communication skills are essential. Topics include building trust, respecting patients, utilizing professionals, patient satisfaction, and handling issues concerning time, boundaries, privacy, biases, emotions, mistakes and apologies, difficult conversations, grief, disgust, language barriers, and conflict. Modes of communication includes the use of art, technology, web resources, and other creative methods to promote understanding and relationship building, information delivery, surveying, and feedback, as well as cultural and developmental implications of communication.***Pre-requisites****: NUR 4050* | 3 | \_ | \_ |
| NUR 4150 | **INNOVATION IN HEALTH CARE** The course is designed to encourage the learner to become an innovation leader in health care. The course takes a creative approach in developing and leading innovation processes for the new landscape of healthcare. Emphasis is placed on the leadership skills and attributes necessary to guide organizations and people through the process of innovation in a way that ensures successful innovation outcomes. A variety of viewpoints on leadership are explored to assure successful innovation.***Pre-requisites****: NUR 4100* | 3 | \_ | \_ |
| NUR 4200 | **LEADERSHIP IN NURSING**The student will focus on nursing leadership and management roles, plus incorporation of the requisite skills to succeed in a modern healthcare organization. Emphasis is placed on emerging concepts of leadership and the characteristics for an integrated nurse leader in a multicultural workplace. Discussion on the importance of a culture of safety and critical thinking within the management processes. An analysis of complex systems of planning, staffing, organizing, directing, and controlling within a dynamic healthcare environment is investigated.***Pre-requisites****: NUR 4150****Co-requisite:*** *NUR 4200C* | 3 | \_ | \_ |
| NUR 4200C | **LEADERSHIP IN NURSING PRACTICUM** The course encourages the student to conduct an internship and/or field experiment in nursing leadership. Under advisement of faculty, the student will select a pre-approved, clinical area of interest to conduct an assessment of a nurse leader in relation to leadership strategies, decision making, collaboration, and teamwork. The student will conduct interviews and make observations concerning the dilemma of managing patients within a health care system and the leadership knowledge and skills necessary to achieve the best patient outcomes. The course will place emphasis on the management of QSEN principles in the patient care setting.***Pre-requisites****: NUR 4150****Co-requisites****: NUR 4200, NUR 4250* | 4 | 180 | \_ |
| NUR 4250 | **NURSING LEADERSHIP CAPSTONE** Synthesize concepts from prior coursework and engage in a professor-facilitated and pre-approved project to respond to issue(s) related to access to care, reduction of barriers, and/or improvement of health outcomes. The project will require the student to define a clinical problem, propose innovation, and rely on researched evidence to impact best practices in patient care and/or management of health care systems. The capstone will demonstrate the student’s competency in all courses completed in the program. The project requires an oral presentation conducted by the student.***Pre-requisit****es: NUR4150*  ***Co-requisites****: NUR4200, NUR4200-C* | 5 | \_ | \_ |
| Total | **120** | **180** | \_ |

## Textbooks and resources

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| --- |
| Please note that required textbooks and resources are subject to change. An updated resource list is available prior to enrollment. |

STAFF AND FACULTY

## Staff

|  |  |
| --- | --- |
| Campus Director | **Debra Nelson** |
| Director of Education | Deborah Jones |
| Financial Services Director | Debra Nelson |
| Admissions & Student Services | Debra Nelson |
| Career Services Director | Deborah Jones |

## Faculty

**Debra Nelson, MSN, RN**

Instructor for Clinical Courses

**Deborah Jones, MSN, RN**

Instructor for Theory