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8647 Mathis Avenue, Suite 202

Manassas VA 20110

571-222-6600



## **SCHOOL CATALOG**

2024 - 2025

Excel Health Institute LLC

Certified to operate by the State Council of Higher Education for Virginia (SCHEV)

Approved by the Virginia Board of Nursing

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**GENERAL INFORMATION:**

**Contact Information**

Excel Health Institute  
8647 Mathis Avenue Suite 202  
Manassas VA 20110  
p: 571-222-6600  
f: 571-222-6601  
email: info@excelhealthinstitute.com  
Website: excelhealthinstitute.com

**Office Hours:**

Monday to Friday, 9am to 5 PM

**Approvals and Certifications**

Excel Health Institute's Nurse Aide and Medication Aide programs are approved by the Virginia Board of Nursing (VBON):



9960 Mayland Dr., #300  
Richmond, VA 23233

Excel Health Institute is certified by the State Council of Higher Education for Virginia:



101 N. 14th Street, 9th Floor, James  
Monroe Building  
Richmond, VA 23219

**History**

Excel Health Institute is a "dream come true" for a husband and wife who, in pursuit of their passion, had the idea to offer education programs to people of diverse backgrounds to better the lives and well-being of their community.

In 2013, Excel Health Institute was established in Manassas, Virginia. Programs offered include Nurse Aide (NA), Medication Aide (MA), Medication Administration Training (MAT), and Personal Care Aide (PCA).

Other courses offered include American Heart Association CPR Basic Life Support (BLS), Heartsaver CPR AED, and First Aid.

Excel Health Institute is planning to offer a Practical Nursing (PN) Program after obtaining approval from the Virginia State Board of Nursing. The practical nursing program will include 910 hours of classroom lecture and skills lab practice, as well as 400 hours of clinical experience for a total of 1310 hours.

Graduates from the practical nursing program will earn a diploma and will be eligible to take the NCLEX-PN licensing examination to become Licensed Practical Nurses.

Excel Health Institute is currently offering hybrid learning options for the Nurse Aide, Medication Aide, Medication Administration Training, and Personal Care Aide programs.

The didactic portion of the programs is offered via telecommunication, and the practical portions are offered on campus at 8647 Mathis Avenue, Suite 202,



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Manassas VA 20110, as well as the various clinical facilities within a 15-mile radius of the school.

Excel Health Institute uses Evolve Elsevier Education portal and learning management system (LMS) for their online training. The Evolve LMS provides a course shell and gradebook capabilities for suite of Evolve products, books, and resources. Students can access their course material via the Evolve portal round the clock that allows students to learn anytime at their own pace.

### **Vision**

To promote holistic healthcare education programs that will maintain excellence in education while enhancing human dignity and self-determination.

### **Mission**

We strive to maintain excellence in nursing education by providing programs that will prepare diverse student populations to become competent and compassionate healthcare professionals.

### **Statement of Purpose**

1. Educate students who will strive for excellence in nursing as critical thinkers, effective communicators, knowledge seekers, and providers of safe, quality, and holistic care.
2. Create a student-centered learning environment that fosters a spirit of inquiry, professional growth, and leadership.
3. Prepare students with diverse backgrounds to function as accountable and responsible healthcare team members.

4. Prepare graduates to complete the requirements for application for certification, registry, or licensure by state regulatory boards and agencies.
5. Prepare graduates with the highest level of knowledge to utilize the nursing process in meeting the physical and psychosocial needs of the healthcare consumer.
6. Prepare graduates who function as safe, competent practitioners within the legal/ethical framework established by the Nurse Practice Act.

The programs and course offered are consistent with the stated purpose and mission of Excel Health Institute. These programs and courses will prepare students to become competent and compassionate healthcare professionals and unlicensed assistive personnel who are able to provide holistic care to improve the health and well-being of our community. The curricula are deeply rooted in the philosophy of the nursing program and are developed to provide the knowledge, skills, and abilities necessary for employment in the healthcare field.

### **Facility**

The nearly 2000-square-foot facility is equipped with a learning resource center, a front office for admissions and student affairs, two lecture sized classrooms, a skills laboratory, faculty office, administrative office, a records room, and a nourishment area.

Each classroom is fully equipped with twenty comfortable chair-desk combos,



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each for each student to sit and comfortably take notes during lecture and also for studying before and after classes. The classrooms are also equipped with teacher's chair and desk and computer with a document projector for PowerPoint slides and other study aid projections and learning resources like videos, transparencies etc. There are also marker boards in the classroom for instructors to write on for illustration.

The skills laboratory is a two-bed mock-up patient room equipped with manikins, medication cart, and other clinical equipment and clinical training supplies. This gives students the opportunity to learn in a realistic and safe environment. Students of all levels of training can practice a variety of skills, from simply making beds to providing complex assessments and clinical skills like medication administration, wound care, IV therapy, etc. Depending on the level of care, students may practice on each other or the manikins. There is a SMART TV loaded with nursing educational software and skills videos, which allows for convenient demonstration at the bedside.

The learning resource center has adequate information resources to enable it serve effectively the information needs of students and instructors. The resources cover various specialties in nursing including books, eBooks, online resources, journals and periodicals,

medical dictionaries, videos, drug reference books etc. The administrative/faculty offices are also conveniently located on-site to aid in student services and academic support.

### **School Calendar**

The school calendar is not based on a traditional semester/term. There are two schedules for the in-person classes: Weekdays and Weekends. The online coursework is flexible hours except for the Zoom meetings for class discussion.

### **Observed Holidays (School Closed)\**

New Year's Break: December 31st and January 1

Martin Luther King, Jr. Day: 3rd Monday in January

George Washington Day 3rd Monday in February

Memorial Day: Last Monday in May

Independence Day: July 4

Labor Day: First Monday in September

Thanksgiving Break (fourth Thursday and Friday in November)

Christmas break (December 24 and 25)



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### Class schedule:

Program	Online Class Hours	Laboratory Hours	Clinical Hours
PN	TBD		
NA, MA,	Flexible	Mo-Fri 9am- 6:00pm  Or  Sa & Su 9am - 6:00pm	Mo-Fri 6:45am- 6:00pm  Or  Sa & Su 6:45am - 6:00pm
MAT, PCA	Flexible	Mo-Fri 9am- 6:00pm  Or  Sa & Su 9am - 6:00pm	
CPR	Once A Week	3 to 7 Hours	

### Philosophy

The philosophy of the nursing programs is consistent with the mission, of Excel Health Institute and its commitment to prepare students to become competent and compassionate healthcare professionals who can provide holistic care to improve the health and well-being of our community. The curriculum is developed to provide the knowledge, skills, and abilities necessary for entry level employment in the health care field.

The nursing faculty endorses the following beliefs:

### **Provider of Care**

Our Philosophy is grounded in Jean Watson's theory of Human Caring- /Caring Science. Jean Watson's theory is based on caring, with the nurses dedicated to health and healing. The nurse functions to preserve the dignity and wholeness of humans in health or while peacefully dying. If we are to consider caring as the core of nursing, nurses will have to make a conscious effort to preserve human caring within their clinical, administrative, educational, and/or research practice. As both art and science, nursing is oriented to the provision of holistic care, addressing physical, mental, emotional, spiritual, and social needs necessary to fully care for a patient. Nurses intervene to strengthen human responses to internal and external stressors to restore, maintain and/or promote the optimal state of health or facilitate a peaceful death.

### **Healthcare Professional**

The faculty subscribe to the NLN core values of caring, diversity, ethics, excellence, holism, integrity, and patient-centeredness. It is also consistent with the fundamental beliefs about nursing as personal and professional integrity and respect for all persons. We treasure maintaining a student-centered education that fosters collaboration and continuous excellence in nursing education, preparing students to provide holistic healthcare, respecting human dignity, self-determination and maintaining professionalism. As the



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need to train technologically competent nurses has increased over the past few years, information technology is incorporated in all aspects of the program.

### Conceptual Framework

Finally, we believe that the school's faculty is accountable for the quality of the educational programs and for maintaining and promoting excellence in education and the overall quality of graduated students by providing a stimulating learning environment through teaching, learning, research, service, and collaboration with other professionals and consumers of care. We believe that students who graduate from this program must be ready to practice in a complex and changing clinical environment. To assure that students are ready for their role as LPNs, the curriculum is based on the NLN Education Competencies Model (2010), which are identified as, Human Flourishing, Professional Identity, Spirit of Inquiry, and Nursing Judgment. The effectiveness of the curriculum design and student learning outcomes include the six integrated concepts which are safety, quality, relationship-centered care, teamwork/collaboration, systems-based care, and personal/professional development. These concepts are integrated throughout the curriculum.

### **ADMISSION AND ENTRANCE REQUIREMENTS**

#### **General Admission requirements**

1. Completed Application form

2. \$100 application fee (Nonrefundable)  
No application fee for CPR courses
3. Applicants must be 18 years old; otherwise, 16 and 17-year-olds require a Parent/Legal guardian signature
4. Valid ID Card and Social Security Card (Not required for PCA and CPR courses)
5. Technical skills requirements

Students enrolled in a hybrid program must have the following:

1. have access to a reliable computer and internet.
2. have sufficient background, knowledge, and technical skills to undertake the online program successfully. These skills include:
  - a. Knowledge of basic computer terminology
  - b. Understanding of basic computer hardware and software with the ability to perform computer operations, such as:
  - c. Using the keyboard and mouse
  - d. Managing files and folders: save, name, copy, move, backup, rename, delete, etc.
  - e. Software installation, security, and virus protection



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- f. Using software applications, such as Word, PowerPoint, Excel, Email
  - g. Knowledge of copying and pasting, spell-checking, and saving files in different formats
  - h. Uploading and downloading attachments
  - i. Internet skills (connecting, accessing sites, using browsers)
  - j. Ability to use online communication tools, such as email (create, send, receive, reply, print, send/receive attachments), discussion boards (read, search, post, reply, follow threads), and chats
  - k. Perform online research using various search engines and library databases
  - l. Create online accounts
2. Two Professional references
  3. Pass the entrance exam
  4. Admission Interview
  5. Physical examination (must be conducted by a licensed healthcare provider within 30 days of enrollment). The physical exam should include:
    - a. A negative TB skin test/QuantIFERON or chest X-ray
    - b. Immunization record: MMR, DPT, Polio, Varicella, Tetanus, Hepatitis B (3 series)
    - c. Completed Physical Examination Form
  6. A negative criminal background investigation and Drug Test (completed before enrollment)
    - a. An independent vendor (Castle Branch) has been identified by Excel health Institute to provide the criminal background and drug screenings, and individuals will be responsible for requesting the report and submitting payment for the report.
    - b. A negative "Barrier Crime" offense: refer to Virginia Department of Health Guidance Document 90-55 (Generally,

### **Program-Specific Admission Requirements**

In addition to the general admission requirements stated above, the following programs have the following entrance requirements:

#### **Practical Nursing Program:**

1. High School Diploma/GED or Transcript from college/University



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criminal convictions for offenses involving abuse or neglect disqualify an applicant).

c. A negative drug test (Any chemical dependency condition that could interfere with the applicant's ability to practice is disqualifying).

7. Unexpired CPR certification from the American Heart Association
8. Proof of COVID-19 Vaccination/ Signed Covid Vaccine Waiver with supporting evidence as required.

### **Nurse Aide Program:**

1. A negative TB skin test/QuantiFERON or chest X-ray
2. A negative criminal background investigation and Drug Test (completed before enrollment)
  - a. An independent vendor (Castle Branch) has been identified by Excel health Institute to provide the criminal background and drug screenings, and individuals will be responsible for requesting the report and submitting payment for the report.
  - b. A negative "Barrier Crime" offense: refer to Virginia Department of Health Guidance Document 90-55 (Generally, criminal convictions for offenses

involving abuse or neglect disqualify an applicant).

c. A negative drug test (Any chemical dependency condition that could interfere with the applicant's ability to practice is disqualifying).

3. Unexpired CPR certification from the American Heart Association
4. Covid Vaccine Record/Signed Covid Vaccine Waiver with supporting evidence as required.

### **Medication Aide Program:**

1. A copy of the Nurse Aide/40-hour direct care staff training certificate of completion
2. A negative TB skin test/QuantiFERON or chest X-ray
3. A negative criminal background investigation and Drug Test (completed before enrollment)
  - a. An independent vendor (Castle Branch) has been identified by Excel health Institute to provide the criminal background and drug screenings, and individuals will be responsible for requesting the report and submitting payment for the report.
  - b. A negative "Barrier Crime" offense: refer to Virginia Department of Health Guidance



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Document 90-55 (Generally, criminal convictions for offenses involving abuse or neglect disqualify an applicant).

c. A negative drug test (Any chemical dependency condition that could interfere with the applicant's ability to practice is disqualifying).

4. Unexpired CPR certification from American Heart association
5. Proof of COVID-19 Vaccination/ Signed Covid Vaccine Waiver with supporting evidence as required.

### **Personal Care Aide**

1. Applicants shall be able to speak, read and write English.
  - a. Successful interview with admission staff to demonstrate the ability to speak, read, and write English.

### **Admission process**

To be considered for admission to the **Practical Nursing Program**, applicants must:

1. Submit the nonrefundable \$100 application fee
2. Submit a complete application package (Incomplete Applications will not be processed.)
  - a. Application form

- b. Valid ID Card
- c. Social Security Card
- d. High School Diploma/GED or Transcript from college/University
- e. 2 Professional references

3. Take the Entrance Exam
4. Make an appointment for the Admission Interview
5. Wait for notification of admission. (You will receive a notification from the school via email).
6. Acceptance is conditional on results of all additional required documents submitted by the deadline on the date stated on admission letter.

To be considered for admission to all **other programs**, applicants must:

1. Submit the nonrefundable \$100 application fee. No application fee for CPR courses
2. Submit a completed application package
  - a. Application form
  - b. Valid ID Card
  - c. Social Security Card (for Nurse Aide and Medication Aide only)
3. Make an appointment for the Admission Interview (For Personal Care Aide only)

4. Wait for notification of admission. (You will receive notification from the school via email).
5. Acceptance is conditional on the results of all additional required documents submitted by the deadline on the date stated on the admission letter.

Any costs associated with admission requirements are the responsibility of the prospective student. Completion of all requirements does not guarantee admission.

There is currently no deadline for application to the programs. Admission is based on a first-come, first-served basis. It is the prospective student's responsibility to complete all the admission requirements and submit the required documentation to be considered for admission before the first day of class.

Excel Health Institute does not discriminate when evaluating any person's application based on race, color, national origin, sex, sexual orientation, or religion. The school, however, reserves the right to refuse admission to any applicant when, in the Institute's opinion, the applicant's presence in the school will pose a serious threat to the continued safety or welfare of the students, staff, faculty, clinical facility patients, and their staff, or when the Institute is of the opinion that the

applicant will receive no significant educational benefit by attending the nursing program.

Such a determination will be based upon objective criteria such as a prior record of criminal activity, chemical dependency, a prior academic record at other institutions, or the applicant's ability to benefit. These criteria are set forth as examples and not for purposes of limitation.

### **Transfer Students to the Practical Nursing Program**

Transfer students desiring to transfer into the practical nursing program must meet application requirements, including taking the entrance exam and progressing through the application process.

Prospective students may be awarded transfer credit(s) of non-nursing courses completed with a satisfactory grade (C or better) in other state approved practical nursing or registered nursing programs provided the course corresponds in time and content to the course offered at Excel Health Institute. Students will be required to demonstrate acceptable proficiency by taking a challenge exam to be awarded full credit for those completed courses.

An official transcript sealed in an envelope marked official or sent directly to the school from the accredited/state approved college(s) or post-secondary school(s) must accompany each request

and will be reviewed by the program director.

Excel Health Institute reserves the right to accept or reject credits earned at other institutions and to disallow credit in courses in which the student cannot demonstrate acceptable proficiency. Coursework over ten years old is subject to additional review to determine if transfer credit will be awarded. Excel Health Institute will not award credit for a course successfully completed at another institution if the course has been previously taken and failed at Excel Health Institute.

Excel Health Institute does not award credit for life or work experience, and these experiences cannot count toward graduation requirements for any of its programs and courses.

### **Transferability of Credits, Certificates and Diplomas**

Credits earned at Excel Health Institute are transferable to other institutions at the sole discretion of the accepting institution.

Credits, certificates and diplomas earned at Excel Health Institute are vocational in nature and are generally not transferable to an institution of higher education (colleges and universities). The institution does not guarantee the transferability of credits to colleges, universities, or institutions.

### **STUDENT DISCLOSURE INFORMATION**

#### **Students' rights, privileges, and responsibilities**

An application for admission to Excel Health Institute represents a voluntary decision by the student to participate in the programs offered by the institution pursuant to the policies, rules, and regulations of the State Board of Nursing. Approval of that application represents the extension of a privilege to join the Excel Health Institute's community and to remain a part of it as long as the student meets the required academic and behavioral standards.

Each student is guaranteed the privilege of exercising his rights without fear or prejudice. Such rights include the following:

1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and at the facility shall be provided by the Institute.
2. No disciplinary sanctions may be imposed upon any student without due process.
3. Free inquiry, expression, and assembly are guaranteed to all students, provided their actions do not interfere with the rights of others or the effective operation of the institution.
4. Academic evaluation of student performance shall be neither capricious nor arbitrary.



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5. The Institute and its community have the right to expect safety, protection, and the continuity of the educational process.

### **Student records**

Excel Health Institute will maintain records on all enrolled students. The record of each student shall include:

1. Each student's application for admission and admissions record containing information regarding the educational qualifications of each regular student admitted that are relevant to the school's admission standards. Each student record will reflect the requirements and justification for admission. Admissions records will be maintained by the school, its successors, or its assigns for a minimum of three years after the student's last date of attendance.

2. A transcript of the student's academic or coursework at the school will be retained permanently as either hard copy forms or in an electronic database backed up by the school, its successors, or its assigns.

3. A record of student's academic or course progress at the school including programs of study, dates of enrollment, courses taken and completed, grades, and indication of the student's current status (graduated, probation, etc.) will be retained permanently. Any changes or alterations to student records will be accurately documented and signed by the program director.

4. A record of all financial transactions between each individual student and the

school, including payments from the student, payments from other sources on the student's behalf, and refunds. Fiscal records will be maintained for a minimum of three years after the student's last date of attendance. When tuition and fees are paid by the student in installments, a clear disclosure of a truth-in-lending statement will be provided to and signed by the student.

5. The school will make the documents referenced above available to the students upon request, and the student's transcript will be provided upon request if the student is in good financial standing with the school.

6. The student may request official transcripts in writing to the Program Director. The fee for an official transcript is \$35.00. Excel Health Institute reserves the right to hold records if the student has not met their financial obligation.

### **Notification of change**

The student is required to notify the administration of any changes in marital status, name, physical address, mailing address, cell phone, home phone number, email address, employment information, emergency contact information, etc.

### **Student Privacy and Confidentiality**

1. Every effort is made to protect the privacy and confidentiality of student records. Student records are maintained by appropriate members of the administration. A student may view his/her record after making an appointment with the program director.



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2. Disclosure of student records to school officials (faculty and administrative staff) shall be only for internal educational purposes.

3. Information from the student's record will not be released to anyone outside the institution without the student's prior written consent, except for court orders and subpoenas for student records.

4. The school will make a reasonable effort to notify the student of the release of such information.

5. The student will have to sign a consent form to allow an institution or agency from which the student is seeking financial assistance or admission to receive access to or mailing of pertinent records.

### **Academic progression**

Nursing courses must be taken in sequence. Any exception to this rule must be approved by the program director with consultation with faculty. All prerequisites to courses must be completed with a grade of "C" or better before starting a course.

A students must successfully achieve a grade of 80% or higher in theory to progress in the program. Below 80% in theory grade constitutes a failing grade. Students must also achieve a passing/satisfactory grade in concurrent laboratory and clinical portions of the course to pass course.

An unsatisfactory grade in either theory, laboratory, and/or clinical practice will result in failure of the course, and the course must be repeated.

A student who repeats a course and scores less than 80% on the repeated course shall be dismissed from the program for academic reasons. The student may apply for readmission into the program and will have to meet the admission criteria and pay the required fees at the time of reapplication.

Students must exhibit professional behavior to progress in the program. Unprofessional behavior constitutes misconduct and can jeopardize a student's ability to progress in the practical nursing program and a student may be placed on academic/clinical probation or dismissed from the program for unprofessional behavior. Refer to pages 21 to 24 for Student Conduct and Penalties for Misconduct/Disciplinary Action)

A student must maintain satisfactory attendance in each course. Refer to attendance policy on page 30 and graduation requirements on page 16 for program specific attendance requirements.

A student will be awarded an incomplete grade "I" when certain criteria of the course is not met, and instructor-student arrangement has been made to complete the unmet criteria of the course. The deadline for completion of an incomplete is one month from course ending date. The instructor may set a shorter deadline which is binding.

A grade of "W" is awarded to students who withdraw from a course before the completion of 60% of the course sessions. If the student withdraws after 60% of the course is completed, the student will receive a grade of "F," except

under mitigating circumstances, which must be documented, and a copy of this documentation must be placed in the student's academic file.

Standardized exams will be integrated throughout the PN program and will be given at the end of each core nursing course. The standardized exam is a percentage of the overall grade of each of the core nursing courses and the first standardized exam score will be utilized for computation of the overall course grade. If the student's overall grade falls below 80%, the course must be repeated. If the student's overall grade is 80% or higher but is unsuccessful on the standardized exam, the standardized exam will be retaken after the required remediation has been completed. Students must receive a passing grade on the standardized exam before progressing in the program.

**If a student receives an unsuccessful grade of the Transition to Professional Practice course in the PN program, the final exam will be retaken after required remediation has been completed for maximum of two additional times.**

Student's grades are available in the form of official grade sheet/transcript. In addition, grades will be submitted to students by their classroom/clinical instructor by the fifth business day after the scheduled last day/final exam day of the course. Grades may not be submitted via the telephone or fax.

### **Grading system**

A+: 95-100%

A-: 90-94%

B: 85-89%

C: 80-84%

F: <80%

S: Satisfactory

U: Unsatisfactory

I: Incomplete

W: Withdrawal

### **Graduation requirements**

Enrolment in a program, regular attendance, and payment of tuition and fees does not guarantee graduation.

#### **For the Practical Nursing Program:**

To be eligible for graduation, a student must;

1. Successfully complete each course requirement, including the theory, laboratory, and clinical components of each course.
2. Maintain a grade of 80% or higher for theory and a satisfactory/pass grade in laboratory and clinical components of all courses.
3. Demonstrate successful attendance in each course by attending a minimum of 90% of all scheduled classes, laboratory, and clinical hours.
4. Successfully pass the Transition to Professional Nursing Practice course.
5. Meet all financial obligations, including tuition, fees, and related expenses to Excel Health Institute.
6. Students that do not meet 400 hours of clinical hours will not be eligible for graduation. Any student that has outstanding clinical hours must make-



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up those hours. Students may contact the program director to schedule their missing clinical hours. Clinical hours make-up is based on availability of clinical facility, clinical instructor, and space in a clinical group.

7. All graduation requirements must be met by the student by the last date of the Transition to Professional Nursing Practice course. A student will not be eligible to take the final examination component of the Transition to Professional Nursing Practice course if the student has not met all of the other graduation requirements.

### **For the Nurse Aide Program:**

To be eligible for graduation, a student must;

1. Successfully complete program requirements, including theory, laboratory, and clinical components of the program.
2. Maintain an 80% or higher overall grade in the online theory and mock final theory grades and a satisfactory/pass grade in laboratory and clinical components of the program.
3. Demonstrate successful attendance by attending 57 hours of online theory instruction, 44 hours of laboratory skills training, and 43 hours of clinical training.
4. Complete all required online coursework.
5. Meet all financial obligations, including tuition, fees, and related expenses to Excel Health Institute.

6. Any student that has an outstanding theory, laboratory and clinical hours must make-up those hours. Students may contact the program director to schedule their missing hours. Clinical hours make-up is based on availability of clinical facility, clinical instructor, and space in a clinical group.
7. All graduation requirements must be met by the student before the final examination date. A student will not be eligible to take the final examination if the student has not met the other graduation requirements.
8. The final written and skills exams will be held one week after the completion of the clinical training. During the week prior to the final exam, all students are required to watch skills practice videos, practice laboratory skills exercises NNAAP-Nurse Aide Skills Evaluation Review for Training Programs 2021 Video, and practice skills independently.
9. Successfully pass the final written exam at the end of the program with a grade of 80% or higher and a satisfactory/pass grade in the skills exam.
10. If a student receives an overall failing grade in final exam including either just the written exam, just the skills exam or both on the first attempt, he/she may retake the final exam.
11. The final exam retake will have to be taken by the student within a month of the last day of the scheduled program after paying a retake



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examination fee of \$75 for skills exam retake and \$45 for Written exam retake.

12. If a student retakes the final exam (written and/or skills and still receives a failing grade in one or both, after two chances the student can reapply for admission to repeat the program

### **For the Medication Aide Program:**

To be eligible for graduation, a student must;

1. Successfully complete program requirements, including theory, laboratory, and clinical components of each course.
2. Maintain an overall pre-clinical grade of 80% or higher for theory and a satisfactory/pass grade in laboratory and clinical components of the program.
3. Demonstrate successful attendance by attending 48 hours of classroom instruction and 20 hours of clinical training.
4. Successfully pass the final exam at the end of the program with a grade of 80% or higher in theory.
5. Meet all financial obligations, including tuition, fees, and related expenses to Excel Health Institute.
6. Any student that has outstanding theory, laboratory and clinical hours must make-up those hours. Students may contact the program director to schedule their missing hours. Clinical hours make-up is based on availability of clinical

facility, clinical instructor and space in a clinical group.

7. All graduation requirements must be met by the student before the final examination date. A student will not be eligible to take the final examination if the student has not met their graduation requirements.
8. If a student does not pass final written and/or skills exams on the first attempt, he/she may retake the exams on a second attempt within a month of the last day of scheduled class end date after paying a retake examination fee of \$75.
9. If the student retakes the final exams and fails, the course must be repeated.

### **For the Medication Administration Training Program:**

To be eligible for graduation, a student must;

1. Successfully complete program requirements, including theory, laboratory and clinical components.
2. Maintain an overall preclinical grade of 80% or higher for theory and a satisfactory/pass grade in laboratory and clinical components of the program.
3. Demonstrate successful attendance by attending 32 hours of classroom instruction and required clinical training.
4. Meet all financial obligations including tuition, fees and related expenses to Excel Health Institute.
5. Any student that has outstanding theory and laboratory hours must make-up those hours. Students may



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contact the program director to schedule their missing hours.

6. If a student does not maintain an overall pass grade in theory and laboratory components of the program, the program must be repeated.

### **For the Personal Care Aide Program:**

To be eligible for graduation, a student must;

1. Successfully complete program requirements, including theory, and laboratory components.
2. Maintain an overall grade of 80% or higher for theory and a satisfactory/pass grade in the laboratory component of the program.
3. Demonstrate successful attendance by attending 40 hours of classroom instruction.
4. Meet all financial obligations including tuition, fees and related expenses to Excel Health Institute.
5. Any student that has outstanding theory and laboratory hours must make-up those hours. Students may contact the program director to schedule their missing hours.
6. If a student does not maintain an overall pass grade in theory and laboratory components of the program, the program must be repeated.

### **For the CPR (BLS), Heartsaver CPR AED, and First Aid courses:**

To be eligible to receive a certificate of completion, a student must:

1. Successfully complete course requirements, including watching the video and practicing on the manikins.
2. Obtain a satisfactory grade on the skills test and the written test.
3. If the student does not obtain a satisfactory grade on the tests, the student will have to retake the tests after required remediation.

### **Cancellation and Withdrawal**

A student applicant may cancel his/her enrollment at any time prior to the first day of class.

After the first day of class, the student may request to withdraw from the program at any time.

A student who chooses to cancel enrollment or withdraw from the program is to provide a written notice to the program director by certified mail no later than 14 days from last date of attendance as determined by the institution's attendance records.

Last day of attendance means the last day that a student attended regularly scheduled class that the student is enrolled in.

The official date of termination shall be the date of a written notice submitted by the student or the end of the 14-day period of absence. Refund of tuition shall be calculated based on the official date of termination. Refer to refund policy below.

### **Refund policy**

If a prospective student is not admitted, does not enroll in the school, does not begin the program or course, withdraws prior to the start of the program, or is dismissed prior to the start of the program shall be refunded all fees and payments, with the exception of the \$100 nonrefundable application fee.

A student applicant who requests cancellation of enrollment with written notice at least three (3) business days excluding weekends and holidays of executing the enrollment agreement, shall be refunded all fees and payments, with the exception of the \$100 nonrefundable application fee.

A student applicant requesting cancellation after three (3) business days, after executing the enrollment agreement and making an initial payment, but prior to the first day of class shall be refunded all monies paid, less a maximum tuition fee of 15% of the stated cost of the course or \$100, whichever is less.

If a student is dismissed from the program or withdraws without intent to re-register, the refund will be prorated based on the refund schedule below.

Proportion of Total Program Taught by Withdrawal Date	Tuition Refund
Less than 25%	75% of program cost
25% up to but less than 50%	50% of program cost
50% up to but less than 75%	25% of program cost
75% or more	No Refund

A student who chooses to withdraw from the program or is dismissed from the program after the commencement of classes is to provide a written notice to the program director.

Refunds will be paid to the individual within 45 days after receipt of a written request of termination of status as students, or the date the student last attended classes whichever is sooner.

### **Readmission**

The school reserves the right to determine the circumstance under which a student may be readmitted to the program.

### **Readmission requirements**

For the Practical Nursing program, students who fail to successfully complete or do not earn a grade of “C” or higher in a level 100 course (HSN 100, NUR 101, NUR 102, or HSN 110) due to withdrawal or academic failure, must reapply to the program.

Students who fail to successfully complete or do not earn a grade of “C” or higher in a level 200 course (NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 210) must request to repeat the course by submitting a letter to the program Director requesting readmission.

A student that fails the Transition to professional practice course is given two additional chances to retake the final exam. If the student receives an

unsatisfactory grade after the third try at the final exam, the student will have to repeat the practical nursing program and reapply to the program.

The student requesting readmission to the practical nursing program **after two years of the last practical nursing course** must reapply for enrollment in the entire program. Courses completed prior to the student's last date of attendance will be considered a transfer credit and will be awarded based on transfer credit policy on page 12.

For all other programs, students who fail to successfully complete or do not receive a pass grade in theory and/or clinical competencies due to withdrawal or academic failure and is seeking readmission must reapply to the program.

Reapplying to the program is done by submitting a program application form, application fee and other program specific admission requirements prior to the next course start date. Students must meet all admission requirements in effect at the time of their reapplication.

Readmission will be considered on a first come, first served basis and on the availability of space in the class or in the clinical group.

Each student's application for readmission will be considered by the Program Director, and the decision to readmit will be based on prior academic performance in the nursing program, applicable entrance exam results, and space availability.

If the decision by the program director is to admit the student, then the student will be placed into the appropriate class on space availability basis.

Readmission will be denied should academic failure or withdrawal occur a second time, or if student behavior threatens the safety of staff, instructors, students, clinical facility staff and patients/residents or disruptive behavior in previous classes.

Readmission may also be denied if at the time of reapplication, the student develops a change in their physical abilities that will prevent them from meeting the Practical Nursing program objectives and the required job duties.

Any exception to the above policy must have the approval of the Program Director.

### **Student conduct**

Excel Health Institute in pursuit of its educational objectives, behaviors that disrupts the teaching/learning process including the following misconduct and unprofessional behavior is subject to disciplinary action:

1. Possession or use of alcoholic beverages on school premises or at clinical facilities.
2. Assault, battery, physical abuse psychological abuse, sexual harassment, sexual assault, and rape or threat of such abuse toward any person including students, staff and visitors on school premises or at



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- clinical facilities, will be reported to law enforcement.
3. Participating in or inciting a riot or an unauthorized or disorderly assembly.
  4. All forms of racial discrimination.
  5. Possessing on school premises or at any at clinical facility any dangerous chemical, explosive element, or component parts thereof.
  6. Lewd, indecent, or obscene conduct.
  7. Possessing a rifle, shot gun, pistol, revolver, or other firearm weapon on school premises and at clinical facilities.
  8. Gambling, holding a raffle, or lottery on school premises or at clinical facility.
  9. Littering, defacing, destroying, or damaging property of the school under its jurisdiction or removing or using such property without authorization.
  10. Computer lab, skills lab and learning resource center abuse in violation of school policy.
  11. Unlawful possession, use, sale, or distribution of any type of controlled drug or substance.
  12. Seizing, holding, commandeering, or damaging any property or facility of the school or a threat to do so, or refusing to depart from any property or facility of the school upon direction by school officials or other persons authorized within the regulations of the school.
  13. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or at clinical facilities.
  14. Physical, verbal, and/or psychological abuse or treat of such abuse, of any person on school premises or at any school function including clinical facility clients and staff. This includes but not limited to sexual assault, rape and sexual harassment or other forms of unwanted attention.
  15. All forms of dishonesty, cheating, plagiarism, knowingly furnishing false information to the school, forgery, fraud, pornography and alteration or the use of altered school documents. Refer to Page 51 (Acceptable Online Resource Use) for plagiarism policy for online resources.
  16. Persistent or gross acts of willful disobedience or defiance toward school personnel.
  17. Failure to identify oneself, by wearing school provided photo ID at any school function including clinical facilities when asked to do so by clinical instructors.
  18. The use of personal electronic devices in classrooms and clinical facilities, including but not limited to, cell phones, MP3 players, gaming devices, radios, CD players, computer laptops with sound, etc.
  19. Failure to maintain reasonable hygiene.
  20. Sleeping in class and at clinical facilities.

21. Animals are not allowed on campus except in the case of guide dogs for the visually impaired.

In cases where there is definite and imminent risk of physical harm or fear for safety, the student will be reported to local police department and the Administrator.

### **Penalties for Misconduct/Disciplinary Action**

The following sanctions may be imposed for misconduct.

1. **Warning:** An oral or written statement to a student that he or she is violating or has violated school rules and may be subject to more severe disciplinary action unless the violation ceases or is not repeated. A warning is an immediate action which may be administered by the Administrator or Program Director without further review.
2. **Probation:** A written reprimand with stated conditions in effect for the designated period of time and may be subject to more severe disciplinary actions if the student does not comply with school's policies or does not meet the conduct expectations during the probationary period.
  - a. A probationary period, not to exceed three (3) months, deemed appropriate will be allotted by the program director. This is to offer the student the opportunity to improve, correct productivity, attitude, behavior and/or grades. The student is required to meet with the program director to

develop a corrective academic plan to improve or correct productivity, attitude, behavior and/or grades within the allotted probationary period.

- b. A student on probation is required to follow a predetermined corrective academic plan. Students that follow the predetermined academic plan of the probation by the end of their probationary period may request in writing for the clearing of their probationary period.
- c. When the school determines that improvements have been made by the student within the time frame as defined in the corrective academic plan, the student shall be removed from probationary status.
- d. If the school determines that the corrective academic plan was not implemented and/or improvements or corrections were not made by the student within the specified time frame given, further disciplinary action shall be taken ranging from suspension to dismissal from the program.
- e. A student shall not be permitted to have more than one (1) probationary period concurrently. Incurring more than one (1) probationary period concurrently, shall result in dismissal from the program.
- f. A student placed on probation will receive both written and in-person notification, at which time the student will be furnished with all relevant reasons for the



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probationary status, details of any corrective actions expected, and the written procedural steps necessary to obtain a formal review of the probation. or dismissal determination.

### g. Probation Criteria

#### i. **Academic Probation:**

Academic probation can be identified at midterm or any point in the course if a student fails to meet academic standards which include:

- a. Less than 80% grade average in class quizzes, tests and assignments.
- b. Failing grade in skill lab
- c. Tardiness
- d. Absenteeism
- e. Poor conduct
- f. Lack of professionalism
- g. Failure to observe the school policies

#### ii. **Clinical Probation:**

A student is placed on clinical probation as a result of failure to meet clinical standards which includes the following:

- a. Unsafe and/or unethical practices.
- b. Tardiness.
- c. Absenteeism.
- d. Not actively participating in scheduled clinical experiences.
- e. Poor conduct
- f. Lack of professionalism

g. Failure to observe the school's, and/or clinical affiliations' policies

3. **Restitution:** Required reimbursement for damage to or the misappropriation of property.

4. **Suspension:** Exclusion from attending the school as a student for a definite period not to exceed one year.

5. **Dismissal:** Termination of student status for an indefinite period. The conditions of readmission, if any, will be stated in the offer of dismissal.

a. Grounds for dismissal of students shall include, but are not limited to:  
i. Conduct/behavior that could result in jeopardizing the safety of the residents, staff, instructors, and peers.

ii. Failure in theory, lab and/or clinical portion of the course.

iii. Absences without permission from the Program Director or Instructor and/or failure to produce the required documentation from physician, attorney, courts, or immigration.

iv. Unresolved academic and/or clinical probation.

v. Failure to observe the school's and/or clinical affiliations' policies.

### **Appeals**

A student wishing to appeal penalties for misconduct/disciplinary action may request a meeting with the program

director. Such a request must be in writing and must be received by the school within three (3) business days of the student's receipt of notification of the disciplinary action.

Failure to file a written request within the specified time will constitute a waiver of the student's right for an appeal. A thorough review of the appeal shall be made by the ARC. The ARC will review all the pertinent information regarding the disciplinary action, any response by the student and any additional information requested by the ARC. The decision made by the ARC is final.

### **Grievance Policy**

Students at Excel Health Institute have the right to pursue timely legitimate grievances against the institution. If a student has a grievance, the student may initiate the grievance process according to the procedures that follow:

Within 10 business days of the incident of the circumstances causing the grievance, the student shall, if possible, first attempt to resolve the grievance at the lowest level possible. Initial student problems and conflicts should be resolved with the classroom or clinical instructor first. A conference should be held and should involve all individuals closely aware of and involved in the issue(s).

If questions still remain following the conference with the instructor, the issue should be referred to the Program Director. Any request for resolution at the level of the Program Director must be made in writing by the party initiating the

complaints, no later than twenty business days after the incident.

### **The burden of proof is always on the person(s) making the complaint.**

The Program Director will arrange a meeting with the parties involved in the dispute for the purpose of clarification as the matter warrants, and in an attempt to arrive at a solution. Should an agreement be reached, all individuals will sign a document detailing the resolution of the grievance.

If a solution cannot be arrived at by the Program Director, then the Program Director will appoint a grievance committee to hear the complaint and provide advice. Resolution by the committee will be based on two-thirds of the majority.

Note: At all meetings with the student filing the grievance, there may be a student representative, faculty representative, and administrative representative (or a person appointed as an administrative representative.)

The student should follow the above process and may contact the State Council of Higher Education as a last resort:

State Council of Higher Education for Virginia (SCHEV)  
Private and Out-of-State Postsecondary Education  
101 N. 14th Street  
Richmond VA 23219

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

### **Test-taking Policy**

Test taking policy refers to both written quizzes/exams and practical (skills) examinations:

1. Students must be present for all scheduled exams/quizzes.
2. Students must seek approval from instructor or program coordinator if a scheduled exam/quiz will be missed.
3. A missed exam without approval from instructor or program coordinator will result in a grade of zero.
4. A make-up exam (if approved) must be taken on or before the next scheduled class day as arranged by the instructor, but only if time is available. Approval is dependent upon the student providing an excuse note from a physician, the court, an attorney, or immigration services.
5. The student taking a make-up test may be given a different test than the original test.
6. There will be no retakes for Quizzes and the Mid-term test to receive higher grades except for the In-person Final written and/or skills exams. If a student does not receive a passing grade for the Final written and/or skills exams, the student will be given one retake each for the Final written and/or skills exam.
7. Talking among students during testing is prohibited.
8. Book bags and personal belongings must be placed completely under the desk or in the back of the classroom during testing.
9. Cell phone use is prohibited during testing and test review.
10. Taking pictures of any test material including quizzes, tests, midterm tests, final written and skills exams is prohibited and is considered cheating.
11. Cheating is prohibited and will result in **immediate** dismissal from the program.
12. All tests will begin promptly as scheduled.
13. Any student arriving late will have only the time remaining to the rest of the class to complete his or her exam/quiz.
14. Students must follow the instructions provided on the examination to receive proper credit for answers. Only answers written on the appropriate answer sheet will be accepted.
15. Tests are never to be taken out of the testing area room.
16. There will be no retakes to receive higher grades.

### **Assignment Policy**

1. Assignment can be submitted according to instructions/directions given by instructor, either in the classroom directly to the instructor, via email or

uploaded into assignment section drop box under the course content in the LMS.

2. Assignments are due on the date stated on the course calendar in the LMS, course syllabus or by instructor.

3. If a student is unable to meet the due date for assignments, it is his/her responsibility to notify the instructor. Instructors retain the option to either accept or not accept late papers/-assignments and may deduct points for late work.

4. If a student has an Excused Absence or is on Leave of Absence, assignments given to students prior to last date of attendance are due on the first day the student returns to classes. Assignments not turned in on the day of return of students will be considered late.

5. Assignments given to students prior to last date of attendance are due on the first day the student returns to classes. Assignments not turned in on the day of return of students will be considered late. Refer to page 16 for test taking and assignment policy.

### **Dress Code**

#### **1. Classroom (including virtual classroom/Skills Laboratory Attire:**

- a. Street clothes that present a clean, attractive, professional appearance.
- b. Items of clothing not permitted: Halters, midriff tops, see-through/revealing clothing, ripped jeans, etc.
- c. Comfortable, closed footwear (no heels.)
- d. Use a face mask (if the student has a cough and/or runny nose). If

student has a fever and/or other symptoms of infections, then student must stay home.

#### **2. Clinical Attire:**

**Students must comply with the uniform policy for clinical days. Non-compliance will result in removal from the program. The uniform and grooming guidelines are follows:**

- a. Solid color scrub suits as provided by the school. The uniform must be clean, neat and free of wrinkles.
- b. Face mask (optional). A Student must not attend clinicals if he/she has any signs/symptoms of infections.
- c. Optional: Only a white short or long-sleeved T-shirt may be worn under the scrub top.
- d. Student identification badge (provided by the program) must be worn above the waist. The ID badge is part of the clinical uniform and must be worn at all times during the clinical training.
- e. Clean, white, comfortable, closed-toed, and closed-heeled nursing shoes and white socks.
- f. Black ink pen
- g. Watch with a second hand
- h. Stethoscope and blood pressure cuff
- i. Hair must be clean, off the collar, and styled so that it does not present a liability for spreading contamination of any kind.



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- j. Men may have a neatly trimmed mustache, but no beard.
- k. Nails must be clean and no longer than the fingertips. Only clear nail polish is allowed. Acrylic nails are not prohibited.
- l. Minimum amount of cosmetics is allowed.
- m. **The only visible jewelry may be stud earrings. No dangling earrings and no bracelets. Only 1 pair of earrings may be worn at a time. No rings other than a wedding band are allowed.**
- n. No visible tattoos or body piercings. All tattoos must be covered.
- o. Good hygiene (body odor is offensive in the classroom and clinical setting).
- p. **Student appearance must reflect professionalism.**

**While in the clinical area, students are expected to be alert, oriented and have the physical capacity to provide safe client care. If in the clinical instructor's judgment, the student is unable to provide safe client care:**

- 1. The student will be asked to leave the clinical area.**
- 2. The clinical time will be made up per policy.**
- 3. An incident report will be completed and filed.**

**The clinical instructor/clinical facility may dismiss any student from the classroom or clinical setting for unacceptable or unprofessional attire.**

### Cell phones or electronic devices

#### **1. Classroom and Skills Lab:**

Students are not allowed to use cell phones or electronic devices during class time. Students must turn off cell phones or have them on silent in classrooms and skills laboratory. Text messaging and picture taking or video recording during tests may be grounds for disciplinary action. Students must seek permission from instructor prior to class time if cell phone must be used in emergency situations.

#### **2. Clinical:**

Students are not allowed to use cell phones at clinical facilities. Students must follow strictly the clinical facility policy regarding the use of cell phones and electronic devices.

### Children on school premises

Children are not permitted in the school's classrooms, laboratories, or clinical facility, or left unattended in the hallways or restroom of the building in which the school is located.

### Transportation

Each student is responsible for transportation to class and clinical activities.

### Security

Excel Health Institute is committed to maintaining the safety and security of all students, faculty, staff, and visitors on

school premises. Thus, each student, faculty, staff and visitors are responsible to abide by the Safety and Security Regulations of Excel Health Institute and its affiliates. It is the responsibility of everyone on the facility's premises to secure their personal safety and the safety of their items. Excel Health Institute does not have a campus security department; however, the facility is monitored by surveillance cameras round the clock.

Instructors are also asked to enforce safety regulations firmly always and with all students. An instructor who notices a safety violation committed on campus should call the safety violation by a student to his/her attention. The student will be expected to comply with the instructor's request and make every effort not to repeat the violation. Students who commit repeated violations will be subject to dismissal from the program.

**Since there is no campus security department**, anyone who witness or is a victim of a crime, is fearful for their own safety or the safety of others or during an emergency should call 911 and notify the Instructor or Administrator/Program Director.

### **Student right-to-know and campus security act information**

In accordance with the requirements of the Student Right-To-Know and Campus Security Act of 1990, Excel Health Institute is required to prepare and make available to all enrolled students, employees, prospective students or employees, statistics on the graduation

rates and annual security report containing campus security policies and procedure as well as campus crime statistics. Excel Health Institute shall make available such a report on the 1st of January of every year in printed or electronic format to students, employees, applicants for admission or employment. The report may be obtained by requesting copies from the Office of Admissions. This report or notice includes the following:

1. General information about the school
2. Basic financial aid information
3. Availability of employees for information dissemination.
4. The total number of students enrolled for the most recent academic year.
5. The number of students enrolled in each program offered for the most recent academic year.
6. The percentage of students enrolled in each program offered for the most recent academic year.
7. The total number of students who completed or graduated from the school as of the end of the last academic year.
8. The total number and percentage of students who completed or graduated from each program offered by the school as of the end of the last academic year.
9. The total number of students who report employment in their field of study within (i) six months of completion or graduation and (ii) one year of completion or graduation.
10. Cleary (Campus Security) Act/Annual Fire Safety Report



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11. Drug and alcohol abuse prevention information
12. Family Educational Rights and Privacy Act (FERPA)

### **Blood borne disease policy**

The school will respect confidentiality of individuals with AIDS/HIV or Hepatitis B, C or D in so far as the safety of others is not compromised. The school will refer questions and inquiries to the local health department, which on a confidential basis provides counseling, consultation, and health education. A student who has a blood borne disease and is aware of his/her condition and engage in behavior, which threatens the safety and welfare of other students, patients/residents/clients, instructors and staff of Excel Health Institute and its affiliates, may be subject to disciplinary action.

### **Incident Reporting**

All accidents, injuries, incidences, and unusual occurrences that occurs on school premises or at clinical facility are to be reported immediately. Notify the class/clinical instructor responsible for the course and complete a Written Statement/Incident Report. The completed Written Statement/Incident Report form must be filed with and submitted to the class/clinical instructor. Medical evaluation, treatment, and follow-up care following an accident or incident are the financial responsibility of the student. Student accidents, injuries, incidences are not "work-related" and should not be reported as such. They will not be covered under the clinical facility's worker's compensation program.

### **Disabilities**

The practical nursing student must have full manual dexterity and visual acuity. In addition, the student must have the ability to lift, move, push, and pull weights up to approximately 50 pounds using proper techniques of body mechanics.

### **Alcohol, tobacco, and drugs**

Alcoholic beverages, smoking, unlawful drugs, or other illegal substances shall not be consumed, carried, used, sold or unlawfully manufactured on any property or in any building owned, leased, or used by the Excel Health Institute, or at any activity sponsored by the school.

Any student who appears to be intoxicated or under the influence of illegal drugs on school premises or clinical sites will be escorted off the premises. A student faces expulsion from the school upon review by the program director.

When the classroom or clinical instructor has a reasonable suspicion that a student is under the influence of a drug and/or alcohol, that affects the student's ability to maintain patient/client safety or to the student exhibiting poor conduct in the classroom or clinical facility the student will be asked to leave the classroom or the clinical facility immediately.

If the student is asked to leave the classroom or clinical facility due to intoxication or under the influence of a drug, then, the student is expected to schedule a meeting with the program

director before returning to the next scheduled class or clinical.

### **Acceptable Online Resource Use**

1. Lecture and course videos for the purpose of the Hybrid (Online) Nurse Aide Training Program are for use of individual students and are not to be replicated or shared.
2. Any Lecture videos, recordings, and online class meeting videos may not be shared in anyway, including other students, family members, and friends etc. This includes comments/statements made by other students as well as course instructor.
3. The lecture videos and course materials are for the sole use of the authorized student's program/course-related study. Lecture videos and course materials cannot be used for any other purposes. Any authorized review or use, dissemination, distribution, copying, or reverse engineering of the lecture videos and any course-related material without written approval from Excel Health Institute and its affiliates is strictly prohibited.
4. All course material and lecture videos, and company IP are the property of Excel Health Institute and its affiliates. You agree that Excel Health Institute owns all rights, title and interest and you will not use them for any unlawful or infringing purpose. You agree not to reproduce or distribute the course material, lecture videos and company IP in any way, including electronically or via registration of any new trademarks, trade names service marks or Uniform Resource Locators (URLs), without express written permission from Excel Health Institute LLC.
5. Public distribution of Lecture videos may constitute copyright infringement and violate federal or state laws, or school policy.
6. All downloaded lecture videos or recordings must be permanently deleted from any system on which it may be stored after the completion of program or course.
7. If a student, violates these rules, he/she may face disciplinary action including but not limited to Warning, Probation, Suspension and Dismissal.
8. The student releases Excel Health Institute LLC., its personnel, and any of its affiliates from any and all claims and damages of any nature arising from my use of, or inability to use the online resources and related technology, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
9. The program and website are provided for information purposes only. Any information posted in the program, in the materials, or on the website is not intended to be legal advice, medical advice, or financial advice, and no fiduciary relationship has been created between the and



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Excel Health Institute LLC., its instructors and affiliates. The student further agrees that his/her participation in the program is at his/her own risk. Excel Health Institute LLC., does not assume responsibility or liability for any advice or other information given in the program, in the materials or on the website.

### **ATTENDANCE**

Regular and predictable attendance at classroom/online lectures, laboratory skills practice and clinical experiences is essential to ensure that students have acquired the necessary knowledge and skills to provide safe, competent basic care to patients/clients and pass the state board of nursing competency examination for some of our programs. Every absence creates a gap in understanding and disrupts instructional continuity.

Therefore, each student is expected to be prompt and regular in attendance throughout the course.

1. Attendance implies that the student is ready, appropriately dressed, and able to participate in the classroom, online lectures via zoom meetings, watching all online lecture videos, laboratory skills practice and perform clinical duties effectively and safely according to clinical instructor directions and facility policy.

2. Regular attendance and punctuality in the classroom/online lectures, skills laboratory, and clinical facility is

necessary for satisfactory achievement of the learning objectives. Punctuality means being 15 minutes earlier than scheduled class/skills laboratory/clinical start time.

3. A student arriving more than fifteen (15) minutes late to class/skills laboratory/clinical or returning fifteen (15) minutes late after break time is awarded a tardy. A total of three (3) tardiness is considered one (1) absence.

4. A student arriving more than thirty (30) minutes late for clinical or returning to clinical thirty (30) minutes late after break time will be dismissed for the shift and will be marked as absent.

5. Students in good academic standing must maintain 90 percent or higher of total program time.

6. Students incurring more than 10% or four days of absence (whichever comes first) without approval from the course instructor is not in good academic standing and will be placed on probation. Refer to page 23 for policy on probation.

7. Excel Health Institute reserves the right to determine if a student's absence is excused or unexcused. Excused absences shall include, but not limited to: death of immediate family (spouse, child, parent and/or sibling) illness of students, childbirth by student or spouse, jury duty, and accidents to the student. Elective surgeries, doctor's appointments and/or treatments DO NOT constitute an emergency.

8. Students must seek approval from their instructor or program director prior

to missing all scheduled classes, laboratory skills and clinical skills. Students must submit appropriate documentation to the school upon return to classes or clinical to be assigned an excused absence for any class or clinical time missed. If a student does not submit an appropriate documentation, then the absences will be assigned unexcused.

**UNAPPROVED CLINICAL ABSENCES ARE NOT PERMITTED.**

9. A student who fails to notify the instructor or call to leave a message with the office at 571-222-6600 about any class absences prior to the start of class will be assigned “**NO-CALL/NOSHOW**”. The student will be placed in a probationary status (Refer to page 23 for policy on probation) and must make an appointment with the program director and the instructor to discuss the situation. Students will be dismissed from the program if a second “no-call/no-show occurs.

10. All scheduled virtual, classroom, laboratory and clinical absences must be made-up. The student is responsible for getting all missed notes, assignments, or handouts.

11. The virtual, classroom, laboratory and clinical make-up schedule is determined by the program director. At the discretion of the program director and based on the virtual, classroom, laboratory and clinical activity missed by the student, virtual, classroom, laboratory and clinical make-up time will include, joining another virtual, classroom, laboratory and clinical for the

missed lecture, quiz, test, exams, skills laboratory and/or clinical skills practice.

12. The student shall not report to an assigned clinical facility with any illness that can be transmitted to the residents. The student must notify the clinical instructor and the school at least one (1) hour before the expected clinical start time.

13. Under no circumstances, after students have reported for clinical assignment, are they permitted to leave their assigned areas without the permission of the clinical instructor. Leaving the clinical facility without approval from the clinical instructor is grounds for immediate dismissal from the program.

14. At the end of the clinical assignment and before dismissal, each student must report to the appropriate clinical instructor.

**Make-Up Hours Policy**

All missing class, laboratory and clinical time must be made-up. Any make up time for an excused absence must be arranged with the Program Coordinator. All hours must be made up within 2 months of the last day student attended class. If not made up within the 2 months time span the student must retake the entire program by applying for re-admission into the program and will have to meet the admission criteria and pay required fees at the time of re-application. Refer to admission and entrance requirement on page 8 and re-admission requirements on page 20.

If a student is unable to makeup missing class time within the two-month time

frame, the student may request for leave of absence.

In the event of unforeseen class cancellation or early dismissal, students will be required to make up clock hours missed. The Program Director arranges for make-up of program hours based on availability of classroom and skills laboratory, instructor and clinical facility availability.

### **Pregnancy and Medical Absence**

1. As soon as pregnancy is confirmed, a pregnant student must notify the program director and provide medical documentation of any limitations that should be observed for that student throughout the pregnancy. If no limitations are required, medical documentation of that decision must also be submitted to the program director.
2. Medical appointments, including prenatal care, are treated in the same manner as other absences.
3. Expectant students must submit a letter to the program director requesting a maternity/paternity leave of absence prior to delivery. Ten school days will be allotted for maternity leave. If a student's request exceeds 10 business days, then the request will be reviewed by program director in consultation with faculty to determine the impact of the leave on the student's enrollment based on the following criteria: a. Student's academic progress b. Student's clinical progress c. Student's absence record.

### **Leave of Absence**

1. In case of a prolonged illness or accident, death in the family, or other

special circumstances that make attendance impossible or impractical, a leave of absence may be granted to the student.

2. If the student is planning to be out of school for a period of more than 7 calendar days (including weekends and holidays) of scheduled class time, the student or designee may request a Leave of Absence for up to 180 days in any 12-month period.

3. Students who do not request a leave of absence or notification of withdrawal and is missing more than fourteen (14) calendar days (including weekends and holidays) after the last date of attendance will be considered as a withdrawal. Refer to withdrawal policy on page 11.

4. Students who are considering a leave of absence are encouraged to discuss the decision with their academic advisor.

5. In advance of the leave period, the student shall complete and submit the Leave of Absence form.

6. This form requires approval by the program director.

7. No monetary charges or accumulated absences may be assessed to the student during the leave of absence.

8. A student who does not resume attendance upon the expiration of a Leave of Absence and does not receive approval from the program director for an additional period of leave and is missing more than fourteen (14) calendar days (including weekends and holidays) after the last date of attendance will be treated as a withdrawal. Refer to withdrawal policy on page 19. The first day of the approved leave of absence will



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be considered the last date of attendance for refund purposes. Refer to refund policy on page 19.

### TUITION, FEES AND FINANCIAL ASSISTANCE

Tuition and course related fees are due by the first day of class. Students who sign-up for payment plans must follow the payment schedule on their payment plans.

#### Tuition and Fees

<b>Nurse Aide Tuition and Fees</b>	
Application Fee (non-refundable)	\$100
Tuition	\$600
Other Fees:	
Technology fees	\$225
<b>Gross Tuition</b>	<b>\$825</b>
<b><u>Textbook and Supplies:</u></b>	
Lab equipment and supplies, Textbook, Clinical Uniform, Professional Liability Insurance, ID Badge, Blood Pressure Cuff and Stethoscope. (non-refundable, non-returnable)	\$365
<b>Program Cost (Gross Tuition, Registration fee, Textbook and Supplies)</b>	<b>\$1290</b>
Miscellaneous Expenses:	
CPR (AHA)	\$105
Criminal Background check and Drug Test	\$74
<b>Medication Aide Tuition and Fees</b>	
Application Fee (non-refundable)	\$100
Tuition	\$470
Other Fees:	
Technology Fees	\$200
<b>Gross Tuition</b>	<b>\$670</b>
<b>Textbook and Supplies</b>	

Lab supplies, Textbook, Manuals, Equipment, Clinical Uniform, Professional Liability Insurance, ID Badge	\$225
<b>Program Cost (Gross Tuition, Registration fee, Textbook and Supplies)</b>	<b>\$995</b>
Miscellaneous Expenses	
CPR (AHA)	\$105
Criminal Background check and Drug Test	\$74

<b>Medication Administration Training Tuition and Fees</b>	
Application Fee (non-refundable)	\$100
Tuition	\$200
Other Fees:	
Technology Fees	\$225
<b>Gross Tuition</b>	<b>\$425</b>
<b><u>Textbook and Supplies:</u></b>	
Lab Equipment and Supplies	\$150
<b>Program Cost (Gross Tuition, Registration fee, Textbook and Supplies)</b>	<b>\$675</b>

<b>Personal Care Aide Tuition and Fees</b>	
Application Fee (non refundable)	\$100
Tuition	\$200
Other Fees:	
Technology Fees	\$225
<b>Gross Tuition</b>	<b>\$425</b>
<b>Textbook and Supplies:</b>	



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Textbook, Lab equipment and supplies	\$175
<b>Program Cost (Gross Tuition, Registration fee, Textbook and Supplies)</b>	<b>\$695</b>

Program including grants or financial aid at this time.

### Private Loans

Students and their families can also apply for credit-based loans directly from private lenders to pay for the cost of their education. Any agreements entered into with lenders exist solely between the lender and the student, and Excel Health Institute recommends that students consult with their own financial advisors before making education-related financing decisions.

### Scholarships

Students are encourage to seek and apply for scholarships from a variety of outside sources. The following is a list of a few outside sources of scholarship. Students can also visit local libraries to obtain a list of scholarships. Students who have specific questions about particular scholarships should contact the individual scholarship foundation.

<b>Practical Nursing Tuition and Fees</b>	
Application Fee (non-refundable)	\$100
Tuition	\$7,995
Other Fees:	
Technology Fee	\$350
Learning Resource Fee	\$600
Lab Supplies and equipment	\$250
Professional Liability Insurance	\$30
<b>Gross Tuition</b>	<b>\$9,225</b>
Books and Supplies:	
Textbooks	\$500
ATI/HESI Package	\$645
Clinical Uniform (Set of 2)	\$80
Student Nurse Kit	\$250
Miscellaneous Expenses:	
CPR (AHA)	\$105
Criminal Background Check and Drug Screen	\$74

<b>(AHA) Cardiopulmonary Resuscitation Fees</b>	
Basic Life Support (BLS)	EHI Students/Alumni: \$ 105 Nonstudents: \$115
HeartSaver CPR AED	Students/Alumni: \$135 Nonstudents: \$145
First Aid	\$95

1. Belmer/Flora Prince and Kahler, Vickers/Raup,Wettstein Scholarships: <http://www.elca.org>
2. Bethesda's Developmental Disabilities Scholarship for Lutheran Nursing Students: <http://www.blhs.org/youth>
3. Common Knowledge Scholarship Foundation National College Nursing Scholarship: <http://www.cksf.org>
4. Allogan Slagle Scholarships: <http://www.indianaffairs.org/scholarships.html>
5. Adolph Van Pelt Special Fund for IndianScholarships: <http://www.indianaffairs.org/undergraduate-applications.html>

### Financial assistance

Students can take advantage of various outside sources of scholarships, employer-based tuition reimbursement, private student loans and tuition payment plan to assist with the cost of their education. Excel Health does not currently participate in Federal Aid



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6. CrossLites Scholarship Contest:  
<http://www.crosslites.com/about-the-contest>
7. Mary Marshall Nursing Scholarship Program for Registered Nurses:  
[http://www.vdh.virginia.gov/OMHHE/primarycare/incentives/nursing/rn\\_guidelines.htm](http://www.vdh.virginia.gov/OMHHE/primarycare/incentives/nursing/rn_guidelines.htm)
8. DiversityNursing.com's Annual Nurse Education Scholarship:  
<http://diversitynursing.com/education-award-registration-2016-mobile>
9. Edward T. Conroy Memorial Scholarship Program:  
[http://www.mhec.state.md.us/financialAid/ProgramDescriptions/prog\\_conroy.asp](http://www.mhec.state.md.us/financialAid/ProgramDescriptions/prog_conroy.asp)
10. ExceptionalNurse.com Bruno Rolando Scholarship Award:  
<http://www.exceptionalnurse.com/scholarship.php>
11. Ladies Board of Inova Loudon Hospital:  
<http://www.ladiesboard.org/nursingscholarships.cfm>

### **Employer-based Tuition Reimbursement**

Many companies offer tuition reimbursement to cover the cost of tuition. Please contact the Human Resource department of your company to get more information.

### **Tuition Payment Plan**

Excel Health Institute offer interest free payment plans. For the Practical Nursing program, students must pay a minimum of \$1,900 down-payment to enroll in the

payment plan. The payment plan schedule requires a monthly minimum payment which will be scheduled based on the length of the program and established due dates for accounting purposes.

For the Nurse Aide program, students must pay a minimum of \$680 down-payment to enroll in the payment plan. The payment plan schedule requires a weekly minimum payment which will be scheduled based on the length of the program and established due dates for accounting purposes.

For the Medication Aide program, students must pay a minimum of \$625 down-payment to enroll in the payment plan. The payment plan schedule requires a weekly minimum payment which will be scheduled based on the length of the program and established due dates for accounting purposes.

For Medication Administration Training, Personal Care Aide programs and CPR courses, there are no payment plans.

All financial obligations must be met prior to graduation from the program. Payments are due by stated due date stated on the payment plan and can be made online with credit card payment, mailed check to Excel Health Institute, 8647 Mathis Avenue Suite 202 Manassas VA 20110 or in person at the business desk at the school. There will be a \$35.00 return check fee.

### **Delinquent Tuition Account**

Every effort is made to work with the students to enable them to meet their financial obligations to the school.



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Delinquent student accounts may be referred to a collection agency and all additional costs associated will become an additional obligation to the student. Delinquent student account will incur a late fee of 0.9% monthly. Students with more than 30 days delinquent accounts shall be subject to termination from the program. Any fees associated with

collections including attorney fees, court fees, and other fees incurred in the process shall be charged to the student.

Excel Health Institute may dismiss a student who is behind in the payment schedule from the program for nonpayment.

### PRACTICAL NURSING CURRICULUM

#### Practical Nursing Curriculum Plan

Course Title	Course Name	Class hours	Skills lab	Clinical hours	Total Hours
NUR 101	Introduction to Nursing	20	0/0	0	<b>20</b>
HSN 100	Anatomy and Physiology	100	0/0	0	<b>100</b>
NUR 102	Fundamentals of Nursing	80	40/0	64	<b>184</b>
HSN 110	Pharmacology	80	20/0	0	<b>100</b>
NUR 201	Medical-Surgical Nursing I	100	15/0	72	<b>187</b>
NUR 202	Medical-Surgical Nursing II	100	15/0	72	<b>187</b>
NUR 203	Mental Health	60	0/0	40	<b>100</b>
NUR 204	Maternal and Newborn Nursing	40	0/10	16	<b>66</b>
NUR 205	Pediatric Nursing	45	5/0	16	<b>66</b>
NUR 210	Medical-Surgical Nursing III	50	0/10	120	<b>180</b>
NUR 220	Transition to Professional Nursing Practice	120	0	0	<b>120</b>
<b>Total Clock Hours</b>		<b>795</b>	<b>95/20</b>	<b>400</b>	<b>1,310</b>

#### Practical Nursing Program Description

The Practical Nursing program at Excel Health Institute is designed to prepare graduates to take the National Council

Licensure Examination for Practical Nurses (NCLEX-PN). The program is taught through a variety of courses, that integrate theory and practice through lecture and hands on practical training with simulation in the skills laboratory as

well as direct patient care at clinical facilities. This enables students to acquire the knowledge and skills necessary to provide competent nursing care. Program graduates receive a practical nursing diploma and will be eligible to take the NCLEX-PN licensing examination for Virginia State Board of Nursing licensure.

### **Practical Nursing Program objectives**

Upon satisfactory completion of the theoretical and clinical requirements, the graduate of the Practical Nursing Program will;

1. Demonstrate accountability by practicing nursing within a legal and ethical framework, communicating effectively, and collaborating with healthcare team members while demonstrating professional attributes and growth.
2. Provide holistic care to clients from diverse cultures, experiencing a variety of internal and external stressors, within the context of the nursing process.
3. Utilize evidence-based practice and critical thinking skills to make nursing judgments that are safe and sound to promote the health and integrity of clients, their families and communities.
4. Demonstrate the culture of nursing excellence within the context of nursing skills and practice, achieved through a spirit of enquiry and life-long learning.

### **Practical Nursing Course Descriptions**

#### **NUR 101 Introduction to Nursing: 20 Hours**

##### **Prerequisites: None**

This course will provide the freshman student with an overview of the practical nursing program and to provide them with the knowledge and skills necessary to gain success in the academic and clinical settings. Emphasis will be placed on the importance of organizational, time management, effective studying, and test-taking skills. This course will also introduce the student to the art and science of nursing care, including its history and current trends in nursing. initial course for the student entering the profession of nursing and begins with an introduction to the health care system and nursing as a profession. Concepts related to self-care theory, communication, health teaching, community and ethical/legal aspects are introduced.

#### **HSN 100 Anatomy and Physiology: 100 Hours**

##### **Prerequisites: NUR 101**

This course provides students with basic knowledge of the structure and function of the human body. The focus of the course is on the interrelations among the body systems and the relationship of each system to homeostasis. The course begins at the cellular level and concludes with the interactions among all body systems as an integrated whole. The body systems covered includes the following: endocrine, blood, lymphatic, cardiovascular, respiratory, integumentary, immune, nervous, reproductive, urinary, digestive, skeletal and muscular systems. Medical



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terminology is integrated throughout course content. Upon completion of this course, students will be able to demonstrate basic knowledge of body systems, their interrelationships and associated medical terminology.

### **NUR 102 Fundamentals of Nursing: 184 Hours**

**Prerequisites: NUR 101, HSN 100**

This course provides an opportunity for the student to become familiar with the nursing process as it relates to human caring science. Emphasis is placed upon assessing for internal and external stressors that may threaten the health and well-being of the client. That information is then used to devise appropriate nursing diagnosis, to plan, implement, and evaluate the plan of care for clients requiring nursing actions to preserve the dignity and wholeness of the clients in health or while peacefully dying. Basic nursing concepts discussed in this course, include health promotion, the nursing process, ethical/legal aspects of nursing, nutrition, critical thinking, nursing skills, nursing care plans, risk factors, individual education, family involvement, cultural diversity, interpersonal/communication skills, growth and development, health across the life span with focus on the aging process and physical and psychosocial alterations related to care of the aged. The course also addresses the death and dying process, safety/security procedures, and diagnostic procedures utilized in the health care setting. The clinical component of this course gives opportunity of students to apply basic and beginning knowledge obtained from nursing theory and laboratory

experiences to provide basic care to clients and families that is safe, follows the principles of practical nursing, views the client needs holistically, while addressing the client needs utilizing the nursing process.

### **HSN 110 Pharmacology: 100 Hours**

**Prerequisites: NUR 101, HSN 100,  
NUR 102**

This course introduces students to basic principles of pharmacology and the knowledge necessary to safely administer medications. The course is designed to give the student an understanding of specific drug groups, emphasizing physiological classifications and generic nomenclature. Course content includes legal implications, pharmacokinetics, pharmacodynamics, calculations of drug dosages, medication administration, and an overview of drug classifications. The systematic use of a scientific problem-solving approach is applied to the administration of medications, emphasizing the following: identifying the altered health pattern for which the medication is administered, promoting and monitoring therapeutic effects, observing for and minimizing adverse effects, and evaluating the effectiveness of drug therapy.

### **NUR 201 Medical Surgical Nursing I: 187 Hours**

**Prerequisites: NUR 101, HSN 100,  
NUR 102, HSN 110**

This course introduces the student to the concepts of medical-surgical nursing in the sub-acute environment. The course involves the study of simple to moderately complex deviations from

normal health in adult patients. The course places emphasis on the application of human caring science to helping adults return to health or while peacefully dying after experiencing common alterations in health relating to surgery, cancer, integumentary, musculoskeletal, blood and lymphatic, immune, HIV, and sensory perception. Basic classifications of disease states, their manifestations, and nursing interventions are discussed and explored in the course. This course is designed to help the student apply the acquired knowledge from previous courses to adult nursing and upgrade basic skills with those necessary to meet the needs of moderately and chronically ill patients. The clinical component of this course provides the student with the opportunity to build on acquired knowledge and skills from the foundations of nursing clinical and to practice and develop skills in other areas, including administration of medications, care planning, patient and family education, and the role of the practical nurse in providing care for medical-surgical patients utilizing the nursing process while providing holistic care to the adult client.

**NUR 202 Medical-Surgical Nursing II:  
187 Hours**

**Prerequisites: NUR 101, HSN 100,  
NUR 102, HSN 110, NUR 201**

This course is designed to provide the student with the knowledge and skills necessary to provide nursing care to adult patients in acute care settings. The course covers both nursing care before, during, and after surgical procedures and treatment of acute and chronic medical

conditions requiring hospitalization. Emphasis is placed on providing care to individuals experiencing moderately complex to complex alterations in gastrointestinal, cardiovascular, respiratory, genitourinary, endocrine, reproductive, and neurological systems. The clinical component of this course provides the student with the opportunity to build on acquired knowledge and skills from the fundamentals of nursing and medical-surgical nursing I clinicals and to practice and develop skills in other areas, including administration of medications, care planning, patient and family education, and the role of the practical nurse in providing care for medical-surgical patients utilizing the nursing process while providing holistic care to the adult client. Leadership skills, effective communication with healthcare professionals, and time management are also explored in this course.

**NUR 203 Mental Health: 100 Hours  
Prerequisites: NUR 101, HSN 100,  
NUR 102, HSN 110, NUR 201, NUR  
202**

This course is designed to provide an overview of psychosocial adaptation and coping concepts used when caring for clients with acute and chronic alterations in mental health. Topics include therapeutic communication skills, normal and abnormal behaviors, treatment modalities, and developmental needs. The course also explores addictive illnesses and their resulting behaviors and implications on nursing care. The clinical component of this course provides the student with the opportunity to apply basic nursing skills in promoting



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mental health through observation and identification of client needs, therapeutic techniques of communication, building a therapeutic relationship, and administration of psychotropic medications. Upon completion of this course, students will demonstrate the ability to assist clients in maintaining psychosocial integrity through the use of the nursing process and holistic care concepts.

### **NUR 204 Maternal and Newborn Nursing: 66 Hours**

**Prerequisites:** NUR 101, HSN 100, NUR 102, HSN 110, NUR 201, NUR 202 , NUR 203

This course is designed to develop the student's knowledge and clinical skills related nursing care of the childbearing family. Emphasis is placed on adapting holistic care to integrate the principles of family-centered maternity care where the role of the nurse involves meeting the physiological, psychosocial, cultural, and religious diversity, health teaching, and developmental needs of the maternal client, the newborn, and their significant others. The course begins with reproductive anatomy and physiology, psychosocial aspects of pregnancy, and ethical/legal issues related to nursing care of the childbearing family. Course content includes ante-partal, intra-partal, and post-partal care, complications of pregnancy, newborn care, nutrition, pharmacology, cultural diversity, communication, anatomy and physiology review, medical terminology, critical thinking, and application of the nursing process are integrated throughout this course. The clinical component of this

course gives students the opportunity to apply principles and skills thought in the classroom and skills laboratory to care for childbearing families in various settings.

### **NUR 205 Pediatric Nursing: 66 Hours**

**Prerequisites:** NUR 101, HSN 100, NUR 102, HSN 110, NUR 201, NUR 202, NUR 203, NUR 204

This course introduces students to caring for children as they grow and develop within a family system. Normal growth and development, as well as deviations from normal, are explored in the course. Students will apply theories of human growth and development and commonly occurring physiological disruptions in childhood from newborn to adolescence as they relate to common stressors of health. The needs and conflicts typical of various age groups as well as the feelings of children and their families about illness, are emphasized. The course focuses on nursing care concepts necessary to provide a safe, effective care environment for children, including addressing physiological integrity, psychosocial coping, and adaptation. The course explores the integration of concepts relevant to medication administration/pharmacology, diet and nutrition, health teaching, and legal/ethical issues related to pediatric care. The clinical component of this course gives students the opportunity to apply principles and skills taught in the classroom and skills laboratory to care for children in various settings.

### **NUR 210 Medical-Surgical Nursing III: 180 Hours**



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**Prerequisites: NUR 101, HSN 100, NUR 102, HSN 110, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205**

This course builds on previously learned medical-surgical nursing concepts. The purpose is to examine multi-system alterations of acutely ill clients across the lifespan and their families. Emphasis is on the identification of principles of human caring science to support the safe and effective management of clients with multi-system illnesses in a variety of settings. Focus is placed on the nursing role in meeting the needs of complex cardiac, neurological, and respiratory conditions, fluid imbalances, principles of hemodynamics, and electrocardiogram interpretations are explored. Client needs are stressed, and integrated processes of clinical problem-solving, caring, communication, documentation, and teaching/learning are reinforced and utilized in the clinical setting. Professionalism and accountability are emphasized throughout the course.

### **NUR 220 Transition to Professional Nursing Practice: 120 Hours**

**Prerequisites: NUR 101, HSN 100, NUR 102, HSN 110, NUR 201, NUR 202, NUR 203, NUR 204, NUR 205, NUR 210**

This course provides students with opportunities to gain the knowledge and skills necessary to transition from student to practicing nurse. Content includes a discussion of current issues in health care, practical nursing leadership and management, professional practice issues, and transition into the workplace. Emphasis is placed on NCLEX-PN test-taking skills, review of NCLEX style test

questions, computer-assisted simulations and practice tests, diagnostic testing for NCLEX success, development of a prescriptive plan for remediation, and review of selected content, specific to the practice of practical nursing. This course will be presented in the form of lectures, case studies, critical thinking exercises and seminars.

### **NURSE AIDE CURRICULUM**

#### **Nurse Aide Curriculum Plan**

Theory hours	Skills lab	Clinical hours	Total Hours
57	44	43	144

#### **Nurse Aide Program Description**

The Nurse Aide Program prepares students with the knowledge needed to work competently as Nurse Aides. The added knowledge geriatrics students acquire in the program will entitle them to work for any facility that employs NAs (i.e., hospitals, nursing homes, private duty, and home healthcare). Nurse aides work under the supervision of a nurse and can take vital signs (blood pressure, pulse, respirations, temperature) and assist patients with basic nursing skills like bathing, toileting, dressing, grooming, eating, walking, turning bedridden patients, helping wheelchair-bound patients, reporting changes to the nurse, safety awareness, and documentation.



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Upon successful completion of the program students will receive a certificate of completion and be eligible to take the Certified Nurse Aide competency examination for Virginia State Board of Nursing Certification.

### Nurse Aide Program Objectives

Upon satisfactory completion of the theoretical and clinical requirements of the Nurse Aide education program, the student will be able to:

1. Demonstrate reliability and responsibility in the NA role.
2. Provide direct care and/or assistance to the elderly or disabled persons in the long-term care facility under the supervision of a licensed nurse.
3. Maintain confidentiality, as per HIPAA regulations.
4. List resident rights in the long-term care facility.
5. Recognize and report resident behavior reflecting unmet human needs.
6. Use medical terminology accurately.
7. Demonstrate effective communication skills.
8. Demonstrate medical asepsis in caring for residents.
9. Practice safe body mechanics.
10. State the NA's role in restorative care.
11. Maintain a current professional CPR certification and be able to demonstrate correct CPR and abdominal thrust.
12. Be able to report abnormal observations;

13. Demonstrate proper procedures for all basic care skills required by NA.

14. Accurately document observations and care given.

### MEDICATION AIDE CURRICULUM

#### Medication Aide Curriculum Plan

Theory hours	Skills lab	Clinical hours	Total Hours
40	8	20	68

### Medication Aide Program Description

The Medication Aide program prepares students to administer medications in Assisted Living Facilities. Skills students will acquire include a proper procedure for preparing, administering, and maintaining medications, asepsis, basic pharmacology, assisting clients with medication self-administration and documentation.

Upon successful completion of the program, students will receive a certificate of completion and be eligible to take the Virginia State Board of Nursing competency examination for Registration as a Medication Aide.

### Medication Aide Program Objectives

Upon satisfactory completion of the theoretical and clinical requirements of the Medication Aide education program, the student will be able to:

1. Demonstrate reliability and responsibility in the Medication Aide role.



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2. Prepare for safe administration of medications to clients in assisted living facilities.
3. Maintain aseptic conditions whilst administering medications.
4. Demonstrate an understanding of basic pharmacology.
5. Facilitate client self-administration or assist with medication administration.
6. Demonstrate proper procedure for preparing, administering, and main training medications.
7. Demonstrate appropriate procedures for documentation and reporting to the licensed healthcare professional on duty at the facility or to the client's prescriber.

### **MEDICATION ADMINISRTATION TRAINING CURRICULUM**

#### **Medication Administration Training Curriculum Plan**

Theory hours	Skills lab	Clinical hours	Total Hours
24	8	0	32

#### **Medication Administration Training Program Description**

The Medication Administration Training program prepares students to administer medications in facilities licensed by the Department of Mental Health, Mental Retardation and Substance Abuse Services, Department of Social Services, Department of Education, and the

Department Juvenile Justice. This training prepares students to administer medications to a client/resident when the client/resident is deemed incapable of self-administration of medications that would normally be self-administered.

Upon successful completion of the program students will be awarded a certificate of completion.

#### **Medication Administration Training Program Objectives**

Upon satisfactory completion of the theoretical and clinical requirements of the Medication Administration Training program, the student will be able to:

1. Understand the implications of client/resident rights regarding medications, treatment decisions, and confidentiality
2. Recognize emergencies and other emergencies and other health-threatening conditions and respond accordingly
3. Implement standard precautions, including cleaning and disinfection of medication storage area and proper disposal of infectious waste.
4. Store and secure all medications, including maintaining inventory of medications and safe medication disposal.
5. Review doctor's orders and prepare medication administration records.
6. Maintain client/resident medical records according to designated policy in the process of sharing information with doctors and pharmacists



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7. Prepare for safe medication administration including facilitating the client's awareness and purposes of medications, measuring and recording vital signs, and following the five rights of medication administration.

8. Identify selected classes of medications

9. Assist with administration of psychotropic medications

10. Assist the client /resident to administer medications which would normally be self-administered.

11. Report and document medication administration, refusal and errors.

12. Understand the basic facts about diabetes and management of diabetes.

13. Recognize the sign and symptoms of hypoglycemia and hyperglycemia.

14. Assist the client /resident with a finger stick for blood glucose monitoring.

15. Assist the client /resident with insulin injections.

dressing and provide services such as light housekeeping and vital signs.

Upon successful completion of the program, students will receive a certificate of completion and be able to provide personal care aide services to Medicaid waiver recipients.

### Personal Care Aide Program

#### Objectives

Upon satisfactory completion of the theoretical and clinical requirements of the Personal Care Aide education program, the student will be able to:

1. Demonstrate reliability and responsibility in the PCA role.
2. Describe the care needs of the elderly and persons with disability in the home setting, under the supervision of a licensed nurse.
3. State the PCA's role in restorative care.
4. Demonstrate medical asepsis in caring for residents.
5. Use some medical terminology accurately.
6. Demonstrate effective communication skills.
7. Practice safe body mechanics.

### PERSONAL CARE AIDE CURRICULUM

#### Personal Care Aide Curriculum Plan

#### Personal Care Aide Program

##### Description

The Personal Care Aide program prepare students to help people who are disabled chronically ill, cognitively impaired, and older adults who may need assistance at home. Personal Care Aides assist with activities such as bathing,

Theory hours	Skills lab	Clinical hours	Total Hours
24	16	0	40

8. Be able to report abnormal observations.
9. Demonstrate proper procedures for all basic care skills required by PCA.



## SCHOOL CATALOG

10. Accurately document observations and care given.

### **CARDIOPULMANARY RESUSCITATION AND FIRST AID CURRICULA**

#### **Course Hours**

CPR BLS (Basic Life Support): 5 Hours

HeartSaver CPR AED (HS): 5 Hours

First Aid: 3 Hours

#### **CPR BLS Course Description**

The American Heart Association (AHA) designed the BLS course to teach healthcare professionals how to perform high-quality CPR individually or as part of a team. BLS skills are applicable to any healthcare setting. BLS students will learn rescue techniques for adults, children, and infants. Upon successful completion of the course students will be awarded a certificate of completion.

#### **Heartsaver CPR AED Course Description**

This course will teach you to recognize cardiac arrest, get emergency care on the way quickly, and help a person until more advanced care arrives to take over. The course also covers adult choking and naloxone. Upon successful completion of the course students will be awarded a certificate of completion.

#### **First Aid Course Description**

Designed to meet OSHA regulations, this course covers first aid basics, consisting

of the most common life-threatening emergencies, how to recognize them, how to call for help, and how to perform lifesaving skills. Upon successful completion of the course students will be awarded a certificate of completion.

#### **CPR (BLS) Course Objectives**

At the end of the BLS course, students will be able to

1. Describe the importance of high-quality CPR and its impact on survival.
2. Describe all the steps of the Chain of Survival.
3. Apply the BLS concepts of the Chain of Survival.
4. Recognize the signs of someone needing CPR.
5. Perform high-quality CPR for an Adult.
6. Describe the importance of early use of an automated external defibrillator (AED).
7. Demonstrate the appropriate use of an AED.
8. Provide effective ventilation by using a barrier device.
9. Perform high-quality CPR for a child.
10. Perform high-quality CPR for an infant.
11. Describe the importance of teams in multi-rescuer resuscitation.
12. Perform as an effective team member during multi-rescuer CPR.
13. Describe the technique for relief of foreign-body airway obstruction for an adult or child.
14. Describe the technique for relief of foreign-body airway obstruction for an infant.



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### **Heartsaver CPR AED Course**

#### **Objectives**

At the end of the Heartsaver CPR AED Course, students will be able to

1. Describe how high-quality CPR improves survival.
2. Explain the concepts of the Chain of Survival.
3. Recognize when someone needs CPR.
4. Perform high-quality CPR for an adult.
5. Describe how to perform with help from others.
6. Give effective breaths by using mouth-to-mouth or a mask for all age groups.
7. Demonstrate how to use an AED on an adult.
8. Perform high-quality CPR for a child.
9. Demonstrate how to use an AED on a child.
10. Perform high-quality CPR for an infant.
11. Describe when and how to help a choking adult and child.
12. Demonstrate how to help a choking infant.

### **First Aid Course Objectives**

At the end of the Heartsaver First Aid Course, students will be able to

1. List the priorities, roles, and responsibilities of first aid rescuers.
2. Describe the key steps in first aid.
3. Remove protective gloves (skilled student will demonstrate);
4. Find the problem (skill the student will demonstrate).

5. Describe the assessment and first aid actions for the following life-threatening conditions: heart attack, difficulty breathing, choking, severe bleeding, shock, and stroke.
6. Use an epinephrine pen (skilled student demonstrate);
7. Control bleeding and bandaging (skills student will demonstrate);
8. Recognize elements of common injuries.
9. Recognize elements of common illnesses.
10. Describe how to find information on preventing illness and injury.
11. Recognize the legal questions that apply to first aid rescuers.

### **Evaluation of Program Success**

To maintain excellence in nursing education and to ensure the stated purposes of the program are met, the Excel Health Institute has established a system of program evaluation. The standards set forth are periodically reviewed and data collected during the review process are utilized for decision making, program revision and improvement.

### **STUDENT DEVELOPMENT SERVICES**

Student Development Services provides continuing service to students from initial contact through graduation. It advocates for students in the areas of admissions, records, academic advice/counseling, Tutoring, and job search services. These services assist the student in the exploration and development of values and personal and interpersonal skills.

### **Academic Advisement/Counseling**

Students are assigned with an academic advisor (a faculty member) shortly after admission to assist each student. Working together, the advisor and student will select and schedule classes; follow educational plans; discuss academic concerns; schedule tutoring, explore career goals, plan graduation and personal advising on an on-going basis. This advising relationship offers the student encouragement for personal growth and development; promotes persistence toward educational or vocational goals; and maintains one-on-one contact. Faculty members are available before and after class for academic advisement. The program director is also available Monday to Friday by appointment.

Counseling services are designed to address academic or clinical problems. Counseling sessions are identified by instructor and/or student. The counseling form is utilized to document session and identify action plan for student correction.

### **Career Advising and Job Search**

Job search clinics are held quarterly to enhance students' readiness for the job search process and for employment. The clinics help students develop job search skills, including marketing themselves to prospective employers, resume writing, and interview skills. Students are also taught teamwork, a strong work ethic, and how to fit into the company culture. Excel Health Institute maintains a Bulletin Board with job announcements from prospective employers.

### **Faculty Accessibility**

On the first day of class, both in-person and online,

1. instructors will inform students the method by which students can contact him/her as well as her contact information (email address and phone number).
2. Instructors will inform students of his/her office hours and schedule appointments with students as needed for face-to-face meetings.

Online instructors will schedule zoom meetings with students on the first day of class and again weekly and as needed for instructor-student interactions.

Faculty members are available before and after class and by appointment for student advisement and development services. The program director is available Monday to Thursday from 12:00 pm to 3:00 pm by appointment.

### **OWNERSHIP AND FACULTY INFORMATION**

#### **President/Program Director/Owner**

Ellen Torkornoo, RN, BSN, MBA

The Program Director is responsible for overall leadership, development, direction, and administration of all aspects of the nursing programs and for ensuring that the programs are in compliance with all laws and regulations of the Virginia Board of Nursing.

**EXCEL HEALTH INSTITUTE**  
**SCHOOL CATALOG**

**Administrator/Owner**

Mawuko Torkornoo

The Administrator is directly responsible for the operational management of the institution's academic affairs, student services, and business and administrative services.

**Faculty**

Ellen Torkornoo, RN, BSN, MBA

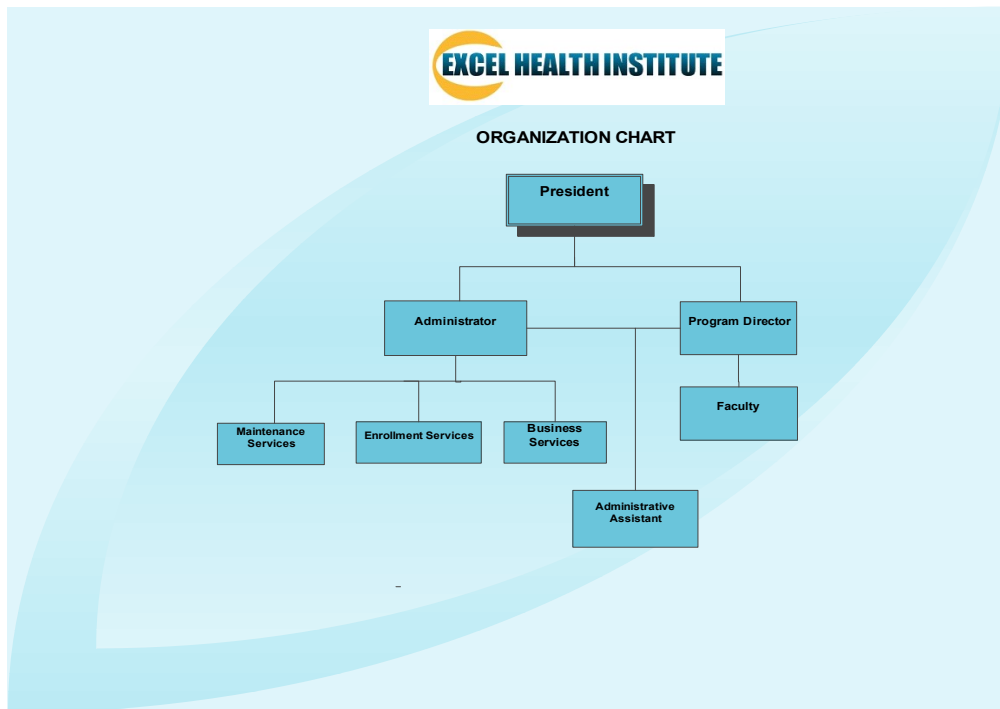
Eva Addo, LPN

Pamela Kassami, RN

Jacqueline Adiele, RN

Elizabeth Clotney, RN

**ORGANIZATIONAL CHART**





**EXCEL HEALTH INSTITUTE**  
**SCHOOL CATALOG**

**Excel Health Institute School Catalog Signature Page**

I, \_\_\_\_\_ have read and will adhere to all the rules and regulations in the Excel Health Institute School Catalog.

I agree to:

1. Demonstrate appropriate and respectful behavior at all times toward administrative personnel, instructors, classmates, and patients/residents/-clients.

Maintain satisfactory academic and clinical performance as outlined in the \_\_\_\_\_ Excel Health Institute School Catalog.

Be punctual and attend class regularly. Notify classroom/clinical instructors or administration per policy for absence or lateness.

Furthermore, I understand that:

1. Any information that I am privileged to as a student at the clinical facility is confidential in nature and that any breach of confidentiality will result in \_\_\_\_\_ disciplinary action up to and including dismissal from the program.
2. If I do not meet all clinical requirements, I will not be able to attend clinical.
3. If I do not comply to Excel Health Institute's school rules and regulations as specified in the student handbook, my actions may result in probation or dismissal from the program. Refer to page 23 for probation and page 24 for dismissal policies.
4. I will follow the established grievance policy and may contact the State Council of Higher Education for Virginia (SCHEV) staff to file a complaint about the school as a last resort. I will not be subjected to adverse actions by any school official as a result of initiating a complaint. Refer to page 25 for more information about the grievance policy.

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<b>PRINT STUDENT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
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<b>PRINT PARENT/LEGAL GUARDIAN NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
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<b>PRINT SCHOOL OFFICIAL NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
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**Acceptable Online Resource Use Signature Page**

10. Lecture and course videos for the purpose of the Hybrid (Online) Medication Aide Training Program are for use of individual students and are not to be replicated or shared.
11. Any Lecture videos, recordings and online class meeting videos must not be shared in anyway, including other students, family members, and friends etc. This includes comments/statements made by other students as well as course instructor.
12. The lecture videos and course material are for the sole use of the authorized student's program or course-related study. Lecture videos or course material cannot be used for any other purposes. Any authorized review or use, dissemination, distribution, copying, or reverse engineering of lecture videos and any course-related material without written approval from Excel Health Institute and its affiliates is strictly prohibited.
13. All course material and lecture videos, as well as company IP, are the property of Excel Health Institute and its affiliates. You agree that Excel Health Institute owns all rights, titles, and interests, and you will not use them for any unlawful or infringing purpose. You agree not to reproduce or distribute the course material, lecture videos, and company IP in any way, including electronically or via registration of any new trademarks, trade names, service marks, or Uniform Resource Locators (URLs), without express written permission from Excel Health Institute LLC.
14. Public distribution of Lecture videos may constitute copyright infringement and violate federal or state laws or school policy.
15. All downloaded lecture videos or recordings must be permanently deleted from any system on which it may be stored after the completion of the program or course.
16. I, \_\_\_\_\_, understand that if I violate these rules, I may face disciplinary action, including but not limited to Warning, Probation, Suspension, and Dismissal.
17. I, \_\_\_\_\_, hereby release Excel Health Institute LLC., its personnel, and any of its affiliates from any and all claims and damages of any nature arising from my use of, or inability to use the online resources and related technology, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.
18. The program and website are provided for information purposes only. You acknowledge and agree that any information posted in the program, in the materials, or on the website is not intended to be legal advice, medical advice, or financial advice, and no fiduciary relationship has been created between you and Excel Health Institute LLC., its instructors, and affiliates. You further agree that your participation in the program is at your own risk. We do not assume responsibility or liability for any advice or other information given in the program, in the materials, or on the website.

Student Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Legal Guardian Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

School Official Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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