

TRINITY SCHOOL OF HEALTH AND ALLIED SCIENCES



SCHOOL CATALOG 2018 – 2019

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SCHOOL CATALOG

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INTRODUCTION

Trinity School of Health and Allied Sciences (TSHAS) welcomes and congratulates you on taking the first step towards achieving your goal to be a health care professional.

The School Catalog is a compilation of information prepared by the school administration. The contents of the catalog include information obtained from the school handbook policies and procedures. This catalog will assist you in obtaining answers to various questions you may have while enrolled at TSHAS. The rules and regulations contained in this catalog will in effect, and applicable to you, as long as you are in continuous and uninterrupted enrollment at TSHAS. If your enrollment is interrupted for any reason, the rules that will apply to you are those stated in the catalog in effect at that time.

STATEMENT OF ACCURACY

All information in this catalog is current, correct and is so certified as true by the Academic Dean. TSHAS updates its catalog annually. This catalog covers the period of 2018-2019. Within the year it covers, TSHAS may find it necessary to update the catalog to reflect the requirements and standards of the school's accrediting body, state licensing agency, the U.S. Department of Education, or even due to market conditions. TSHAS reserves the right to make changes at any time to any provision of this catalog. All matters contained herein are subject to change without prior notice and TSHAS assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog.

The catalog is available at the TSHAS library for reference and can also be viewed at the school's website (www.tshas.edu). Upon request by a prospective student or the general public, the Director of Admissions shall provide either: an available hard copy of the current school catalog, or the link in the school's website where the catalog can be viewed and downloaded. This catalog is effective as of November 1, 2018 up to December 31, 2019.

APPROVAL TO OPERATE STATEMENT

Trinity School of Health and Allied Sciences (TSHAS) is a private institution, approval to operate by the California Private Postsecondary Education Act (CPPEA) as of 2009 which is effective January 1, 2010. TSHAS under section 94866 (a) of CPPEA will by operation of law approved to operate January 22, 2015 to February 28, 2020. This act is administered by the Bureau for Private Postsecondary Education, under the Department of Consumer's Affairs. Any questions a student may have regarding the catalog that have not been satisfactorily answered by the institution may be directed to The Bureau for Private Postsecondary Education at 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833; www.bppe.ca.gov or toll free phone number (888)370-7589 or by fax (916) 263-1892.

BANKRUPTCY STATEMENT

TSHAS has never filed for a bankruptcy petition, operated as a debtor in possession, filed a petition within the preceding five years, or had a petition in bankruptcy filed against it within that preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.



Dear Prospective Students,

Education and growth here at Trinity is our utmost priority. We strive to ensure every individual student is provided with an excellent education experience coupled with vast learning opportunities. Students can look forward to an array of objectives. From working on basic skills with our knowledgeable instructors to progressing through repetition at our active externship sites, we aim to have every student walk into their job feeling like it's their tenth year rather than the first day. Our goal is to produce medical professionals that are ready to join a field that is in constant demand of experienced health care providers and be a part of the ever changing 21st century workforce.

Dr. Estrella Aguinaldo
President/CEO

SECTION I - THE SCHOOL

Trinity School of Health and Allied Sciences (TSHAS) is a privately- owned educational institution that aims to offer comprehensive program in health care services. TSHAS is situated within a diverse community in the South Bay area. Its location is accessible to by car and public transportation.

History

- January 22, 2015 - TSHAS was approved by the Bureau for Private Postsecondary Education.
- December 18, 2014 - Trinity School of Health and Allied Sciences was accredited by the Accrediting Bureau of Health Education Schools (ABHES).
- October 6, 2014 - Change of Ownership
- May 29, 2013 - Trinity Vocational Center was approved by the Bureau for Postsecondary Education (BPPE) and Accrediting Bureau of Health Education Schools (ABHES) to offer Hemodialysis Technician and Phlebotomy Training Program.
- November 2, 2012 - TSHAS was approved by the Bureau for Private Postsecondary Education (BPPE) and Accrediting Bureau of Health Education Schools to offer the Surgical Technology Program.
- November 29, 2011 - TSHAS was re-approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) and Accrediting Bureau of Health Education Schools (ABHES) to offer the Surgical Technology Program.
- May 11, 2011 - TSHAS was approved by the U. S. Immigration and Customs Enforcement to issue an M-1 visa through the Student and Exchange Visitor Program (SEVP).
- June 2, 2010 - TSHAS was approved to participate in program under the Higher Education Act of 1965 as amended (HEA) and the Federal student financial assistance program (Title IV, HEA programs).
- July 24, 2009 -TSHAS was accredited by the Accrediting Bureau of Health Education Schools (ABHES).
- June 22, 2007 -TSHAS was accredited by the Board of Vocational Nursing and Psychiatric Technician (BVNPT).
- February 7, 2006 -The Vocational Nursing Program was granted approval by the Board of Vocational Nursing and Psychiatric Technicians (BVNPT)
- April 29 ,2005 -TSHAS was approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) to offer the Medical Assistant and the Medical Administrative Assistant.
- January 19, 2005 - TSHAS was approved by the Bureau for Private Postsecondary and Vocational Education (BPPE) to offer the Home Health Aide Program.
- December 2, 2002 -TSHAS was approved by the Bureau for Private Postsecondary and Vocational Education (BPPVE) to offer Nursing Assistant Training Program.

MISSION

Trinity School of Health and Allied Sciences (TSHAS) provides excellence in education, welcomes everyone from all backgrounds, embraces cultural differences and recognizes the dignity and uniqueness of the individual student. TSHAS is committed to provide quality education to specialize in professional healthcare-related fields.

TSHAS is an institute that prepares the present for the future. It has an agenda that is geared towards serving all educational needs of the students. This institute looks to evolve its educational plans with time in order to prepare its students for 21st century workforce.

PHILOSOPHY

TSHAS aims to provide curricular programs and instructional activities that addresses the various learning styles of the students. It recognizes its faculty and staff as caring facilitators in our students' academic learning and aspires to empower the students with knowledge and critical thinking to make ethical decisions in all aspects of their life.

The TSHAS faculty believes that:

- ✓ Learning is as an ongoing process producing a desire change in behavior resulting from the acquisition of knowledge and skills.
- ✓ Nurses play an important role in the promotion and restoration of health.
- ✓ The instructors are the facilitators of the learning process and a resource person who guides the student in attaining the highest academic level.

Learning Resources and Support Services

- a) TSHAS does not offer visa services to students from other countries.
- b) All instruction will occur in English and the Scholastic Level Examination (SLE) will be used as the documentation of proficiency for the all program acceptance.
- c) **Photocopying Services.** A photocopier is provided for staff, faculty, and student use.
- d) **Support and Tutorial Services.** Students are encouraged to consult with their Instructors and the School Director regarding counseling and tutorial services. Tutors are available upon referral of instructors or student request. Dosage Calculation, Nursing Care Plan, Computer Crash Course, Basic Medical Terminology, and Academic Survival Workshops are available.
- e) **Career Placement Services.** Currently, TSHAS does not guarantee employment placement. TSHAS only assists students in getting employment through job postings and through keeping good relations with nearby facilities as well as clinical sites who, after being involved in the training of the students usually employs the students directly. Currently, Human Resource personnel from affiliated clinical sites responsible for hiring call the school to obtain student referrals when they have job openings to fill.
- f) **Student Housing.** Trinity School of Health and Allied Sciences (TSHAS) has no owned/controlled dormitory facility and does not provide any housing accommodation to its students.
- g) **Transportation Assistance.** TSHAS is located within a diverse community in the South Bay area. Its location is accessible to by car and public transportation.

FINANCIAL AID

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

If the student defaults on a federal or state loan, both the following may occur: (1) the federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan; and (2) The student, may not be eligible for any federal student financial aid at another institution or other government financial assistance at another institution until the loan is repaid. The School does not offer any state or federal loan guarantees; no loans of any kind are offered at this school.

TRANSFER CREDIT

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits you earn at Trinity School of Health and Allied Sciences (TSHAS) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or degree, diploma, or certificate you earn in (MA or HT or CNA or Phlebotomy) is also at the complete discretion of the institution to which you may seek to transfer. If the degree, diploma, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Trinity School of Health and Allied Sciences (TSHAS) to determine if your credit or degree, diploma, or certificate will transfer. TSHAS has no any articulation or transfer agreement to any other college, university or institution at this time.

1. Students will be granted credit for related previous education completed.
 - A. Transfer Credit shall be given for related previous education in sciences completed within the last five years. This includes the following:
 - Accredited Vocational or Practical Nursing courses.
 - Accredited Registered Nursing courses
 - Accredited Psychiatric Technician courses
 - Armed Services Nursing courses
 - Certified Nursing Assistant courses
 - Other courses determined to be equivalent to courses in the program.
 - B. Competency based credit shall be granted for knowledge and /or skills acquired through experience. Credit shall be determined by written and/or practical examinations as deemed necessary by the Program Director.
2. At the time of application, candidates must submit an Official Transcript of Records and/or copies of certificates of completion. Credit may be granted for courses successfully completed with a grade of “C” or better at another accredited postsecondary institution. The course and credit values should be comparable to those offered by TSHAS.

Credit will be granted based on the content and hours of the transferable courses which must be equivalent to courses offered at TSHAS. Recognition of credits earned elsewhere is limited to 25% of the total hours required for completion of a particular program. Transfer of credits for VN students is subject to the discretion of the Program Director.

Effect on Financial Aid

The financial aid of a student who receives academic credit due to transfer credit or credit by examination will be affected by a reduction in tuition and fees in the student's budget and financial aid award.

CREDIT GRANTING FOR NURSING PROGRAM / CHALLENGE CREDIT

Students who successfully completed academic courses and or have relevant knowledge and/or skills acquired in other accredited institutions will be given advanced standing in the program. The standard transfer of credit procedure states that "an institution of higher learning accepts credit earned from another institution based on their own discretion."

Challenge Credit

Credit may be granted for relevant knowledge and /or skills acquired through prior experience, a course in a non-accredited institution, and individual study with a grade of "C" or better and should be equivalent to a course offered at TSHAS for which credit is being requested. Qualified candidates must file a petition for credit by examination for a course to be challenged, at least six weeks prior to the start of the course.

The petition for advanced standing must be filed with the Program Director two (2 weeks) prior to the start of the course, and all examination fees (\$20.00/ course challenged exam) paid one (1) week prior to the examination date.

Credit shall be determined by successful completion of a comprehensive examination and/or practical examination. Candidates will be given prior notice of the examination date. Objectives for both the written and/or practical examinations are made available to the student prior to the examination.

Candidates denied challenge credit for a course, or a portion, thereof would be notified in writing of the reasons for denial.

Candidates qualifying to challenge a course or portion thereof will be given the following information to assist in preparation for the examination.

- Textbooks assigned for the course
- Required reading lists
- Study guides
- Format of the examination
- Objectives of the course

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

You may contact the institution prior to seek transfer.

The transferability of credits you earned at Trinity School of Health and Allied Sciences (TSHAS) is at complete discretion of the institution you may seek transfer. Acceptance of the certificate you earn in the Vocational Nursing Program is the complete discretion of the institution you may seek transfer. If the certificate that you can earn at this institution are not accepted at the institution to which you may seek to transfer you may be required to repeat some or all of your course work at that institution. You may make certain reason that your attendance at TSHAS will meet your educational goals.

INSTRUCTIONAL FACILITY

TRINITY SCHOOL OF HEALTH AND ALLIED SCIENCES (TSHAS) is a private institution which aims to offer more comprehensive programs in health care services. The school is located within a diverse community composed of minority groups in the south bay area. The school is easily accessible by car and public transportation. All instructional classrooms are held at the main campus on 1225 W. 190th Street, Suite 375, Gardena, CA 90248.

Classrooms

Every classroom is equipped with white boards, 35 student desks, a television, a VCR, a DVD player, and a projector screen.

Skills Laboratory Rooms

Each Skills Laboratory is equipped with a television, a DVD player, a white board, a projector screen, hospital beds, mannequins and a sink.

Computer Laboratory

The computer laboratory is equipped with Twelve (12) Dell Computers with Vista or XP operating systems and Microsoft Office suite. All computers have Internet access. In addition, they are equipped with computer learning systems that students can use to improve their critical thinking skills and prepare for the State Exam.

Library

The library is approximately 300 square feet. It holds a collection of periodicals, nursing books, and multi-media resources (videotapes, CDs, DVDs). The library provides students with resources needed for conducting research, writing reports and reviewing for tests. Students have full access to EBSCO Health that provides evidence-based clinical decision support solutions, healthcare business intelligence and research information for the healthcare industry.

Student Lounge/Pantry

The student lounge is equipped with a microwave, a coffee maker, a refrigerator, a vending machine, tables and chairs, and sink for students.

Faculty/Staff Lounge

The faculty lounge is equipped with a microwave, a coffee maker, a refrigerator, and tables and chairs for faculty and staff.

STUDENT GRIEVANCE POLICY

Students are encouraged at all times to maintain open communication with faculty and administration. Every effort will be made to resolve issues dealing with complaint or grievance regarding grades, instruction, or other problems related to program of study.

The grievance procedure follows several steps. The first step involves the student making an appointment with the instructor to voice out his/her concerns to the immediate instructor. The student and instructor will attempt to resolve the issues within 3 days. If the issue is unresolved, the grievance will be put to the “lead” instructor’s attention who will try to resolve the issue within 3 business days. If the grievance is still unresolved, the student will make an appointment with the program director and submit a formal grievance report containing the conduct subject to grievance, name of the persons involved in the conduct subject to grievance and date/time and place where the conduct happened; and lastly the remedy which is being sought. The program director will attempt to resolve the concern in a conference with the instructor. The instructor and the student should resolve the issue within 3 business days upon receipt of the grievance.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov

Bureau for Private Postsecondary Education

P.O. Box 980818
West Sacramento, CA 95798

SECTION II - PROGRAMS OFFERED

TSHAS offers different nursing programs at different levels. All programs have the theoretical and clinical components. The theoretical (includes skills) component is delivered in a classroom setting. The clinical component is implemented through externships at different acute, long term OB/Pediatric clinics and residential/retirement home facilities as required per program.

NURSING ASSISTANT (NA) TRAINING PROGRAM (166 Clock Hours)

Program Objectives

The Nursing Assistant Training Program has been developed to prepare students to pass the California State Nurse Assistant Certification Examination and perform as an entry level NA in various health care settings. The NA program is offered continuously throughout the year in day and evening.

Program Schedule

Full-Time

Weekday 8 weeks
(Mon. Wed. Fri 8:00am-4:30pm)

Part-Time

Evening 11 weeks (Tues. Thurs 4:00pm-8:00pm)
(Sat. 8:00am-4:30pm)

Program Description

The course is structured to provide theory and practical application skills needed to function as a Nursing Assistant (NA)

Program Outline

Module #	TOPIC	THEORY	CLINICAL
Module 1	Introduction	2	0
Module 2	Patients' Rights	3	1
Module 3	Communication/Interpersonal Skills	2	0
Module 4	Prevention and Management of Catastrophe And & Unusual Occurrences	1	1
Module 5	Body Mechanics	2	4
Module 6	Medical Surgical Asepsis	2	8
Module 7	Weights and Measures	1	1

Module 8	Patient Care Skills	14	40
Module 9	Patient Care Procedures	7	20
Module 10	Vital Signs	3	6
Module 11	Nutrition	2	6
Module 12	Emergency Procedures	2	1
Module 13	Long Term Care Residents	8	4
Module 14	Rehabilitative Nursing	2	4
Module 15	Observation and Charting	4	4
Module 16	Death and Dying	2	0
Module 17	Abuse	6	
	TOTAL:	60	106

MEDICAL ASSISTANT (MA) PROGRAM (54.5 Quarter Credits/720 Clock Hours)

Program Objective

The objective of this program is to prepare the student with basic knowledge and skills to be competent and qualified for entry level position in the medical field as a front and/or back office medical assistant.

Program Schedule

Full Time Morning Monday to Friday 8:00 am - 1:00pm (27 weeks)

Part Time Morning Sat. and Sun 8:00 am - 5:00pm (45 weeks)

Program Description

The program is structured to provide theory and practical application of skills to students to be multi – skilled entry level medical assistant (MA) who performed a wide range of roles in physician’s offices and other health care settings.

The MA program is composed of theoretical skills and clinical components. Lecture and skills components are delivered in the main classroom and skills laboratory respectively of all courses in the program. The students take part in the externship program to apply theory and skills components in the clinical setting.

Program Outline

	COURSE TITLE	CLOCK HOURS					Quarter Credits
		Weeks	Theory	Skills	Clinical	TOTAL HOURS	
MA 1	General Orientation Introduction and Review of Medical Assistant	1	25			25	2.5
MA 2	Medical Law and Ethics Health Laws and Regulations	1	25			25	2.5
MA 3	Psychology of Human Relations Abnormal Behavior Patterns, Special Needs Patients	1	25			25	2.5
MA 4	Medical Terminology Basic Structure of Medical Words	1	25			25	2.5
MA 5	Anatomy and Physiology 1 Anatomical and Fundamental Body Structures Integumentary System	1	25			25	2.5
MA 6	Anatomy and Physiology 2 Sensory and Nervous System	1	25			25	2.5
MA 7	Anatomy and Physiology 3 Muscular System , Skeletal System	1	25			25	2.5
MA 8	Anatomy and Physiology 4 Respiratory System Circulatory System	1	25			25	2.5
MA 9	Anatomy and Physiology 5 Digestive System Diet ,Nutrition	1	25			25	2.5
MA10	Anatomy and Physiology 6 Endocrine System Immune System	1	25			25	2.5
MA11	Anatomy and Physiology 7 Urinary System, Reproductive System, Pregnancy Childbirth	1	25			25	2.5
MA12	Medical Office Business Procedures Management 1 Office Management Duties, Maintenance of the Facility	1	15	10		25	2.0
MA13	Basic Keyboarding /Computer Concepts Basic Keyboarding Skills Office System Software	1	15	10		25	2.0

MA14	Medical Office Business Procedures Management 2 Records Management, Clerical Duties, Effective Communication	1	15	10		25	2.0
MA15	Medical Office Procedures Management 3 Collection of Fees, Billing Book-keeping Procedures	1	15	10		25	2.0
MA16	Medical Office Clinical Procedures 1 Vital Signs, Patient History Maintenance of Treatment & Examination	1	15	10		25	2.0
MA17	Medical Office Clinical Procedures 2 Assisting in Physical Exam & Treatment	1	15	10		25	2.0
MA18	Medical Office Procedures 3 Medical Laboratory Procedures	1	10	15		25	1.5
MA19	Medical Office ,Clinical Procedures 4 CPR, Emergencies	1	15	10		25	2.0
MA20	Pharmacology Conversion Drug References	1	25			25	2.5
MA21	Medical Office Clinical Procedures 5 Immunizations and Medications	1	10	15		25	1.5
MA22	Career Development	1	20			20	2.0
MA23	Externship	5			175	175	5.5
	TOTAL	27	445	100	175	720	54.5

SAP Evaluation Progress

TSHAS utilizes every means possible for students to achieve their academic goals and complete their programs including remediation, tutoring and revising education plan. TSHAS evaluates all students' academic progress and financial aid recipients' eligibility are checked at the end of each payment period and before disbursing Federal Student Aid. When academic progress is not met, financial aid recipients are placed on Satisfactory Academic Warning or Probation.

SAP is evaluated at the end of each payment period. TSHAS evaluates SAP for the Medical Assistant Program according to the table below:

ONE ACADEMIC YEAR		
Payment Period	HOURS	WEEKS
1st Payment Period	360	13 ½
2nd Payment Period	360	13 ½
Total	720	27

SAP Evaluation

PHLEBOTOMY TRAINING (PT) PROGRAM (80 Clock Hours)

Program Objective

The objective of the phlebotomy training program is to prepare students to pass the California Phlebotomy Technician Certification Examination and eventually seek employment as an entry level phlebotomy technician.

Program Schedule

Fulltime 7:30am-1:30pm Monday to Friday (12 Days)

Saturdays 8:00am-2:00pm Saturday and Sunday (8 Weeks)

Program Delivery

The program consists of 40 hours didactic training which is broken into 20 hours basic lessons and 20 hours advance lessons. In addition, the program provides a minimum 40 hours of externship training in a clinical laboratory. This program provides training in obtaining blood specimens by venipuncture and micro collection techniques. The phlebotomist is considered a part of the laboratory team as such is trained in all aspects of specimen collection and processing. The program provides hands on training to the students in the clinical to become proficient in venipuncture and capillary punctures.

In addition to classroom training an externship in a chemical laboratory required before completion in which a student should perform at least 50 venipunctures and 10 skin punctures on patients of all ages from pediatric to geriatric. The students are required to observe 2 arterial punctures.

SECTION III-ADMISSION

ADMISSION

Before admission, all prospective students are required to undergo academic advisement. In this process the admission staff assists students in developing meaningful educational plans that addresses the learning styles of the students to meet their goal in life. The students are oriented in the admission requirements and procedures.

Admission requirements and procedures of Trinity School of Health and Allied Sciences vary depending on the chosen program. It is the responsibility of the students to prepare and submit requirements and follow admission procedures. As a prospective student, you are encouraged to review this catalog prior to signing an Enrollment Agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an Enrollment Agreement.

Trinity School of Health and Allied Sciences do not admit students for an Ability-to-Benefit (ATB), the minimum requirement for any program is a high school diploma or GED.

Admission Policy: TSHAS requires applicant seeking admission to submit accurate and complete credentials. Applicant who fails to do so will be denied for admission. In compliance to state and federal laws TSHAS does not discriminate based on race, color, national origin, religion, sex, age, disability and genetic information or veteran status in any of the policies, procedures or practices. Applicants are admitted purely based upon available space.

Nursing Assistant Requirements

- Must be at least 18 years old. 16 and 17 year old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- Live Scan finger printing
- Physical exam and TB test done no more than 60 days prior to enrollment.
- Chest X-Ray needed if positive PPD no more than 1 year.
- Current CPR by American Heart Association (Basic Life Support Health Care Provider)
- Obtain a passing score of (11) on the Wonderlic SLE Test.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.

Medical Assistant Requirements

- Must be at least 18 years old if 16 and 17 years old who have graduated from high school or passed the California High school Proficiency Exam(CHSPE) must obtain parental consent .
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.
- Lives Scan fingerprinting
- Current CPR card (BLS Health Care Provider)
- Pass Criminal Background Check
- Pass drug screening
- Physical Exam and TB test done no more than 6 months. Chest X-Ray is needed if tested positive for TB /Valid chest x-ray no more than 2 years.
- Obtain a passing score of (11) on the Wonderlic SLE Test

Phlebotomy Training Requirements

- Must be at least 18 years old 16 and 17 years old who have graduated from high school or passed the California High School Proficiency Exam(CHSPE) must obtain parental consent.
- High School Diploma, high school transcript or certificate of high school equivalency, or GED, and evaluation of courses if a foreign graduate.
- Current CPR card (BLS Health Care Provider)
- Passing Score of (11) on the Wonderlic SLE test
- Lives Scan fingerprinting
- Current CPR (BLS Health Care Provider)
- Pass drug screening.
- Complete physical examination report.

Student who successfully complete program of study, will be awarded a diploma verifying that is required by California State. Prospective enrollees must visit the physical facilities of the school and discuss personal educational occupational plans with staff prior to enrolling and signing the Enrollment Agreement. THSAS currently participated in private, state, and federally funded student financial aid programs that provide grants and loans that pay for portions of tuition and fees if eligible.

SECTION IV- SCHOOL POLICIES AND REGULATIONS

TUITION FEE POLICY

A. Federal Student Aid

The Federal Student Aid programs at Trinity School of Health and Allied Sciences (TSHAS) provide assistance to students whose financial resources are insufficient to meet the full cost of their education and who wish to finance part of their educational costs with student grants and loans. The *Free Application for Federal Student Aid* (FAFSA) is the first step in the financial aid process.

B. The Military Spouse Career Advancement Accounts Program (MyCAA) Fund

The Military Spouses Career Advancement Account (MyCAA) is a career development and employment assistance program sponsored by the Department of Defense (DoD). MyCAA helps military spouses pursue licenses, certificates, certification or Associate's degree (excluding Associate's Degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration). The program will pay tuition and fees up to \$4,000 for a program of study. Spouses must finish their program of study within three years from the start date of the first course.

C. Self-Payment Option (In-House TSHAS Payment Plan Program)

The In-House Payment Plan Program is a loan program which is administered through Trinity School of Health and Allied Sciences. There is no finance charge if loan is paid within the term of the program (12 months for Full-Time Program and 18 months for Part-Time Program). Any loan paid beyond the term of the program is subject to a fixed interest rate of 8%.

All students plus a cosigner with a good credit standing must sign a promissory note for educational costs not covered by the Federal Student Aid and other financial aid. The cosigner needs to submit copies of his ID/Driver's License and three (3) most current paystubs. All payments are the full responsibility of the student and are payable as stated in the student's promissory note agreement.

Students are required to make monthly payments while attending school. Payment amounts are based upon the program in which the student is enrolled and the amount of financial aid the student may be receiving. If any part of a payment is more than 5 days late, a \$25.00 late payment fee is charged to the student. Also, if a payment by check is refused or returned unpaid by the bank, non-sufficient funds (NSF) or a returned payment fee of up to \$35.00 is charged to the student. Such late payment fee and returned payment fee may be added to the principal balance and may accrue interest at the aforementioned interest rate provided in the promissory note without further notice.

The Accounting Office is responsible for collection efforts which may include written requests, telephone calls, and sometime personal visits. If a third request is made, it should be by certified mail and if payment is not received after one month from the third request, the account is forwarded to the collection agency. Any change in the student's status and financial situation which may affect a student's financial aid or ability to make scheduled payments must be discussed with the Financial Aid Office and the Accounting Office.

If a borrower defaulted on their In House Payment Plan, after the loan will negatively impact their credit report and the borrower will receive the following penalties:

- Remaining loan principal balance is accelerated, making the entire loan amount payable immediately.
- The loan is sent to a collection agency after acceleration, where the borrower will incur all collection costs.
- A hold will be placed on the student's academic transcript from Trinity School of Health and Allied Sciences.
- No applications will be sent for licensure/certification exam if applicable.

If student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to refund of the money not paid from federal student financial aid program funds.

FEDERAL STUDENT AID (FSA)

Federal Student Aid Participation

Effective July 2, 2010, Trinity School of Health and Allied Sciences (TSHAS) was approved to participate in Federal Student Aid Program included under Title IV of the Higher Education Act of 1965, the programs are commonly known as:

- Federal Pell Grant
- Federal Direct Loans
 - Subsidized Loan
 - Unsubsidized Loan
 - PLUS Loan

Financial Aid Eligibility

To be eligible for federal financial aid, a student must meet these requirements:

- High school diploma/transcript, or certificate of high school equivalency, or GED, or certificate of accreditation of courses if a foreign graduate.
- Provide a valid Social Security Number.
- Be a citizen or a permanent resident of the United States.
- For male students, registered with Selective Service or submit a verified exemption from registration.
- Not be in default on any Title IV federal student loan or owe any Title IV federal student grant overpayments.
- Enrolled for the minimum number of hours required for the Title IV federal student aid program.
- Make satisfactory progress in their educational program.
- Demonstrate financial need.
- Resolved any drug conviction issue.

Verification

Verification is the process of checking the accuracy of the information a student has provided in order to minimize errors when they apply for financial aid. Verification is a requirement only for students selected by the U.S. Department of Education; however, the school may also select students for *institutional*

verification. No financial aid disbursements can be made until verification is completed. If verification is not completed, the student's financial aid may be canceled, and the student will be asked to make arrangements for payment of tuition without consideration of financial assistance. The student will be notified if the results of verification change the student's scheduled award.

Student Rights

A student who receives financial aid has certain rights. These rights are:

- Written information on loan obligations, including loan consolidation and refinancing, and information on borrower rights and responsibilities
- A copy of the promissory note and return of the note when the loan is paid in full
- Information on interest rates, fees, the balance owed on loans, and a loan repayment schedule
- Notification, if the loan is sold or transferred to a loan service
- A grace period, if applicable and explanation of what that means
- Prepayment of the loan without penalty
- Deferment, if the borrower qualifies
- Forbearance options, if eligible

Student Responsibilities

A student who receives financial aid also has certain responsibilities. These responsibilities are:

- Repay the loan in accordance with the repayment schedule, and notify both the institution and lender of anything that affects ability to repay or eligibility for deferment or cancellation
- Notify the lender if he/she graduates, withdraws, transfers to another institution, or changes name, address, phone, or Social Security number
- Notify the lender if he/she fails to enroll for the period covered by the loan
- Attend an exit loan-counseling interview before leaving the institution

Entrance and Exit Interviews

Borrowing funds to pay educational expenses is a serious undertaking. These are funds that must be paid back to lenders participating in the Federal Government for students who receive a Direct Student Loan. Failure to repay Federal loans can have serious repercussions.

RETURN TO TITLE IV FUNDS

Title IV funds are earned in proportion to the %age of the payment period that is completed, with 100% of the funds awarded after 60% of the payment period is completed. For withdrawn prior to the completion of the 60% of the payment period, the College must determine if the Title IV funds the student received exceed the amount earned. This calculation is based on the number of days completed in the payment period as of the student's last day of attendance. If the amount received by the student exceeds the amount earned, the College must return the excess funds to the Title IV programs in the following distribution order: 1) Direct Unsubsidized Loan, 2) Direct Subsidized Loan, 3) Direct PLUS Loan, 4) Federal Pell Grant, 5) Other Programs, and 6) Student. The sequence is mandated by U. S. Department of Education.

OMBUDSMAN NOTIFICATION REQUIREMENT

The U.S. Department of Education (ED) established an Office of the Ombudsman for student loans. The purpose of this office is to receive, review and attempt to resolve disputes from student loan borrower that have not resolved through normal customer service provided by lenders and guarantors. The ombudsman may be reached at:

Office of the Ombudsman
Student Financial Assistance
U.S. Department of Education
830 First Street, NE
Fourth Floor
Washington, DC 20202-5144
1(877)5572575 Fax: (202) 275-0549
<http://www.ombudsman.ed.gov/about/contactus.html>

TUTION AND FEE

Program	Registration Fee Non-refundable	STRF	Textbook	Lab	Tuition*	Total cost
Nursing Assistant	\$ 100.00	\$ 0.00	\$ 50.00	\$ 0.00	\$ 830.00	\$880.00
Medical Assistant	\$ 100.00	\$ 0.00	\$ 500.00	\$ 0.00	\$ 10,000.00	\$ 10,500.00
Phlebotomy Technician	\$ 100.00	\$ 0.00	\$ 90.00	\$ 0.00	\$ 1,100.00	\$ 1,190.00

*Short programs are charged as stated without extra charges.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30-days before the school closed or, if the material failure began earlier than 30-days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

For further information, contact:
Office of Bureau for Private Postsecondary Education
P.O. Box 980818 West Sacramento, CA 95798-0818
Telephone (916) 431-6959, Fax (916) 263-1897
E-mail: bppe@dca.ca.gov

SCHOOL REFUND POLICY

Students have the right to cancel or withdraw from a course at any time.

STUDENT'S RIGHT TO CANCEL – WITHIN THE CANCELLATION PERIOD

1. Students have the right to cancel their Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation will occur when a student gives **written notice of cancellation at the address** shown on the front page of the Enrollment Agreement. A signed and dated notice of cancellation may be given by mail, hand delivery or telegram. The notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with postage prepaid. The written notice of

cancellation need not take any particular form and however expressed, is effective if it states that a student no longer wishes to be bound by the Enrollment Agreement. Students who cancel their Enrollment Agreement will receive a refund of all amount paid **within 45 days of cancellation**.

2. If a student obtains equipment specified on the Enrollment Agreement as a separate charge and returns it in good condition – allowing for reasonable wear and tear – within 30 days following the date of student cancellation, the school will refund the equipment cost paid by the student. If the student fails to return the equipment within the 30-day period, the school may retain the equipment cost paid by the student. The school will refund the portion of the proceeds exceeding the documented cost of the equipment within 30 days following the equipment return period. The student may retain the equipment without further financial obligation to the school.
3. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

STUDENT’S RIGHT TO CANCEL – AFTER THE CANCELLATION PERIOD

1. After the end of the cancellation period or after the seventh day following the first scheduled class session, students have the right to withdraw from the Institution at any time. You have the right to receive a **pro rata refund** if you have completed **60% or less** of the scheduled days (or hours) in the current payment period in your program through the last day of attendance. Refunds are based on the portion of the program not completed, less the non-refundable registration fee of \$100 and STRF Fee. Students who withdraw after the cancellation period will receive a refund **within 45 days of withdrawal**.
2. If a student withdraws after the cancellation period, the **documented cost** of books, syllabus, and computer learning materials pertinent to the past and present module will be charged.
3. Uniforms, patches, nursing bag, ID/badge will be **charged in full**.

If the amount that you have paid is more than the amount you owed for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount you have already paid, then you will have to make arrangements to pay for your remaining balance.

Withdrawal From Program Policy

The student has the right to withdraw from a program instruction at any time. If a student withdraw from the course of instruction after the period allowed for cancellation of the Agreement, which is until midnight of the fifth business day following the first class attended, the school will remit a refund less a registration fee, if applicable, not to exceed \$100 within thirty- (30) days following the withdrawal.

The student is obligated to pay only for educational services rendered and for unreturned equipment. To determine the refund, the student would deduct a registration fee not to exceed \$ 100 from the total tuition charge. A student would divide this figure by a number of hours in program. The quotient is the hourly charge for the program. The amount owed by the student for purposes of calculating a refund is derived by multiplying the hours attended by hourly charge for instructions, plus the registration fee and the documented cost of any equipment.

IF THE AMOUNT THAT YOU HAVE PAID IS MORE THAN THE AMOUNT THAT YOU OWED FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

Satisfactory Academic Progress Policy

All enrolled students (full-time and part-time) at TSHAS must meet the minimum standards of satisfactory academic progress (SAP) and successful course completion. The student's progress will be evaluated at specific evaluation points based on the actual time frame for each program.

Satisfactory Academic Progress (SAP) Standards

TSHAS shall utilize every means possible for students to achieve their academic goals and complete their programs of interest. TSHAS will evaluate academic progress of financial aid recipients at the end of each payment period in order to maintain financial aid eligibility. SAP is measured by the following standards:

Standard 1 – Qualitative Standard

Standard 1 is a qualitative measure of progress as measured by the student's cumulative grade point average (GPA). Students must achieve a minimum grade point average (GPA) of 2.0 (75%) and must maintain a cumulative grade point average of at least 2.0 for the remainder of the program.

Standard 2 – Quantitative Standard

Standard 2 is a quantitative measure which attempts to calculate the pace at which a student is progressing toward program completion. Pace is measured by the cumulative percentage of courses attempted that are successfully completed. It is calculated by dividing the total number of clock hours successfully completed by the total number of clock hours attempted. Students must successfully complete a minimum of 67% of clock hours attempted each payment period and must maintain a 67% cumulative completion rate.

Also, students must complete the academic program within a reasonable overall time frame based on clock hours attempted. Students must complete the program within the maximum time frame (MTF) of 150% of the program length. The MTF for the seven (7) programs at TSHAS varies. The MTF for each program is given below:

PROGRAM	NORMAL PROGRAM LENGTH	MAXIMUM TIME FRAME
NA	166 clock hours	249 clock hours
MA	720 clock hours	1080 clock hours
PT	80 clock hours	120 clock hours

Periods of approved Leave of Absence (LOA) and periods of non-enrollment after voluntary or involuntary withdrawal do not count as time elapsed toward the maximum time frame of the program. All periods of attendance are counted towards the maximum time frame and the clock hours completed.

Compliance with the MTF

Students not completing their degrees within the maximum time frame are not considered to be making satisfactory academic progress toward their certificate and may be dismissed from the program.

These standards may be different than the academic standards required to complete the program and to earn a certificate. Where differences exist, the standards set forth in this policy shall be used to determine eligibility for participation in student financial aid programs at TSHAS.

SAP Evaluation Progress

SAP is evaluated at the end of each payment period for programs lasting one year or less and for programs greater than one year.

Students who fully meet both qualitative and quantitative standards are considered meeting SAP. Students who are not meeting SAP will be notified in writing of the results and the impact on their aid eligibility. Students who are not meeting the required GPA or required completion rate are first placed on financial aid warning, while students who exceeded the maximum time frame are immediately ineligible to receive additional financial aid assistance. Ineligibility for financial aid does not prevent students from enrolling in classes if they are otherwise eligible to continue their enrollment.

Academic Year Definition

Trinity School of Health and Allied Sciences defines its academic year for its educational program as 900 clock hours and at least 26 weeks of instructional time.

Payment Period Definition

Trinity School of Health and Allied Sciences payment periods are based on the completion of half of the clock hours and half of the weeks of instructional time in an academic year. Under its non-academic calendar, Trinity School of Health and Allied Sciences is limited to two academic years and four payment periods. A student must successfully complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period.

Effect of Grades on Satisfactory Academic Progress

A grade of A, B, C, D indicates successful completion of a course and will count toward the CGPA as follows: A = 4.0, B = 3.0, C = 2.0, D = 1.0. These grades are considered hours attempted and completed. Meanwhile, a grade of "F" means failure on that course and will be factored to the GPA as 0.0. This grade will count as hours attempted but not completed.

Course Incompletes

A grade of "I" cannot be given a final grade. The student must complete the required class work, assignments, and exams within four weeks of the original completion date, with the instructor's approval. If the requirements are not completed by the end of the four-week period, the student's course grade will be an "F" (failed) and will be counted as hours attempted but not completed and will be included in the computation of the GPA as 0.0.

Course Withdrawals

Individual courses dropped by the student during the first 30% of the course will receive no notation on their permanent record. Student who drops after the first 30% and before the end of the 60% of the course gets a grade of “W” and will not be included in the computation of GPA. If the student withdraws after the prescribed withdrawal period, the student gets a grade of “F” and will be counted as hours attempted but not completed and will be included in the computation of the GPA as 0.0.

Repeated Courses

If a course is repeated, only the most recent grade will be counted towards the CGPA.

Transfer, Prior Learning, and Work Experience Credit (Non-Punitive Grades)

Transfer (TR) credits, prior learning (PL) credits, and work experience (WE) credits are counted as both attempted completed hours but are not factored into the CGPA.

Mandatory Drop / Voluntary Stop-Out

Students who have been mandatorily dropped from the program because of academic reasons or who voluntarily stop-out are also not eligible to receive financial aid assistance until formally reinstated to TSHAS.

Financial Aid Warning

Students who are not meeting Standard 1 or Standard 2 are first placed on Financial Aid Warning. Students on warning are eligible to receive financial aid for one payment period and must meet both qualitative and quantitative standards at the next evaluation to be deemed eligible for continued assistance. If the students meet both standards, they will be removed from Financial Aid Warning. If the GPA or completion rate is still deficient, the student becomes ineligible for financial aid. However, a student has a right to appeal reinstatement of his or her financial aid eligibility.

Financial Aid Appeal

Students who fail to meet SAP standards and lose eligibility for financial aid can appeal the decision. A written appeal must be submitted explaining extenuating circumstances that led to the student not meeting the SAP standards. Also included are actions that the student is taking to ensure future academic progress. Appeal must be submitted to the Financial Aid Office within four (4) weeks of the date of the ineligibility notification. Students will be notified of the status of their appeal. If the appeal is successful, students will be placed on Financial Aid Probation.

Financial Aid Probation

Financial Aid Probation will occur if an appeal is approved. Students in probation status are eligible to receive financial aid for one additional payment period and must meet both qualitative and quantitative standards at the next evaluation. During the probationary period, the student must follow an academic plan and is expected to meet the conditions of the plan designed to ensure that the student will meet satisfactory academic progress by a specific length of time. The academic plan outlines the length of time it will take for the student to meet the SAP standards, the remaining courses required for graduation, and the length of time for the student to complete the remaining courses. Students who do not meet SAP

during their probation period will be disqualified from receiving financial aid until SAP standards are met. Probation will be removed if the student is meeting satisfactory academic progress standards.

Reinstatement Policy

Students who underwent mandatory drop and voluntary stop-out may apply to continue their studies at TSHAS in an extended enrollment status. Students must apply for reinstatement within two (2) years of the exit date.

Mandatory Drop

Students who left the program due to mandatory drop must first attempt to improve the deficient areas that led to the mandatory drop by taking remedial courses, retaking courses they have failed, or practicing previously learned skills in order to re-establish satisfactory academic progress.

Readmission Procedures

Students who seek readmission must follow the re-admission procedures. Reinstatement consideration is given to any individual student three times (3x) only during the completion of the program.

Students' responsibilities prior to re-admission include:

- A new application must be submitted to the School Director for re-admission to the program two (2) months prior to the module/course.
- Re-admission must be accomplished within two (2) years of leaving the program.
- A re-admission application is considered on "space-available" basis. Priority is given to:
 1. Students who left the program in good standing.
 2. Students leaving with theory and clinical grades in rank order of highest percentage and review of their application.

Students, after three (3) unsuccessful attempts to finish the program, will not be re-admitted.

Textbook Policy

Students must have the prescribed textbook and workbook which can be purchased from the school or book store of their choice.

Methods of Program Delivery

All the programs are Residential programs. Introductory lectures, discussions, modular format, case studies, audiovisuals, assigned readings, clinical practice in the learning skills laboratory, and hospital clinical setting.

Faculty

Nursing Instruction is a collaborated effort of faculty with expertise in acute, long term, and home health care. Students will be supervised in the classroom and in the clinical by either a registered nurse or licensed vocational nurse that has been approved to teach the program by the Department of Health Services and Department of Consumer Affairs.

Policy on Cancellation Or Termination Of A Program

Trinity School of Health and Allied Sciences reserves the right to postpone or cancel a program/class if the required number of students to start a class is not met. Prior notice will be given no less than one week to inform the student of program postponement or cancellation. The student shall be given the option to wait for the next program opening or request for a refund.

Attendance Policy

Students must attend all scheduled classes and clinical rotations in order to achieve their program objectives. Frequent tardiness and / or absences are cause for disciplinary action. Students who are chronically tardy / absent will be placed on probation and may be dismissed.

The following procedures will apply:

1. 1 occurrence of Tardiness = Verbal Warning from the instructor
2. 3 occurrences of Tardiness = 1 Unexcused absence plus written warning
3. 2 or more unexcused absences = Absence contract between student & Instructor, and will be under attendance probation

In case of absence or tardiness, the student should notify the instructor first. If unable to contact the instructor, call the school or call the clinical area and leave a message for the instructor (Get the name of the person who receives the message) at least 30 minutes prior to class or clinical. Students who are absent from class lecture or clinical due to illness, death in the immediate family, jury duty, military annual training, or other emergency or other uncontrollable circumstances, should contact the Program Director / Program Instructor to arrange make-up for missed classes and clinical. Make-up for missed absences in theory or clinical should be done within one week. Student will not be allowed to continue class or clinical without proof of make-up completion.

UNEXCUSED ABSENCES

THEORY: Lost hours related to an unexcused absence results in inability of the student to meet the program objectives. The student should make every effort to contact the instructor for the purpose of discussing the attainment of theory and clinical objectives and lecture contents missed remediation, make-up and tutorial assistance needed.

CLINICAL: Only one unexcused absence is allowed in the clinical training. Clinical hours lost due to unexcused absence must be **made up twice** by the student within two weeks before the end of the program.

EXCUSED ABSENCES

An absence is considered excused if it falls in any of the following categories:

1. Illness
2. Court hearing/Jury Duty
3. Bereavement
4. Military Annual Hearing
5. Emergencies or uncontrollable circumstances.

- Student must show written proof of the reason upon returning from absence.
- Other situations **may be considered excused by the Program Director** after careful evaluation of each occurrence.
- Nevertheless, the students are not exempted in making up hours lost (**once**) due to excused absences.

Example: Absence = 8 hours
 Make up = 8 hours

TARDINESS

Theory: Students arriving 15 minutes late for a class lecture will be considered tardy, and warrant a verbal warning. Three occurrences of tardiness in lecture will be considered one (1) day unexcused absence, and will be given a written warning from the instructor.

Examination: Students arriving late during an examination will be admitted and be allowed the remaining time allotted to complete the examination.

Clinical: Students arriving 30 minutes late for clinical assignments will not be accepted in the clinical area and will be marked absent for the day.

LEAVING EARLY FROM THEORY / CLINICAL

A student leaving early from theory / clinical will not be tolerated unless in extreme emergency. The student must inform the instructor of the nature of emergency and must show proof of the event upon return to the theory / clinical.

Examples of extreme emergency:

- Sudden death of immediate family (family, mother, spouse, children, sibling)
- Accident of immediate family
- Other situations may be considered excused/emergency under the discretion of the instructor / Program Director after careful evaluation of each occurrence.

A student leaving early from theory / clinical without permission will be given the following sanctions:

- First Offense: Verbal warning and will not be given credit for those hours and will make-up lost hours.
- Second Offense: Written warning and will not be given credit for those hours and will make-up lost hours
- Third Offense: Will be dropped from the program.

Clinical Orientation Policy

All students must be oriented to the clinical site before commencing a clinical assignment. It is the responsibility of the instructor to provide this orientation personally or by a clinical staff as arranged.

Clinical Supervision

There will be one instructor for every 15 students. A pre-conference (no longer than 30 minutes) and post-conference (no longer than 1 hour) should be conducted by the instructor. The instructor should always be available for the students in the clinical setting.

Clinical Instructor Tardiness and Absence

In the event that an instructor has not notified students of tardiness or absence, the students are required to remain at the clinical site for 30 minutes if no other instructions have been given. One student must be assigned to notify the Program Director to receive further instructions. Students may be required to go back to the school to meet the clinical objectives for that day.

Limitation of Student Activities in Clinical Area

- Students may not leave assigned nursing units without permission from the instructor.
- Students are not to take care of patients not assigned to them, except in an emergency situation.

- Students are not allowed to perform any procedures without the supervision or clearance of the instructor.

Should a student violate any of these clinical limitation policies, the student will be sent home for the day and will not be given credit for those hours. Further disciplinary actions may be taken.

Grading Policy

The students must receive at least a 75% and above to pass the program.

A. Theory Grade:

The theoretical evaluation is done to assess the student progress in meeting the course objectives of the program. All written examinations such as quizzes, midterm and final examinations will be announced.

Grading scale to be utilized:

- Below 75% - Fail (F) - - - D or Below
- Above 75% - Pass (P) - - - C or Better

B. Clinical Performances:

Satisfactory = Student has achieved the program objectives.

Unsatisfactory = Student is unsafe to administer basic patient care.

Clinical evaluation is done to assess the student's performance in the clinical laboratory. The evaluation reflects the student's attainment of the objectives of the program and is based on the instructor's observation of student performance.

- Students are evaluated on an on-going basis.
- Students are required to participate in the evaluation process.
- Students will be evaluated a minimum of two (2) times for each clinical rotation (mid-term and final)
- A written mid-term and final evaluation is required for each clinical rotation.
- Self evaluations for the mid-course and final will be written initially by students and then finalized jointly during a conference with the clinical instructor.
- Students must sign their clinical evaluations during the conference with the instructor.

C. The Final Grade

- If the theory grade is **(PASS)** and the clinical rating is satisfactory, the final grade is **(P)**.
- However, if the clinical is marginal or unsatisfactory, the final grade is still an **(F)**.
- If the theory grade is an **(F)** and the clinical grade is satisfactory the final grade is still an **(F)**.

D. Make-up Examinations

- Make-up examinations will only be allowed for valid reasons (see attendance policy). The student must show valid proof of absence.
- Students requiring make-up examination will receive a grade no higher than the 75% of the actual score achieved.
- A make-up examination must be taken **no later than one week following the originally scheduled examination.**
- Other situations **may be considered excused under the careful evaluation and discretion of the Program Director.**
- *It is the students' responsibility to arrange a schedule with the instructor for the missed examination. **Failure to make-up an examination is equivalent to a grade of zero.***

E. Missed Final Exam

- If the grade issued is incomplete related to missed final examination due to extenuating circumstances, such as illness, military annual hearing, death in the immediate family, or other uncontrollable circumstances the student is allowed two weeks to take the final examination. **Failure to do so will lead to an (F) grade.**
- If the student failed to take the final examination related to non-payment of dues, the student will be given 30-days to pay. **Failure to pay and pass the final exam will lead to an (F) grade.** The student will not be allowed to continue with the program after the 30-day grace period and the student must re-enroll and pay again to be in the program.

Counseling and Tutorial Services

Students are encouraged to consult with the Program Director / Program Instructor regarding counseling and tutorial services at all times.

Probation Policy

A student will be placed on probation:

1. When consistently obtains a grade of less than 75% in theory and unsatisfactory clinical performance.
STUDENT WILL BE PLACED ON REMEDIATION AS DEEMED NECESSARY BY THE INSTRUCTOR.
2. When consistently fails to attend required hours in theory and clinical (see Attendance Policy)

Dress Code Policy

Trinity School of Health and Allied Sciences is a professional institution. It is expected that all students will dress appropriately and in a professional manner. This includes cleanliness in dress and personal hygiene. Generally, the students attend class and perform clinical work in the prescribed school uniform. However, outside class and clinical hours, students are allowed to come to school to transact official business or attend review sessions in decent attire of their choice.

Trinity School of Health and Allied Sciences does not permit the following attire:

1. Revealing outfits (excessive slit on skirts, excessive body exposure; midriff, exposing clothing or thongs, halter tops, tank tops, shorts)
2. Torn Jeans
3. Commercial logos on clothing, unacceptable writing or picture
4. Undergarments worn in place of outer clothing
5. Tight fitting outfits (top and bottom)
6. See-through outfits
7. Clothing that is considered unsuitable in the work place and distracts the learning process.
8. Hats worn in the classroom.
9. Oversize and baggy clothing.
10. Clothing associated with street gangs.

Identification Badges

Identification Badges must be worn at all times in the clinical assignments.

Wrist Watch

Students are required to wear wrist watch with second hand during clinicals at all times.

Break Time

Classroom Breaks: Students are allowed 10 minutes break for every hour of instruction. Schedule of breaks is upon instructor discretion.

Clinical Breaks: Students are allowed 30 minutes for lunch break. Short breaks in the morning and the afternoon is upon instructor's discretion. Students are encouraged to bring their own food and eat at the facility lounge.

Personal Property & Losses Policy

All students are responsible for safekeeping of their personal properties while in the school premises and in the clinical area. The school is not held responsible for any losses.

Personal Appearance In Clinical

Female

1. Hair should be properly fixed, off the collar and face while within the clinical area premises. Neither fancy hair ornaments nor fancy hairdo is allowed; only white ribbon or black tie will be allowed.
2. Fingernails should be kept clean and trimmed. No acrylic nails allowed, only white or natural nail polish will be allowed.
3. Simple and light make-up is allowed; no heavy make-up will be allowed.
4. Cologne/Perfume is not allowed.
5. Policy on jewelry as follows:
 - a. Plain small stud earrings (1 pair only) are allowed.
 - b. No bracelets should be worn during class and clinical hours.
 - c. Only plain wedding band ring is allowed in clinical.
6. No visible tattoos are allowed.
7. No visible body piercing is allowed.
8. Female prescribed white school uniform with school patch on the left arm must be worn in the clinical site.
9. Undergarments should be plain white or beige.
10. Hose/socks should be plain white.
11. Prescribed short white lab coats or white sweater (short) are allowed during winter.
12. Prescribed white nursing shoes must be worn in clinical. Shoes must be kept, cleaned and polished (See Appendix D for sample pictures).

Male

1. The following are not allowed for male students:
 - a. Pony tail and braided hair.
 - b. Earrings
 - c. Visible tattoos
 - d. Visible body piercing
2. Male prescribed white school uniform with a patch on the left arm must be worn in the clinical.
3. Prescribed white nursing shoes must be worn in clinical. Shoes must be kept cleaned and polished at all times.
4. Socks should be plain white only.
5. Undershirt should be plain white and V-neck.

6. Prescribed short white lab coats or white sweaters are allowed during winter.

**** No sweatshirts or sweat pants allowed in the clinical assignments. Students are not allowed to group and loiter in the hallways.**

Conduct Policy

Students must conduct themselves in a professional manner at all times by displaying courtesy, respect, and tolerance. Students who commit misconduct will be subject to termination. Students must adhere to conduct that will not interfere with the learning process of students, the classroom/lecture presentation by the instructor, or the progress of the class in general. To this end, the instructor may take disciplinary measures. However, sanctions such as placing the student on probation, suspension and/or termination are meted out only by the School Director.

The administration reserves the right to place on probation any students or terminate any students based on any of the following grounds:

1. Breach of the school enrollment agreement.
2. Carrying concealed or potentially dangerous weapon.
3. Cheating, plagiarism, dishonesty, Computer crime.
4. Conduct that reflects unfavorably upon the school and/or its students.
5. Demonstrate poor judgment, or inability to function properly, which could put patient safety in jeopardy.
6. Attending classes or clinical assignments while under the influence or effects of alcohol, drugs, narcotics, and dangerous substances of any kind.
7. Excessive absences or tardiness.
8. Failure to abide by the rules and regulations of clinical sites.
9. Failure to pay charges when due.
10. Falsifying school records.
11. Flagrant violation of dress code.
12. Insulting or harassing faculty, administration, or students.
13. Nonconformity with the rules and policies of the School.
14. Poor health, health hygiene.
15. Prosecution on charges ranging from misdemeanor to third degree felony.
16. Unsatisfactory academic progress
17. Use of profanity
18. Vandalism of School property or equipment

A student who is terminated or placed on probation for unsatisfactory progress may be readmitted into the course/program only at the discretion of the Program Director. If terminated, the student may appeal and re-enter into the program upon approval of the Program Director.

Confidentiality Policy

Students should maintain confidentiality at all times. The student will exercise respect and strict confidentiality in all related manners. This means that in no way can any information identifying a patient be communicated to anyone who is not involved in providing patient care. This includes even acknowledging that a person is in fact a patient in a particular facility. A hospitalization is considered a confidential matter. Conversations regarding patients will be conducted only at appropriate times and places, and with appropriate person, and for learning purposes only will be shared, without fully identifying the patient.

Computer Policies

Computers should only be used with permission from the school's administrative staff. The student should obtain permission before printing any material. Students are encouraged to use the internet for research purposes only.

The following computer uses are prohibited:

- Email (checking and sending)
- Searching for non-course related topics
- Checking on any other personal blogs and sites, such as Facebook, Instagram, Twitter, etc.

Photocopying Service

A coin operated photocopier is provided for students' use.

Skills Lab

The skills laboratory is maintained to provide the students the opportunity to gain mastery of required nursing skills. The skills laboratory is open for unassisted practice when not in use. Students are required to seek permission from administrative staff. Assisted practice/competency practice is available only during scheduled hours. After practice, all equipments are to be put away into their original assigned location. All manikins must be covered when not in use.

Sign-in Policy

All students are required to sign-in in designated log books before each use of the following facilities, equipment and materials.

- Learning Media/Library
- Computer Lab
- Skills Laboratory

ANY STUDENT WHO VIOLATES THESE POLICIES WILL LOSE THE PRIVILEGE OF USING THE PREVIOUSLY SAID RESOURCES WILLINGLY PROVIDED BY THE SCHOOL. FURTHER DISCIPLINARY ACTIONS MAY ALSO BE TAKEN.

No Eating and Drinking Policy

Eating and/or drinking is prohibited in the classroom, skills laboratory, media/library, and computer lab. Lounge area is provided by the school for eating and drinking purposes. **No chewing gums allowed during lecture and clinicals.** Anyone caught putting gums on the chairs, tables, wall or floor will warrant suspension and withdrawal from the program.

Smoking Policy

Smoking is prohibited in the building at all times. Students are not allowed to smoke in front of any of the surrounding business offices. A smoking oasis across the school is provided for smokers.

Cell Phone Policy:

Cell phones should be turned off during classroom and clinical hours.

Visitor Policy:

No visitors will be allowed, including **children**, during class and clinical hours.

Drug & Alcohol Abuse Policy

The use or sale of non-prescription, “controlled substance” drugs, including, but not limited to, marijuana, cocaine, stimulants, and depressants will not be tolerated at the Trinity School of Health and Allied Sciences premises, at any of its clinical facilities, or at any school-sponsored function off the premises. Any students believed to be under the influence or in possession of a non-prescribed, “controlled substance” drug and under the influence of alcohol will be temporarily prohibited from attending classes pending investigation of the incident. Should it be determined that the student was under the influence, in possession, or involved in the purchase and/or sale of a controlled substance while on or off the premises of Trinity School of Health and Allied Sciences, or school-sponsored event, the student will be dismissed.

Should it later be determined that the student was not involved in the above activity, he/she will be reinstated and lost class time will be added to the normal completion date. Students are solely responsible for the use of prescribed drugs, and the same academic and social behavior is expected of all students regardless of conditions of health. Students who need counseling assistance for drug or alcohol dependency should contact the School Director. All referrals will be kept confidential.

Aids Policy and Guidelines

The Nurse Assistant Student has ethical and legal responsibility to provide professional care for AIDS patients. The Nursing Code of Ethics states that “the nurse provides services with respect for human dignity and the uniqueness of the client unrestricted by consideration of social or economic status, personal attributes, or the nature of the health problem.”

Further, AIDS is legally considered a handicap, and as such, any individual with AIDS is protected from discrimination by the Federal Rehabilitation Act of 1973. Students refusing to care for AIDS patients can be considered as engaging in discriminatory behavior, and are subject to disciplinary action.

All nursing students caring for AIDS or HIV positive patients will comply fully with blood/body fluid precautions as specified in Universal Precaution.

Students with AIDS related conditions are protected against discrimination in the nursing program. According to medical evidence, individuals with AIDS, ARC or HIV positive present no health risk to their colleagues or fellow students. Such individuals, whether symptomatic or asymptomatic, shall be treated the same as any other student as long as they are psychologically and physically capable of doing adequate academic work. Confidentiality of any student illness is protected by the Education Code, and no information will be released to outside parties (i.e., employer, insurer) except as required by law.

Standard (Universal) Precautions

Standard (Universal) precautions shall be followed at all times for all patients the following precautions must be taken whenever there is even the slightest possibility of exposure to blood or other body substances:

- Wash hands before and after patient care. Wash hands immediately after gloves are removed.
- Wear gloves when you anticipate direct contact with moist body substances from any patient. These include blood, semen, vaginal secretions, cerebral or spinal fluids, pathology specimens, womb exudates, urine, feces, sputum, vomits, etc. Remove gloves after each individual task.
- Wear masks and protective eyewear during procedures likely to generate droplets of blood or other body fluids to prevent exposure.
- Wear gown or disposable plastic apron when you anticipate that your clothing may be soiled by any of the body substances listed above.
- Protect your non-intact skin from contact with body substances.

- Wash your hands, arms, face etc., as appropriate, if you have had any unprotected contact with blood or other body fluids.
- Discard sharp instruments, needles, and syringes and puncture resistant containers. Needles should not be bent, broken, recapped, or unnecessarily handled.
- Handle all specimens as if they were infected.
- Notify your instructor immediately if you are accidentally stuck with a needle or other come into contact with bodily substances.

Accidental Exposure to Body Fluids

In the event of accidental exposure to body fluids, the following steps should be taken:

- Any remaining blood/body fluid should be washed away immediately. Skin punctures should be allowed to bleed to express any material deposited in the wound and then thoroughly washed.
- Document the accidental exposure to body fluids in the incident report. Notify the nurse in charge, the clinical instructor, and the Program Director.
- Evaluate the sources of contamination. If the patient is not known to be HIV infected, assess the risk for infection.
- If the patient may be at-risk, inform patient of exposure and request permission for the HIV antibody tests and screening for hepatitis. If the antibody test is negative and no risk factors are identified, no further actions are needed.
- If the antibody test is positive, the students should be tested as soon as possible. If negative, the test should be redone six weeks later, and periodically for a one-year period.
- In the event the patient declines to cooperate and be tested, the student should be counseled at the risk of infection and evaluated clinically and serologically for HIV infection as soon as possible.

Non-Discriminatory Policy

Trinity School of Health and Allied Sciences is committed to providing equal opportunities for all students. Therefore, no student of Trinity School of Health and Allied Sciences or applicant for enrollment or others who might receive the benefits of the school activities shall be excluded from participation in any process, position, program, service or activity on the basis of race, religious creed, color, national origin, or sex.

The School complies with the Civil Rights Act of 1964, as amended; Title VII of the Equal Employment Opportunity Commission; Title IX of the Education Amendment Act of 1972 which prohibits discrimination on the basis of sex in any education program or activity; the Family Educational Rights and Privacy Act of 1974; Section 504 of the Rehabilitation Act of 1973 which bars discrimination on the basis of physical handicap; the Age Discrimination Act of 1975; and the Americans with Disabilities Act of 1990. Accordingly, equal opportunity for admission shall be extended to all persons. All inquiries or complaints with these laws and regulations should be directed to the School Director who can provide students with procedures available in resolving complaints to alleged unlawful discriminatory actions. Action will be taken to investigate and resolve all such formal complaints in a “prompt and equitable manner”.

Sexual Harassment Policy

Trinity School of Health and Allied Sciences is committed to provide an environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, as defined and otherwise prohibited by state and federal statutes.

It shall be a violation of this policy for anyone who is authorized to recommend, make or take academic or personal actions affecting a student or an employee or perform other acts or services on behalf of Trinity School of Health and Allied Sciences, to engage in sexual harassment.

Within the educational environment, sexual harassment is prohibited between students, between students and employees, and between students and non-students. Within the work environments, sexual harassment is prohibited between employees, between employees and students, and between employees and non-employees.

Sexual harassment is defined as....

Unwelcome sexual advances, requests for sexual favors, and other physical, written, or verbal intimidation of an offensive sexual nature. Some examples that may constitute sexual harassment are: subtle pressure for sexual activity; unnecessary brushes or touches; disparaging remarks about one's gender; physical aggression such as patting; verbal sexual abuse disguised as humor; whistling; and obscene gestures.

Title VII of the Equal Employment Opportunity Commission (EEOC) guidelines were written and defines sexual harassment when:

- Submission to such conduct is made either explicitly or as a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The Student's Responsibilities Pertaining to Sexual Harassment & Discrimination

An experience involving sex bias, sex stereotyping, sex discrimination, and/or sexual harassment, can affect all aspects of a student's life. It can threaten a student's emotional well-being, impair academic progress, and even inhibit the attainment of career goals. Therefore, students have the responsibility to be aware of their rights as they pertain to their educational experience at Trinity School of Health and Allied Sciences. Any student, who believes that he/she has been discriminated against or treated unfairly because of his/her gender, has the right to bring the incident or incidents to the attention of the people involved. If the student gets no satisfaction, he/she has the right to file a grievance. Prompt reporting of the facts of the incident or incidents should be directed to the School Director. Title IX of the Education Amendment Act of 1972 mandates that all such formal complaints to be investigated and resolved in a "prompt and equitable manner".

End of Program Evaluation

The students will be required to evaluate the program, instructor(s), and the facility. The purpose of the evaluation is to identify the strengths and weaknesses of the program, instructor(s) and the facility, and for the school administration to know the areas for improvement. The students are given this opportunity to provide recommendations for instructional and course enhancements.

Program Evaluation

Upon completion, students will be required to evaluate the program. The instrument used will permit students to provide input regarding program content, time, exams, and other areas of utmost importance.

Instructor Evaluation in Theory/Clinical

Students are required to evaluate the nursing faculty at the end of the program. The evaluation will provide information regarding the effectiveness of the teaching-learning process. Students are

requested to assess the strengths and weaknesses of the instruction and make recommendations for instructional and program improvement.

Facility Evaluation

Upon completion of clinical rotation, the students will be required to evaluate the facility as to its ability to provide learning opportunities that meet the students' clinical objectives.

Completion Policy

To qualify for completion, the student must complete all coursework with a grade of "C" or better (above 75% - Pass). Final Examination will not be given without completed Course Clearance Form (See Appendix C) which must be submitted to the instructor. All financial dues must be settled by the 7th week for FULL TIME students and 10th week for PART TIME students as scheduled. **NO PERSONAL CHECK WILL BE ACCEPTED.**

State Competency Examination Policy

Trinity School of Health and Allied Sciences is a testing site for National Aide Assessment Program (NNAAP) for all students who completed the Nursing Assistant Training Program at Trinity and/or other schools. Trinity School of Health and Allied Sciences provides assistance in processing the application of students for the State Competency Exam through the Regional Testing Center. However, the School does not control the date of examination. Testing at Trinity School of Health and Allied Sciences is highly encouraged to provide the TSHAS students a level of comfort and confidence to be tested in an environment where they have been familiar with therefore, decreasing anxiety during examination. The CDPH283B will be filled up and signed by the students, and signed by the RN Program Director as a proof of completion of the program.

No application for the State Competency Exam at the Regional Testing Center will be submitted if the student has not fully paid the tuition fee for the program which will entail indefinite delay on the part of the student to be certified and be able to work as soon as possible. Students who paid late after the completion of the course will have the responsibility to send their own application (CDPH 283 B Form) to the Regional Testing Center.

Parking Policy

The purpose of the Parking Policy is to provide TSHAS administration, staff and mostly students with guidance on established parking areas, permits, fines, appeals, and policies which affect the use of vehicles on and around the school. The parking regulations are as under:

- 1. Students' designated parking area is located on the second floor of the parking structure side of the 1225 W. 190th St. Building. (See Appendix E)**
2. Responsibility for locating an appropriate designated parking area rests with the vehicle operator.
3. The lack of a readily available designated parking space is not an excuse for a violation of any parking regulation.
4. TSHAS does not assume any responsibility for any vehicle or its contents while parked on the school ground.

SECTION V — ADMINISTRATION & STAFF

Alice Thompson, MBA, RN
School Administrator/Academic Dean

Frances Riley, RN
CNA Program Director

Odessa Mathis
Financial Aid Officer

Kulwant Singh
Registrar

Johanna Gregg
Front Desk

Kevin Lee
Library Supervisor

SECTION V — FACULTY

Nurse Assistant Program

Sumbo Ibraheem, LVN (Full-Time Faculty)

Ms. Sumbo received her Associate degree in Nursing from Shepperd University, Los Angeles and earned her diploma in Vocational Nursing from LA Trade Tech Los Angeles. Ms. Sumbo has over fifteen years of clinical nursing experience at Sunnyside Nursing and Rehabilitation Centre including as CNA instructor at Trinity for four years.

Helen Abafi, LVN (Part-Time Faculty)

Ms. Helen holds her BS in Community and Public Health Nursing from through Michigan State University, Kalamazoo, USA and is licensed Vocational Nurse in California. She had completed her diploma from LA Trade Tech Los Angeles. Ms. Helen has over twenty years of clinical nursing experience at LA Casa Mental Health Facility, Longbeach and Central Neighborhood Health, Los Angeles including as instructor at ACL Los Angeles and Homestead School, Torrance.

Medical Assistant Program

Wanda Miranda, BM (Part-Time Faculty)

Ms. Helen holds her bachelor's in medicine from American University of Caribbean and is Certified as instructor from Department of Consumer Affairs, State of California. She received BS from University of Turabo, PR.

SECTION VI — STATE LICENSE/ACCREDITATIONS & APPROVALS

Trinity School of Health and Allied Sciences is approved to operate by the former Bureau for Private postsecondary and Vocational Education.

ACCREDITATION

Accrediting Bureau of Health Education Schools (ABHES)

7777 Leesburg Pike, Suite 314 N. Falls Church, VA 22043

Phone: (703) 917-9503 Fax (703) 917-4109

APPROVALS

Bureau for Private Postsecondary Education (BPPE)

2535 Capitol Oaks Drive, Suite 400, Sacramento California, 95833 (Physical Address)

P.O. 980818, West Sacramento, CA 95798-0818 (Mailing Address)

Phone (916) 431-6959 Fax (916) 263-1897 | www.bppe.ca.gov

Department of Health Services (DHS)

California Department of Public Health

1615 Capitol Avenue, MS 3301

P.O. Box 997416

Sacramento, CA 95899-7416

Phone (916) 327-2445 Fax number: (916)449-5505

CALENDAR OF HOLIDAYS 2018 and 2019

New Year's Day (School Closed)
President's Day (School Closed)
Memorial Day (School Closed)
Independence Day (School Closed)
Labor Day (School Closed)
Thanksgiving Holiday (School Closed)
Christmas Day (School Closed)

Links Available in the School Website:

www.tshas.edu

1. School Catalog 2018-2019
2. The School Performance Fact Sheet for all Programs
3. Bureau's Internet Website: www.bppe.ca.gov
4. Annual Report