



**CARLEEN HEALTH INSTITUTE**  
of SOUTH FLORIDA



# **STUDENT CATALOG**

## **2016 – 2017 Volume IV**

# **STUDENT CATALOG**

## **CARLEEN HEALTH INSTITUTE OF SOUTH FLORIDA**

### **Plantation Campus (Main Campus)**

1876 N. University Dr., Suite #200 M  
Plantation, FL 33322  
**(954) 476-9090**

### **Palm Bay Campus (Non-main Campus)**

5275 Babcock Street NE  
Palm Bay, FL 32905  
**(321) 725-1515**

### **West Palm Beach Campus (Non-main Campus)**

4645 Gun Club Road, Suite #11  
West Palm Beach, FL 33415  
**(561) 656-4720**

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## **Notice of Nondiscrimination**

Consistent with all federal and state laws, rules, regulations, and/or local ordinances, it is the policy of Carleen Health Institute of South Florida not to engage in any discrimination or harassment against any individuals because of race, color, religion or creed, sex, pregnancy status, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, and to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations.

This nondiscrimination policy applies to admissions; enrollment; employment; and access to, participation in, and treatment in all institutional programs and activities. Carleen Health Institute of South Florida admits students of any race, color, religion or creed, sex, pregnancy status, national or ethnic origin, disability, age, ancestry, marital status, sexual orientation, unfavorable discharge from the military, veteran status, or political beliefs or affiliations, to all the rights, privileges, programs, and activities generally accorded or made available to students at Carleen Health Institute of South Florida, and does not discriminate in the administration of its educational policies, admission policies, and other school-administered programs.

## **Mission Statement**

Carleen Health Institute of South Florida is dedicated to providing quality career training that empowers medical professionals and nurses to succeed in their chosen field. Programs are designed to prepare these professionals at the diploma, associate's, and bachelor's degree levels while offering an academic setting wherein safe patient-centered care, quality improvement, evidence-based practice, teamwork, and collaboration are core values.

To achieve this mission the institution prepares graduates who will competently practice nursing and home health aide within a complex environment, understand the significance of evolving healthcare technology, and apply both professional and ethical principles with sensitivity to the diverse needs of individuals, groups, and communities.

## **History**

Carleen Health Institute of South Florida, formerly known as Carleen Home Health School, Inc. was established to provide training and employability skills in the Home Health Aide, Associate in Science in Nursing, and the Bachelor of Science in Nursing programs. Established in 2006, the institution first opened its doors in Plantation, Florida. Two additional campuses were also opened in 2012 in Palm Bay, Florida and West Palm Beach, Florida. In 2016 Carleen Home Health School changed its name to Carleen Health Institute of South Florida to reflect the purpose of the institution, which is to educate and develop diverse health professionals.

## **Education Philosophy and Objectives**

All administrators, faculty, and staff at Carleen Health Institute of South Florida espouse an educational philosophy of *Striving for Excellence*. It is our belief that any individual can benefit from, and excel in, all the educational programs offered at the school. At Carleen Health Institute of South Florida students are provided with an invaluable opportunity to successfully transition from the classroom into a career as a Home Health Aide, or Nurse. Our investment in classroom and practical teaching creates an educational experience that is intellectually challenging and has a practical value that transcends the classroom. Our students are taught by highly qualified and competent faculty who invest their time and energy to provide inventive methods and educational technology to engage learners and enhance the learning experience. Students at Carleen Health Institute of South Florida are served by student-centered staff who are dedicated to our student's personal, academic, and professional success and who provide a supportive environment for personal growth and development. Student-centeredness is at the heart of all the programs and activities at Carleen Health Institute of South Florida.

## **Legal Ownership**

Carleen Noreus is the President and CEO of Carleen Health Institute of South Florida. Carleen Health Institute of South Florida, which encompasses three campuses located in Plantation,

Palm Bay, and West Palm Beach, Florida, is a corporation formed under the laws of the state of Florida.

## Governing Body

The name and address of the governing body of Carleen Health Institute of South Florida is:

Carleen Health Institute of South Florida  
1876 N. University Dr., Suite #200 M  
Plantation, FL 33322

## Administrators

President/CEO/Plantation Site Administrator:	Carleen Noreus
Vice President/West Palm Beach Site Administrator:	Ilfride Noreus
Palm Bay Site Administrator	Dan Stahl
Plantation Program Director:	Patricia Nabal Yolande Williams
West Palm Beach Program Director:	Micheline Duverger
Palm Bay Program Director	Yolande Williams
Dean of Academic Affairs:	Barbara Lewis

## Faculty

<b>Loretta Arnone, RN</b> Hunter College - <b>BSN</b>	<b>Marcia Dickey, RN</b> Lake City Community College - <b>ASN</b>	<b>Hope Lewis, RN</b> Florida International University - <b>BSN</b>
<b>Pamela Campbell, RN</b> Lynn University - <b>BSN</b> University of Phoenix - <b>MSN</b>	<b>Micheline Duverger, RN</b> Helen Fuld College of Nursing - <b>ASN</b> University of Phoenix - <b>BSN,</b> <b>MSN</b>	<b>Sharon Loveridge, RN</b> Virginia Commonwealth University - <b>BSN</b>
<b>Sandra Chin, RN</b> Florida International University - <b>BSN</b>	<b>Beverly Edmondson, RN</b> University of Phoenix - <b>BSN,</b> <b>MSN</b>	<b>Jane Makepeace, RN</b> Emory University - <b>BSN</b>
<b>Zannette Clark RN</b> Florida A&M University - <b>BSN</b> University of Phoenix - <b>MSN</b>	<b>Elaine Foster, RN,</b> Florida Atlantic University - <b>BSN</b> University of Phoenix - <b>MSN</b>	<b>Judith Marcelin, RN</b> Broward College - <b>ASN</b>
<b>Flore Coppee RN,</b> Florida International University - <b>BSN</b>	<b>Latoya Gauntlet-Freeman, RN</b> Chamberlain College - <b>ASN</b>	<b>Nalda McKenzie, RN</b> Broward College - <b>ASN</b> University of Phoenix - <b>BSN</b> Walden University - <b>MSN</b>
<b>Veronique DelaRosa, RN</b> College of New Rochelle - <b>BSN</b>	<b>Mario Laurenceau, RN</b> Barry University - <b>BSN</b>	<b>Al Merchant, RN</b> Broward College – <b>ASN,</b> <b>BSN</b>

## Faculty (Cont'd)

<b>Marva Moodie, RN</b> St. Phillips College - <b>ASN</b>	<b>Daniel Stahl, RN</b> Broward College - <b>ASN</b>	<b>Yolande Williams, RN, ARNP</b> Barry University - <b>BSN</b> Florida International University - <b>MSN</b>
<b>Patricia Nabal, RN</b> Remington College – <b>BSN</b> South University - <b>MSN</b>	<b>Iris Tilley, RN</b> Kingston School of Nursing - <b>ASN</b> University of Phoenix – <b>BSN,</b> <b>MSN</b>	<b>Lorna Wright, RN</b> Nova Southeastern University - <b>ASN, BSN</b>
<b>Yvonne Robinson, RN</b> Orange County Community College - <b>ASN</b>	<b>Monica Watt, RN</b> Florida International University - <b>BSN</b> University of Phoenix - <b>MSN</b>	<b>Zinnat Yeakub, RN</b> Nova Southeastern University - <b>ASN, BSN</b>
<b>Beth Schepanski, RN</b> Bishop Molloy College - <b>BSN</b>	<b>Berdina Williams, RN</b> Princess Margaret School of Nursing - <b>ASN</b> University of the West Indies - <b>BSN</b>	

\*As a small school of nursing, faculty members are required to teach across all three campuses, therefore all faculty members listed above teach at one or more of the other campuses on a rotating basis. This ensures that students at all three campuses receive the same quality of instruction and that the faculty to student ratio is maintained across all three campuses.



## School Facilities

Carleen Health Institute of South Florida has three campuses. The main campus is located on a 13,000 square foot facility in Plantation, Florida. In addition to the main campus there are two other campuses located in West Palm Beach, Florida, which boasts a 2,700 square foot facility, and Palm Bay, Florida, which boasts a 3,500 square foot facility. At each campus students have access to convenient public transportation and ample parking adjacent to the school building. Students also have access to clinical laboratories, computer labs, a library, audio visual rooms, and many other resources to support academic success.



*Plantation Campus*



*Palm Bay Campus*



*West Palm Beach Campus*

## Class Start and End Dates for Enrollment

Open enrollment exists for the following programs:

Home Health Aide Diploma  
Associate in Science in Nursing Degree  
Bachelor of Science in Nursing Degree

# Academic Calendar

Effective: May 2016

## Academic Calendar for all campuses

Each semester consists of 16 weeks of instruction and exams; classes are scheduled in two eight-week sessions each semester.

<b>SEMESTER 1</b>		<b>AUGUST – NOVEMBER 2016</b>	
<b>Term 1 (August 1 – September 24, 2016)</b>			
REGISTRATION	OPEN		
CLASSES BEGIN	MONDAY, AUGUST 1, 2016		
*TUITION DUE DATE	FRIDAY, AUGUST 5, 2016		
LAST DAY TO WITHDRAW FOR 50% REFUND	MONDAY, AUGUST 29, 2016		
LABOR DAY (NO CLASSES)	MONDAY, SEPTEMBER 5, 2016		
LAST DAY OF CLASS	SATURDAY, SEPTEMBER 24, 2016		
<b>Term 2 (September 26 – November 19, 2016)</b>			
REGISTRATION	OPEN		
CLASSES BEGIN	MONDAY, SEPTEMBER 26, 2016		
*TUITION DUE DATE	FRIDAY, SEPTEMBER 30, 2016		
LAST DAY TO WITHDRAW FOR 50% REFUND	MONDAY, OCTOBER 24, 2016		
LAST DAY OF CLASS	SATURDAY, NOVEMBER 19, 2016		
THANKSGIVING BREAK (NO CLASSES)	MONDAY, NOVEMBER 21 – SATURDAY, NOVEMBER 26, 2016		

\*Students may request an alternative pay-as-you-go installment plan

# Academic Calendar

Effective: May 2016

## Academic Calendar for all campuses

Each semester consists of 16 weeks of instruction and exams; classes are scheduled in two eight-week sessions each semester.

<b>SEMESTER 2</b>		<b>NOVEMBER 2016 – APRIL 2017</b>	
<b>Term 3 (November 28, 2016 – February 4, 2017)</b>			
REGISTRATION	OPEN		
CLASSES BEGIN	MONDAY, NOVEMBER 28, 2016		
*TUITION DUE DATE	FRIDAY, DECEMBER 2, 2016		
LAST DAY TO WITHDRAW FOR 50% REFUND	FRIDAY, DECEMBER 23, 2016		
WINTER BREAK (NO CLASSES)	MONDAY, DECEMBER 26, 2016 – JANUARY 9, 2017		
LAST DAY OF CLASS	SATURDAY, FEBRUARY 4, 2017		
<b>Term 4 (February 6 – April 1, 2017)</b>			
REGISTRATION	OPEN		
CLASSES BEGIN	MONDAY, FEBRUARY 6, 2017		
*TUITION DUE DATE	FRIDAY, FEBRUARY 10, 2017		
LAST DAY TO WITHDRAW FOR 50% REFUND	MONDAY, MARCH 6, 2017		
LAST DAY OF CLASS	SATURDAY, APRIL 1, 2017		
SPRING BREAK (NO CLASSES)	MONDAY, APRIL 3 – SATURDAY, APRIL 8, 2017		

\*Students may request an alternative pay-as-you-go installment plan

# Academic Calendar

Effective: May 2016

## Academic Calendar for all campuses

Each semester consists of 16 weeks of instruction and exams; classes are scheduled in two eight-week sessions each semester.

<b>SEMESTER 3</b>		<b>APRIL – JULY 2017</b>	
<b>Term 5 (April 10 – June 3, 2017)</b>			
REGISTRATION	OPEN		
CLASSES BEGIN	MONDAY, APRIL 10, 2017		
*TUITION DUE DATE	FRIDAY, APRIL 14, 2017		
LAST DAY TO WITHDRAW FOR 50% REFUND	MONDAY, MAY 8, 2017		
MEMORIAL DAY (NO CLASSES)	MONDAY, MAY 29, 2017		
LAST DAY OF CLASS	SATURDAY, JUNE 3, 2017		
<b>Term 6 (June 5 – July 29, 2017)</b>			
REGISTRATION	OPEN		
CLASSES BEGIN	MONDAY, JUNE 5, 2017		
*TUITION DUE DATE	FRIDAY, JUNE 9, 2017		
LAST DAY TO WITHDRAW FOR 50% REFUND	MONDAY, JULY 3, 2017		
INDEPENDENCE DAY (NO CLASSES)	TUESDAY, JULY 4, 2017		
LAST DAY OF CLASS	SATURDAY, JULY 29, 2017		

\*Students may request an alternative pay-as-you-go installment plan

## Holidays

There will be no classes on the following holidays. Additional holidays may be declared at the discretion of the Director.

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

## Hours of Operation

The business office is open when classes are in session. Classes are in session:

Monday through Friday 9:00 a.m. - 5:00 p.m.

Saturday 9:00 a.m. - 5:00 p.m.

Closed on Sundays

## Admissions

### Home Health Aide Diploma

Applicants requesting admission into the Home Health Aide programs must be 18 years of age or older and must have submitted payment for the program in full prior to the first day of class. The applicant must also pass a basic CTB/McGraw-Hill TABE skills examination test administered by the Student Services Department with a score of 70% or greater. Students must be proficient in verbal and written English. All programs are conducted in the English language.

### Associate in Science in Nursing

#### Entrance Requirements

Applicants must be 18 years of age or older, have completed the program entrance test with a score of 70% or greater, and have a post-secondary transcript from an accredited school or a high school diploma or equivalent GED certificate verifying proof of high school graduation. Students must be proficient in verbal and written English. All programs are conducted in the English language.

All prospective students must complete an Attestation of High School Graduation prior to acceptance for enrollment by CHI.

***Note: Applications for the Associate in Science in Nursing are no longer being accepted at the Plantation campus. Applications for enrollment in this program are still being accepted at the West Palm Beach and Palm Bay campuses. The Plantation campus is accepting applications for the Bachelor of Science in Nursing program.***

#### Standard Requirements

Applicants must:

- Complete a basic CPR (Cardio-Pulmonary Resuscitation) course and submit a copy of the completion certificate.
- Have a physical examination verifying acceptable health status. Appropriate boosters must be completed. Proof of immunity must be submitted by official documentation only. Official medical records from a doctor, the health department, or public schools are acceptable. If official documentation is not available, then blood titers are necessary to determine immunity for Hepatitis B, Varicella (Chickenpox), Mumps, Rubella, and Rubeola (Measles). Vaccinations may be necessary if immunity cannot be confirmed with the blood titer. The vaccine for Hepatitis B is highly recommended. If a student opts out of the vaccine they will be required to sign a waiver agreement.
- Admission into the program will be contingent on the satisfactory completion of a background check consisting of a fingerprint check of state and federal criminal history

information conducted through the Florida Department of Law Enforcement and Federal Bureau of Investigation. Applicants must be free of offenses as listed in Florida Statutes 435.04 and 408.809

- Have student liability insurance following acceptance into a program and throughout the duration of the program.
- Attend nursing student orientation on the specified date
- Complete the following certificates: Domestic Violence (2 contact hours); HIV/AIDS (4 contact hours); OSHA/TB/Hepatitis (6 contact hours); Prevention of Medical Errors (2 contact hours). The certificate(s) are acceptable if completed at a licensed healthcare agency, facility, or school.
- Carleen Health Institute of South Florida accepts a maximum of 24 semester transfer credit hours for the Associate in Science in Nursing. LPN-RN students may be eligible for up to 5 experiential credits for transfer. Acceptance of transfer credits is at the discretion of Carleen Health Institute. Credits will be awarded upon successful completion of the nursing program.
- The Associate in Science in Nursing degree is a limited access program that includes 15 semester credit hours of General Education courses and 57 semester credit hours of nursing courses. The 15 semester credit hours of General Education are not offered at this institution and must be completed at an accredited institution. General Education courses must be completed prior to taking NUR 1046.

In order to qualify for transfer the course must meet the following conditions are met:

- A grade of “C” or better must be earned.
- Physical & Biological Sciences and Mathematics core courses taken more than seven years prior to starting the program will not be considered.
- All other general education courses do not have recency requirement for transfer of credit.
- Courses must be at the college level.

The following courses are required to meet the General Education requirement:

- Math - 3 credit hours
- English - 3 credit hours
- Social and Behavioral Science - 3 credit hours
- Physical and Biological Science - 3 credit hours
- Humanities - 3 credit hours
- Satisfactorily complete the SIE 1000 Health Science Core class (students may be eligible for a waiver if they have a current Florida or national license in another direct patient-care health care profession).

## **Bachelor of Science in Nursing**

### **Entrance Requirements**

Applicants must be 18 years of age or older, have completed the program entrance test with a score of 70% or greater, and have a post-secondary transcript from an accredited school, or a high school diploma or equivalent GED certificate verifying proof of high school graduation. Students must be proficient in verbal and written English. All programs are conducted in the English language.

All prospective students must complete an Attestation of High School Graduation prior to acceptance for enrollment by CHI.

### **Standard Requirements**

Applicants must:

- Complete a basic CPR (Cardio-Pulmonary Resuscitation) course and submit a copy of the completion certificate.
- Have a physical examination verifying acceptable health status. Appropriate boosters must be completed. Proof of immunity must be submitted by official documentation only. Official medical records from a doctor, the health department, or public schools are acceptable. If official documentation is not available, then blood titers are necessary to determine immunity for Hepatitis B, Varicella (Chickenpox), Mumps, Rubella, and Rubeola (Measles). Vaccinations may be necessary if immunity cannot be confirmed with the blood titer. The vaccine for Hepatitis B is highly recommended. If a student opts out of the vaccine they will be required to sign a waiver agreement.
- Admission into the program will be contingent on the satisfactory completion of a background check consisting of a fingerprint check of state and federal criminal history information conducted through the Florida Department of Law Enforcement and Federal Bureau of Investigation. Applicants must be free of offenses as listed in Florida Statutes 435.04 and 408.809
- Have student liability insurance following acceptance into a program and throughout the duration of the program.
- Attend nursing student orientation on the specified date
- Complete the following certificates: Domestic Violence (2 contact hours); HIV/AIDS (4 contact hours); OSHA/TB/Hepatitis (6 contact hours); Prevention of Medical Errors (2 contact hours). The certificate(s) are acceptable if completed at a licensed healthcare agency, facility, or school.
- The Bachelor of Science in Nursing degree is a limited access program that includes 36 semester credit hours of General Education courses and 97 semester credit hours of nursing courses. The 36 semester credit hours of General Education are not offered at this institution and must be completed at an accredited institution. General Education



courses must be completed prior to taking NUR 1046.

In order to qualify for transfer the course must meet the following conditions are met:

- A grade of “C” or better must be earned.
- Physical & Biological Sciences and Mathematics core courses taken more than seven years prior to starting the program will not be considered.
- All other general education courses do not have recency requirement for transfer of credit.
- Courses must be at the college level.

The following courses are required to meet the General Education requirement:

- Math- 3 credit hours
  - English- 3 credit hours
  - Social and Behavioral Science- 3 credit hours
  - Physical and Biological Science- 6 credit hours
  - Humanities- 3 credit hours
  - Technology- 3 credit hours
  - 15 elective credit hours
- RNs applying to the program must have earned an Associate’s Degree in nursing to matriculate into the BSN program. RNs that have earned a Diploma in nursing from an accredited Diploma School of Nursing may be eligible for experiential learning course credits. To meet the General Education requirements, CHI accepts a maximum of 36 transfer credit hours for the RN-BSN entry point.
  - CHI accepts a maximum of 45 semester transfer credit hours for the LPN-BSN entry point. LPN-BSN students may be eligible for up to 5 experiential credits for transfer. Acceptance of transfer credits and granting of experiential credits is at the discretion of Carleen Health Institute. Credits will be awarded upon successful completion of the nursing program.
  - Satisfactorily complete the SIE 1000 Health Science Core class (students may be eligible for a waiver if they have a current Florida or national license in another direct patient-care health care profession).

## Program Requirements for Graduation

A certificate of completion will be presented to the student who has:

- a) Successfully completed all required courses within the program and
- b) Fulfilled all monetary obligations to the school.

## Definitions

- **Clock Hour:** A period of 60 minutes with a minimum of 50 minutes of faculty facilitated classroom instruction, supervised laboratory, or supervised clinical activities. Clock hours are awarded for non-degree certificate or diploma programs

- **Semester Credit Hour:** Academic credit is calculated on a semester credit hour basis. A semester credit is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than (1) One hour of classroom or direct faculty instruction and a minimum of two hours out-of-class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or (2) At least an equivalent amount of work as required outlined in item 1 above for other academic activities as established by the institution including laboratory work, externships, practicum, and other academic work leading to the award of credit hours.

**Credit Hour Conversion:** Minimum in-class equivalent work is calculated under the following formula for each semester credit:

15 classroom lecture hours = 1 semester credit hour

30 laboratory hours = 1 semester credit hour

45 externship/clinical/practicum hours = 1 semester credit hour

CHI also expects each student to do outside work each week to support his/her classroom time. This work includes, but is not limited to, assigned reading, research, homework, test preparation, projects, group assignments, practicing learned skills, writing papers and other activities as assigned and documented on course syllabi. The combination of in-class and out-of-class work for each CHI semester credit represents a minimum of 45 total hours or its recognized equivalent. Semester credit hours are awarded for all degree programs.

- **Course Numbering System:** Courses offered at the Carleen Health Institute of South Florida are identified by course abbreviations and numbers. Courses are designated with a two or four-digit numerical code. The first digit indicates the course level. Courses designated with a first digit of zero are non-credit courses. Courses designated with a one are credit-bearing lower division courses. Courses designated with a two, three or four are credit-bearing upper division courses. Some courses designated with a first digit of two may be required during the latter quarters of the associate degree program. Refer to the Course and Course Description section of the Student Catalog for a listing of any required associate degree courses designated with a first digit of two.

## Academic Resources and Procedures

### Program Tuition and Fees

#### Home Health Aide Diploma

Tuition	\$260
Registration Fee	\$50 (nonrefundable)
Books and Materials	\$20 (estimate)
<b>Total Estimated Cost of Program</b>	<b>\$330</b>

\*Books and fees are an estimated cost and subject to change

#### Associate in Science in Nursing

Exam Fee	\$35
Application Fee	\$25
Registration Fee	\$150 (nonrefundable)
Tuition (Generic)	\$9,135
Other	\$600 (estimate)
<b>Total Cost of Program</b>	<b>\$9,945</b>

\*Clinical Fees \$3,780 (estimate)

Students are required to travel to complete clinical learning experiences. Some clinical experiences require additional costs. Clinical fees are an estimated cost and are not included in the total cost of the program. The clinical fee estimate of \$3,780 includes the cost of car rental, gas, and hotel accommodations and are the student's responsibility. Clinical sites are located in the territories of the United States. Students may be required to travel in excess of 50 miles. The average distance between CHI campuses and clinical sites ranges from 29 - 580 miles. From the Plantation campus (main) the maximum distance that students will be required to travel is 600 miles. From the West Palm Beach campus the maximum distance that students will be required to travel is 500 miles. From the Palm Bay campus the maximum distance that students will be required to travel is 400 miles. Clinical Externship sites change periodically and provide experiences consistent with the academic and practical experience level of the student participants. Clinical experiences may be limited in specialty areas.

Registration fees for all programs are nonrefundable. **Other costs may vary and include fees for exams (including HESI exams), technology, student services, uniforms, and labs.**

Students are required to pay a fee of \$29.95/year for Rotation Manager for labs that is not included in the total cost of the program. All fees paid by the student to CHI, except for the registration fee, are refundable. Students enrolled in the LPN-RN transition program pay an estimated tuition of **\$7,830**. The cost of books is not included in the total cost of the program.

**Note: Applications for the Associate in Science in Nursing are no longer being accepted at the Plantation campus. Applications for enrollment in this program are still being accepted at the West Palm Beach and Palm Bay campuses. The Plantation campus is accepting applications for the Bachelor of Science in Nursing.**

## **Bachelor of Science in Nursing**

Exam Fee	\$35
Application Fee	\$25
Registration Fee	\$150 (nonrefundable)
Tuition (Generic)	\$20,445
Other	\$600 (estimate)
<b>Total Cost of Program</b>	<b>\$21,255</b>

\*Clinical Fees \$3,780 (estimate)

Students are required to travel to complete clinical learning experiences. Some clinical experiences require additional costs. Clinical fees are an estimated cost and are not included in the total cost of the program. The clinical fee estimate of \$3,780 includes the cost of car rental, gas, and hotel accommodations and are the student's responsibility. Clinical sites are located in the territories of the United States. Students may be required to travel in excess of 50 miles. The average distance between CHI campuses and clinical sites ranges from 29 - 580 miles. From the Plantation campus (main) the maximum distance that students will be required to travel is 600 miles. From the West Palm Beach campus the maximum distance that students will be required to travel is 500 miles. From the Palm Bay campus the maximum distance that students will be required to travel is 400 miles. Clinical Externship sites change periodically and provide experiences consistent with the academic and practical experience level of the student participants. Clinical experiences may be limited in specialty areas.

Registration fees for all programs are nonrefundable. **Other costs may vary and include fees for exams (including HESI exams), technology, student services, uniforms, and labs.**

Students are required to pay a fee of \$29.95/year for Rotation Manager for labs that is not included in the total cost of the program. All fees paid by the student to CHI, except for the registration fee, are refundable. Students enrolled in the LPN-BSN transition program pay an estimated tuition of **\$19,950**. Students enrolled in the RN-BSN transition program pay an estimated tuition of **\$12,120**. The cost of books is not included. Other costs may vary and include fees for exams, technology, student services, uniforms, and labs. All fees paid by the student to CHI, except for the registration fee, are refundable.

All related costs for programs are printed herein. Tuition and fees are subject to change without individual notice to students. There are no carrying charges, or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credits is included in the price cost for the goods and services.

**ASN & BSN Rate per Course (May – July 2016)**

<b>Course Title</b>	<b>Rate per Course</b>
<b>SIE 1000 Health Science Core (5 credit hours)</b>	<b>\$435.00</b>
<b>BCS 1081 Human Anatomy and Physiology Theory (3 Credit Hours)</b>	<b>\$435.00</b>
<b>BCS 1081L Human Anatomy and Physiology Lab (1 credit hour)</b>	
<b>PHAR 1050 Pharmacology (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1030 Nursing Process I (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1030L Nursing Process I Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR1032 Nursing Process II (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR1032L Nursing Process II Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1229 Health Alteration I (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1229L Health Alteration I Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR1315 Health Care of Women (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1315L Health Care of Women Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1510 Nursing Care of the Psychiatric Patient (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1510L Nursing Care of the Psychiatric Patient Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1411 Pediatric Nursing (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1411L Pediatric Nursing Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR 2118 Health Alteration II (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 2118L Health Alteration II Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1453 Health Alteration III (3 credit hours)</b>	<b>\$435.00</b>

<b>NUR1453L Health Alteration III Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1046 Trends, Practices and Role with Personal, Family and Community Health Concepts (3 credit hours)</b>	<b>\$435.00</b>
<b>NUR 1046L Trends, Practice and Role with Personal, Family and Community Health Concepts Laboratory and Practicum (2 credit hours)</b>	<b>\$435.00</b>
<b>NUR 2000 Nutrition for the Health Professional (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 2001 Health Care Ethics (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 2010 Transition to Baccalaureate Nursing Education (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 2014 Transition to Professional Nursing (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 2184 Pathophysiology (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 2190 Health Assessment (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 3015 Theoretical Foundations of Professional Nursing Practice (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 3045 Nursing in Today's Health Care Environment (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 3098 Theoretical Applications in Nursing Research (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 4001 The Nurse as a Leader and Manager (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 4020 The Business of Health Care (3 credit hours)</b>	<b>\$870.00</b>
<b>NUR 4130 Concepts of Community-Based Nursing (4 credit hours)</b>	<b>\$870.00</b>
<b>NUR 4160 Genetics for Nursing Practice (3 credit hours)</b>	<b>\$870.00</b>

*Course costs are valid only for the current term and may be increased at any time after expiration of the term.*

## Fee Payment Schedule

Charges are generally posted by the fifth day of each term. A \$50 registration fee is due at the time of signing the application for admission to the Home Health Aide diploma programs. A \$150 registration fee for the Associate in Science in Nursing and the Bachelor of Science in Nursing is due at the time of signing the contract or written enrollment agreement prior to attending the first class. Books and materials must be purchased prior to attending the first class.

For Nursing programs a student has the option of paying the tuition cost in full prior to the fifth business day of the first week of class, or requesting a pay-as-you-go installment plan. Tuition paid in full is due by the fifth business day of the week. For diploma programs tuition must be paid in full by the first class day of the week.

## Payment Agreement

Payment Plans are offered for each term for the Associate's and Bachelor's programs. Students wishing to take part in the payment plan must contact the Bursar's Office to set up an appointment prior to the payable date on the statement. Under a payment plan, the student will be charged on a course-by-course basis in accordance with the price per credit hour for the current term, with 100% of the course fee due on the date billed. Students who cancel within 3 business days of signing the enrollment agreement will receive a refund of all payments, with the exception of the registration fee, within 30 days.

Acceptable forms of payment include cash, checks, money order, credit cards, and debit cards.

The school reserves the right, and the student, by his or her act of matriculation, concedes to the school the right to require withdrawal at any time the school deems it necessary to safeguard its standards of scholarship, professional behavior, and compliance with regulations, or for such other reasons as are deemed appropriate.

## Cancellation and Refund Policy

Charges will be posted by the fifth business day of each term. Should a student be terminated or cancel the enrollment contract for any reason, all refunds will be made according to the following prorated refund schedule:

1. Cancellation must be made in person or by certified mail.
2. **Drop/Add Policy for the Home Health Aide program:** Cancellation after attendance has begun, but prior to 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total course hours. Cancellation after completing 40% of the program will result in no refund.
3. **Drop/Add Policy for Nursing programs** - The following tuition refund methodology applies:
  - Students who drop or withdraw from courses any time prior to one week after the

- start of class each term will receive a 100% refund of tuition and fees.
- Students who drop or withdraw from courses after the first week of the term but prior to the fourth week of the term will receive a 50% refund of tuition and fees.
  - Students who drop or withdraw from courses after the fourth week of the term will not receive any refund of tuition and fees.
4. Each semester consists of two terms. The refund policy for Nursing Programs is applied each term.
  5. Termination date for refund computation purposes is the last date of actual attendance by the student, unless earlier written notice is received.
  6. Refunds will be made within 30 days of termination or receipt of a cancellation notice.

## **Withdrawal Process**

An official withdrawal occurs when a student formally informs the institution of their desire to withdraw. Students must inform the institution of their intent to withdraw in person or by certified mail. Carleen Health Institute of South Florida will automatically withdraw a student if the student incurs 10 consecutive absences, shows insufficient progress, fails to pay program costs, or fails to comply with rules. Registration fees are non-refundable. The institution will follow the refund policy to determine if a payment or refund is due.



## Satisfactory Academic Progress

All students are required to maintain Satisfactory Academic Progress (SAP) toward graduation. SAP sets minimum requirements in the following standards: maximum time frame for Academic Program completion, successful course completion rate, and cumulative grade point average. All students must meet Carleen Health Institute of South Florida's SAP requirements.

Academic progress towards graduation is separate from the standards for SAP for financial aid purposes. Carleen Health Institute of South Florida does not offer financial aid or participate in federal student aid programs.

Satisfactory academic progress is measured in terms of qualitative and quantitative standards. Students must complete an educational program within a time frame that is no longer than 150% of the published length of the educational program. All attempted withdrawn, failed, repeated, and/or transferred credits that apply to a student's program count toward this maximum time limit. The qualitative measure of a student's progress is measured by cumulative grade point average. Students whose grade point averages (GPA) fall below minimum GPA requirements will receive notification that they have been placed in one of the categories of academic progress listed below. All of these categories will become permanently recorded on the student's official transcript.

Students unable to complete all program requirements within the published timeframe will be subject to dismissal. Students who experience unexpected extenuating circumstances that inhibit their ability to complete all program requirements within the specified timeframe may request an extension of time of up to one (1) year (maximum). Requests must be received prior to the expiration of the timeframe for program completion, for consideration. Students must be in good academic and financial standing to be eligible for an extension.

Carleen Health Institute of South Florida does not offer non-credit courses, remedial courses, or proficiency credits. Student Orientation is a 0.0 credit course.

The Dean of Academic Affairs reviews student academic progress at the end of each semester.

### SAP Calculations by Program

<b>Program</b>	<b>Per Semester Completion Rate</b>	<b>Minimum GPA</b>
<b>HHA Diploma</b>	100% of Scheduled Clock Hours	2.0
<b>AS Nursing</b>	67% of Scheduled Credit Hours	2.0
<b>BS Nursing</b>	67% of Scheduled Credit Hours	2.0

Students in the programs listed in the table above must have completed 100% of the scheduled clock hours and maintain a 2.0 GPA by the end of the semester for clock hour programs, and at

least 67% of the scheduled clock hours and maintain a 2.0 GPA by the end of each semester for credit hour programs in order to maintain satisfactory academic progress towards program completion and graduation.

**Transfer Credits:** Carleen Health Institute of South Florida will count transfer credits, including credits for advanced placement, accepted toward a student's educational program as both attempted and successfully completed hours. These credits will be included in maximum timeframe calculations, but excluded from the qualitative and quantitative measurement calculation.

**Repeated Courses:** Students are permitted to re-take a course examination within a reasonable time as determined by the instructor. The minimum satisfactory grade is 70%. If a student fails to achieve a passing grade for a course, the student will be allowed to repeat the course with a maximum of three attempts. The last grade received will be recorded on the transcript, however all grades received will remain on the student's transcript. If the student fails to maintain a satisfactory grade, the student will no longer be eligible to be enrolled in the program.

**Incompletes and Withdrawals:** For the purpose of the SAP Policy non-punitive grades (withdrawals) and incompletes (I's) are considered incomplete courses. Courses with incomplete and withdrawal grades at the time of the review for SAP count as attempted hours but are not counted as successfully completed hours. An incomplete grade that is converted at a later time will be considered during the next review for SAP. Pass/fail courses that receive any grade other than a "P" are considered incomplete.

**Academic Warning:** A student is placed on academic warning when she/he has demonstrated poor academic performance but remains in progress toward program or degree completion. Academic warnings will be assigned for any semester in which the student has a semester GPA below 2.0 (regardless of cumulative GPA). A student on warning will receive a formal communication. An academic warning will be considered a warning to the student and is not a designation of poor academic standing at the institution.

**Academic Probation:** Students are placed on academic probation following a semester in which they fail to maintain a minimally acceptable semester GPA of 2.0 and fail to meet the minimum percentage of program completion on review for SAP. A student may be removed from academic probation if the student earns both a semester and cumulative GPA above 2.0 and meets the minimum percentage for program completion in the subsequent semester of enrollment.

**Attendance:** A student that does not adhere to the attendance policy, will be placed on academic probation for 15 days. If the student is absent while on probation, the student will be counseled by the Director, which may result in termination.

**Academic Suspension:** Students on academic probation are suspended following a semester in which they fail to earn both a minimally acceptable semester and cumulative GPA of 2.0 and fail to meet the minimum percentage of program completion on review for SAP. The length of suspension is two semesters. A suspended student is dropped from all registered courses with no financial penalty.

**Academic Dismissal:** Students who were previously on academic suspension and readmitted/reenrolled will be academically dismissed if they fail to earn a minimally acceptable semester GPA of 2.0 and fail to meet the minimum percentage of program completion at any time during their probation period. A dismissed student is dropped from all registered courses with no financial penalty.

**Appealing Academic Suspension or Academic Dismissal:** Students placed on academic suspension or who are academically dismissed will be sent a letter. This letter details information about the appeal process and includes the deadline for submitting an appeal.

Appeals must be submitted to the Satisfactory Academic Progress Committee, which includes faculty members and the Dean of Academic Affairs. The committee reviews these appeals. Notification of decisions will be sent to the student's mailing address. If the appeal is approved, the student will need to contact the Student Services department to register for classes during the next available registration period.

**Petitioning to Re-Enroll After Academic Suspension:** Students who have been suspended and wish to return to Carleen Health Institute of South Florida must petition for re-enrollment by the date indicated on their suspension notice. While on academic suspension, students may not make progress in their programs.

Students who are approved to re-enroll after academic suspension may register for classes for the next semester. These students are on academic probation.

**Petitioning for Permission to Reapply After Academic Dismissal:** Only documented, extreme extenuating circumstances will be considered for a student to become eligible to reapply to Carleen Health Institute of South Florida following an academic dismissal. Academically dismissed students may petition for permission to reapply only after two or more years have elapsed following dismissal.

The petition process must be initiated by a student in the form of a petition letter submitted to the president of Carleen Health Institute of South Florida. Following the review and approval of the president, petition letters are reviewed by the Satisfactory Academic Progress Committee, comprised of faculty members and the Dean of Academic Affairs.

The following factors should be clearly addressed in the student's petition letter:

- Evidence of the student's growth, maturity, and motivation to be successful

- Conditions during the student's previous enrollment that led to academic dismissal, and the student's resolution of these issues
- Examples of the student's success (academic, professional) following dismissal

The petition will be reviewed, and the committee's recommendation will be communicated to the student by the president of the institution. This decision determines if the student is eligible to reapply for admission to Carleen Health Institute of South Florida.

### **Re-entry**

A student that has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required admission procedures. A student that was terminated for any reason must have an interview with the Director and show cause why they should be re-instated. The decision of the Director is final.

### **Leave of Absence/Stop-out**

Students who require a leave of absence for less than one year may return and continue their programs without reapplying to the school. If students have not registered for coursework for more than one year, they must reapply for admission and their program's required curriculum will be reevaluated according to the most recent requirements as listed in the most current Student Catalog.

If there is an interruption in studies of more than one calendar year from the end of the last semester enrolled, the student must abide by the Student Catalog in effect upon return, or to requirements approved by the Dean of Academic Affairs.

## **Policies and Standards**

### **Transfer of Credit**

It is the institution's decision to accept transfer coursework from accredited institutions. Other transfer coursework such as extra-institutional learning, ACT test scores, CLEP test scores, technical training, vocational training, advanced placement (AP) courses, and military school courses may be evaluated on a case by case basis. The course equivalency for each transfer course is determined by the Program Director and is based on criteria such as course content, course outcomes, and the level at which the course is taught. Transfer credits are processed based on the decision of the Program Director.

### **General Transfer Policies**

Students must complete a minimum of thirty percent (30%) of the specific program credit hours in residency at Carleen Health Institute in order to qualify for a degree. Credits must be completed and transferred from an institution that is accredited and recognized by USDOE before the degree is awarded.

Carleen Health Institute of South Florida does not accept plus/minus grades. When courses with plus/minus grades are transferred to the institution, these grades are equated to standard grades of A, B, C, D, or F on a 4.0 scale. Therefore, a grade of B- earned at an institution with plus/minus grades would become a B at Carleen Health Institute of South Florida; a grade of B+ would also become a B.

All transfer courses accepted from previous institutions will be listed on the student's transcript as credit applied to the equivalent Carleen Health Institute of South Florida course. Course work transferred from another institution will transfer to the Carleen Health Institute of South Florida with the same number of semester credit hours the student received at the previous institution. Quarter hours are converted to semester hours with a ratio of .667 quarter hours per semester hour. Therefore, a 5 quarter hour course will receive 3.33 semester hours at Carleen Health Institute of South Florida.

Learning support, developmental, and remedial courses will not transfer to Carleen Health Institute of South Florida.

### **Courses from International Institutions**

For students who received a foreign high school diploma CHI will use a foreign credential evaluation service to determine whether the foreign secondary school credentials are the equivalent of secondary education in the United States.

Credits earned at another institution that is not located in the United States or its territories must be evaluated by an agency that attests to the qualitative and quantitative equivalency of the foreign education and the specific course or courses for which transfer credit is to be awarded. CHI accepts transfer credit evaluations from National Association of Credential Evaluation Services (NACES) member organizations.

The institution is not accredited at this time and this may affect transfer of credits to another institution. Credits earned at the Carleen Health Institute of South Florida may or may not be transferred to other institutions and is at the discretion of the receiving institution. The institution does not guarantee transferability of credits.

The intention of this policy is to maintain best practices in applying transfer credits and to ensure the academic integrity of Carleen Health Institute of South Florida's academic programs.

Outside Preparation Hours (Homework)

The Federal Credit Hour definition is as follows:

A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:

- 1) One hour (50 minutes qualifies as an hour) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen

weeks for one semester or a trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or

- 2) As least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours. (Higher Learning Commission, 2011).

Many students pursue a nursing degree and successfully balance a variety of non-academic responsibilities. To be a successful student the focus should be to devote adequate time to the nursing program. For every hour of academic course work, students can plan to spend approximately 2 hours a week outside the classroom to study and be prepared for class. A 3 credit hour class would require 6 hours a week outside the classroom to accomplish homework, work on group projects, study for tests, and keep up with assigned reading.

### **Advanced Placement and Experiential Learning**

Carleen Health Institute of South Florida offers experiential learning credits in the Associate in Science in Nursing (ASN) program to qualified Licensed Practical Nurses (LPN), and in the Bachelor of Science in Nursing (BSN) program to qualified Licensed Practical Nurses (LPN) and Registered Nurses (RN). In order to be considered for experiential learning credits in the ASN program, the student must hold a current Florida Practical Nursing license without restrictions/obligations/public complaint. In order to be considered for advanced placement in the BSN program, the student must hold either a current Florida Practical Nursing license, without restrictions/obligations/public complaint, or a current license in registered nursing without restrictions/obligations/public complaint. Students are granted a maximum of 10 experiential learning credits towards the associate's degree for LPN-RN students and the bachelor's degree for LPN-BSN students. RN-BSN students may be eligible for experiential learning credits. With the exception of General Education credits, all other remaining credits must be earned at the institution in regular academic offerings.

Credits are not offered for advanced placement.

### **Attendance/Absences**

The educational process at Carleen Health Institute of South Florida depends on a close working relationship between students and faculty members, therefore students are expected to attend all scheduled classes for which they registered. Attendance will be recorded daily for all programs. Enrolled students are allowed no more than two absences per term. As a courtesy, students are expected to inform their instructors (or the office) if they know they will have to miss a class. Absences without prior approval from the instructor or Dean of Academic Affairs are not permitted and are considered an absence for the entire class period. Students who miss more than three classes will receive a failing grade for the course. It is the responsibility of the student to address missed material with the instructor and to arrange for make-up work.

## **Leave of Absence**

A student may be granted a leave of absence for a reasonable amount of time not to exceed 30 days as determined by the Program Director. A request for a leave of absence must be in writing and the date of expected return must be specified.

If a student does not re-enter within the specified time and has not notified the school, the student's contract will be terminated and he/she will be granted a refund according to the refund policy.

## **Make-up Work**

Students who have been absent for any reason are required to make up any missed course before proceeding to the next course of study. A student may make up missed time by attending the class in session.

## **Grading**

Students are graded during each program of study. Students must achieve a 70% or higher on all tests and assignments. The school maintains a certain amount of flexibility in its testing and evaluation of individual students according to utilization of the skills acquired.

All test and assignments are graded according to the following scale:

A	-	90-100
B	-	80-89
C	-	70-79
Fail	-	69 and below

Grading for laboratory and externship courses are pass-fail.



## **Access to Student Records**

A student's official academic record is permanently retained by the school in a fire resistant container. The use of academic records is carefully controlled according to The Federal Family Educational Rights and Privacy Act (FERPA) of 1974. Carleen Health Institute of South Florida strictly follows the privacy regulations outlined in the Federal Family Educational Rights and Privacy Act (FERPA) of 1974 which regulates a wide range of privacy related activities including:

- Management of student records maintained by the institution.
- Regulations regarding who has access to student records.
- For which purposes access to student records is granted.

The act also:

- Permits the institution to release limited directory information without a student's consent.
- Guarantees students access to their records, and allows them to restrict such access to others.

Students may restrict access to their academic records by submitting a written letter to Carleen Health Institute of South Florida's main office. A student may also obtain access to their education records via the same procedure. Student records will be provided to potential employers only after a written request has been made by the student.

## **Transcript Request**

Students may request a copy of their transcripts from the Student Records Coordinator. The fee per transcript is \$5.

## **Code of Conduct**

Foul language, possession of nonprescription drugs or alcoholic beverages, and disrespectful behavior is considered unsatisfactory conduct and may be grounds for dismissal. Theft of property from the school or other students is grounds for immediate dismissal.

Students are expected to conduct themselves in a professional manner at all times. Students must abide by the rules pertaining to conduct at all times.

Students must not engage in any unacceptable or illegal behaviors and must abide by all policies and rules. Any violation may lead to disciplinary action, including but not limited to, failing grade for an assignment, failing grade in a course, academic probation and suspension, or immediate withdrawal from the institution.

Students must not engage in inappropriate or illegal conduct, including but not limited to:

- failure to follow directions from faculty, CHI staff or administration, or employees of clinical facilities, unless following such directions will cause irreparable harm
- possession of weapons or explosive materials on the institution's campus or any clinical site



- illegal use, possession, sale, or transfer of drugs or alcohol on the institution or clinical premises
- being under the influence of alcohol or illegal drugs while on the institution or clinical premises
- being under the influence of prescription medications that may affect performance while on the institution or clinical premises
- stealing or willfully damaging any property of the institution or the property of others
- gambling on the institution or clinical premises
- inappropriate use of CHI's or any clinical site's technology resources (For example: sending, accessing, or storing discriminatory, harassing, defamatory, or pornographic material, duplicating or distributing copyrighted material without official permission, or transmitting confidential information)
- the use of foul, abusive, or threatening language toward any other student, faculty, CHI staff or clinical site employee, or patient
- disregarding safety requirements or regulations
- performing any type of indecent act while on the institution's premises or any clinical site

### **Dress Code**

Students are required to wear a white uniform top during school hours and a complete white uniform during all clinical practices or experiences. ID badges must be worn at all times. The school will provide ID badges. Shorts are unacceptable.

### **Tardiness**

A student arriving after attendance has been taken is considered late and will be marked absent unless the instructor believes the reason for tardiness is legitimate. If a student misses more than 15 minutes of class time, that time must be made up by the student prior to graduation.

### **Potential Exposure**

Students may be exposed to various blood-borne pathogens and infectious diseases in clinical and laboratory settings. Students are trained in infection control and universal precautions prior to participating in any potentially hazardous activities. Vaccinations against certain infectious diseases are recommended. Students who are pregnant assume the responsibility of avoiding patients who may transmit communicable diseases. Refer to the corresponding Standard Requirements section of this catalog for more information.

Students are at risk of radiation exposure during the performance of radiographic examinations. All students, especially pregnant students, must protect themselves by using radiation protection practices.

## **Grievance and Complaint Procedures**

Students who want to appeal academic or disciplinary actions shall submit a written complaint request for reconsideration to the school. Upon receipt of the appeal, a copy will be forwarded to the instructor, and the administrator of the school will be notified.

Students will be contacted by school personnel within 5 (five) business days and given an appointment to meet with the instructor. During the instructor/student meeting, steps will be taken to investigate and resolve issues. A decision on the appeal will be given at the end of the meeting and written copies of the decision provided within two business days.

If a student is not satisfied with the decision, he/she can forward the appeal to the administrator of the school within 2 (two) business days. A meeting with the president of the school will be arranged within 10 (ten) business days.

The total appeal process, through the school, shall be completed in no more than 30 (thirty) business days. If a student is not satisfied with the institution's decision he/she may forward their appeal to the address below:

THE COMMISSION FOR INDEPENDENT EDUCATION  
325 WEST GAINES STREET, SUITE 1414  
TALLAHASSEE, FLORIDA 32399-0400  
1-888-224-6684

## **Student Services**

The Student Services Department serves both prospective and enrolled students at Carleen Health Institute of South Florida. Administrators and staff are dedicated and readily available to answer inquiries and distribute information about the diploma and degree programs offered at the institution. Students enrolled in a diploma or degree program are served in a variety of ways and are encouraged to direct questions about admissions, registration, campus services, and other related concerns to the Student Services staff.

The Student Services Coordinator and a Career Placement Specialist provides non-classroom services such as:

- Orientation,
- tutoring referrals to all active students,
- counseling referrals in various areas including mental health, substance abuse, and domestic violence,
- information regarding basic needs such as transportation, clothing and housing,
- administration of all student and graduate surveys,
- meeting with students to advise them regarding job search activities, self-assessment, career planning, resume development, and interviewing,
- leading employer development activities including employer visitations, advisory board participation, and on-campus recruiting,
- developing job leads,
- advising students and graduates regarding employment opportunities, and
- scheduling or designing and delivering student workshops on various career topics.

The Student Services Department is open from 9:00 a.m. - 5:00 p.m., Monday through Friday. Students with an emergency situation may see an advisor, the Program Director, or the Dean of Academic Affairs.

## **Student Disability Services**

Carleen Health Institute strives to serve all students equally. All entrances and exits to all Carleen Health Institute buildings meet ADA requirements. In addition, Carleen Health Institute provides students with special needs ADA approved restrooms to meet their needs.

Individuals who need a reasonable accommodation in order to participate in CHI programs should direct their request to the Student Services Department 14 days prior to the start of a term. CHI will interact with the individual to determine what is needed and identify possible accommodations.

## **Housing**

CHI is a commuter school. The school does not maintain or obtain housing for students. A list of reliable realtors and rental properties in close proximity to the school will be provided to the

student that requests housing assistance at the time of enrollment.

## **Transportation/Accommodation**

The school does not provide accommodation or transportation to any of its campuses or to and from a clinical site. Students are responsible for all costs and expenses associated with transportation.

## **Library**

All Carleen Health Institute of South Florida's students, faculty, and staff at all campuses are provided access to the library, which is located at the Plantation campus. In addition, students at all campuses are provided with 24 hour access to the Follat Online Resource Center and LIRN (Library and Information Resources Network, Inc). The data bank consists of numerous resources that support all educational programs at Carleen Health Institute of South Florida. Students have access to over 918 training videos in the Proquest medical module. The LIRN Collection Summary and outline of all materials contained in the database are available to students.

Library hours are Monday to Friday 9:00 a.m. - 5:00 p.m. A librarian is available at the Plantation campus on Mondays and Tuesdays from 9:00 am – 11:30 am, at the Palm Bay campus on Wednesdays and Thursdays from 9:00 am – 11:30 pm, and at the West Palm Beach campus on Mondays and Fridays from 9:00 am – 12 noon. Students must show their student I.D. in order to check out materials.

While Carleen Health Institute of South Florida aims to provide as much content as possible, some items may not be available in our collection. Students are encouraged to use the resources provided by their local libraries.

## **Student Placement**

CHI cannot guarantee employment; however, we offer employment assistance including free hire-ability skills training including resume writing, employment portfolio building, job search strategies and mock interview sessions to students and recent graduates. In addition, our Career Placement Specialist does employer outreach to identify opportunities before they are posted and manages the recruitment process for CHI students.

## Home Health Aide

**Total length of program:** 2 weeks (75 hours)

### Program Description

The Home Health Aide assists the sick, elderly, and disabled individuals who prefer to live in their own homes or in residential facilities rather than a health care facility. This technical certificate program is offered once a month. Most Home Health Aides work with elderly or disabled clients who need more extensive care than family or friends can provide. Some Aides work with families in which a parent is incapacitated and has children in need of care.

Home Health Aides may also provide housekeeping and routine personal care services such as cleaning clients' houses, doing laundry, and changing bed linens. Home Health Aides may plan meals (including special diets), as well as shop for food and cook. They may also help clients get out of bed, bathe, dress, and groom, and they may also serve as a guide and companion for clients and accompany them outside the home.

Successful completion of the Home Health Aide program does not prevent graduates from working in health care facilities.

### Program Objectives

Upon successful completion of all requirements of the Home Health Aide program, graduates will be able to:

- a. Describe the role of the home health aide, outline the responsibilities involved in caring for home-bound patients, and differentiate the home health aide's role from other care providers.
- b. Explain how to create a safe environment for the home health aide and the patient by identifying and describing OSHA regulations and other safe care requirements.
- c. Identify and describe proper communication skills with patients, families, and other healthcare providers.
- d. Describe typical duties and care responsibilities for patients with varying levels of health, with a focus on identifying issues and care concerns for specific populations.
- e. Identify credible sources of dietary information and describe how to plan, purchase, store, and serve food to patients with different dietary restrictions and health concerns.
- f. Identify and describe specific care regimens performed by the home health aide.
- g. Identify and describe exercises designed to help patients gain and maintain strength and flexibility.
- h. Explain how to take and record vital signs and collect bodily specimens for testing.

## Course and Course Description

### HHA 02 Home Health Aide

<b>Theory</b>	<b>65 hours</b>
<b>Laboratory</b>	<b>10 hours</b>

Students will be able to:

- Obtain specific data from patient and family
- Demonstrate legal and ethical behavior within the role and scope of Home Health Aide responsibilities
- Follow policies and procedures affecting the health, safety, and well-being of patients in the home setting
- Maintain patient units in the home
- Give bed baths and assist patients with sink, tub, shower, or bed shampoos
- Make unoccupied/occupied bed
- Identify nutrients and food groups
- Identify safety principles as related to the elderly
- Provide care for patients with infectious diseases in the home
- Discuss family and significant other roles and their significance to the client's health
- Organize patient-care assignments
- List the purpose of restorative activities(rehabilitation) programs
- Follow an established work plan with the patient and family
- Demonstrate solutions to control hazards related to HIV/AIDS and other infections

### Enrollment Prerequisites

Applicants must be 18 years of age or older, have paid for the program prior to the first day of class, and must take and pass a basic TABE skills examination test administered by the Student Services Department.

### 2015-2016 Class Schedule

The class schedule varies according to the number of participants enrolled in the program.

### Graduation Requirements

A minimum theory grade of C (70%) or greater is required to complete the program satisfactorily. In order to complete the program requirements, the student must receive a passing grade in all courses. Students will be awarded a certificate upon completion.

## Associate in Science in Nursing

Carleen Health Institute of South Florida credits to be awarded	57
General Education credits to be transferred from an accredited institution	15
<b>Total credits</b>	<b>72</b>

***Note: Applications for the Associate in Science in Nursing are no longer being accepted at the Plantation campus. Applications for enrollment in this program are still being accepted at the West Palm Beach and Palm Bay campuses.***

### Program Description

**Total program length:** Generic entry point - 24 months (104 weeks)

**Total program length:** LPN-RN Transition entry point - 18 months (78 Weeks)

The Associate in Science in Nursing program offers two entry points into the full-time program, which is a residential program offered in the traditional classroom setting. Applicants who have no previous nursing education enter the program as generic students. Applicants who hold a current Florida practical nursing license without restrictions/obligations/public complaint, and who fulfill all the admissions requirements, enter the program as LPN-RN Transition students. ***Students are required to pass all HESI specialty and exit exams prior to graduating from this program.***

The ASN program includes all required Nursing competencies, which are delivered via theoretical instruction, and laboratory and clinical experience. Students have the option of completing laboratory requirements at any of CHI's campuses. Students may also be required to complete laboratory hours at the main campus in Plantation. This will require travel times of approximately 2 ½ hours (151 miles) from Palm Bay to Plantation and approximately 50 minutes (46 miles) from West Palm Beach to Plantation.

Nursing competencies include acute care (Medical and Surgical), Skilled Nursing, Psychiatric, Pediatrics, Geriatrics, Obstetrics/Gynecology, Maternity, Mental Health, and Community Health. The student who has met all educational and institutional requirements for the Associate in Science in Nursing degree program is eligible to have his/her name submitted to the Florida Board of Nursing to be considered as a candidate for the National Council Licensure Examination for the registered nurse (NCLEX). The Florida Board of Nursing is the state agency authorized to determine if an applicant is qualified to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse in Florida. For licensure requirements, refer to sections 464.008 and 464.009, Florida statutes (f.s.), rules 64b9-3.002 and 3.008, Florida administrative code (f.a.c.).

Individuals who want to pursue a career in the nursing profession with a criminal history may experience a potential barrier to licensure following successful completion of an approved nursing program. The Florida board of nursing makes decisions on licensure on an individual

basis. All individuals with a criminal or discipline history should read chapter 464, Florida statutes (f.s.), section 456.0635, f.s. and chapter 64b9, Florida administrative code (f.a.c.) as they pertain to the practice of nursing. The Board of Nursing encourages all individuals seeking licensure to fully understand these requirements. For more information please refer to the Florida Board of Nursing website [www.doh.state.fl.us/mqa/nursing](http://www.doh.state.fl.us/mqa/nursing) or call 850-488-0595 or email [mqa\\_nursing@doh.state.fl.us](mailto:mqa_nursing@doh.state.fl.us)

## **Program Objectives**

Upon successful completion of all requirements of the Associate in Science in Nursing program, graduates will be able to:

- a) Apply clinical decision making skills by using the nursing process when providing comprehensive patient-centered nursing care in all phases of the life cycle.
- b) Integrate best current evidence with available clinical expertise, and patient/family preferences and values, into the delivery of optimal nursing care.
- c) Provide compassionate patient-centered nursing care to individuals in all phases of the life cycle.
- d) Demonstrate effective verbal and written communication with patients and the healthcare team members. Initiates actions to resolve conflict.
- e) Effectively coordinate patient-centered care for groups of clients in a variety of settings, and during the transition to self/home care.
- f) Utilize hospital and/or community resources and information technology to communicate across the disciplines and support clinical decision-making, meeting healthcare needs of patients, clients and others.
- g) Demonstrate behaviors that are consistent with the ethical and legal standards of the nursing profession.
- h) Use system wide strategies to mitigate error and promote safety in practice settings.
- i) Use data from outcome of care measures to participate in quality improvement projects.
- j) Recognize Associate Degree preparation as a beginning step in the career of nursing and commit to developing professional practice through advanced degrees and lifelong learning.

## **Course and Course Description**

### **SIE 1000 Health Science Core (5 credit hours)**

**Prerequisite: N/A**

This course covers health care core foundation skills required by the Florida Department of Education for all healthcare professionals. It covers knowledge of the healthcare delivery system and health occupations, knowledge of blood borne diseases including HIV/AIDS, infection control procedures, information technology applications in healthcare, basic math and science skills, and legal and ethical responsibilities. Students who hold a current license in another healthcare profession may be entitled to a waiver under DOE rules.



## **BCS 1081 Human Anatomy and Physiology (3 Credit Hours)**

### **Prerequisite: N/A**

This course provides a systems focused study of the anatomy and physiology of the human body. Topics build on foundations in structural, basic chemistry and the study of cells and tissues, to system structure and functions. These systems include the integumentary system, bones and skeletal tissues, joints, muscles, nervous system, special senses, and the endocrine system. The course focuses on the maintenance of the body via the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, as well as metabolism, acid base balance, fluid and electrolyte balance, and nutrition.

## **BCS 1081L Human Anatomy and Physiology Laboratory (1 credit hour)**

### **Prerequisite: N/A**

This laboratory course is a companion course to be taken concurrently with BCS 1081. It provides a systems focused study of the anatomy and physiology of the human body. Topics build on foundations in structural, basic chemistry and the study of cells and tissues, to system structure and function. These systems include the integumentary system, bones and skeletal tissues, joints, muscles, nervous system, special senses, and the endocrine system. The course focuses on the maintenance of the body via the cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems, as well as metabolism, acid base balance, fluid and electrolyte balance, and nutrition. The course requires 30 clock hours of laboratory .

## **PHAR 1050 Pharmacology (3 credit hours)**

### **Prerequisite: N/A**

This course provides the student with the knowledge and skills to safely calculate, control and administer medications. Emphasis is on actions, interactions, and adverse effects using the nursing process framework to address nursing implications for each drug classification.

## **NUR 1030 Nursing Process I (3 credit hours)**

### **Prerequisite: SIE 1000, BCS 1081, BCS 1081L, PHAR 1050**

This is a theoretical course for the beginning nursing student. Nursing Process provides students with the fundamentals of nursing including basic skills such as health assessment, health teaching, legal aspects of nursing practice, communication techniques, the nursing process, and the role of the nurse as a member of the health care team. This course also includes explanations of specific physiological and psychological human needs such as hygiene, sleep and rest, sensory, grief and loss, and self-concept and the nurse's role in assisting a person to meet these needs, while sensitive to cultural diversity, human dignity, and developmental progression. This course also includes growth and development related to the stages of adulthood, the aging process and appropriate nursing interventions using critical

thinking skills, safety in the geriatric environment, use of assistive devices, and elder abuse. The student is introduced to cultural and environmental influences that affect care of the adult patient. Dementia and Alzheimer's disease with the appropriate nursing care and related signs and symptoms as presented by the patient is incorporated in the course.

### **NUR 1030L Nursing Process I Laboratory and Practicum (2 credit hours)**

**Prerequisite:** SIE 1000, BCS 1081, BCS 1081L, PHAR 1050

This laboratory and clinical is a companion course to be taken concurrently with NUR 1030 and is for the beginning nursing student. Initially skills are learned during 30 clock hours in a lab and then the student is introduced to direct patient care during a 45 clock hour clinical in an inpatient setting. Emphasis is placed on care of the adult experiencing medical/surgical conditions. The focus is practical application and transference of the theoretical concepts covered in Nursing Process I. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR1032 Nursing Process II (3 credit hours)**

**Prerequisite:** NUR 1030, NUR 1030L

This course is second in a series of theoretical courses for the beginning nursing student. It is intended to be taken during the third term and builds on previously learned concepts and introduces more sophisticated nursing interventions related to medication administration; care of patient experiencing alterations in the basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis; and care of the surgical patient.

### **NUR1032L Nursing Process II Laboratory and Practicum (2 credit hours)**

**Prerequisite:** NUR 1030, NUR 1030L

This laboratory and clinical is a companion course to be taken concurrently with NUR 1032 and builds on previously learned concepts while incorporating more sophisticated nursing interventions related to medication administration; care of patients experiencing alterations in basic needs of nutrition, elimination, comfort, fluid and electrolyte balance, oxygenation, mobility, asepsis; and care of the surgical patient. Course activities focus on nursing care of the adult patient experiencing medical/surgical conditions. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR 1229 Health Alteration I (3 credit hours)**

**Prerequisite:** NUR 1032, NUR 1032L

The Health Alterations course is intended to be taken during the fourth term and is designed to provide the student with knowledge of alterations in ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is dedicated to meeting the health care

needs of the adult and pediatric patient through utilization of the nursing process. The student is expected to integrate principles of anatomy, physiology, and pathophysiology of the skin integrity and neurological systems the nursing process. Components of the pharmacology and nutrition is included in this course. Consideration is also given to the psychosocial aspects of the wellness/illness continuum. In this course the student will be responsible for principles of alteration in mobility, skin integrity, and neurological functioning. Concepts of rehabilitation are emphasized.

### **NUR 1229L Health Alteration I Laboratory and Practicum (2 credit hours)**

#### **Prerequisite: NUR 1032, NUR 1032L**

This laboratory and clinical is a companion course to be taken concurrently with NUR 1229. In this course the student will be responsible for the nursing process to assigned patients with alterations in mobility, skin integrity, and neurological functions. The focus of this course is both clinical and evidence based nursing through library projects. Evaluation will be based on the application of the nursing process to assigned patients. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR 1315 Health Care of Women (3 credit hours)**

#### **Prerequisite: NUR 1229, NUR 1229L**

This course is designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/new born during antepartal, intrapartal and postpartal periods. Consideration is given to the multiple factors that complicate the normal physiological or psychological process of the childbearing period.

### **NUR 1315L Health Care of Women Laboratory and Practicum (2 credit hours)**

#### **Prerequisite: NUR 1229, NUR 1229L**

Health care of women is a laboratory and clinical companion course to be taken concurrently with NUR 1315. It is designed to provide the student with the knowledge of the reproductive system and health care needs of women throughout the life cycle. The major focus is directed to the childbearing portion of the life cycle. The student is expected to utilize the nursing process in providing nursing care to the maternity patient, her family, and the fetus/newborn during antepartal, intrapartal, and postpartal periods. Consideration is given to the multiple factors that complicate the normal physiological or psychological process of the childbearing period. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR 1510 Nursing Care of the Psychiatric Patient (3 credit hours)**

**Prerequisite:** NUR 1315, NUR 1315L

This course provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included.

### **NUR 1510L Nursing Care of the Psychiatric Patient Laboratory and Practicum (2 credit hours)**

**Prerequisite:** NUR 1315, NUR 1315L

This laboratory and clinical is a companion course to be taken concurrently with NUR 1510. It provides the student with a definition and understanding of psychiatric nursing. The nursing process is utilized to present pathological conditions. Therapeutic modalities are included. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR 1411 Pediatric Nursing (3 credit hours)**

**Prerequisite:** NUR 1510, NUR 1510 L

This pediatric course is designed to provide an understanding of growth and development through the stages of childhood and the application of the nursing process to these stages.

### **NUR 1411L Pediatric Nursing Laboratory and Practicum (2 credit hours)**

**Prerequisite:** NUR 1510, NUR 1510 L

This laboratory and clinical is a companion course to be taken concurrently with NUR 1411. It provides the student with an understanding of growth and development through the stages of childhood and the applications of the nursing process to these stages. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR 2118 Health Alteration II (3 credit hours)**

**Prerequisite:** NUR 1411, NUR 1411L

The Health Alterations II course is designed to provide the student with knowledge of alterations in ingestion, digestion, metabolism, and elimination throughout the life cycle. The major focus is dedicated to meeting the health care needs of the adult and pediatric patient through utilization of the nursing process. The student will be expected to integrate principles of anatomy, physiology, and pathophysiology of the digestive and genitourinary systems into the nursing process. Components of pharmacology and nutrition will be included in this course. Consideration will also be given to the psychosocial aspects of the wellness/illness continuum.

### **NUR 2118L Health Alteration II Laboratory and Practicum (2 credit hours)**

**Prerequisite:** NUR 1411, NUR 1411L

This laboratory and clinical is a companion course to be taken concurrently with NUR 2118. It is a course designed to provide the student with the opportunity to utilize the nursing process in the care of patients with knowledge of alterations in ingestion, digestion, metabolism, and elimination throughout the life cycle. The student will be expected to correlate theoretical knowledge and scientific principles with clinical situations. Observational experiences, written assignments, and performance exams may be included in this course. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR 1453 Health Alteration III (3 credit hours)**

**Prerequisite:** NUR 2118, NUR 2118L

This course is designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunction throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment models, nursing assessments, and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, and pediatric and psychiatric principles as they apply to this course.

### **NUR1453L Health Alteration III Clinical Laboratory and Practicum (2 credit hours)**

**Prerequisite:** NUR 2118, NUR 2118L

This laboratory and clinical is a companion course to be taken concurrently with NUR 1453. In this course the student will be responsible for applying the nursing process to assigned patients with alterations in mobility, skin, integrity and neurological functions. The experience will require both clinical and written assignments. Evaluation will be based on their application of the nursing process to assigned patients. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **NUR 1046 Trends, Practices and Role with Personal, Family and Community Health Concepts (3 credit hours)**

**Prerequisite:** NUR 1453, NUR 1453L

This course is designed to provide the knowledge necessary to move from the role of a student to that of a graduate nurse. The focus is directed toward the legal, ethical, and professional responsibilities of the nurse in managerial and coordinating roles.

### **NUR 1046L Trends, Practice and Role with Personal, Family and Community Health Concepts Laboratory and Practicum (2 credit hours)**

**Prerequisite:** NUR 1453, NUR 1453L

This laboratory and clinical is a companion course to be taken concurrently with NUR 1046. It is

designed to provide the student with the knowledge necessary to implement the nursing process on patients with cardiopulmonary dysfunctions throughout the life cycle. The focus is the pathophysiology, common medical, diagnostic and treatment modes, nursing assessments and interventions necessary to treat those patients. The students will be responsible for reviewing anatomy and physiology, pharmacology, and pediatric and psychiatric principles as they apply to this course. The course requires 30 clock hours of laboratory and 45 clock hours in a clinical setting.

### **Graduation Requirements**

A minimum theory grade of C (70%) or greater is required to complete the program satisfactorily. In order to complete the program requirements, the student must receive a passing grade in all the courses. Students will be awarded a degree upon completion.

## Bachelor of Science in Nursing

Carleen Health Institute of South Florida credits to be awarded	97
General Education credits to be transferred from an accredited institution	36
<b>Total credits</b>	<b>133</b>

### Program Description

**Total program length:** Generic entry point – 40 months (174 weeks)

**Total program length:** LPN-BSN Transition entry point – 34 months (148 weeks)

**Total program length:** RN-BSN Transition entry point – 16 months (70 weeks)

The Bachelor of Science in Nursing program offers three entry points into the full time program, which is offered in the traditional classroom setting. Applicants who have no previous nursing education enter the program as generic students. Applicants who hold a current Florida practical nursing license without restrictions/obligations/public complaint, and who fulfill all the admissions requirements, enter the program as LPN-BSN Transition students. Applicants who hold a current license in registered nursing without restrictions/obligations/public complaint, and who fulfill all the admissions requirements, enter the program as RN-BSN Transition students.

***Students are required to pass all HESI specialty and exit exams prior to graduating from this program.***

This course includes all required Nursing competencies, which are delivered via theoretical instruction and clinical experience. Clinical hours are a combination of off-site clinical experiences and on-site nursing lab activities. Students have the option of completing laboratory requirements at any of CHI's campuses. Students may also be required to complete laboratory hours at the main campus in Plantation. This will require travel times of approximately 2 ½ hours (151 miles) from Palm Bay to Plantation and approximately 50 minutes (46 miles) from West Palm Beach to Plantation.

Nursing competencies include acute care (Medical and Surgical), Skilled Nursing, Psychiatric, Pediatrics, Geriatrics, Obstetrics/Gynecology, Maternity, Mental Health, and Community Health. The student who has met all educational and institutional requirements for the Bachelor of Science in Nursing degree program is eligible to have his/her name submitted to the Florida Board of Nursing to be considered as a candidate for the National Council Licensure Examination for the registered nurse (NCLEX). The Florida Board of Nursing is the state agency authorized to determine if an applicant is qualified to take the National Council Licensure Examination (NCLEX-RN) for licensure as a registered nurse in Florida. For licensure requirements, refer to sections 464.008 and 464.009, Florida statutes (f.s.), rules 64b9-3.002 and 3.008, Florida administrative code (f.a.c.).

Individuals who want to pursue a career in the nursing profession with a criminal history may experience a potential barrier to licensure following successful completion of an approved

nursing program. The Florida board of nursing makes decisions on licensure on an individual basis. All individuals with a criminal or discipline history should read chapter 464, Florida statutes (f.s.), section 456.0635, f.s. and chapter 64b9, Florida administrative code (f.a.c.) as they pertain to the practice of nursing. The Board of Nursing encourages all individuals seeking licensure to fully understand these requirements. For more information please refer to the Florida Board of Nursing website [www.doh.state.fl.us/mqa/nursing](http://www.doh.state.fl.us/mqa/nursing) or call 850-488-0595 or email [mqa\\_nursing@doh.state.fl.us](mailto:mqa_nursing@doh.state.fl.us)

## **Program Objectives**

Upon successful completion of all requirements of the Bachelor of Science in Nursing program, graduates will be able to:

- a) Apply clinical decision making skills by using the nursing process when providing comprehensive patient-centered nursing care in all phases of the life cycle.
- b) Integrate best current evidence with available clinical expertise, and patient/family preferences and values, into the delivery of optimal nursing care.
- c) Provide compassionate patient-centered nursing care to individuals in all phases of the life cycle.
- d) Demonstrate effective verbal and written communication with patients and the healthcare team members. Initiates actions to resolve conflict.
- e) Effectively coordinate patient-centered care for groups of clients in a variety of settings, and during the transition to self/home care.
- f) Utilize hospital and/or community resources and information technology to communicate across the disciplines and support clinical decision-making, meeting healthcare needs of patients, clients and others.
- g) Demonstrate behaviors that are consistent with the ethical and legal standards of the nursing profession.
- h) Use system wide strategies to mitigate error and promote safety in practice settings.
- i) Use data from outcome of care measures to participate in quality improvement projects.
- j) Recognize Bachelor's Degree preparation as a step in the career of nursing and commit to developing professional practice through advanced degrees and lifelong learning.
- k) Use critical thinking skills when applying knowledge from the behavioral sciences, humanities and nursing, to the care of individuals and the wider community.
- l) Use evidence-based nursing interventions in the nursing process.
- m) Demonstrate leadership skills, in collaboration with consumers and other members of the health care team, in a variety of settings to cause change that promotes delivery of quality health care in a multicultural society.
- n) Evaluate research findings in nursing and other fields for their applicability to the improvement of nursing practice.
- o) Assume responsibility for personal and professional growth through lifelong learning.
- p) Assume responsibility for professional practice that reflects the standards of professional and regulatory bodies.



- q) Utilize technology in managing information in meeting the healthcare needs of clients in a variety of healthcare settings.

### **Course and Course Description**

All courses required for the ASN degree are part of the BSN curriculum. In addition, BSN, LPN-BSN, and RN-BSN students must complete the following courses:

#### **NUR 2000 Nutrition for the Health Professional (3 credit hours)**

This course is a survey of human nutrition in health care and the principles for maintaining good health through nutrition. It addresses health hazards associated with dietary deficiencies, obesity, fad dieting, food contamination, diet management of selected diseases, and functional roles of vitamins and minerals. Additionally, this course will address introductory concepts, procedures, education, and licensing in alternative and complementary medicine.

#### **NUR 2001 Health Care Ethics (3 credit hours)**

##### **Prerequisite: NUR 2000**

This course is designed to introduce ethical thinking and concepts regarding health care to prepare the student with the essential vocabulary and thought process to understand, evaluate, and participate in ethical decision making.

#### **NUR 2010 Transition to Baccalaureate Nursing Education (3 credit hours)**

##### **Prerequisite: NUR 2001**

This course is designed to assist the adult learner in making the transition to the university setting and the roll of the nursing student. During this course, students will be introduced to skills that facilitate success in achieving their educational goals. Opportunities for writing and library searches will be provided. Use of technology as a tool for learning and time management are additional skills that will be emphasized. This class will involve active participation in cooperative group activities as well as individualized activities.

#### **NUR 2014 Transition to Professional Nursing (3 credit hours)**

##### **Prerequisite: NUR 2010**

This course focuses on the role transition to professional nurse as provider of care, manager of care, and member of the profession. Students will explore the history of nursing and how society views the nursing profession.

#### **NUR 2184 Pathophysiology (3 credit hours)**

##### **Prerequisite: NUR 2001**

This course emphasizes the physiological, sociocultural, spiritual and developmental variables related to pathophysiology. The student will integrate and apply pathophysiological concepts to

client care in the development of primary, secondary, and tertiary interventions to attain, maintain, and retain the health state. Contemporary trends, legal and ethical issues, and health promotion concepts pertaining to pathophysiological stressors will be explored.

### **NUR 2190 Health Assessment (3 credit hours)**

#### **Prerequisite: NUR 2184**

This course focuses on health assessment skills and emphasizes data collection. Students will be expected to use assessment skills in identifying pertinent data as it relates to physiological, psychological, sociocultural, spiritual, and developmental variables. Students will use this data to identify stressors in assigned clients and develop appropriate primary, secondary, and tertiary nursing preventions/interventions to attain, maintain, or retain lines of defense in these clients.

### **NUR 3015 Theoretical Foundations of Professional Nursing Practice (3 credit hours)**

#### **Prerequisite: NUR 2190**

This course focuses on the acquisition, evaluation, utilization, and interpretation of nursing theories as a foundation for nursing practice. Selected behavioral, social, and physical science theories impacting nursing practice will be explored as a basis for understanding self and others as individuals, families, groups, and communities.

### **NUR 3045 Nursing in Today's Health Care Environment (3 credit hours)**

#### **Prerequisite: NUR 3015**

This course explores contemporary trends in health care delivery systems and professional nursing practice. Students will integrate knowledge from previous courses, including exploring health care system quality and safety, evidenced-based practice, technology, informatics, and the nurse's role in today's health care delivery system. This course examines the relationships between quality of care, cost of care, and safety, as well as the regulatory effects on patient care and cost. Students will develop skills to address relevant issues within today's health care delivery system. Trends in health care informatics are explored and the effects of nursing informatics on communication and safety will be analyzed.

### **NUR 3098 Theoretical Applications in Nursing Research (3 credit hours)**

#### **Prerequisite: NUR 3045**

This course introduces concepts of critical analysis and outcomes research. Students will analyze the scientific merit of quantitative and qualitative research reports with an emphasis on application to, and implication for evidence-based nursing practice as it relates to primary, secondary, and tertiary preventions/interventions. Students will also be exposed to the contemporary trends, and legal and ethical issues guiding the research process.

### **NUR 4001 The Nurse as a Leader and Manager (3 credit hours)**

**Prerequisite: NUR 3098**

This theory-based nursing course is designed to assist the nursing student in focusing on basic concepts that relate to leadership; management; and working with individuals, families, groups, and communities in providing nursing care. The legal and ethical issues regarding delegation, risk management, and client care will be discussed. Contemporary trends in leadership and management theories will be explored.

### **NUR 4020 The Business of Health Care (3 credit hours)**

**Prerequisite: NUR 4001**

This web-enhanced course examines the financial environment of the health services industry and how it affects today's nurse manager role. Students examine the principles of financial accounting and budgeting. This course presents the concepts of cost and revenue, basic vocabulary, processes, functions, and reports commonly seen in health care environments, including types of budgets and considerations for and use of human and material resources.

### **NUR 4130 Concepts of Community-Based Nursing (4 credit hours)**

**Prerequisite: NUR 4020**

This course provides the foundation for developing and using nursing theory and theories from other disciplines that, in turn, provide the foundation for developing and using epidemiological theory and concepts in planning and implementing primary, secondary, and tertiary levels of prevention for at-risk aggregates and communities. It focuses on the process of conceptualizing individuals, families, groups, and communities within their environments. Students will learn to facilitate health care delivery to aggregates and communities of diverse cultures, using effective communication, negotiation, problem-solving skills, and collaboration with the interdisciplinary health care team and members of the community. Students will demonstrate an ability to evaluate health and wellness within primary, secondary, and tertiary levels of prevention using principles of evidence-based practice. Contemporary trends in community-based nursing practice will be discussed. Students will also examine the economic, sociocultural, legal, and ethical influences on community-based nursing practice.

### **NUR 4160 Genetics for Nursing Practice (3 credit hours)**

**Prerequisite: NUR 4130**

This course will focus on providing students with a fundamental understanding of human genetics and its role in pathophysiology, diagnosis, and management of disease. Students will be introduced to basic concepts in human genetics that contribute to an understanding of nursing or related health care. They will be asked to apply knowledge of inheritance and immunogenetics in predicting the possible effects of genetics on diseases, DNA-based genetic diagnoses, and gene therapy.

## **Graduation Requirements**

A minimum theory grade of C (70%) or greater is required to complete the program satisfactorily. In order to complete the program requirements, the student must receive a passing grade in all the courses. Students will be awarded a degree upon completion.

## **APPENDIX A**

### **Text Books**

## **Text Books**

The following textbooks are required for each program:

### **Home Health Aide Diploma**

Leahy, W., Fuzy, J. L., & Grafe, J. (2013). *Providing home care: A textbook for home health aides*. Albuquerque, NM: Hartman Pub.

### **Associate in Science in Nursing**

Claywell, L. (2013). *LPN to RN transitions* (3rd ed.). St. Louis, MO: Elsevier/Mosby.

Halter, M. J. (2013). *Varcarolis' foundations of psychiatric mental health nursing: A clinical approach* (7th ed.). St. Louis, MO: Elsevier/Saunders.

Hockenberry, M. J., & Wilson, D. (2014). *Wong's nursing care of infants and children* (10th ed.). St. Louis, MO: Elsevier/Mosby.

Lewis, S. M., Dirksen, S. R., Heitkemper, M. M., Bucher, L., & Harding, M. (2013). *Medical-surgical nursing: Assessment and management of clinical problems* (9th ed.). St. Louis, MO: Elsevier/Mosby.

Lilley, L. L., Rainforth Collins, S., Snyder, J. S., & Savoca, D. (2012). *Pharmacology and the nursing process* (7th ed.). St. Louis, MO: Elsevier/Mosby.

Lippincott. (2012). *Lippincott's nursing procedures* (6th ed.). Philadelphia, PA: Wolters Kluwer/Lippincott Williams & Wilkins Health.

Lowdermilk, D. L., Perry, S. E., Cashion, K., & Alden, K. R. (2015). *Maternity and women's health care* (11th ed.). St. Louis, MO: Elsevier.

Potter, P. A., Perry, A. G., Hall, A., & Stockert, P. A. (2012). *Fundamentals of nursing* (8th ed.). St. Louis, MO: Elsevier/Mosby.

Thibodeau, G. A., & Patton, K. T. (2011). *Structure and function of the body* (14th ed.). St. Louis, MO: Elsevier/Mosby.

Zerwekh, J. G., & Garneau, A. Z. (2014). *Nursing today: Transition and trends* (8th ed.). St. Louis, MO: Elsevier/Saunders.

### **Bachelor of Science in Nursing**

Bateman, N. (2014). *The business of nurse management: A toolkit for success* (1st ed.). New York, NY: Springer.

Black, B. P. (2014). *Professional nursing: Concepts & challenges* (7th ed.). St. Louis, MO: Elsevier.

- Claywell, L. (2013). *LPN to RN transitions* (3rd ed.). St. Louis, MO: Elsevier/Mosby.
- Duphily, N. (2014). *Transitioning from lpn/lvn to bsn* (1st ed.). New York, NY: Springer.
- Fremgen, B.F. (2015). *Medical law and ethics* (5th ed.). Upper Saddle River, NJ: Prentice-Hall.
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## **APPENDIX B**

### **Clinical Sites and Distances**

## CLINICAL SITES AND DISTANCES

<b>Competency Taught</b>	<b>Name and Address of the Clinical Facility &amp; Type of Healthcare Facility</b>	<b>Mileage from Plantation Campus</b>
ACUTE CARE <ul style="list-style-type: none"> <li>• MEDICAL</li> <li>• SURGICAL</li> </ul>	DR. DAVIS, WILLIAM S. MD GRACEVILLE, FL 32440	540.81
SKILLED NURSING PSYCHIATRIC MEDICAL	MARSHALL HEALTH AND REHABILITATION CENTER PERRY, FL 32347	397.35
SKILLED NURSING PSYCHIATRIC MEDICAL	WINDSOR HEALTH AND REHABILITATION STARKE, FL 32091	331.30
SKILLED NURSING PSYCHIATRIC MEDICAL	MANOR AT BLUE WATER BAY NICEVILLE, FL 32578	570.10
MEDICAL-SURGICAL, PEDIATRICS, GERIATRICS, OB/GYN, MATERNITY, MENTAL HEALTH, COMMUNITY)	GRACEVILLE HOSPITAL GRACEVILLE, FL 32440	540.81
MEDICAL-SURGICAL, PEDIATRICS, GERIATRICS, OB/GYN, MATERNITY, MENTAL HEALTH, COMMUNITY)	GULF COAST MEDICAL CENTER PANAMA CITY, FL 32405	536
SKILLED NURSING PSYCHIATRIC MEDICAL	DESOTO HEALTH AND REHABILITATION CENTER ARCADIA, FL 34266	161.23
MATERNITY PEDIATRIC	FRUITFUL VINE MIDWIFERY JACKSONVILLE, FL 32216	352.23
SKILLED NURSING PSYCHIATRIC MEDICAL	AVANTE AT LEESBURG, INC LEESBURG, FL 34748	240.79
PEDIATRIC MEDICAL	PHYSICIAN OFFICES OF FLORIDA CITY FLORIDA CITY, FLORIDA 33034	62.36
SKILLED NURSING PSYCHIATRIC MEDICAL	THE BRIDGE AT BAY ST. JOE CARE & REHABILITATION PORT ST. JOE, FL 32456	555.95
MEDICAL SKILLED NURSING PSYCHIATRIC	PALM TERRACE OF CLEWISTON CLEWISTON, FL 33440	76.74
SKILLED NURSING PSYCHIATRIC MEDICAL	CONSULATE HEALTHCARE OF TALLAHASSEE, FL 32308	453
SKILLED NURSING PSYCHIATRIC MEDICAL	LIFE CARE CENTER OF PALM BAY PALM BAY, FL 32907	142

<b>Competency Taught</b>	<b>Name and Address of the Clinical Facility &amp; Type of Healthcare Facility</b>	<b>Mileage from Plantation Campus</b>
SKILLED NURSING PSYCHIATRIC MEDICAL	SAN JOSE HEALTH AND REHABILITATION CENTER JACKSONVILLE, FL 32257	342
PSYCHIATRIC	SOUTH COUNTY MENTAL HEALTH CENTER DELRAY BEACH, FL 33484	29.3

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