Global Health Institute

CATALOG

Academic Catalog

Volume 13

Effective Fall 2023
Revised September 12, 2024

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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

TABLE OF CONTENTS

ATTENTION: STUDENTS

It is the <u>responsibility</u> 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.

GENERAL INFORMATION

APPROVALS

APPROVALS

All programs listed in this catalog are approved or certified 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

Faculty

Name	Credentials	Course Taught
Mariatu Kargbo	RN, MSN, BC-FNP, eJD	Introduction, Maternity, Pediatric, Leadership
Wilda Black	RN, MSN	Mental Health, Fundamentals. Medical-Surgical Nursing, Leadership
Zainab Nahra	RN, BSN	Fundamental, Geriatric, medical and mental health clinical
Leticia Evans	RN, MSN	Fundamental, Geriatric, Medical-Surgical and Leadership
Lizon Damaris	RN, MSN	Mental Health Nursing
Renan Aguilar	RN, MD	Maternity and Pediatric Nursing
Innocent Monya-Tambi	MD	Structure and Function, Diet and Nutrition
Francis Nuwah	MD	Structure and Function, Diet and Nutrition
Stephanie hamilton	RN, MSN	Medical-Surgical Nursing
Alma Holley	RN, MPH	Maternity, Pediatrics, Medical-Surgical
Cerelina Martas	RN, MSN	Fundamental, Geriatric and Medical Surgical Nursing
Michael Oladejo	MD, MPH, Ph.D	Structure and Function
Alanvin Orpia	RN, MD	Medical surgical, Mental Health, Maternity and Pediatric
Patricia Funcherss	RN, MSN	Medical Surgical

Academic Calendar Fall 2024- Summer 2025

Description	Event
Schedule of Classes available in populi	Tuesday November 5th
First Day of Class	Tuesday November 5th
Last Day to Drop with 100% Refund	Tuesday November 26thth
Veterans Day	Saturday November 11th 2024
Thanksgiving Recess	November 28 and November 29th 2024

Last Day for Fall 2023 Classes	December 19th 2024
Fall Break	December 20th to January 8th 2025
Martin Luther King Jr (Campus Close)	Monday January 20th 2025
Good Friday	Friday April 18th, 2025,
Memorial Day (Campus Closed)	Monday May 26th 2025
Juneteenth (Campus Closed)	Wednesday June 19th 2025
Independence Day (Campus Closed)	Thursday July 4th 2025

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, and Practical Nurse
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 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 Director of Nursing for the organization.

The philosophy, vision, mission, and internal governance of GHI reflect Ms. Karabo'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 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 Institute

History

Global Health Institute (GHI) is a private higher education institution specializing in nursing located in Alexandria, Virginia. 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 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.

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 Directors" lifelong dedication to the vocation of nursing. As a Nurse Practitioner, the Director'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 and 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.

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.

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 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.

<u>Practical Nursing (PN) Admission Criteria</u>
- Complete an application (including a $30.00 non-refundable application fee)
- Satisfactory performance on pre-entrance exam ($80 exam fee non-refundable)
- Provide proof of identification (government issued)
- Provide evidence of GED, high school transcript, and/or GHI degree (minimum of associate's 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, flu vaccine and COVID 19.
- 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
- Agree to enroll in the Nurse Aide Program alongside the practical nursing program for students that are not in the healthcare field (requirement to receive scholarship).
- For current holder of certificate as nurse aide or equivalent. Students must prove competency by taking an exam. Exam Fee is $40.00 per seating.

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 include 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 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 practical nursing.

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. To establish allegations to be included in the notice of hearing, the board has adopted the following definitions:
1. Fraud or deceit 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 a relationship with a client that constitutes a professional boundary violation in which the nurse aide uses his professional position to take advantage of the vulnerability of a client or his family, to include but not limited to actions that result in personal gain at the expense of the client, an inappropriate personal involvement or sexual conduct with a client.

j. Violating state laws relating to the privacy of client information, including but not limited to § 32.1-127.1:03 of the Code of Virginia; or

k. Providing false information to staff or board members during an investigation or proceedings.

l. A. In accordance with § 54.1-3001 of the Code of Virginia, a nursing student, while enrolled in an

approved nursing program, may perform tasks that would constitute the practice of nursing. The

student shall be responsible and accountable for the safe performance of those direct client care

tasks to which he has been assigned.

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 does accept transfer students for general education only

Taking Courses Elsewhere

Students are not allowed to study elsewhere while enrolled in the program.

Transfer to another school.
Global do not guarantee transfer of courses or diploma to other schools. Each student must contact the school of interest.

Leave of Absence.

A student may take a leave of absence with approval. To request a leave of absence, email the Director of nursing with a description of the circumstance along with substantial evidence to support leave. If a leave is approved depending on the time frame, the student may repeat clinical courses.

Readmission

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

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. 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.

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 may 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

GHI does NOT offer Title IV funding.

Internal scholarship

GHI offers scholarships for $8,000.00 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 a refund and/or tuition owed will be calculated per hour completed each hour is $13.55.

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.

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, clinical lab fee, payment plan fee, and technology 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.

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.

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

Virginia Resident	Dependent	Independent	
Full Time			
Application Fee	**$30.00**	**$30.00**	
Entrance Exam Fee	**$50.00**	**$50.00**	
Background Check Fee	**$~60.00**	**$60.00**	
Tuition	$18,000.00	$18,000.00	
Books	$~400.00	$400.00	
Laboraory	$400.00	$400.00	
Laptop Computer	$350.00	$350.00	
Academic Enhancement	$1500.00	$1500.00	
NCLEX Prep.	$1050.00	$10500.00	
Technology Fee	$41.00	$41.00	
Liability Insurance			
Graduation Expense	$275	$275	
Estimated Total Budget	$22,151.00	$22,151.00	

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.[1]

[2] In the event legal action is required to enforce any of the terms and conditions contained in this catalog, 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.

Medication Aide
  Tuition/Fees:

Application:	
Application Fee	$30.00
Entrance Exam	$50.00
Tuition & Book	$500.00
Miscellaneous Expenses:	
Technology Fee	$45.00

Fees are non-refundable.

Total Tuition and expenses	$680.00

*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 the 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.

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 practical Nursing Refund policy is as follows.

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

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

A student who enters 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 per class
25% up to but less than 50%	25% of tuition cost per class
50% or more	No Refund

Minimum Terms for Tuition Payment
Current tuition rates will be charged for courses repeated, for any reason, to complete the program.

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

Late Payment Penalty
$75.00 for payment that that are after the first of each month.

Payment and Registration Status

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 Director of Nursing.

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's 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:

* Documentation for state board of nursing licensure preparation

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 director of nursing.

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 with 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 students' 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 unbefitting 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 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 address 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 deciding whether to withdraw the offer of admission or appointment.

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 institution with 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 support 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 several 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 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 is designed to hinder another person's or institution's use of its own information technology resources.

d) Privacy violations (e.g., disclosure or misuse of private information of others)

e) Installation of inappropriate software or hardware on IT resources (e.g., network or password-sniffing software or hardware, offensive applications, and malicious software).

f) Any use of copyrighted materials in violation of copyright laws or of vendor licensing agreements (e.g., illegal downloading and/or sharing of media files or computer software)

g) Intentional, non-incidental acquisition, storage, and/or display of sexually explicit images, except for acknowledged, legitimate medical, scholarly, educational, or forensic purposes. Exposure and/or display of such material may be offensive, constitute sexual harassment or create a hostile work environment.

h) Security breaches, intentional or otherwise, including improper disclosure of a password and negligent management of a server resulting in its unauthorized use or compromise.

i) Commercial use of IT resources for business purposes not related to 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 the 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 sources.
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 the law to copy, distribute, display, exhibit, or perform copyrighted works without permission from the owner of the copyright.

Phone Use
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 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 original, sex, sexual orientation, age, or disability.

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.

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.

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**.

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.

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 institution of their 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

Cancelation of Classes & Clinical Due to Weather Conditions

Students may obtain information on cancellation by text messages, email, and a post on
the student learning management system by 4:30 am.

Students' Rights, Privileges and Responsibilities

The GHI student has the following rights.
1. Have access to academic and administrative support as it
   regards policies
2. Have the right to file grievance.
3. Have to the right to correct student records.
4. Have the right to confidential student information.
5. Have access to all academic and financial records.

The GHI student has the following privileges.
1. Freedom from harassment in any form
2. Freedom to express beliefs and feelings in a reasonable manner.
3. Freedom to learn.

The GHI student has the following responsibilities.

A student's responsibilities include, but are not limited to, the following:
1. The student must know and adhere to 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.
4. 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 polices 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.

Written specific guidelines for handling 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 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) to seek a resolution:

1.   Make an appointment with the faculty member that is involved, to discuss your perception of the issue or problem. It is a good idea to put this in writing 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 Nursing. 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 President / owner 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 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

Grade Appeal Process

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

1.   Discuss the grade and the concerns with the course faculty immediately when a problem is identified after the grade is posted.

2.   If the student is not satisfied with the outcome of the meeting with the faculty member, the concerns should be put in writing, forwarded to the Director of Nursing 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 Nursing to discuss the concerns.

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.

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.

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 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.

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.

Campus Security

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 on 703-212-7410 during normal office hours.
8. Call 911.

Zero Tolerance Policy

GHI is committed to providing a learning and working environment that is safe for all members of the GHI community. 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.

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.

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.

STUDENT ELECTRONIC RESOURCES AND SERVICES

A student is an individual enrolled in courses offered at GHI.
GHI will provide reasonable accommodation for documented disability. Please email Director of Nursing at wblack@global.edu. You must provide medical documentation for your disability including the accommodation request.

Tutorial Services Program

Tutoring is available in most subject areas through individual or small group sessions. A student may receive tutoring from one to two hours per week, per subject area, based on academic need and tutor availability. Peer tutoring is provided by students who have been recommended by the faculty or Director of Nursing.

Study skills workshops are offered during the academic year. Topics generally include test taking, time management, textbook reading, note-taking, and learning styles instruction. Individual academic assistance is provided by appointment 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 informed of the curriculum, important policies, and procedures, review the student catalog (provided at this time), and touring of the facility. In addition, each student is provided access to the Student Learning Management System

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 Director of Nursing can provide reference and research assistance onsite, by telephone and by e-mail. The Director of Nursing 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.

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

Clinical (Externship)
Beginning with the fundamentals of nursing course, the student is required to enroll in a clinical course. In these courses, the student will attend simulation on campus and attend

clinical learning outside of the school with the various partnerships the institution has developed. Simulation facility equipped with high fidelity.

Student Learning Management System

GHI utilizes a system called *populi Web*^{TM}. 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*^{TM}. 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: during orientation each student gains access to populi Web. Additional information and assistance may be obtained during orientation.

Assessment Technology Institute (ATI)
Each student is required to acquire the complete package from ATI. A web base learning resource that offers practice assessment, case studies, adaptive quizzing, virtual simulation and NCLEX predictor examinations.

Communication/Access

Students may contact staff or faculty via email or phone during normal business hours. Messages after business hours may be returned the same day or at the latest the next business day.

Director of Nursing: Cell phones for the Director of Nursing is provided to students during orientation for emergency purposes.

Faculty: students may contact faculty via email or phone during business hours. Messages after business hours may be returned the same day or at the latest the next business day. Office hours are posted in each syllabus.

The institution provides each student access to the student management system which allows the student to easily communicate with staff, faculty, and classmates.

GHI will provide students with disability advocacy and support. If you have a documented disability that warrants reasonable accommodation, please email at wblack@global.edu.

You must provide medical documentation for your disability including the accommodation requested.

Advising

Students are provided with career guidelines beginning with the admission process. During the introduction to nursing class, an extensive coverage of the various nursing opportunities, and discussion of the various nursing programs and levels. The Director of Nursing and the faculty serve as a mentor to each student. Moreover, the faculty and Director of Nursing are always ready to provide recommendation letters for employment or education advancement.

Students are encouraged to contact the faculty or the Director of Nursing for advisement.

Social Media Guidelines

Students are prohibited from posting 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.

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 institution allows employers to host employment similar with each graduating class.

Student Right to Know

According to the Department of Education Student Right to Know Act, GHI makes available student and graduation rate statistics and NCLEX pass rates 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.
C. Medication Aide Certificate = Upon completion of this certificate program, students are eligible to sit for the certified medication aide exam.

Enrollment Verifications

Provide request in writing to mkargbo@global.edu

Basic Data - Essential Data correction
Students must notify the Director of Nursing 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.

GHI ID - Student Identification Number
The primary means of identification at GHI is a randomly generated student identification number via the student learning management system. It is a ten-digit number, in the format the year and 6 random numbers., will always begin with the entering year (2020 for example) followed by 6 randomly generated numbers.

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.

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.
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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 for 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 colleagues 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 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:

HLT-116-01
Dep't /Pgrm-course number- Section(where applicable)
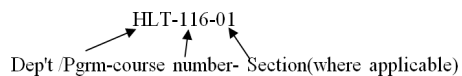
Grade and Marking System (GPA)

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 the administrator. Once it's approved or denied, the 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 the course by filling out an 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 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.

If 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, the 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, the 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 those copies be sent directly to him/her.
Transcripts are a complete record of academic achievement at 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
Expedite Processing	1-2 days	$40.00

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

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 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. Please note that class days, time and length MAY vary.

PN Course Progression

Course Number	Course Title	Clock Hours	Clinical	Simulation	Laboratory
NAS – 112	Structure and Function	138	0	0	
HLT – 116	Diet and Nutrition	24	0	0	0
NUR – 111	Introduction to Nursing	48	0	0	0
NUR – 114	Fundamentals of Nursing	118	40	0	20
NUR - `115	Geriatric Nursing, I	30	32	8	
NUR – 121	Medical Surgical Nursing I	146	56	24	
NUR – 129	Psychiatric Nursing	68	32	8	
NUR – 125	Maternity Nursing	68	9	9	
NUR – 127	Pediatric Nursing	68	10	8	
NUR – 123	Medical Surgical Nursing II	132	56	24	
NUR – 131	Integrated Concepts	48	80	24	
Total		**888**	**315**	**105**	**20**
Total Curriculum Hours	**1328**				

Course Descriptions: Diploma - Practical Nursing

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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 holistic care to patients.

NAS-112 – Structure and Function   138 Hours

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

NUR-111 -Introduction to Nursing   48 Hours

Prerequisites: NAS 112, HLT 133, HTL 116

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

NUR-114-Fundamental of Nursing   138 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 includes 20 hours of laboratory and 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. This course includes 32 of direct patient care and 8 hours of simulation.

NUR-121 Medical-Surgical Nursing I   146 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 a 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. This class includes 56 hours of direct patient care and 24 hours of simulation.

NUR 123 - Medical-Surgical Nursing II   132 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. This class includes 56 hours of direct patient care and 24 hours of simulation.

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 emphasizes therapeutic relationship between healthcare providers and family is adopted (N. DiDona & M. Marks, 1996). Means of course evaluation (grades) and course objectives will be outlined in each course syllabus.

NUR 126 Maternity Clinical
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 simulation hours and 10 direct clinical hours at a pediatric screening faculty 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 emphasizes therapeutic relationship between healthcare providers and family is adopted (N. DiDona & M. Marks, 1996). Means of course evaluation (grades) and course objectives are 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. The hours are divided into 8 hours of simulation and 32 hours of care in patient with various mental health conditions.

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 which is divided into 24 hours of simulation and 80 hours of direct care for patient with various medical condition.

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 were 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 interprofessional 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

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, exam (s) and satisfy all financial obligations to GHI.

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.