

2020-2021

Global Health Institute

CATALOG

GLOBAL HEALTH INSTITUTE | 30 South Quaker Ln. Suite 220. Alexandria, VA 22314

Academic Catalog

Volume 10

**Effective Fall 2020 – Fall 2021
Revised August 2020**



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MESSAGE FROM THE Director of Nursing

Greetings!

On behalf of my family, faculty, staff and students, welcome to GHI. 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.

GHI 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 having you join the community of GHI.

Sincerely,

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

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ATTENTION: STUDENTS

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

Academic Calendar

EVENT – FALL 2020 Semester	Dates
First Day of Instruction	September 3rd
Labor Day (School Closed)	September 4 th
Last day to drop with no tuition penalty	September 8 th
Last day to add classes	September 8 th
Last day to drop with a 50% tuition reimbursement	September 23 rd
Last day to drop with 25% tuition reimbursement	October 20 st
Summer 2017 Incomplete Grade Form due	October 20 st
Spring 2018 Student Registration begins	November 6 th
Veteran’s Day (School Closed)	November 10 th
Last day to withdraw from class	November 17 th
Spring 2018 Current Student Registration ends	November 23 rd
Thanksgiving Break (School Closed)	November 24 th – 25 th
Last day of Instruction	November 23 rd
Grades available to students	December 4 th
Christmas Break (School Closed)	December 4 th – 30 th
New Year’s Day (School Closed)	January 1st

GENERAL INFORMATION

APPROVALS

APPROVALS

All programs listed in this catalog are approved by:

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

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

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 GHI believes that everyone 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 (GHI) is to prepare healthcare providers who can 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, Practical Nurse and Registered 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

GHI (GHI) 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. GHI 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 GHI reflect 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. GHI 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 GHI graduate, the Owner proclaims the following responsibilities, duties, and powers:

Responsibilities of the Owner

1. To uphold the Mission and Philosophy of GHI, 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 GHI 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 GHI 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 GHI community ensuring fair treatment.
6. To Promote a culture of academic integrity on the GHI campus by
 - a. Ensuring that the quality of GHI 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 GHI always remains financially stable and adequately insured.
8. To maintain a cordial relationship with GHI 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 GHI.
2. To ensure that the status as the owner of GHI is never used to the detriment of other GHI members.
3. To ensure that decisions made about GHI are well informed and are to the best interest of the school and its members.
4. To prevent GHI 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 GHI's policies. To ensure the success of these tasks has endowed herself with the following powers:

1. To waive any ongoing statute of GHI, if by so doing, the proper existence of GHI shall be safeguarded.
2. To overrule any decisions made by any GHI 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 GHI 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

GHI 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 GHI

History

GHI HISTORY

GHI(GHI) is a private higher education institution specializing in nursing located in Alexandria, Virginia. The GHI 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 GHI celebrated its 10th Anniversary in 2015 and moved to a new campus conveniently located just 10 minutes outside of Washington, D.C., easily accessible via Metro and major bus routes. The new facility was designed to enhance the students learning experience and consists of spacious interactive classrooms, comfortable student lounges with Wi-Fi, a comprehensive library complete with access to the most well recognized online nursing journals and books, and fully equipped nursing simulation labs.

The founder and president of the GHI, 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 GHI. Additionally, she received her law degree from Concord Law School.

Physical Description

GHI 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

GHI 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.

Introduction

GHI (referred here on in as GHI) is a privately-owned institution located in Alexandria, VA, dedicated to fostering excellence in all facets of nursing education and practice. The philosophy, vision, mission and internal governance of GHI reflect the President's lifelong dedication to the vocation of nursing. As a Nurse Practitioner, the President's combined extensive academic and clinical experience coupled with experience in healthcare marketing and business management makes her the ideal candidate to head the operation of GHI.

GHI is fully committed to providing a superior, rigorous nursing curriculum to its students, consistent with the requirements of the Virginia State Board of Nursing regulations, the standards of the State Council of Higher Education (SCHEV). This commitment propelled the initiation and development of a Campus Effectiveness Plan (CEP) appropriate to GHI.

ADMISSIONS INFORMATION

Admission Criteria

GHI 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 GHI is required to enter the GHI program. Application criteria are fairly applied to all students. Upon acceptance to GHI, all students must have a current history and physical exam by a licensed health care provider documenting physical, emotional, and psychological stability enough 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 enough 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 enough to hear instructions, requests, and monitor alarms at 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 GHI 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 GHI, 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.

GHI 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 GHI.

During this review, faculty at GHI 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 GHI degree (minimum of Associates degree).
 - Obtain a criminal background check (Must be conducted through a company approved by GHI)
 - 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 GHI).
 - 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:

- 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
- 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:
 - 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
- 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
- The ability to frequently stoop, kneel, 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:
 - i. Adapt to changing situations
 - ii. Follow through on assigned patient care responsibilities
- Ability to protect oneself and others from hazards in the healthcare environment.

Certificate Admission Criteria –Nurse 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 GHI approved company).
- Obtain a criminal background check. (Must be conducted through a company approved by GHI)
- 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 while 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

GHI do not consider deferral student

Transfer Students

1. The GHI do not accept transfer students

Taking Courses Elsewhere

Students are not allowed to study elsewhere

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, GHI 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. GHI is in NO way responsible for treatment or follow-up cost. Proper incident forms are to be completed in case of injury.

Readmission

Readmission may be considered for students with excusable absence when a space is available.

Academic Dismissal and Suspension

GHI 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 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 GHI

In such cases neither the GHI nor any of its officers shall be under any liability whatsoever for such dismissal or suspension.

SCHOLARSHIPS

Internal scholarship

GHI does offer scholarships \$6000.00 scholarship. The student must complete the program. Who student who withdraws prior to completing the program will be charged the full price of the tuition. In this case refund and/or tuition owed will be calculated per hours completed each hour is \$8.32.

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 GHI.**

TUITION AND FINANCIAL ASSISTANCE

The costs to attend GHI 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. Financial Aid Packages are created based on an estimate of the average expected cost of attendance.

Direct payment to GHI includes tuition, curriculum enhancement kit, uniform & skills kit, new student processing fees, application fee, entrance exam, fundamentals lab, graduation expense, liability expense, parking fee, clinical lab fee, payment plan fee, technology fee, transfer fee, exit exam fee. Books, transportation, personal/miscellaneous costs, and loan costs are not paid to GHI; however, they are expenses you will incur and need to plan for financially. Federal financial aid can be awarded up to your estimated cost of attendance in coordination with all other resources. Financial aid may be reduced if cost of attendance is exceeded. These fees are an estimation for a two-year enrollment.

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 GHI can expect to spend by the completion of the program. This amount will vary based on a student's status.

Determination of Cost of Attendance

GHI's Financial Aid Office estimation of the students' personal, transportation, and room and board expenses was derived from the analysis of a student expense survey.

Financial aid may be reduced if cost of attendance is exceeded.

Below is an example of a practical nursing estimated budget for one academic year.

Virginia Resident

Dependent Independent

Global Health Institute

Full Time			
Application Fee	\$100.00	\$100.00	
Entrance Exam Fee	\$40.00	\$40.00	
Background Check Fee	\$60.00	\$60.00	
Tuition	\$11,038.00	\$11,038.00	
Books	\$200.00	\$200.00	
Skill Kit	\$350.00	\$350.00	
Laptop Computer	\$350.00	\$350.00	
Academic Enhancement NCLEX Prep.	\$400.00	\$400.00	
Technology Fee	\$112.00	\$112.00	
Liability Insurance	\$41.00	\$41.00	
Graduation Expense	\$275	\$275	
Other costs	\$315.00	\$315.00	NCLEX Licensing Exam Fees
Total Budget	\$12,966	\$12,966	

*Please note: the above budget reflects a full-time course load. Students interested in part-time may see the financial aid office.

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

² 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.

Certificate Programs

Nurse Aide

Tuition/Fees:

Application:	
Application Fee	\$30.00
Tuition	\$500.00
Miscellaneous Expenses:	
Books	\$90.00
Clinical Enhancement	\$100.00
Liability Insurance	\$0.00
Technology Fee	\$20.00
Parking	\$0.00*
Total Tuition and expenses	\$740.00

The estimated indirect educational expenses for the Nurse Aide program are \$740.00.

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.²

Fees are non-refundable.

² 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

Medication Aide

Tuition/Fees:

Tuition	\$400
FEES*	
Application	\$50.00
Pre-entrance Exam	
Background Check	\$0.00
Clinical Kit	\$0.00
Liability Insurance	\$0.00
Total Cost including estimated fees:	\$450.00**

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

Please note: Tuition and fees are subject to change.

Cancellation and Refund Policy

Due to the limited number of spaces available in the program, if a student is accepted into the program, the school has made a commitment to the student to complete the program. Such a commitment to the student necessarily prevents the school from filling that space occupied by the student with other qualified students. Therefore, if a student withdraws or is dismissed for cause – midterm once the program has commenced – it will be impossible to fill that space committed.

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.

Quarter, Semester, Trimester Refund Policy:

If a student enrollment status terminates or cancels for any reason, all refunds will be made according to the following refund schedule:

Three-Day Cancellation: An applicant who provides written notice of cancellation within three (3) business days, excluding weekends and holidays, of execution of an enrollment agreement is entitled to a refund of all monies paid, excluding the \$100 non-refundable registration fee.

After Three-Day Cancellation: An applicant requesting cancellation more than three (3) days after executing the enrollment agreement and making an initial payment, but prior to the first day of class is entitled to a refund of all monies paid, less a maximum tuition fee of 15% or \$100.00 (whichever is less) of the stated cost of the course. The After Three-Day Cancellation policy also coincides with the Three-Day Cancellation policy; hence the \$100 non-refundable registration fee is still applicable.

The school has a tuition refund policy that stipulates the amount of tuition and fees that are refunded to a student who withdraws from all classes during a term. This policy is published by GHI in the student handbook or catalog. Refund deadlines are published in the student handbook. The chart below shows the amount of tuition and fees returned to a student, depending upon when the student withdraws. Students must immediately notify Student Services that they are withdrawing by following specific withdrawal procedures.

Practical Nursing Refund policy as follows

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.

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 GHI but withdraws during the first ¼ (25%) of the period is entitled to receive as a refund fifty percent (50%) of the stated cost. A student who enters GHI but withdraws after completing ¼ (25%), but less than ½ (50%) of the period is entitled to receive as a refund twenty-five percent (25%) of the tuition paid. A student who withdraws from GHI after completing ½ (50%), or more than ½ (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.

Proportion of Total Semester Attended by Withdrawal Date	Tuition Refund
Less than 25%	50% of tuition cost
25% up to but less than 50%	25% of tuition cost
50% or more	No Refund

Minimum Terms for Tuition Payment

Current tuition rates will be charged for courses repeated, for any reason, to complete program.

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 \$50.00. One week after the due date the student may be assessed a \$15.00 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 temporary and tentative, based on satisfactory academic progress and total satisfaction of all financial obligations to the school. GHI will delay the future semester registration of any student if the student has a delinquent account balance from a prior semester.

NOTE: Students who find it necessary to drop all courses for which they are registered may do so by filing an official withdrawal form with the Registration Office. Withdrawals filed with the Registration Office can be processed in person, by fax, or by certified mail. Withdrawal forms are available in the Registrar's office.

Payment Options

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

Remittance should be made payable to "GHI" 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

GHI is required to collect a student's social security number for various reasons:

- Students must provide an SSN when they apply for financial aid
- Documentation for state board of nursing licensure preparation

STUDENT SERVICES

A student is an individual enrolled in courses offered at GHI.

GHI will provide students with disability advocacy and support. If you have a documented disability that warrants reasonable accommodations, please email at mkargbo@global.edu. You must provide medical documentation of your disability including the accommodation requested.

Tutorial Services Program

Tutoring is available in most subject areas through individual or small group sessions. Full-time day students who wish to receive tutoring should fill out an application in the student services department as soon 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, learning styles instruction, and Meta cognition. Individual academic assistance is provided by appointment with student services throughout the academic year. Students may receive assistance in determining their academic strengths and in developing their study skills and learning strategies.

New Student Orientation

Orientation provides vital information which assists new students and their families with their transition to GHI. 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 6:30a.m through 10:00p.m., 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 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. GHI 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 each 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 the Registration department.

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 comply prior to acceptance.

1. Statement of Policy

It is the policy of GHI to review prospective student’s criminal background. The GHI 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 GHI reasonably determines increases the risk of harm to patients or individuals on GHI 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 GHI 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 GHI 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 GHI will make a copy of the report available to the individual. The individual will be permitted to provide the GHI with any additional information s/he wishes the GHI to consider concerning the information disclosed prior to the GHI’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 are always expected to maintain a professional appearance while on campus.

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

Clinical have their own dress code rules.

Information Technology Policy

Information technology IT continues to expand in use and importance throughout GHI. 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 GHI articulate a clear statement regarding the appropriate uses of our information technology resources and GHI safeguards to ensure that our technology is secure, reliable, and available for the entire GHI 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 GHI.

E-mail and user accounts and their contents are generally considered private by GHI but neither this policy nor present technology can guarantee security, privacy or confidentiality. It is not the routine policy of GHI IT administrators to view or disclose the content of others' electronic files, but GHI reserves the right, and may be legally required, to access, copy, examine, and/or disclose all files stored or transmitted on, across or through GHI IT resources. However, there are a number of circumstances that arise, where an account or accounts may be entered including: safety, security, and/or legal purposes; as needed to maintain or protect its personnel, facilities and not-for-profit status; as necessary to maintain network services; or in order to protect GHI's rights or property. For these reasons, there should be no presumption of privacy or confidentiality concerning information stored on or transmitted across GHI IT resources.

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.

GHI 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 GHI community to resources through computer networks should be governed by the standards and principles of intellectual and academic

freedom characteristic of a GHI.

Acceptable Use

Acceptable use of IT resources is use that is consistent with GHI'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 rights 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 GHI's status. Incidental personal use of IT resources is permitted if consistent with applicable GHI 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 GHI'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-incident 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 GHI
- j) Use, without specific authorization, to imply GHI 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.

E-Mail Use

Email is provided via populi account

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. GHI 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 GHI 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.

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 GHI's policy. It is our policy to select the best-qualified students for each program. 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.

Each year the GHI formally reaffirms its commitment to equal opportunity for its faculty, staff, and students. As a matter of policy to which it is staunchly committed, the GHI 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 GHI is committed to providing qualified individuals access to all academic and employment programs, benefits and activities based on demonstrated ability, performance and merit without regard to personal factors that are irrelevant to the program involved.

The GHI's equal opportunity policy is essential to its mission of excellence in education and research and applies to all academic programs administered by the GHI, its educational policies, admission policies, scholarship and loan programs and athletic programs. It applies to all employment decisions, including those affecting hiring, promotion, demotion or transfer; recruitment; advertisement of vacancies; layoff and termination; compensation and benefits; and selection for training. Consistent with its obligations under law, it also extends to the maintenance of affirmative action programs for minorities, women, persons with disabilities and veterans.

The GHI assigns a high priority to the implementation of its equal opportunity policy, and significant GHI resources are devoted to assuring compliance with all laws prohibiting discrimination in employment and educational programs. Members of the GHI community are encouraged to contact the Human resources Office regarding any questions or concerns about these matters

Procedures on Discrimination Complaints

Following its policy of non-discrimination as to students, the GHI is prepared to receive and resolve complaints of discriminatory treatment that are brought to the attention of director of nursing academic or administrative officer by students, faculty and staff. Students are encouraged to bring such complaints to the immediate attention of student services or 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.

Disabilities: Students with Disabilities or Special Needs

GHI is committed to ensuring that all qualified students with disabilities are provided reasonable accommodations, and services to ensure full access to programs, services, and activities. Students with disabilities who are the most successful at the post-secondary level are those who are appropriately qualified and prepared for independent academic study have full knowledge of the impact of their disability, and who demonstrate well-developed self-advocacy skills.

The criteria for eligibility at postsecondary institutions are different than those used for eligibility determination in the K-12 arena. Under the ADA 1990, a disability is defined as "a physical or mental impairment that substantially limits one or more major life activities, or having a record of such an impairment, or being regarded as having such an impairment". Disability Documentation submitted to obtain accommodations, auxiliary aids, and services at the postsecondary level must identify the disability, provide evidence of the disability's impact on the major life activity, and suggest recommendations for accommodations.

At the postsecondary level it is the student's responsibility to disclose his/her disability, to request academic adjustments, and to follow established procedures for requesting those accommodations. GHI students with disabilities who request accommodations, auxiliary aids, and services are encouraged to identify these needs to the student services department as soon as possible after their application to the GHI has been accepted and their decision to attend has been confirmed. Submission of current, detailed documentation of the student's disability with a completed Disability Disclosure Document is required in order to process requests; preferably, before orientation and/or at least four (4) weeks prior to start of class.

Student Services will review submitted documentation, including the completed Disability Disclosure Document, and will consult with the appropriate campus professionals for further action. The student will be invited to discuss the disclosed disability and the requested accommodations, auxiliary aids, and services with the student services.

Students with documented disabilities may receive approval for reasonable accommodations to address their needs. Accommodations are determined on a case-by-case basis and must be requested by the student each semester.

After being identified as a student with a qualifying disability, students can request appropriate accommodations in each course. Prior to the start of each course, students are required to request accommodations for their courses through the student services department. Student services will then send correspondence to each instructor stating the type of accommodation to be given to the student in the course.

Inappropriate Relationships

A relationship between a faculty and/or staff member and a student that is romantic or sexual is **not tolerated in the GHI 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 GHI will not tolerate sexual harassment—a form of discrimination, a violation of federal and state law, and a serious violation of GHI policy. In accordance with its educational mission, the GHI works to educate its community regarding sexual harassment. The GHI 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 GHI 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 any member of the Sexual Harassment Prevention and Resolution System. Complainants are assured that problems of this nature will be treated in a confidential manner, subject to the GHI's legal obligation to respond appropriately to all allegations of sexual harassment.

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

Policy on Sexual Assault and Procedures

GHI is committed to providing a safe educational and working environment for its faculty, staff and students. The GHI is particularly concerned about the increase in reports of sexual offenses occurring on the nation's campuses. The GHI 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 GHI community who are the victims of, or who have knowledge of, a sexual assault occurring on GHI property, or occurring in the course of a GHI sponsored activity, or perpetrated by a member of the GHI community, are urged to report the incident to campus authorities promptly. Persons who are victims of sexual assault will be advised by campus security of their option to file criminal charges with local police of the jurisdiction where the sexual assault occurred. Aid will be provided a complainant wishing to reach law enforcement authorities.

A victim of an assault on GHI property should immediately notify the student services office who will arrange for transportation to the nearest hospital.

The GHI will provide counseling to any member of the GHI community who is a victim of sexual assault and 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 the human resources and student services departments.

Persons who are the victims of sexual assault also may pursue internal GHI disciplinary action against the perpetrator. The GHI's disciplinary process may be initiated by bringing a complaint of sexual assault to the attention of student services, directors of nursing and/or the divisional human resources office. The GHI's student services department also is available to render assistance to any complainant. Allegations of sexual assault will be investigated by the appropriate offices and any other offices whose assistance may be valuable for gathering evidence. The GHI reserves the right to independently discipline any member of the student

body, staff or faculty who has committed a sexual or other assault whether the victim is a member of the GHI community and whether criminal charges are pending.

Disciplinary actions against students accused of sexual assaults will be processed by the appropriate student services office of 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 GHI'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 a GHI disciplinary proceeding. Attorneys, however, will not be permitted to personally participate in GHI disciplinary proceedings.

Both the complainant and the accused will be informed of the resolution of any GHI disciplinary proceeding arising from a charge that a sexual assault has been committed. The disciplinary measures which may be imposed for sexual assault will vary according to the severity of the conduct and may include expulsion of a student from the GHI and termination of the employment of a member of the staff or faculty.

Marriage

If a student intends to marry while enrolled at GHI 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 even with inclement weather. Students may obtain the information on clinical cancellation on News Channel 9, and on the

- GHI's website: www.global.edu or *POPULI*[®] webpage. This notice is also posted on the GHI 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 GHI 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 Clinical Coordinator and 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 GHI, classes will be cancelled, and exams rescheduled.

DAY CLINICALS/LABORATORY

- If day classes are cancelled due to weather, day clinicals are cancelled.
- If the GHI 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 GHI 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 GHI 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 GHI(GHI), to certify that it has implemented programs to prevent the abuse of alcohol and use, and /or distribution of illicit

drugs both by GHI 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.

GHI is committed to providing education in an environment which is conducive to do so. GHI 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 GHI 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 GHI 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

GHI 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 in higher 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 like 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 using speed and uppers.

Ecstasy

“Ecstasy is a synthetic drug, and is like 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 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.

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 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

GHI will impose sanctions on students and employees for violation of GHI'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 GHI. 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 GHI 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 GHI 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 GHI, termination results.
6. Zero Tolerance. Per the GHI 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 GHI.

B. Students:

Student Services works with administration to handle matters that require disciplinary action at GHI. 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 GHI for general misconduct:

1. Verbal reprimand by a GHI official of violation and possible consequences if misconduct continues.
2. Written reprimand from an authorized GHI official.
3. Disciplinary probation – A period of observation and review of conduct during which the student or recognized Student Organization must demonstrate compliance with GHI 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 GHI. This means the student may no longer participate in any GHI activity or be on GHI 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 GHI 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 GHI and the student may agree to discontinue the student's attendance at GHI for a specified amount of time and agree to conditions for re-admittance to the GHI. In such instances, both the designated official and the student will sign a written Withdrawal Agreement.
8. Loss of Recognition – GHI student organizations may lose recognition and will be deprived

of the use of GHI resources, the use of the GHI's name, and the right to participate in GHI or campus-sponsored activities. This loss of recognition may be for a specific period of time or for an indefinite period 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 GHI 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/>.

VII. Oversight Responsibility

Student Services, the Director of Human Resources and the Vice President of Administration & Fiscal Services shall serve as the main contacts that will have oversight responsibility of the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, and coordination of the annual notification to employees and students and the biennial review.

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 GHI 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 GHI'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 grieved 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 GHI'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 is sought as applicable.

Grievance Procedure

The GHI faculty are committed to assisting you in achieving your academic goals. Faculty at GHI 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 GHI policy, the student should follow the administrative "chain of command" (see GHI 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 GHI President will be arranged.
5. If this does not lead to a solution, the student may utilize SCHEV or ACICS 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

Accrediting Council for Independent GHIs and Schools
750 First Street NE
Suite 980
Washington, DC 20002-4223

How to handle Academic Issues

Successful problem solving can provide a positive learning experience for all. Through 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 Student Services Department.

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 through the appropriate Program Director and ultimately the President.

Evaluation or letters of recommendation

The GHI does not guarantee the award of a degree or a certificate of satisfactory completion of any course of study or training program to students enrolled in any instructional or training program. The award of degrees and certificates of satisfactory completion is conditioned upon satisfaction of all current degree and instructional requirements at the time of such award, compliance with the GHI and divisional regulations, as well as performance meeting bona fide expectations of faculty. No member of the faculty is obliged to provide students or graduates with an evaluation or letter of recommendation which does not accurately reflect that faculty member's true opinion and evaluation of academic performance and conduct.

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 Student Services within five business days of the grade posting or the appeal will not be considered, and the student should make an appointment in this timeframe to meet with the Director of Student Services to discuss the concerns.
3. If the student is not satisfied with the resolution of the grade concern after meeting with the Director of Student Services, the student should meet with the Director of Nursing.
4. The decision of the President is final for all grade appeals.

Verification of Board of Nursing NCLEX Results

Each student grants permission to GHI to verify NCLEX results as provided by the student's residential state Board of Nursing. The student understands that GHI 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 GHI 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 GHI.

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. GHI is in an area which is accessible by public transportation. Students who choose to drive their own vehicle are directed to park in GHI 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

GHI 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 GHI 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 GHI local, state and federal laws and rules of conduct.
7. Call GHI 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 GHI 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

GHI 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, GHI 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 GHI 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 based on 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, GHI publishes specified information on campus crime statistics such as number of burglaries, assaults, and sex offenses and security policies. The report is issued annually in October. GHI will provide a copy of the report upon request

Possession of Firearms on GHI Premises

The possession, wearing, carrying, transporting, or use of firearm or pellet weapon is strictly forbidden on GHI 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 GHI personnel, should be addressed to the student services department.

Policy Addressing Campus Violence

In recent years, the subject of violence on GHI and GHI 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 GHI both in preventing acts of violence and in responding to them when they occur on or in relation to the GHI's campuses.

Zero Tolerance Policy

The GHI is committed to providing a learning and working environment that is safe to all members of the GHI community. The GHI will not tolerate violent acts or threats made against other students, faculty or staff on its campuses, at off-campus locations administered by the GHI, 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 GHI.

The GHI 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 GHI 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 GHI will notify law enforcement authorities of criminal conduct. In addition, the GHI 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 GHI business, the individual may be suspended from participation in GHI programs or activities pending the outcome of the assessment.

When advised of circumstances warranting intervention, the GHI will render assistance by contacting local or federal law enforcement agencies as appropriate. Individual members of the GHI 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 GHI hearing.

Campus vendors are reminded that their employees who conduct business on GHI premises must conform their conduct to the requirements of this policy. The GHI 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 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 can use the collection of books, journals, and DVDs on the premises of the library but only students in Good Standing with an active populi Web account may borrow books. Loaning of books is subject to library loan policies. Students can place books on reserve by browsing the library catalog and placing their books on reserve using the single sign on process on *populi Web™*.

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 Web™* 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

GHI utilizes an Information Management System called *populi Web™*. 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 Web permits GHI faculty, staff, and students' immediate access to the most accurate and up-to-date student enrollment records. To enter *populi Web™* individuals must access a secure server. The server helps to protect the privacy of information shared via *populi Web™*. It uses digital certificates to verify the source of *populi Web* 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 Web*. Additional information and assistance may be obtained during orientation and the GHI Success Skills Class. Student services will coordinate and train the students in using *populi Web™*.

Communication

The school provides email service through the school system *populi Web™*. Students are expected to maintain and regularly check their school email 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 GHI email account ONLY.

All email accounts are property of GHI. Please note that GHI may review students and/or staff accounts without prior notice if it suspects there is suspicious activity that may jeopardize GHI'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. To improve its internal governance, GHI 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 GHI ensures the excellence of student academics. This is accomplished by providing quality services to students and maintaining student representation to the GHI 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, GHI makes available student and graduation rate statistics to prospective and current students.

ACADEMIC INFORMATION

Student diploma or certificates are conferred once they graduate from GHI 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.

Enrollment Verifications

Provide request in writing to mkargbo@global.edu

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 Web.

GHI ID - Student Identification Number

The primary means of identification at GHI is a randomly generated student identification number - a GHI ID. This nine-digit number, in the format AA9999999, will always begin with the first two letters of the student's last name followed by 7 randomly generated numbers. It will be required as identification on forms and to transact other business at the GHI. While disclosure of this number to authorized GHI personnel is necessary, the number is still a personal identifier and should be guarded against dissemination.

Directory Information

GHI, 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

GHI 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 GHI 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 will be enrolled in the next class after completion of the previous required course

Late Registration

Not applicable

Dropping Classes

To drop a class, students may email the director of nursing at mkargbo@global.edu

Student Course Load Policy

Units of Credit: The credit value of each course is given in semester units and is shown after the description of the course. One semester credit hour equals 16 hours of lecture, or 20 hours of laboratory, or 45 hours of clinical/practicum instruction. The formula for calculating the number of semester credit hours for each course is: **(Total credit units of a course) = (hours of lecture/16) + (hours of lab/20) + (hours of practicum/45)**. **For the clock courses, one hour clock hour is equivalent to one instructional hour.**

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.

Use of Cell Phone Cameras in Clinical Settings

A Reminder From GHI: Because there have been incidents recently involving pictures inappropriately taken within the hospital using camera cell phones, GHI 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)

GHI 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.

Schools may disclose, without consent, "directory" to third parties, information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them..

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 GHI. As a GHI 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.

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).

Professionalism

Students in the Nursing Program are aspiring to become professional nurses. As such, students are always expected to conduct themselves in a professional manner: in class, with colleagues and professors, and in the clinical laboratory setting. Professionals are expected to exhibit courtesy in their interactions with others. When they disagree with one another, they address their colleague with respect as they seek to mediate their differences. Professionals do not talk about their colleagues to others.

Repeated Courses

Courses in which the student earns a "B" or greater cannot be repeated. In this course students will be required to retake the courses even if they passed the course in the event they fail to meet the course specific benchmarks as outlined in the course syllabi. If a student repeats a course, all grades for the course are calculated into attempted GPA, and listed on the academic record.

Students who fail a nursing course/s must repeat that course/s the following semester. Academic advising will be done on an individual basis.

Students must meet with course faculty and the DON in which the student was unsuccessful to determine a plan for future remediation.

Classification of students:

0-29 Hours	Freshman
30-59 Hours	Sophomore

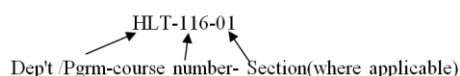
60-89 Hours	Junior
90 Hours and above	Senior

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 did not assign 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 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 Web. 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 Web.

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.

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 GHI catalog for reapplication to the GHI. 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.

Academic Integrity Code

The Academic Integrity Code is a communal expression of the importance of academic honesty and integrity. The Code, to which every student is required to subscribe, governs all activities involving the academic work of the student. The Code also governs the bases for evaluating intellectual achievement, written or oral, including examinations, quizzes, tests, themes, reports, recitations, and laboratory exercises. Students and faculty should familiarize themselves with its provisions.

Adherence to the Policies of the Academic Integrity Code:

GHI has established an Academic Integrity Code because of its belief that academic honesty is a matter of individual responsibility and that, when standards of honesty are violated, members of the community are harmed.

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 GHI 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, GHI'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

GHI 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. 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. Leave a message

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 GHI.

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 Institute
Office of the Registrar
30 South Quaker Ln
Alexandria, VA 22314
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	\$20.00

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. GHI'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

Global Health Institute

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 both the PN and RN programs. 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, Tuesday and Thursday, for eight (8) hours each day. During clinical rotation, each student attends eight-twelve hours per day 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 – 116	Diet and Nutrition	24
NUR – 111	Introduction to Nursing	48
NUR – 114	Fundamentals of Nursing	139
NUR – 114C	Fundamentals of Nursing	40
NUR - `115	Geriatric Nursing I	30
NUR – 116	Geriatric Nursing I Clinical	40
NUR – 121	Medical Surgical Nursing I	146
NUR – 122	Medical Surgical Nursing I Clinical	80
NUR – 129	Psychiatric Nursing	68
NUR – 130	Psychiatric Nursing Clinical	40
NUR – 125	Maternity Nursing	68
NUR – 126	Maternity Nursing Clinical	18
NUR – 127	Pediatric Nursing	68
NUR – 128	Pediatric Nursing Clinical	18
NUR – 123	Medical Surgical Nursing II	132
NUR – 124	Medical Surgical Nursing II Clinical	80
NUR – 131	Integrated Concepts	48
NUR – 131C		103
Total Hours:		1328

Course Descriptions: Diploma - Practical Nursing

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, HLT 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 40 Hours of Clinical**

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 throughout the remainder of the PN program. This class also include 40 hours of clinical hours.

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 **122 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

68 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 sixty-eight (68) hours of classroom instruction and sixty (68) 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. DiDono & M. Marks, 1996). Means of course evaluation (grades) and course objectives will be outlined in each course syllabus.

NUR 126 Maternity Clinical

18 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 eighteen (18) hours of clinical which is divided into 9 hours of direct clinical contact hours and 9 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

68 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 sixty-eight (68) hours of classroom instruction and eighteen (18) 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

18 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 eighteen (18) hours of clinical which may be divided into 8 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 outlined in both clinical and course syllabus.

NUR 129 Psychiatric Nursing 68 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 – Integrated Concepts 48 Hours/ 104 Hours Clinical

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. This course also provides Comprehensive Review of Fundamentals of Nursing Medical-Surgical Nursing, Psychiatric Nursing, Maternity Nursing, Pediatrics Nursing and Pharmacology. Lecture 48 hours. Clinical 104

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

Graduation Requirements

In order to graduate, students may not miss more than three (3) clinical days, earn at least a B in each course, meet all course specific requirements including achieving satisfactory benchmarks on comprehensive predictor exam (s) and satisfy all financial obligations to GHI.

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 is 12 weeks. The student attends classroom learning five hours daily per the designated days.

Nurse Aide Program/Graduate Outcome

Upon completion of the GHI 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 rights 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

GHI provides a part-time Nurse's Aide program. Total clock hour is one hundred and twenty (120). Eighty (80) hours are classroom learning and forty (40) hours are of clinical experience. The duration of the course is 10 weeks. The student attends classroom learning for five hours per day on the designated days that they have registered for the course. The duration of classroom learning is eight weeks. For the remaining two weeks, the student attends clinical eight hours per day twice a week. The two clinical days will be determined based on the

clinical site. The curriculum will address concepts that includes 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

GHI 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. GHI'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

GHI reserves the right to revise all announcements contained in this publication at its discretion and to make reasonable changes in requirements to improve academic and non-academic programs. The contents of this publication are subject to change. Any additional regulations adopted during the school year have the same bearing as if published in the catalog.