



CATALOG

Effective April 1, 2024

Vol VI

"The Journey of a thousand miles begins with a single step."

-Lao Tzu

**Abundant Life Nursing School
2799 W. Old Highway 441
Mount Dora, FL 32757**

Phone: 352-720-6322

Fax: 352-600-3091

Table of Contents

| | |
|--|----|
| MESSAGE FROM THE PRESIDENT..... | 5 |
| GENERAL INFORMATION | 6 |
| LICENSURE | 6 |
| CAMPUS INFORMATION | 6 |
| HOURS OF OPERATIONS..... | 6 |
| MISSION AND PURPOSE | 6 |
| VISION | 6 |
| OWNERSHIP | 6 |
| GOVERNING BOARD..... | 6 |
| LANGUAGE..... | 6 |
| FACILITIES | 7 |
| CLASS SCHEDULES | 7 |
| ACADEMIC CALENDAR | 7 |
| HOLIDAYS | 8 |
| TUITION AND FEES..... | 8 |
| STAFF | 9 |
| FACULTY..... | 9 |
| ADMISSIONS..... | 10 |
| ADMISSIONS REQUIREMENTS AND PROCESS..... | 10 |
| TRANSFER OF CREDITS | 12 |
| SUBMITTING ACADEMIC INFORMATION..... | 12 |
| NON-DISCRIMINATION POLICY | 12 |
| BACKGROUND CHECKS | 12 |
| DENIAL OF ADMISSION | 12 |
| RE-ENROLLMENT (RE-START) | 12 |
| FINANCIAL SERVICES | 13 |
| STUDENT FINANCIAL ASSISTANCE..... | 13 |
| ABUNDANT LIFE NURSING SCHOOL SCHOLARSHIP | 13 |
| CANCELLATION AND REFUND POLICY | 14 |
| ACADEMIC POLICIES AND PROCEDURES..... | 15 |
| GRADING SYSTEM | 15 |
| DEFINITIONS..... | 15 |
| INCOMPLETE GRADES..... | 16 |
| PRACTICAL EVALUATION GRADES..... | 16 |
| REPEATING A COURSE | 16 |
| COURSE NUMBERING SYSTEM..... | 16 |
| PREFIXES | 16 |
| GRADUATION REQUIREMENTS..... | 16 |
| ACADEMIC HONESTY | 16 |

| | |
|---|----|
| COPYRIGHT POLICY | 17 |
| SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) | 18 |
| SAP - EVALUATION PERIODS..... | 18 |
| SAP - QUANTITATIVE CRITERIA..... | 18 |
| SAP - QUALITATIVE CRITERIA..... | 18 |
| SAP – EVALUATION AND ACADEMIC WARNING | 18 |
| SAP – ACADEMIC PROBATION | 18 |
| SAP - TIME FRAME TO COMPLETE (MTF) POLICY | 19 |
| SAP - APPEALS | 19 |
| ACADEMIC DISMISSAL | 19 |
| MAKEUP WORK AND EXAMS | 19 |
| WARNING | 19 |
| SUSPENSION..... | 19 |
| APPEAL PROCESS..... | 19 |
| STUDENT RESPONSIBILITIES..... | 20 |
| CODE OF CONDUCT | 20 |
| SAFETY IN PRIVATE SPACES ACT | 20 |
| PROBATION..... | 21 |
| GROUNDS FOR TERMINATION | 21 |
| DRESS CODE..... | 21 |
| ALCOHOL AND DRUGS-FREE POLICY | 21 |
| WEAPONS POLICY | 21 |
| NON-SMOKING POLICY | 21 |
| HARASSMENT AND ANTI-HAZING POLICY..... | 21 |
| HEALTH AND SAFETY PLAN..... | 21 |
| PERSONAL PROPERTY | 22 |
| USING AND CARING FOR EQUIPMENT | 22 |
| PHONE CALLS | 22 |
| ATTENDANCE | 22 |
| TARDINESS..... | 22 |
| STUDENT ID..... | 22 |
| STUDENT RIGHTS | 23 |
| DISCRIMINATION AND HARASSMENT POLICY | 23 |
| STUDENT’S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974) | 23 |
| INFORMATION DISCLOSURE | 23 |
| FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) | 23 |
| MAINTENANCE OF STUDENT RECORDS..... | 23 |

| | |
|--|----|
| STUDENT RECORD DUPLICATES | 23 |
| LEAVE OF ABSENCE | 23 |
| GRIEVANCE POLICY | 24 |
| STUDENT SERVICES | 25 |
| ACADEMIC AND CAREER COUNSELING..... | 25 |
| CAREER SERVICES | 25 |
| MEDIA SERVICES RESOURCE CENTER | 25 |
| FINANCIAL ADVISEMENT | 25 |
| HOUSING..... | 25 |
| TRANSCRIPT REQUESTS..... | 25 |
| CLINICAL POLICIES..... | 26 |
| CLINICAL SITE REQUIREMENTS AND CONSIDERATIONS..... | 26 |
| HOME HEALTH AIDE PROGRAM | 27 |
| PROGRAM OBJECTIVE..... | 27 |
| PROGRAM DESCRIPTION | 27 |
| CREDENTIAL AWARDED | 27 |
| PROGRAM OUTLINE..... | 27 |
| EMPLOYMENT DISCLOSURE | 27 |
| COURSES DESCRIPTIONS | 28 |
| PATIENT CARE TECHNICIAN PROGRAM | 29 |
| PROGRAM OBJECTIVE..... | 29 |
| PROGRAM DESCRIPTION | 29 |
| CREDENTIAL AWARDED | 29 |
| PROGRAM OUTLINE..... | 29 |
| EMPLOYMENT DISCLOSURE | 29 |
| COURSE DESCRIPTIONS..... | 30 |
| PRACTICAL NURSING PROGRAM | 31 |
| PROGRAM OBJECTIVE..... | 31 |
| PROGRAM DESCRIPTION | 31 |
| CREDENTIAL AWARDED | 31 |
| EMPLOYMENT DISCLOSURE | 31 |
| PROGRAM OUTLINE..... | 32 |
| COURSE DESCRIPTIONS..... | 33 |

MESSAGE FROM THE PRESIDENT

WELCOME to Abundant Life Nursing School.

CONGRATULATIONS on your respected decision to entrust the furtherance of your education with our team. Our SUCCESS is a direct reflection of every student's effort to succeed. As you succeed, so will the school too. We are committed to promoting a R.I.C.H. environment that encourages an atmosphere of:

Respect

Integrity

Character

Honor

Throughout my educational endeavors "persistence" has been my greatest companion. I encourage anyone trying to advance educationally to have patience. When the material is hard slow down and give yourself more time to learn. Secondly, listen. More than speaking, listening is a virtue vital to educational enhancement. Lastly, I am so proud of you for taking either the first step or continuing your educational journey. Good luck

Our most sincere hope is that you will find your time with us: one of purpose, progress, fulfillment, and great reward. It is my hope that all students; regardless of what ethnicity, socioeconomic background, or past educational experience, will find academic success at Abundant Life Nursing School.

With Sincere Gratitude,



Patricia Allen, RN-BSN President



GENERAL INFORMATION

LICENSURE

Abundant Life school of Nursing is licensed by the Commission for Independent Education, Florida Department of Education, License # 6248. Additional information about this institution may be obtained by contacting the commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. Toll free: (888) 224-6684

CAMPUS INFORMATION

Abundant Life Nursing School 2799 Old
West Highway 441 Mount Dora,
Florida, 32757

Phone: 352-720-6322

Fax: 352-600-3091

HOURS OF OPERATIONS

Office Hours: 8:00 am to 4:00 pm Monday through Friday

MISSION AND PURPOSE

Abundant Life Nursing School was established for the purpose of educating individuals in the various health care professions. Additionally, we serve as a catalyst to the medical profession and to future educational endeavors. We believe that all qualified students deserve the opportunity to develop their greatest potential.

VISION

The vision of Abundant Life Nursing School is to offer an educational program, which affords students an opportunity to serve as a Home Health Aide, Patient Care Technician, or Practical Nursing. Abundant Life Nursing School will serve in the community as a beacon of excellence in the provision of healthcare education. It is our hope to assist with all health care educational needs including furthering education or students who desire assistance with continuing education to improve current skills.

OWNERSHIP

The school is owned by Abundant Life School of Nursing, Inc., an active registered corporation in the State of Florida. Abundant Life Nursing School is a fictitious name (DBA) registered in Florida by Abundant Life School of Nursing; Inc. Abundant Life School of Nursing, Inc. is owned by Ms. Patricia Allen.

GOVERNING BOARD

The governing board is constituted by Ms. Patricia Allen, President. Address 2799 Old West Highway 441, Mount Dora, Florida, 32757.

LANGUAGE

All programs are offered in English.

FACILITIES

Abundant Life Nursing School is located at 2799 Old West US Highway 441, Mount Dora, Florida, 32757. The facility is 6,000 square feet and includes 4 classrooms, 1 skills laboratory, 1 computer laboratory, 2 administrative offices, a media center & student lounge, and restrooms. The campus is located on the second floor and accessible via stairs and elevator.

Our school complies with all provisions of section 504 of the Rehabilitation Act of 1973. No qualified handicapped person will be excluded from enrolling in the school. However, handicapped individuals should be aware that the regulations set by the State of Florida require a high level of manual dexterity and prolonged periods of practical work in the skills lab and at the externship sites.

CLASS SCHEDULES

Practical Nursing Classes

Option 1 – Monday through Thursday, 9:00 am to 5:30 pm, Clinical hours may vary

Option 2 - Monday through Thursday, 5:00 pm to 10:00 pm, Clinical hours may vary

Patient Care Technician Program

Option 1 - Three days a week 8:00 am to 4:00 pm

Option 2 - Monday through Friday, 5:00 pm to 10:00 pm

Home Health Aide Program

Option 1 – Monday through Thursday 9:00 am to 3:00 pm

The school has the right to change its schedule in the interest of the student’s education. Students will be notified in advance of any schedule changes.

ACADEMIC CALENDAR

Patient Care Technician Program

Enrollment Deadline

TBA

Start Date

TBA

Estimated Graduation Date

TBA

Practical Nursing Program

Enrollment Deadline

February 29, 2024

July 31, 2024

Start Date

March 11, 2024

August 19, 2024

Estimated Graduation Date

February 20, 2025

July 31, 2025

Home Health Aide Program

Starts on the first Monday of every month.

Enrollment Deadline: First Monday of every month.

Estimated Graduation Date: Wednesday of the fourth week.

HOLIDAYS

The school will remain closed during the following holidays:

Observed Holidays

Martin Luther King Day

President's Day

Spring Break (March 10th – 14th 2025)

Memorial Day

Juneteenth (June 19th)

Independence Day (July 4th)

Labor Day

Thanksgiving (Thursday & Friday)

Winter Break (December 23rd – January 1st or first business day after New Years Day)

In the event of an emergency, inclement weather, or natural disaster the school will close as determined by Lake County public school's system. Classes canceled due to weather conditions are made up at the end of the program.

TUITION AND FEES

Practical Nursing

Duration: 1,350 hours – 50 weeks

Registration Fee \$ 150.00 (*)

Books & Supplies \$ 1000.00 (*)

Tuition Charge \$ 8,100.00

Other Costs \$ 100.00 (background check) (*)

Total Program Cost \$ 9350.00

Costs not included in program price: Florida Board of Nursing application and Pearson exam fee

Home Health Aide

Duration: 85 hours – 3.5 weeks

Registration Fee \$ 150.00 (*)

Books & Supplies \$ 50.00 (*)

Tuition Charge \$ 350.00

Other Costs \$ 100.00 (background check) (*)

Total Program Cost \$ 650.00

Patient Care Technician Duration: 600 hours – 24 weeks

Registration Fee \$ 150.00 (*)

Books & Supplies \$ 150 (*)

Tuition Charge \$ 4,200.00

Other Costs \$ 100.00 (background check) (*)

Total Program Cost \$ 4,600.00

() Nonrefundable fee*

STAFF

| | |
|-----------------------|-----------------------------|
| President | Patricia Allen, RN |
| Financial Director | Patricia Allen, RN |
| Director of Education | Ena-Lorraine Ebanks, RN-MSN |
| Admissions | JoAnn Harris |
| Student Services | JoAnn Harris |
| Career Services | JoAnn Harris |
| Bursar | Patricia Allen |
| Clinical Coordinator | Patricia Allen |
| Academic Advisor | Patricia Allen |

FACULTY

Patricia Allen, RN-BSN

Lake Sumter State College, ASN, Leesburg, FL
University of Phoenix, BSN, Phoenix, AR

Ena-Lorraine Ebanks, RN-MSN

Chamberlain College of Nursing, BSN, MSN, Saint Louis, MO
Lipscomb University, BS, Nashville, TN

Deborah Stevenson, RN-MSN

Clarkson Collage, MSN, Omaha, NE
University of Maryland, BSN, Baltimore, MD

Treva Williams, LPN

Ozarka Technical College, LPN, Melbourne, AR
Tulsa Community College, Tulsa, OK

ADMISSIONS

ADMISSIONS REQUIREMENTS AND PROCESS

Home Health Aide Program

Prospective students must comply with the following requirements to enroll:

1. Present a Valid picture ID.
2. Present a High School diploma, GED, or pass the entrance Wonderlic Ability to Benefit Test (ATB). The Wonderlic ATB test is administered at the school and has a minimum passing score of 200 for Verbal and 210 for Quantitative evaluations. The student is responsible for the payment of \$35 for each Wonderlic ATB test. Students are allowed to retake after a week, for a maximum of 3 times.
3. Electronic Fingerprinting (Background Check Level II) - Students are required to submit an electronic copy of their fingerprints as part of the admission requirements. Cost is included in the program price.
4. To qualify for enrollment, a one-on-one appointment with one of the school admissions representatives is required. During the one-on-one appointment, the admission representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
5. Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida-approved agency. Visit the [list of approved credential evaluator agencies by the Florida Department of Education](#).
6. Applicants who are at least 16 but younger than 18 years of age may enroll under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.

Patient Care Technician Program

Prospective students must comply with the following requirements to enroll:

1. Present a Valid picture ID.
2. Present a High School diploma, GED, or pass the entrance Wonderlic Ability to Benefit Test (ATB). for Quantitative.
3. The Wonderlic ATB test is administered at the school and has a minimum passing score of 200 for Verbal and 210 for Quantitative evaluations. The student is responsible for the payment of \$35 for each Wonderlic ATB test. Students are allowed to retake after a week, for a maximum of 3 times.
4. Electronic Fingerprinting (Background Check Level II) - Students are required to submit an electronic copy of their fingerprints as part of the admission requirements. Cost included with the program price.
5. In order to qualify for enrollment, a one-on-one appointment with one of the school admissions representatives is required. During the one-on-one appointment, the admission representative will provide advisement services to assist the student in planning and completing the occupational education program for enrollment.
6. Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida-approved agency. Visit the [list of approved credential evaluator agencies by the Florida Department of Education](#).
7. Applicants who are at least 16 but younger than 18 years of age may enroll under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.
8. Applicants for the Patient Care Technician program must also present a medical clearance for all communicable diseases.

Practical Nursing Program

Applicants for this program must comply with the following admission requirements:

1. Present a valid picture ID.
2. United States citizen or an eligible non-citizen.
3. Complete an application for admissions.
4. Provide evidence of completion of a U.S. high school diploma or GED (General Equivalency Diploma). Documentation from another country must be accompanied by the corresponding translation and evaluation by a Florida-approved agency. Visit the [list of approved credential evaluator agencies by the Florida Department of Education](#)
5. Successfully complete an interview with the Admissions Counsel.
6. Students must pass a HESI A2 entrance exam with a minimum composite score of 65.
 - a. A picture ID is required to take the exam. Cost: \$75 (non-refundable; payment can be made by cash or credit card). Length of the test: Approximately 4 hours. Applicants with a low score may retake after two weeks. The maximum number of times the exam may be taken is 2 (\$75 cost each time). For more information about the exam, visit www.evolve.elsevier.com. Previous HESI A2 results must be within one year of application.
7. Physical (including TB Testing) - Students are required to have had a recent physical and received all required testing by an approved Physician or ARNP stating the prospective student is in good health and free of communicable diseases. The approximate cost is \$100 and is the responsibility of the applicant. The cost of TB testing may be greater if X-rays are required.
8. Electronic Fingerprinting (Background Check Level II) - Students are required to submit an electronic copy of their fingerprints as part of the admission requirements. Cost is included in the program price.
9. Submit 2 letters of reference. One of the references should be academic or employment related. Family members may not complete a reference letter.
10. Applicants who are at least 16 but younger than 18 years of age may enroll under parental or legal guardian consent. A parent or legal guardian is required to sign the Enrollment Agreement.
11. American Heart Association BLS for Healthcare Providers must be completed before first day of external clinical rotation.

TRANSFER OF CREDITS

Transfer of Credits Between Programs within the Institution

Abundant Life Nursing School gives credits for studies at a previous program within the institution. Such credits are counted and considered when classes previously taken are part of the new program of study. No transfers accepted for the Home Health Aide Program. Abundant Life Nursing School does not accept transfer credits by experience or examination.

Transfer of Credits for Studies at Other Institutions

Abundant Life Nursing School does not accept transfer credits for previous nursing programs. The HESI A2 may be waived if the applicant presents a sealed official transcript from a nursing program and has a GPA of 2.75 or higher within the last two years. Abundant Life Nursing School does not accept the transfer of credits/hours for the Home Health Aide Program or Patient Care Technician Program.

Transferability of Credits Earned at Abundant Life Nursing School to Another Institution Transferability of hours/courses earned at our school is at the discretion of the accepting institution. It is the student's responsibility to confirm if they will be accepted by another institution of the student's choice.

SUBMITTING ACADEMIC INFORMATION

Students transferring hours are required to request official transcripts from the educational institutions attended to be sent directly to Abundant Life Nursing School's address, with attention to the Director of Education.

NON-DISCRIMINATION POLICY

Abundant Life Nursing School is a privately owned school, which offers equal opportunity and does not discriminate based on race, gender, color, religion, sex, national origin, citizenship status, age, disability, political affiliation, or belief. Every reasonable effort will be made to accommodate students with special needs.

BACKGROUND CHECKS

Applicants for admission must successfully pass a Level II Background check for eligibility for licensure or entry into a program or enrollment. Any person wishing to apply to a program who has been arrested or convicted of any offense other than a minor traffic violation should refer to the Florida Statutes, Chapter 456 Health Professions, and occupations, 456.03 (3) (a) and (b), Department; general licensing provisions. A negative report does not constitute a denial, nor does a positive report alone guarantee admission into the school.

DENIAL OF ADMISSION

Applicants will be denied admission if they do not meet the admissions and eligibility requirements stated in this catalog.

RE-ENROLLMENT (RE-START)

A student that has canceled or has been terminated and desires to re-enter the program of study must notify the school in writing. A student that was terminated for any reason must interview with the APG Committee and show cause why they should be allowed to enroll again at the institution. The decision of the school will be final. When re-enrollment is approved, the student will need to comply with all current admission requirements and have satisfied any pending financial responsibilities for the previous program enrollment. Hours earned for the previous enrollment that apply will be considered for the new enrollment as a transfer of hours. Abundant Life Nursing School does not accept the transfer of hours for the Home Health Aide Program.

FINANCIAL SERVICES

STUDENT FINANCIAL ASSISTANCE

All tuition, fees, and related costs of the program of enrollment are included in this catalog and are due prior to the scheduled start-date of a student's classes, unless the student has arranged for a payment plan (for students who qualify). The complete fulfillment of payment obligations is a condition for graduation.

At the time of enrollment, students may select from the following payment options:

- Full payment at time of signing enrollment agreement.
- Registration fee at the time of signing enrollment agreement with balance paid prior to starting date.
- Registration fee at the time of signing enrollment agreement with the balance paid prior to graduation following an agreed payment plan (for those who qualify).
- Major credit cards are also accepted.

ABUNDANT LIFE NURSING SCHOOL SCHOLARSHIP

Our institution believes in assisting our community members achieve their dreams. This scholarship is meant to assist low-income family students enrolling in the Practical Nursing Program or Patient Care Technician Program. Eligibility is limited to families with a combined annual income that falls under the Low-Income Families category as per The Department of Housing and Urban Development (HUD). A student that qualifies for this scholarship will receive a credit towards their enrollment program cost equivalent to 15% of the program enrollment tuition cost.

To be considered for this scholarship, the candidate must fulfill the following requirements:

- Apply for the scholarship prior to enrollment by completing a scholarship form.
- Comply with all admission requirements for the program.
- Present the last reported tax return as proof of a family combined annual income to be within the Low-Income Family bracket.

For information about the income limits to qualify as a Low-Income Family visit

<https://www.huduser.gov/portal/datasets/il.html>

CANCELLATION AND REFUND POLICY

Should a student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

1. Cancellations must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Student Enrollment Agreement and making initial payment.
3. Cancellation after the 3rd business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee of \$150.
4. Cancellation after attendance has begun, through 40% (540 hours) completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing more than 40% (540 hours) of the program hours will result in no refund.
6. Termination Date: The Termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. Cancellation of classes by the institution after attendance has begun will result in a 100 percent refund.
9. Should the prospective student not meet the entrance requirements, it will result in a 100 percent refund.

ACADEMIC POLICIES AND PROCEDURES

GRADING SYSTEM

Students must maintain a minimum grade of C (75 %) for each course.

Grade Scale

| Letter Grade | Level Obtained | Equivalent Percentage | Grade Points |
|--------------|----------------|-----------------------|--------------|
| A | Excellent | 92-100 | 4 |
| B | Above Average | 84-91 | 3 |
| C | Average | 75-83 | 2 |
| F | Failure | 74% and below | 0 |

Practical Evaluations

Practical evaluations are measured in a pass or fail basis as follows:

Pass: student receives an A (100%) - 4.0 grade points

Fail: student received an F (0%) – 0 grade points

DEFINITIONS

Program Duration

Program and courses duration are measured in clock hours.

Clock Hour Definition

A period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

Period of Enrollment

A period of enrollment or payment obligation: the entire program.

Grade Point Average (GPA)

The grade point average (GPA) is a number that represents the average value of the accumulated final grades earned for courses over a specific period. A student's grade point average is calculated by adding all accumulated final grades multiplied by their corresponding course hours and dividing that figure by the number of grades awarded. For repeat courses, only the highest grade achieved will be considered for the GPA calculation. The cumulative grade point average (CGPA) is the grade point average calculation for the full program of enrollment or for a specific term/period, for example for a SAP evaluation period.

INCOMPLETE GRADES

Students may request an incomplete grade (I) when under extenuating circumstances that prevent the completion of required course work or assessments. Approval is not guaranteed. Each request is evaluated on a case-by-case basis. The method and time for the completion of the work must be approved by the instructor. If the work is not completed by the end of the agreed period, the grade of I will automatically change to a grade of F. No timeframe shall exceed a period of four weeks.

PRACTICAL EVALUATION GRADES

Clinical and laboratory practical evaluations are measured on a PASS or FAIL basis. Students that pass a clinical or laboratory assessment will receive a grade of A (100%) with 4 grade points. Students that fail a practical evaluation receive a grade of F (0%) with 0 grade points.

REPEATING A COURSE

Students must repeat any course in which a passing grade is not earned, as long as the student stays within the Satisfactory Academic Policy (SAP) approved regulations as established in this catalog. The student will be required to pay tuition for each repeated course. The highest grade obtained will be the one considered in the computation of the student's GPA and credited toward graduation requirements.

COURSE NUMBERING SYSTEM

Course numbers are based on course codes established by the institution. The course numbering system consists of an alpha prefix followed by a digit course number. The Alpha Prefix identifies academic discipline. The numbers identify the course.

PREFIXES

| | |
|-------|---|
| HA | Home Health Aide Courses |
| HSC | Health Core Courses |
| HSCIL | Health Core Internal Skills Lab Courses |
| PCT | Patient Care Technician Courses |
| PN | Practical Nursing Theory Courses |
| PNIL | Practical Nursing Internal Skills Lab Courses |
| PNEL | Practical Nursing Clinical Externships |

GRADUATION REQUIREMENTS

To graduate from a program, a student must achieve a cumulative GPA of 75%, and comply with all requirements established in the institution's SAP policy. In addition, the student must fulfill all financial obligations as stated in the Enrollment Agreement. Graduate students receive a diploma.

ACADEMIC HONESTY

Students will only receive credit for their original work. References to external sources must be clearly identified. Students committing plagiarism or cheating will be held accountable with consequences that may vary from having to repeat an assessment/course to suspension and expulsion.

Plagiarism: The use of someone else's words or works as your own without the required acknowledgment or attribution. Words or ideas that require citation include, but are not limited to, hard copy or electronic publications (whether copyrighted or not), verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Cheating: The use of unauthorized help during an exam or assignment. Examples are asking someone else to complete the assignment, acquiring test answers, looking over someone else's shoulder during a test to copy their responses, or unauthorized access to test responses while testing. Violation may result in probation and/or termination from the program.

COPYRIGHT POLICY

Abundant Life Nursing School students, faculty, and staff are required to comply with the United States and international copyright laws. Abundant Life Nursing School will hold accountable students, faculty, and staff violating copyright laws with consequences that can vary from disciplinary actions, suspension, civil and criminal liabilities. Violations to copyrights include reproduction, copies, distribution, modification, public display, download, store, or transmission by anyone but the copyright owner without written authorization. Using a portion of the original work is still considered a violation of copyright when deemed "substantial and material". Under the [Berne Convention](#), copyright protection for any work created after April 1, 1989, is automatically granted upon creation without the need for a declaration or assertion. This means as soon as the work is written or recorded in a physical medium (including printed, electronically stored, emailed, cloud-sharing, part of an electronic presentation), copyrights are automatically given to the author. For more information, visit the US Copyright Office website at www.copyright.gov. The US Copyright Office FAQ page includes clarifications to the most common questions at www.copyright.gov/help/faq. Copyright Act violation consequences and penalties are listed at <http://www.copyright.gov/title17/92chap5.html>

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Abundant Life Nursing School requires that all students enrolled be evaluated academically and attendance-wise upon completion of evaluation periods as listed below. Students are required to meet the standards of academic progress included next to determine the standards are met. These standards have multiple components (qualitative and quantitative measurements) that include a minimum cumulative grade point average requirement (CGPA); a minimum successful completion rate based on all clock hours attempted; and a maximum timeframe requirement.

SAP - EVALUATION PERIODS

Home Health Aide Program

1st SAP Evaluation Period = 43 scheduled hours

2nd SAP Evaluation Period = 85 scheduled hours

Patient Care Technician Program

1st SAP Evaluation Period = 300 scheduled hours

2nd SAP Evaluation Period = 600 scheduled hours

Practical Nursing Program

1st SAP Evaluation Period = 450 scheduled hours

2nd SAP Evaluation Period = 900 scheduled hours

3rd SAP Evaluation Period = 1350 scheduled hours

SAP - QUANTITATIVE CRITERIA

Students must attend at least 97% of the scheduled clock hours of the corresponding evaluation period to remain in compliance with the institution's SAP Policy. Clock hour progression will be based on a cumulative total of scheduled hours to attended hours. For example, a student that is in a SAP evaluation period of 300 clock hours is required to successfully complete a minimum of 291 clock hours ($300 \times 97\% = 291$).

SAP - QUALITATIVE CRITERIA

Under the qualitative criteria, to make Satisfactory Academic Progress (SAP), the student must demonstrate a minimum overall cumulative grade point average (CGPA) of 2.0 (75%) at the end of the SAP evaluation period to be considered.

SAP – EVALUATION AND ACADEMIC WARNING

A student who fails to establish or maintain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student has regained satisfactory academic progress status (meets SAP Quantitative and Qualitative criteria). A student that fails to achieve a satisfactory SAP evaluation after completing the academic warning will be placed on probation.

SAP – ACADEMIC PROBATION

A student who fails to regain Satisfactory Academic Progress (fails to meet the SAP Quantitative criteria or SAP Qualitative criteria) after completing the warning period, will be placed on academic probation and maintain this status of academic probation during the following SAP evaluation period. At the end of the period in which the student is on probation, the student's overall GPA and clock hours completion percentage will be recalculated. A student will be removed from academic probation only if the student has regained satisfactory academic progress status (meets SAP Quantitative and Qualitative criteria). A student that fails to achieve a satisfactory SAP evaluation after completing the academic probation will be withdrawn from the program of enrollment.

SAP - TIME FRAME TO COMPLETE (MTF) POLICY

The maximum allowable time frame for students to remain active in a program of enrollment is equal to 150% of the total hours of enrollment as specified in the enrollment agreement. This criterion allows students to repeat courses when failed and continue in the program of enrollment as long as the total hours attempted by the student do not go beyond 150% of the total hours of enrollment as specified in the enrollment agreement. Students still in attendance beyond the total number of hours as specified in the enrollment agreement are required to pay a tuition charge for every extra hour attended. Students that do not successfully complete their program when reaching 150% of total hours attempted will be automatically withdrawn.

SAP - APPEALS

A student who has been placed on academic probation but feels that there were mitigating circumstances that caused him or her to fail the SAP standard, may file a written appeal with supporting documentation to the School's President, who will make the final decision regarding the student's appeal within 5 days. If the student's appeal is granted, the student will be reinstated to satisfactory academic progress status.

ACADEMIC DISMISSAL

Any student who has been academically dismissed will not be considered for readmission to the institution until 6 months have passed. The student will have to reapply for admission, satisfy all admissions criteria in effect at the time, and satisfy any outstanding financial obligations to the institution.

MAKEUP WORK AND EXAMS

Students shall make arrangements with their instructor in order to make up a class, work, lab or a clinical missed. The same rule will apply for missed exams that will be scheduled at the discretion of the instructor. Make-up exams are a privilege not a right. Students should be in attendance on examination days. Make-up exam will result in 5% reduction in score. Quizzes may not be made up and will result in zero grade.

WARNING

In the event of non-compliance with school rules and regulations, a student will be issued a written warning. The student will be advised of the non-compliance issue by one of the school's officials, and future consequences if the matter is not addressed as explained in the warning.

SUSPENSION

The institution reserves the right to suspend a student for lack of payment, and/or breach of the rules and regulations of the school.

APPEAL PROCESS

Students have the right to appeal to their school's decisions related to their grades, academic progress, or status (probation, warning, suspension, termination). Appeals must be received in writing within 10 days of the evaluation, status change, or dismissal. The school's President will confer with the school's Education Director and arrive to a decision. The student will be notified in writing of the final determination within 10 days.

STUDENT RESPONSIBILITIES

CODE OF CONDUCT

General Code of Conduct

Students at Abundant Life Nursing School are expected to observe professional and ethical conduct. The institution reserves the right to place students on probation or dismiss a student due to unprofessional or disorderly conduct that reflects negatively on Abundant Life Nursing School, affects other students, or is a potential safety issue. Students are subject to all federal, state, and local laws as well as the policies set forth in the school catalog. Students are expected to bring daily to school all necessary educational materials and equipment. Students must be punctual to class. In case of absence, the student will be responsible for obtaining the covered material from a classmate or instructor. The institution will make reasonable arrangements for the recovery of hours and work missed. Visits from children, relatives, or friends are not allowed. Abundant Life Nursing School provides its students with a safe, respectful, and comfortable learning atmosphere. Conduct such as sexual harassment, discrimination, intimidation, bullying, or any physical or verbal threats will not be tolerated. Damaging or destroying school property is a reason for expulsion. Students that have damaged or destroyed school property will be responsible for the financial replacement cost and could be legally prosecuted. Commercial activities such as sales and promotions are not allowed on school premises and are grounds for suspension or expulsion.

Safety in Privacy Spaces Act

In accordance with Rule 6E-7.001, FAC, and the Safety in Private Spaces Act, Florida Statute Sec. 553.865, any student who willfully enters a restroom designated for the opposite sex on the premise of the educational institution and refuses to depart when asked by any other administrative personnel, faculty member, security personnel, or law enforcement personnel may result in exclusion from use of the restrooms or changing facilities, suspension, or withdrawal as a student from the school.

A person may only enter a restroom or changing facility designated for the opposite sex under one or more of the following circumstances:

- (a) To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s. 825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- (b) For law enforcement or governmental regulatory purposes;
- (c) For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- (d) For custodial, maintenance, or inspection purposes, provided that the restroom or changing facility is not in use; or
- (e) If the appropriate designated restroom or changing facility is out of order or under repair and the restroom or changing facility designated for the opposite sex contains no person of the opposite sex.

In the event any student believes that the institution has failed to meet the minimum requirements for restrooms and changing facilities under Rule 6E-7.001, FAC, or Sections 553.865(4) and (5), F.S. he/she has the right to file a complaint with the Attorney General. Complaints can be filed over the phone, by mail, or electronically at one of the following sites:

<https://www.myfloridalegal.com/sites/default/files/consumercomplaint.pdf>

<https://www.myfloridalegal.com/consumer-protection/consumer-complaint-form>

PROBATION

The institution reserves the right to place a student on probation due to unprofessional or disorderly conduct that reflects negatively on Abundant Life Nursing School, affects other students, is a potential safety issue, or violates school policies as stated in this catalog.

GROUND FOR TERMINATION

A student's enrollment can be terminated at the discretion of the institution for non-payment of academic costs, or failure to comply with rules and policies established by the institution as outlined in the catalog and this agreement.

DRESS CODE

Students are expected to wear the school uniform and white or black water resistant/impermeable shoes with socks that cover the ankle. Students who have long hair need to have hair secured in bun or tie to keep hair off collar and out of their face. No perfumes, jewelry (one simple wedding/commitment band is allowed), hoop or dangling earrings, visible body or facial piercings, artificial nails, eye lashes, or rings are allowed. Fingernails should be no longer than the tip of finger. Tattoos should be covered.

ALCOHOL AND DRUGS-FREE POLICY

Abundant Life Nursing School has a zero-tolerance policy for illegal drugs and alcohol use. No student, instructor, or employee is allowed on the institution premises or affiliate under the influence of any substance. Individuals under the influence may be subject to immediate termination. Students or school personnel with substance abuse addiction will be referred to community resources.

WEAPONS POLICY

Abundant Life Nursing School prohibits the possession, storage, or use of weapons of any kind on the school campus, with the exception of on-duty law enforcement officers. Objects considered weapons include firearms, explosives (including fireworks), metal knuckles, knives, pocketknives, or any other object designed or used with the intent to harm a person or destroy property. Also prohibited on campus is the use of fake guns or handheld items under clothing to simulate a weapon. Any person violating this policy will be immediately reported to authorities and permanently expelled from the institution.

NON-SMOKING POLICY

Smoking is not allowed on-premises.

HARASSMENT AND ANTI-HAZING POLICY

Harassment, intimidation, or discrimination because of age, race, color, religion, national origin, or disability, will not be tolerated at Abundant Life Nursing School. Behavior that denigrates the integrity of any person at the school (hazing) will not be tolerated. Sexual harassment is a serious offense not tolerated at Abundant Life Nursing School. Sexual harassment includes unwelcome sexual advances, gestures, offensive comments, or physical contact of a sexual nature. Students or personnel victims of harassment, discrimination, or intimidation are encouraged to report them immediately to the student services office or the school President. Abundant Life Nursing School will investigate such concerns promptly and confidentially. Students or personnel involved may be subject to suspension or termination.

HEALTH AND SAFETY PLAN

Abundant Life Nursing School Health and Safety Plan is available on our public website. Our plan has been implemented with the goal of keeping our students, guests, and personnel safe at all times. Students are informed about our school Health and Safety Plan at the time of the enrollment orientation. We ask students to stay alert and report any incident or situation that could place students, guests, or personnel in harm's way.

PERSONAL PROPERTY

Students are responsible for identifying and protecting their personal belongings, materials, and equipment. The school will not take any responsibility for lost or misplaced personal property.

USING AND CARING FOR EQUIPMENT

Students are responsible for their materials and equipment. The equipment of the school should be used gracefully in a suitable and professional manner. Any damage caused to equipment or malfunction detected must be immediately communicated to the school personnel.

PHONE CALLS

No personal calls are allowed during class time. Cell phones and all other electronic devices must be turned off and can only be used in the break/lunch area or outside the building during breaks and lunches.

ATTENDANCE

A student with no attendance over a period of 14 consecutive days will be withdrawn from the program of enrollment. Students with a situation that may require them to be absent from the school over a period of two weeks or more are encouraged to apply for a Leave of Absence (LOA). Please refer to the LOA policy included in the catalog under the Student Rights section.

In addition, and as per the Satisfactory Academic Progress Policy (SAP) Quantitative Criteria, students must complete at least 67% of the scheduled clock hours of each evaluated period in order to remain in compliance with the institution's SAP Policy. Refer to the Satisfactory Academic Progress Policy published in the school catalog for a full description of the evaluation and probation criteria.

Students are expected to attend scheduled classes, laboratory sessions, and externships as scheduled. Students are solely responsible for all the information, materials, and instructions provided during the missed class. Abundant Life Nursing School has no obligation to provide any missed materials such as lectures, testing information, guidelines, or class notes.

TARDINESS

Tardiness is defined as showing to a class more than ten minutes late. Having three separate incidents of tardiness will be considered as one absence.

STUDENT ID

One regulation school I.D will be issued to each student. Replacement I.D cards will be issued at the student's expense. The cost of the replacement I.D is \$5.00.

STUDENT RIGHTS

DISCRIMINATION AND HARASSMENT POLICY

Abundant Life Nursing School prohibits discrimination or harassment based on race, ethnic or national origin, religion, age, sex, color, physical or mental condition, marital status, or veteran status under any program or activity under its purview. Sexual harassment includes harassment based on gender, pregnancy, childbirth or related medical condition, and inappropriate conduct of a sexual nature.

STUDENT'S RIGHT TO KNOW - STUDENT PRIVACY RECORDS (ACT OF 1974)

Abundant Life Nursing School's students have access to records as provided under federal and state law. The Federal Student Privacy Act of 1974 relates to the privacy of students, and it is designed to protect the privacy of their records. Students and parents of dependent students have the right to inspect and review the student's records. The school requires written authorization from the student or the designated representative before disclosing any individual information.

INFORMATION DISCLOSURE

In order to disclose students' personal information, written authorization is required. All information asked for by the United States Department of Education will be provided, in accordance with all applicable laws and regulations.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Abundant Life Nursing School strictly adheres to the requirements of FERPA regarding students' rights and privacy of information. In accordance with public law 93- 380, Family Educational Rights and Privacy Act, Florida Statute 5.229.782, the school allows students to access their educational records; challenge records they believe are inaccurate, incomplete, or misleading; and limit the release of such information. Records will not be released without the written consent of the student. A student will be notified whenever a court subpoenas the records in which case, written consent is not required. The parent (s) of a dependent student has the right to inspect records that are maintained by the school on behalf of the student.

MAINTENANCE OF STUDENT RECORDS

Official academic records are maintained by the Student Services Department. Included are admission applications and associated documentation, the records of grades and credits received in courses at this institution or accepted from other institutions; and other documents directly relating to the student's academic progress and status.

STUDENT RECORD DUPLICATES

The student may request a copy of their record in person or through a representative authorized by them in written consent, provided that all financial obligations have been met.

LEAVE OF ABSENCE

A leave of absence (LOA) must be requested in writing on an official Leave of Absence Form obtainable from the student services office prior to the beginning of the proposed requested leave. A leave of absence must be approved by the school's president and may not exceed 180 days.

A LOA may be granted for up to 180 days for reasonable causes like family illness, disability, or emergency. The request must be documented and signed by the student. If a student fails to return from the leave of absence, he or she will be considered withdrawn for academic purposes. The institution may grant a student multiple leaves of absence if the total number of days for all leaves does not exceed 180 days within a 12-month period.

A student returning from a leave of absence is to be scheduled to complete pending courses starting the date of return. For that reason, a leave of absence will only be approved when the school is able to accommodate the student's return to an appropriate group/course within the allowed 180 days of absence during a 12-month period.

A student must request the LOA in writing in advance of the beginning date of the leave of absence unless unforeseen circumstances prevent advance notice. Exceptions are submitted to the student services office for approval. The anticipated date of return must be indicated on the request as well as the reason for a student's leave request. When calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice was received.

In the event of an emergency, the institution may grant a leave of absence. However, when students are not in regular attendance, they jeopardize the quality of their education. Therefore, a leave of absence is discouraged.

GRIEVANCE POLICY

The administration, faculty and staff of Abundant Life Nursing School maintain an open-door policy for students to voice their concerns or complaints. Occasionally, a student or former student will require assistance with a problem at a level outside of Abundant Life Nursing School.

Abundant Life Nursing School grievance procedure is as follows:

1. The student attempts to handle the grievance with the instructor in a calm and professional manner.
2. If the grievance cannot be settled at this level, the student may ask for the intervention of the Student Services office to attempt to mediate, arbitrate, or rectify the situation. In most cases, complaints can be discharged at this level of intervention.
3. If a satisfactory result cannot be accomplished at this level, a written description of the grievance can be directed to the school President. The school President will evaluate the grievance and gather information. The student will be kept informed by the school President as to the status of the grievance, as well as the resolution of the problem. Students must submit a grievance no later than a week after the incident in consideration. The school President will respond to the grievance in writing within 7 business days.

When writing your grievance statement please include the following:

- ✓ Your name, address, and contact number.
 - ✓ Facts of your complaint: date and time of the incident, where it took place, the names of the people involved, the names of all witnesses.
 - ✓ Supporting evidence for your complaint
 - ✓ Describe any steps taken informally to resolve the matter.
 - ✓ Include a reasonable solution for your complaint.
 - ✓ Sign and date your statement.
4. In cases where the grievance is not settled at the institutional level, the student may also contact the Department of Education Commission that regulates the institution:

The Commission for Independent Education (CIE), 325 West Gaines Street, Suite 1414,
Tallahassee, FL 32399-0400, Phone: (850) 245-3200, Toll free: (888) 224-6684 www.fldoe.org/cie

STUDENT SERVICES

ACADEMIC AND CAREER COUNSELING

Counseling is available to all students for career and academic reasons. Students with issues of a personal nature will be referred to local public or private agencies for professional assistance.

CAREER SERVICES

Students will be coached on how to write resumes and prepare for job interviews. Every possible effort will be made by the school to expose students to professionals in the field. Our aim is to make students aware of the many professional opportunities available to them. Although the school cannot guarantee employment or placement, reasonable efforts will be made to assist students in securing suitable employment. This assistance is free and available to any student, regardless of when the student graduated.

MEDIA SERVICES RESOURCE CENTER

The school Media Center houses additional learning resources for active students and graduates. Resources include a computer connected to the internet, additional textbooks, reference materials, as well as program appropriate subscriptions. The media services resource center is open during normal business hours. Students will have access to school computers while on campus during non-testing hours. Students are not permitted to have food or beverages including legal or illegal substances in the computer labs. Offensive or illegal websites are not permitted.

FINANCIAL ADVISEMENT

The Financial Services Director will assist students to work out any financial problems, discuss financial options or payment plans.

HOUSING

Abundant Life Nursing School does not offer housing for students.

TRANSCRIPT REQUESTS

Upon graduation Abundant Life Nursing School provides each student with their diploma and corresponding official transcript at no cost. Abundant Life Nursing School reminds students that to graduate, a student must have successfully completed their program of instruction and be up to date with their financial obligations with the institution. Students that are up to date with their financial obligations may request a copy of their transcript from the Student Services by completing a transcript request form. Transcript requests may be made in person or by mail. There is a charge of \$25 for official transcripts. Official and non-official transcript requests may take between five (5) to ten (10) business days to process.

CLINICAL POLICIES

CLINICAL SITE REQUIREMENTS AND CONSIDERATIONS

All students are required to pay for lodging, meals, gas, and any travel related expenses for clinical sites over 50 miles.

Clinical and preceptorship are required components of each program and counted toward final grade/course completion. This is the actual off-site/ hands-on component (of prior learned theory and skills in the classroom setting) applied in the patient setting to include home assisted, skilled, acute care, long term care, etc.

Clinical and preceptorship is mandatory. Students must complete the required clock hours to successfully complete the enrolled program. Students must arrive 15 minutes prior to the scheduled time. Absences/Tardiness must be approved by the clinical coordinator and rescheduled at the clinical coordinator's discretion. Incomplete clinical preceptorship must be rescheduled and completed within 30 days upon the clinical coordinator's approval.

Dress code should be adhered to as outlined in the school catalog and clinical orientation. Students must be in a school designated uniform, badge present, neatly groomed as per professional guidelines.

Students are required to travel on their own to clinical preceptorship locations. All expenses including travel, gas, tolls, lodging, etc. are the sole responsibility of the student. If lodging is considered for distant travels, over 50 miles, the student assumes sole responsibility for associated costs.

HOME HEALTH AIDE PROGRAM

85 CLOCK HOURS – 3.5 WEEKS

PROGRAM OBJECTIVE

The primary objective of the Home Health Aide course is to instruct the students on providing personal care to patients, while promoting safety and support in the home environment. The role of the Home Health Aide is vital to the patient, while assisting them to reach their optimal level of independence and self-care. Completion of this program does qualify students' employment in agencies with Medicare and Medicaid patients.

PROGRAM DESCRIPTION

This is a short-term course but equally important. While there are classroom and laboratory instructional times, this course prepares the student to be able to offer assistance in varied areas of the patient's life, while spending large amounts of time with them. Such as communication, comfort, safety functions, legal and ethical responsibilities, nutrition, and infection control. An experienced nurse provides instructional hours.

CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

PROGRAM OUTLINE

| Course Number | Course Title | Total Clock Hours | Theory, Lab, Externship |
|---------------------|---|-------------------|---|
| HA 001 | Intro. to Healthcare/ Role of Home Health Aide | 5 | 5 theory hours |
| HA 002 | HIV/AIDS and Blood Borne Diseases | 8 | 4 theory, 4 lab hours |
| HA 003 | Infection Control and Safety | 7 | 5 theory, 2 lab hours |
| HA 004 | Legal and Ethical Responsibilities | 5 | 5 theory hours |
| HA 005 | Measuring Vital Signs w/Height & Weight | 20 | 10 theory, 10 lab hours |
| HA 006 | Observation, Recording & Reporting | 10 | 5 theory, 5 lab hours |
| HA 007 | Medication Administration and Preventing Errors | 8 | 6 theory, 2 lab hours |
| HA 008 | Working in Patients Home (+Externship 12 hr.) | 22 | 5 theory, 5 lab, 12 externship hours |
| Total Program Hours | | 85 | |

EMPLOYMENT DISCLOSURE

Graduate students of this program may start working as soon as the diploma is received. There are no licensure or certification requirements for employment as a Home Health Aide.

COURSES DESCRIPTIONS

HA-001 – INTRODUCTION TO HEALTH CARE/ ROLE OF HOME HEALTH AIDE

Duration: 5 clock hours (lecture). Prerequisites: None.

The primary objective of the Home Health Aide course is to instruct the students on providing personal care to patients, while promoting safety and support in the home environment. The role of the Home Health Aide is vital to the patient, while assisting them to reach their optimal level of independence and self-care. This is a short course but equally important. While there are classroom and laboratory instructional times, this course prepares the student to be able to offer assistance in varied areas of the patient's life, while spending large amounts of time with them. Such as communication, comfort, safety functions, legal and ethical responsibilities, patient rights, need for activity, cultural differences, promoting independence and self-care, family roles, nutrition, and infection control, caring for dying residents and hospice care. Instructional hours are provided by an experienced nurse.

HA-002-HIV/AIDS AND BLOOD BORNE DISEASES

Duration: 8 clock hours (4 theory, 4 lab). Prerequisites: None.

The focus of instruction is on the care of patients with HIV/AIDS and other blood borne diseases, the impact on patient and family, confidentiality, safety, and infection control.

HA-003-INFECTON CONTROL AND SAFETY

Duration: 7 clock hours (5 theory, 2 lab). Pre-requisites: None.

The focus of instruction is on hand washing, personal protective equipment, and ways to promote safety, to handle non-medical emergencies and to recognize and respond to medical emergencies.

HA-004-LEGAL AND ETHICAL RESPONSIBILITIES

Duration: 5 clock hours (theory). Pre-requisites: None.

The focus of instruction is on legal and ethical behavior and explaining patient rights along with the legal aspects of the patient's medical record.

HA-005-MEASURING VITAL SIGNS WITH HEIGHT & WEIGHT

Duration: 20 clock hours (10 theory, 10 lab). Prerequisites: None.

The focus of instruction is on admissions, transfers, and discharges of patients, explaining the importance of obtaining and recording vitals, how to measure height(s) and weight(s), and monitoring of vital signs.

HA-006-OBSERVATION, RECORDING AND REPORTING

Duration: 10 clock hours (5 theory, 5 lab). Pre-requisites: None.

The focus of instruction is on the importance of observing the patient and recognizing when to report signs and symptoms to the proper chain of authority. Instruction is also on being able to chart all observations and report as legal documentation.

HA007 – MEDICATION ADMINISTRATION AND PREVENTING ERRORS(CERTIFICATE)

Duration: 8 clock hours (6 theory, 2 lab). Pre-requisites: None

Identifying 7 rights of medications, assisting with self-administered meds, drugs misuse and abuse, methods of storage, observations to be reported.

HA-007-LEGAL AND ETHICAL RESPONSIBILITIES

Duration: 22 clock hours (5 theory, 5 labs, 12 externship). Pre-requisites: None

The focus of instruction is the clinical training required for the Home Health Aide to assist the patient at home, externship is also included.

PATIENT CARE TECHNICIAN PROGRAM

600 CLOCK HOURS – 24 WEEKS

PROGRAM OBJECTIVE

The program designed for the Patient Care Technician will provide students with both the knowledge and skills necessary to become licensed in the state of Florida. Their confidence in their ability to perform skills, make decisions and communicate with both patients and staff on a professional level will have reached new heights, upon completion of the program. These skills are performed on mannequins, peers and on students themselves. Under the direct supervision of a trained, skilled, and qualified instructor at all times, the PCT will meet the necessary requirements to work alongside the Practical Nurse, the Registered Nurse, or the Physician. Graduates are eligible to sit for Patient Care Technician national certification examinations.

PROGRAM DESCRIPTION

This program is a combined 600-hour course. Classroom instruction combined with clinical lab and performance or application at a training facility is the combined course curriculum. The clinical lab is on-site in our clinical lab rooms; the training is at a physician office, skilled nursing facility or hospital. Each student will experience at least one day at each; but a total of 40 hours for entire training time will be completed.

CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

PROGRAM OUTLINE

| Course Number | Course Title | Total Clock Hours | Theory, Lab, Externship |
|---------------------|--|-------------------|--------------------------------|
| PCT 001 | Fundamentals of Healthcare/Role of the Patient Care Technician | 52 | 52 theory hours |
| PCT 002 | HIV/AIDS (4 hours) & Blood Borne Diseases (4 hours) | 8 | 8 theory hours |
| PCT 003 | Home Health Aide | 42 | 36 theory, 6 lab hours |
| PCT 004 | Nursing Assistant | 60 | 40 theory, 20 lab hours |
| PCT 005 | Patient Care Technician | 90 | 50 theory, 40 externship hours |
| PCT 006 | Patient Care Technician/Lab | 100 | 100 lab hours |
| PCT 007 | Introduction to Electrocardiography (EKG) | 8 | 4 theory, 4 lab hours |
| PCT 008 | Introduction to Phlebotomy | 120 | 120 theory hours |
| PCT 009 | Phlebotomy Lab | 120 | 120 laboratory hours |
| Total Program Hours | | 600 | |

EMPLOYMENT DISCLOSURE

Graduate students of this program may start working as soon as the diploma is received. There are no licensure or certification requirements for employment as a Home Health Aide.

COURSE DESCRIPTIONS

PCT 001 – FUNDAMENTALS OF HEALTHCARE/ROLE OF THE PATIENT CARE TECHNICIAN

Duration: 52 clock hours (theory). Prerequisites: None.

This course introduces students to the patient care technician role. Topics of this course include infection control, safety and emergencies, legal & ethical responsibilities, measuring vitals w/height & weight, 8hr-communication & interpersonal skills 8hr- observation, recording and reporting 8hr-working as a patient care technician.

PCT 002 – HIV/AIDS (4 HOURS) & BLOOD BORNE DISEASES (4 HOURS)

Duration: 8 clock hours (theory). Prerequisites: None.

This course of instruction is to inform students on the care of patients with HIV/AIDS and other blood borne diseases, safety precautions, isolation techniques, family involvement and confidentiality. The student will also be instructed on diseases that affect the body systems.

PCT 003 – Home Health Aide

Duration: 42 clock hours (36 theory, 6 lab). Prerequisites: None.

The course provides practical guidance for handwashing, donning and doffing of personal protective equipment (PPE) and promoting patient safety during medical and non-medical emergencies.

PCT 004 – NURSING ASSISTANT

Duration: 60 clock hours (40 theory, 20 lab). Prerequisites: None.

Instruction focuses on the importance of obtaining and recording accurate vital signs to include height and weight, personal care, measuring intake /output, safe transfer of patient and maintenance of patient mobility.

PCT 005 – PATIENT CARE TECHNICIAN

Duration: 90 clock hours (50 theory, 40 externship). Prerequisites: None.

The course includes fundamental knowledge of the health care delivery system and the legal, ethical, and professional standards, effective communication techniques and proper use of medical terminology within the role of the PCT.

PCT 006 – PATIENT CARE TECHNICIAN LAB

Duration: 100 clock hours (100 theory). Prerequisites: None.

Instruction places emphasis on utilizing hands-on application of necessary skills to include wound care, surgical asepsis, IV therapy, phlebotomy, advanced respiratory procedure, and electronic communication.

PCT 007 – INTRODUCTION TO ELECTROCARDIOGRAPHY (EKG)

Duration: 8 clock hours (4 theory, 4 lab). Prerequisites: None.

The focus of instruction is primarily on the heart conduction system, obtaining EKG, monitoring heart rate, blood pressure and the fundamentals of identifying basic cardiac rhythms.

PCT 008 – INTRODUCTION TO PHLEBOTOMY

Duration: 120 clock hours (120 theory). Prerequisites: None.

Course designs to instruct student on the methods of drawing blood, anatomy and physiology of arteries and veins, maintaining infection control during proper order of draw while collecting lab specimen, centrifuging, and transporting of specimen.

PCT 009 – PHLEBOTOMY LAB

Duration: 120 clock hours (120 lab). Prerequisites: None.

The Phlebotomy Lab provides students with the opportunity to learn phlebotomy skills and proper specimen collection which includes adhering to safety measures, the proper use of PPE and infection control.

PRACTICAL NURSING PROGRAM

1350 CLOCK HOURS – 9 or 12 MONTHS

PROGRAM OBJECTIVE

The Program prepares the student to become eligible for Licensure as a Practical Nurse. This program includes theoretical and practical applications that prepare students to be able to perform patient care duties under the supervision of a Registered Nurse and other Medical Staff. The State Licensure Exam for Practical Nursing Graduates is NCLEX-PN®.

The school requires each student in the Practical Nursing Program to attend and successfully complete the review and prep classes, and the exit exam to be eligible for recommendation to the licensing board for NCLEX-PN testing.

PROGRAM DESCRIPTION

This program includes Theoretical, Classroom, self-study, Lab/ Simulation, and Clinical Practice for the student's preparation to be able to pass the Florida Licensing Exam for Practical Nurses and serve as a Licensed Practical Nurse. Knowledge and skills taught are consistent with the role and scope of practice defined by the Florida Board of Nursing and are to be performed under the direction and guidance of a Registered Nurse or a licensed Physician. Instruction includes education in the area of Medical/Surgical Nursing, Pediatric Nursing, Obstetrical and Gynecological Nursing and Psychiatric /Mental Health Nursing. Skills and applications needed for employment in settings such as long-term care, acute care and care in the home are taught and demonstrated. This program will further cover topics such as Vocational role and functions of the Practical Nurse, Foundations and fundamentals of Nursing Care, Infection Control, Body Structure and Function, Human Growth and Development, Personal and Family Care in various environments, Mental Health concepts, Nutrition, Pharmacology and Medication Administration, Ethical and Legal aspects of Practice, Interpersonal Relationships, Cultural Diversity, Current Issues in Healthcare and Employability Skills.

CREDENTIAL AWARDED

Upon successful completion of the program students receive a diploma.

EMPLOYMENT DISCLOSURE

Graduate students of this program must obtain a Practical Nursing License from the Florida Board of Nursing to apply for employment. For information of the NCLEX-PN examination and application process visit <https://floridasnursing.gov/>

PROGRAM OUTLINE

| Course Number | Course Title | Total Clock Hours |
|---------------------|---|-------------------|
| HSC 101 | Health Core | 70 |
| HSC IL 101 | Health Core Internal Clinical Lab | 20 |
| PN 102 | Vocational Adjustments I | 18 |
| PN 103 | Anatomy and Physiology | 66 |
| PNIL 103 | Anatomy and Physiology Internal Clinical Lab | 6 |
| PN 104 | Nutrition | 31 |
| PN 105 | Nursing Skills and Concepts | 24 |
| PNIL 105 | Nursing Skills and Concepts Internal Clinical Lab | 20 |
| PN 106 | Growth and Development | 24 |
| PN 107 | Pharmacology | 48 |
| PNIL 107 | Pharmacology Internal Clinical Lab | 24 |
| PN 108 | Geriatric and Elder Care | 18 |
| PNEL 108 | Geriatric and Elder Care External Clinical Lab | 56 |
| PN 109 | Advanced Nursing Skills (includes HIV/AIDS and Bloodborne diseases (4 hours)) | 12 |
| PNIL 109 | Advanced Nursing Skills – Internal Clinical Lab | 12 |
| PN 110 | Medical-Surgical Nursing | 192 |
| PNIL 110 | Medical Surgical Nursing – Internal Clinical Lab | 12 |
| PNEL 110 | Medical-Surgical Nursing | 419 |
| | a – Medical-Surgical Nursing – Internal Clinical Lab | 24 |
| | b – Mental Health – External Clinical | 24 |
| | c – Community health – External Clinical | 96 |
| PN111 | Obstetrics and Care of Mother and Infant | 22 |
| PNIL 111 | Obstetrics and Care of Mother and Infant – Internal Clinical Lab | 8 |
| PNEL 111 | Obstetrics and Care of Mother and Infant – External Clinical Lab | 28 |
| PN112 | Pediatrics and Care of the Sick Child | 22 |
| PNIL 112 | Pediatrics and Care of the Sick Child – Internal Clinical Lab | 8 |
| PNEL 112 | Pediatrics and Care of the Sick Child – External Clinical Lab | 28 |
| PN113 | Vocational Adjustments II | 18 |
| Total Program Hours | | 1350 |

COURSE DESCRIPTIONS

HSC 101 – HEALTH CORE

Duration: 70 clock hours (70 lecture). Prerequisites: None.

This course introduces the students to the health care delivery system and health occupations. Students will be able to demonstrate the ability to communicate and use interpersonal skills effectively. Demonstrate legal and ethical responsibilities, an understanding of and apply wellness and disease concepts. Recognize and practice safety & security, recognize and respond to emergency situations, recognize, and practice infection control procedures, demonstrate computer literacy and employability skills, demonstrate knowledge of blood borne diseases, HIV and AIDS, apply basic math and science skills.

HSCIL 101 – HEALTH CORE INTERNAL CLINICAL LAB

Duration: 20 clock hours (20 lab). Prerequisites: None.

Students learn to provide care utilizing basic nursing skills and develop organizational skills.

PN 102 – VOCATIONAL ADJUSTMENTS I

Duration: 18 clock hours (18 theory). Prerequisites: None.

The purpose of this course is to orient the student to Abundant Life Nursing School's Practical Nursing Program, its philosophy, conceptual framework, and objectives. Stress management techniques and study skills further prepare the student for this course. This course's content includes the history of nursing and the role of the Practical Nurse in the health care system and in health promotion. Communication skills, legal and ethical issues, employment skills are included, as well as personal and professional growth through involvement in professional organizations and continuing educational activities.

PN 103 – ANATOMY AND PHYSIOLOGY

Duration: 66 clock hours (66 theory). Prerequisites: None.

This course is designed to provide the student with a working knowledge of the normal structure and function of the human body and its components, also an understanding of the relationships of the body systems in providing patient care. The organs, normal structure, and function of the respiratory, cardio-vascular, muscular-skeletal, nervous, skin, and sensory systems area covered as well as the terminology relating to each system. The content provides a basis for understanding deviations from normal body functions.

PNIL 103 – ANATOMY AND PHYSIOLOGY INTERNAL CLINICAL LAB

Duration: 6 clock hours (6 lab). Prerequisites: None.

The student will perform skills that identify the anatomy and physiology of the human body.

PN 104 – NUTRITION

Duration: 31 clock hours (31 theory). Prerequisites: None.

This course provides an introduction to the principles of nutrition and their application to patient care. Nutrients, food groups, and nutritional needs throughout the life span are discussed as well as the effects of various nutrients on wellness and disease. Regional, cultural, and religious food patterns, preparation of a basic food plan, and the use and maintenance of therapeutic diets are also covered.

PN 105 – NURSING SKILLS AND CONCEPTS

Duration: 24 clock hours (24 theory). Prerequisites: None.

This course introduces the student to the basic principles of nursing care as well as the physical comfort and safety functions provided by the Practical Nurse. The student will learn basic personal patient care skills and have the opportunity to develop competencies through practice in the nursing skills lab.

PNIL 105 – NURSING SKILLS AND CONCEPTS INTERNAL CLINICAL LAB

Duration: 20 clock hours (20 lab). Prerequisites: None.

Students will perform and show proficiency in the nursing skills and care plans needed for evaluating and caring for patients and residents in the school lab.

PN 106 – GROWTH AND DEVELOPMENT

Duration: 24 clock hours (24 theory). Prerequisites: None.

This course outlines characteristics of human growth and development throughout the life span and discusses the family's role and influence.

PN 107 – PHARMACOLOGY

Duration: 48 clock hours (48 theory). Prerequisites: None.

This course focuses on medications, their therapeutic uses, actions, characteristics, dosages, classes, side effects, adverse reactions, routes of administration and calculations.

PNIL 107 – PHARMACOLOGY INTERNAL CLINICAL LAB

Duration: 24 clock hours (24 lab). Prerequisites: None.

Students will demonstrate the correct procedures for administering medication as well as demonstrate proficiency in calculations.

PN 108 – GERIATRIC AND ELDER CARE

Duration: 18 clock hours (18 theory). Prerequisites: None.

This course focuses on the dynamics of the aging process and includes common illnesses and health concerns of older individuals. Concerns of the aging adult, management, skills and needs in caring for the geriatric client are discussed. Special emphasis is placed on promoting safety, teaching, following good health practices as well as moving clients toward independence. Clinical experience provides the student with the opportunity to build on acquired knowledge and skills, and thus able to apply nursing principles in meeting the needs of the aged and/or chronically ill client in a hospital for long term care facility.

PNEL 108 – GERIATRIC AND ELDER CARE EXTERNAL CLINICAL LAB

Duration: 56 clock hours (56 externship). Prerequisites: None.

Students will be given an assignment in the Long-Term Care Facility: Total care of the patient(s) & medication administration under the direct supervision of the R.N.

PN 109 – ADVANCED NURSING SKILLS (INCLUDES HIV/AIDS AND BLOODBORNE DISEASES (4 HOURS)

Duration: 12 clock hours (12 theory). Prerequisites: None.

This course builds on the nursing principles introduced in PN 105. The student is provided with information related to the care of the surgical patient, as well as the management, needs and nursing care of the patients with common acute and chronic medical/surgical conditions. Care of the Cancer patient along with end-of-life issues.

PNIL 109 – ADVANCED NURSING SKILLS INTERNAL CLINICAL LAB

Duration: 12 clock hours (12 lab). Prerequisites: None.

Students will perform advanced skills and care plans in the lab and show proficiency. Skills are practiced and competencies developed in the nursing skills lab.

PN 110 – MEDICAL SURGICAL NURSING

Duration: 192 clock hours (192 theory). Prerequisites: None.

This course provides the student with information regarding common acute and chronic, medical, and surgical conditions relating to the respiratory, cardiovascular, musculoskeletal, nervous, skin, sensory, reproductive, urinary, digestive, and endocrine systems, including the management, needs and specialized nursing care of patients with such conditions. Patients with psychological disorders are also discussed. Integrated throughout the course are also the principles of nutrition and pharmacology. The clinical experience provides an opportunity to plan, administer and evaluate the nursing care of patients with complicated disorders of the body systems.

PNIL 110 – MEDICAL SURGICAL NURSING INTERNAL CLINICAL LAB

Duration: 12 clock hours (12 lab). Prerequisites: None.

Emphasis is placed on the development of confidence in performing nursing skills, skills in group planning for patient care and the utilization of all available hospital and community resources for meeting the total needs of the patient.

PNEL 110 – MEDICAL SURGICAL NURSING EXTERNAL CLINICAL LAB

Duration: 12 clock hours (12 lab). Prerequisites: None.

(a) Medical Surgical Nursing – External Clinical Lab - 419 hours lab

Emphasis is placed on the development of confidence in performing, skills in group planning for nursing care and the utilization of all available hospital and community resources for meeting the total needs of the patient, in the external clinical setting under the direct supervision of the R.N.

(b) Mental Health – External Clinical - 24 hours lab

Under the direct supervision of the R.N. the student will evaluate patients with mental health disorders

(c) Community Health - External Clinical - 24 hours lab

Under the supervision of an R.N. the student will be assigned to various community organizations, Health Department, Hospice Home Care, Home Health Care

(d) Leadership skills - 96 hours lab

Will be performed with a preceptor under the supervision of the R.N

PN 111 – OBSTETRICS AND CARE OF MOTHER AND INFANT

Duration: 22 clock hours (22 theory). Prerequisites: None.

This course provides information regarding obstetrics & neonatology as it relates to normal growth and development. This course will provide information relating to normal pregnancy, labor and delivery, the normal newborn as well as common deviations from the normal.

PNIL 111 – OBSTETRICS AND CARE OF MOTHER AND INFANT INTERNAL CLINICAL LAB

Duration: 8 clock hours (8 lab). Prerequisites: None.

Specialized nursing skills will be performed by the student, to manage and care for the mother and infant throughout the maternity cycle. The student will apply skills and knowledge in a clinical setting.

PNEL 111 – OBSTETRICS AND CARE OF MOTHER AND INFANT EXTERNAL CLINICAL LAB

Duration: 28 clock hours (28 externship). Prerequisites: None.

Under the direct supervision of an R.N. the student will perform specific nursing skills as it relates to the management and care of both mother and infant throughout the maternity cycle, in the external clinical setting.

PN 112 – PEDIATRICS AND CARE OF SICK CHILD

Duration: 22 clock hours (22 theory). Prerequisites: None.

This course provides information regarding the general characteristics, needs and problems of the sick child and prepares the student to adapt nursing care to the pediatric patient. Signs and Symptoms of common pediatric disorders and diseases are covered; also included are nutritional requirements, diversion, and recreational activities. Nursing skills are practiced in the skills lab. The clinical experience provides the student with the opportunity to build on acquired knowledge and skills, to apply nursing principles to meet the need of the pediatric patient and participate in the health and wellness aspects of the patient and family.

PNIL 112 – PEDIATRIC AND CARE OF SICK CHILD INTERNAL CLINICAL LAB

Duration: 8 clock hours (8 lab). Prerequisites: None.

The student will demonstrate the use of the care plan and teaching skills for the family as well as perform proficiently in caring for the pediatric patient.

PNEL 112 – PEDIATRIC AND CARE OF SICK CHILD EXTERNAL CLINICAL LAB

Duration: 28 clock hours (28 lab). Prerequisites: None.

The student will demonstrate the use of the care plan and teaching skills for the family as well as perform proficiently in caring for the pediatric patient.

PN 113 – VOCATIONAL ADJUSTMENTS II

Duration: 18 clock hours (18 theory). Prerequisites: None.

The Practical Nursing student is prepared for the transition from student to graduate nurse. Legal and ethical issues specific to practical nursing, leadership qualities and employability skills are incorporated throughout the course. Topics include endorsement, use of placement services, nursing registries and alternative opportunities for practical nurses.