

**ABBE**

**Education Center**

**6143 County Road 107**

**Proctorville, OH 45669**

 **1116 Jackson Pike**

 **Gallipolis, OH 45631**

**2615 South 3rd Street**

**Ironton, OH 45680**

**740-302-4091**

[www.abbeeducation.com](http://www.abbeeducation.com)

**Certificate of Registration Proctorville: 2124**

**Certificate of Registration Gallipolis: 2179**

**Certificate of Registration Ironton:**

 **2181**

**Mission Statement**

To promote the value of lifelong learning while inspiring students to become competent healthcare providers in rural Appalachia.

# Vision

To provide leadership through the ABBE Education Center that delivers excellence through a diverse, stimulating academic environment. The ABBE Education Center strives to provide an atmosphere of learning that facilitates academic growth for all students by utilizing innovative instruction, state of the art resources and goals specific to each learner and the chosen field of practice.

**Goals**

ABBE Education and Staffing, LLC intends to:

* Recruit, develop and retain faculty from diverse backgrounds to provide students with a rich, broad, learning opportunity.
* Provide opportunities for all students to reach their career goals with opportunities for grants and scholarships.
* Provide learning opportunities that support rural access through partnerships that includes technologies such as telehealth.
* Provide exemplar collaborative efforts by developing partnerships with a variety of health care facilities to meet their staffing needs and provide excellent care.
* Facilitate a climate of respect, empathy and care for humans while maintaining dignity and quality of life.
* Develop and provide instruction that models appropriate behavior for healthcare with ongoing mentoring.

## Values

* Ethics – ABBE Education Center believes in creating a climate of respect, empathy, honesty and to have an expectation that all staff and students will abide by the highest ethical standards and maintain human dignity.
* Collaboration – ABBE Education Center believes in promoting a climate that encourages working together as a team to achieve goals.
* Community – ABBE Education Center believes in engaging all stakeholders in the management of its school through events and partnerships to collaborate on ventures to create success in our community.
* Continuous Improvement – ABBE Education Center is committed to using data and continuous improvement strategies to develop and maintain an exemplar learning environment.
* Innovation-ABBE Education Center believes that every system is designed to achieve the results it gets, and only through continuous innovation and improvement of systems will we make a difference in the quality of health care and education of the future health care workers.

**Office Hours**

Monday-Thursday 8am-5pm

Friday 7:30am-4pm

740-861-8108

740-302-4091

ABBEeducation@abbeeducation.com

## Admission

To begin the admission process at ABBE Education Center all candidates must complete the school application online and take the pre-entrance exam. The pre-entrance exam can be scheduled by calling 740-861-8108. After successfully completing the pre-entrance exam the student will receive a complete application for their program of interest. The student must complete the application in its entirety to be considered for full admission to the program. Students must meet with an admissions representative prior to commencing coursework as well as a representative from financial aid to make arrangements for financing their education.

## Admission with Advance Standing

For consideration for admission with advance standing or students requesting admission to the education center via transfer from another approved school program or military training shall meet the education center’s current admission requirements and curriculum requirements for currently enrolled students.

Procedure for Admission with Advance Standing

1. Submit an official transcript of high school grades or equivalent, military training and of college completed courses for which the student is requesting credit.
2. Submit copies of course outlines or outcomes for which applicant is requesting credit. A representative from the admissions department will review and determine applicable credit.
3. Students may need to complete a skills assessment to determine applicant’s competencies for Advance Standing placement.
4. Tuition and fees will be determined on an individual basis.

An applicant may be considered for admission with advanced standing if:

* The applicant withdrew at the end of the term in a previous class with a passing grade in all courses. (If a year or more has passed the applicant must begin as a new student for program specific courses.)
* The applicant is a direct transfer from another accredited school and program and withdrew with good standing.
* Provide all information necessary to the admissions department.
* Meet with an admissions representative to review records and determine admission. If a student qualifies for advance standing status, the student will be placed in the next available course.

### Pre-entrance Exam

Students should see specific program requirements regarding entrance requirements.

### Registration Fee

Students will be required to pay a $10 registration fee. A student who withdraws prior to the first day of class will receive a 50% refund. After the first day of class no refund will be made of the registration fee.

## Enrollment

Students may apply at any time; students may enroll for programs at any time. Please see the calendar for specific program start dates.

## Tuition Payment

Students registering in short term programs must pay for the course in the entirety by the first day of class or have an employer letter of commitment to pay on file with the financial aid office. For students registered in a full-time program tuition for each term must be paid by the first day of the term.

### Tuition Payment Agreements

Tuition payment agreements will be accepted on a per semester case for full time programs only. Please see financial aid for information regarding tuition payment agreements.

All tuition must be paid before advancing to the next semester, tuition must be paid 30 days prior to graduation to be eligible.

## Refund Policy Clock Hour Programs

If the student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with Ohio Administrative Code section 3332-1-10.1. There is one (1) academic term for this program that is 120 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-110:

1. A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
2. A student who starts class and withdraws before the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee.
3. A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.
4. A student who starts class and withdraws after the academic term is 25% complete but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
5. A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of the tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student’s attendance or participation in an academic school activity.

### Attendance

Attendance is required at all sessions. Any time missed must be made up at the expense of the student. Each case will be handled individually and make up time must be arranged with the instructor.

### Progress Counseling

All students will receive progress counseling at midterm as well as anytime they fall below 80% in any coursework.

### Official Withdraw

For students who plan to leave their program of training, they must see admissions for an official withdraw from their classes.

### Unofficial Withdraw

For students who leave their program of training and do not complete a withdraw the school will withdraw the student at the end of 3 missed days without contact.

### Student Records

Student records will be stored in fire-proof filing cabinets for the enrollment period and for one year after completion. Student records will be stored electronically with an off-site backup for infinity.

### Grade Scale

90-100 A

80-89 B

Below 80 F

Grades will stand, no rounding.

### Academic Progress

Students must complete each course with an 80% or higher to move to the next course and or term. Students who do not reach the required overall score will be terminated from their program.

### Unsuccessful Attempt

Students who are unsuccessful at their first attempt in a program may remediate and re-enroll in that program when space is available, and remediation is complete. Students may only have two attempts in any program.

### Conduct Expectations

Students are expected to present themselves in a professional manner at all times. Professional behavior includes being prompt, in their program specific uniform, free from any substance that may inhibit their ability to care for patients. Any student not meeting conduct expectations is subject to termination.

**Dress Code**

Students must be in their program specific uniform with name badge for class and clinicals.

### Name Badge

Students must have a school name badge during class and clinical. Replacement badges will be the responsibility of the student and are $5.00 each.

**Personal Devices**

Students may not have their cell phones on during class or clinical time.

### Drug and Alcohol Abuse

Students are required to report to class and clinic unimpaired from drugs and alcohol. The use, sale, transfer, or possession of controlled substance or alcohol by students creates the potential for harm to oneself and to others.

It is the ethical and professional responsibility of students to conduct themselves in a manner consistent with the provision of an environment free from threat to person, property, efficiency or reputation as a consequence of illegal use, sale, transfer, or possession of alcohol or dangerous drugs as defined by Section 4729.02 of the Ohio Revised Code (Definitions, Pharmacy Act.)

The following procedure will be adhered to:

1. The illegal possession, use, sale, or transfer of controlled substances or alcohol during class hours or while on clinical assignment is prohibited and constitutes grounds for dismissal.
2. ABBE Education Center will notify legal authorities in accordance with Section 2921.22 of the Ohio Revised Code.
3. ABBE Education Center does not provide rehabilitation services for substance abuse; however, the school will recommend locally available resources and appropriate professional services for referral and rehabilitation of students with a chemical abuse/dependency problem.
4. The legal use of medication or drugs prescribed by a licensed practitioner is permitted provided that such usage does not adversely affect the student’s performance or endangers the health or safety of others. Medication must be reported on the application or to the instructor.
5. Any incidence of suspected chemical or alcohol abuse will be reported to administration and will be documented. A Drug Screen may be performed at the discretion of the Program Director, Director of Allied Health, and Dean. If the drug screen is positive, student will be dismissed immediately. Documentation will be placed in the student’s file. The student will be informed in writing of this action and appropriate referrals will be made.

Students will be advised regarding the adverse effects of legally prescribed drugs:

Agitation Insomnia

Changes in Blood Pressure Muscle Weakness

Constipation Nausea

Depression Paresthesia

Dizziness/Vertigo Skin Rash

Drowsiness Tinnitus

Dyspnea Vomiting

Headache

\* It is the student’s responsibility to make known all medications, which may interfere with function or behavior.

**Parking**

ABBE Education and Staffing, LLC is not responsible for loss, damage or theft of property.

### Smoking

Smoking is only permitted in designated smoking areas.

#### Inclement Weather

Class or clinical time changes due to inclement weather will be announced on our website, Facebook page and WSAZ.

**Computer Usage**

Students must follow the acceptable computer guidelines.

### Problem Resolution

Students seeking problem resolution must first speak with the instructor. If the instructor is unable to resolve the problem, the student must meet with the program supervisor, then the Dean of Allied Health and finally the School Director.

### Placement Services

Students will meet with placement services prior to completion to register for job placement. Students may find jobs on our online job board or the job bulletin board at the school.

**Disabled Student Services**

All reasonable documented accommodations will be made for students with disabilities.

**Career Counseling**

Students will receive career counseling prior to enrolling at ABBE Education.

**Counseling Services**

Counseling services will be provided by various agencies. Students will be referred as needed for counseling services.

**Complaint or Grievance Procedure**

All student complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. If the complaint is not resolved by the informal process. The student should initiate the grievance procedure.

#### STUDENT GRIEVANCE PROCEDURE

**Students Alleged Discrimination Grievance Procedures**

In accordance with Federal and State OCR (Office for Civil Rights) Guidelines, any student who believes ABBE Education’s staff, teachers and administrators have inadequately applied the principles of and/or regulations of Title VI of the Civil Rights Act of 1964 (race, color, national origin), Title IX of the Education Amendment Act of 1972 (sex/gender), and Section 504 of the Rehabilitation Act of 1973 (disability) she/he may bring forward a complaint which shall be referred to as a formal grievance.

However, whenever possible and practical, an informal solution to the alleged grievance is encouraged and should be attempted at the supervisory level.

**Step 1**

An alleged formal discrimination grievance complaint should first be made to the Director or Immediate Supervisor within ten school days of date incident occurred.

**Step 2**

If not resolved at Step 1, the decision may be appealed to the district’s Title IX and or Section 504 Coordinator, within five school days.

**Step 3**

If not resolved at Step 2, the decision may be appealed to the CEO.

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**Title XI, Section 504 Coordinator**

**ABBE Education Center**

**2615 S 3rd Street, Ironton, OH 45638**

**(740) 302-4091**

Whether or not the problem or complaint has been resolved to his/her satisfaction by the school. The student may direct any problem or complaint to the Executive Director, State Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, OH 43215, Phone 614-466-2752; toll free 877-275-4219 or Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, Georgia 30350

### Non-Discrimination Policy

ABBE Education does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, employment policies, and other School administered programs and activities.

### Emergency Procedures

Emergency procedures are outlined in the emergency procedure handbook online and in each classroom.

### Faculty Roster

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| --- | --- |
| Nursing/Allied Health  | Brandon Bennett, MSN, RN |
| Nursing/Allied Health  | Jaime Chafin, MS, RN  |
| Nursing | Samantha Casey, BSN, RN |
| Allied Health  | Heather Ervin, LPN  |
| Allied Health  | Jamie Casella, BS  |
| Nursing | Suzanne Zornes, BSN, RN |
| Nursing | Riann Malone, RN |
| Nursing | Darla Fischer, BSN, RN |

### Staff Roster

Financial Aid Director Jamie Casella

Student Services Director Jaime Burge

**Tuition and Fees**

 Tuition Fees

Licensed Practical Nurse $10,000/ $2500 (Application, Books)

Certified Nursing Assistant $725 / $100 (Application, Books)

Home Health Aide $0 / $0

## Programs

**LPN Course**

**Primary Program Objectives**

The Licensed Practical Nursing (LPN) program has been designed to prepare nurses, through classroom and clinical education, with the necessary knowledge, skills and professional values to enter the healthcare field and function at the entry level of practice for LPN’s. The graduate of the practical nursing program will:

1. Understand nursing and health care theory basics and demonstrate critical, creative and reflective thinking to guide evidence-based nursing practice decisions that maximizes health potential of the individual, family or community.
2. Utilize the nursing process to provide and manage the care of individuals across the lifespan.
3. Understand and demonstrate the ability to function effectively in a multicultural environment utilizing effective interpersonal communication and information technologies.
4. Participate in clinical decision-making with concern for evidence-based interventions within the LPN scope of practice to ensure delivery of safe, effective nursing care.
5. Understand and maintain professional values and role behaviors of the profession.

**Student Learning Outcomes**

1. Demonstrate critical, creative and reflective thinking to guide evidence-based nursing practice decisions that maximizes health potential of the individual, family or community.
2. Engage in leadership abilities emphasizing professional accountability and adherence to standards of care to guide health care delivery to clients across the lifespan.
3. Demonstrate the ability to function effectively in a multicultural environment utilizing interpersonal communication and information technologies.
4. Understands the need for lifelong learning as the means to retain and expand professional/clinical skills and knowledge.

**Course Descriptions**

**Anatomy and Physiology**

Anatomy and Physiology will provide opportunities for the first semester nursing student to become familiar with the basic structure and function of the body. Students will learn to think critically, problem solve, and make clinical decisions while applying the basic structure and function of the body to their practice. Quality and safety principles are also emphasized throughout the course.

**Critical Thinking**

Critical Thinking will provide opportunities for the first semester nursing student to practice nursing skills and procedures, within a nursing process format, will be utilized to stimulate the student to think critically, problem solve, and make clinical decisions while applying fundamental nursing principles and evidenced based practice guidelines. Quality and safety principles are also emphasized throughout the course.

**Family Centered Care**

Family Centered Care is a course designed to introduce the student to the concepts and principles of caring for pregnant women, the expecting family, and the child. The Family Centered Care course enables the student to meet the needs of the client receiving this specialized care. Emphasis is placed on the holistic approach to care that includes physiological, psychosocial, and psychological components in diverse care settings.

**Fundamentals I**

Fundamentals I is the foundation course for a nurse’s education. Concepts of the nursing processes that teach the student how to problem solve and assess patient condition is the focus throughout the course. The student learns how to perform technical nursing procedures, document patient condition and responses to medical treatment, and the application of communication methods that create effective communication with the patient, family, and members of the healthcare team.

**Fundamentals II**

Fundamentals II is the intermediate to advanced course for a nurse’s education. Concepts of the nursing process that teach the student how to problem solve and assess patient condition is the focus throughout the course. The student learns how to perform intermediate and advanced skills of nursing procedures, document patient condition and responses to medical treatment, and the application of communication methods that create effective communication with the patient, family, and members of the health care team.

**Geriatrics**

Geriatric Nursing presents an overview of the care of the geriatric client, family and client concerns, and the normal aging process. Emphasis is placed on the assessment, planning, implementation, and evaluation of the nursing care for the geriatric client. A holistic approach to care that includes physiological, psychosocial, and psychological components are presented to the students along with the philosophy that the geriatric client continues to develop.

**Medical Surgical I**

This course is the first in a two-part sequence. Medical Surgical I and II Nursing. Foundations from Medical-Surgical Nursing I will lay the groundwork for the subsequent Medical Surgical Course. Topics for Medical-Surgical I encompass clients with multisystem disorders, respiratory disorders, and cardiovascular disorders. The student has the opportunity to apply concepts of this course throughout the clinical portion of the PN program.

**Medical Surgical II**

This course is the second in a two-part sequence. Medical Surgical I and II Nursing. Foundations from Medical-Surgical Nursing I laid the groundwork for this Medical Surgical Course. Topics for Medical-Surgical I encompass clients with Hematopoietic and lymphatic disorders, immune disorders, neurologic disorders, sensory disorders, gastrointestinal disorders, breast and reproductive disorders, urinary and renal disorders, musculoskeletal disorders and integumentary disorders. The student has the opportunity to apply concepts of this course throughout the clinical portion of the PN program.

**Mental Health**

Application of the nursing process with emphasis on critical thinking, therapeutic nursing interventions, and effective communication and interpersonal skills as they relate to persons with psychiatric mental health conditions. The student has the opportunity to apply the concepts of this course throughout the clinical portion of the PN Program.

**Pharmacology**

This is the first of a two-part syllabus for Pharmacology. The focus is on essential nursing math for drug calculations. The goal is to promote client safety in healthcare and has a strong emphasis on improving safety in medication calculation and administration.

**Pharmacology II**

This course is intended to motivate the student nurse to determine proper dosage, administration, and monitoring of medications with concern for safety, precision, and attention to important physiological factors. The importance of integrating patient education and medications into the treatment plan, as well as a description of the nursing process will be presented.

**Certified Nursing Assistant (Ironton and Gallipolis Campuses)**

75 hours

Prepares students to become Nursing Assistants in Ohio.

**Basic Nursing Skills**

Students will understand how to perform basic nursing skills to provide safe, high quality patient care while working in the role of an STNA.

**Residents Rights**

This course will provide the knowledge and skills required to protect residents’ rights.

**Infection Control**

This course provides in-depth instruction on infection control practices that protect both residents/clients as well as the worker.

**Personal Care Skills**

Provides the student with knowledge to provide personal care to residents and clients in a variety of settings.

**Clinical**

Students will be provided with an opportunity to implement the skills and knowledge they receive in their didact courses.

**Home Health Aide (Ironton Campus)**

60 hours

**Basic Nursing Skills**

Students will understand how to perform basic nursing skills to provide safe, high quality patient care while working in the role of a HHA.

**Patient Rights**

This course will provide the knowledge and skills required to protect patient rights.

**Infection Control**

This course provides in-depth instruction on infection control practices that protect both patients as well as the worker.

**Personal Care Skills**

Provides the student with knowledge to provide personal care to patients in their homes.