

Global Health Institute

GLOBAL HEALTH INSTITUTE CATALOG

Academic Catalog
Volume 9
Effective Fall 2019– Summer 2020

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MESSAGE FROM THE PRESIDENT

Greetings!

On behalf of my family, faculty, staff and students, welcome to Global Health Institute. By choosing to continue your education at our institution, you have embarked on a pathway to success.

Our passion for knowledge is infectious; as a result, learning occurs with a zealous discussion. Furthermore, we facilitate a creative, supportive and compassionate environment for students, which validate our exemplary NCLEX scores.

Global Health Institute is committed to the notion that learning is a life-long process. As a result, our faculty and staff model a continually life-long approach to education. In our instruction we feel that we are giving students the tools to become successful in life; to believe in and to love themselves. Hence, as clearly stated by Maya Angelou, **“When you know better you do better”**.

We look forward to have you join the community of Global Health Institute.

Sincerely,

Mariatu Kargbo, RN, MSN, BC-FNP, eJD
President

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The BSC provides a simulated acute care environment in which students can practice psychomotor and critical thinking skills utilizing the extensive technologic equipment that is available. A representative selection of textbooks or nursing reference books is also available in the BSC. In addition, one computer lab equipped with a large collection of software are available to assist students with development of critical thinking, acquisition of theory, writing, research, Internet access, and simulated clinical practice and test taking.	77
The BSC are learning environments and should be treated as such. Accountability, responsibility, dependability, professionalism, and courtesy are expected in the Simulation Lab and Biology Lab. Students are required to dress in the nursing student uniform for Simulation Lab experiences and as directed by faculty for selected competency skills demonstrations in the lab. Students can make appointments for practice by contacting the Director of Nursing. Students must notify the Director of Nursing in advance if they will not be in the Simulation/Biology Labs as scheduled.	77
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It is expected that every student attend their scheduled simulation session prepared and in full uniform as indicated in the syllabus. If a simulation is missed, it is at the discretion of the Director of Simulation to decide if extraordinary circumstances presented by the student will merit any exceptions to this policy.	77

1. The student must report in full uniform with their required identification badge as if they are reporting for a clinical site prepared with assigned pre-work completed to care for the designated simulation patient(s). If the student is not prepared for their simulation clinical experience, the Simulation Instructor can require the student to reschedule and a \$50 fee for rescheduling will apply. If the identification badge is not present, the first infraction will be a warning.	77
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ATTENTION: STUDENTS

This handbook and designated links review policies and procedures relevant to Global Health (Global Health Institute).

It is the responsibility of every student to know and observe the guidelines, policies, and procedures published in this Handbook and the relevant Institute-wide policies available on the Global Health Institute website and/or Institute Catalog.



School Holidays

Dates	Event
September 3rd	Labor Day
November 12th	Veterans Day
November 22nd & 23rd	Thanksgiving Break
December 25th & 26th	Christmas Break
January 1st	New Year's day
January 21st	Martin Luther King, Jr.
April 19th	Good Friday
May 27th	Memorial Day
July 4th	Independence Day

GENERAL INFORMATION

APPROVALS

APPROVAL & CERTIFICATION

All programs listed in this catalog are approved by:

Virginia Board of Nursing

Department of Health Professions

Perimeter Center

9960 Maryland Drive, Suite 300

Henrico, Virginia 23233-1463

Phone: 804-367-4400

Fax: 804-527-4475

Certifications

State Council of Higher Education for Virginia (SCHEV).

Commonwealth of Virginia

State Council of Higher Education for Virginia

101 North Fourteenth Street, 10th Floor

James Monroe Building,

Richmond, Virginia 23219

Phone: 804-225-2600

PHILOSOPHY, MISSION STATEMENT AND OBJECTIVES, OWNERSHIP AND GOVERNANCE

Philosophy

The philosophy addresses the fundamental concepts of healthcare which includes the clients, environment, health, and nursing. These concepts reflect the faculties' beliefs about learning.

The staff of Global Health Institute believes that each individual is a unique contributor to society. Each person has the right to receive safe and non-discriminatory healthcare service.

The faculty recognizes that healthcare changes daily and the reach is not limited to clients in hospital settings or long-term care facilities, but also in outpatient settings that focus on disease prevention, health promotion, and rehabilitation.

The faculty believes that education is a continuous process of teaching and learning. This is imperative because of the daily development in medical advancement and the constant migration of diverse cultures into the United States.

The faculty is obligated to keep abreast of current nursing and educational methods. We strive to prepare competent healthcare providers by offering a solid academic and clinical education. We inculcate in students the values, attitudes, and ethics that govern their behavior as they function in the healthcare system.

Mission Statement and Objectives

The mission of Global Health Institute is to prepare healthcare providers who are able to function effectively within the changing healthcare system, by providing a high quality of care as critical thinkers and life-long learners. This commitment to our students and the community will be accomplished through the following objectives:

1. Provide education and training leading to Nurse Aide, Medical Assistant, and Practical Nurse professionals.
2. Provide academic and support services to serve the needs of our students.
3. Provide the knowledge and skills to support immediate employment goals.
4. Provide a system of curriculum review to ensure appropriate and current programs for our students.
5. Provide lifelong career seeking skills for our graduates.
6. Provide an environment to empower our employees to reach the limits of their potential in their professional and personal lives.

Ownership and Governance

Global Health Institute is a Limited Liability Company (LLC) registered with the Commonwealth of Virginia, located in Alexandria, Virginia that is dedicated to fostering excellence in all facets of nursing education and practice. Global Health Institute was founded in 2004 by Ms. Kargbo RN, MSN, FNP-BC, who currently serves as the Chief Executive Officer and President of the organization.

The philosophy, vision, mission and internal governance of Global Health Institute are a reflection of Ms. Kargbo's lifelong dedication to the vocation of nursing. Ms. Kargbo conceived a unique model of nurse training, based on a deep seeded belief that excellent nursing education is a paramount component of excellent nursing practice. Global Health Institute was therefore created to actualize the belief, which is now engrained in its Philosophy and Mission statement.

To ensure that these founding principles remain the core values of each Global Health Institute graduate, the Owner proclaims the following responsibilities, duties, and powers:

Responsibilities of the Owner

1. To uphold the Mission and Philosophy of Global Health Institute, ensuring that the school produces the highest quality of nurses to serve their communities and beyond.
2. To provide a safe and suitable environment for students, staff, and faculty interaction to maximize both their individual and collective potentials.
3. To guarantee that the Principles and Procedures of Global Health Institute shall be adhered to, and that any amendments shall be adopted with the consent of representatives of the entities primarily affected by such changes, and shall be widely publicized.
4. To ensure that the privacy of all Global Health Institute members and potential members is maintained, and never used intentionally to the advantage of the user.
5. To protect the rights of all members of the Global Health Institute community ensuring fair treatment.
6. To Promote a culture of academic integrity on the Global Health Institute campus by
 - a. Ensuring that the quality of Global Health Institute faculty members is always of the highest standard.
 - b. Supporting the professional decisions taken by the faculty body.
 - c. Ensuring that the students are adequately represented in the governance of the school
7. To ensure that Global Health Institute remains financially stable and adequately insured at all times.
8. To maintain a cordial relationship with Global Health Institute partners.
9. Setting of short and long term goals and ensuring that there is a positive outcome of these goals.

Duties of the Owner

1. To ensure that personal interests do not interfere with professional and academic interests of Global Health Institute.
2. To ensure that the status as the owner of Global Health Institute is never used to the detriment of other Global Health Institute members.
3. To ensure that decisions made about Global Health Institute are well informed and are to the best interest of the school and its members.
4. To prevent Global Health Institute from incurring debts that could severely hamper the long term functioning of the school.

Powers of the Owner

The owner is responsible for the planning and execution of all Global Health Institute's policies. To ensure the success of these tasks has endowed herself with the following powers:

1. To waive any ongoing statute of Global Health Institute, if by so doing, the proper existence of Global Health Institute shall be safeguarded.
2. To overrule any decisions made by any Global Health Institute person or office, if it is deemed to be in contradiction to the greater purpose of the school.
3. To reverse the employment of any Global Health Institute employee deemed to be for the best interest of the school, and not based on discrimination, age, sexual preference, race, color, religion, gender, disability, national origin, citizenship status, veteran status, marital status or any other class protected by federal, state or local law.

Policy Statement

Global Health Institute has established policies in accordance with standard educational practices, state, and accrediting regulations to best serve our students. All internal policies are designed as guidelines to assist the

institutions to continue to maintain high standards, remain compliant, and to provide opportunities for excellent outcomes for all students. Exceptions to policy may be made at the discretion of the President.

Global Health

History

Global Health Institute is a private institution specializing in nursing located in Alexandria, Virginia. The Institute has prepared nursing professionals for successful nursing careers since 2004. The school has experienced substantial growth in students, programs, facilities, and employees in the last decade.

The founder and president of the Institute, Mariatu Kargbo, is a successful entrepreneur and educator who believes in life-long learning and providing opportunity to all who seek a better life and fulfilling career path. Her passion for motivating and educating others to follow their dreams evolved into her own dream of starting a nursing school. Ms. Kargbo is a graduate of George Mason University where she received several degrees: a bachelor's degree in marketing, a bachelor's degree in nursing and a master's degree in family practice nursing. She worked as a registered nurse in a medical surgical nursing unit and an Intensive Care Unit (ICU), and as a family nurse practitioner, all prior to founding Global Health. Additionally, she received her law degree from Concord Law School.

Physical Description

Global Health Institute's campus is handicap accessible and has equipment that complies with federal, state and local ordinances and regulations. Based on the programs offered, a variety of equipment and technologies provide students with training that is current with existing professional practices.

Academic Freedom

Global Health Institute is committed to freedom of expression and inquiry and strives to promote an atmosphere in which rigorous academic dialogue is maintained, while respect for collegiality, civility, and diversity is embraced.

ADMISSIONS INFORMATION

Admission Criteria

Global Health Institute does not discriminate against age, sexual preference, race, color, religion, gender, disability, national origin, citizenship status, veteran status, marital status or any other class protected by federal, state or local law.

Upon acceptance to the program, each student must attend a mandatory Orientation Program to review and discuss the program, curriculum and important information contained in the catalog.

Admission Policies

Application to Global Health is required to enter the institute program. Application criteria are fairly applied to all students. Upon acceptance to Global Health, all students must have a current history and physical exam by a licensed health care provider documenting physical, emotional, and psychological stability sufficient to meet the

demands of a professional nursing program. “The ability to function independently in a clinical practice setting is essential to the role of professional nursing” (AACN, 2001).

Competencies necessary for the professional practice of nursing include the functions listed below. The functions, with or without reasonable accommodation include, but are not restricted to the specific examples listed.

1. Sensory: ability to see, hear, touch, smell and distinguish colors (NCSBN, 1999).

Examples:

- Visual acuity must be sufficient to observe and assess client behavior, prepare and administer medications and accurately read monitors; accurately read gauges and calibrated equipment having fine lines; and read client records including graphs.
- Auditory acuity must be sufficient to hear instructions, requests, and monitor alarms at a distance of 30 feet and to auscultate heart tones, breathe sounds and bowel sounds.

2. Interactive: interpersonal and communications skills (NCSBN, 1999). Examples:

- The ability to speak, write and comprehend the English language proficiently.
- Communicate orally and by telephone.
- Speak and write with accuracy, clarity and efficiency.

3. Physical: gross and fine motor skills, physical endurance, strength and mobility (NCSBN, 1999).

Examples:

- The ability to lift weights of up to 35% of recommended body weight independently.
- The motor ability necessary to manipulate equipment and supplies and to utilize palpation and percussion in client assessment.
- Sufficient manual dexterity to open doors, perform CPR, maneuver in client areas, such as multiple occupancy rooms, access storage at heights of six feet, move a medication cart or emergency cart along a hall, manipulate sphygmomanometers and stethoscopes, electric and manual beds and electronic fluid pumps and thermometers.
- Be at a correct height to perform physical care activities such as bed bath, positioning, transferring, dressing changes, sterile technique, and IV administration, placing a bedpan, emptying a urine drainage bag and applying protective clothing.
- Perform isolation techniques in a client's room.
- Dispose of sharps in a client's room.
- Operate client-lifting devices.

4. Cognitive: reading, arithmetic, analytic, and critical thinking (NCSBN, 1999).

Examples:

- Ability to learn, think critically, analyze, assess, and solve problems.
- Set priorities and reach judgments.
- Communicate in a professional manner.
- Establish rapport with clients and colleagues.

5. Emotional stability and ability to accept responsibility and accountability and function effectively under stress (AACN, 2001).

NOTE: Students who will require special accommodation or services must document the requirements as outlined in the Institute catalog, contact the Office of Student Services Room 304, (703) 212-7410 to discuss reasonable accommodations requested to perform activities in the classroom and for the professional nursing role in the clinical setting.

b. Reasonable Accommodation

Students with documented special needs may require reasonable accommodation in the clinical setting. However, “there are some impairments that preclude participation in professional nursing. An individual may be able to master content and pass classroom examinations but possess certain limitations or conditions that cannot be surmounted with present technology” (AACN, 2001). All requests for reasonable accommodation are handled on an individual case-by-case basis.

Once admitted to Global Health, all students are measured by the same academic standards (AACN, 2001). Regardless of disability and reasonable accommodation, a student must pass all courses with a grade of “B” or higher and achieve a satisfactory and/or passing grade (B) in all required clinical competencies in order to progress in the nursing curriculum.

Global Health will review each case on an individual basis for students who experience a change in health status affecting their physical, mental and/or emotional status while in the Institute.

During this review, faculty at Global Health will determine the student’s ability to continue in the program and progress in nursing courses. For this review, students must resubmit a health form completed by a licensed health care provider, which documents the changes in status, certifying their ability or lack of ability to meet the demands of the professional nursing roles documented in this policy.

Practical Nursing (PN) Admission Criteria

- Complete an application (including a \$30.00 non-refundable application fee)
- Satisfactory performance on pre-entrance exam (\$30 exam fee non-refundable)
- Provide proof of identification (government issued)
- Provide evidence of GED, high school diploma, and/or Institute degree (minimum of Associates degree).
- Records from secondary schools outside the United States must be written in English and evaluated by an approved credential evaluation agency.
- Obtain a criminal background check (Must be conducted through a company approved by Global Health)
- Provide evidence of a physical exam
- Provide evidence of current immunizations, including Hepatitis B (Waiver not accepted), MMR, Tetanus-diphtheria (Td), Varicella, PPD/chest x-ray, drug screens, and flu vaccine
- Undergo a 10-panel drug screen (Must be obtained through a company approved by Global Health).

- Valid CPR certification (American Heart Association only)
 - Interview with Admissions Committee
1. Meet the following program objectives and job duties as required in the profession: (National Council State Boards of Nursing, 2013) and provide a signed statement of understanding.
- Observational skills. Examples include:
 - i. Detect changes in skin color or condition
 - ii. Collect data from recording equipment and measurement devices used in patient care
 - iii. Detect a fire in a patient area and initiate emergency action
 - Critical, logical, and analytical thinking.
 - Spoken, written, hearing or listening skills (with appropriate hearing aid) to communicate and respond to clients, families, and members of the healthcare team. Examples include:
 - iv. Detect sounds related to bodily functions using a stethoscope
 - v. Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
 - vi. Communicate clearly
 - vii. Communicate effectively with patients and with other members of the healthcare team
 - Close and distant visual acuity, as well as color perception, to be able to observe subtle changes in the client's condition.
 - Psychomotor skills including fine motor dexterity, physical strength, coordination, and proper body mechanics, including: the ability to stand; sit; walk; use hands to finger and handle or feel objects, tools, or controls; reach with hands and arms. Other examples include:
 - viii. Safely dispose of needles in necessary containers
 - ix. Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
 - x. Manipulate small equipment and containers, such as syringes, vials, ampoules, and medication packages, to administer medications
 - The ability to regularly lift and move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Examples include:
 - xi. Safely transfer patients in and out of bed
 - xii. Turn and position patients as needed to prevent complications due to bed rest
 - xiii. Hang intravenous bags at the appropriate level
 - xiv. Perform cardiopulmonary resuscitation
 - The ability to frequently stoop, kneel down, crouch, or crawl.
 - Work near moving mechanical parts.
 - Emotional stability in order to perceive and deal appropriately with stressors in the healthcare work environment. Examples include:
 - xv. Adapt to changing situations
 - xvi. Follow through on assigned patient care responsibilities
 - Ability to protect oneself and others from hazards in the healthcare environment.

Certificate Admission Criteria –Nurse Aide and Medication Aide* Programs

- Complete an application (including a \$30.00 non-refundable application fee)
- Satisfactory performance on pre-entrance exam (\$30.00 exam fee non-refundable)
- Must be 17 years of age
- Provide evidence of a Physical Exam

- Provide evidence of current immunizations, including Hepatitis B (Waiver not accepted), MMR, Tetanus-diphtheria (Td), Varicella, PPD/chest x-ray, drug screens, and flu vaccine
- Undergo a 10-panel drug screen (Must be obtained through a Global Health Institute approved company).
- Obtain a criminal background check. (Must be conducted through a company approved by Global Health)
- Valid CPR certification (American Heart Association only)
- Interview with Admissions Committee

***Must be a Certified Nurse's Aide (CNA) to apply to the Medication Aide Program**

Disciplinary provisions for nurse aides.

18VAC90-25-100. The board has the authority to deny, revoke or suspend a certificate issued, or to otherwise discipline a certificate holder upon proof that he has violated any of the provisions of § 54.1-3007 of the Code of Virginia. For the purpose of establishing allegations to be included in the notice of hearing, the board has adopted the following definitions:

1. Fraud or deceit in order to procure or maintain a certificate shall mean, but shall not be limited to:

- a. Filing false credentials;
- b. Falsely representing facts on an application for initial certification, reinstatement or renewal of a certificate; or
- c. Giving or receiving assistance in taking the competency evaluation.

2. Unprofessional conduct shall mean, but shall not be limited to:

- a. Performing acts beyond those authorized for practice as a nurse aide or an advanced certified nurse aide as defined in Chapter 30 (§ 54.1-3000 et seq.) of Title 54.1 of the Code of Virginia, and beyond those authorized by the Drug Control Act (§ 54.1-3400 et seq. of the Code of Virginia) or by provisions for delegation of nursing tasks in Part X (18VAC90-20-420 et seq.) of 18VAC90-20.
- b. Assuming duties and responsibilities within the practice of a nurse aide or an advanced certified nurse aide without adequate training or when competency has not been maintained;
- c. Obtaining supplies, equipment or drugs for personal or other unauthorized use;
- d. Falsifying or otherwise altering client or employer records, including falsely representing facts on a job application or other employment-related documents;
- e. Abusing, neglecting or abandoning clients;
- f. Having been denied a license or certificate or having had a license or certificate issued by the board revoked or suspended;
- g. Giving to or accepting from a client property or money for any reason other than fee for service or a nominal token of appreciation;
- h. Obtaining money or property of a client by fraud, misrepresentation or duress;
- i. Entering into a relationship with a client that constitutes a professional boundary violation in which the nurse aide uses his professional position to take advantage of the vulnerability of a client or his family, to include but not limited to actions that result in personal gain at the expense of the client, an inappropriate personal involvement or sexual conduct with a client;
- j. Violating state laws relating to the privacy of client information, including but not limited to § 32.1-127.1:03 of the Code of Virginia; or
- k. Providing false information to staff or board members during the course of an investigation or proceeding.

3. For the purposes of interpreting provisions of § 54.1-3007 (7) of the Code of Virginia, a restriction on nurse aide certification shall be interpreted as having a finding of abuse, neglect or misappropriation of patient property made in another state or being placed on the abuse registry in another state.

Admission Deferral

Students who meet with unforeseen opportunities and extraordinary circumstances after application may petition for admission deferral. Deferral will be granted on a case by case basis and matriculation must be planned for within a year. A written request containing a detailed reason must be sent to admissions. If granted, a place will be held for the student in the program in the following year. If denied the student may either accept placement or repeat their application at a later date. If the student fails to come back by the agreed upon time they will lose their place in the program and must submit a new application for a future term. At the time of re-entry into the program students must report any change to their academic or criminal record.

Transfer Policy

Students are permitted to transfer in general education courses. Global Health Institute will review nursing courses on a case by case basis. Global Health Institute reserves the right to deny transfer of credits for any reason. Students who choose to transfer credits must provide all transcripts to the admissions department by orientation. Any transcripts received after the start of a student program will not be accepted.

Health - Safety-Immunizations

Classrooms and laboratories environment comply with the health and safety requirements of the state of Virginia. In case of emergency, the school will obtain the services of medical professionals required. However, Global Health Institute does not provide health care.

Students are encouraged to have health insurance coverage. Information can be obtained from the Student Services Department. A chest x-ray or tuberculin test and proof of immunization or titers of the following diseases are required: Rubella, Rubella, Mumps, Varicella and Hepatitis B. These items are required prior to the start of classes.

Please Note: If the student becomes ill or injured while on duty, the instructor may send the student home or call the emergency medical services (911). If taken to an Emergency Room, the student is responsible for the entire cost of treatment. Global Health Institute is in NO way responsible for treatment or follow-up cost. Proper incident forms are to be completed in case of injury.

Readmission

Students seeking readmission to the Institute must submit an application to the Admission department for review by Administration. Student applications are considered on a case-by-case basis by the Administration and must present compelling evidence of success, both in terms of academic and social conduct. Such conduct at the Institute and interactions with the Institute after leaving officially will be taken into consideration and entry point will be determined. **Readmission is not guaranteed.**

Students who left the Institute in order to perform military service will be readmitted with the same academic status they had when last in attendance at Global Health Institute. In most cases, the length of the absence from the Institute cannot exceed five years.

Students who have been dismissed for academic deficiency may appeal the decision the semester after dismissal. If the appeal approved, the student will be on academic probation for one semester. Significant progress, both numerically and qualitatively, must be made toward removal from probation at the end of that semester or students will be dismissed.

Reactivation of Global Health Institute Student Status

Students seeking readmission or reactivation of student status in Global Health Institute must meet the current GPA admission requirement for the program and submit an application per Global Health Institute procedures.

Students who began the nursing courses and have taken a leave of absence from the Institute or who have not taken required nursing courses for more than one year:

- PN Program Students: May be required to audit or re-take courses as determined by the Enrollment Committee prior to being re-admitted or registering for the next level required course with a clinical component.
- PN Program Students: May progress in the nursing program on a space available basis after a letter of intent to reactivate in the program is received and approved.
- PN Program Students: May be required to practice and pass clinical skills/competencies in the Simulation Center before attending clinical.

Academic Dismissal and Suspension

Global Health Institute reserves the right to dismiss or suspend any student for any of the following reasons:

1. Academic deficiencies:

Two failures of the same course or two failures of any NUR courses by an undergraduate student at Global Health will result in the dismissal of the student from the program i.e. a student who repeats a failed nursing course will be dismissed from the program if a second nursing course is failed.

A grade of B (79.5) or higher is required to pass all courses. A course in the major for which the student has received less than a B, and/or an unsatisfactory clinical grade, must be repeated.

2. Conduct deemed to be detrimental to the interests of the Institute

In such cases neither the Institute nor any of its officers shall be under any liability whatsoever for such dismissal or suspension. **The Institute will not accept transfer courses from any institution earned while a student is serving a disciplinary suspension.**

SCHOLARSHIPS

Internal scholarship

Currently Global Health Institute offers a \$10,000 scholarship.

External scholarship

The Mary Marshall Nursing Scholarship Program

1. Residency in the state of Virginia for at least one year;
2. Acceptance or enrollment as a full-time or part-time student in an approved school of nursing in the state of Virginia;
3. Submit a completed application form and a recommendation from the Program Director regarding scholastic attainment and financial need prior.

Scholarships: There are several scholarships of varying amounts available, which do not need to be paid back. Each has its own criteria. A few organizations awarding scholarships are (a) Mildred A. Mason Memorial Scholarship Foundation; (b) Virginia Health Care Association; and (c) Health Occupations Students of America.

****Student may also obtain external scholarships and grants prior to and during their enrollment period at Global Health Institute.**

TUITION AND COST OF ATTENDANCE

The costs to attend Global Health Institute include tuition, books, housing, transportation, personal/miscellaneous expenses, loan and/or miscellaneous charges. Costs are typically estimated because of the variety of students, housing options etc.

Diploma Program

Practical Nursing

COST OF ATTENDANCE:

Cost of attendance (COA) refers to the average amount a full-time and/or part-time student enrolled in classes at Global Health Institute can expect to spend by the completion of the program. This amount will vary based on a student's status.

TUITION: \$21,038.59 - \$10,000.00 scholarship - \$11,038.00*

***Includes New Student Fee, Parking, Liability Insurance, Clinical Lab**

Additional Costs:

Skills Kit: \$350.00

Books: \$160.00

Academic Enhancement: \$400.00

Pre-Admission Costs:**

Application Fee: \$30.00

Entrance Exam Fee: \$30.00

**Please note: Physical exam costs, background check and drug screen costs are not included as these prices vary.

Certificate Programs

Nurse Aide

Tuition/Fees:

Tuition	\$600.00
FEES*	
Application Fee	\$ 30.00
Entrance Exam Fee	\$ 30.00
Miscellaneous Expenses:	
Books	\$ 90.00
Clinical Enhancement Kit	\$102.00
Liability Insurance	\$ 20.00
Technology Fee	\$ 25.00
Parking	\$ 50.00
Total Tuition and fees	\$947.00*

*Does not include physical exam, drug screen or background check costs as these prices vary.

Please note: Tuition and fees are subject to change.

Graduation, certification, and release of transcripts may not be permitted until any delinquent balance for fees, expenses, or tuition has been paid to include, but not limited to, interest and attorney's fees.¹

Medication Aide

Tuition/Fees:

Tuition	\$548.00
FEES*	

¹ In the event legal action is required to enforce any of the terms and conditions contained in this handbook, the student will be responsible for all legal fees and costs incurred by the school at the hourly rate of the school's counsel or 25% of the amount owed, whichever is greater. Should the student take legal action against the school in which he or she does not prevail, the student will be responsible for the reasonable attorney's fees and costs incurred by the school.

Application	\$ 30.00
Pre-entrance Exam	\$ 30.00
Study Guide	\$ 20.00
Clinical Kit	\$102.00
Liability Insurance	\$ 20.00
Technology Fee	\$ 25.00
Parking	\$ 50.00
Total Tuition and fees	\$825.00*

*Does not include physical exam, drug screen or background check costs as these prices vary.
Please note: Tuition and fees are subject to change.

A student applicant may cancel, by written notice, his enrollment at any time prior to the first class day of the session for which application was made. When cancellation is requested under these circumstances, the school is required to refund all tuition paid by the student, less a maximum tuition fee of 15% of the stated costs of the course or program or \$100.00 whichever is less.

Practical Nursing Refund policy as follows

Proportion of Class Taught by Withdrawal Date	Tuition Refund
Less than 25% of class	50% of class cost
25% up to but less than 50% of class	25% of class cost
50% or more of class	No Refund

Tuition Refunds for Medication Aide and Nurse Aide will be determined as follows:

A student who enters Global Health Institute but withdraws during the first $\frac{1}{4}$ (25%) of the period is entitled to receive as a refund fifty percent (50%) of the stated cost. A student who enters Global Health Institute but withdraws after completing $\frac{1}{4}$ (25%), but less than $\frac{1}{2}$ (50%) of the period is entitled to receive as a refund twenty-five percent (25%) of the tuition paid. A student who withdraws from Global Health Institute after completing $\frac{1}{2}$ (50%), or more than $\frac{1}{2}$ (50%) of the period is not entitled to a refund. All other fees and expenses, including but not limited to books, software fees, registration, insurance, and uniforms will not be refunded.

A Payment Plan is available for each program. Please see Business Office for more information.

Late Payment Penalty

Payment in full of the total balance due will avoid a late payment fee of \$150.00. One week after the due date the student is assessed another \$50.00 fee. Two weeks after the payment due date the student may be placed on financial suspension and/or have their studies interrupted. Student accounts must be paid in full by the established due dates for students to be eligible to register during the next registration period. Transcripts, diplomas, or other statements of record will be withheld and students will be ineligible to enroll and/or continue to be enrolled in future semesters until their obligations have been fulfilled. If an account is not paid in full by the end of the semester it will be referred to an outside collection agency and the matter will be reported to the Credit Bureau.

Payment and Registration Status

All registrations for a given semester are considered to be temporary and tentative, based on satisfactory academic progress and total satisfaction of all financial obligations to the school. Global Health Institute will delay the future semester registration of any student if the student has a delinquent account balance from a prior semester.

Payment Options

All payment must be in United States currency in person or by mail.

Remittance should be made payable to “Global Health Institute” and identified with the student name and social security number (SSN).

Payments returned by the bank are considered nonpayment and may result in cancellation of registration. A \$100.00 returned items charge will be assessed for returned items. Late registration and/or late payment fees may apply.

Taxpayer Identification Numbers

Global Health Institute is required to collect a student’s social security number for the following reason:

- Documentation for state board of nursing licensure preparation

STUDENT SERVICES

The student services department will provide students with disability advocacy and support. If you have a documented disability that warrants reasonable accommodations, please register with Beth Richards through the student services department. You must provide medical documentation of your disability including the accommodation requested.

Tutorial Services Program

The Global Health Institute tutoring program is designed to provide reinforcement of learning skills to students struggling to meet specific curriculum expectations in their respective programs of study. Students are encouraged to self-advocate and refer themselves to, or be referred by, a respective faculty member. The goal of the program is to significantly decrease attrition rates and stimulate learning potential to increase mastery in the management of patient healthcare services. The educational support service is completely free and offered from at least one hour up to a maximum of five hours, per week.

The criteria to provide tutorial services are contingent on the prospective tutor’s comprehensive academic acumen and flexible availability. Students receive supportive/reinforcement instruction to enhance reading comprehension skills, strategies and techniques to increase study and test taking skills, contextual reasoning, and the reduction of test anxiety. Additionally, students learn methodologies to stimulate memory, increase time management, organization skills and critical thinking. Global Health Institute also offers a special tutorial room/lab on campus to engage in comprehensive and intensive learning sessions (individually and/or collectively).

Tutoring is available in most subject areas through individual or small group sessions or by faculty. Full-time day students who wish to receive tutoring should fill out an application in the student services department as soon as a need arises. A student may receive tutoring from one to two hours per week, per subject area, based on academic need and tutor availability (See student service tutoring guideline). Peer tutoring is provided by students who have been recommended by the faculty and then selected and trained by the Student Services Department.

Study skills workshops are offered during the academic year. Topics generally include test taking, time management, textbook reading, note taking, and learning styles instruction.

New Student Orientation

Orientation provides vital information which assists new students and their families with their transition to Global Health Institute. All students must attend an orientation prior to starting class. During orientation students are advised on course selection, informed about important policies and procedures, review the student catalog (provided at this time), given information on services and activities available, and introduced to the academic environment. Students will be oriented to the Student Management Services and the academic enhancement learning system. Student Services will also review the student catalog and inform them of the various ways to obtain it.

Class Content

The institution reserves the right to make changes to improve the quality or content of the programs of study offered.

Class Schedules

Classes are scheduled between the hours of 6:30 AM through 11:30 PM, Monday through Sunday pending class schedule.

Every effort is made to arrange student class schedules that conflict minimally with personal or employment requirements. However, the institution has the right to schedule the student's class hours within the limitations of its facilities and overall enrollment. Students have access to their class schedules on a continuous basis through Global Health Institute the Learning Management System, *Populi*. All changes to the schedules are reflected on *Populi*. Students are therefore encouraged to verify their *Populi* course homepage for any changes in the locations and times of their courses. Global Health Institute will strive to give advance notice to all students regarding clinical dates and times. Circumstances may dictate minimum advanced notification. In addition, clinical hours, days, location and time will vary based on the facilities' availability.

Break Periods

No more than 30 minutes will be designated for lunch. There are many restaurants within walking distance of the school.

Set-ups for Classroom and Special Events

Furniture in classrooms, meeting rooms, and other common areas is placed specifically to meet the needs of scheduled activities in a given room. Unauthorized relocation is problematic for faculty, students, and staff. *If your class must move furniture during a given class, please ensure that all furniture is back in its regular location before your class wraps up, as a courtesy to the next class using the room.*

Room Reservations

Students who wish to reserve rooms for group meetings or special functions should contact Beth Richards.

Course Cancellation

The school reserves the right to cancel any class or program when enrollment is fewer than fifteen (15) students. In addition, the school reserves the right to merge a class of fifteen (15) or fewer students with a similar curriculum.

Criminal Background Check

A student who is entering and completing a career program should be aware that future employers may elect, or be required, to do background investigations on prospective employees to determine if any criminal records exist. This frequently occurs when a prospective employee will be involved in "direct contact services" with clients or residents. Background checks may also be required for internships, externships, practicum and licensure exams. All students are required to be in compliance prior to acceptance.

1. Statement of Policy

It is the policy of Global Health Institute to review prospective student's criminal background. The Institute reserves the right to rescind an offer of admission or appointment to any educational or training program to any individual whose background investigation reveals a history of criminal conduct:

- a. that the Institute reasonably determines increases the risk of harm to patients or individuals on Global Health Institute premises or on any premise where a student may be engaged in clinical experiences required by the academic program; or
- b. that was not accurately disclosed in response to a direct question regarding criminal history on any application for admission or appointment in connection with the program; or that is inconsistent with the high standard of ethical conduct required of all members of the academic community or is otherwise unbecoming a member of the academic community.

All offers of admission to academic programs or appointments to clinical will be specifically conditioned upon a criminal background investigation.

2. Procedure

- a. Background investigations will be carried out by the Institute or an agency acting on its behalf. The Office of Admissions in the case of prospective nursing students will be responsible for obtaining written authorizations from individuals who have received conditional offers of selection to their educational program in the form established by the Institute and/or the agency.
- b. The background investigation will consist of a verification of the name and social security number of the individual, confirmation of addresses in the United States in the last seven years, and disclosure of any felony and/or misdemeanor convictions for the seven year period immediately prior to the offer of appointment, including sexual offenses. Only convictions will be reported.
- c. If the report reveals a discrepancy in name, social security number or addresses or discloses a conviction for a felony and/or misdemeanor or sexual offense in the past seven years, the Institute will make a copy of the report available to the individual. The individual will be permitted to provide the Institute with any additional information s/he wishes the Institute to consider concerning the information disclosed prior to the Institute's making a decision whether to withdraw the offer of admission or appointment.
- d. In the case of prospective students, the Administration with advice from the President, will make the final decision as to whether the offer is to be withdrawn.

Limitation of Liability

Liability for damages arising from a claim brought by the student against the institution shall be limited to the sum of money the student actually paid the institution for tuition, fees and books, and to any actual cost and disbursement (not including attorney's fees) awarded the student by an arbitrator.

Name Changes

A student whose name has changed must provide the Registrar a Social Security Card or any government issued identification document showing the new name. This is required before any official records can be updated. A copy of the card will be placed in the student's file.

Dress Code

Students enrolled are required to wear blue matching scrubs every day while attending didactic/lecture courses. If students elect to wear blue jeans or professional pants, they must be accompanied with a Global Health Institute t-shirt.

Students are expected to maintain a professional appearance at all times while on campus.

For religious purposes, students may wear a head scarf, however, student faces must always be visible.

Information Technology Policy

Information technology IT continues to expand in use and importance through Global Health Institute. It is an indispensable tool for education, research, and clinical care, and plays a central role in the overall life of the institution. The uses of information technology have changed dramatically over the last twenty years, and it is likely that the rate of change will accelerate in the future. For these reasons, it is critical that Global Health Institute articulate a clear statement regarding the appropriate uses of our information technology resources and institute safeguards to ensure that our technology is secure, reliable, and available for the entire Global Health Institute community.

The policies set forth have three primary purposes:

1. To ensure compliance with all applicable federal, state, and local laws
2. To safeguard and protect all IT resources from anything other than authorized and intended use
3. To provide protection to academic, clinical, financial, research, and all other systems that supports the mission and functions of Global Health Institute.

Certain information (such as protected patient health information; sensitive information regarding students or staff; and other information protected by the attorney-client privilege) is protected by law, and persons with access to such information are expected to be aware of and comply fully with the laws protecting such information. Nothing in these policies is intended to affect in any way the confidentiality or protection of such information.

Global Health Institute complies fully with all federal, state, and local laws, including the Digital Millennium Copyright Act. Except as required for IT security and functionality, access for the Global Health Institute community to resources through Global Health Institute computer networks should be governed by the standards and principles of intellectual and academic freedom characteristic of an Institute.

Acceptable Use

Acceptable use of IT resources is use that is consistent with Global Health Institute's missions of education, research, service, and patient care, and is legal, ethical, and honest. Acceptable use must respect intellectual property, ownership of data, system security mechanisms, and individual's right to privacy and freedom from intimidation, harassment, and annoyance. Further, it must show consideration in the consumption and utilization of IT resources, and it must not jeopardize Global Health Institute's status. Incidental personal use of IT resources is permitted if consistent with applicable Global Health Institute and divisional policy, and if such use is reasonable, not excessive, and does not impair work performance or productivity.

Unacceptable Use

Unacceptable use of IT resources includes, but is not limited to:

- a) Unauthorized access to or unauthorized use of Global Health Institute's IT resources

Use of IT resources in violation of any applicable law

- b) Harassing others by sending annoying, abusive, profane, threatening, defamatory, offensive, or unnecessarily repetitive messages, or by sending e-mails that appear to come from someone other

- than the sender
- c) Any activity designed to hinder another person's or institution's use of its own information technology resources
- d) Privacy violations (e.g., disclosure or misuse of private information of others)
- e) Installation of inappropriate software or hardware on IT resources (e.g., network or password-sniffing software or hardware, offensive applications, and malicious software).
- f) Any use of copyrighted materials in violation of copyright laws or of vendor licensing agreements (e.g., illegal downloading and/or sharing of media files or computer software)
- g) Intentional, non-incidental acquisition, storage, and/or display of sexually explicit images, except for acknowledged, legitimate medical, scholarly, educational, or forensic purposes. Exposure and/or display of such material may be offensive, constitute sexual harassment or create a hostile work environment
- h) Security breaches, intentional or otherwise, including improper disclosure of a password and negligent management of a server resulting in its unauthorized use or compromise
- i) Commercial use of IT resources for business purposes not related to Global Health Institute
- j) Use, without specific authorization, to imply Global Health Institute support (as opposed to personal support) for any position or proposition
- k) Use to engage in activities, including for example certain political activities, prohibited to not for profit or personal organizations or that otherwise may result in a hostile work environment.

Anti-Virus Policy

Electronic viruses, worms, and malicious software are constant threats to the security and safety of computer networks and computing environments. These threats can be minimized by using protected equipment and practice of safe computer habits.

All devices vulnerable to electronic viruses must be appropriately safeguarded against infection and retransmission. Global Health Institute has licensed anti-virus software for use by faculty, staff, and students. It is the responsibility of every user to ensure that anti-virus protection is current. Infected devices may be blocked and/or removed from the Global Health Institute Network Administrator.

Effective anti-virus protection includes, but is not limited to:

- a) Installing anti-virus software on all vulnerable devices
- b) Configuring anti-virus software to provide real-time protection
- c) Updating anti-virus software with new virus definition files as soon as available.
- d) Utilizing automated anti-virus updates
- e) Executing virus scans on a frequent schedule
- f) Refraining from opening e-mail attachments from unknown, suspicious, or untrustworthy source.
- g) Refraining from downloading files from unknown or suspicious sources
- h) Avoiding direct disk sharing with read/write access unless there is a business requirement to do so
- i) Scanning removable media for viruses before use.

Intellectual Property and Copyright Information

Copyrights exist for any original work of authorship fixed in a tangible medium of expression. Computer images, computer software, music, books, magazines, scientific and other journals, photographs, and articles are just some examples of property subject to copyright. A copyright notice is not required. It is a violation of law to copy, distribute, display, exhibit, or perform copyrighted works without permission from the owner of the copyright.

The Institute provides many programs and data which have been obtained under contracts or licenses stating that they may not be copied, cross-assembled, or reversed compiled. You are responsible for

determining whether or not programs or data are restricted in this manner.

If it is unclear whether you are personally permitted to download something, assume that you may not – again, a copyright notice is not required. Contact Information Technology Services with questions regarding software usage and licensing issues.

For example, most songs are protected by copyright. This most likely means that it would be illegal to share any MP3s on your computer.

Putting copyrighted songs on sites and downloading them in any file format, MP3 or otherwise, can amount to serious violation of U.S. and foreign copyright law. Persons who put copyrighted music on sites, and those who download it, subject themselves to civil and criminal consequences.

Downloading, uploading, or using copyrighted files in violation of law means that action can be taken against you by the copyright owner. The Institute will not provide students or staff with legal defense or any indemnity against the award of damages, should action be taken

Phone Use

In order to promote a learning environment that is conducive for all learners, students are required to silence or turn off all cell phones while attending didactic/lecture. During exams, all electronic devices must be placed at the front of the classroom. If an emergency arises, students should excuse themselves from the learning environment prior to engaging in conversation. Failure to adhere to this policy can result in disciplinary action.

Students must abide by the Phone Use policy found in the clinical handbook when attending clinical courses.

Discrimination Policy

Equal Opportunity is Global Health Institute's policy. It is the policy of the company to provide equal opportunity in matters involving education, training, advancement, and all other considerations of employment and/or student life without regard to race, religion, color, national origin, sex, sexual orientation, age or disability.

The Institute does not discriminate on the basis of gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status or other legally protected characteristic. The Institute is committed to providing qualified individuals access to all academic and employment programs, benefits and activities on the basis of demonstrated ability, performance and merit without regard to personal factors that are irrelevant to the program involved.

Procedures on Discrimination Complaints

Following its policy of non-discrimination as to students, the Institute is prepared to receive and resolve complaints of discriminatory treatment that are brought to the attention of any administrative officer by students, faculty and staff. Students are encouraged to bring such complaints to the immediate attention of the director of nursing of the appropriate program so that an investigation into the facts and circumstances may begin. The administration will coordinate the investigation and resolution of the complaint with affected parties and department and will prepare appropriate documentation and the measures to ascertain the facts and circumstances pertinent to the complaint. The administration will consult with the parties involved in the dispute and make recommendations for the resolution of the complaint to the affected department.

Inappropriate Relationships

A relationship between a faculty and/or staff member and a student that is romantic or sexual is **not tolerated in the Global Health Institute community**. Such an intolerable relationship obliterates the inherent inequality of power between faculty/staff and students, creates a situation that inhibits the learning environment, and has a negative impact on the community. **Therefore, ALL Faculty and Staff should not engage in such relationships, and to do so will be considered a basis for disciplinary action.**

This policy provides a process by which an allegation of an inappropriate relationship between a student and a member of the staff is investigated by the directors of nursing (DON) with the intent to resolve the allegation and promote an interconnected learning environment. In the case of an alleged inappropriate student/faculty/staff relationship, administration will request an informal hearing that is followed with a formal hearing. Allegations of an inappropriate relationship shall be made to administration, and may be brought by any member of the community. Within two weeks of the allegation, the administration will notify the charged party in writing of the charges. Within 30 days of the written notification of the allegations, the administration shall notify the DON.

The designated member shall proceed with an investigation of the allegations with the intent to make the following recommendations to the President:

1. If the DON, by a majority vote, finds the charges to be unfounded, the DON shall recommend that charges be dropped and the matter be considered resolved.
2. If the DON, by a majority vote, finds that the charges are founded, the appropriate institutional response is to precede with formal termination procedures.

Sexual Harassment Prevention and Resolution Policy

The Institute will not tolerate sexual harassment—a form of discrimination, a violation of federal and state law, and a serious violation of Institute policy. In accordance with its educational mission, the Institute works to educate its community regarding sexual harassment. The Institute encourages individuals to report incidents of sexual harassment and provides a variety of avenues, both formal and informal, by which individuals can report complaints of sexual harassment.

The Institute encourages reporting all perceived incidents of sexual harassment, regardless of who the alleged offender may be. Individuals who either believe they have become the victim of sexual harassment or have witnessed sexual harassment should discuss their concerns with the Director of Nursing. Complainants are assured that problems of this nature will be treated in a confidential manner, subject to the Institute's legal obligation to respond appropriately to any and all allegations of sexual harassment.

The Institute prohibits acts of reprisal against anyone involved in lodging a complaint of sexual harassment. Conversely, the Institute considers filing intentionally false reports of sexual harassment a violation of this policy. The Institute will promptly respond to all complaints of sexual harassment. When necessary, the Institute will institute disciplinary proceedings against the offending individual, which may result in a range of sanctions, up to and including termination of Institute affiliation.

Policy on Sexual Assault and Procedures

Global Health Institute is committed to providing a safe educational and working environment for its faculty, staff and students. The Institute has adopted a policy addressing sexual assaults and offenses involving sexual violence in order to inform faculty, staff and students of their rights in the event they are involved in an assault and of the services available to victims of such offenses.

Members of the Institute community who are the victims of, or who have knowledge of, a sexual assault occurring on Institute property, or occurring in the course of a Institute sponsored activity, or perpetrated by a member of the Institute community, are urged to report the incident to campus authorities promptly. Persons who are victims of sexual assault will be advised to file criminal charges with local police of the jurisdiction where the sexual assault occurred. The student services office will provide assistance to a complainant wishing to reach law enforcement authorities.

A victim of an assault on Institute property should immediately notify the Director of Nursing who will arrange for transportation to the nearest hospital.

The Institute will provide counseling to any member of the Global Health Institute community who is a victim of sexual assault and also will provide information about other victim services. Students can seek the assistance of counseling through their divisional counseling offices, and members of the faculty and staff can seek assistance through Global Health Institute the human resources and student services departments.

Persons who are the victims of sexual assault also may pursue internal Institute disciplinary action against the perpetrator. The Institute's disciplinary process may be initiated by bringing a complaint of sexual assault to the attention of the directors of nursing. Allegations of sexual assault will be investigated by the appropriate offices and any other offices whose assistance may be valuable for gathering evidence. The Institute reserves the right to independently discipline any member of the student body, staff or faculty who has committed a sexual or other assault whether or not the victim is a member of the Institute and whether or not criminal charges are pending.

Disciplinary actions against students accused of sexual assaults will be processed by the School or campus attended by the accused student in accordance with established disciplinary procedures pertaining to the School in which the student is enrolled. Disciplinary actions against staff members will be governed by the procedures set out in the Institute's personnel policies. Disciplinary actions against members of the faculty will be processed by the offices of the dean of the appropriate academic division according to the procedures established by that division. Both a complainant and the person accused of a sexual assault will be afforded the same opportunity to have others present during an Institute disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in Institute disciplinary proceedings.

Marriage

If a student intends to marry while enrolled at Global Health Institute they understand that they will not be excused from class/clinical due to the accelerated nature of the programs offered at the institution.

Pregnancy/Children

If a student becomes pregnant, she must obtain a statement from her physician stating how long she can safely continue in the school. It is the student's responsibility to inform the student services department of pregnancy status. Children are not allowed in the classroom and/or the computer lab.

Disaster Preparedness Websites

American Red Cross Emergency Preparedness Kits http://www.redcross.org/preparedness/cdc_english/kit.asp

American Red Cross Personal Workplace Disaster Kit
<http://www.redcross.org/www-files/Documents/pdf/Preparedness/WorkplaceDisasterKit.pdf>

American Red Cross Family Disaster Plan http://www.redcross.org/preparedness/FinRecovery/FinPlan/pdfs/aicpa_ch1.pdf

Federal Bureau of Investigation
<http://www.fbi.gov/>

Federal Emergency Agency
<http://www.fema.gov/>

U.S. Department of Homeland Security
<http://www.dhs.gov/index.shtm>

U.S. Department of State Travel Warnings

http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Cancellation of Classes & Clinical Due to Weather Conditions

1. It is not in all instances that clinicals are cancelled due to inclement weather. This is to accustom the students who are future professional nurses with the reality that work continues on even with inclement weather. Students may obtain the information on clinical cancellation on News Channel 9, and on the Global Health Institute's website: www.global.edu or *POPULI*® webpage. This notice is also posted on the Global Health Institute Facebook page.
2. The school however believes in striking a balance between safety of students and acculturating them to the realities of the nursing work. Let it be known that the decision to cancel clinical lies solely on the Program Director(s) or designee and will be communicated to students via methods mentioned above.
3. If the forecasts for snow are:
 - 3.1. At midday between 10 am and 12 noon, the morning shift will continue as scheduled until such time that snow sticks to the ground and/or the respective clinical instructor finds it necessary to send students home. Evening shift will likewise be cancelled.
 - 3.2. After 12 noon, the morning shift continues as previously indicated in 3.1 and the evening shift shall be cancelled.
 - 3.3. At mid-afternoon between 5 pm and 7pm, both morning and evening shifts continue with the students from the evening shift being sent home based on the snow accumulation as previously indicated in 3.1
 - 3.4. No later than 5:30 a.m. on the day of clinical, the morning shift shall be cancelled and students will be notified via methods outlined in section 1.
4. Clinical students and instructors are advised to keep updated with weather forecasts, using all possible media, and postings on the Global Health Institute website, to be able to reasonably apply this guideline
5. It shall be expected that when a clinical instructor decides to cut short or cancel a clinical day, without official notice from the school, he/she shall call the Director of Nursing to inform them of such decision.
6. Individual students and clinical instructors are expected to make reasonable judgment with regards to personal safety.
7. A cancelled clinical day or shortened clinical of less than 4 hours shall be equivalent to one day of make-up
8. In the event of emergency weather conditions, announcements regarding cancellations or delayed openings of scheduled classes, labs, or clinical will be made at the earliest possible time by the Director of Nursing of the programs. Students are always urged to use their discretion on attending class or clinical during inclement weather.
9. In the event of a power outage at the Institute, classes will be cancelled and exams rescheduled.

DAY CLINICALS/LABORATORY

- If day classes are cancelled due to weather, day clinicals are cancelled.
- If the Institute announces a 90-minute delayed opening, the delayed start time will be **10:00 a.m.**
- Announcements are generally made by 5:00 a.m. via different avenues as stated above.

EVENING CLINICALS/LABORATORY

- If evening classes are cancelled, evening clinicals are cancelled.
- Students are not required to pick up clinical assignments on snow days.

- Announcements are generally made by 12:00 p.m. using all the various methods listed above. You may also check the main number, 703-212-7410, for a recorded message. Again, students are urged to use their discretion in determining safe driving conditions.
- If you are already at clinical when the Institute cancels evening classes, clinical is cancelled and your clinical instructor will dismiss you in a timely fashion.

WEEKEND CLINICALS

- Weekend clinicals are cancelled at the discretion of the clinical faculty member, who will notify the students in his/her clinical group.
- Weekend cancellations are generally not announced on television, radio or the Institute number.

Students are again urged to use their discretion

Drug-Free Campus Information

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an Institution of Higher Education (IHE) such as Global Health (Global Health Institute), to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit drugs both by Global Health Institute students and employees either on its premises and as a part of any of its activities. At a minimum, an IHE must annually distribute the following in writing to all students and employees:

Standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees;

A description of the legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol;

A description of the health risks associated with the use of illicit drugs and alcohol abuse;

A description of any drug or alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; and

A clear statement that the institution will impose sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct or law.

I. Standards of Conduct

A. Employees

The Drug-Free Schools and Communities Act Amendment of 1989, enacted by Congress as Public Law 101-226, requires an institution of higher education to adopt and implement a program designed to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol.

Global Health Institute is committed to providing education in an environment which is conducive to do so. Global Health Institute observes all laws and regulations governing the sale, purchase and serving of alcoholic beverages by all members of its community and expects that these laws, regulations and procedures are adhered to. As such, the manufacture, possession, distribution, or use of illegal drugs and the use of alcohol or tobacco is strictly prohibited on the premises of Global Health Institute or any of its clinical affiliates. Sanctions for violating this policy are outlined in section V (A) below.

The full version of the current Drug and Alcohol Policy can be found in the Employee Handbook.

B. Students

Students attending Global Health are held responsible to our Student Code of Conduct. In addition to local, state and federal laws, our Student Code of Conduct prohibits:

Illegal or Unauthorized Possession/Use of Alcohol and Drugs

This includes the unauthorized use, possession, manufacturing or distribution of illegal drugs, controlled substances, narcotics or alcoholic beverages or being under the influence of drugs and/or alcohol. Prohibited conduct includes the use of a prescription drug if the prescription was not issued to the student.

Sanctions for violating this standard of conduct are outlined in Section V (B) below. A full version of the Student Code of Conduct can be found at www.global.edu/code-of-conduct-policy

II. Legal Sanctions

Global Health enforces all federal and state laws and local ordinances.

A. Federal

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substance Act, as well as other related federal laws, the penalties for controlled substance violations include but are not limited to: incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, vehicles, boats, aircrafts and any other personal or real property), ineligibility to possess a firearm, and potential ineligibility to receive federal educational benefits (such as student loans and grants).

B. State

The State of Virginia has various laws regulating the possession and use of controlled substances and alcohol. If an individual is found guilty of a violation of the state law, they may be subject to large fines and imprisonment.

A minor (defined as a person under the age of 21) may not “purchase or attempt to purchase alcoholic liquor, consume or attempt to consume alcoholic liquor, possess or attempt to possess alcoholic liquor, or have any bodily alcohol content.” Violations of the law may subject the individual to fines, participation in a substance abuse program, imprisonment, community service hours, and/or out of pocket expenses related to required substance abuse screenings.

The State of Virginia laws can be found at law.lis.virginia.gov/vacode

III. Health Risks

The health consequences of alcohol abuse and substance use may be immediate and unpredictable, such as fatalities associated with alcohol poisoning and drug overdose, or subtler and long term, such as liver and brain damage associated with the prolonged use of alcohol. In addition to health related problems, alcohol abuse and substance use are associated with financial difficulties, interpersonal conflicts, domestic violence, deterioration of the family structure, accidental injuries or fatality, and may significantly impact academic and work performance.

Alcohol and Other Depressants [barbiturates, sedatives, and tranquilizers] – “Alcohol, tranquilizers, and sedatives are all considered depressants. These drugs depress the central nervous system by mimicking either the brain’s natural sedating chemicals or by diminishing the brain’s natural ability to produce stimulating chemicals.”

Short-term effects- “Alcohol consumption causes a number of marked changes in behavior; even low doses significantly impair judgment and coordination. Moderate to high doses cause significant impairments mental

functions, severely altering a person's ability to learn and remember information. Very high doses can cause respiratory depression and death. The effects of other depressants are similar to those of alcohol: large doses can cause slurred speech, poor motor coordination, altered perception, psychosis, hallucinations and paranoid delusions, coma, or death.”

Long-term effects-“Long-term effects of using alcohol include addiction, depression, accidents as a result of impaired ability, ulcers, gastritis, pancreatitis, fatty liver, alcoholic hepatitis, chronic active hepatitis, and cirrhosis. Long-term use of other depressants can also lead to addiction, including both physical and psychological dependence. Regular use over time may result in a tolerance to the drug. Withdrawal symptoms may range from restlessness, insomnia, and anxiety, to convulsions and death.”

Nicotine - “Nicotine, one of more than 4,000 chemicals found in the smoke from tobacco products, is the primary component in tobacco that acts on the brain. Nicotine is absorbed through the skin and mucosal lining of the mouth and nose or by inhalation in the lungs. Nicotine increases the levels of dopamine in the brain. The acute effects of nicotine dissipate in a few minutes, causing the smoker to continue dosing frequently throughout the day to maintain the drug’s pleasurable effects and prevent withdrawal. Effects of use include addiction, high blood pressure, emphysema, heart and lung disease, and cancer.”

Marijuana

“It stores itself in the fatty tissue of the brain, reproductive organs, liver, lungs, and spleen, where it causes tissue damage and hinders normal body function. In the brain, it widens the gaps between nerve cells causing decreased transmission of impulses. This can result in speech problems, memory and learning problems, physical impairment, and can interfere with judgment, and cause difficulty with thinking and solving problems. Use can also elevate anxiety and cause a panic reaction. Long-term use can cause permanent memory problems. There is also an increased risk of developing respiratory problems including, but not limited to, cancer.”

Stimulants

Cocaine use interferes with the reabsorption of dopamine causing euphoria, which constricts blood vessels, dilates pupils, and increases heart rate and blood pressure.

Effects: Acute cardiovascular or cerebro-vascular emergencies such as heart attack or stroke can result from use, regardless of frequency. Coca ethylene, created by the liver when cocaine and alcohol are used, increases the chance of sudden death. Addiction, lung damage, depression, paranoia, and toxic psychosis are also possible. Similar risks are presented by the use of speed and uppers.

Ecstasy

“Ecstasy is a synthetic drug, and is similar to both methamphetamine and mescaline, which is a hallucinogenic. It mainly affects the body by affecting neurons that use the chemical serotonin, which can greatly affect mood, aggression, sexual activity, sleep, and sensitivity to pain. In high doses, Ecstasy can interfere with the body’s ability to regulate temperature, which can lead to a sharp increase in body temperature, resulting in liver, kidney, and cardiovascular system failure.”

Hallucinogens

“PCP is a white crystalline powder that is readily soluble in water or alcohol. LSD [lysergic acid diethylamide] is manufactured from lysergic acid, which is found in ergot, a fungus that grows on rye and other grains. The effects of these substances are unpredictable, and depend on the amount taken, the user’s personality and mood, and the surroundings in which the drug is used.”

Short-term effects: “These drugs alter user’s perception of time and space by changing the way the brain interprets stimulus. They also increase heart rate and blood pressure, which can lead to coma, or heart and lung failure. High doses can cause symptoms that mimic schizophrenia, such as delusions, hallucinations, paranoia, disordered thinking, a sensation of distance from one’s environment, and catatonia. Speech is often sparse and garbled. PCP can be addictive.”

Long-term effects: “Flashbacks can occur days, months, or even years after use. Users can also experience decreased motivation, prolonged depression, increased anxiety, increased delusions and panic, and psychosis such as schizophrenia or severe depression.”

Narcotics [Opium, morphine, codeine, heroin]

“Narcotics include opium, opium derivatives, and semi-synthetic substitutes of opium derivatives. Narcotic use is associated with a variety of unwanted effects including drowsiness, inability to concentrate, apathy, lessened physical activity, constriction of the pupils, dilation of the subcutaneous blood vessels causing flushing of the face and neck, constipation, nausea and vomiting, and most significantly, respiratory depression. As the dose is increased, the subjective, analgesic and toxic effects become more pronounced.

Short-term effects: Short term effects include restlessness, irritability, and loss of appetite, nausea, tremors, and drug craving.

Long-term effects: “Long term effects include addiction, accidental overdose, and risk of hepatitis and AIDS infection from contaminated needles.”

Prescription Drug Abuse

The most commonly misused prescription drugs are: Painkillers [Codeine, Oxytocin, Vicodin, Demerol]; CNS depressants [Nembutal, Valium, Xanax]; and stimulants [Ritalin, Dexedrine, Adderall].

Short-term effects: Stimulants and CNS depressants present risks for irregular heartbeat, greatly reduced heart rate, seizures, dangerously increased body temperature, and can cause aggressive or paranoid behavior.

Long-term effects: The greatest risk from these drugs is the significant chance for dependence. This can lead to greater doses and increased frequency of use. Attempting to cease use without proper medical help after dependence has been established can be dangerous and even fatal.

Inhalants [gas, aerosols, glue, nitrites, nitrous oxide]

“Inhalants are breathable chemical vapors that produce psychoactive effects. A variety of products common in the home and in the workplace contain substances that can be inhaled:

Solvents — paint thinners or removers, degreasers, dry-cleaning fluids, gasoline, and glue

Art or office supply solvents — correction fluids, felt-tip-marker fluid, and electronic contact cleaners

Gases [used in household or commercial products] — butane lighters and propane tanks, whipped cream aerosols and refrigerant gases

Household aerosol propellants: contained in items such as spray paints, hair or deodorant sprays, fabric protector sprays, and aerosol computer cleaning products

Medical anesthetic gases — ether, chloroform, halothane, and nitrous oxide

Nitrites — volatiles including cyclohexyl, butyl, and amyl nitrites, and are commonly known as “poppers.”

Volatile nitrites are often sold in small brown bottles and labeled as “video head cleaner,” “room deodorizer,” “leather cleaner or liquid aroma.”

Short-term effects: “These chemicals slow down the body’s functions, and can cause momentary intoxication which, if continued, can lead to stimulation, reduced inhibition, and ultimately loss of consciousness. Using solvents or aerosol sprays can induce heart failure and death, known as “sudden sniffing death.” This effect is mostly associated with butane, propane, and chemicals in aerosols.”

Long-term effects: “These chemicals can cause severe damage to the brain, liver, and kidneys. Specifically, they can cause hearing loss, peripheral neuropathies [limb spasms], central nervous system damage, and even bone marrow damage.”

GHB [gamma hydroxybutyrate] is a central nervous system depressant. It is made from a gamma butyrolactone and sodium or potassium hydroxide, which means that it is essentially degreasing solvent or floor stripper combined with drain cleaner. In liquid form it is usually clear and looks like water. GHB and two of its

precursors, gamma butyrolactone [GBL] and 1, 4 butanediol [BD] have been characterized as predatory drugs used to commit acts of sexual violence.”

Effects: Abuse of GHB can cause amnesia, coma and/or seizures, inability to move, or impaired speech. There is also a risk of death, especially when combined with alcohol or other drugs.

IV. Drug and Alcohol Programs

The following training, programs, resources, counseling, treatment, rehabilitation or reentry programs are available to employees and/or students as described below.

Employees

The Human Resources Department will facilitate various training delivery methods (in-person workshops and on-line) on drug and alcohol preventions

We provide information on an on-line anonymous screening tool where we can direct employees to determine if individual evaluation or treatment is necessary based on results of screening.

We will institute an alcohol and drug awareness communication plan to all employees where we will distribute information throughout the year reinforcing our Drug Free Workplace Policy and the dangers and risks of using alcohol and drugs.

Employees have access to Mental Health (MA) and Substance Abuse (SA) services through Global Health Institute’s medical benefits plan.

Students:

We provide information on an on-line anonymous screening tool where we can direct students to determine if individual evaluation or treatment is necessary based on results of screening.

We plan to hold information sessions and/or workshops.

Work with City Health Department employees to provide information and/or deliver workshops to our students

Ensure our Student Services Staff are equipped with necessary information and resources to effectively direct students in need to alcohol and/or drug treatment.

C. Local Resources

The following drug and alcohol related services and resources are available through Global Health Institute and local agencies:

Center for Substance Abuse Prevention (CSAP)
Substance Abuse and Mental Health Services Administration
5600 Fishers Lane, Rockwall II Bldg.
Suite 900
Rockville, MD 20857
301-443-0365
800-729-6686 (National Clearing House)

Center for Science in the Public Interest
1875 Connecticut Ave, NW, Ste. 300
Washington, DC 20009-5728
202-332-9110

Center for Substance Abuse Treatment (CSAT)
5600 Fishers Lane, Room 618
Rockville, MD 20857
301- 443-5052

Drug Strategies
2445 M. Street NW, Suite 480
Washington DC 20037
202-289-9070

Safe & Drug-Free Schools Program
U.S. Department of Education
400 Maryland Ave. SW
Washington DC 20202-6123
202-260-3954 or 877-433-7827
Public Phone: 800-624-0100

Office of Minority Health Resource Center
P.O. Box 37337
Washington, DC 20013-7337
800-444-6472

The Center for Substance Abuse Treatment and Referral Hotline: 1-800-967-5752

The Drug Free Workplace Helpline (distributes publications about drug and alcohol): 301-468-2600

National Drug Prevention: 1-877-643-2644

Addiction Center: <https://www.addictioncenter.com/addiction/>
1-877-655-5116

Drug Rehab: www.DrugRehab.com

V. Disciplinary Sanctions

Global Health Institute will impose sanctions on students and employees for violation of Global Health Institute's policies and standards of conduct (consistent with federal, state, and local laws) up to and including reprimands, expulsion, termination, and referral for prosecution. Possible sanctions are described in more detail below.

A. Employees:

The Director of Human Resources or designee handles matters that require disciplinary action at Global Health. The concept of progressive discipline will be utilized in most cases, taking into consideration the severity of the incident, prior disciplinary action, etc.

The following corrective actions (sanctions) may be imposed by the Institute for a violation of our Drug and Alcohol Policy:

1. Verbal Notice. The supervisor will meet with the employee to discuss the problem and the improvements that are expected. The supervisor will document the meeting and place a copy of the results of that meeting in the department's employee file.
2. Written Warning. A formal, written reminder documenting the problem and expected improvements. A copy of the formal written notice is provided to the employee, is placed in the department file and the Human Resources employee file.
3. Suspension Without Pay. A formal, written explanation of the problem and time off to emphasize the seriousness of the problem and that dramatic behavior change is needed immediately. A copy of the suspension without pay notice is provided to the employee, is placed in the department file and the Human Resources employee file.

4. Final Written Warning. The Institute may, at its discretion, choose to impose a final written warning in lieu of suspension. Exempt salaried personnel who are suspended for less than one week shall receive their wages in accordance with the Fair Labor Standards Act.
5. Termination. When it has been determined that an employee is unable or unwilling to meet the conditions of employment at Global Health Institute, termination results.
6. Zero Tolerance. Per the Global Health Institute Misconduct Policy, possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace is considered Zero Tolerance Misconduct. This form of verified intentional misconduct constitutes grounds for immediate termination of employment at Global Health Institute.

B. Students:

Student Services works with administration to handle matters that require disciplinary action at Global Health. The concept of progressive discipline will be utilized in all cases, taking into consideration the severity of the incident, the number of times the student has been referred to the rules of conduct.

The following sanctions may be imposed by the Institute for general misconduct:

1. Verbal reprimand by a Institute official of violation and possible consequences if misconduct continues.
2. Written reprimand from an authorized Institute official.
3. Disciplinary probation – A period of observation and review of conduct during which the student or recognized Student Organization must demonstrate compliance with Institute standards. Terms of this probationary period will be determined at the time probation is imposed.
4. Disciplinary suspension – The student or recognized Student Organization has temporary loss of student status for a specified length of time.
5. Permanent Expulsion – Is an act of terminating a student's enrollment at Global Health Institute. This means
the student may no longer participate in any Global Health Institute activity or be on Global Health Institute property owned,
operated, leased, or maintained for any purpose.
6. Other Sanctions – Other sanctions may be imposed instead of, or in addition to, specific sanctions listed in this section. These may include, but are not limited to: recommendations for counseling, establishment of mandatory behavior conditions/contract-signing stating agreed-upon behavior expectations for continued enrollment or reenrollment; loss of access to Institute computers and/or network; a specific project designed to assist the student in better understanding the overall impact of his or her behavioral infraction; a contract of terms for restitution of damages/stolen property before enrollment is continued and/or records are released; suspension without pay from his or her on campus job; restricted participation in extra-curricular activities or leadership positions, or community service.
7. Withdrawal Agreement – In certain cases where a student's behavior and continued enrollment may adversely affect his or her well-being, the Institute and the student may agree to discontinue the student's attendance at Global Health Institute for a specified amount of time and agree to conditions for re-admittance to the Institute. In such instances, both the designated official and the student will sign a written Withdrawal Agreement.
8. Loss of Recognition – Global Health Institute student organizations may lose recognition and will be deprived
of the use of Institute resources, the use of the Institute's name, and the right to participate in Institut'se or campus-sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period of time until all conditions are met.

VI. Notification of the DAAPP

A. Employee Notification

Notification of the information contained in the DAAPP is distributed to all current employees of the Institute on an annual basis via an all-staff email. New employees will receive notification during their Orientation process. The DAAPP is also available for review online. It can be accessed at: <https://global.edu/>.

B. Student Notification

Notification of the information contained in the DAAPP is distributed to all currently enrolled students each semester via email. Steps are taken to ensure all late-starting students are notified. . The DAAPP is also available for review online. It can be accessed at: <https://www.global.edu/>.

Responsibilities

In any case involving an academic concern, the student should be aware of the responsibilities of the instructor and of the student.

Instructor Responsibilities:

An instructor's responsibilities include, but are not limited to, the following:

1. The instructor should hold classes and examinations when and where officially scheduled.
2. Each instructor should be available in his or her office for student consultation for a reasonable number of hours each week and make these hours known.
3. The instructor should make known at the beginning of each course the objectives and nature of the course, dates of important events and policies on grading, class attendance, tests, papers, and class participation.
4. The instructor should ensure that the content of the course he/she teaches is consistent with the course description in the school's catalog.
5. The instructor should adhere to the school's policies concerning students' rights as found in the Institute catalog and faculty handbook.
6. The instructor should attend any grievance meetings as required by the procedures outlined in this policy.

Student Responsibilities:

A student's responsibilities include, but are not limited to, the following:

1. The student must know and adhere to the Institute's policies concerning attendance, tests, papers and class participation.
2. The student must direct academic complaints following the procedures explained above.
3. Upon the request of the instructor, the student should meet with the instructor at a mutually convenient time.

Written specific guidelines for handling of complaints and grievances can be found in the course syllabi.

In the interest of fairness to all parties, a complaint should be filed as soon as possible to assist in obtaining the facts related to the complaint. For this reason, a complaint generally will not be accepted unless it is filed no later than five (5) business days after the grievous incident occurred, the student became aware of or should have become aware of the incident leading to the complaint. However, additional days may be granted for complaints that are not time sensitive.

It is the Institute's goal to provide the best learning and teaching environments possible for student learning. Communication between students and faculty is encouraged so that grievances are not needed. Should a grievance occur remediation of the problem will be addressed.

Grievance Procedure

The Global Health Institute faculty are committed to assisting you in achieving your academic goals. Faculty at Global Health Institute believe that teaching and learning occur as a dynamic process involving the student, the teacher, and the environment. Faculty strive to create a personal and professional environment conducive to student achievement and growth. Basic to this is a sense of respect and openness in the sharing of ideas, and in role modeling. If a student discerns that there has been any instance of unfair treatment, a lack of communication, or a breach of Institute policy, the student should follow the administrative "chain of command" (see Global Health Institute Structure) in order to seek a resolution:

1. Make an appointment with the faculty member that is involved, in order to discuss your perception of the issue or problem. It is a good idea to put this in writing in order to make you more comfortable, and to be concise and accurate in your presentation. This also allows the faculty member to respond to your concerns in an organized, pertinent manner and allows both of you to arrive at consensus and an action plan.
2. If your issue cannot be resolved with the faculty person, make an appointment with the Director of Student Services. Present your case in the same manner as advised in #1. Design an action plan. If the issue is not resolved, you can then make an appointment with the Director of Nursing.
3. Meet with the Director of Nursing to discuss your issue. It is important to write out your thoughts and why the problem has not been solved. An action plan will be developed after conferencing with the Director of Nursing.
4. If your issue still cannot be resolved a meeting with the Institute President will be arranged.
5. If this does not lead to a solution, the student may utilize SCHEV to resolve the situation without fear of retaliation from the school. The student may file a written complaint by writing to:

State Council of Higher Education for Virginia
Private and Out-of-State Postsecondary Education
101 N 14thSt, 9th FL
James Monroe Bldg
Richmond, VA 23219

How to handle Academic Issues

Successful problem solving can provide a positive learning experience for all. Through Global Health Institute a tactful, organized discussion of problems between the involved parties, problems are identified, views aired, misconceptions or misunderstandings clarified, and resolutions reached.

While the policy for complaints and grievances are outlined in the student catalog, the student services department and all faculty are available to discuss problems and concerns of all nature with students. Students are encouraged to consult their advisor, student services or other faculty members for advice and help.

It is recommended that a student begin the discussion regarding concerns or problems with the individual faculty member or group directly involved. If the student does not feel satisfied with results of this meeting, it is recommended that the student meet with the Director of Nursing.

If resolution is not achieved, the student may submit a written appeal to the Administration, who will meet with the student in order to decide on a course of action. If necessary, the written appeal will go to the President of the Institute.

Grade Appeal Process

Students who choose to appeal the grade they have earned in a nursing course should:

1. Discuss the grade and the concerns with the course faculty immediately when a problem is identified after the grade is posted.
2. If the student is not satisfied with the outcome of the meeting with the faculty member, the concerns should be put in writing, forwarded to the Director of Nursing/President within five business days of the grade posting.

Verification of Board of Nursing NCLEX Results

Each student grants permission to Global Health Institute to verify NCLEX results as provided by the student's residential state Board of Nursing. The student understands that Global Health Institute will provide the board personnel with the student's name and social security number to obtain this information.

Photographs/Assignments Release

Each student assigns to Global Health Institute the absolute right to display assignments completed and photographs that were taken during his/her program. Students also give the right of reproduction thereof for use by the institution in whatever manner the institution decides. *"I understand that I have voluntarily allowed my photographs to be taken and my projects to be controlled by the institution, and that I will receive no payment for any photographs or assignments that will be reproduced. I understand that my personal information such as my address, social security number, telephone number, or personal e-mail will be kept in confidence."* A student who does not favor images to be displayed publicly may inform the administrative office in writing of their wish.

Advising

All ADN degree seeking majors are assigned a nursing faculty advisor. Students are encouraged to establish a relationship with their advisor so that the advisor can assist the student.

- Planning coursework for the entire curriculum, with projected graduation date.
- How to manage problems that a student may encounter in course work related to studying, seeking tutoring, etc.
- Maintaining contact with faculty and the Institute.

It is recommended that a student set up an appointment with the assigned nursing advisor by one of the following methods:

- Calling the faculty advisor's office and talking with the advisor; or if the faculty is not in the office, leave a message where the student can be reached on a return call.
- Contacting the faculty advisor through e-mail to set up an appointment.
- Stopping by the faculty advisor's office or attending virtual sessions during scheduled office hours.

Students who are unable to contact their advisor in a timely way should contact the Director of Student Services or Registrar for assistance.

Parking and Transportation

Students are expected to provide their own transportation to and from the institution. Global Health Institute is located in an area which is accessible by public transportation. Students who choose to drive their own vehicle are directed to park in Global Health Institute designated parking spaces. A parking decal is required. Students who choose to park in a non-designated space do so at their own risk

Campus Security

Global Health Institute utilizes Alexandria Police Department for campus security. The services provided may include but is not limited to:

1. Directing and assist visitors, students, faculty, and staff.
2. Escort individuals to their cars and to other buildings during evening hours.
3. Deliver emergency messages to classrooms.
4. Enforce regulations pertaining to alcohol abuse and the use of controlled substances (The Policy on Alcohol and Drugs is in the Student Handbook.).
5. Provide programming to encourage positive safety habits.

Furthermore, the Global Health Institute community is aware that safety and security **can be achieved only through cooperation of all students, faculty, and staff and the responsible decisions they make every day.**

1. Report any suspicious behavior or criminal activity to the Business Office immediately.
2. Take responsibility for your safety; walk in pairs at night.
3. Keep all valuables out of sight in your car.
4. Report any unescorted strangers, male or female.
5. Do not prop open any exterior doors.
6. Adhere to all Global Health Institute local, state and federal laws and rules of conduct.
7. Call Global Health Institute main office at 703-212-7410 during normal office hours.
8. Call 911.

Parking Compliance at Clinical Sites

Clinical facilities provide designated parking areas and procedures for students. Students are responsible for any parking fees charged by agencies during their clinical experiences and are expected to observe all parking policies. The use of facilities by Global Health Institute students is jeopardized when agency parking rules are violated.

Transportation of Clients

Students and faculty are not permitted to transport clients in private vehicles.

Policy on Universal Precautions

Global Health Institute is concerned about the safety of its students, faculty, and the client population in the clinical setting. Based on the mandatory Centers for Disease Control (CDC), VDOH, and Occupational Safety Health Administration (OSHA) guidelines, Global Health Institute requires that both students and faculty observe blood and body fluid universal precautions when working with all clients in all settings (i.e., hospital, clinic, home, outside agency).

Proper use of personal protective equipment is required. Neglecting to use appropriate PPE can be grounds for professional misconduct. Gloves are to be worn during an existing or potential contact with blood and/or body fluids. Masks and goggles may also be worn when a threat of exposure to secretions exists (i.e., handling blood, drainage from wounds, discontinuing IVs, converting IVs to saline-locks, suctioning, emptying all drainage units or when there is a threat of splatter contamination). Used needles will not be recapped. Review agency policies for universal precautions, isolation precautions, and use of PPE.

Universal precautions are a shared responsibility for both students and faculty. Faculty members act as role models for the student population, and it is expected that faculty will set an excellent example for students to follow.

When a blood or body fluid exposure occurs, both faculty and students should know what procedures to follow for the facility and the necessary follow-up and medical care that is essential.

1. The faculty and student contact the department manager/nursing supervisor immediately to follow the procedure at the specific institution.
2. Complete agency and Global Health Institute incident reports.
3. Administer first aid as outlined in the facility Infection Control Manual.
4. Students and faculty are responsible for their own medical expenses, including the urgent/emergent care received at the facility and post-exposure follow-up care.

Policy on Gifts

Clinical practice policies view the receiving of gifts as a conflict of interest in an environment where staff are held to ethical standards of providing unbiased services to patients/families.

To align with policies in the clinical practice settings, where nurses and other staff in the institution may not accept gifts from patients/families, students may not receive gifts from families/patients. Similarly, gifts from the student(s) for faculty or clinical instructors are discouraged on the basis of conflict of interest and undue stress and pressure on students with limited funds.

Campus Security Report

In compliance with the Campus Security Act of 1990 (Clery Act) requiring a school to compile and distribute an annual campus security report, Global Health Institute publishes specified information on campus crime statistics such as number of burglaries, assaults, and sex offenses and security policies. Refer to <http://www.global.edu/wp-content/uploads/2015/07/DOC071515-071515.pdf> for the report. The report is issued annually in October. Global Health Institute will provide a copy of the report upon request.

Possession of Fire Arms on Institute Premises

The possession, wearing, carrying, transporting, or use of firearm or pellet weapon is strictly forbidden on Institute premises. This prohibition also extends to any person who may have acquired a government- issued permit or license. Violation of this regulation will result in disciplinary action and sanctions up to and including expulsion, in the case of students, or termination of employment, in the case of employees. Disciplinary action for violations of this regulation will be the responsibility of Student Services or director of human resources, as may be appropriate, in accordance with applicable procedures. Any questions regarding this policy, including the granting of exceptions for law enforcement officers and for persons acting under the supervision of authorized Institute personnel, should be addressed to the student services department.

Policy Addressing Campus Violence

In recent years, the subject of violence on Institute and Institute campuses and in the workplace has received increasing attention as violent events have been widely reported in the news media. This policy is intended to guide members of the Global Health Institute both in preventing acts of violence and in responding to them when they occur on or in relation to the Institute's campuses.

Zero Tolerance Policy

The Global Health Institute is committed to providing a learning and working environment that is safe to all members of the Institute community. The Institute will not tolerate violent acts or threats made against other students, faculty or staff on its campuses, at off-campus locations administered by the Institute, or in its programs. This policy of —zero tolerance extends not only to actual violent conduct but also to verbal threats and intimidation, whether by students, faculty, staff, or visitors to the Institute.

The Institute urges individuals who have experienced or witnessed incidents of violence to report to the divisional office responsible for student matters, faculty to the Administrative Office responsible for faculty matters, and staff to the applicable Human Resources

The Institute will not permit retaliation against anyone who, in good faith, brings a complaint of campus violence or serves as a witness in the investigation of a complaint of campus violence.

Enforcement

Information regarding incidents of violent conduct and threats of violence will be investigated, and, if warranted, disciplinary action will be taken in accordance with applicable procedures. The Institute will notify law enforcement authorities of criminal conduct. In addition, the Institute may refer individuals accused of violations of this policy for an assessment of the likelihood that they will carry out violent acts. If the continued presence of an individual on campus threatens or disrupts the conduct of Institute business, the individual may be suspended from participation in Institute programs or activities pending the outcome of the assessment.

When advised of circumstances warranting intervention, the Institute will render assistance by contacting local or federal law enforcement agencies as appropriate. Individual members of the Institute community who receive threats of bodily harm or who are the targets of harassing or stalking behaviors are urged to contact Student Services or school officials and to avail themselves of the services offered by student counseling offices.

Every effort will be made to respect the privacy of all individuals involved in the matter. However, the necessity to investigate the matter and to cooperate with law enforcement authorities may require the disclosure of otherwise confidential information.

Individuals accused of engaging in incidents of campus violence may seek legal counsel at their own expense. Individuals and their attorneys are reminded that attorneys cannot participate in any internal

Institute hearing.

Campus vendors are reminded that their employees who conduct business on Institute premises must conform their conduct to the requirements of this policy. The Institute reserves the right to remove from campus vendor employees who engage in acts prohibited by this policy.

Contact for Student-Related Crises/Problems:

Department of Student Services

Library/Computer Lab

With a valid student ID, all students may use the campus library and computer lab. The library is available for student use Monday – Friday between 9am to 6 pm. No food or drink is allowed in the library or computer lab.

The institution has the exclusive right to control the content of its website. As such, we reserve the right of our sole discretion to add, delete, or otherwise edit any documents, information, or other content including any material that may be construed as offensive. Violations of this policy should be reported to the student services department or administration. Any violation of this policy or any laws related to the use of information and communication technologies will be subject to disciplinary action.

In addition, computers are located in public areas and as such, material viewed is not private. Users must be considerate of other individuals using the public space and refrain from displaying materials that might reasonably be considered offensive by others. In addition, the viewing of pornographic material may be grounds for sexual harassment charges by other users. Any such grievances will be investigated and resolved per the grievance policy in the sexual harassment section of the course catalog. If use of the internet becomes disruptive or objectionable, a staff or faculty member may ask the offending user to leave and may result in permanent expulsion from school.

The Librarian provides reference and research assistance onsite, by telephone and by e-mail. The Librarian also offers individualized and customized research consultation sessions by appointment. These in-depth, one-to-one sessions are designed to help students identify and use the resources most pertinent to their topics.

All registered students are able to use the collection of books, journals, and DVDs on the premises of the library but only students in Good Standing with an active Populi account may borrow books. Loaning of books is subject to library loan policies. Students are able to place books on reserve by browsing the library catalog and placing their books on reserve using the single sign on process on *Populi*.

A photocopy machine and printer are available for student use at a cost of \$0.10 a page. Access to e-library is available off campus through the student *Populi*™ account.

Social Media Guidelines

Students are prohibited from posting the names, identifying information, or photos of patients or clinical sites. Posts, Tweets, and photos if utilized must follow Code of Conduct, HIPAA, and Rights and Responsibilities. Violations of the code of conduct may be cause for probation or dismissal.

The Information Management System

Global Health Institute utilizes an Information Management System called *Populi*. This system allows students to register for classes, obtain course material, view grade reports, print unofficial transcripts, class schedules, complete their degree audits, pay their tuition, and communicate with faculty and staff. This interactive system is available for use 24 hours a day.

Populi permits Global Health Institute faculty, staff, and students' immediate access to the most accurate and up-to-date student enrollment records. To enter *Populi*™ individuals must access a secure server. The server

helps to protect the privacy of information shared via *Populi*. It uses digital certificates to verify the source of Populi data as genuine and a secure socket layer to encrypt data transfers, making it very difficult for unauthorized parties to intercept or copy information.

Training for Students: all first year students receive a password via personal email prior to orientation with instructions to help students access POPULI. Additional information and assistance may be obtained during orientation and the Institute Success Skills Class. Student services will coordinate and train the students in using *POPULI*.

Communication

The school provides email service through Global Health Institute system *Populi*. Students are expected to maintain and regularly check their school email as a way to keep aware of school matters. The student is responsible for all materials provided in his/her email. Any correspondence made between students and faculty/staff should take place via Global Health Institute email account ONLY.

All email accounts are property of Global Health Institute. Please note that Global Health Institute may review students and/or staff accounts without prior notice if it suspects there is suspicious activity that may jeopardize Global Health Institute's integrity.

Student Government

Global Health is an independent entity, not part of a larger organization. As such, its external governance is provided by the Virginia Board of Nursing and the State Council of Higher Education for Virginia. In an effort to improve its internal governance, Global Health Institute has continuously solicited feedback from students and employers on course content and faculty and student performance at the end of each course and post-graduation.

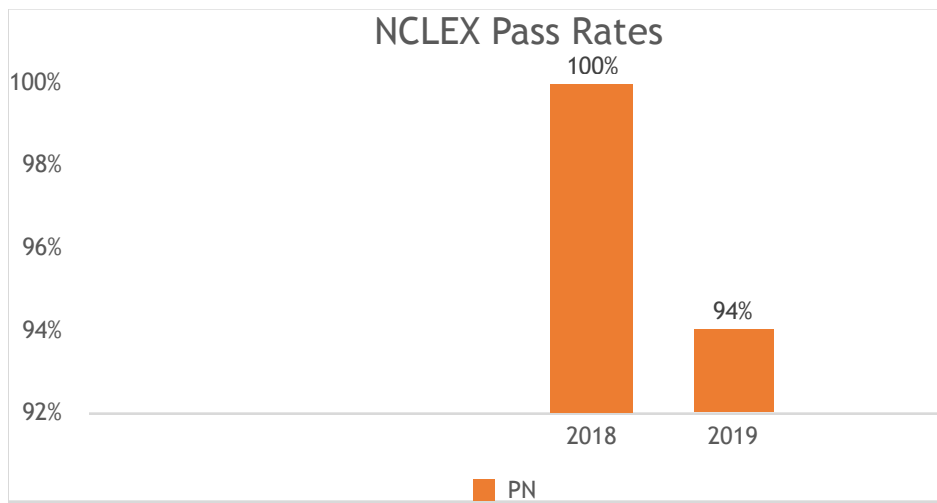
The Student Government Association (SGA) of Global Health Institute ensures the excellence of student academics. This is accomplished by providing quality services to students and maintaining student representation to the institute and the community. The student government meets regularly to ensure these standards are maintained. For more information, please contact student services.

Employment Assistance

The institution offers employment assistance to its students and graduates; however, the school does not guarantee employment. When requested, the school will release directory information to third parties unless the student, in writing, requests a limitation of release. In addition, the student services office will release information specific to a student or graduate in reference to a career search.

Student Right to Know

According to the Department of Education Student Right to Know Act, Global Health Institute makes available student and graduation rate statistics to prospective and current students.



Data provided by National Council of State Boards of Nursing (NCSBN) and the Virginia Board of Nursing (VBON)

Institution/Program	Graduation Rate	Retention Rate	NCLEX Pass Rate	Job Placement Rate
	Practical Nursing			
	-			%

The data was obtained from Accrediting Council for Independent Institutes and Schools (ACICS) 2015 Preliminary Campus Accountability Report (CAR) for the institution's and programs' retention rate and placement rate.

The graduation rate shown represents completers within the 150% timeframe.

The data was obtained from Integrated Postsecondary Education Data System (IPEDS) for the institution's graduation rate.

The NCLEX pass rate data is for the 2015 calendar year, and the data is published annually by National Council of State Boards of Nursing (NCSBN).

ACADEMIC INFORMATION

Student degree, diploma or certificates are conferred once they graduate from Global Health Institute in the following curriculum tracks:

- A. Practical Nursing Diploma = Upon completion of this diploma program, students are eligible to sit for the Practical/Vocational licensure exam, PN/VN NCLEX.
- B. Nursing Aide Certificate = Upon completion of this certificate program, students are eligible to sit for the Certified Nursing Aide Exam (CNA)
- C. Medication Aide Certificate = Upon completion of this certificate program, students are eligible to sit for the Medication Aide Certification Exam (MACE)

Enrollment Verifications

The Registration Department will continue to provide enrollment verifications to all requests. These requests must be accompanied by the written signature of the student.

Basic Data - Essential Data correction

Students must notify registration if there is a change in home address/telephone, off-campus address/telephone, an incorrect social security number, and/or if an additional parent address (second mailing) is needed. Forms are available in registration. Moreover, the student may independently make corrections to his/her basic data on Populi.

Global Health Institute ID - Student Identification Number

The primary means of identification at Global Health Institute is a randomly generated student identification number consisting of the year followed by 6 randomly selected numbers.

Directory Information

Global Health Institute, in compliance with the Family Educational Rights and Privacy Act of 1974, has designated the following items as **Directory Information**:

- student's name
- email address
- Permanent home address & telephone number
- class year
- program of study
- student status (full-time/part-time)
- dates of attendance
- degree(s) and/or awards received

Global Health Institute may disclose any of the above listed items without the student's prior written consent, unless the Registration Department is notified in writing to the contrary.

Pre-registration

All students returning to Global Health Institute following the current semester of attendance should preregister during the period prescribed in the Academic Calendar. Returning students who do not register prior to on-site registration will be assessed a failure to preregister fee. To participate in online registration, students must use his/her Populi assigned username and password (this PIN is the same information needed to view grades, students accounts and financial aid information).

Registration

Students are all registered in each class.

Dropping Classes

A student may drop courses during the add/drop period in any semester, without academic penalty. For courses withdrawn after the add/drop period a grade of "WF or WP" is assigned. When a student is not available to withdraw from a course and/or the Institute, administration will withdraw the student without a signature from the student.

If a student stops attending a course and does not process the appropriate form, a grade of "F" may be assigned.

- A student who does not attend the first meeting of a course and who does not contact the professor by the beginning of class on the second day on which the class meets **may** be dropped from the roster in order to make room for students waiting to register for the course.

Non-attendance on the first day of classes does not mean that a student is automatically dropped from a course. Non-attendance drops will be processed only at the instructor's request. It is the student's responsibility to make sure his or her registration of courses is accurate.

All students are responsible for their own enrollment. Failure to properly add, drop, or withdraw from a course may result in no course credits awarded and/or a failing grade

A student who withdraws from all classes during a semester with a failing grade will be academically withdrawn from the program. All withdrawn students will have to contact the admissions department for re-admission. Re-admission is not guaranteed.

To drop a class, students may go online after obtaining approval from their academic advisor or registrar or follow the steps below:

Credit will not be accepted for a course in which a student is not officially registered.

No Show Policy

Policy Statement: Students who register for classes for a semester but who do not come to campus, or attend or participate in educational activities through the tenth class day of the semester will be converted back to 'prospect' status. The registered classes will be dropped. These prospects must re-apply to the program at which point admission is not guaranteed.

Use of Cell Phone Cameras in Clinical Settings

A Reminder From Global Health Institute: Because there have been incidents recently involving pictures inappropriately taken within the hospital using camera cell phones, Global Health Institute would like to remind all that the use of cell camera phones to capture protected health information is a violation of HIPAA, and, therefore, prohibited in all clinical settings.

Family Educational Rights and Privacy Act (FERPA)

Global Health Institute complies with all federal regulations regarding the release of education records as established by the Family Educational Rights and Privacy Act (FERPA). All requests to release information from the student's academic record must include his or her legal signature. This requirement specifically prohibits telephone and e-mail requests. Faxed requests are acceptable. The student is the only person who can authorize the release of information from his/her academic record. No one else (parents, friends, spouses, employers, etc.) may do so.

The Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) is a federal law that governs the use, transfer, and disclosure of identifiable health information. HIPAA Privacy Regulations include new rights or individuals and new privacy requirements for health care providers and health plans. This means any piece of information about an individual's health, the treatment for their health condition, or the payment for their health services. Health information includes information about those who are alive and those who are deceased.

The HIPAA Privacy Regulations apply to Global Health Institute. As a Global Health Institute workforce member, these Privacy Regulations apply to you whether you are a doctor, a nurse, a lab technician, an administrative assistant, a student, a member of the house staff or a janitor. Therefore it is important for you to know and understand the HIPAA Privacy Regulations. All nursing students will be certified regarding compliance during the first week of class.

Confidentiality Policy

All students are patient advocates and must maintain privacy and confidentiality of medical and non-medical information for every individual for whom care is provided in any setting. Any breach of patient confidentiality could result in disciplinary action against the student, including dismissal from the academic program. Students must sign a Confidentiality of Information Statement in the first week of classes.

Confidentiality Agreement

This Health Information Confidentiality Agreement ("Agreement") applies to the student whose signature appears below ("Student") and who has access to protected health information ("PHI") maintained, received, or created by FACILITY. As used in this Agreement, "FACILITY" includes any and all facilities where Student receives training that participates with Global Health. The list of facilities may be updated by The Global Health (Global Health Institute) any time without notification to students. This Agreement shall be effective from the date listed below (the "Effective Date") until Student completes training at every applicable FACILITY.

Please read all sections of this Agreement, in addition to FACILITY's privacy and security policies and procedures, before signing below.

FACILITY has a legal and ethical responsibility to safeguard the privacy of all FACILITY patients and to protect the confidentiality of their health information. In the course of your training at FACILITY, you may hear information that relates to a patient's health, read or see computer or paper files containing PHI and/or create documents containing PHI. Because you may have contact with PHI, FACILITY requests that you agree to the following as a condition of your training:

1. Confidential PHI.

I understand that all health information which may in any way identify a patient or relate to a patient's health must be maintained confidentially. I will regard confidentiality as a central obligation of patient care.

2. Prohibited Use and Disclosure.

I agree that, except as required for training purposes or as directed by FACILITY, I will not at any time during or after my training at FACILITY speak about or share any PHI with any person or permit any person to examine or make copies of any PHI maintained by FACILITY. I understand and agree that personnel who have access to health records must preserve the confidentiality and integrity of such records, and no one is permitted access to the health record of any patient without a necessary, legitimate, work or training-related reason. I shall not, nor shall I permit any person to, inappropriately examine or photocopy a patient record or remove a patient record from FACILITY.

3. Safeguards.

When PHI must be discussed with other healthcare practitioners in the course of my training at FACILITY, I shall make reasonable efforts to avoid such conversations from being overheard by others who are not involved in the patient's care.

I understand that when PHI is within my control, I must use all reasonable means to prevent it from being disclosed to others, except as otherwise permitted by this Agreement. I will not at any time reveal to anyone my confidential access codes to FACILITY's information systems, and I will take all reasonable measures to prevent the disclosure of my access codes to anyone. I also understand that FACILITY may, at any time, monitor and audit my use of the electronic/automated patient record and information systems.

Protecting the confidentiality of PHI means protecting it from unauthorized use or disclosure in any form: oral, fax, written, or electronic. If I keep patient notes on a handheld or laptop computer or other electronic device, I will ensure that my supervisor knows of and has approved such use. I agree not to send patient identifiable health information in an email, or email attachment, unless I am directed to do so by my supervisor.

4. Training and Policies and Procedures.

I certify that I have read FACILITY's policies and procedures, completed the training courses offered by FACILITY, and shall abide by FACILITY's policies and procedures governing the protection of PHI.

5. Return or Destruction of Health Information.

If, as part of my training, I must take PHI off the premises of FACILITY, I shall ensure that I have FACILITY's permission to do so, I shall protect the PHI from disclosure to others, and I shall ensure that all of the PHI, in any form, is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

6. Termination.

At the end of my training at FACILITY, I will make sure that I take no PHI with me, and that all PHI in any form is returned to FACILITY or destroyed in a manner that renders it unreadable and unusable by anyone else.

7. Sanctions.

I understand that my unauthorized access or disclosure of PHI may violate state or federal law and cause irreparable injury to FACILITY and harm to the patient who is the subject of the PHI and may result in disciplinary and/or legal action being taken against me, including termination of my training at FACILITY.

8. Reporting of Non-Permitted Use.

I agree to immediately report to the FACILITY any unauthorized use or disclosure of PHI by any person. The persons to whom I report unauthorized usage of the FACILITY must be notified.

9. Disclosure to Third Parties.

I understand that I am not authorized to share or disclose any PHI with or to anyone who is not part of the FACILITY's workforce, unless otherwise permitted by this Agreement.

10. Agents of the Department of Health and Human Services.

I agree to cooperate with any investigation by the Secretary of the U.S. Department of Health and Human Services ("HHS"), or any agent or employee of HHS or other oversight agency, for the purpose of determining whether the FACILITY is in compliance federal or state privacy laws.

11. Disclosures Required by Law.

I understand that nothing in this Agreement prevents me from using or disclosing PHI if I am required by law to use or disclose PHI.

Professional Standards for Nurses

Students enrolled in the Nursing Program will be expected to comply with the current American Nurses Association code of ethics and standard of practice.

(ANA) Code for Nurses

1. The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
3. The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
4. The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.
5. The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
6. The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
7. The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
8. The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

9. The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. *Source:* From American Nurses Association, Code of Ethics for Nurses (2001).

Course Numbering

Courses numbered 01-09 are developmental courses. The credits earned in these courses are not applicable towards a degree or a diploma.

Courses numbered 100-199 are freshman level courses that may apply to certificate and diploma programs. The credits earned in these courses may be applicable toward an associate degree.

One credit is equivalent to one collegiate semester-hour credit.

The general format for course numbering is shown below:

Grade and Marking System (GPA)

Grade	Percentages	Point
A -Excellent	90%-100%	4.0
B –Good*	80%-90%	3.0
C -Unsatisfactory	70%-79%	2.0
D -Unsatisfactory	60%-69%	1.0
F- Fail	Below 59.4%	0.0
AUD	Audi	
I	Incomplete (0)	
IP	In Progress	
W	Withdrawal	
WP	Withdrawal Pass	
P	Pass/Test Out	

AUD - Successful completion of audit (no course credit awarded, no GPA calculation).

*B or higher is required to pass any course.

Incomplete Grades

An incomplete may be assigned when the student presents a compelling reason for the inability to complete course requirements by the end of the term. Incompletes will not be calculated in the GPA until converted into a traditional letter grade. The request for an incomplete form must be filled out by both student and instructor

and given to administration. Once it's approved or denied, administration will turn in the form to Registration who will notify faculty of decision and upload the form to student's file. Incomplete grades not assigned a traditional letter grade within eight weeks of preceding semester will be recorded as "F".

- Students cannot be registered in classes that require the class with 'I' as a pre-requisite.
- All incompletes must be recommended by faculty however, the final approval must be made by administration.
- Once the student completes the work, the instructor will request to open course by filling out appropriate form with the registrar and input correct grade.

Please note: classes primarily based on student participation such as clinical and labs are different in nature from courses primarily based on lectures, reading and tests. It may not be feasible for a faculty member to grant an incomplete grade for such student participation courses.

All requests for incomplete grades must be made directly by the student to his or her faculty member for the relevant course and must specify a compelling reason or reasons for failure to complete the course requirements. Except in extraordinary circumstances, all such requests must be submitted by the last day of class for the term. Only faculty members are authorized to grant incomplete grades and no incomplete grade may be given to any student who has not requested one. Faculty members shall advise students at the beginning of each semester whether or not a particular student participation/performance based course is eligible for an incomplete grade under this Policy.

If the student specifies the involvement of a medical or mental health issue as the compelling reason for the request for an incomplete grade, the faculty member should consult with the student services department, who shall provide accommodation the student requires to the faculty member. If the student requesting an incomplete grade has sought medical or mental health services off-campus, the student must obtain appropriate documentation from his or her health service provider and arrange for this documentation to be presented to the student services department. The existence of a medical or mental health issue will not automatically result in an incomplete grade.

In the event that the faculty member denies a student's request for an incomplete grade, the student may, within five (5) days after the student receives notice of the denial, contact administration to submit a written appeal of the faculty member's denial in accordance with guidelines established by the student services department. Upon receipt of a written appeal, administration shall review the appeal and, as applicable and appropriate, consult with parties such as the student, the faculty member, the student services department, or other campus professionals. Thereafter, administration shall affirm or reverse the determination of the faculty member and so notify the student and the faculty member. No appeals from the decision of administration shall be permitted.

- IP - In Progress. The course in which the student is enrolled is not yet complete.
- P - Successful completion of pass-fail course. Course credits awarded no GPA calculation. (Courses failed will be computed in GPA.)
- WP – student withdrew and is passing the class
- WF – student withdrew and is failing the class
- GPA - A student's grade point average (GPA) is the sum of quality points divided by the total attempted course credits.

Grade Reports

A record of each semester's grades may be found on the web via Populi. Students and advisors may log in to the secure site to review and print copies of the semester grades. If a student needs a comprehensive record of all coursework, s/he should request an official transcript. In addition, the comprehensive record is also available on the web via Populi.

Students who require a copy of their grades may submit that request to the Registration department. Under no condition will grades be released by telephone or to third parties, including parents.

Change of Program

Permission for a change in the program of study must be obtained from the Director of Nursing.

Withdrawal from Courses

Students may elect to withdraw from courses and receive a withdrawal instead of a letter grade. Students will be required to fill out a "withdrawal" form with the student services department. For courses dropped after the add/drop period, students will receive a "WF" [failing average in the enrolled course] or a "WP" [passing average in the enrolled course] on their transcript. Grades of WP, P (pass), or I (incomplete) do not count toward the term or cumulative GPA, while a grade of WF does counts towards the term and cumulative GPA.

Note: Students must withdraw within 75% of the course hours or sessions except for documented medical reasons certified by the administration. If they wait until after this time, students will receive an official grade in the course. Students are not allowed to withdraw from the same course on two separate course offerings. This will lead to a dismissal from their program of study. A WF will be counted as one failed attempt to pass a course.

A student who attends a different section of a course than the section registered must make the correction to his/her schedule by dropping the course online or processing a withdrawal form. Students who fail to correct registration errors or officially drop will receive a failing grade (F).

Withdrawal from School

1. Students who wish to withdraw from the institution must make an appointment with student services to complete an "Exit" form. Any student exiting Global Health Institute must complete "exit counseling" with a representative from the financial aid and finance departments. Any unpaid account balances will prevent a student from obtaining official transcripts.
2. If a student stops attending classes but does not officially withdraw, the student will be "administratively withdrawn". Per governing regulations, a student's financial aid eligibility will be based on the last documented date of attendance. If no documentation of attendance exists, the student will be considered to have never attended. *Students should not assume that missing the first class session will automatically result in a withdrawal.*
3. A student who completes a class and does not perform to Global Health Institute standards is required to repeat the class. For this case, the student must declare the decision to repeat the course within 14 days from the end of the class by completing a "change of status" form and any other required documentation obtained from the Student Services department. Failure to declare the intent to return within the specific period will result in an administrative withdrawal from the institution.

Note: In accordance with governing regulations, students who withdraw from the school before the end of the semester may be required to repay federal or state financial aid funds received for use during that semester. The amount of the repayment depends upon the point in the program at which

the student withdraws. Students who cease to attend but fail to withdraw may also be subject to repayment of financial aid. Contact the Financial Aid Office for further information.

4. In order to regulate the Maximum Time Frame for student graduation per our governing body guidelines a student in the Registered Nursing program will be administratively dismissed from the program if they fail the same class twice or if they fail any two classes during their program. Students in the Practical Nursing program will be academically dismissed from the program if they fail the same class twice or any three classes during their program. Refer to the Clinical Handbook for clinical policies.

Attendance Requirements

All students are expected to be present and on time for all classroom lectures and clinical/externship. Attendance is monitored for all class sessions and is recorded as actual time attended. Refer to the student clinical handbook for specific clinical attendance policy.

Attendance is monitored for all class and clinical sessions and is recorded as actual time attended.

No grace periods are allowed in clinical/skills/simulation sessions.

For Clinical: Students with more than 3 total absences or a maximum of 24 hours during the program will be administratively withdrawn from the PROGRAM and will have to follow the procedure for as outlined in the Institute catalog for reapplication to the Institute. Any missed clinical hours must be made up by the PN students.

For Class: Students with 4 or more absences will be administratively withdrawn from the course(s) they are enrolled in.

General Attendance/Participation Policies

The following general guidelines/policies provide the student with expectations that reflect participative, responsible student learning behaviors:

1. Prompt attendance is required for classes, clinical, simulation and/or skills lab experiences. Excessive absences, including leaving early or arriving late, may result in a faculty member assigning a grade of “failure due to absence” (FA) as indicated in the undergraduate grading policy and Institute catalog.
2. Students will complete ALL readings, online modules, assignments and teaching-learning activities as designated in the course syllabus.
3. Students will prepare as designated in the course syllabus for class, lab experiences, simulation experiences, and clinical. Students will actively engage and participate in ALL teaching learning activities.
4. Students will be proactive in seeking faculty assistance in order to be successful in achieving course objectives.
5. Students will organize and manage their time to utilize the skills laboratory, simulation center, course materials, library and Internet resources for self-directed learning.
6. If an absence from a class, clinical, simulation, and/or skills lab experience is anticipated, the student should notify the faculty in the course prior to the class and as soon as the student realizes there is a conflict that cannot be avoided.

7. For any absence from class, clinical, simulation, and/or skills lab experiences, it is the student's responsibility to initiate a meeting with the appropriate course faculty, so a plan for meeting the requirements for the course can be reviewed and approved by faculty. The faculty establishes expectations and the deadline for makeup work. All assigned work for each course must be completed to pass the course.

8. The student is accountable for communicating with course faculty in the case of any absence. The faculty may request documentation to verify the need for an absence (e.g., a note from a healthcare provider clearing the student for return to class/clinical). The student is responsible for the consequences of the absence.

9. It is expected that examinations will be taken by the student as scheduled in the syllabus, and that assignments will be submitted on the date indicated in the syllabus. It is at the discretion of course faculty to decide if extraordinary circumstances presented by the student will merit any exceptions to this policy.

Medical Clearance for Missed Clinical Days for Health Reasons

Students who have a health care need that develops after enrollment in a program, prior to, or during the clinical experience, which results in absences from a clinical course for more than one week, the student will be required to obtain written medical clearance from her/his health care provider in order to return to clinical practice.

The written medical clearance must document the student's ability to function as a student nurse, at full capacity physically and mentally, in the acute-care or community health setting

CLINICAL MAKE-UP POLICY (PN ONLY)

I. PURPOSE:

- a. To provide a proactive and consistent approach for student completion of clinical objectives within scheduled course dates.

II. POLICY:

- a. Clinical and theory faculty will collaborate to maintain accurate records of student clinical absence in order to ensure all students meet required clinical hours/objectives. Global Health Institute students shall not miss clinical and or simulation time in excess of three (3) days or 24 hours. Any student who fails to abide by this policy may be withdrawn (dismissed) from the program. Practical nursing students are required to make up any missed clinical time. Registered Nurse students are not required to make up any missed clinical time (within the allowed missed time); they may however be dismissed from the program if they exceed the allowed 3 days or 24 hours.

III. PROCEDURE:

- a. Clinical faculty will record student clinical absences on the Attendance monitor in the Information Management system (*POPULI*) (see Attendance Policy)
- b. All clinical make-up (PN only) will occur by the end of each clinical nursing course.
- c. Alternative methods of clinical make-up other than actual clinical experience must meet clinical objectives:
 - i. Faculty will document the planned alternative make-up and the objectives.
 - ii. Faculty will have planned simulated experiences ready in the event of a "0" clinical census.
 - iii. Faculty who have planned simulated experiences will be present with the students during these experiences.
 - iv. Clinical faculty are responsible for notifying the clinical agency regarding any changes to scheduled clinical dates. (See Clinical Attendance)
- d. Any situations that arise which prevent clinical make-up from being completed by the end of the clinical nursing course shall be referred to the Program Director.

- e. Students missing assigned clinical make-ups must meet with their clinical faculty member, theory faculty, and the Program Director to determine steps needed for course completion.
- f. All required clinical laboratory hours must be met for each clinical nursing course BEFORE a final course grade can be given. (See Clinical Absence Policy).

CLINICAL BREAKS

The clinical rotation should provide a positive learning environment where the students transfer the knowledge acquired through classroom instructions, skills and simulation labs in the workforce. These learning experiences are invaluable to the students. Our goal at Global Health Institute is to facilitate this process and to help the student to succeed. Therefore, it is imperative that the students and clinical faculty adhere to the clinical facilities' policies and procedures, as well as Global Health's policies.

All students are allowed the following breaks

- The clinical faculty will assign the designated break times as deemed suitable to include two short breaks not to exceed 15 minutes for the 10 and 12 hours shifts and one short break not to exceed 15 minutes for the 8 hours shifts. Lunch breaks will be 30 minutes for all clinical rotations.
- To maximize the allocated break times; students and faculty are strongly encouraged to avoid leaving the clinical sites during lunch breaks.
- This might mean packing lunches and snacks from home on clinical days. Please be aware that it is in the best interest of the students that clinical expectations are comparable to the demands of their future workplace.

Bereavement Absence:

In the event of death in the student's immediate family (which includes mother, father, sister, brother, spouse, children, grandparents, mother-in-law, father-in-law, person residing in your same household or an individual(s) who took the place of parents in the student's childhood), the student will be granted up to three (3) consecutive days absence from her/his normal school schedule.

(Additional student bereavement time may be approved at the discretion of the Program Director or the Executive). Evidence which include death certificate must be provided to consider bereavement absence. Absence for bereavement does not require makeup.

Leave of Absence

To take a leave of absence, the student must be in good academic and financial standing. A student must have attended the Institute for at least one semester in order to be eligible to request for a Leave of Absence. There are essentially three types of leave: Planned, Unplanned and Administrative. Planned Leave of Absence will cover: Medical and Military reasons. Unplanned Leaves cover: Under extreme circumstances a leave of absence from an academic program may be granted for medical conditions, military deployments, or a national emergency. **Administrative Leave of Absence is when a student is placed on a Leave of Absence by Global Health Institute (such as a PN student fails a course and has to wait for the course to be offered again).**

I – General Terms for all Categories of Leave of Absence

A. Access to Services

During a leave of absence, the student has access to support services (including advising) as well as access to academic services (such as academic support, the Global Health Institute Library, or mentoring support).

B. Catalog

Learners granted a leave of absence that restart a course(s) at the conclusion of the leave will remain under the same catalog in effect at the time the leave of absence was granted.

C. Last Day of Attendance

If learners do not re-enroll in a course(s) at the conclusion of their leave, the last day of the semester in which the learner was enrolled in a course(s) is designated as the last date of attendance.

D. Duration of Leave of Absence

The duration of the leave of absence together with any additional leaves of absences must not exceed 180 days in any 12-month period. Each student is entitled to one Leave of Absence per program.

II – Medical Leave of Absence

A. Criteria

- 1 – Learners may request a planned medical leave of absence for circumstances protected under the Family Medical Leave Act (FMLA)
- 2 – Learners must be enrolled in a course(s) when requesting a medical leave of absence.
- 3 – A medical leave of absence status is not granted retroactively.

B. Request for Medical Leave of Absence

- 1 – Learners may request a medical leave of absence by completing and submitting the Leave of Absence Request Form with student services. Learners must also submit documentation from a medical provider with their request. The documentation must include a statement from the doctor certifying the need for the leave. The request will not be considered until documentation from a medical provider is submitted.
- 2 – Medical leave of absence request must be submitted by the close of course enrollment for the semester in which the learner is requesting the leave. The start and end dates of the request must coincide with the start and end dates of the semester.
- 3 – Learners may not request a medical leave of absence for more than a total of 180 calendar days in any 12-month period.

C. Granting of Approval

Medical leave of absence request will be reviewed by administration. If approved and applicable, the learner will be dropped from any course(s) in which the learner is enrolled during the period of the leave of absence.

D. Incompletes

Learners who have been issued incomplete (I) grades prior to requesting a medical leave of absence must contact their course instructor(s) prior to the start of the leave. When deemed appropriate by the faculty, Global Health Institute will accommodate an incomplete grade extension for learners granted a medical leave of absence. Documentation for the incomplete grade extension must be completed and submitted prior to the start of the leave. If an incomplete grade extension is not requested and granted, the 'I' grade will be converted to a Failing (F) grade (depending on the learner's grading option) after the end of the following academic semester.

E. Return from Medical Leave of Absence

Students returning from a medical leave of absence may resume courses only at the beginning of such courses within a semester. Application materials for all students wishing to return to Global Health Institute are reviewed and processed through the Registrar's Office. The specific application process and required documents needed from students wishing to return are determined by the circumstances that led to them taking time away from Global Health Institute. Students seeking to return from a medical leave of absence should submit their application materials directly to:

Registrar

Returns from Medical Leave of Absence

Global Health

6101 Stevenson Ave

Alexandria, VA 22304

The letter should be written by the student, detailing their return, the circumstances that led to take a medical leave of absence, how they spent time away from Global Health Institute (e.g., employment or structured volunteer experience, other activities) and why they think they are ready to return to Global Health Institute as a full-time student.

III – Military Leave of Absence

A. Criteria

1. Members of the United States Military, including reserve forces, may be eligible for a military leave of absence. This policy follows the guidelines established in the HEROES Act of 2003 in determining appropriate accommodations for military service members who are responding to a war, national emergency, or other military operation. In accordance with the HEROES Act, Global Health Institute provides the following accommodations to students who experience a disruption in their program due to active military service:

a.) Students granted a military leave of absence will be offered the option of withdrawing (resulting in a grade of “W”) from their course(s) or requesting an incomplete (“I”) grade for any course(s) in which they were enrolled when granted the leave.

Students who withdraw from their course(s) as a result of active military duty will be offered the option of a tuition credit or appropriate refund for the course(s) they were unable to complete. Learners who request an “I” grade must get approval from the instructor(s) of their course(s) and be able to complete the required assignments independently, outside of the course room.

b.) Students on a military leave of absence are not required to meet financial obligations to Global Health Institute while on approved leave.

c.) Time spent during a military leave of absence does not count toward the maximum time for completion of the program.

d.) Faculty will be flexible and offer accommodations to academic deadlines for students on a military leave of absence.

e.) Global Health Institute will provide flexibility and accommodations to administrative deadlines for students on a military leave of absence.

B. Request for Military Leave of Absence

1. Students may request a military leave of absence by completing and submitting the Leave of Absence request form through the student services department. Students must indicate the date they are affected and the anticipated date of return. Students must also fax or bring into the administrative office, one the following pieces of documentation to the Registrar at their earliest possible convenience:

a. Deployment orders, including dates affected.

b. An official letter from a commanding officer, including dates affected.

2. Upon receipt of the request form for a military leave of absence, administration will send the student an email indicating approval or denial of the request. If the request is approved, Global Health Institute will report the student's leave status to the National Student Clearinghouse and/or any additional regulatory body.

C. Reinstatement

1. Student Services in conjunction with the Registrar's office will track students' anticipated date of return and will contact students to reintegrate them into their program.
2. Students returning from a military leave of absence may resume courses only at the beginning of such a course. An application stating a wish to return to Global Health Institute is reviewed and processed through the Registrar's Office. The specific application process and required documents needed from students wishing to return are determined by the circumstances that led to them taking time away from Global Health Institute. Students seeking to return from a military leave of absence should submit their application materials directly to:

Global Health Institute
6101 Stevenson Ave
Alexandria, VA 22304

The letter should be written by the student, detailing their return, the circumstances that led to take a military leave of absence, how they spent time away from Global Health Institute, and why they think they are ready to return to Global Health Institute as a full-time student.

Returning After Leave of Absence

You must inform the Student Services department of your plans regarding the upcoming semester. In some circumstances, the student service department will contact the student.

Contact the student service department (email, phone) and ask for his/her input about your course choices.

Auditing Courses

Students may be asked to audit a class with a fee.

Class Year

While a student's application term and first term of enrollment will not change, his/her class year and expected date of graduation may change

Graduation Requirements

- All General Academic Requirements must be fulfilled
- All transfer credits requirements must be fulfilled
- A cumulative grade point average of not less than 2.0 in a major field based on the total number of credits of major course work.

Diplomas

A diploma is issued to each member of the graduating class 4 weeks after successfully completing all degree and financial requirements. In order to participate in the commencement ceremony, a student must meet the following conditions:

1. All requirements for the program have been successfully completed.
2. The recipient has no outstanding financial obligations to the Institute. The student may graduate and receive the degree; however, the diploma is not released to the student until the financial obligation is met.

A replacement diploma can be ordered for a \$50.00 fee.

Honors for Graduation (Latin Honors)

At the time of graduation, students earning a baccalaureate or associate degree will be recognized for sustained scholastic excellence by graduating with appropriate honors. Honors will be determined by a student's cumulative grade point average on all non-developmental undergraduate hours taken, including transfer hours. If courses have been repeated, the last grade recorded will be used in determining grade point average.

Global Health Institute grants degrees with honors in three categories: *cum laude*, *magna cum laude*, and *summa cum laude*, based on the cumulative average of all collegiate coursework. Students will be considered for graduation honors only if they achieve a cumulative GPA of 3.40 offered through Global Health. Honor is awarded at graduation to the candidate who has attended the Institute and has met the following criteria:

- SUMMA CUM LAUDE for a scholastic average of 3.80 or above
- MAGNA CUM LAUDE for a scholastic average of 3.50 to 3.79
- CUM LAUDE for a scholastic average of 3.40 to 3.49

President Recognition

Outstanding academic achievement will be recognized by the President of the Institute for each semester. Students enrolled for 12 credits or more, having a term GPA of at least 3.5 with no grades of D, F, WF, for the semester will be eligible for President's List. Students with an incomplete, in progress, or no-grade grade will not be eligible for inclusion on the President's List until the work is completed and/or a final grade is recorded.

Graduation - Commencement

All Global Health Institute students who have successfully completed 1328 PN clock hours, and all other requirements for their diploma or degree. Students may graduate in his/her specific entry and exit date. A student may only participate in a ceremony once. Periodically during the year, Registration conducts a review for each senior who has applied to graduate. A senior who will not meet the requirements stated for participation in Commencement will be notified that s/he has been removed from the list of graduating seniors. Seniors should be cautious about changing registration in the last semester of the senior year. Any change that brings a senior below the stated requirements for participation will result in the student being dropped from the graduating class. Any senior unable to complete the requirements will be notified by registration. Please NOTE that a student may voluntarily elect to participate in the commencement ceremony if their anticipated graduation is within the following semester. The student understands that attending the ceremony does NOT guarantee graduation.

Graduation Attire

1. Cap, gown, hood, and tassel
2. Tassel starts on the right and will be moved to the left after the President confers the degree

The Registration Department will notify the student if the request to participate in the graduation ceremony is granted. The following stipulations will apply.

1. May march in the procession in alphabetical order
2. Will receive a blank diploma.
3. Name will be read and will appear on the Commencement Program with a note indicating the actual month of graduation. The name will not be included in the final graduation list.
4. Will not actually be a recipient of the degree until such time as all degree requirements are completed and a diploma has been issued.

Honor Code

All students are expected to be familiar with the Global Health Institute Honor Code and to confirm their commitment to the Statement of Academic Honesty by signing an Honor Code Pledge at the beginning of their program. The Honor Code covers all aspects of academic honesty, including the writing of papers and laboratory reports as well as all quizzes, homework assignments, tests, and examinations.

As an institution fundamentally concerned with the free exchange of ideas, Global Health Institute has always depended on the academic integrity of each of its members. In the spirit of this free exchange, the students and faculty of Global Health Institute recognize the necessity and accept the responsibility for academic honesty.

A student who enrolls at Global Health Institute thereby agrees to respect and acknowledge the research and ideas of others in his or her work and to abide by those regulations governing work stipulated by the instructor. Any student who breaks these regulations, misrepresents his or her own work, or collaborates in the misrepresentation of another's work has committed a serious violation of this agreement.

Students and faculty are to report violations and alleged violations of this agreement. Such reports are to be submitted to the Student Services office.

Policy on Written Assignments

Global Health Institute has the following policies regarding written assignments:

1. The most current edition of the Publication Manual of the American Psychological Association is the required style manual that must be used in writing papers.
2. Written work will be submitted on time and to the designated faculty member in person, unless otherwise arranged, and will be congruent with faculty guidelines for the specific assignment.
3. One electronic copy and one printed copy of each student paper are required, unless faculty directs students to submit to an electronic assignment site for grading.
4. Plagiarism in a paper will make the paper unacceptable and will result in actions described in the section on "Academic Integrity"
5. All written work submitted should be original and done for the specific course that semester. When students are repeating a course, they must do original work and not submit previously written papers or other assignments.
6. Faculty may require students to submit papers to TurnItIn or other designated website to determine plagiarism.

Academic Integrity

All students are expected to be familiar with the details of the Global Health Institute Policy on Academic Integrity.

Violations of the Academic Integrity Policy include, but are not limited to:

1. Cheating
 - a. Possession of unauthorized material (e.g. books, notes) that could be used during an exam, quiz, test, etc.
 - b. Hiding or positioning of notes or other tools for the purposes of cheating on an exam, quiz, test, etc.
 - c. Unauthorized possession of, or knowledge of, an exam, quiz, test, etc., prior to its administration
 - d. Looking at another person's exam, quiz, test, etc. without permission of the instructor.
 - e. Marking an answer sheet in a way designed to deceive the person correcting it
 - f. Altering a graded work after it has been returned
 - g. Unauthorized access to Internet resources or an electronic device(s) during an exam, quiz, test, assignment, etc.
2. Plagiarism

a. Representing another person's work as one's own, or attempting "to blur the line between one's own ideas or words and those borrowed from another source." (Council of Writing Program Administrators, January 2003, <http://wpacouncil.org/node/9>)

b. The use of an idea, phrase, or other materials from a written or spoken source without acknowledgment

c. Submitting work that was procured through sale or trade \

3. Duplicate Submission of Work

a. Submitting the same, or substantially the same, piece of work to more than one instructor without the express permission of all instructors involved

4. Facilitation of Academic Dishonesty

a. Giving improper aid to another student or receiving such aid from another student or source prior to or during an in class or take home exam, quiz, test, assignment, etc., without the express permission of the instructor

b. Retaining, reproducing, possessing, using or circulating previously given materials when indicated that they are to be returned to the instructor at the conclusion of the an exam, quiz, test, etc.

c. Taking a test for someone else or allowing someone else to take a test for you

d. Allowing another person to do one's work and submitting that work under one's own name

e. Providing work to another student to submit as their own

f. Allowing a person to put their name on a group work submission when they did not work on the assignment

5. Falsifying Data or Research

a. Fabricating information, data or citation as part of a laboratory, fieldwork or other scholarly investigation

b. Knowingly distorting, altering or falsifying the data

c. Using data acquired by another student without the consent of the instructor

d. Failing to include an accurate account of the method by which the data were gathered or collected

e. Representing the research conclusions of another as one's own

f. Undermining or sabotaging the research investigations of another person

g. Obtaining and/or reporting research data in an unethical and intentionally misleading manner

6. Obstructing Library Use and/or Access to Materials

a. Any action that deprives others of equal access to library materials such as hiding, selling, destroying, mutilating, removing or deliberately damaging library materials

7. General Academic Misconduct

a. Actions that violate standards of ethical or professional behavior established by a course or a program

b. Theft, mutilation or destruction of another student's academic work, including books, notes, computer programs, papers, reports, laboratory experiments, data, etc.

c. Using means other than academic achievement or merit to influence one's academic evaluation

d. Attempts to bribe an instructor for academic advantage

e. Actions or behaviors that violate standards for ethical or professional behavior established by a course or program in an off-campus setting that could damage the Institute's relationship with community partners and affiliated institutions

The faculty in Global Health Institute are committed to fostering student professional ethical behaviors and to this end will adhere to and enforce the Global Health Institute Academic Integrity Policy. Because professional

nursing practice is also guided by the Code of Ethics for Nurses (ANA, 2015), the Code is adapted in specific clinical evaluation tools that will be utilized in all clinical coursework.

Any student charged with behavior that constitutes professional misconduct will have the case adjudicated by the Director of Nursing and nursing faculty designated by the Director of Nursing.

Global Health Institute Testing Policies

The following policies pertain to all testing situations in Global Health Institute. These are posted in Global Health Institute classrooms and computer labs, and enforced by all exam proctors.

The Global Health Institute has a zero tolerance policy for cheating on tests. Cheating or compromising test security is an ethical concern and a sign of professional misconduct.

Students are expected to adhere to the following for all classroom testing conducted as part of nursing courses:

1. Turn off all electronic devices (i.e., cell phones, beepers, IPODS, etc.).
2. Electronic devices are to be secured in a backpack or purse and are not to be accessed or used during testing.
3. Calculators are to be basic calculators and must be approved by the proctor.
4. All purses/backpacks, books, papers, food, drinks, and other materials, except a pencil/pen, are to be removed from the desk and placed in an area of the testing room designated by the proctor.
5. Students may use a scrap piece of paper for calculations that is provided by the proctor only; no other papers are to be on student desks during testing. This scrap paper must be signed and returned to the proctor prior to leaving the testing area.
6. No talking or eating/drinking is allowed during testing.
7. Hats must be removed.
8. The proctor may assign seats for testing.
9. Attestations for academic honesty are signed by the student prior to starting the test.
10. Looking around the room and at others' tests/computer screens is not allowed.
11. Test questions are randomized; therefore tests are not the same.
12. All students must remain in the testing area once the test has begun. If an emergency arises, the student will be escorted to and from the testing area by staff/faculty contacted by the proctor.
13. All paper tests, with the attached signed attestations for academic honesty, must be signed and handed in to the proctor when the student is finished prior to leaving the testing area.
14. Students must leave the testing area when they complete the exam and are not permitted to return to the area until all students are finished with the exam.
15. Students may not copy, print, or duplicate any exam or part of an exam.
16. Students may not share or discuss test questions with other students or write down questions for others' or their personal use.
17. The consequences for cheating or altering test security, as determined by the course faculty, may include: a grade of zero for the test, failure of the course or dismissal from the nursing program. The Institute-wide Academic Honesty Policy is found at: <http://www.sjfc.edu/dotAsset/109895.pdf>

For Populi or Web-based Testing:

1. Computer test questions are randomized; therefore tests are not the same.
2. Unless otherwise specified by the instructor, the only program to be open for computerized tests is the test itself on Populi or other testing site, with the exception of the Microsoft calculator program if permitted by the proctor/faculty.
3. Unless otherwise specified by the instructor, the test can only be opened once and submitted. Students will lose answers if they leave the test for any reason or do not submit the test when finished.
4. Students may not electronically copy, print, duplicate, or send any exam or part of an exam.
5. Students may not share or discuss test questions with other students or write down questions for others' or their personal use.

6. The consequences for cheating or altering test security, as determined by the course faculty, may include: a grade of zero for the test, failure of the course or dismissal from the nursing program.

General Testing Policy (includes exams, standardized tests, or other proctored assignments)

- Students may only use non-scientific calculators for testing when specified in the course syllabus.
- Only standard calculators are permitted during tests. Scientific and graphing calculators are not allowed. Sharing of calculators during tests is not permitted.
- Textbooks and notes may not be used during tests, unless specified by course faculty.
- Students may only bring into an exam; calculator, pencils/pens, and keys. No cellphones or any other personal items will be permitted.
- It is the student's responsibility to know their Student Identification Number.
- Students arriving late for a test are not permitted entrance once the test has been completed and submitted by a student. Students who arrive late for a test are not allowed additional time.
- If a student leaves the testing environment for any reason, the student will not be allowed to return and complete the exam.
- Faculty will not answer questions during tests.
- Loitering in the hallway during testing is not permitted.
- Responses to all exam items (including multiple choice, short answer, fill-in-the-blank, dosage calculations, and other alternate items) must be documented on the scannable answer sheet. Only the scannable answer sheet will be graded, no accompanying paper will be graded.
- The only references used in determining a correct answer on a test will be the required course textbook(s), required reading assignments, class content and posted resources, and any other relevant assigned course materials.
- Students must notify the faculty if they will not be present for a test.
- Make-up tests are given at the discretion of the faculty.

Maximum Time Frame or Required Completion Rate Evaluation

The maximum time frame or required completion rate allowed for a student to complete a program is one and one-half times the number of required credits or clock hours for the program in which the student is enrolled. The maximum time frame is calculated for each student and is reduced or increased to reflect course exemptions, transfer credits, the need for developmental courses or changes in programs. For example a student enrolled in the one year Practical Nursing program would have a maximum completion rate of eighteen months.

Program/Curriculum Revisions

The school reserves the right to vary the sequence of courses and to revise curriculum content to upgrade program material. A student who withdraws from the school will be required to re-enter the program under the catalog requirements in force at the time of their reentry.

Transcripts

A complete transcript of the academic record is prepared for each student who enrolls at Global Health Institute and is maintained on a permanent basis in the Office of the Registrar. In addition to courses and grades, the transcript reports academic status, grade point average, and other pertinent attendance information.

Transcripts of the academic record are available in two formats:

OFFICIAL transcripts are released only upon the written consent of the student directly to a third party, such as other higher education institutions and potential employers. If the official transcript is released to the student, it will be placed in a sealed envelope and stamped "official." If that seal is broken, the transcript is no longer considered official.

UNOFFICIAL transcripts may be released directly to the student upon request.

In compliance with federal law, Global Health Institute's student information release policy permits the release of personally identifiable information from a student's education record only with the written consent of the student. **The student is the only person with release rights to his/her records.**

Procedure for Requesting a Transcript

Global Health Institute complies with all federal regulations regarding the release of education records as established by the Family Educational Rights and Privacy Act.

All requests to release information from academic records must include a student's legal signature. This requirement specifically prohibits telephone and e-mail requests. Faxed requests are acceptable. Beginning Spring 2012 students will be able to request their transcript online. The link will be through Populi. The student is the only person who can authorize the release of information from his/her academic record. No one else (parents, friends, spouses, employers) may do so for them.

To request transcripts:

1. Go to www.global.edu
2. Place the cursor over "Student Resources"
3. Click on 'Registrar'
4. Scroll to the bottom of the page
5. Click on 'Request Transcripts Online'
6. Follow the instructions

Information released directly to the student is considered unofficial unless it is received in a sealed envelope. The student should clearly indicate the need for official documents on any request that instructs that copies be sent directly to him/her.

Transcripts are a complete record of the academic achievement at the Institute.

An information release request should include:

- Full name at time of attendance
- Date of first attendance
- Current address
- Address where the information should be sent
- Specific handling instructions, if applicable

All requests should be directed to:

Global Health
Office of the Registrar
6101 Stevenson Ave
Alexandria, VA 22304
FAX: (703) 212-7414

A small administrative fee is assessed for most record release services. Consult the chart below for details. Fees are payable at the time of request. Unpaid balances will result in a "stop" on the release of any further information from academic records.

Academic Record Release Fees

SERVICE	PROCESSING TIME	CURRENT FEE
Normal Processing	7-10 days	\$10.00
Transcripts with Description	7-10 days	\$20.00

SCHOOL OF NURSING

Diploma Program – Practical Nursing

The Commonwealth of Virginia Board of Nursing defines Practical Nursing as: "Practical Nursing or Licensed Practical Nursing means the performance for compensation of selected nursing acts in the care of individuals or groups who are ill, injured, or experiencing changes in normal health processes; in the maintenance of health; in the prevention of illness or disease; or subject to such regulations as the board may promulgate, in the teaching of those who are or will be nurse aides. Practical Nursing or Licensed Practical Nursing requires knowledge, judgment and skill in nursing procedures gained through prescribed education. Practical Nursing or Licensed Practical Nursing is performed under the direction or supervision of a licensed medical practitioner, a professional nurse, Registered Nurse or registered professional nurse or other licensed health professional authorized by regulations of Board".

The institution offers a full-time Practical Nursing Diploma. Global Health Institute's goal is to prepare the PN graduates to sit for the PN National Council Licensure Examination (NCLEX). Successful candidates will be eligible to apply for PN positions in a variety of settings. The program requires the practical nurse graduate to complete 1,328 clocked hours of instruction. Clinical are conducted in a variety of settings in VA, DC and MD.

Academic Enhancement Program

A learning system is incorporated earlier on into the curriculum which assists the nursing students in preparing for the NCLEX. This program is introduced in pharmacology and continues through the end of the curriculum for the program. Each student is required to purchase this system prior to starting pharmacology. Students have access to books both in paper form and online.

During this approximately fifteen (15) month program, each student attends classroom and laboratory instruction, two days a week, for eight (8) hours each day. During clinical rotation, each student attends an additional day for 8-12 hours at the clinical location. Clinical hours, times, days and location availability will be determined by the facilities.

PN Course Progression

Course Number	Course Title	Clock Hours
NAS – 112	Structure and Function	138
HLT – 133	Pharmacology	114
HLT – 116	Diet and Nutrition	24
NUR – 111	Introduction to Nursing	48
NUR – 114	Fundamentals of Nursing	130

NUR - 115	Geriatric Nursing I	30
NUR – 116	Geriatric Nursing I Clinical	40
NUR – 121	Medical Surgical Nursing I	126
NUR – 122	Medical Surgical Nursing I Clinical	80
NUR – 129	Psychiatric Nursing	48
NUR – 130	Psychiatric Nursing Clinical	40
NUR – 125	Maternity Nursing	48
NUR – 126	Maternity Nursing Clinical	40
NUR – 127	Pediatric Nursing	48
NUR – 128	Pediatric Nursing Clinical	40
NUR – 123	Medical Surgical Nursing II	102
NUR – 124	Medical Surgical Nursing II Clinical	80
NUR – 131	Geriatric Nursing II	48
NUR – 132	Geriatric Nursing II Clinical	40
NUR – 133	Medical Surgical Nursing III Clinical	48
Total Hours:		1328

Course Descriptions: Diploma - Practical Nursing

HLT-133 - Pharmacology 114 Hours

Co-requisite: NAS 112

This course provides the student with a clear, concise introduction to pharmacology. Drugs are presented within the major classifications along with general drug actions, common adverse reactions, contraindications, precautions, and interactions. The nursing process is used as a framework for presenting care of the patient as it relates to the drug and the regimen. Emphasis is placed on promoting an optimal response to therapy, monitoring and managing adverse reactions, and important points to keep in mind when educating patients about the use of these drugs.

HLT-116 –Diet and Nutrition 24 Hours

Prerequisites: NAS 112, HLT 133

The General Nutrition course (HLT-116) is designed to assist students to apply the basic principles of digestion and metabolism in their nursing care. In addition, nutritional requirements specific to certain disorders are critical information needed to provide a holistic care to patients.

NAS-112 – Structure and Function 138 Hours

The Structure and Function curriculum is designed to promote a fundamental knowledge of the normal anatomy and physiology of the body systems.

NUR-111 -Introduction to Nursing 48 Hours

Prerequisites: NAS 112, HLT 133, HTL 116

Introduction to Nursing is a forty-eight (48) hour course. This course introduces the students to the concept of the “wellness-illness continuum” with a discussion of Maslow’s hierarchy of needs. Additional course content includes legal and ethical issues, licensure, employment, and current nursing trends. Strategies to enhance student performance, such as effective study habits, stress and time management, caring and compassion are also discussed.

NUR-114-Fundamental of Nursing **130 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111

This course is designed to present basic principles and procedures essential to providing basic nursing care. The acquired skills are utilized in the clinical settings required through the remainder of the PN program.

NUR-115 Geriatric Nursing I **30 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114

Co-requisite: NUR 116

This course is designed to provide the student with the basic knowledge of caring for the geriatric client, using the nursing process approach. Students will be introduced to the holistic nursing care of geriatric clients with common conditions afflicting this age-specific population. Geriatric nursing builds on concepts taught in Fundamental Skills.

NUR- 116 Geriatric Nursing I Clinical **40 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114

Co-requisite: NUR 115

This clinical is designed to provide the student with the basic knowledge of caring for the geriatric client(s), using the nursing process approach. Students will be introduced to the holistic nursing care of geriatric clients with common conditions afflicting this age-specific population. Geriatric nursing builds on concepts taught in Fundamental Skills.

NUR-121 Medical-Surgical Nursing I **126 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116

Co-requisite: NUR 122

This course is designed to provide the student with the knowledge of caring for the geriatric client, using the nursing process approach. Students will continue to be introduced to the holistic nursing care of geriatric clients with common conditions afflicting this age-specific population. Medical Surgical Nursing 1 builds on concepts taught in Fundamental and Geriatric Nursing.

NUR 122 Medical-Surgical Nursing I Clinical **80 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116

Co-requisite: NUR 121

This clinical course focuses on the application of the nursing process as it relates to the delivery of care and the alterations of the various physiologic systems. In addition, emphasis is placed on health promotion, clinical competence, communication, collaboration, judgment and critical thinking.

NUR 123 - Medical-Surgical Nursing II **102 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126, NUR 127, NUR 128

Co-requisite: NUR 124

This course is designed to build on the foundation of knowledge obtained in Medical Surgical Nursing I. The components of the nursing process are utilized with development of the fundamental nursing skills. Classroom instruction covers Fluid and Electrolytes, the Pathophysiology of the Gastrointestinal, Nervous, and Endocrine and Musculoskeletal system. Classroom instruction also includes the related pharmacology and nursing care of the client.

NUR 124 Medical-Surgical Nursing II Clinical

80 Hours

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126, NUR 127, NUR 128

Co-requisite: NUR 123

This clinical course requires students to apply knowledge and skills to the care of adult patients in various care environments, experiencing needs resulting from complex multisystem disruptions. Students apply the nursing process and utilize information literacy skills to achieve deliberative and competent decision-making that is grounded in evidence based practice to achieve best practice outcomes. Emphasis will be placed on continuation of care through collaboration with other members of the health care team, patients and their families.

NUR 125 - Maternity Nursing

48 Hours

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130

Co-requisite: NUR 126

Maternity Nursing includes forty-eight (48) hours of classroom instruction and forty (40) hours of clinical experience. The course is designed to provide the student with knowledge, understanding, and the skills necessary for the nursing care of women throughout child-bearing years and newborns at various levels of the wellness-illness continuum. The Family-Centered Care concept that emphasize on a therapeutic relationship between healthcare providers and family is adopted (N. DiDona & M. Marks, 1996). Means of course evaluation (grades) and course objectives will be outlined in each course syllabus.

NUR 126 Maternity Clinical

40 Hours

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130

Co-requisite: NUR 125

Maternity Nursing clinical component includes forty (40) hours of clinical which is divided into 25.5 hours of direct clinical contact hours and 14.5 hours of simulation. The simulation clinical experience utilizes standardized patients, part-task trainer equipment, both high and low fidelity technologies. The course is designed to provide the student practical knowledge, understanding and the skills necessary for the care of the family of childbearing age through the post-menopausal women and the health of advancing age adults. This clinical course also focuses on the roles of the nurse in the care of the childbearing woman before, during, and after labor and delivery. This clinical also focuses on the care of a normal newborn which includes the roles of the nurse in the stabilization and transition of the newborn, normal newborn care, facilitation of normal family interaction and adjustment, and discharge considerations. The simulation component covers prenatal, labor and delivery, postpartum, and newborn assessment and care.

NUR 127 -Pediatric Nursing

48

Hours

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126

Co-requisite: NUR 128

Pediatric Nursing includes forty-eight (48) hours of classroom instruction and forty (40) hours of clinical experience. The principles taught in previous course; Structure and Function, Introduction to Nursing, Nutrition, Pharmacology, Fundamental skills, Geriatric I, Medical-Surgical nursing I, Mental Health, & Maternity Nursing provide a foundation for materials presented in pediatric nursing. Common pediatric disorders, illnesses, and diseases are reviewed by body systems. Medication administration and pediatric dosage calculations are also incorporated. The clinical component allows the student the opportunity to further develop nursing knowledge and skills using evidence based practice, assessment skills, self-awareness, and demonstration of competent and holistic nursing care.

NUR 128 – Pediatric Clinical **40**

Hours

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126

Co-requisite: NUR 127

Pediatric Nursing clinical component includes forty (40) hours of clinical which may be divided into 20 hours of direct clinical hours at a daycare and/or hospital setting. The remaining hours are in the community or simulation. The course is designed to cover the development of the child at various stages of growth and development; toddler through high school. The Family-Centered Care concept that emphasize on a therapeutic relationship between healthcare providers and family is adopted (N. DiDona & M. Marks, 1996). Means of course evaluation (grades) and course objectives is out lined in both clinical and course syllabus.

NUR 129 Psychiatric Nursing **48 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122

Co-requisite: NUR 130

This course will cover topics such as Therapeutic Communication, Neurobiological theory and pharmacology, Anxiety, Depression, Schizophrenia, Substance Abuse, Cognitive and Mood Disorders. The student will be able to identify mental health concerns in patients while safely apply the nursing process in each situation as well as interventions focus on the various aspects of care to include safety, communication, client and family teaching, community resources, and application in various clinical settings.

NUR 130 Psychiatric Nursing Clinical **40 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122

Co-requisite: NUR 129

This clinical course focuses on the delivery of care to clients and families experiencing psychiatric disorders and maladaptive behaviors. Emphasis is also placed on assisting the client(s) with problem solving skills in various community mental health settings.

NUR 131 –Geriatric Nursing II **48 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126, NUR 127, NUR 128, NUR 123, NUR 124

Co-requisite: NUR 132

This course is designed to provide the student with the basic knowledge of the etiology, symptoms and nursing care of disorders and diseases that affect the geriatric client. Geriatric nursing builds on concepts taught in Practical Nursing I & II to include Pathophysiology, treatment plans and nursing interventions in the care of clients with various medical disorders, as well as the following content areas: This course also provides Comprehensive Review of Fundamentals of Nursing Medical-Surgical Nursing, Psychiatric Nursing, Maternity Nursing, Pediatrics Nursing and Pharmacology.

NUR 132 – Geriatric Nursing II Clinical **40 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126, NUR 127, NUR 128, NUR 123, NUR 124

Co-requisite: NUR 131

This clinical course focuses on ensuring that the student builds on prior knowledge of working with the elderly client. The student is immersed in a clinical experience, actively caring for aging clients with a variety of health problems and learning how these influence their activities of daily living.

NUR 133 - Medical-Surgical Nursing III **64 Hours**

Prerequisites: NAS 112, HLT 133, HLT 116, NUR 111, NUR 114, NUR 115, NUR 116, NUR 121, NUR 122, NUR 129, NUR 130, NUR 125, NUR 126, NUR 127, NUR 128, NUR 123, NUR 124, NUR 131, NUR 132

This course is entirely clinical which builds on the learning experience from all prior courses taken in the Practical Nursing program. Upon successful completion of this course, and successful performance on the exit exams, students are eligible to sit for the state practical nursing licensure exam.

Student Learning Outcomes (SLOs)

Upon completion of the program, the graduate of the Practical Nursing (PN) program must perform competently at the entry-level skills as evidenced by the student learning outcomes listed below. These outcomes reflected in the professional standards including the National Association for Practical Nurse Education and Service (NAPNES), National league of Nursing (NLN) and the Quality Safety Education in Nursing (QSEN).

1. **Concept: Patient Centered Care**
SLO: Demonstrate effective communication skills with clients and members of the inter professional team
2. **Concept: Professional identity and Behavior**
SLO: Develop professional identity while demonstrating the behaviors of accountability and professionalism set forth for the competent licensed practical nurse
3. **Concept: Teamwork and Collaboration**
SLO: Collaborate with inter professional teams to organize and incorporate assessment data to plan/revise patient care and actions based on established nursing diagnosis, protocols, assessments and evaluation data
4. **Concept: Safety**
SLO: Decrease risk of harm to patient, self, families and others by recognizing and reporting changes and responses to interventions to the registered nurse
5. **Concept: Managed Care**
SLO: Manage patient care through holistic data collection, organizing, planning under supervision of a registered nurse or other qualified health care provider through performance of nursing interventions or directing aspects of care as appropriate to unlicensed assistive personnel (UAP)
6. **Concept: Nursing Judgment and Evidence Based Care**
SLO: Utilize evidenced based nursing judgment to provide safe and quality care and quality care across the lifespan
7. **Concept: Informatics/Technology**
SLO: Use information technology to support decision making
8. **Concept: Quality Improvement**
SLO: Participate in quality improvement initiative to achieve positive patient outcomes

Nurse Aide Program

The total clock hours are one hundred and twenty (120). Eighty (80) hours are classroom learning and forty (40) hours are for clinical. The duration of the course hours varies.

Nurse Aide Program/Graduate Outcome

Upon completion of the Global Health Institute program, the graduating Nursing Aide Student will be able to:

1. Explain the role of the Nurse Aide in the health care system.
2. Provide nursing care and/or assistance to the elderly or disabled persons in the long term care facility, under the supervision of a Licensed Nurse according to:
 - Acknowledged standards of practice;
 - Priority of client needs;
 - Respect all Individuals and family right to dignity and privacy;
3. Utilize basic skills in observation, communication, and specific Nursing Aide techniques in:
 - a. Recording vital signs that are above or below normal and report findings to the appropriate personnel.

- b. Maintaining therapeutic relationship with clients and families that will provide a safe and clean environment for all clients.
4. Demonstrate an understanding that the Nurse Aide is a fundamental part of nursing and that he/she can affect nursing and health in prevention and reducing infection and injury.
5. Utilize the holistic concept in caring for clients by recognizing the social, emotional, spiritual and physical needs of clients.
6. Demonstrate an understanding of restorative nursing principles by applying the skills needed to promote the independence of the client/resident under supervision.

Course Description: Certificate – Nurse Aide

NA-015 and NA-016

Global Health Institute provides a part-time Nurse's Aide program. Total clock hour are one hundred and twenty (120). Eighty (80) hours are classroom learning and forty (40) hours are of clinical experience. The duration of the course varies. The curriculum will address concepts that include introduction to health care, basic anatomy and physiology, basic resident care skills, infection and safety, special concerns, and psychological and social concern.

Medication Aide

Program Overview

Global Health Institute provides a part-time Medication Aide program that imparts the knowledge and skills required to take the Medication Aide Certification Exam (MACE) in a 5 week time frame. The total program is 68 clock hours – 48 hours are lecture based classroom learning and 20 hours are clinical, hands-on training. Global Health Institute's Medication Aide program is certified by the State Council of Higher Education for Virginia (SCHEV) and approved by the Virginia Board of Nursing.

The graduate of this program will be able to:

1. Safely administer medication to patients
2. Identify and demonstrate procedures for medication administration with accurate documentation
3. Identify and demonstrate proper procedures for storage and disposal of medications
4. Recognize and identify special issues in medication administration
5. Identify and perform insulin injection administration
6. Utilize their increased understanding and knowledge of Pharmacology in their work

Medication Administration

Prior to the administration of any medication, the drug, dose, route, time, and patient will be verified by a faculty member. All medication administration must be directly supervised by Global Health Institute clinical faculty.

- No medications may be administered intravenous push by students.
- No blood products may be administered by students.
- No chemotherapeutic/antineoplastic agents/monoclonal antibodies may be administered by students.

- Students may not access an automated medication dispensing system without the Global Health Institute clinical faculty member present.
- May not change medication cassettes for PCA pumps
- May not serve as a double check for any medication requiring two nurses signatures.
- May not program epidural pumps, add/change bag or change rate/mode

Clinical faculty or institutions may establish more stringent regulations for medication administration for certain situations, medications, or clients, such as insulin administration, administration of intravenous medications to pediatric clients, or other high risk medications.

Proper documentation of all administered medication will be verified and co-signed by the clinical faculty.

Students who do not meet safety standards will be sent back into the lab to practice medication administration by faculty. Unsafe medication administration may be grounds for failure of the course.

Guidelines:

1. Students must pass the math competency associated with the program level before administering medications in the clinical site.
2. Students are not allowed to administer intravenous medications “IV push”, blood products or chemotherapy.
3. Students must follow all policy guidelines for the agency.
4. Prior to the administration of any medication, the drug, dose, route, time, and patient will be verified by the faculty member.
5. A faculty member must be present in a client’s room for the administration of any intravenous medication.
6. Students may not access controlled substances without a faculty member.
7. A faculty member may establish more stringent guidelines for medication administration with specific medications, or clients in high risk situations such as insulin administration or administration of intravenous medications to pediatric clients.
8. Proper documentation of all administered medications must be completed by the student, verified, and co-signed by the faculty member.
9. Unsafe medication administration may be grounds for failure of a clinical course.

At the end of the semester, each student’s academic progression is evaluated according to requirements of the nursing program. (See Progression/Retention/Graduation Policy in the Institute catalog).

Clinical Laboratory

- Each clinical rotation, or at any time necessary, students who do not maintain a “Satisfactory” level of clinical performance for that course, will receive a written notice from the clinical faculty member.
- A meeting will be scheduled at a mutually agreeable time with the instructor, the student and the

- Program Director to develop a remediation plan.
- At the end of each clinical rotation, the clinical faculty member will prepare a written evaluation using the Clinical Evaluation Tool for that course. Student's clinical laboratory progress is based on established evaluation criteria. The clinical faculty member will discuss the evaluation with the individual student. Each student must meet and maintain a "Satisfactory" level of clinical performance to remain in the nursing program regardless of academic achievement.
- The student's clinical performance must be "Satisfactory" in all course objectives by the end of the course or the student will fail the clinical component of the course and will receive a grade of "F" for the entire course.

Practical Nursing Clinical Evaluation

The practical nursing curriculum is divided into two levels. See below.

COMPETENCY COURSES (Level 1)

**Geriatric I
Medical Surgical I
Mental Health**

COMPETENCY COURSES (Level 2)

**Maternity
Pediatrics
Medical Surgical II
Geriatric II
Medical Surgical III**

Students will be evaluated on all eight (8) student learning outcomes listed above with role specific competencies on a scale of 0-4 as explained below.

4	Exceptional performance- consistently exceeds expectations
3	Above average
2	Performs as expected for this level
1	Needs improvement
0	Unsafe clinical practice (<i>student was placed on written contract - see attached</i>)
N/A	Not Applicable (<i>performance criteria not appropriate for this clinical setting</i>)

All students will be required to score a minimum of 2 (performs as expected for this level) on all role specific competencies on their final evaluation to successfully complete the clinical rotation. Any student with a score lower than 2 on their final clinical evaluation on any role-specific competency will fail the clinical and be required to repeat the failed clinical

Clinical Exemptions for Repeated Courses

PN: Geriatric Nursing I, Maternity and Pediatric Nursing, Psychiatric Nursing

Students who fail the lecture component but pass the clinical are required to repeat the lecture only. They are exempt from repeating the clinical. Students must retake the failed lecture the very next time it's offered by the Institute. Students who fail to retake the failed course at the first available opportunity will have to retake both lecture and clinical.

PN: Medical Surgical I and II, Geriatric II

Students who fail the lecture component but pass the clinical are required to repeat the lecture only. They will be exempt from clinical.

PN: Medical Surgical Nursing III (NUR-133)

PN Medical Surgical Nursing III (NUR- 133)

Students who fail NUR-133 will be required to retake the clinical.

Clinical Medication Administration/Math Competency Policy

I. PURPOSE:

To provide a consistent approach for assuring student clinical medication administration/math competency.

II. POLICY:

All students accepted into the Global Health Institute PN Track Nursing Program will meet the recommendations/requirements for clinical medication administration/math competency prior to administering medications in the clinical setting. A clinical medication math competency test will be administered at the beginning of each clinical nursing course.

III. PROCEDURE:

- A. Students accepted into the Nursing program (PN) will be required to successfully complete a Medication Calculation Test. Students in the Practical Nursing Program will be required to take this test during Geriatric Nursing I course. All students must successfully complete the Medication Calculation Test. prior to administering any medication in the clinical/simulation setting.

A review session will be offered to students prior to the actual scheduled test. Students will be required to obtain a passing score of 80% in the Medication Calculation Test. Students who fail the Medication Calculation Test will be offered one additional opportunity to remediate and retake the Medication Calculation Test as scheduled by the faculty.

Students who fail the retake Medication Calculation Test will not meet the clinical course objective and will therefore fail the course. In this instance, the student will have to retake the applicable course.

- B. The theory faculty will create, administer and score the Medication Calculation Test which will be weighted as quiz grade.
- C. A behavior statement regarding the successful completion of the Medication Calculation Test will be noted on the Clinical Performance Evaluation Tool for Geriatric I (PN). Students who fail the second Medication Calculation Test will receive a score of less than 2 in the clinical behavior “calculated medications dosages accurately.”

- D. Basic Calculators will be allowed in class and clinical settings for med-math calculations.

Drug calculation rounding for test purposes:

1. Tablets – Assume that all tablets are scored for testing purposes. Calculate to the nearest whole or half.
2. Liquids/injectable – If the dosage is 1 ml. or more, the decimal is carried out to the hundredth place and then rounded off to the nearest tenth.

Ex: 1.46 = 1.5mL

If the dosage is less than 1ml. the decimal is carried out to the thousandth place and rounded off to the nearest hundredth.

Ex: 0.456 =
0.46mL

3. IV's — Drip rates (gtt/min) – Calculate to the nearest tenth, then round to the whole number. (A fraction of a drop cannot be regulated.)
4. Time remaining on IV Flow – Calculate in hours and minutes.
Ex: 1.25 = 1 hour and 15 minutes (The .25 is 25% of 60 minutes)
5. IV's - mcg/kg/hr., mcg/kg/min, mcg/kg/mL, or mL/hr – Calculate to the hundredths place and round to the tenth place.
Milliunits or units/min or hour: Calculate to the tenths and round to the nearest whole number.
6. Body weights – carry out calculations to the thousandths and round back to the hundredths (Example: lbs. to kilograms 6 lb. = 2.727kg = 2.73 kg).
7. All answers must be labeled (Examples: mLs., mcg., gr.).
8. Calculators will be permitted for testing purposes. Students will not be permitted to share a calculator during.

Calculator guidelines:

1. A small, simple four-function calculator is recommended.
2. The following calculators MAY NOT be used:
 - a. Pocket organizers
 - b. Handheld or lap top computers
 - c. Electronic writing pads or pen-input devices
 - d. Models with built-in algebra system
 - e. Models that use paper tape
 - f. Models that make noise
 - g. Models that must be plugged in to a power source
 - h. Models that communicate (transfer data or information) wirelessly with other calculators

NOTE: The above information applies to your answers on written tests.

Clinical/Practicum Requirements

Each nursing student must have all **required clinical documents** on file in the Nursing Clinical office (703-212-7410 extension 1134), before the beginning of any clinical course. These include immunizations, and other requirements documents as dictated by the clinical agencies. Students are responsible for keeping requirements up- to-date and must present a signed **“Clinical/Practicum Requirements Checklist”** (obtained from the Clinical Coordinator) to his/her clinical faculty member on clinical orientation day each term/semester. Failure to comply with this requirement will result in the student not being allowed in the clinical setting.

The Clinical requirements are as follows (subject to change):

- I. Meet the following program objectives and job duties as required in the profession: (National Council State Boards of Nursing, 1997) and provide a signed statement of understanding
 1. Observational skills. Examples include:
 - i. Detect changes in skin color or condition
 - ii. Collect data from recording equipment and measurement devices used in patient care
 - iii. Detect a fire in a patient area and initiate emergency action
 2. Critical, logical, and analytical thinking.
 3. Spoken, written, hearing or listening skills (with appropriate hearing aide) to communicate and respond to clients, families, and members of the healthcare team. Examples include:
 - i. Detect sounds related to bodily functions using a stethoscope
 - ii. Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions
 - iii. Communicate clearly
 - iv. Communicate effectively with patients and with other members of the healthcare team
 4. Close and distant visual acuity, as well as color perception, to be able to observe subtle changes in the client's condition.
 5. Psychomotor skills including fine motor dexterity, physical strength, coordination, and proper body mechanics, including: the ability to stand; sit; walk; use hands to finger and handle or feel objects, tools, or controls; reach with hands and arms. Other examples include:
 - i. Safely dispose of needles in necessary containers
 - ii. Accurately place and maintain position of stethoscope for detecting sounds of bodily functions
 - iii. Manipulate small equipment and containers, such as syringes, vials, ampoules, and medication packages, to administer medications
 6. The ability to regularly lift and move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move more than 100 pounds. Examples include:
 - i. Safely transfer patients in and out of bed
 - ii. Turn and position patients as needed to prevent complications due to bed rest
 - iii. Hang intravenous bags at the appropriate level
 - iv. Perform cardiopulmonary resuscitation
 7. The ability to frequently stoop, kneel down, crouch, or crawl.
 8. Work near moving mechanical parts.
 9. Emotional stability in order to perceive and deal appropriately with stressors in the healthcare work environment. Examples include:
 - i. Adapt to changing situations
 - ii. Follow through on assigned patient care responsibilities
 10. Ability to protect oneself and others from hazards in the healthcare environment.

The Resources Center and Simulation Center

Global Health Institute is fortunate to have two state-of-the art Simulation Centers (simulation lab) and one learning Resource Center (biology lab) available to students.

The BSC provides a simulated acute care environment in which students can practice psychomotor and critical thinking skills utilizing the extensive technologic equipment that is available. A representative selection of textbooks or nursing reference books is also available in the BSC. In addition, one computer lab equipped with a large collection of software are available to assist students with development of critical thinking, acquisition of theory, writing, research, Internet access, and simulated clinical practice and test taking.

The BSC are learning environments and should be treated as such. Accountability, responsibility, dependability, professionalism, and courtesy are expected in the Simulation Lab and Biology Lab. Students are required to dress in the nursing student uniform for Simulation Lab experiences and as directed by faculty for selected competency skills demonstrations in the lab. Students can make appointments for practice by contacting the Director of Nursing. Students must notify the Director of Nursing in advance if they will not be in the Simulation/Biology Labs as scheduled.

Any incident involving personal injury requires immediate notification of the Simulation Director or Coordinator and completion of an incident report. A copy of the incident report is given to the Director of Nursing.

Simulation Experience Attendance Simulation Center Policy

It is expected that every student attend their scheduled simulation session prepared and in full uniform as indicated in the syllabus. If a simulation is missed, it is at the discretion of the Director of Simulation to decide if extraordinary circumstances presented by the student will merit any exceptions to this policy.

1. The student must report in full uniform with their required identification badge as if they are reporting for a clinical site prepared with assigned pre-work completed to care for the designated simulation patient(s). If the student is not prepared for their simulation clinical experience, the Simulation Instructor can require the student to reschedule and a \$50 fee for rescheduling will apply. If the identification badge is not present, the first infraction will be a warning.

2. Notification

- a. Prior notification to the Simulation Director and Course Coordinator is required if a simulation will be missed in order for exceptions to be considered.

- b. Range of possible extraordinary circumstances include but are not limited to:

- § Death in family

- § Hospitalization

- § Personal illness

- § Family illness

- § Serious injury

3. Rescheduling

- a. If an exception is made due to extraordinary circumstances, it is the expectation that the student will be rescheduled at the discretion of the Simulation Director.

b. A no call/no show to simulation is identified on the student's clinical evaluation as a missed clinical day.

4. Student Fees

a. Simulations missed due to incomplete uniform, scheduled vacations, appointments, oversleeping, interviews, shadowing, or work-related commitments will result in the student being charged a fee of \$50.00. This fee is to cover the rescheduling of the missed simulation.

b. The \$50.00 fee will be added to the student's Institute bill. The student will have a hold placed on their account that could prevent him/her from registering for classes or graduating until the fee is paid. The student will then be rescheduled at the discretion of the Simulation Director to one of the course's simulation make-up days. Students will not have the opportunity to independently join another simulation session.

5. Documentation of Absence

a. All communication related to a missed simulation must be documented in an email and a copy placed in the student's file.

Pre-Admissions Clinical Requirements

Background Check (must be through Global Health Institute www.coeusglobal.com/Global Health Institute)
Physical Exam (<i>annual</i>)

Post-Admissions Clinical Requirements

***** Required 2 weeks prior to the completion of Fundamental Skills*****

Completed MMR series (2 shots) followed by positive MMR Titers
Completed Hepatitis B series (3 shots) followed by positive Hepatitis B Titer
Completed Varicella series (2 shots) followed by positive Varicella Titer (if student has had the chickenpox, only the titer is required)
Tdap (must be within 10 years)
CPR (Must be by American Heart Association)
Drug Screening (must be a 10-panel) <i>annual</i>
Influenza Vaccine (<i>annual</i>)
PPD/chest x-ray (<i>annual</i>)

Criminal Background Checks

Background investigations must be conducted annually prior to the start of the academic year. Background checks must be ordered through the investigative agency approved by Global Health Institute in order for results to be reported directly to the Institute. The areas of investigation are dictated by the clinical agencies. A clinical agency may refuse to accept a student based on the results of the background check. If a student is not accepted by a clinical agency, Global Health assumes no obligation to locate an alternative site and cannot guarantee completion of degree requirements.

Clinical Assignments

Nursing education includes extensive hands-on experience in the clinical area. Most clinical nursing courses include one to two clinical days or evenings in addition to one to two theory classes each week. Due to the increasing competition for clinical placements, students must have a degree of flexibility, as clinical assignments may involve evening, weekend or 12-hour (7 a.m. – 7 p.m.) clinical days. The clinical faculty determines the details regarding clinical assignments such as formats, requirements, methods of submission and deadlines as outlined in the clinical syllabi.

Identification Cards

Students must have a picture identification card issued by Global Health Institute. This must be worn at all times while in the clinical/laboratory settings. Identification cards may also be issued to students by the affiliating clinical agencies to which the student is assigned. Clinical agencies may require a nominal fee for I.D. cards. Identification cards are to be considered part of the uniform and *must* be worn whenever in uniform unless otherwise directed by the faculty. Lost or stolen I.D. cards should be reported immediately to your instructor. A replacement fee may be charged by the affiliating agency and/or Global Health Institute. The student is responsible for paying the replacement fee. Students are required to return all I.D. cards to their respective faculty member upon completion of the program or upon resignation/dismissal from the program. Falsifying or altering any I.D. card in any manner is considered a serious matter and results in referral to the faculty and/or the Program Director and possible disciplinary action.

Liability Insurance

Each student enrolled in a nursing course(s) with a clinical component is charged an annual premium by the Institute for professional liability insurance. The Institute policy covers enrollees only in their role as students.

Clinical Checklists

Guidelines for Handling Students' Procedure Checklist

1. Student's checklists are issued during their first clinical subject (Fundamental Procedures).
2. The lecturer of Fundamental Procedures uses the checklist to document procedures that had been return-demonstrated and graded (passed or failed) at the skills laboratory.
3. At the end of the course, the lecturer surrenders the accomplished checklist to the Clinical Coordinator /Designee.
4. Students' procedure checklists are passed on to the next Clinical Instructor, through Global Health Institute's Clinical Coordinator/designee and succeeding, until the last Clinical Instructor. The following are the responsibilities of the Instructor in reference to the checklist :
 - 4.1. Insure that the individual checklists are included in the lab binder.
 - 4.2. Evaluates the student's performance (satisfactory / unsatisfactory), affixes his/her signature, and asks the student to sign the checklist.
 - 4.3. Towards the end of the rotation, the clinical instructor insures that the checklists are completed accurately to include all required signatures and dates
 - 4.4. Submits all clinical binders with the checklists included to the Clinical Coordinator/designee
5. The checklist of a student who is on leave is kept at the Clinical Coordinator/designee's office.
6. The accomplished checklist is a requirement for student's clinical graduation.
7. At the end of schooling, the checklist is filed in the student's folder for future reference.

Hazardous Waste Policy

Students enrolled in the laboratory component of any nursing course are required to adhere to the Policy for **Disposal of Hazardous Waste as posted in the Nursing labs.**

DISPOSAL OF HAZARDOUS WASTE POLICY

- I. **PURPOSE:** To provide guidelines for faculty, staff, and students regarding the disposal of hazardous waste.
 - a. **Definition:** Hazardous waste is defined as waste contaminated with human blood or the following human body fluids: semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, anybody fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids (OSHA). Students are required to view a mandatory HIPPA video during clinical orientation week for the RN students and prior to start of first clinical rotation (Geriatric Nursing I) for the PN students. Students take a post test and receive a certificate of completion.
- II. **POLICY:**
 - a. Dispose of sharps in a sharps container.
 - b. When the container is $\frac{3}{4}$ full, a new container will be used.
 - c. Faculty will notify the faculty assistant or designee who will arrange for pickup of the containers on a yearly basis or as needed.

Standard Precautions

Students enrolled in Division of Nursing are required to use standard precautions when providing patient/client care. The standard precautions to be used for preventing transmission of blood-borne pathogens in health care settings are those recommended by the Centers for Disease Control (CDC) which is available on the CDC web site: http://www.cdc.gov/ncidod/dhqp/gl_isolation_standard.html.

Dress Code and Personal Appearance Policy

Any student who does not comply with any aspect of the uniform and personal appearance policy will not be allowed to participate in clinical or to continue with patient assignment on that clinical day. Students will be sent home and be required to make up the missed clinical hours.

- I. **PURPOSE:**

To provide a statement regarding personal appearance and professional attire to be worn in the clinical setting. (agency/simulation lab)
- III. **POLICY:**
 - a. The Global Health Institute student uniform includes a blue scrub top and white scrub pants; a matching sky blue scrub jacket may be added.
 - i. Undergarments must be worn but not visible. Cleavage should not be exposed.
 - ii. Plain white nylons or white socks must be worn.
 - iii. Clean white shoes with closed toe and heel in good repair with clean white laces (if applicable). Clogs or crocs may not be worn.
 - iv. Students are required to have a watch with second hand, bandage scissors, stethoscope and penlight
 - v. The Global Health Institute name badge or clinical agency identification badge must be worn above the waist at all times.
 - vi. Hair is to be clean, neat and well groomed. Long hair must be tied back. No hair "ornaments" (bows, etc.) should be worn.
 - vii. Males are expected to be clean shaven or facial hair must be neat and trim.
 - viii. Good basic hygiene is to include bathing, shaving, and use of deodorant. Good dental hygiene is essential.
 - ix. Make-up should be subtle and natural looking.
 - x. No perfume, cologne or scented after-shave may be worn.
 - xi. Fingernails are to be short (less than $\frac{1}{4}$ ") and well groomed. No artificial nails or nail jewelry are permitted. Only clear nail polish should be worn.

- xii. The only jewelry that may be worn is the following: watch, smooth wedding band, small stud / button-style or small conservative pierced earring (one per lobe in the lowest opening).
- xiii. No facial jewelry, or tongue piercings are permitted.
- xiv. No visible tattoos are permitted.
- xv. Chewing gum is not permitted in clinical settings.
- xvi. Cell phones must be turned off during clinical and left in the car or backpack.
- xvii. When obtaining or preparing for clinical assignments in the assigned agency, the student must dress professionally and wear a clean white lab coat, Global Health Nurse Training Services name tag and hospital ID (if applicable).
- xviii. Students are not permitted to bring children, relatives, or friends to the clinical area when obtaining assignment information.
- xix. Students will also be required to adhere to dress code policies of the clinical agencies to which they are assigned.
- xx. Professional attire is required for Mental Health Nursing clinical where the facility has a no uniform policy.
- xxi. For religious purposes, students may wear a head scarf, however, student faces must always be visible.

Failure to comply with the dress code and personal appearance policy shall be grounds for disciplinary action up to and including dismissal from the program.

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Diploma in Practical Nursing Faculty			
Faculty Name (Nursing)	(F) Faculty or (AD) Admin Staff	Degree (credential)-Major/Minor & Institution Granting Degree	Specialty Admin Staff – Position Held
	(Clinical)		
	ADN, BSN		
	(Clinical) Shared		
	(Clinical) Shared		
Kargbo, Mariatu	President/ CEO (Clinical) Shared	B.S.N. -George Mason University MSN - Family Nurse Practitioner, George Mason University eJD - Executive Juris Doctor, Concord Law School	Intro to Nursing, Geriatrics I and II, Medical Surgical I, II, III, Pediatrics, Maternity.

Global Health Institute

Rubi Despert	Faculty (Clinical)	B.S.N -R.A.K Institute of Nursing MSN -University of Phoenix	Fundamentals, Geriatrics I, Psychiatric Nursing, Medical Surgical I and II, Intro to Nursing, Pharmacology, Maternity, Pediatrics, Psych Nursing
De Leon, Cathy	Faculty (Clinical)	B.S.N - Concordia Institute, Philippines, MAS in Nursing Administration, Management and Advanced Psychiatric Nursing - Concordia Institute, Philippines, Ed. D - University of the City of Manila, Philippines	Pediatrics, Psych, Medical Surgical I and II, Intro to Nursing
Derek Ugwendum	Faculty (Clinical)	MD – Faculty of Medicine & Biomedical Sciences, Yaoundé, Cameroon PH – George Washington University, DC	Structure and Function, Diet and Nutrition, Pharmacology
Beth Richards	Admin Staff	B.S. Interior Decorating – University of Arizona, AZ	Executive Assistant to the President
Tutu Kargbo	Admin Staff	Beth to provide info	Admissions & Finance Administrator
Kathleen Litschgi		B.S.F.S. International Communications Georgetown University, DC	Marketing Director

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